

**Lanesboro Public Library Board  
Regular Meeting Agenda  
Wednesday, October 14, 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, September 9, 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 Integrating Library Website to City Website  
    **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- B. Consider Revisions to Policy Review Calendar  
    **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- C. Consider Plan for 100 -year Anniversary Celebration  
    **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- D. Revisit Development of Strategic Plan  
    **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Next meeting:** Wednesday, November 18, 2026 at 5pm

**Adjourn Regular Meeting**

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

**Lanesboro Public Library Board**  
**Wednesday, September 9th – 5:00 p.m.**  
**Lanesboro City Council Chambers**

**Present:** Gwen Harmon, Mary Junko-Isle, Anna Lane, Mindy Albrecht-Benson, Sjeila Goetzke  
**Staff:** 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 for the September 2026 meeting as provided, Member Lane seconded. All in favor, motion carried.

**C. Approval of Minutes**

**a. Regular Meeting, August 12, 2026**

Member Albrecht-Benson moved to approve the minutes for the August 2026 meeting as provided, Member Harmon seconded. All in favor, motion carried.

**D. Financial Report**

**a. Rose Bell Memorial Fund**

No transactions reported for the Rose Bell Memorial Fund.

**b. Donations Fund**

No transactions reported for the Donations Fund.

**c. 2026 Budget YTD**

Director Wahl informed the board that next year is the year for county negotiations where libraries in Fillmore County meet with County Commissioners and tax funds are allocated based on usership data. Chair Goetzke asked if this data was from the state report, Director Wahl noted that he wasn't certain where these numbers were pulled from but he would keep the board updated.

**d. Approval of Bills**

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

**E. Circulation Report**

Director Wahl reported that the last week of summer reading was busy, and that he was planning to start looking at circulation trends shortly.

**Committee & Staff Reports**

### **A. City Council**

Member Albrecht-Benson reported that the preliminary budget for the library was approved by the city council. The final budget will be discussed and need to be approved in the December meeting.

### **B. Friends of the Lanesboro Library Liaison**

No report

### **C. SELCO Board Liaison**

No report

### **D. Director's Report**

Director Wahl reminded the Library Board of the FOLL book sale on September 19th.

Director Wahl informed the board of some discussion surrounding E-Rate funding due to a proposed rule change by the FCC which could impact the funding for the library internet. He noted that SELCO has put together potential internet cost if funding were to discontinue, but that there may be an option to connect to the internet through the city WiFi and that he would keep the board updated.

## **Continued Business**

### **New Business**

#### **A. Debrief the Summer Reading Program 2026**

The library board voiced congratulations on a successful summer reading program.

Director Wahl reported larger attendance of events in June and July vs August but overall higher attendance and enrollment compared to 2025 based on data that he has. Wahl also reported positive feedback on incentives, especially local connections and trinkets. Chair Goetzke voiced appreciation for the level of teen involvement in summer reading this year.

Director Wahl informed the board that this fall, winter, and spring he will continue to build relationships with Lanesboro Child Care and Summer Recreation programs as well as analyzing the timing of programs to accommodate more community members.

#### **B. Review Library Funding Template from the MN DoE Annual Report**

Director Wahl shared the MN DoE funding template, which is editable to add or remove sections and is based on the annual report. Member Junko-Isle suggested this might be a good resource to use in grant applications.

#### **C. Consider Fall Programming Ideas**

Director Wahl shared fall programming ideas and asked for Library Board vision for the fall and winter. Suggestions included: Halloween trick or treating, costume swap, photography program,

leatherworking, animal programs, metal casting, participant/student-led programs and creating an after school “hang out” spot for students which could have books, DVDs, craft supplies and other items. Chair Goetzke suggested having this overlap with practices happening in the gym or other events upstairs. Member Lane noted that a collection display rotation could be a popular idea.

Director Wahl asked for the board’s programming vision throughout the fall and winter. Chair Goetzke urged Wahl to work with Legion Lights and noted limited historical fall and winter programming. Member Junko-Isle suggested using the fall and winter as a good time to try out new programming options or models.

Member Lane asked about trying a book club for 2027 again. Members Albrecht-Benson and Junko-Isle think that a version of the Library Board book club would be good to try again, potentially with a rotating board member choosing a book for each session. Member Albrecht-Benson suggested hosting it quarterly, and taking more time to discuss with a potential start time of Spring 2027. Director Wahl noted that he can figure out how to hold books for a book club within the system.

