

**Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, August 12, 2026 – 5:00 p.m.
Lanesboro City Council Chambers**

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<https://us02web.zoom.us/j/89549716078?pwd=HtGINbXCZtsE1s3UJjjLjLbfAQVKE1.1>

Meeting ID: 895 4971 6078 | Passcode: 992204

Call to Order

- A. Public Comments
- B. Agenda Approval
 Motion _____ **Second** _____
- C. Approval of Minutes
 - a. Regular Meeting, July 15, 2026
 Motion _____ **Second** _____
- D. Financial Report
 - a. Rose Bell Memorial Fund
 - b. Donations Fund
 - c. 2026 Budget YTD
 - d. Approval of Bills
 Motion _____ **Second** _____
- E. Circulation Report

Committee & Staff Reports

- A. City Council
- B. Friends of the Lanesboro Library Liaison
- C. SELCO Board Liaison
- D. Director's Report

Continued Business

New Business

- A. Consider Hiring Ruth Mikos as a Library Substitute
 Motion _____ **Second** _____
- B. Consider Letter of Support Request for Hope Corps SMIF Small Town Grant Application
 Motion _____ **Second** _____
- C. Consider FY27 SELCO ILS Agreement
 Motion _____ **Second** _____
- D. Review 2027 Preliminary Library Budget
 Motion _____ **Second** _____

Next meeting: Wednesday, September 9, 2026 at 5pm

Adjourn Regular Meeting

Board Members: Sjeila Goetzke, Anna Lane, Mary Junko-Isle, Mindy Albrecht-Benson, Gwen Harmon

**Lanesboro Public Library Board
Wednesday, July 15th – 5:00 p.m.
Lanesboro City Council Chambers**

Present: Gwen Harmon, Mary Junko-Isle, Anna Lane, Mindy Albrecht-Benson, Sjeila Goetzke
Staff: Mitchell Walbridge, Luke Wahl, Darla (virtual)

Chairperson Goetzke called the meeting to order at 5:01pm

A. Public Comments

Sandy Webb via Mindy Albrecht-Benson: Reminding board members that the community theatre play of A Wrinkle in Time is coming up.

B. Agenda Approval

Member Lane moved to approve the agenda as provided, Member Albrecht-Benson seconded. All in favor, motion carried.

C. Approval of Minutes

a. Regular Meeting, June 10, 2026

Member Albrecht Benson moved to approve the minutes from the June 10th, 2026 meeting as provided, Member Harmon seconded. All in favor, motion carried.

D. Financial Report

a. Rose Bell Memorial Fund

No transactions reported in the Rose Bell Memorial Fund.

b. Donations Fund

No transactions reported in the Donations Fund.

c. 2026 Budget YTD

Director Wahl noted that the grant funds from SELCO are under the operating supplies and mentioned that the program expenses line has a number of charges that are being covered by grant funds.

d. Approval of Bills

Chair Goetzke asked Director Wahl about the charge from Lakeshore, Director Wahl informed the board that it was for floor seats, and that he also ordered a rotating shelf for board books using grant funds. The Scoop also offered to match the library spend for teen prizes for the summer reading program.

Member Albrecht-Benson moved to approve the bills as provided, Member Lane seconded. All in favor, motion carried.

e. Unaudited Fund Balance – Quarter 2

Member Albrecht-Benson asked Administrator Walbridge about the status of the budget based on current expenses including the PTO payout of former Director Johnson. Administrator Walbridge advised that we were likely to break even this year.

E. Circulation Report

Director Wahl noted the new numbers reported for the number of patrons using their library cards at the desk, but it doesn't count Libby or renewals. Member Albrecht-Benson shared appreciation of this being added to the report.

Committee & Staff Reports

A. City Council

Member Albrecht-Benson reported that the 2027 budget process is underway and the library board will likely see a draft of the preliminary budget next month.

B. Friends of the Lanesboro Library Liaison

Member Junko-Isle reported that the 100th year celebration will be pushed back to a different year due to new historical evidence, although the library in some form has been around for over 100 years. Informed the board of a sign making event for the Buffalo Bill Days parade and encouraged board members to join.

C. SELCO Board Liaison

Member Harmon noted no meeting since the June library board meeting.

D. Director's Report

Director Wahl reported that 80 kids are signed up for summer reading compared to 27 last year, prizes seem to be a hit. The events have been well attended and the Waffle Party teen program was very successful.

Chair Goetzke asked if it was a mix of genders for the teen program, Director Wahl reported it was about 50/50 and that having the EMS picnic on the same day was helpful.

Director Wahl also reported on other events including a papermaking event, clowns, and working on the relationship with the Lanesboro Child Care Center. He noted that Library Assistant Ruth will have her last day on July 31st.

Member Albrecht-Benson asked Director Wahl if he needed any support from the board. Director Wahl noted that he will be looking at budgets in the upcoming months and it will be good to continue this conversation. He noted interest in increasing budgets for programming to ensure consistency year after year, and looking at part time or sub staffing.

Member Harmon asked about getting volunteers for the storytime, Director Wahl suggested that this could be good in the future.

Chair Goetzke mentioned that it could be worthwhile to look at the staff salary portion of the library budget with the difference between current and previous Director salaries to see if we have room to adjust other budget lines. Administrator Walbridge informed the board that this could give some flexibility and it might be worth taking a look at the staffing budget in the preliminary budget for 2027.

Continued Business

New Business

A. Consider Appointment of Assistant Librarian

Director Wahl informed the board that the hiring committee chose Matthew Ralph as the Assistant Librarian candidate and that he had accepted a preliminary offer, Member Lane noted his background in theater camps and marketing.

Member Albrecht-Benson moved to appoint Matthew Ralph as the Assistant Library at Grade 1, Step 2 with a start date of July 28th. Member Harmon seconded. All in favor, motion carried.

