

**MINUTES**  
**RUSHFORD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MARCH 14, 2005**

**MEMBERS PRESENT:** Rhonda Carlson, Holly McDonough, Dan Munson, Wendy Ebner, Dennis Lockwald, Susan Hart-Librarian

**MEMBERS ABSENT:** Nancy Benson, Paula Brand, Gretchen Schade-SELCO Board

No changes made to agenda. Minutes approved on motion by Carlson, seconded by Ebner. Motion passed unanimously.

Librarians Report

Sue reports that the Library's birthday party (put on by the Friends of the Library) went very well. Lot of children came and there were lots of snacks provided and gifts given away in drawings.

The annual report to the state has been completed and filed/accepted before the April 1<sup>st</sup> deadline.

"A lunch with Dr. Seuss" occurred and was very well received by all that attended. Parents have requested that Wednesday AM be considered for a regular story time.

The gutters on the building have been put up.

Sue went over the legislative issues MLA is working for. The governor wants an increase in K-12 funding so funding cuts for public libraries will not likely occur, since libraries are funded under the Dept. of Education.

Upcoming events: Jewelry party hosted Sue Hoff, just in time for Mothers Day. Special program on dietary fats.

Donations: \$1500.00 from booster club  
New CD and book shelving  
Other cash donations

Sue sent out Thank-you notes. Holly suggested a possible personal thank-you by board members when seeing these folks in the community.

SELCO Report: Gretchen not available

Old Business: None

New Business: Annual report was explained by Susan and given out to board members. Roxi Bains has updated our web pages. Discussed putting personal contact information (e-mail addresses) on web site. Sue stated that the 06 budget would include her resumption of fulltime status with the library open hours extended to 40, with the board's approval. No more usage of computers for games has been good news for the library. The oldest public computer has quit functioning and will need to be replaced.

Motion by Lockwald, second by Munson to give Susan discretionary spending authority from the reserves for use in replacing/updating computers. Motion carried unanimously.

Meeting adjourned @ 1935.

**NOTES  
RUSHFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 07, 2005**

**MEMBERS PRESENT:** Rhonda Carlson, Holly McDonough, Paula Brand, Susan Hart-Librarian

**MEMBERS ABSENT:** Nancy Benson, Wendy Ebner, Dennis Lockwald, Dan Munson, Gretchen Schade-SELCO Board

Discussion only, no quorum

Houston Co SELCO contract close to being signed. Rushford PL left out of contract language on reimbursement for usage on this 2-yr. contract. Tri-county usage will be evaluated for next contract language.

Wabasha Co SELCO contract signed.

SELCO Bookmobile services will probably be terminated at end of 05. New vehicle purchase is not viable item for current or future budgets. (\$145,000) Fillmore Co librarians will be discussing this issue at meeting on Thursday.

MNLINK now available for patrons to directly place statewide item requests from the IPAC. Have experienced a few glitches since up and running for the last month.

SELCO fee structure has been revamped. Fees for this library will be about the same for next year. Net lending/net borrowing figures are being left out of the formula. There will be no material grant money from the state next year. Funds will be shifted to cover increased costs for delivery and online databases.

Monetary donation received from the Rushford Lions Club towards purchase of large print and audio books. Thank you note sent.

Fundraiser money from the jewelry party put in long term foundation account. Thank you note sent to Susan Hoff.

Friends group having first annual book sale on May 14, from 0900-1400. Call Jill Quandt if you can help

Dan Munson arrived @1930.

Holly reported that the annual report to city council went well.

Next meeting is July 11. No meeting on July 4

Discussion closed at 1935 hrs.

