



Agenda
Lake City Library Board Meeting
April 15, 2024
City Hall - First Floor Conference Room 6:00 PM

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1. Call to Order
 2. Adopt/Amend Agenda
 3. Public Forum
 4. Informational Reports
 - a. Friends of the Library Minutes March 2024
 5. Communication Updates
 - a. Director's Report April 2024
 6. Consent Agenda
 - a. Library Board Minutes January 22, 2024
 7. New Business
 - a. Mission Statement Review
 8. Unfinished Business
 - a. Elect Library Board Secretary
 9. Future Meeting Dates
 - a. Next Meeting: Monday, July 15, 2024
 10. Adjourn

Friends of the Lake City Public Library Minutes March 14, 2024

March 14, 2024, 1 pm Lake City Public Library Conference Room

Attendees: Sue Davidson, Sandy Bodin, Anne Schleusner, Kathy Grundman, Terry Birkholtz, Carla Kilpatrick, JoAnn Link, Jenny Doughty Gabor, Janet Chestnut, Cheryl Huettl, Julie LeCaptain, Joyce Zillgitt, Georgene Arndt, Jean Harris, Sandy Libor, Suzie Spain, Mary Hill, Rose Baker, Susie Berke, Sandra Bendickson, Mary Johnson, Dawn Panther, Karen Peterson, Susan Connell Fahey, Jan Bruce

Call to Order and Welcome: Julie LeCaptain called the meeting to order at 1:01 pm after a pre-meeting luncheon at the Copper Mug.

Library Report: B. Rol: No report.

Library Support Request: Include the following:

- A movie license allows the library to show films to the public, \$475.
- Funds for 120 bags for Kids Summer Program, \$600
- Bird Trivia game for Kelly's Lake House, share costs with VFW \$93.50
- Gift cards for Bird Trivia @ \$5/each, good at LCFPL Book Sales \$30
- "I Love to Read" program \$875.
- Speaker Mindy Mejia, a Minnesota author \$600.50
- Slatwall tower display rack \$340

Moved by Sandy Bodin, seconded by Jan Bruce to fund the above requests at a total cost of \$3,014. Passed unanimously.

Members noted that buying two more tables for the meeting room would be a practical idea.

Sign-Up Sheets: Little Free Libraries need filling. Those who are interested can contact those that have done this before and learn "the ropes" with ride-alongs. Volunteers are needed for the March 23rd book sale.

Secretary's Report: Presented by email. Motion made by Sandra Bendickson, seconded by JoAnn Link, to accept minutes as printed. Passed with unanimous vote.

Treasurer's Report: Presented by Mary Hill. Total money available \$15,119.95. Motion made by Anne S, seconded by Jenny G to accept as written. Passed with unanimous vote.

Membership Drive Report: Sandy Bodin reported that with the addition of new members Mary Johnson (returning 😊) and Laurie Weyant we have forty-nine members.

Library Board Liaison Report: Carla Kilpatrick – no meeting in March.

Old Business:

Lunch Plan – Julie LeCaptain will arrange lunches every other month prior to meetings for those who would like to socialize before the meeting.

Bird Pins – To support the library's Big Year program, pins are available for members.

Raffle Quilt - The bird themed quilt is being sewed by a group of five individuals. Fabric has been bought. \$400 is budgeted for the quilt. If anyone wants to donate bird houses, feeders or other bird-related items for the raffle, please do. Funds will support the library.

Wish/Want List – Permanent bookshelves are on top of the list. Carla K. has been investigating, and used shelves will be available from Med Central in Rochester. The motion was made by Jan Bruce to spend up to \$1,000 for this, seconded by Sandy Bodin, passed unanimously.

Other items include a permanent cork board sign, with lockable glass doors, outside the building mounted on the wall; replacement of garage fans; improvement of lighting in the garage; functional heating/AC in the building; replacement of the garage door so that it matches the other door, possibly a mural painted on one of the doors; new carpet upstairs; remove cement floor barriers in the garage; wash and paint all walls.

Heat/AC in Loft – Work is being done by the city to rectify this.

“Blind Date and a Book” – Suzie S. requests that members send her an email about their favorite author/genre so she can wrap up some books in brown paper and sell them at our sales. (sspain7750@gmail.com)

Next Sale – Saturday, March 23 from 10 am – 3 pm. Sign up circulated.

New Business

1. **Name Tags** – Name tags will be made to be worn at meetings and sales. They will be stored at the library.
2. **Vintage Books** – Any cloth covered books that arrive on donation days should be set aside to be examined later by our “vintage experts” to see if they are valuable.
3. **Little Free Libraries** - Little Free Libraries need volunteers to keep them stocked. Those who are interested in learning the process can contact those that have done this before and learn “the ropes” with ride-alongs.
4. **100 Mile Garage Sale** – May 2, 3, and 4. This year an outdoor garage sale of smaller household items will be held. Volunteers are needed to plan, organize, and staff this new part of the book sale. The book carts that feature authors with many books have been organized, so that authors may be found by alphabet or number. In the main sale floor, if there are other books on carts by an author, there will be a fluorescent tag by the author so that people can look on the carts for other books by that author.
5. **Meeting Notes** – Any leftover copies of minutes, agenda, treasurer’s report, and any other handouts will be collected at the end of each meeting and kept in the library closet. These are available to those who might have missed a meeting.
6. **National Library Week April 7-13** – Barb Glaze and Kathy Grundman will take responsibility for this event.

Other - Selected greeting cards are available at this meeting for \$1. Cards appropriate for Easter/spring are in the library store.

Next Meeting: Thursday, April 11, 2024, at 1 pm, Lake City Public Library Conference Room.