Next meeting: Wednesday, August 12, 2026 at 5pm

Chair Goetzke adjourned the meeting at 5:37pm

Respectfully submitted,

Mary Junko-Isle
Secretary

CITY OF LANESBORO
Rose Bell Financial Report
July 2026

2026 Transactions Summary

1/1/26 Opening Balance \$1795.30

Month	Amount	Receipt/Vendor	Comments	Fund Account #
January			No Transactions	
February			No Transactions	
March			No Transactions	
April			No Transactions	
May			No Transactions	
June			No Transactions	
July			No Transactions	
August				
September				
October				
November				
December				

Rose Bell Balance as of 8/7/26

\$1795.30

CITY OF LANESBORO
Library Donations Account
July 2026 Financial Summary

2026 Transactions Summary

Month	Amount	Vendor/Receipt	Comment or Item	Fund Account #
January	\$6415.47		Opening 2026 Balance	Fund 211 Cash
January	\$377.89	Visa	Post Bulletin	E 211-45500-233 Periodicals
February			No Transactions	
March			No Transactions	
April			No Transactions	
May			No Transactions	
June			No Transactions	
July			No Transactions	
August				
September				
October				
November				
December				

Account Balance 8/7/26

\$6,037.58

CITY OF LANESBORO
***Expenditure Guideline©**

08/07/26 8:46 AM

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Current Period: July 2026

			2026	2026	July	Enc	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
LIBRARY								
Libraries (GENERAL)								
Active	E 211-45500-100	Wages and Salar	\$67,816.64	\$21,427.51	\$3,319.08	\$0.00	\$46,389.13	31.60%
Active	E 211-45500-103	Part-Time Emplo	\$17,895.20	\$7,602.84	\$1,401.75	\$0.00	\$10,292.36	42.49%
Active	E 211-45500-121	PERA	\$6,428.39	\$2,135.15	\$354.07	\$0.00	\$4,293.24	33.21%
Active	E 211-45500-122	FICA	\$6,556.96	\$2,097.43	\$338.44	\$0.00	\$4,459.53	31.99%
Active	E 211-45500-131	Employer Paid H	\$12,425.84	\$11,738.40	\$2,061.88	\$0.00	\$687.44	94.47%
Active	E 211-45500-134	Employer Paid Li	\$477.30	\$151.77	\$63.40	\$0.00	\$325.53	31.80%
Active	E 211-45500-135	Employer Paid O	\$600.00	\$250.00	\$50.00	\$0.00	\$350.00	41.67%
Active	E 211-45500-136	MN Paid Leave	\$377.14	\$127.72	\$20.77	\$0.00	\$249.42	33.87%
Active	E 211-45500-150	Worker s Comp (	\$523.00	\$219.69	\$0.00	\$0.00	\$303.31	42.01%
Active	E 211-45500-170	Bonding	\$184.36	\$0.00	\$0.00	\$0.00	\$184.36	0.00%
Active	E 211-45500-208	Meetings / Traini	\$153.50	\$153.56	\$0.00	\$0.00	-\$0.06	100.04%
Active	E 211-45500-210	Operating Suppli	\$500.00	\$2,262.17	\$534.97	\$0.00	-\$1,762.17	452.43%
Active	E 211-45500-230	Books & Movies	\$7,566.00	\$1,298.80	\$299.24	\$0.00	\$6,267.20	17.17%
Active	E 211-45500-233	Periodicals	\$400.00	\$460.54	\$0.00	\$0.00	-\$60.54	115.14%
Active	E 211-45500-234	Automation/ILS	\$4,200.00	\$1,885.10	\$277.64	\$0.00	\$2,314.90	44.88%
Active	E 211-45500-236	Program Expens	\$700.00	\$1,539.70	\$897.60	\$0.00	-\$839.70	219.96%
Active	E 211-45500-237	Computer Lease/	\$3,250.00	\$3,420.00	\$0.00	\$0.00	-\$170.00	105.23%
Active	E 211-45500-238	PO Box Rental	\$160.00	\$162.00	\$0.00	\$0.00	-\$2.00	101.25%
Active	E 211-45500-300	Professional Srv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-318	Security Subscri	\$300.00	-\$70.71	\$0.00	\$0.00	\$370.71	-23.57%
Active	E 211-45500-321	Telephone	\$1,200.00	\$605.25	\$86.43	\$0.00	\$594.75	50.44%
Active	E 211-45500-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-361	General Liability I	\$191.22	\$0.00	\$0.00	\$0.00	\$191.22	0.00%
Active	E 211-45500-413	Office Equipment	\$1,200.00	\$652.69	\$96.07	\$0.00	\$547.31	54.39%
Active	E 211-45500-430	Miscellaneous (G	\$250.00	\$9,822.00	\$9,822.00	\$0.00	-\$9,572.00	3928.80%
Active	E 211-45500-433	Dues and Subscr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Libraries (GENERAL)			\$133,355.55	\$67,941.61	\$19,623.34	\$0.00	\$65,413.94	50.95%
Total LIBRARY			\$133,355.55	\$67,941.61	\$19,623.34	\$0.00	\$65,413.94	50.95%
Report Total			\$133,355.55	\$67,941.61	\$19,623.34	\$0.00	\$65,413.94	50.95%

CITY OF LANESBORO

08/07/26 8:47 AM

*Revenue Guideline©

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Current Period: July 2026

			2026	2026	July	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
LIBRARY							
Libraries (GENERAL)							
Active	R 211-45500-31000	General Property	\$97,240.31	\$55,479.42	\$0.00	\$41,760.89	57.05%
Active	R 211-45500-33650	County Funds - R	\$35,315.24	\$17,615.53	\$0.00	\$17,699.71	49.88%
Active	R 211-45500-34110	Copy/Fax/Printing	\$500.00	\$897.57	\$205.30	-\$397.57	179.51%
Active	R 211-45500-35103	Library Fines	\$150.00	\$58.61	\$0.00	\$91.39	39.07%
Active	R 211-45500-36200	Miscellaneous Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36210	Interest Earnings	\$0.00	\$231.39	\$110.52	-\$231.39	0.00%
Active	R 211-45500-36230	Contributions and	\$0.00	\$41,233.55	\$447.91	-\$41,233.55	0.00%
Active	R 211-45500-36231	Contributions & D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36232	Non Resident Fe	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Total Libraries (GENERAL)			<u>\$133,355.55</u>	<u>\$115,516.07</u>	<u>\$763.73</u>	<u>\$17,839.48</u>	<u>86.62%</u>
Total LIBRARY			<u>\$133,355.55</u>	<u>\$115,516.07</u>	<u>\$763.73</u>	<u>\$17,839.48</u>	<u>86.62%</u>
Report Total			\$133,355.55	\$115,516.07	\$763.73	\$17,839.48	86.62%

