

**Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, September 9, 2026 – 5:00 p.m.
Lanesboro City Council Chambers**

Zoom is provided as a way to offer more accessibility to council and committee meetings. Full functionality is not guaranteed

<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, August 12, 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. Debrief the Summer Reading Program 2026
- B. Review Library Funding Template from the MN DoE Annual Report
- C. Consider Fall Programming Ideas

Next meeting: Wednesday, October 10, 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, August 12th – 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 Taylor (virtual)

Chairperson Goetzke called the meeting to order at 5:03pm

A. Public Comments

No public comments

B. Agenda Approval

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

C. Approval of Minutes

a. Regular Meeting, July 15, 2026

Member Albrecht-Benson moved to approve the July 15, 2026 minutes 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 for July of 2026.

b. Donations Fund

No transactions reported in the Donations Fund for July of 2026.

c. 2026 Budget YTD

Director Wahl informed the board that the program expenses line in the budget appears over budget but is being covered by grant funds and there is more available to spend. Member Lane, Director Wahl, and Member Albrecht-Benson discussed the timeline for spending the grant funds and the amount of grant funds remaining. Chairperson Goetzke noted that some community members have told her that a “Toni” or “Yotobox” are their reasons for primarily visiting other libraries outside of the community. Director Wahl said he would explore the options for using some of the remaining funds for this and tying it in with the summer reading program. Director Wahl noted that having board direction in this was helpful.

Director Wahl noted an additional \$1,000 in Legacy funding for library programming and an extension of when it could be used.

Member Junko-Isle asked about the lower actual number for books and movies versus the number in the original budget. Director Wahl discussed the logistic difficulties of ordering, wrapping, and shelving books with summer responsibilities, along with trying to make decisions on which books to order. Chairperson Goetzke suggested that it might be possible to order books already wrapped and coded, which Director Wahl agreed would be beneficial depending on the cost and that he would explore this option.

d. Approval of Bills

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

E. Circulation Report

Director Wahl pointed out the spike in Facebook views and engagement, due to content surrounding the flooding of the park.

Committee & Staff Reports

A. City Council

No report.

B. Friends of the Lanesboro Library Liaison

No report.

C. SELCO Board Liaison

Member Harmon informed the board of discussions in the SELCO meeting about a new RFID delivery system that is being explored.

D. Director's Report

Director Wahl recognized former Library Assistant Ruth Mikos for her fantastic service and updated the board of Library Assistant Matthew's hours: typically Tuesday, Wednesday, Saturday. Director Wahl also thanked board members, friends and community members for helping with the parade.

Director Wahl reported that summer reading is going well and has around 94 participants. He is gathering data and will present in an upcoming board meeting. There was also a large attendance for the scams and fraud presentation.

With recent heavy rains and humidity, Director Wahl said that there have been no damages from flooding and the new dehumidifier installed by the city has helped. There are still occasional musty smells in the basement and he has connected with other libraries who experience similar problems to get suggestions.

Director Wahl debriefed the Library Board on plans for the fall including regular ECFE programming, bringing in returning local authors, a photography program, and tackling the Paint the Town grant project of painting the children's room.

Continued Business

None

New Business

A. Consider Hiring Ruth Mikos as a Library Substitute

Member Albrecht-Benson moved to approve hiring Ruth Mikos as a Library Substitute, Member Lane seconded. All in favor, motion carried.

B. Consider Letter of Support Request for Hope Corps SMIF Small Town Grant Application

Members Lane and Albrecht-Benson discussed concerns regarding conflicting grant applications within the community and missing details in the application provided. Member Harmon moved to table considering the letter of support request for Hope Corps SMIF Small Town Grant Application indefinitely, Member Albrecht-Benson seconded. All in favor, motion carried.

C. Consider FY27 SELCO ILS Agreement

Member Albrecht-Benson moved to approve the FY27 SELCO ILS Agreement, Member Lane seconded. All in favor, motion carried.

D. Review 2027 Preliminary Library Budget

Member Lane questioned why the 2027 preliminary budget was a lower overall budget than previous years, City Administrator Walbridge noted decreased staff salary. Member Lane asked if it would be worth increasing the staff salary budget, Member Junko-Isle suggested looking at adding part time employees and Director Wahl noted that the part-time employee budget was increased to explore that as an option.