Notes by Susan Hart

**Minutes**  
**Rushford Public Library**  
**Board of Trustees**  
**July 11, 2005**

**Members Present:** Rhonda Carlson, Holly McDonough, Paula Brand, Susan Hart-Librarian, Wendy Ebner, Dennis Lockwald, Dan Munson, Gretchen Schade-SELCO Board

**Members Absent:** Nancy Benson

**Call to order**

**Adoption of agenda as amended** with 2 added items to New Business 1) Public Relations 2) Budget. Motion to adopt Wendy, seconded Rhonda

**Minutes** not approved as no quorum last meeting

**Librarian's report:** Ann Hutton received the outstanding librarian award for this area; all agreed we are very lucky to have her. Summer reading program is best ever with 167 kids enrolled. Susan used the funds for the reading program to purchase prizes for the kids instead of an entertainer, appears to be a wise choice. Discussed termination of book mobile and the effect it will have seems to be minimal. We are at 52.71% of our budget so far. MNLINK received no increase in funding this fiscal year. Year-to-date statistics: 15,500 check outs and 18,680 items in circulation.

**SELCO REP:** Gretchen discussed the Patriot Act, emergency protocol for a possible computer shut down, the success of the help desk, and the possibility of having Ann Hutton come to speak with us at some point.

**SELCO FOUNDATION:** Holly and Susan attended a fund raising meeting put on by SELCO. The message is one to one requests for funding will be more successful than fund raisers. Discussion was around brochures, meetings for those interested in making a donation to the progress of Rushford, mailings to ask for donations, thank-yous, and board members being part of the "ask" agenda. Dennis made a motion to receive and send out the direct mail ask letter SELCO is putting together, Paula seconded the motion, motion carried.

**FRIENDS OF THE LIBRARY:** The friends group is putting together a float to be in the parade. Susan is providing trinkets to throw. Next meeting is in Sept on a Saturday to try to increase attendance. There was some concern about the same 6 folks attending these meetings, and the need for more involvement.

**Unfinished business:** none

**New Business:** New focus of the board will be to remodel the Library, as there is no other choice at this time. The plan is to apply for a low interest loan through USDA rural development, which the City levies but does not need to be voter approved. The first step would be to find an architect and bring the idea to the City Council on Sept. 12<sup>th</sup>. Hopefully the board members can visit some of the surrounding libraries for ideas on remodeling. (Susan provided us with a list)

There will be no friends of the library booth at the county fair this year. The board decided to place an ad with the local paper for the 150 year celebration special. Rhonda motioned and Paula seconded a 4x3 or 4x4 ad, motion approved.

The board then discussed the budget, it was decided to give Cricket a raise to \$8.00 beginning on January 1<sup>st</sup> of this year and also approved the hiring of another part time employee to be hired at \$7.00 an hour for approximately 4 hours a week. Dennis made the motion and Dan seconded it, motion carried.

Next meeting will be September 12<sup>th</sup>, @ 6:30.

Motion by Rhonda to adjourn, seconded by Paula, board adjourned.

**MINUTES  
RUSHFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SEPTEMBER 12, 2005**

**MEMBERS PRESENT:** Rhonda Carlson, Holly McDonough, Paula Brand, Dennis Lockwald, Dan Munson, Susan Hart-Librarian.

**MEMBERS ABSENT:** Nancy Benson, Wendy Ebner.

Meeting preceded with quarterly report to council by board chair, McDonough. A request for spending of monies in the building fund budget on an architect followed a brief "visit" to the library by council and mayor. Detailed remodel plans are needed to complete USDA loan application. Council unanimously agreed to request.

Regular meeting called to order by chair @ 1900.

Two items added to agenda. Director evaluation and by-law review. Motion by Brand and second by Carlson on accepting agenda with additions. Motion carried unanimously

Minutes of July 11 accepted on motion by Carlson, second by Lockwald. Motion accepted unanimously.

Librarian report: Summer reading program very successful, mostly due to the efforts of Kristi Tveten. 162 kids signed up for "What's buzzin' @ your library?" 17 special programs were held with 364 in attendance. Totals of 715.5 hours were read by kids!