<u>Check #</u>	<u>Date</u>	<u>Vendor/Payee</u>		<u>Invoice #</u>	<u>Amount</u>	<u>Comment</u>
027708	7/2/2026	ACENTEK	E 211-45500-321 Telephone	13508579	\$86.43	
027710	7/2/2026	AMAZON CAPITAL SERVICES	E 211-45500-236 Program Expense	171T-7KGK-7MWC	\$226.59	
027710	7/2/2026	AMAZON CAPITAL SERVICES	E 211-45500-210 Operating Supplies (GENERAL)	1CJ6-19NC-49C4	\$79.96	
027713	7/2/2026	CHATFIELD PUBLIC LIBRARY	E 211-45500-230 Books & Movies		\$31.00	
027722	7/2/2026	INGRAM LIBRARY SERVICES	E 211-45500-230 Books & Movies	96954882	\$241.32	
027722	7/2/2026	INGRAM LIBRARY SERVICES	E 211-45500-230 Books & Movies	96931514	\$26.92	
027734	7/2/2026	SELCO	E 211-45500-234 Automation/ILS Package	054364	\$277.64	
027735	7/2/2026	THE LINCOLN NATIONAL LIFE	E 211-45500-134 Employer Paid Life	4981028470	\$31.70	
027737	7/2/2026	VISA	E 211-45500-236 Program Expense		\$183.94	
027737	7/2/2026	VISA	E 211-45500-236 Program Expense		\$89.05	
027737	7/2/2026	VISA	E 211-45500-210 Operating Supplies (GENERAL)		\$367.95	
027737	7/2/2026	VISA	E 211-45500-236 Program Expense		\$24.42	
027737	7/2/2026	VISA	E 211-45500-236 Program Expense		\$74.82	
027741	7/15/2026	AMAZON CAPITAL SERVICES	E 211-45500-236 Program Expense	1K1X-9QNN-D4DD	\$21.19	
027746	7/15/2026	DE LAGE LANDEN	E 211-45500-413 Office Equipment Rental	597784292	\$64.40	
027757	7/15/2026	LOFFLER	E 211-45500-413 Office Equipment Rental	5398229	\$31.67	
027772	7/15/2026	WAHL, LUCAS	E 211-45500-135 Employer Paid Other		\$50.00	Cell phone
027779	7/30/2026	AMAZON CAPITAL SERVICES	E 211-45500-236 Program Expense	1VQK-JP3X-M7PW	\$44.64	
027779	7/30/2026	AMAZON CAPITAL SERVICES	E 211-45500-236 Program Expense	14XP-6X46-VCCJ	\$193.06	
027779	7/30/2026	AMAZON CAPITAL SERVICES	E 211-45500-236 Program Expense	1DR3-V9HJ-CXXN	\$39.89	
027816	7/30/2026	THE LIBRARY STORE	E 211-45500-210 Operating Supplies (GENERAL)	795363	\$87.06	
027817	7/30/2026	THE LINCOLN NATIONAL LIFE	E 211-45500-134 Employer Paid Life	4990044820	\$31.70	

Circulation Report & Statistics - July 2026

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u># of patrons cko at desk 2026</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January	1595	1743	1613	1839	1566	1183	89	213	379	428	568	505	319
February	1513	1511	1601	1704	1410	1198	104	197	379	466	585	558	373
March	1847	1977	1897	1809	1681	1537	103	299	573	558	603	594	473
April	1668	1914	1794	1730	1361	1450	100	238	477	502	673	469	462
May	1562	1803	1789	1501	1398	1413	103	346	676	576	1302	643	557
June	1631	1786	1748	1566	1202	1619	123	514	651	643	812	600	725
July	1767	1863	1655	1533	1434	1455	110	556	750	631	785	714	658
August	1703	1952	1832	1477	1599			585	741	713	667	697	
September	1841	2047	1656	1643	1577			555	662	770	751	639	
October	1715	2015	1630	1652	1756			467	645	654	787	654	
November	1575	1779	1616	1330	1518			376	428	549	636	474	
December	1393	1744	1700	1473	1309			427	322	522	434	*	
	19810	22134	20531	19257	17811	9855		4773	6683	7012	8603	6547	3567

Circulation Breakdown

Checkouts	1010
ILL Loaned	290
Overdrive Audiobooks	94
Overdrive E-books	61
Total Circulation	1455
ILL Borrowed	136

Technology Report

Computers Used	124
Wifi Connections	163
Website Traffic	351 Visitors 728 Views
Facebook	Posts = 28
	Views = 70,704
	Engagement = 1455
	Net Followers = +95

Visitor Data

Total Visitors	658
Total Kids	186
Reference Transaction:	50
New Library Cards	7

Re: Letter of Support for SMIF Small Town Grant Application

From Alicia Pearson [REDACTED]

Date Mon 7/27/2026 9:16 AM

To Luke Wahl <LWahl@lanesboro-mn.gov>

Dang it. Yes I'll do that below. There is nothing set in stone for the library to do. The only piece the library is specifically mentioned in is:

- Who is part of your team? (Team member names not necessary. Community collaboration is required. Describe why these key individuals and organizations will be key to success and how their participation will add value. Examples: church, school, city government, nonprofit:
 - Hope Corps will coordinate the project and oversee implementation, volunteer engagement, communications, evaluation, and long term sustainability.

Community collaboration is central to the Guildhall. A local church or similar will provide accessible space for the program, creating a welcoming home for shared resources and community activities. **The Lanesboro Public Library will support outreach and provide an additional community connection point.** Local businesses will help identify resource needs, donate equipment when appropriate, sponsor workshops, and promote participation. Schools and youth organizations will encourage youth volunteerism and intergenerational skill sharing. Service organizations, churches, and community volunteers will assist with program operations, workshops, and community workdays.

Each partner brings unique expertise while working toward a shared vision of a stronger, more connected community.

•

What goals are you hoping to achieve? (A shared vision, agreed milestones, and a common goal are all necessary for successful collaboration). The Lanesboro Guildhall will create a lasting community resource that helps neighbors share tools, skills, time, and knowledge while strengthening relationships across our community. Our goal is to make it easier for residents to ask for help, offer assistance, and access resources that might otherwise be financially out of reach.

During the grant period, we will establish the Guildhall in a donated community space, develop a simple online and in person resource sharing system, recruit community partners and volunteers, launch an initial inventory of shared equipment, and offer workshops, repair cafés, and community workdays that encourage learning and collaboration.

By the end of the project, we expect the Guildhall to be recognized as a trusted community hub where residents of all ages and backgrounds can connect, solve problems together, and contribute their talents. The long term vision is to create a model that strengthens both community resilience and rural economic vitality while being adaptable for other small towns.