Chairperson Goetzke, Member Junko-Isle, and Member Lane questioned the need for a Library PO box - Administrator Walbridge noted that it was due to separate Library and City box and confirmed that it could be shared. Member Junko-Isle confirmed with Director Wahl that cost increases are accurately reflected in the preliminary budget - with Director Wahl specifically pointing out the cost of the periodical expenses with a potential need to reassess those purchases in the future. Member Junko-Isle voiced support for the increased training/meeting budget line and asked if Director Wahl had specific plans for continuing education or conferences in 2027 - Director Wahl had some potential options but referenced the importance of this budget line to expand knowledge and support the library. Member Albrecht-Benson and Administrator

Walbridge discussed the insurance increase which reflects differences in a family plan versus single coverage and a fixed increase due to rising costs.

Member Lane asked what the process of increasing the Library Director FTE to 1.0 would look like. Administrator Walbridge explained the process including approving an updated job description. Board members asked if Director Wahl would find this beneficial, Director Wahl noted that it can be difficult to stay at 32 hours per week, potentially due to him learning the job but also due to specific components of the workload.

Member Albrecht-Benson moved to factor in a 0.9 FTE for the Library Directory salary in the 2027 preliminary budget, Member Harmon seconded. All in favor, motion carried.

Member Lane moved to pass the 2027 preliminary budget for City Council review with the salary change to 0.9 FTE for Library Director and the removal of the PO Box, Member Albrecht-Benson seconded. All in favor, motion carried.

Chair Goetzke adjourned the meeting at 6pm

Next meeting: Wednesday, September 9th at 5pm

Respectfully submitted,

Mary Junko-Isle
Secretary

CITY OF LANESBORO
Rose Bell Financial Report
August 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			No Transactions	
September				
October				
November				
December				

Rose Bell Balance as of 8/31/26

\$1795.30

CITY OF LANESBORO
Library Donations Account
August 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			No Transactions	
September				
October				
November				
December				

Account Balance 8/31/26

\$6,037.58

CITY OF LANESBORO
***Expenditure Guideline©**

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Current Period: September 2026

			2026	2026	September	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	\$26,406.13	\$1,659.54	\$0.00	\$41,410.51	38.94%
Active	E 211-45500-103	Part-Time Emplo	\$17,895.20	\$9,730.00	\$484.56	\$0.00	\$8,165.20	54.37%
Active	E 211-45500-121	PERA	\$6,428.39	\$2,662.49	\$160.82	\$0.00	\$3,765.90	41.42%
Active	E 211-45500-122	FICA	\$6,556.96	\$2,606.96	\$152.75	\$0.00	\$3,950.00	39.76%
Active	E 211-45500-131	Employer Paid H	\$12,425.84	\$14,831.22	\$1,030.94	\$0.00	-\$2,405.38	119.36%
Active	E 211-45500-134	Employer Paid Li	\$477.30	\$183.47	\$31.70	\$0.00	\$293.83	38.44%
Active	E 211-45500-135	Employer Paid O	\$600.00	\$300.00	\$0.00	\$0.00	\$300.00	50.00%
Active	E 211-45500-136	MN Paid Leave	\$377.14	\$158.98	\$9.43	\$0.00	\$218.16	42.15%
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	\$2,306.12	\$43.95	\$0.00	-\$1,806.12	461.22%
Active	E 211-45500-230	Books & Movies	\$7,566.00	\$1,757.64	\$0.00	\$0.00	\$5,808.36	23.23%
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	\$2,162.74	\$0.00	\$0.00	\$2,037.26	51.49%
Active	E 211-45500-236	Program Expens	\$700.00	\$2,348.68	\$605.76	\$0.00	-\$1,648.68	335.53%
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	\$100.00	\$100.00	\$0.00	-\$100.00	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	\$782.90	\$88.05	\$0.00	\$417.10	65.24%
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	\$746.47	\$0.00	\$0.00	\$453.53	62.21%
Active	E 211-45500-430	Miscellaneous (G	\$250.00	\$9,822.00	\$0.00	\$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%
Active	E 211-45500-500	Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Libraries (GENERAL)			\$133,355.55	\$81,250.88	\$4,367.50	\$0.00	\$52,104.67	60.93%
Total LIBRARY			\$133,355.55	\$81,250.88	\$4,367.50	\$0.00	\$52,104.67	60.93%
Report Total			\$133,355.55	\$81,250.88	\$4,367.50	\$0.00	\$52,104.67	60.93%