**Chairperson Goetzke adjourned the meeting at 5:53pm**

**Next meeting: Wednesday, October 14, 2026**

**Respectfully submitted,**

**Mary Junko-Isle**  
**Secretary**

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

Rose Bell Balance as of 9/30/26

\$1795.30

**CITY OF LANESBORO**  
**Library Donations Account**  
**September 2026 Financial Summary**

2026 Transactions Summary

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

Account Balance 9/30/26

\$6,037.58



**CITY OF LANESBORO**  
**\*Expenditure Guideline©**

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Current Period: October 2026

|                                  |                 |                     | 2026                | 2026               | October           | Enc           | 2026               | % of YTD      |
|----------------------------------|-----------------|---------------------|---------------------|--------------------|-------------------|---------------|--------------------|---------------|
|                                  |                 |                     | YTD Budget          | YTD Amt            | MTD Amt           | Current       | YTD Balance        | Budget        |
| <b>LIBRARY</b>                   |                 |                     |                     |                    |                   |               |                    |               |
| <b>Libraries (GENERAL)</b>       |                 |                     |                     |                    |                   |               |                    |               |
| Active                           | E 211-45500-100 | Wages and Salar     | \$67,816.64         | \$29,725.21        | \$1,659.54        | \$0.00        | \$38,091.43        | 43.83%        |
| Active                           | E 211-45500-103 | Part-Time Emplo     | \$17,895.20         | \$10,745.86        | \$686.46          | \$0.00        | \$7,149.34         | 60.05%        |
| Active                           | E 211-45500-121 | PERA                | \$6,428.39          | \$2,978.05         | \$175.95          | \$0.00        | \$3,450.34         | 46.33%        |
| Active                           | E 211-45500-122 | FICA                | \$6,556.96          | \$2,916.00         | \$168.12          | \$0.00        | \$3,640.96         | 44.47%        |
| Active                           | E 211-45500-131 | Employer Paid H     | \$12,425.84         | \$16,893.10        | \$1,030.94        | \$0.00        | -\$4,467.26        | 135.95%       |
| Active                           | E 211-45500-134 | Employer Paid Li    | \$477.30            | \$215.17           | \$31.70           | \$0.00        | \$262.13           | 45.08%        |
| Active                           | E 211-45500-135 | Employer Paid O     | \$600.00            | \$350.00           | \$0.00            | \$0.00        | \$250.00           | 58.33%        |
| Active                           | E 211-45500-136 | MN Paid Leave       | \$377.14            | \$178.05           | \$10.32           | \$0.00        | \$199.09           | 47.21%        |
| 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            | \$2,711.03         | \$404.91          | \$0.00        | -\$2,211.03        | 542.21%       |
| Active                           | E 211-45500-230 | Books & Movies      | \$7,566.00          | \$2,112.94         | \$26.92           | \$0.00        | \$5,453.06         | 27.93%        |
| 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          | \$2,440.38         | \$0.00            | \$0.00        | \$1,759.62         | 58.10%        |
| Active                           | E 211-45500-236 | Program Expens      | \$700.00            | \$2,348.68         | \$0.00            | \$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              | \$280.00           | \$180.00          | \$0.00        | -\$280.00          | 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          | \$781.50           | (\$1.40)          | \$0.00        | \$418.50           | 65.13%        |
| 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          | \$824.92           | \$0.00            | \$0.00        | \$375.08           | 68.74%        |
| 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%         |
| <b>Total Libraries (GENERAL)</b> |                 |                     | <b>\$133,355.55</b> | <b>\$89,667.97</b> | <b>\$4,373.46</b> | <b>\$0.00</b> | <b>\$43,687.58</b> | <b>67.24%</b> |
| <b>Total LIBRARY</b>             |                 |                     | <b>\$133,355.55</b> | <b>\$89,667.97</b> | <b>\$4,373.46</b> | <b>\$0.00</b> | <b>\$43,687.58</b> | <b>67.24%</b> |
| <b>Report Total</b>              |                 |                     | <b>\$133,355.55</b> | <b>\$89,667.97</b> | <b>\$4,373.46</b> | <b>\$0.00</b> | <b>\$43,687.58</b> | <b>67.24%</b> |



CITY OF LANESBORO  
\*Revenue Guideline©

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Current Period: October 2026

|                                  |                   |                   | 2026                | 2026                | October       | 2026              | % of YTD      |
|----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------|-------------------|---------------|
|                                  |                   |                   | YTD Budget          | YTD Amt             | MTD Amt       | YTD Balance       | Budget        |
| <b>LIBRARY</b>                   |                   |                   |                     |                     |               |                   |               |
| <b>Libraries (GENERAL)</b>       |                   |                   |                     |                     |               |                   |               |
| 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         | \$0.00        | \$8,891.94        | 74.82%        |
| Active                           | R 211-45500-34110 | Copy/Fax/Printing | \$500.00            | \$1,186.02          | \$0.00        | -\$686.02         | 237.20%       |
| 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              | \$431.75            | \$0.00        | -\$431.75         | 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%         |
| <b>Total Libraries (GENERAL)</b> |                   |                   | <u>\$133,355.55</u> | <u>\$125,015.64</u> | <u>\$0.00</u> | <u>\$8,339.91</u> | <u>93.75%</u> |
| <b>Total LIBRARY</b>             |                   |                   | <u>\$133,355.55</u> | <u>\$125,015.64</u> | <u>\$0.00</u> | <u>\$8,339.91</u> | <u>93.75%</u> |
| <b>Report Total</b>              |                   |                   | \$133,355.55        | \$125,015.64        | \$0.00        | \$8,339.91        | 93.75%        |