Briefly describe what SMIF grant funds will be spent on

Grant funds will support the development and launch of the Lanesboro Guildhall. Funding will be used to purchase an initial inventory of shared tools and equipment, develop a simple online resource catalog and checkout system, purchase shelving and organizational supplies for donated community space, create branding and outreach materials, recruit volunteers, host workshops and repair cafés, support community workdays, and evaluate project outcomes. Funds will build the systems, partnerships, and programming that allow the Guildhall to become a sustainable community resource.

Rough Budget expectation:

SMIF Grant Request: \$10,000

Budget Category	Amount Description
-----------------	----------------------

Shared Resource Library	\$1,000 Purchase a limited number of high-priority shared resources identified through community input that are not available through donations.
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Storage & Organization	\$900 Shelving, storage bins, labeling system, checkout tags, locks, signage, and organizational supplies for donated community space.
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Guildhall Platform & Checkout System	\$2,000 Development of a simple website, online resource catalog, checkout and reservation system, volunteer and opportunity board, QR codes, software subscriptions, and technology needed to manage the Guildhall.
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Community Outreach & Marketing	\$1,700 Branding, logo
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development, printed materials, brochures, banners, launch event promotion, social media advertising, photography, and outreach to residents, businesses, and partner organizations.

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Workshops, Repair Cafés & Community Events	\$1,700 Supplies and materials for workshops, repair cafés, community workdays, skill-sharing events, instructional materials, and accessibility accommodations as needed.
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Volunteer Recruitment & Training	\$1,000 Volunteer recruitment, orientation materials, training sessions, safety procedures, manuals, name
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badges, and participant resources.

Evaluation & Replication Toolkit | \$900 | Participant surveys, data collection, impact reporting, development of policies and procedures, and creation of a toolkit that other rural communities can use to replicate the Guildhall model.

Project Administration | \$800 | Printing, office supplies, meeting materials, communications, insurance directly related to the project if eligible, and other direct project implementation expenses.

Total SMIF Grant Request: \$10,000

Proposed In Kind Match

In Kind Contribution	Estimated Value	
Donated community meeting and storage space	\$1,000	
Volunteer planning, coordination, workshops, and community workdays (75 hours at \$35/hour)		\$2,550
Donated tools, equipment, and other shared resources	\$1,000	

Total In Kind Match: \$4,550

Why is this project important to your community and what will be the impact of your work or project in your community? (Share insights on how this project materialized. Describe why this work is important and what change you will create or influence because of this work.)

Rural communities have long relied on neighbors helping neighbors, yet many residents today have fewer opportunities to build those connections. At the same time, households often purchase expensive tools that are used only occasionally while valuable skills and talents remain untapped.

The Lanesboro Guildhall will be developed as a way to strengthen community connections while reducing financial barriers and encouraging the responsible sharing of resources. Instead of every household purchasing equipment they may use only once or twice each year, residents can borrow shared resources, learn new skills, and connect with neighbors who are willing to volunteer or provide assistance.

The Guildhall also supports the local economy by helping families save money, creating opportunities for residents to earn supplemental income through small neighborhood projects, and encouraging residents to seek local help before looking outside the community. Environmentally, the project promotes shared ownership, extends the useful life of equipment, reduces unnecessary consumption, and keeps usable items in circulation rather than in landfills.

As Highway 250 construction brings change to our community, the Guildhall provides a positive opportunity for neighbors to work together, strengthen relationships, and build a more resilient community that will continue long after construction is complete. As the costs of goods increase, the Guildhall will help families stay afloat.

How will you define success? (Describe the team's expectations of what will happen)

Success will be measured through clear participation, collaboration, and community engagement outcomes during the first year.

The Guildhall will:

Establish partnerships with at least 10 community organizations, businesses, churches, schools, and civic groups.

Recruit at least 175 registered Guildhall members.

Build an initial inventory of at least 75 shared resources through purchases and community donations.

Complete at least 200 equipment checkouts during the first year.

Facilitate at least 100 volunteer requests or neighbor-to-neighbor paid opportunities through the Guildhall.

Host 5 workshops, repair cafés, or community workdays with a combined attendance of at least 100 participants.

Achieve 90 percent participant satisfaction through surveys.

Have at least 75 percent of surveyed participants report they met someone new, learned a new skill, or felt more connected to the community because of the Guildhall.

Project data will be collected through checkout records, participation logs, workshop attendance, volunteer tracking, surveys, and partner feedback.

On Mon, Jul 27, 2026 at 9:06 AM Luke Wahl <LUahl@lanesboro-mn.gov> wrote:

Hi Alicia,

Thanks for sending the application. Most of the answers were cut off in this format. Is there a way you can copy and paste the responses in an email or a word document, particularly as it pertains to the Library and its responsibilities.

Thank you,

Luke

Luke Wahl, Director
Lanesboro Public Library

202 Parkway Ave. S
Lanesboro, MN 55949
LWahl@lanesboro-mn.gov
507.467.2649
www.lanesboro.lib.mn.us

From: Alicia Pearson [REDACTED]
Sent: Monday, July 27, 2026 8:17 AM
To: Luke Wahl <LWahl@lanesboro-mn.gov>
Subject: Re: Letter of Support for SMIF Small Town Grant Application

Hi Luke,
Great! We have to submit by August 18th. I have copy/pasted and attached the grant application so far for your review. They don't have an export all option :(. Let me know if you have any questions or concerns.
Best,
Alicia

Grant Recipient: Hope Corps (Lanesboro-based nonprofit)
Project Title: Lanesboro Guildhall: Building Community Through Shared Tools, Skills & Service
Brief Project Description: The Lanesboro Guildhall is a community sharing network where neighbors can borrow tools and equipment, share skills, request or offer volunteer help, connect with small paid opportunities, and participate in workshops and community workdays. By making it easier to share resources instead of purchasing them individually, the Guildhall strengthens community connections, reduces financial barriers and waste, and builds a more welcoming, resilient rural community that can be replicated.

Thanks,
Alicia

On Sat, Jul 25, 2026 at 9:40 AM Luke Wahl <LWahl@lanesboro-mn.gov> wrote:

Hi Alicia,

Thank you for sending this request. Lanesboro Guildhall sound like an interesting initiative. I'll bring this to the library board to see if they would like to provide a letter of support. In the meantime, do you have a draft grant application that we can review to learn a little more about the project?