CITY OF LANESBORO

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*Revenue Guideline©

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Current Period: September 2026

			2026	2026	September	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	\$26,423.30	\$8,807.77	\$8,891.94	74.82%
Active	R 211-45500-34110	Copy/Fax/Printing	\$500.00	\$1,024.57	\$0.00	-\$524.57	204.91%
Active	R 211-45500-35103	Library Fines	\$150.00	\$75.88	\$0.00	\$74.12	50.59%
Active	R 211-45500-36200	Miscellaneous Re	\$0.00	\$185.72	\$0.00	-\$185.72	0.00%
Active	R 211-45500-36210	Interest Earnings	\$0.00	\$329.52	\$0.00	-\$329.52	0.00%
Active	R 211-45500-36230	Contributions and	\$0.00	\$41,233.55	\$0.00	-\$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>\$124,751.96</u>	<u>\$8,807.77</u>	<u>\$8,603.59</u>	<u>93.55%</u>
Total LIBRARY			<u>\$133,355.55</u>	<u>\$124,751.96</u>	<u>\$8,807.77</u>	<u>\$8,603.59</u>	<u>93.55%</u>
Report Total			\$133,355.55	\$124,751.96	\$8,807.77	\$8,603.59	93.55%

Posted	Tran Name	Act Description	Updated	Dr/Cr Amt	atch Nam	Tran Date	Vendor/Customer	Comments	Check Nbr
August 2026	Cash Payment	Program Expense	12-Aug-26	(\$100.00)	08202026PAY	8/3/2026	VISA	The Scoop	27865
August 2026	Cash Payment	Automation/ILS Package	12-Aug-26	\$19.76	08202026PAY	8/3/2026	SELCO	Burden Relief - FY27	27860
August 2026	Cash Payment	Automation/ILS Package	12-Aug-26	(\$297.40)	08202026PAY	8/3/2026	SELCO	Inter-library Loan Fees	27860
August 2026	Cash Payment	Telephone	12-Aug-26	(\$89.60)	08202026PAY	8/3/2026	ACENTEK		27828
August 2026	Cash Payment	Books & Movies	12-Aug-26	(\$387.59)	08202026PAY	8/3/2026	INGRAM LIBRARY SERVICES		27844
August 2026	Cash Payment	Program Expense	12-Aug-26	(\$103.22)	08202026PAY	8/3/2026	VISA	The Scoop	27865
August 2026	Cash Payment	Books & Movies	12-Aug-26	(\$53.29)	08202026PAY	8/7/2026	INGRAM LIBRARY SERVICES		27844
August 2026	Cash Payment	Books & Movies	12-Aug-26	(\$17.96)	08202026PAY	8/7/2026	INGRAM LIBRARY SERVICES		27844
August 2026	Cash Payment	Office Equipment Rental	12-Aug-26	(\$29.38)	08202026PAY	8/7/2026	LOFFLER		27851
August 2026	Cash Payment	Office Equipment Rental	12-Aug-26	(\$64.40)	08202026PAY	8/10/2026	DE LAGE LANDEN		27832
August 2026	Cash Payment	Employer Paid Other	12-Aug-26	(\$50.00)	08202026PAY	8/12/2026	WAHL, LUCAS	cell phone	27867

Circulation Report & Statistics - August 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	1409	111	585	741	713	667	697	709
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	11264		4773	6683	7012	8603	6547	4276

Circulation Breakdown

Checkouts	986
ILL Loaned	277
Overdrive Audiobooks	91
Overdrive E-books	55
Total Circulation	1409
ILL Borrowed	217

Technology Report

Computers Used	143
Wifi Connections	121
Website Traffic	367 Visitors 719 Views
Facebook	Posts = 24
	Views = 9,986
	Engagement = 669
	Net Followers = +3