# CITY OF LANESBORO

10/09/26

## \*Cash Balances

Cash Account: 10100

October 2026

| Fund                                | 2026 Begin Balance | Receipts       | Disbursements    | Transfers | Journal Entries | Payroll JEs    | Balance        |    |
|-------------------------------------|--------------------|----------------|------------------|-----------|-----------------|----------------|----------------|----|
| <b>10100 - OPERATIONAL ACCOUNT</b>  |                    |                |                  |           |                 |                |                |    |
| 100 - GENERAL FUND                  | \$314,119.48       | \$941,929.28   | (\$654,324.04)   | 0         | \$0.00          | (\$145,508.43) | \$456,216.29   | lr |
| 205 - MUSEUM                        | (\$0.46)           |                |                  | 0         | \$0.00          |                | (\$0.46)       | lr |
| 211 - LIBRARY                       | (\$15,472.40)      | \$124,721.00   | (\$46,644.59)    | 0         | \$0.00          | (\$63,436.27)  | (\$832.26)     | lr |
| 220 - FIRE FUND                     | \$105,854.99       | \$282,790.82   | (\$48,781.19)    | 0         | \$0.00          |                | \$339,864.62   | lr |
| 226 - LANESBORO LEGION LIGHTS       | \$10,759.07        | \$22,280.00    | (\$5,534.71)     | 0         | \$0.00          |                | \$27,504.36    | lr |
| 230 - AMBULANCE FUND                | \$0.31             |                |                  | 0         | \$0.00          |                | \$0.31         | lr |
| 235 - BUFFALO BILL DAYS FUND        | \$14,057.91        | \$48,343.29    | (\$49,203.59)    | 0         | \$0.00          |                | \$13,197.61    | lr |
| 240 - CHURCH HILL TIF               | \$0.00             |                |                  | 0         | \$0.00          |                | \$0.00         | lr |
| 250 - EDA OPERATING                 | \$64,984.61        | \$19,969.73    | (\$27,024.52)    | 0         | \$0.00          |                | \$57,929.82    | lr |
| 302 - 2016A WHITTIER/MAPLE          | (\$0.11)           | \$431.53       |                  | 0         | \$0.00          |                | \$431.42       | lr |
| 303 -                               | \$0.00             |                |                  | 0         | \$0.00          |                | \$0.00         | lr |
| 304 - 2010B                         | \$43,328.35        | \$6,278.27     | (\$36,307.50)    | 0         | \$0.00          |                | \$13,299.12    | lr |
| 307 - 2017A AUBURN/ZENITH           | \$136,688.92       | \$103,964.63   | (\$159,939.00)   | 0         | \$0.00          |                | \$80,714.55    | lr |
| 308 - COFFEE STREET BRIDGE          | (\$0.43)           |                |                  | 0         | \$0.00          |                | (\$0.43)       | lr |
| 309 - 2017B PARK ROAD               | \$22,018.58        | \$18,905.22    | (\$30,117.00)    | 0         | \$0.00          |                | \$10,806.80    | lr |
| 310 - 2018A ZENITH PAVING           | \$31,875.30        | \$4,202.39     | (\$12,619.50)    | 0         | \$0.00          |                | \$23,458.19    | lr |
| 311 - 2022B Street & Utility Imprmt | \$6,042.57         | \$25,510.45    | (\$41,385.75)    | 0         | \$0.00          |                | (\$9,832.73)   | lr |
| 312 - 2022A Emergency Services Bldg | \$42,843.44        | \$35,854.92    | (\$59,463.95)    | 0         | \$0.00          |                | \$19,234.41    | lr |
| 313 - Sparrow Valley Properties Abt | (\$2,201.50)       | \$2,903.14     | (\$1,161.53)     | 0         | \$0.00          |                | (\$459.89)     | lr |
| 407 - 2017A AUBURN/ZENITH           | \$0.46             |                |                  | 0         | \$0.00          |                | \$0.46         | lr |
| 408 - PARK ROAD IMPROVEMENTS        | (\$0.25)           |                |                  | 0         | \$0.00          |                | (\$0.25)       | lr |
| 409 - ZENITH STREET PAVING          | (\$0.20)           |                |                  | 0         | \$0.00          |                | (\$0.20)       | lr |
| 411 - 2022 STREET & UTILITY IMPRO   | (\$114,451.74)     | \$114,451.74   |                  | 0         | \$0.00          |                | \$0.00         | lr |
| 417 - DAM PROJECT FUND              | \$0.05             |                |                  | 0         | \$0.00          |                | \$0.05         | lr |
| 418 - LOCAL SALES TAX CAPITAL       | \$102,755.37       |                |                  | 0         | \$0.00          |                | \$102,755.37   | lr |
| 425 - VEHICLE REPLACEMENT FUND      | \$446,184.50       |                | (\$172,423.96)   | 0         | \$0.00          |                | \$273,760.54   | lr |
| 620 - EDA Loan Funds Flexible       | \$1,093.00         |                |                  | 0         | \$0.00          |                | \$1,093.00     | lr |
|                                     | \$1,210,479.82     | \$1,752,536.41 | (\$1,344,930.83) | \$0.00    | \$0.00          | (\$208,944.70) | \$1,409,140.70 |    |