Thank you,

Luke

Luke Wahl, Director
Lanesboro Public Library
202 Parkway Ave. S
Lanesboro, MN 55949
LWahl@lanesboro-mn.gov
507.467.2649
www.lanesboro.lib.mn.us

From: Alicia Pearson <[REDACTED]>
Sent: Friday, July 24, 2026 9:58 AM
To: Luke Wahl <LWahl@lanesboro-mn.gov>
Subject: Letter of Support for SMIF Small Town Grant Application

Hi Luke,

I hope you're doing well!

I'm reaching out because Hope Corps is applying for a Southern Minnesota Initiative Foundation Small Town Grant, and I was wondering if the library would be willing to provide a brief letter of support for our application.

The project is called the Lanesboro Guildhall. The idea is to create a community sharing network where neighbors can borrow shared resources, share skills, connect with volunteer and small paid opportunities, and participate in workshops and community events. The goal is to strengthen community connections while making it easier for people to help one another, reduce financial barriers, and build a stronger sense of belonging.

Right now, this is simply a grant application, so nothing is finalized. If we're fortunate enough to receive funding, we'd work with community partners to determine what participation makes the most sense and what role, if any, each organization would like to play.

If you'd be willing to provide a short letter expressing your support for the concept and its potential benefit to the community, it would mean a great deal. It doesn't need to be long. Even a few paragraphs as a PDF would be incredibly helpful for the application.

Thank you for considering it, and please let me know if you'd like any additional information about the project.

Thanks so much!

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Alicia Pearson



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

This Agreement to Participate in the SELCO Integrated Library System (the “**Agreement**”) is made as of the _____ day of _____, 2026, by and between the Southeastern Libraries Cooperating, a non-profit corporation organized under Minnesota Statutes Chapter 317A, also designated as a regional public library system under Minnesota Statutes § 134.20 (hereinafter referred to as “**SELCO**”), and _____ (hereinafter referred to as the “**Participating Library**”).

Article I. Purpose (Mission/Vision)

1.1 SELCO, as one of twelve regional public library systems in Minnesota, is responsible for strengthening, improving, and promoting library services in its eleven-county region. It fulfills this purpose through its mission of *supporting libraries through the delivery of professional expertise and sustainable services*.

1.2 In 2019, the Resource Sharing and Technology/Technology Policy Joint Committee created the following vision statement for the SELCO Integrated Library Service (“**ILS**”):

Horizon Libraries are forward-thinking, innovative members who work to maximize local resources by engaging with fellow members to share their unique collections and ideas to better serve their communities.

1.3 The ILS is library management software designed to track items owned, patrons who have borrowed, fees applied, and generally automate tasks around acquiring, borrowing, and lending a library’s collection. This Agreement is intended to define the parameters of the ILS offered by SELCO to the Participating Library. Generally, the ILS supports the sharing of materials, ideas, staff resources, and costs to support, maintain, and provide innovative library services to the region's communities. This is best achieved if all participants understand their rights and responsibilities and have a mutual understanding of expectations of each other.

Article II. Participation in the SELCO ILS Service

2.1 The SELCO ILS is available to all SELCO member public libraries who choose to participate.

2.2 By signing this Agreement, the Participating Library acknowledges and agrees to adhere to the following philosophical concepts:

- (a) The SELCO Evergreen ILS is a resource shared by all participating libraries. No one library owns the database.



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

- (b) The success of the shared resource requires active participation and engagement from all participating libraries. Active participation and engagement include:
 - (i) staying up to date with current ILS functionality, issues, and projects; and
 - (ii) sharing knowledge and perspectives with SELCO and other participants.
- (c) The responsibility for maintaining a quality database lies with both SELCO and the participating libraries. A quality database includes complete and accurate patron and bibliographic records.
- (d) The decisions made concerning the SELCO Evergreen ILS will be based on an understanding of the situation of member libraries and will be as fair as possible to all.

2.3 The Participating Library shall receive the following benefits in connection with its participation:

- (a) Efficient use of available resources to achieve more collectively than is possible individually by sharing the cost of ILS maintenance fees and expenses for staffing required to maintain the database.
- (b) Increased access to materials beyond the local library collection for library patrons, both regional and statewide library collections.
- (c) Stronger relationships and connections between participating libraries.

2.4 The Participating Library further acknowledges that although each member library is operated by a separate local governmental unit or board, which retains authority over any policy decisions for internal library operations and the handling of local funds, participation in the SELCO ILS requires the Participating Library and all other participating members to give up a small amount of autonomy to receive the benefits of participation. The Participating Library agrees to adhere to best practices and adjustments of local workflows to accommodate changes in ILS functionality.

Article III. Rights and Responsibilities

3.1 **Individual Libraries.** The Participating Library acknowledges all libraries that participate in the ILS share responsibility for the ILS's success. As such, the Participating Library agrees, as follows:



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

3.1.1 General.

- (a) To follow the philosophical concepts outlined in Article II above.
- (b) Accept and comply with the provisions of contractual agreements made by SELCO on behalf of member libraries, including SELCO's contract with Equinox (Equinox Agreement), and accept responsibility for the acts of its own employees related to these matters (i.e., maintain the confidentiality of system proprietary software).
- (c) Be a member in good standing of SELCO
- (d) Acknowledge that the Participating Library is sharing staff resources with other member libraries, and that library initiatives involving the ILS must include appropriate SELCO staff in the planning stages.
- (e) Contact SELCO with questions, problems, and concerns regarding the ILS.

3.1.2 Fees.

- (a) Pay the Participating Library's portion of the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Participate in the process outlined here that determines how the Total ILS Service Cost is distributed among the participating libraries.

3.1.3 ILS Shared Decision Making.

- (a) Provide input, ensure the Participating Library's perspective is shared, and keep up to date with conversations and issues, either directly or through the Participating Library's assigned representatives.
- (b) Provide active and continuing participation and collaboration in developing certain settings and best practices.
- (c) Follow the Appeal Process, detailed here.
- (d) Follow the Conflict Resolution, detailed here.



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

3.1.4 Technology.

- (a) Be responsible for procuring and maintaining all necessary hardware, software, peripherals, and connectivity in order to access the ILS, adhering to the minimum requirements outlined here.
- (b) Ensure correct use of ILS clients and related applications on local computers.

