

Prairielands Library Exchange

Governing Board Meeting

Minutes June 11, 2026

Location:

109 South 5th street, Marshall, MN

And via Zoom at:

<https://us06web.zoom.us/j/83662459031?pwd=cVQ1RVZEOUU4WnhSdTFGM1FxNGRMZz09>

Passcode: uDa8Zz

Attendance: April Prohl, Terrence Edwards, Kathy Craun, Lisa Speiker, Susan Hoskins, Bethany Kauffman, Shelly Finzen

Agenda:

Vote to accept or amend the agenda – Motion Lisa Speider, Second Susan Hoskins, all in favor

Minutes:

Vote to accept or amend the minutes from the March meeting – Motion Lisa Speiker, Second Kathy Craun, all in favor

[April 16 and March 16 2026 PART 2 Governing Board Meeting Minutes.pdf](#)

Update on Job Descriptions Meeting

April, Bethany, Kathy, Shelly – June 10

The subcommittee will be meeting regularly and has completed going through the executive director's job description. Bethany took notes and will share the questions and comments with the committee and with the HR consultant.

Funds Review

- [Funds Review as of April 2026](#)
- Closing out the year strong – we did not cash out any CDs this past year, but we did use more of the cash that is in our checking account than we have in past years.
- Key points – we have for the first time spent more than the state gave us by April of this fiscal year.

- We have less money at this point in the fiscal year than we had at the same time last year, so we have made progress in spending our reserves.
- There was a great response to the PLA conference scholarship, and we still didn't overspend our plan for this past fiscal year.
- All paperwork is finally done for change from Bremer and Raymond James to Old National and LPL
- Bethany chose to keep funds in safe CD investments with LPL, including the most recent CD that came up for renewal. One LPL CD comes up for renewal each year.
- Vote to accept the Funds Review – Motion April Prohl, Susan Hoskins Seconded, all in favor

FY 26-27 Budget Options

- Grants – Put one or two grants on hiatus or discontinue when they renew discussion
 - Craft Grant discussion – The “why” of crafts matter and possibly these are truly marketing activities.
 - Teen Summer Reading – craft supplies can come from this grant
 - Teen grants – are these too low?
 - Costs have risen so increase the Teen Summer Reading to \$1000 but keep TeenTober at \$500 since that's just a one month event.
 - Explained the difference between Community and You and Better Together: Community and You is for a library and a community organization; Better Together is for libraries of two or more different types.
 - Community and You will be \$500 per organization up to \$2000
 - Better Together will be \$500 per library up to \$1500 – must be libraries of different types
 - Sunset the Marketing and Accessibility Grants when they come to their natural end (December and February)
 - In a few months look for a literacy issue to support with the funds that are going to be freed up by February – this should be our new focus
 - Move to accept the new grant plan and amounts by Kathy Craun, April Prohl seconded, all in favor
- Jenny has prepared a statement about what she's learning about getting and writing grants and we will email that to the governing board since we didn't have time to go through it at the meeting
- Scholarships – Increase annual travel scholarship to \$1200
- Pay – Increase for Jenny and Bethany

- State Holidays – Match all holidays to the state (public, academic and school libraries follow these)
 - https://mn.gov/mmb/assets/nextyear_tcm1059-128620.pdf
 - Put the new dates put into the personnel policy and we will read the new policy at the next meeting so we can make it official
- December: Budget adjustments can be made as needed
- FY27-28 add a parttime school library position (or sooner when HR work makes it feasible) - discussed the value of this and how this is needed in our region
- [Budget A – No school library position](#) (potential reserves used \$63,000) - we went through this budget in detail and noted a few areas of less spending such as moving some grant spending, some scholarships and Creativebug and LOTE4Kids to reserve spending in the budget to see how that changes the spending by the end of the fiscal year.
- [Budget B – With school library position](#) (potential reserves used \$89,000) - discussed how it would look if we do decide to add this position next year
- [Budget C – Cost of Living 2.8%, slight increases in estimated expenses](#) - no spending of reserves here
- Discussion – since we want to spend down reserves, Budget C was eliminated by the group. Budget B is a goal for next year, after discussion, and we can then develop a good plan and job description and be ready to go next summer.
- Vote to Accept FY 26-27 Budget A as selected by Governing Board – Motion by Lisa Speiker to accept Budget A, Second by Kathy Craun , all approved

Meeting adjourned at 5:45pm

Full Multi-Year Budget Spreadsheet: [Rolling Budget Expenditures multi-year.xlsx](#)