## CITY OF LANESBORO

10/09/26

**\*Cash Balances**

Cash Account: 11100

October 2026

| Fund                                     | 2026 Begin Balance | Receipts    | Disbursements | Transfers | Journal Entries | Payroll JEs | Balance      |    |
|------------------------------------------|--------------------|-------------|---------------|-----------|-----------------|-------------|--------------|----|
| <b><u>11100 - INVESTMENT ACCOUNT</u></b> |                    |             |               |           |                 |             |              |    |
| 100 - GENERAL FUND                       | \$23,584.61        | \$5,351.79  | \$0.00        | 0         | \$0.00          | \$0.00      | \$28,936.40  | lr |
| 211 - LIBRARY                            | \$0.00             | \$30,529.53 | \$0.00        | 0         | \$0.00          | \$0.00      | \$30,529.53  | lr |
| 230 - AMBULANCE FUND                     | \$0.00             |             | \$0.00        | 0         | \$0.00          | \$0.00      | \$0.00       | lr |
| 430 - EMERGENCY SERVICES CAPIT           | \$170,000.01       |             | \$0.00        | 0         | \$0.00          | \$0.00      | \$170,000.01 | lr |
|                                          | \$193,584.62       | \$35,881.32 | \$0.00        | \$0.00    | \$0.00          | \$0.00      | \$229,465.94 |    |

| Posted         | Tran Name          | Cash/AP /AR | Tp | GL Act    | Act Description              | Dr/Cr Amt    | Batch Name   | Tran Date | Vendor/Customer           | Comments                                               | Check Nbr | Check / Receipt Date | Invoice                 | Inv Date  |
|----------------|--------------------|-------------|----|-----------|------------------------------|--------------|--------------|-----------|---------------------------|--------------------------------------------------------|-----------|----------------------|-------------------------|-----------|
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Program Expense              | (\$69.04)    | 090826PAY    | 8/18/2026 | AMAZON CAPITAL SERVICES   | Summer Reading Prizes                                  | 27874     | 9/8/2026             | 1FNP-9/8/2026 6MKY-39YN | 20-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Program Expense              | (\$56.90)    | 090826PAY    | 8/18/2026 | AMAZON CAPITAL SERVICES   | Supplies for Avocado Pillows                           | 27874     | 9/8/2026             | 113V-D613-V69P          | 19-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Program Expense              | (\$37.48)    | 090826PAY    | 8/18/2026 | AMAZON CAPITAL SERVICES   | Supplies for Avocado Pillows                           | 27874     | 9/8/2026             | 1JFG-19RT-WJ3W          | 14-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Employer Paid Life           | (\$31.70)    | 090826PAY    | 8/18/2026 | THE LINCOLN NATIONAL LIFE |                                                        | 27902     | 9/8/2026             | 500178894 4             | 10-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Program Expense              | (\$348.93)   | 090826PAY    | 8/18/2026 | AMAZON CAPITAL SERVICES   | Supplies for Avocado Pillows and book prizes for teens | 27874     | 9/8/2026             | 1T44-9/8/2026 M6RD-31QT | 17-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Operating Supplies (GENERAL) | (\$43.95)    | 090826PAY    | 8/18/2026 | AMAZON CAPITAL SERVICES   | Supplies for crochet mushrooms                         | 27874     | 9/8/2026             | 1WJ7-KCC1-1XTQ          | 31-Aug-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Books & Movies               | \$90.00      | VoidCheck    | 8/18/2026 | GALE GROUP                |                                                        | 27880     | 9/8/2026             | 999103001 369           |           |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Telephone                    | (\$88.05)    | 090826PAY    | 8/28/2026 | ACENTEK                   |                                                        | 27872     | 9/8/2026             | 13565529                | 01-Sep-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Program Expense              | (\$93.41)    | 090826PAY    | 8/31/2026 | VISA                      | Target and Preston Foods                               | 27904     | 9/8/2026             |                         |           |
| September 2026 | Cash Receipt       | 10100       | R  | 211-10100 | County Funds - Rural Circ.   | \$8,807.77   | 090126REC    | 9/1/2026  | SELCO                     |                                                        |           |                      |                         |           |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Employer Paid Other          | (\$50.00)    | 09152026PA Y | 9/3/2026  | WAHL, LUCAS               | cell phone                                             | 27934     | 9/16/2026            |                         |           |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Office Equipment Rental      | (\$14.05)    | 09152026PA Y | 9/4/2026  | LOFFLER                   |                                                        | 27922     | 9/16/2026            | 5452531                 | 04-Sep-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Automation/LS Package        | (\$297.40)   | 09152026PA Y | 9/4/2026  | SELCO                     | ILL monthly fee                                        | 27930     | 9/16/2026            | 054459                  | 01-Sep-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Automation/LS Package        | \$19.76      | 09152026PA Y | 9/4/2026  | SELCO                     | Burden Relief                                          | 27930     | 9/16/2026            | 054459                  | 01-Sep-26 |
| September 2026 | Cash Payment       | 10100       | E  | 211-10100 | Office Equipment Rental      | (\$64.40)    | 09152026PA Y | 9/8/2026  | DE LAGE LANDEN            |                                                        | 27910     | 9/16/2026            | 598558913               | 06-Sep-26 |
| September 2026 | Payrol Journ. Ent. |             | G  | 211-10100 | Cash                         | (\$3,498.04) | PRL090826    | 9/8/2026  |                           | Labor Distribution                                     |           |                      |                         |           |
| Sep-26         | Cash Payment       | 10100       | E  | 211-10100 | Books & Movies               | (\$42.41)    | 09152026PA Y | 9/10/2026 | INGRAM LIBRARY SERVICES   |                                                        | 27916     | 9/16/2026            | 99036815                | 03-Sep-26 |