3.1.5 Training.

- (a) Ensure the Participating Library's personnel are trained on the ILS and its usage, including, but not limited to, conforming to adopted rules, policies, and best practices for the operation of the ILS through the shared decision-making committee.
- (b) Maintain, document, and train staff on any local decisions, workflows, and policies, ensuring they conform to the rules, policies, and best practices adopted through the shared decision-making committee.
- (c) Collaborate with SELCO staff to solve technical issues beyond the Participating Library's level of expertise.

3.1.6 Resource Sharing.

- (a) Lend library materials to patrons of all participating libraries according to the SELCO Region's Borrower Privileges document.
- (b) Participate in interlibrary loan services among SELCO Evergreen Libraries and MNLINK.
- (c) Conform to rules, policies, and best practices for the operation of the ILS established through the shared decision-making committee.
- (d) Maintain standards and practices of collection development and avoid major reductions in acquisitions with the intent of relying on the collections of other participating SELCO Evergreen Libraries.



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3.1.7 Access.

- (a) Restrict the operation of the ILS to the Participating Library's authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with the Participating Library's third-party vendors protect against misuse and security breaches of patron data.

3.2 **SELCO.** SELCO also shares responsibility for the success of the ILS with the Participating Library and other participants. SELCO will undertake the following:

3.2.1 Administration/General.

- (a) Adhere to the philosophical concepts outlined above in Article II.
- (b) Establish, administer, and negotiate a contractual agreement with ILS vendor(s) for products and services. The contract can be found here: [Equinox Agreement](#).
- (c) Communicate with ILS vendor(s) and remain up to date on all offered vendor training and product overviews.
- (d) Provide qualified staff to administer the ILS and serve as technical advisers.
- (e) Modify the ILS to ensure its sustainability for the region.
- (f) Provide timely notifications of modifications to member libraries.
- (g) Provide a [Help Desk](#) for participants to contact SELCO staff with questions, problems, and concerns regarding the ILS that allows for a timely response.
- (h) Prioritize staff resources for products and services that are accessible, utilized, or needed by the region as a whole.



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- (i) Consider requests for implementation of products and services not accessible, utilized, or needed by the region as a whole, as staff resources allow.

3.2.2 Fees & Costs.

- (a) Determine the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Provide timely and clear notice of ILS fees to member libraries based on the process outlined [here](#).

3.2.3 ILS Shared Decision Making.

- (a) Regularly update the Participating Library on ongoing ILS activities.
- (b) Provide opportunities for member libraries to guide areas of the ILS.
- (c) Collaborate with member libraries in developing certain settings and best practices.
- (d) Be the custodian of documents related to shared ILS decision-making.
- (e) Follow the Appeal Process, detailed [here](#).
- (f) Follow the Conflict Resolution process, detailed [here](#).

3.2.4 **Technology.** Procure and maintain all necessary hardware, software, peripherals, and connectivity to administer the ILS.

3.2.5 Training.

- (a) Provide training and training resources to the Participating Library on the use of the ILS, adhering to the principles outlined [here](#).
- (b) Provide a [list of expected competencies](#) for library staff using the ILS.



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3.2.6 Resource Sharing.

- (a) Provide delivery services to facilitate resource sharing and interlibrary loans.
- (b) Be a designated MNLINK Gateway, executing and administering the responsibilities outlined in the MNLINK server site agreement found here: [MNLINK Server Site Agreement.](#)

3.2.7 Access.

- (a) Restrict the operation of the ILS to authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here.](#)
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with SELCO's third-party vendors protect against misuse and security breaches of patron data.

Article IV. Member Libraries Together. The success of the ILS depends on the cooperation and engagement of participating libraries together as a unit. The Participating Library, together with the other participating libraries, will:

- (a) Identify a committee or other designated group to guide the operation of the ILS.
- (b) Work closely with SELCO staff for the operation of the ILS.
- (c) Establish its own structure, procedures, and processes.
- (d) Establish rules, policies, and other best practices for the operation of the ILS.
- (e) Enforce the adopted rules, policies, and best practices.
- (f) Maintain and follow the Appeal Process for decisions made, detailed [here.](#)
- (g) Maintain and follow the Conflict Resolution process, detailed [here.](#)



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

Article V. Term of Agreement. The term of this Agreement is for one (1) year, commencing on July 1, 2026. By signing this Agreement, the Participating Library commits to the full term of this Agreement. Notwithstanding the foregoing, if the Participating Library eliminates its physical collection or closes permanently, this Agreement may be terminated before the end of the one (1) year term upon the written agreement of SELCO and the Participating Library.

Failure to sign and return this Agreement within thirty (30) days of the stated deadline will result in the termination of access to the service.

[SIGNATURES TO FOLLOW]



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

IN WITNESS WHEREOF, the undersigned have executed this Agreement to Participate in the SELCO Integrated Library System as of the day and year first written above.

SELCO:

SOUTHEASTERN LIBRARIES COOPERATING, a
Minnesota nonprofit corporation

By: Krista L Ross

Name: Krista L Ross

Title: Executive Director

PARTICIPATING LIBRARY:

[Name]

By: _____

Name: _____

Title: _____

Address:

