



**Agenda**  
**Lake City Library Board Meeting**  
**October 21, 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. Communication Updates
  - a. Friends of the Library September 2024 Meeting Minutes
5. Informational Reports
  - a. Director's Report October 2024
6. Consent Agenda
  - a. Library Board Minutes April 15, 2024
7. New Business
  - a. Approve 2025 Library Fee Schedule
8. Future Meeting Dates
  - a. Next Meeting: Monday, January 20, 2025
9. Adjourn

## **Friends of the Lake City Public Library Minutes**

**September 12, 2024, 1 pm, Lake City Public Library Conference Room**

**Attendees:** Cheryl Huettl, Carla Kilpatrick, Sue Davidson, Julie LeCaptain, Janet Chestnut, JoAnn Link, Suzie Spain, Jenny Doughty Gabor, Dawn Panther, Susie Berke, Anne Schleusner, Jean Harris, Sue Weisenburger, Kathy Grundman, Sandy Libor, Terry Birkholz, Joyce Zillgitt, Susan Connell Fahey, Mary Hill, Sandra Bendickson, Linda Lilja, Barb Glaze, Sandy Bodin, Jane Simonson, Karon Peterson

**Welcome and Call to Order:** Sue Davidson and Julie LeCaptain called the meeting to order at 1:00 pm.

**Library Report/Requests:** Sue D. reported that two requests were made. The first is a request to fund a program about skunks, which is offered by the Eagle Bluff Environmental Learning Center at a cost of \$323.20. A move for approval was made by Jenny G, seconded by JoAnn Link, and approved unanimously. The second request was for more easels. This \$35 request was moved by Sandra Bendickson, seconded by Kathy G, and passed unanimously.

**Packet from Executive Board Meeting:** The packet included a newsletter that summarized the past year's activities. There was also a FLCP Proposed Budget for 2024-2025. Two corrections were noted, that included changing \$200.00 on line 7 to \$2,000.00, which changed to the total on line 10 to \$5935.00. There was a motion to remove line 5 altogether by Sandra Bendickson, seconded by Joyce Zillgitt, which was defeated by a show of hands vote. The Special Purchases for Library will be left as is. The last page of the packet was a calendar for 2025 Book Sales Dates.

**Sign Up Sheets:** Opportunities to sign up for the September 28th Book Sale, as well as committee sign-ups and Little Free Library sign-ups for the next year were circulated. The group was reminded to find replacements for themselves if they are unable to fill a slot they have committed to filling.

**Treasurer's Report:** Includes July 11 through September 12, 2024. Report given by Mary H. Total available funds on hand \$16,639.17. Motion made by Janet C, seconded by Susie B, to accept the report, passed unanimously.

**Secretary's Report:** Accepted as written.

**Membership Report:** Sandy B reported no change. New members Roger and Nancy Brooks will be added in September.

**Tonies Demonstration-** This audio device can tell familiar stories, sing songs, etc., with the use of a small toy that represents the story. Three of these kits were purchased by the library to be loaned to children, funded by FLCPL. They have proved to be quite popular. Alisha, the children's librarian, demonstrated the device.

## **OLD BUSINESS**

1. **Lease update-** No report currently. Request for a 5-year lease is on Rob Keehn's desk.
2. **Little Free Libraries-** Most can be stocked weekly, although the box near the marina is being heavily used this summer, requiring more frequent visits. There was a report of damage to one of the boxes. The appropriate "fixer" will be notified. With the new school year, colors/pencils/school supplies can be added as available.
3. **Dolly Parton/Olmsted Free Books:** Susie B investigated both these groups as sources for more children's books and found the requirements did not fit our mission. She is pursuing a grant.
4. **Christmas Bundles-** These will be sold by order only. Members should be on the lookout for Christmas themed children's books to add to the bundles.

## **NEW BUSINESS**

1. **Amy Alkire/LC Council-** At the last City Council meeting, Amy spoke well of the work done by FLCPL. Excellent work is noticed!
2. **Book bags/t-shirts with FLCPL Logo-** Janet C will check out costs of small bags and shirts and bring the information back to the group.
3. **Fans-** Due to the extreme heat at the summer sales, Sue D purchased three fans that were placed strategically at the last sale. Mayor Nichols noted the ceiling fans, which need replacement, and offered to replace them.
4. **Donation Committee-** This new committee's members include Sue D, Julie L, Carla K, and Jan Bruce. Actions taken thus far

include the purchase of twenty bookcases at a cost of \$215 each. Replacement of the garage door(s) is being investigated. The walls will be cleaned up and painted. Most exciting is that the group will approach over twenty organizations that donate funds to groups that exist to improve various aspects of the community. Carla K wrote a letter that will be sent or delivered in person to these groups, which include the Greater Lake City Community Foundation and local financial institutions. Any donations from such organizations will be used to fund Book Store building improvements.

**NEXT MEETING:** October 10, 2024, at 1 pm with optional lunch at Bluffside Grill at the Jewell at 11:30 am.

**ADJOURNMENT:** Moved by Sandra B, seconded by JoAnn L, approved unanimously at 2:15 pm.

Respectfully submitted,

Janet Chestnut

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

**Staff Changes**

We've had a lot of staff changes since April. Marian Mahoney, who worked at the library for 7 years, retired this August. We have hired two new Library Aides, Jan Olson and Amy Henderson, and one new Library Page, Ada Alkire.

**Programs**

**Summer Reading Program:**

Total June Attendance: 532

Our summer programming is in full swing. The Tuesday evening family events center on an animal theme and continue to be well attended. A highlight of the program so far has been the visit by Munchkin the Mini Horse. At the end of July, we will host a skunk, which should also be popular. Thursday afternoon movie attendance is higher than last year's, and Wake Up & Wiggle has had attendance numbers in the 30s.