|                |              |       |   |           |                             |            |                 |           |                         |                                    |       |           |          |           |
|----------------|--------------|-------|---|-----------|-----------------------------|------------|-----------------|-----------|-------------------------|------------------------------------|-------|-----------|----------|-----------|
| September 2026 | Cash Payment | 10100 | E | 211-10100 | Books & Movies              | (\$285.97) | 09152026PA<br>Y | 9/10/2026 | INGRAM LIBRARY SERVICES |                                    | 27916 | 9/16/2026 | 99036816 | 03-Sep-26 |
| October 2026   | Cash Payment | 10100 | E | 211-10100 | Books & Movies              | (\$26.92)  | 10052026PA<br>Y | 9/16/2026 | INGRAM LIBRARY SERVICES |                                    | 27948 | 10/5/2026 | 99314544 | 15-Sep-26 |
| September 2026 | Cash Receipt | 10100 | R | 211-10100 | Copy/Fax/Printing/Diskettes | \$161.45   | 092826REC       | 9/28/2026 |                         |                                    |       |           |          |           |
| September 2026 | Cash Receipt | 10100 | R | 211-10100 | Interest Earnings           | \$9.60     | 100126REC-4     | 10/1/2026 |                         | Merchants Account - September 2026 |       |           |          | 30-Sep-26 |

Circulation Report & Statistics - September 2026

|           | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> | <u>2026</u> | <u># of patrons<br/>cko at desk<br/>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        | 1611        | 117                                          | 555         | 662         | 770         | 751         | 639         | 602         |
| 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       | 12875       |                                              | 4773        | 6683        | 7012        | 8603        | 6547        | 4878        |

Circulation Breakdown

|                          |             |
|--------------------------|-------------|
| Checkouts                | 1168        |
| ILL Loaned               | 279         |
| Overdrive Audiobooks     | 115         |
| Overdrive E-books        | 49          |
| <b>Total Circulation</b> | <b>1611</b> |
| ILL Borrowed             | 264         |

Technology Report

|                     |                          |
|---------------------|--------------------------|
| Computers Used      | 158                      |
| Wifi Connections    | 80                       |
| Website Traffic     | 328 Visitors   662 Views |
| Facebook Posts = 8  |                          |
| Views = 7,128       |                          |
| Engagement = 499    |                          |
| Net Followers = +10 |                          |

Visitor Data

|                        |     |
|------------------------|-----|
| Total Visitors         | 602 |
| Total Kids             | 175 |
| Reference Transaction: | 37  |
| New Library Cards      | 5   |



**SMG Web Design**

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# Website Proposal

**Redesign and Redevelop the Official Website**

**City of Lanesboro**

**lanesboro-mn.gov**

**April 3, 2026**

SMG Web Design is pleased to submit this proposal for the redesign and redevelopment of the official website for the City of Lanesboro. The purpose of this project is to create a modern, accessible, and easy-to-use website that serves residents, businesses, visitors, and City staff while meeting current accessibility and public sector website standards.

Our approach focuses on improving website organization and navigation, ensuring accessibility compliance, organizing documents and meeting information, and providing a content management system that allows City staff to easily maintain the website. In addition to website design and development, SMG Web Design provides secure hosting, backups, ongoing maintenance, and long-term support to ensure the website continues to serve the City reliably for many years.

## **Review of Current Website and Opportunities**

SMG Web Design has reviewed the current City of Lanesboro website to understand the existing content, structure, and functionality. The current website contains a large amount of important information and documents for residents, businesses, and visitors. As part of the redesign process, there are several opportunities to improve organization, usability, accessibility, and overall functionality.