Account	Status	Description	Budget 2027	Budget 2026	Budget 2025	2025 Total	2024 Budget	2024 Total	2023 Budget	2023 YTD
Library										
E 211-45500-100	Active	Wages and Salaries (GENERAL)	\$ 46,077.12	\$ 67,816.64	\$ 63,049.60	\$ 82,846.28	\$ 58,800.19	\$ 61,574.60	\$ 54,686.78	\$ 56,452.80
E 211-45500-103	Active	Part-Time Employees	\$ 20,097.60	\$ 17,895.20	\$ 19,858.32	\$ 17,401.83	\$ 18,728.37	\$ 16,618.90	\$ 17,494.34	\$ 19,157.17
E 211-45500-121	Active	PERA	\$ 4,963.10	\$ 6,428.39	\$ 6,218.09	\$ 5,816.61	\$ 5,814.64	\$ 5,830.92	\$ 5,413.58	\$ 5,468.96
E 211-45500-122	Active	FICA	\$ 5,062.37	\$ 6,556.96	\$ 6,342.46	\$ 7,694.47	\$ 7,752.86	\$ 6,111.80	\$ 7,218.11	\$ 5,797.38
E 211-45500-131	Active	Employer Paid Health	\$ 28,326.68	\$ 12,425.84	\$ 12,425.84	\$ 12,425.84	\$ 12,446.48	\$ 12,446.48	\$ 12,670.04	\$ 12,670.14
E 211-45500-134	Active	Employer Paid Life	\$ 412.74	\$ 477.30	\$ 533.68	\$ 473.16	\$ 492.00	\$ 485.16	\$ 453.72	\$ 485.16
E 211-45500-135	Active	Employer Paid Other	\$ 600.00	\$ 1,384.19	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	\$ 400.00
E 211-45500-136	Active	MN Paid Leave	\$ 377.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 211-45500-150	Active	Worker s Comp (GENERAL)	\$ 263.55	\$ 523.00	\$ 550.25	\$ 506.12	\$ 600.00	\$ 500.23	\$ 340.00	\$ 648.84
E 211-45500-170	Active	Bonding	\$ 200.00	\$ 184.36	\$ 184.36	\$ 199.72	\$ 200.00	\$ 183.82	\$ 110.00	\$ 183.82
E 211-45500-208	Active	Meetings / Trainings	\$ 800.00	\$ 153.50	\$ 157.50	\$ 95.49	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
E 211-45500-210	Active	Operating Supplies (GENERAL)	\$ 1,800.00	\$ 500.00	\$ 500.00	\$ 440.00	\$ 500.00	\$ 55.84	\$ 500.00	\$ 472.87
E 211-45500-230	Active	Books & Movies	\$ 7,500.00	\$ 7,566.00	\$ 6,000.00	\$ 13,742.53	\$ 6,000.00	\$ 6,788.47	\$ 6,000.00	\$ 7,019.22
E 211-45500-233	Active	Periodicals	\$ 700.00	\$ 400.00	\$ 400.00	\$ 633.39	\$ 400.00	\$ 343.05	\$ 400.00	\$ 111.81
E 211-45500-234	Active	Automation/ILS Package	\$ 3,416.00	\$ 4,200.00	\$ 3,300.00	\$ 3,545.91	\$ 3,738.00	\$ 3,086.04	\$ 6,326.44	\$ 3,084.66
E 211-45500-236	Active	Program Expense	\$ 2,000.00	\$ 700.00	\$ 700.00	\$ 745.00	\$ 700.00	\$ -	\$ 700.00	\$ -
E 211-45500-237	Active	Computer Lease/Support	\$ 3,000.00	\$ 3,250.00	\$ 3,000.00	\$ 3,000.00	\$ 4,230.00	\$ 3,230.00	\$ 2,583.67	\$ 4,330.26
E 211-45500-238	Active	PO Box Rental	\$ 170.00	\$ 160.00	\$ 160.00	\$ 154.00	\$ 155.00	\$ 154.00	\$ 130.00	\$ 146.00
E 211-45500-300	Active	Professional Srvs (GENERAL)	\$ 100.00	\$ -	\$ 628.00	\$ 330.00	\$ -	\$ -	\$ -	\$ -
E 211-45500-318	Active	Security Subscription	\$ -	\$ 300.00	\$ 300.00	\$ 445.92	\$ 300.00	\$ 284.16	\$ 267.85	\$ 280.91
E 211-45500-321	Active	Telephone	\$ 300.00	\$ 1,200.00	\$ 1,200.00	\$ 1,012.12	\$ 1,150.00	\$ 1,066.28	\$ 1,120.00	\$ 1,058.51
E 211-45500-322	Active	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -
E 211-45500-361	Active	General Liability Ins	\$ 201.00	\$ 191.22	\$ 200.14	\$ 216.36	\$ 250.00	\$ 216.88	\$ 250.00	\$ 217.74
E 211-45500-413	Active	Office Equipment Rental	\$ 1,800.00	\$ 1,200.00	\$ 1,000.00	\$ 999.70	\$ 960.00	\$ 1,162.89	\$ 960.00	\$ 1,019.79
E 211-45500-430	Active	Miscellaneous (GENERAL)	\$ 250.00	\$ 250.00	\$ 200.00	\$ 319.99	\$ 200.00	\$ 19.94	\$ 250.00	\$ 25.00
E 211-45500-433	Active	Dues and Subscriptions	\$ 748.00							
E 211-45500-500	Active	Capital Outlay (GENERAL)	\$ 3,434.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 132,599.30	\$ 133,762.60	\$ 127,508.24	\$ 153,644.44	\$ 124,167.54	\$ 120,909.46	\$ 118,124.53	\$ 119,031.04

Account	Status	Description	Budget 2027	Budget 2026	Budget 2025	2025 Total	2024 Budget	2024 Total	2023 Budget	2023 YTD
Library										
R 211-45500-31000	Active	General Property Taxes	\$ 95,608.46	\$ 97,240.31	\$ 92,525.96	\$ 92,331.61	\$ 91,391.54	\$ 90,089.35	\$ 86,830.94	\$ 86,223.31
R 211-45500-33650	Active	County Funds - Rural Circ.	\$ 36,190.84	\$ 35,315.24	\$ 34,032.28	\$ 34,032.28	\$ 33,045.51	\$ 33,045.66	\$ 32,168.60	\$ 32,168.45
R 211-45500-34110	Active	Copy/Fax/Printing/Diskettes	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,550.85	\$ 500.00	\$ 1,075.00	\$ 500.00	\$ 913.18
R 211-45500-35103	Active	Library Fines	\$ -	\$ 150.00	\$ 150.00	\$ 363.05	\$ 150.00	\$ 356.49	\$ 125.00	\$ 239.15
R 211-45500-36200	Active	Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ 25.96	\$ -	\$ -	\$ -	\$ -
R 211-45500-36210	Active	Interest Earnings	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 211-45500-36230	Active	Contributions and Donations	\$ -	\$ 150.00	\$ 150.00	\$ 12,954.73	\$ 150.00	\$ 4,842.46	\$ -	\$ 6,217.00
R 211-45500-36231	Active	Contributions & Donation-Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 211-45500-36232	Active	Non Resident Fee	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -
			\$ 132,599.30	\$ 133,355.55	\$ 127,508.24	\$ 141,258.48	\$ 125,387.05	\$ 129,408.96	\$ 119,624.54	\$ 125,761.09

City of Lanesboro, Minnesota
Capital Improvement Plan Request Form

Project Title: Library Shelf Canopy Installation

Requested By: Luke Wahl Date Prepared: 07/18/2026

Project Leader/Department: Library Total Project Cost: \$8,500.00

Supporting Department(s): None

Asset Being Replaced/Traded In: None Estimated Useful Life (# Years): 20

Comprehensive Plan Goal(s): Coordinate and collaborate with overlapping jurisdictions and public services on maintaining buildings, equipment, services, and staff

Project Description

Shelf canopies are the top surfaces of a book case. Currently, none of the library shelves have canopies. Adding canopies to our shortest shelves in adult fiction and the childrens room would increase useable space, provide a surface for displays, and other purposes.