**Fall Children's Programs:**

Children's fall programming is off to a great start. In addition to our regular programs Wake Up & Wiggle and Storytime, Alisha Likness has a 3-week Fun with Paint Pens program happening during the month of October, and November will bring Lego Club back to the library. Our annual Holiday Workshop is planned for early December, and is an opportunity for young children to make a gift for someone special.

We've brought back the monthly activity to the children's area, beginning with the campsite. Currently we have a new car mat and cars purchased by the Friends of the Library for children to play with when they visit the library.

**Adult Programs:**

A wide variety of adult programs is underway this fall. We are offering health programs Food as Medicine, Movement & Health and Tai Chi, creative programs in card making, macramé, sound healing and henna art, outdoor interest programs about the Superior Trail, outer space and trees, and 4 different author visits.

## **The Big Year:**

**Total Reported Bird Sightings - 154**

**Shrinky Dink Bird Art Show** – LCPL hosted an art show during the month of August featuring Shrinky Dink art done by our patrons. It was very well-received and

**Sea Glass Birds** – Suzie Spain led a creative program using sea glass to create birds.

**Bird Quilt Raffle** – The Friends of the Library held a raffle for a bird-themed quilt that several of their members made by hand. The raffle was a great success, bringing in

**Chicken Collage Class** – Brigitte Rol led an art class in which participants created a chicken using paper, paints and found tools. We discussed art concepts such as shape, color, pattern and composition and had a wonderful time.

**Bird Puzzle Competition** – A puzzle competition will be held in November in which teams of up to 4 puzzlers will race to complete a bird-themed puzzle. All teams will work on an identical puzzle, and the first team to complete their puzzle wins.

## **Back Entry Construction Project**

Construction is underway to replace the library's rear entry and door, as well as repair and seal the foundation for moisture abatement. Benike Construction out of Rochester is doing the work.

## **Staff Procedures Manual**

Work continues on the staff procedures manual. It is going slow but well.

## **Collection Management Certification**

In June, I completed a course for certification in collection management. In order to meet the requirements of the recent *Minnesota Access to Library Materials and Rights Protected* addition to state statute 134, all procedures involving selection of, challenges to, and reconsideration of library materials must be administered by either an individual with an MLIS degree, or an individual who holds a certificate in collection management. Lake City Public Library is now in compliance with the statute.

**LAKE CITY PUBLIC LIBRARY BOARD MINUTES**  
**Monday, April 15, 2024**

**CALL TO ORDER:** The meeting of the Lake City Library Board was called to order by Board Chairman Chris Schlessler at 6:02 PM

**PRESENT:** Tom Brown, Anne Tabat, Christy Rice, Shawn Sweeney, Anna Karsten, Marie Miller, and Chris Schlessler. Also present were Library Director Brigitte Rol, and City Council Liaison Megan Kramer.

**ADOPTION OR AMENDMENT OF AGENDA:**The agenda was accepted by a motion from Sweeney and seconded by Brown. Motion carried 7-0-0.

**PUBLIC FORUM:** None.

**INFORMATIONAL REPORTS:** The Board reviewed the Friends of the Library Meeting Minutes from the March 2024 meeting.

**COMMUNICATION UPDATES:** The Board reviewed the Library Director's Report.

**CONSENT AGENDA:** The Library Board Minutes of the January 22, 2024 meeting were accepted as presented by a motion from Sweeney and seconded by Brown. Motion carried 7-0-0.

**NEW BUSINESS:**

**Mission Statement:** The Board created a new library mission statement: "*Welcoming our community to learn, discover, connect and grow.*" Motion to accept the new mission statement made by Brown, seconded by Sweeney. Motion carried 7-0-0

**UNFINISHED BUSINESS:** Marie Miller volunteered to fill the vacant Library Board Secretary position. Motion to accept made by Karsten, and seconded by Tabat. Motion carried 7-0-0.

**NEXT MEETING DATE:** Monday, July 15, 2024.

**ADJOURNMENT:** A motion was made by Rice, seconded by Karsten to adjourn at 7:28 PM. Motion carried 7-0-0

Respectfully submitted,  
Brigitte Rol, Library Director



**REQUEST FOR**  
**Library Board Meeting, October 21, 2024**

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**Agenda Item Description:** Approve 2025 Library Fee Schedule

**Meeting:** Library Board Meeting, 10/21/2024

**Originating Department:** Library

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**Action Requested:**

Approve 2025 Library Fee Schedule

**Background:**

The library fee schedule is approved annually at the October meeting, and sent to the City Council for approval during their November meeting.

**Budgetary/Fiscal Impact:**

None

**Reviewed By:** Brigette Rol, Library Director

**Preparer:** Brigette Rol, Library Director

**ATTACHMENTS:**

**Description**

- ▣ **Library Fee Schedule 2024**



## Lake City Public Library Fee Schedule

Overdue Fees – Chromebooks	\$3.00 per day
Copies - Black & White	25¢ per page
Copies - Color	50¢ per page
Fax - Send/Receive	\$1.00 per page
Fax - International	\$3.50 per page
Library Card Replacement	\$2.00 per card
Temporary Resident Card	No Charge
Out-of-State Library Card	\$40.00 per year
Meeting Space Use, During Library Hours – Not-for-profit	No Charge
Meeting Space Use, During Library Hours – For-profit	\$10.00 per hour
Meeting Space Use, Outside of Library Hours – Not-for-profit	\$25.00 per hour
Meeting Space Use, Outside Library Hours – For-Profit	\$35.00 per hour
Laminating	\$1.00 per sheet

Approved July 2023