Opportunities for improvement include:

- Simplifying and reorganizing the website navigation to make information easier to find
- Improving mobile usability and responsive layout
- Reorganizing agendas, minutes, and public documents for easier access
- Improving accessibility compliance for website content and documents
- Enhancing the homepage with quick links, announcements, and calendar items
- Improving search functionality to help users find documents and information faster
- Updating the visual design to better reflect the City of Lanesboro and the community
- Creating a more consistent layout for department and information pages
- Improving organization of forms, applications, and public information

The new website will focus on making information easy to find, easy to update, and accessible to all users while providing a modern design and improved functionality.

## **Descriptions of services for the following requested components:**

### **1. Website Design and Development**

- The website will be built using WordPress.org open-sourced software.
- Includes a responsive design to work with different screen options – desktop, mobile and tablet.
- We will identify the best organization for navigation making it easy for users to find what they need.
- WordPress includes a user-friendly content management system.
- Prior to developing the website, SMG Web Design will create a summary outline on how the new site will be organized, what pages to create, what features to include and what will go on each page.

### **2. Migration of Existing Content**

- We will work with the City to identify what content from the current site to use.
- SMG can download and save content, images and documents from the current site.
- We will also create a list of what is needed for the new site that is not on the current site.

### **3. Accessibility Compliance**

- WordPress includes a solid foundation for accessibility.
- We use highly accessible themes that feature WCAG 2.2 AA standards, proper semantic markups, keyboard navigation, and screen-reader support.
- The design will use colors that meet contrast guidelines, approved fonts, text size, paragraph spacing and proper markups, as well as alt-text on images, clear describing link text and buttons, and easy navigation.
- Ongoing updates and training staff who will update the website is the very important.

- SMG will ensure updates and posts continue to be compliant and will train any staff that will also be working in the site about ADA compliance.
- Review of the site and basic testing tools are included.
- We will update items promptly if anything comes to our attention that is not in compliance.

## 4. Functionality and Features

- **Organizing and displaying** information on a city website is very important. The pages, sections navigation will be identified prior to setting the site up to ensure it is easy for the public to use and find information.
- **Document and Media files** will be renamed (if needed) so they are searchable prior to uploading.
- **Common features** we suggest to add include:
  - Calendar – This will offer a variety of tools to make adding and displaying easy
    - Organization by use of categories and tags – allows us to manage where events display – example: only show City Council meetings on the Government page and not all events.
    - Display – Different layouts are available – example: only show the next 5 events on the home page and display a monthly calendar with all events on another page.
  - Online Forms – Customize a fillable form that is submitted. Ability to create as many forms as needed. Each form will have the ability to include desired fields, email notifications, confirmations, uploads, payments as well as retain a database of submissions that can be exported. I do not recommend using Google Forms for city online forms. You will have more control using website forms.
  - Postings – Manage posts with categories and tags. We can control where they display and how they look. Posts are archived and easy to find and manage. Example: post for general news, and also have a separate post category for construction updates.
  - Important Announcements – as needed, you can post these to display immediately on the home page.
  - Links to Forms, application, agendas, minutes, and ordinances – Organized for both the public and admin. Sections will be created where users can download these. Different tools such as tables and accordions work well to organize and display. All media files are hosted with the website.
  - Additional Features: search field, slide shows, galleries, or more as needed.
- **Security, Backups, and Updates** – A variety of security measures are put in place to block malicious threats. We use only reputable themes and plugins to ensure they are updated often to continue to be compatible and safe to use. If a plugin is no longer supported, we will find a better replacement. Backups are saved throughout the year, or more often if needed.

## 5. Training and Support

- SMG Web Design will be available for all updates anytime. There are no limits and you are not charged extra for this support.
- Training can be provided to those who want it. Typically we set up a time after the site is live to review and provide this. We can offer additional training for staff changes and any website feature updates as needed.
- Instructions will be created and provided on how access and update the website.
- In addition to training how to use the site, we will also go over items that are added to the site, such as document types, resizing, image optimization, and ADA compliance.
- We can create multiple user logins with different access levels as needed.

## 6. Implementation Timeline

- Average time for a new website build is 8 to 12 weeks.
- Initial meeting – Review contract, payments, and discuss the entire project. Set a target date.
- Content and Design Summary – List out pages, content, how to organize and design. (1 week)
- Gather Information – SMG would copy information from the current site. The City will provide information that is not on the current site. (2 weeks)
- Develop the website – The site will be developed using the summary as an outline. (4 weeks)
- Once most of the site is developed, we can meet to review it and/or provide instruction on how to view the site. Then edit the site based on the review of the site. (1 week)
- Website goes live.
- Implement security, test forms, accessibility review, install analytics, and make any additional edits needed. (1 week)

## 7. Cost

**Payment options - Choose one of the following:**

### **Option 1 – Full Payment**

- \$7,200 one-time payment
- Includes four years of hosting, maintenance, updates, and support
- The City owns the website files and content upon completion of the project
- After four years, the ongoing hosting, maintenance, and support services will continue at the current annual or monthly rate\*

### **Option 2 – Annual Payment**

- \$1,800 per year
- Four-year agreement
- Includes website design, hosting, maintenance, updates, and support
- The City will own the website files and content after the four-year agreement is fulfilled
- After four years, the ongoing hosting, maintenance, and support services will continue at the same annual rate\*

### **Option 3 – Monthly Payment**

- \$179 per month
- Four-year agreement
- Includes website design, hosting, maintenance, updates, and support
- The City will own the website files and content after the four-year agreement is fulfilled
- After four years, the ongoing hosting, maintenance, and support services will continue at the same monthly rate\*

\*The monthly and annual rate will be reviewed after the four years. We do our best to keep the rate the same as it is when initially signing up. Occasionally, the rate may need to be increased based on any market conditions and internal cost increases.