Is this a phase of a larger project? ☐ Yes ☒ No If Yes, this project is part of a(n) ☐ Existing ☐ New initiative.

Fiscal Impacts

Cost Estimate Derived From: ☒ Actual Estimate ☐ Limited Information ☐ Based on Similar Projects ☐ Not Supported

Is funding for this project currently available? ☐ Yes. Specify: _____
☒ No. Possible funding options: Grants, donations account, tax levy

Estimated Total Project Costs

The estimated cost of constructing or purchasing the asset. If this is a multi-year project, break down costs by year.

Sources	Year 1 (20 <u>27</u>)	Year 2 (20 <u>28</u>)	Year 3 (20 <u>29</u>)	Year 4 (20 <u> </u>)	Year 5 (20 <u> </u>)	Total
Levy	\$2,834.00	\$2,833.00	\$2,833.00			\$8,500.00

Estimated Operating Costs

The annual cost of operating and maintaining the capital asset. Consider both increases and decreases.

Cost Description	Year 1 (20 <u> </u>)	Year 2 (20 <u> </u>)	Year 3 (20 <u> </u>)	Year 4 (20 <u> </u>)	Year 5 (20 <u> </u>)	Total

Project Priority Considerations		Yes	No	Comments
1	Does this project preserve or improve public health and safety?		×	
2	Does this project support the city's strategic transition plan for economic development?		×	
3	Does this project align with Council's strategic priorities and/or the Comprehensive Plan?		×	
4	Does this project support redevelopment and reinvestment by maintaining what we already have?	×		The canopies would be added to existing shelves with easy to install brackets.
5	Does this project reduce operating and maintenance costs or provide for other efficiencies?	×		This project increases use of space and allows for displays that could increase circulation.
6	Does this project create a new service or improve current service levels?	×		Allowing another surface to give more space for our collection.
7	Does this project promote recreation and/or support natural resources?		×	

Notes:

- A Capital asset consists of major costs to construct, improve, or acquire a capital item (land, buildings, infrastructure, equipment, and vehicles).
- Repairs & maintenance costs restore a capital asset to working condition or enhances its use without adding additional value to the asset or materially extending an asset's useful life. These costs should be included in your operating budget request if the expenditure is for 2027.
- Major non-capital purchases include tools or services that either do not meet the cost threshold to be considered a capital asset (\$10,000 for equipment and vehicles; \$20,000 or more for buildings and infrastructure) or are not capital in nature but are of significant enough cost to warrant advance planning for the expenditure. Any such items should be included in your operating budget request if the expenditure is for 2027.
 - If you are aware of a major non-capital expenditure (for example, Comp Plan update or Pay Study update) that you are considering for a future year, please include that as a note in the Budget Line Description of the applicable expenditure account.

City of Lanesboro, Minnesota
Capital Improvement Plan Request Form

Project Title: Library Circulation Computer Replacement
Requested By: Luke Wahl Date Prepared: 08/07/2026
Project Leader/Department: Library Total Project Cost: \$1,700.00
Supporting Department(s): None
Asset Being Replaced/Traded In: None Estimated Useful Life (# Years): 4
Comprehensive Plan Goal(s): 10.1 Coordinate and collaborate with overlapping jurisdictions and public services on maintaining buildings, equipment, services, and staff

Project Description

After the conclusion of the SELCO computer lease, replace the circulation desk computer with a city-owned desktop computer with a current operating system and enhanced functionality to complete day-to-day operations that require software beyond the basic SELCO-provided software and Evergreen.

Is this a phase of a larger project? ☐ Yes ☒ No If Yes, this project is part of a(n) ☐ Existing ☐ New initiative.

Fiscal Impacts

Cost Estimate Derived From: ☐ Actual Estimate ☐ Limited Information ☒ Based on Similar Projects ☐ Not Supported

Is funding for this project currently available? ☐ Yes. Specify: _____
☒ No. Possible funding options: Tax levied amount in annual budget

Estimated Total Project Costs

The estimated cost of constructing or purchasing the asset. If this is a multi-year project, break down costs by year.

Sources	Year 1 (20 <u>27</u>)	Year 2 (20 <u>28</u>)	Year 3 (20 <u>29</u>)	Year 4 (20 <u> </u>)	Year 5 (20 <u> </u>)	Total
Levy	\$600.00	\$600.00	\$500.00			\$1,700.00

Estimated Operating Costs

The annual cost of operating and maintaining the capital asset. Consider both increases and decreases.

Cost Description	Year 1 (20 <u> </u>)	Year 2 (20 <u> </u>)	Year 3 (20 <u> </u>)	Year 4 (20 <u> </u>)	Year 5 (20 <u> </u>)	Total

Project Priority Considerations		Yes	No	Comments
1	Does this project preserve or improve public health and safety?		×	
2	Does this project support the city's strategic transition plan for economic development?		×	
3	Does this project align with Council's strategic priorities and/or the Comprehensive Plan?	×		
4	Does this project support redevelopment and reinvestment by maintaining what we already have?		×	
5	Does this project reduce operating and maintenance costs or provide for other efficiencies?	×		Purchasing a circulation desk computer will reduce long-term dependence on recurring lease costs for a device with more functionality.
6	Does this project create a new service or improve current service levels?	×		This project improves the reliability and efficiency of daily circulation services while also tying in with the overall City network.
7	Does this project promote recreation and/or support natural resources?		×	

Notes:

- A Capital asset consists of major costs to construct, improve, or acquire a capital item (land, buildings, infrastructure, equipment, and vehicles).
- Repairs & maintenance costs restore a capital asset to working condition or enhances its use without adding additional value to the asset or materially extending an asset's useful life. These costs should be included in your operating budget request if the expenditure is for 2027.
- Major non-capital purchases include tools or services that either do not meet the cost threshold to be considered a capital asset (\$10,000 for equipment and vehicles; \$20,000 or more for buildings and infrastructure) or are not capital in nature but are of significant enough cost to warrant advance planning for the expenditure. Any such items should be included in your operating budget request if the expenditure is for 2027.
 - If you are aware of a major non-capital expenditure (for example, Comp Plan update or Pay Study update) that you are considering for a future year, please include that as a note in the Budget Line Description of the applicable expenditure account.