Visitor Data

Total Visitors	709
Total Kids	202
Reference Transaction:	40
New Library Cards	7



Summer Reading Recap

Programming



25
programs



319
attendees

Incentivized Reading



850
books read to
kids ages 0—7

94
registered readers



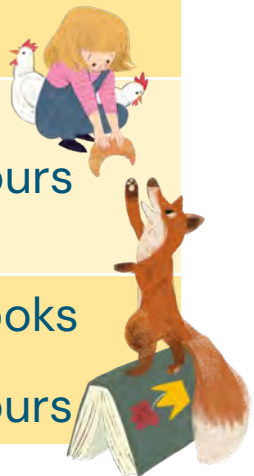
1164
hours read by kids
in grades K-12



Summer Reading Recap



Age Group	Registered Readers	Submitted at least 1 reading slip	Number of slips submitted	Total books or hours read
Little (0–2 years)	4	1	1	25 books
Pre-Readers (3 years—1st grade)	19	7	33	825 books
Readers (K—8th grade)	61	41	278	834 hours
Teens (7–12th grade)	10	5	11	330 hours
Total	94	54	323	850 books 1164 hours





July 30, 2026

Sjeila Goetzke
Lanesboro Public Library
P.O. Box 330
Lanesboro, MN 55949

Dear Sjeila:

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Department of Education no later than April 1 each year. State Library Services appreciates your timely submission and accepts Lanesboro Public Library's report for 2025.

The information and performance measures in the Minnesota Public Library Report are used to assess and improve public library services by decision makers and other stakeholders at the federal, state and local levels.

Public libraries remain popular community assets throughout the state.

- In 2025, there were more than 2.8 million registered public library customers—almost half of all Minnesotans.
- Customers borrowed or downloaded books, movies, and more over 54 million times, the highest total circulation we've yet seen.
- Customers went online during 21 million library computer and wireless sessions.
- Libraries sponsored 60,187 programs that attracted more than 1.2 million people of all ages.
- About 70% of Minnesota public libraries have meeting rooms, which were used for almost 200,000 community meetings in 2025.

Report data for all Minnesota public libraries is accessible from the State Library Services Statistics page (<https://education.mn.gov/MDE/dse/Lib/sls/stat/>) on the Minnesota Department of Education website. 2025 annual reports will be added in late July.

Thank you for your library's contribution.

Sincerely,

A handwritten signature in black ink, appearing to read 'Verena Getahun'.