**The above cost includes ALL of the following:**

- Website hosting
- Domain management (if needed)
- Website planning, including user interaction and experience
- Website design and development
- Responsive design layout – site will look good and function on all devices
- ADA compliant theme, layout, fonts, colors, and features
- Unlimited number of pages – Public pages, password protected, and member only.
- Website features, including:
  - Calendars, online forms, website subscriptions, slideshows, galleries, blogging, news posts, embedded videos, directories, search, call to action buttons, and more.
- eCommerce and/or link to existing accounts and payment gateways
- Search Engine Optimization
- Photo editing and optimization
- Graphic design for website elements
- Website content management system, with multiple user options
- Google Analytics and Webmaster Tools
- Unlimited website updates
- Website support and training
- Social media integration
- Website software and plugin updates
- Website security and backups
- Debut the new website in the Fillmore County Journal

**Not included with the cost:**

- Third-party software subscription fees
- Online payment processing fees

## **Additional Information:**

### **Software and Programs**

- Websites developed using WordPress open source software
- WordPress plugins that are high quality and reputable and based on features to implement
- Developer programs include FileZilla and Adobe software
- Website hosting is on our dedicated server at HostGator

### **Website Ownership**

- The City will own the domain name and website content at all times.
- Upon fulfillment of the contract terms, the City will own the website files and database.
- The website is built using open-source WordPress software and can be transferred to another hosting provider upon fulfillment of the contract if the City chooses.

## Website Examples

We have experience developing and managing city websites and non-profits which have higher regulations and time-sensitive updates. We also work with a tourism organizations in Southeast Minnesota and have a lot of knowledge on the area, towns, events, businesses and more.

### **Government**

- City of Harmony [harmonymn.gov](http://harmonymn.gov)
- City of Preston [prestonmn.gov](http://prestonmn.gov)
- City of Canton [cantonmn.com](http://cantonmn.com)
- City of Mabel [cityofmabel.com](http://cityofmabel.com)
- City of Altura (new and still developing) [cityofaltura.org](http://cityofaltura.org)
- City of Sherburn (new and will launce soon) [cityofsherburn.com](http://cityofsherburn.com)

### **Non-Profit / Organizations**

- SE MN Area Agency on Aging [semaaa.org](http://semaaa.org)
- Elder Network [elder-network.org](http://elder-network.org)
- CEDA [cedausa.com](http://cedausa.com)
- Spring Valley EDA [springvalleyeda.org](http://springvalleyeda.org)
- Harmony Area Chamber [exploreharmony.com](http://exploreharmony.com)
- Preston Area Chamber [prestonmnchamber.com](http://prestonmnchamber.com)
- Rushford-Peterson Area Chamber [rushfordpetersonvalley.com](http://rushfordpetersonvalley.com)
- Root River Bike Trail Towns [rootrivertrail.org](http://rootrivertrail.org)
- Minnesota Deputy Registrar's Association [mndep.com](http://mndep.com)

*This site is a statewide membership organization promoting common interests of deputy registrars. With almost 200 members, each has a login to the site where they share tools, legislation updates and documents.*

### **Other Websites**

- Visit Bluff Country (tourism/magazine) [visitbluffcountry.com](http://visitbluffcountry.com)  
*Updated annually to match the magazine design and content*
- Enchanted Valley Acres (Agri Tourism) [enchantedvalleyacres.com](http://enchantedvalleyacres.com)  
*Hired SMG Web Design before they opened for business in 2014. Created the logo. The site grows and changes every year as they expand and change their business.*
- Harmony Spirits (micro distillery) [harmonyspirits.net](http://harmonyspirits.net)  
*Hired SMG Web Design initially to build a site to attract investors in 2016. Created the logo. Changed the site to share information about the build and set up. Created a new site once the business was up and running.*
- Rushford-Harmony-Preston Foods [rushfordfoods.com](http://rushfordfoods.com)  
*Has been with SMG Web Design since 2010. Have created three websites over the years. Set up website subscriptions to send out weekly ad. Work closely with owners during COVID to set up online shopping options.*
- Fillmore County Journal [fillmorecountyjournal.com](http://fillmorecountyjournal.com)  
*Most newspapers use companies dedicated to newspaper websites. In 2016, Michelle created the site for the Journal to have total control of content, ads, updates, and layout. The site allows comments on articles to encourage engagement.*

You are more than welcome to contact any of the above, or any of our clients, and inquire about their experience working with SMG Web Design. If needed, we can provide the direct contacts.