Adjourned at 2:10 pm Motioned by Suzie Spain, seconded by Sandy B, passed unanimously.

Respectfully sent by Janet Chestnut

Director's Report
Lake City Public Library
Brigette Rol, Director
April 2024

Staff

Joyce Schlicker has retired from the library. The library staff has absorbed Joyce's hours, so we will not be hiring additional staff.

Programs

Children's Programs:

Total Attendance: 532

Our regular programs *Wake Up & Wiggle* and *Books & Crafts Storytime* continue to be family favorites. Not only are these programs fun and educational for kids, they also provide an easy connection for parents. Alisha Likness creates and offers some great programs such as *Bird Club*, *Arts & Crafts Club* and the upcoming *Sidewalk Chalk Club*.

Adult Programs:

Total Attendance: 466

Stacie Falvey has packed the spring with a variety of programs. By the time June arrives, we will have had eight authors and a documentary filmmaker visit, programs on Parkinson's disease, fraud prevention, brain health, local phenology, sourdough, super foods, community connection, and creative classes in painting, paper bead making, and sign making. We also offer four book clubs that are all at capacity.

Take-Home Crafts:

Total: 330 craft kits

This program has really grown in popularity. We put new kits out on the first and fifteenth of each month. They last, at most, 3 days, and on the first of April, the children's kits were gone in just under three hours.

The Big Year:

Total Reported Bird Sightings: 72

Our Big Year program has been a big hit. Bird walks have begun at Frontenac State Park, and the leaders said they have never had as many people attending as they have

this year. Bird Trivia at Kelly's was really fun. We had 11 teams (50+ people), and I've heard lots of positive comments about it since. Our in-library bird programs have been well-attended, and have brought in many new visitors to the library.

Back Entry Construction Project

This year, the back entry of the library will be updated to include new stairs and a coded door. Repairs will also be made on the existing brick that has been damaged by water seepage. Benike Construction out of Rochester will be doing the work.

Procedures Manual

Work has begun on the staff procedures manual for the library. The staff is working to identify the appropriate contents of the manual using our training documents, as well as procedures manuals from other libraries. We hope to complete this manual by December of this year.

Current Participation on Boards & Task Forces

- Lake City Suicide Prevention Coalition
- Governor's Fishing Opener Task Force
- SELCO Advisory Committee Chair
- SELCO Library Representative on SELS Advisory Board
- SELCO ILS Standardization Task Force

LAKE CITY PUBLIC LIBRARY BOARD MINUTES
Monday, January 22, 2024

CALL TO ORDER: The meeting of the Lake City Library Board was called to order by Board Chairman Chris Schlessner at 6:04 PM

PRESENT: Tom Brown, Anne Tabat, Christy Rice, Shawn Sweeney, Anna Karsten, and Chris Schlessner. Also present were Library Administrator Brigitte Rol, Friends of the Library Liaison Carla Kilpatrick.

ADOPTION OR AMENDMENT OF AGENDA:The agenda was accepted by a motion from Brown and seconded by Sweeney. Motion carried 6-0-0.

PUBLIC FORUM: None.

CONSENT AGENDA: The Library Board Minutes of the October 16, 2023 meeting were accepted as presented by a motion from Sweeney and seconded by Brown. Motion carried 6-0-0.

COMMUNICATION UPDATES: A Friends of the Library report was given by new Friends Liaison Carla Kilpatrick. Kilpatrick shared that the total revenue from book sales in 2023 was \$15,640.65. Through partnership with the local Boy Scout troop, a third little free library was installed at the Edge O' Town mobile home park, and another is planned for installation at North End Park in 2024. The Friends recently used funds to acquire Spanish language drivers manuals for distribution at the library.

INFORMATIONAL REPORTS: The Board reviewed the following:

- Director's Report: 2023 Year in Review
- Director's 2023 Work Plan Review
- Lake City Big Year year-long program
- Library Board Secretary Karen Cooper resigned from the board

NEW BUSINESS:

Elect Library Board Secretary: Having no volunteers, election was tabled until April 2024 meeting. Motion made by Brown, seconded by Sweeney. Motion carried 6-0-0

Director's 2024 Work Plan: Board reviewed the plan. Motion to accept made by Sweeney, and seconded by Brown. Motion carried 6-0-0.

NEXT MEETING DATE: Monday, April 15, 2024. Meeting will be held at City Hall.

ADJOURNMENT: A motion was made by Brown, seconded by Sweeney to adjourn at 7:28 PM. Motion carried 6-0-0

Respectfully submitted, Brigitte Rol, Library Director



REQUEST FOR

Library Board Meeting, April 15, 2024

Agenda Item Description: Mission Statement Review

Meeting: Library Board Meeting, 4/15/2024

Originating Department: Library

Action Requested:

Board will review and revise the current LCPL Mission Statement. In preparation, please consider the following questions regarding the Lake City Public Library:

1. Who are we?
2. What do we do?
3. Why are we here?

Background:

Current Mission Statement was created in August of 2015.

Budgetary/Fiscal Impact:

No budgetary impact.

Reviewed By: Brigitte Rol, Library Director

Preparer: Brigitte Rol, Library Director

ATTACHMENTS:

Description

- ▣ **Lake City Public Library Mission Statement**

LAKE CITY PUBLIC LIBRARY

August 17, 2015

LAKE CITY PUBLIC LIBRARY MISSION STATEMENT: The mission of the Lake City Public Library is to inspire life-long learning and enhance the quality of life in the community by providing resources, programs and outreach services that contribute to individual knowledge, enlightenment and enjoyment.