Verena Getahun

Library Data Coordinator | Libraries and Expanded Learning Opportunities

Minnesota Department of Education

400 Stinson Blvd.

Minneapolis, MN 55413

O: 651-582-8714

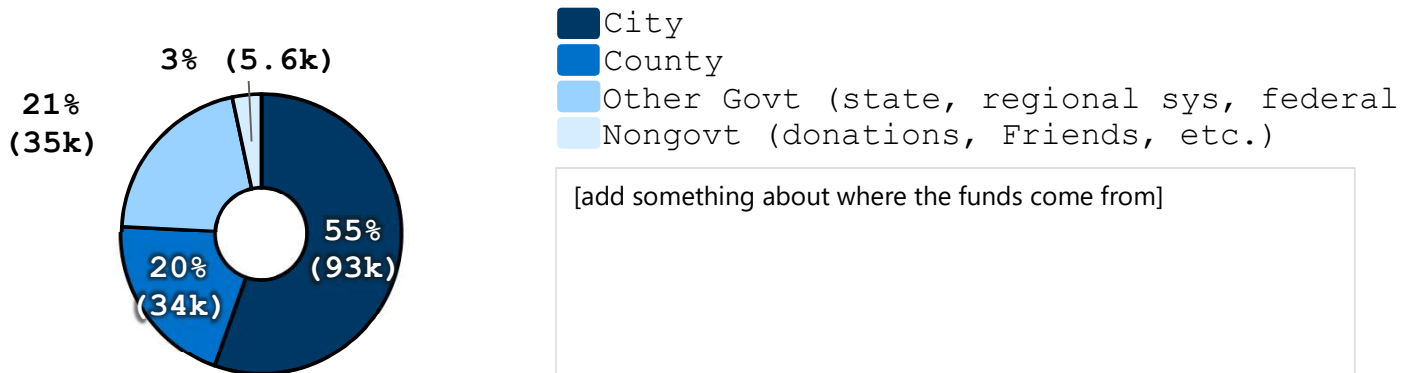
education.mn.gov

Lanesboro Public Library

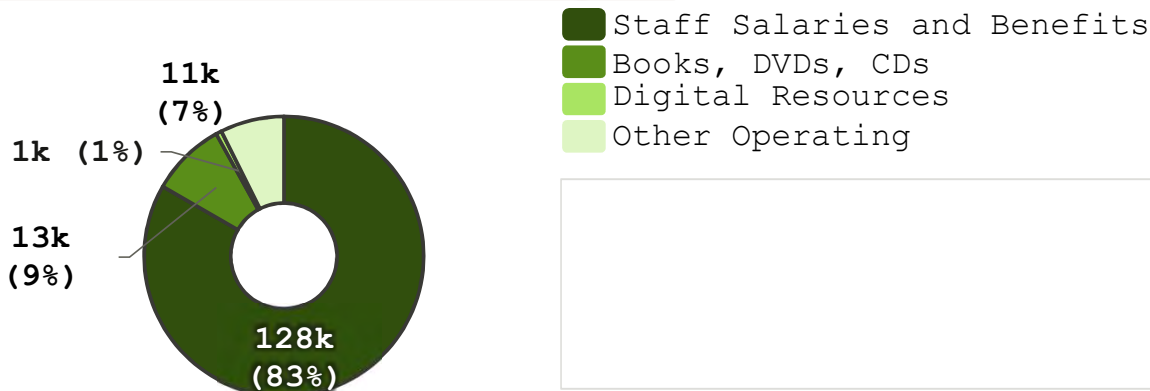
Period: **2025**

Data source: Minnesota Public Library Annual Report, State Library Services

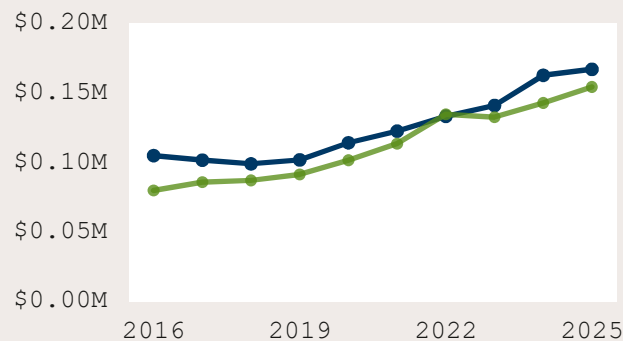
Who funds the library?



How are the funds spent?



10-Year Revenue and Spending Trends, 2016-2025



Year	Revenue	Spending
2025	\$167k	\$154k
2024	\$163k	\$143k
2023	\$141k	\$133k
2022	\$133k	\$134k
2021	\$122k	\$113k
2020	\$114k	\$102k
2019	\$102k	\$91k
2018	\$99k	\$87k
2017	\$101k	\$86k
2016	\$105k	\$80k

Lanesboro Public Library

Period: **2025**

Data source: Minnesota Public Library Annual Report, State Library Services

Serving
1,805
people

Hours
Open
Each
Week



Staffed
by

1 Librarian
FTE

0.37 Other Paid Staff FTE

How do people use library **spaces**?



6.5k
VISITS



-
COMMUNITY
MEETINGS



1.5k
COMPUTER
SESSIONS



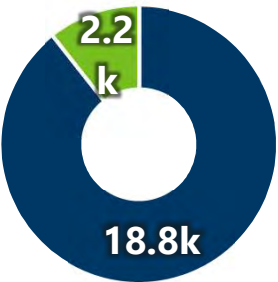
1.7k
WIFI
SESSIONS

How do people use library **resources**?



information
questions for
staff

63%
of the
population
have library



Checkouts



Books, DVDs,
CDs, etc.



Ebooks,
digital

How do people engage in library **programs**?



17 programs for kids
with 227 attendees

1 programs for
teens

9 programs for
adults with 126
attendees

3 programs for all ages
with 26 attendees