## **Feature Specific Examples**

- **Calendars**
  - Example of a monthly calendar.
  - <https://springvalleyeda.org/calendar/>
  - Example of category specific event feed
  - <https://harmonymn.gov/city-government/>
- **Posting**
  - One way to display various news posts – For this site, the EDA Director posts these himself.
  - <https://springvalleyeda.org/news-information/>
- **Agendas/Minutes and Ordinance Links**
  - Use of accordions and tables to provide links to agendas and minutes for various years.
  - Ordinances are clear and easy to open specific sections.
  - <https://harmonymn.gov/city-government/>
- **Sharing Community Flyers**
  - The city gets requests to promote community events on their website
  - <https://cityofmabel.com/>
- **City Entities**
  - Such as Community Centers, parks/shelters, campgrounds, etc.
  - Display availability, how to rent, amenities and rates, photos and more.
  - <https://cityofwykoff.gov/community-center/>
  - <https://harmonymn.gov/parks-rec/>
- **Community Events**
  - We understand that community events can be handled by various organizations.
  - Having a clear way for the public to find out information is important.
  - Fillmore County Fair - Preston
    - <https://www.fillmorecountyfair.com/fair-schedule/>
  - Trout Days - Preston
    - <https://www.prestonmnchamber.com/play/events-festivals/trout-days/>
  - July 4<sup>th</sup> Celebration – Harmony
    - <https://www.exploreharmony.com/july-4th-celebration/>
  - Canton Day Off
    - <https://www.cantondayoff.com/schedule-of-events/>
  - Steam Engine Days – Mabel
    - <https://www.steamenginedays.com/>

## **History and Experience**

SMG Web Design was created in the fall of 2009 by Jason Sethre, owner of the Fillmore County Journal in Preston, Minn., out of a need for local and affordable website design for many of the smaller businesses in the area. Our mission has been to build and maintain relationships with our customers so we can assist them with ongoing website needs and goals. Many of our customers who started with us in the beginning are still with us, and some have had us redesign their sites every few years to keep current with new layouts and features. The online industry has evolved tremendously over the last decade as well as the technology and software. Keeping current with these changes is important.

Michelle Quanrud joined SMG Web Design in June 2010. She is the General Manager and Main Developer for SMG Web Design. Michelle grew up in northern California and moved to Harmony, Minnesota in 1994. Her work background was in the financial industry working at Bear, Stearns & Co. from 1986 to 1994, at a hedge fund from 1994 to 1996, Think Bank (formally IBM Credit Union) from 1996 to 2002, Harmony State Insurance from 2003 to 2010 until joining SMG Web Design. While she worked full-time she also owned and ran the JEM Movie Theatre in Harmony from 2002 to 2017. Her education includes illustrations at The Academy of Art in San Francisco, computer science at RCTC in Rochester, and web development and design at Southeast Tech in Red Wing. Her background of art, design, computers, programming, finance and business owner bring a unique understanding and knowledge when working with business owners and organizations for their website needs.

### **Benefits of working with SMG Web Design**

- We are a local Fillmore County business that has been building websites and working with local businesses and organizations over 16 years.
- We are not your ordinary tech firm – we believe in building relationships and being here for you for many years.
- Direct communication. No submitting tickets for requests and you will work with the same people that know and understand your organization.
- No extra fees. You are not charged extra for updates or support.
- Prompt. Updates and questions are handled quickly and we always communicate when they are complete, ask questions if needed, or provide a reasonable timeline if the update will require more time to complete.

Thank you for the opportunity to submit a proposal to redesign and redevelop the website for the City of Lanesboro.

Michelle Quanrud  
General Manager / Web Developer  
SMG Web Design

## POLICY REVIEW CALENDAR

|            |                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------|
| January:   | Election of Officers<br>Review Bylaws<br>Review Budget                                                 |
| February:  | Review & Update Strategic Plan (Long Range Goals) 2023                                                 |
| March:     | Review & Update Library Operations Policies (Circulation 2021; Data Privacy 2023)                      |
| April:     | Review & Update Library Conduct Policy 2022 / Annual Report to the State of MN                         |
| May:       | Review & Update Acquisitions Policy 2022                                                               |
| June:      | Review & Update Library Technology Plan 2021 (Computer & Internet; Print & Fax)                        |
| July:      | Review & Update Library Policies (Donation & Gifts 2022; Volunteers 2018; Key 2018; Seed Library 2023) |
| August:    | Review & Update Personnel Policy & Wages / Budget Update                                               |
| September: | Library Director Job Review / Review & Update Staff support to patrons policy 2020                     |
| October:   | Review & Update Library Social Media Policy 2021 / Review expiration dates of board members            |
| November:  | Budget Review / Review & Update guidelines on inclement weather closing 2022                           |
| December:  | Review & Update Mission Statement 2016                                                                 |