Fillmore Co Librarians held meeting in Mabel on Aug. 25. "Change in service" not a loss of service discussed regarding the cessation of bookmobile service at the end of the year. Plans with time line, initiated and new brochures being designed printed and distributed. ("Seven libraries; seven times the service!")

Automation meeting tomorrow @ SELCO. Topics of discussion include wireless Internet connections, PC purchases, and Horizon upgrade. Also have ILS OPS meeting on Thursday to discuss ILL lending procedures, cataloging, serials implementation and iPAC changes. Letter sent to Ace Communications, applying for unclaimed capital credits.

06 budget presented to board. Salary increases the biggest change from 05. Reminder that director hours slated to return to 40 hrs/wk after a 2-year cut to 36 and additional help needed to handle increased workload. Open public hours of the library also expanding to 40. All open days will begin at 1000 hrs. Budget approved as written on motion by Lockwald, second by Brand. Motion carried unanimously.

Fundraising documents written by Mark Reidell, of the SELCO Foundation, reviewed. Wording changed on drafts to reflect the board's sentiments. Motion by Lockwald, second by Carlson to proceed with the letter as reworded. Motion carried unanimously.

Director evaluation forms distributed. Board members are to return the forms to the library and Holly will tabulate and write review results for the next board meeting.

By-laws need to be read and updated as part of USDA loan submission process. Copies sent out with instructions to read and make suggestions for changes if necessary by next meeting.

Director will send info packets out to Benson and Ebner.

Next meeting November 7 @ 1830. McDonough will not be present.

Meeting adjourned @ 2015 on motion by Lockwald, second by Munson. Motion carried unanimously

**MINUTES**  
**RUSHFORD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**November 7<sup>th</sup>, 2005**

**MEMBERS PRESENT:** Holly McDonough, Wend Ebner, Susan Hart- Librarian, Paula Brand, Gretchen Schade-SELCO Board, Dennis Lockwald, Dan Munson

**MEMBERS ABSENT:** Rhonda Carlson, and Nancy Benson

Meeting called to order by chair at 6:30 PM.

**Agenda:** 2 additions to agenda 1) fund raising letter 2) Holly and Dennis' terms on board up next month  
Agenda passed including additions by motion of Dan seconded by Dennis

**Minutes:** accepted by motion from Dennis, seconded by Holly

**Gretchen's report from SELCO:** Gretchen recently attended a technology conference and reported on it. We were informed that the 1<sup>st</sup> quarter funds are in. Ann Hutton has visited 19 libraries and their boards and she would be willing to come here if requested. We discussed wireless service coming to the Library and also fee for services ie: download library books. Gretchen informed us that there are 3 libraries possibly leaving SELCO's ILS. (Faribault, Northfield, and Owatonna) Also discussed was the need for advocacy volunteers for the lobbyists. Dennis and Holly were interested and will seek more information on the process. Lastly, Gretchen reported the audit was completed.

**Librarian's report:** Susan began by letting us know the concerns of having Ace as our Internet service and the possibility of going with Mediacom. We have been "granted" funds as part of the community chest. The Senior Techie grant program will begin in January with an expected 5 classes. We receive a digital camera as well as a scanner to go along with this grant. There will be another Jewelry party to raise funds for the library on the 16<sup>th</sup> of November with a book party continuing. All the proceeds will be donated to the library. We then discussed the end of the book mobile and the commissioner's reaction.

**Foundation report:** The ending balance is \$2456.25

**Friend's report:** Looking into alternative fund raising activities and also discussing ways to improve attendance and membership.

**Unfinished Business:** none

**New Business:** Susan's evaluations were again outstanding. Reviewed comments. Board members received Bylaws to look over until next meeting when they will be voted on. Susan completed a code of the library. A few spelling errors were addressed as well as a discussion on our foundation moneys going through the city. Dennis made motion to accept the code, Paula seconded, motion carried.

Dennis, Holly and Paula agreed to comprise the interview committee for hiring an architect. TCI and Kane will be interviewed. Ann Hutton and possibly Randy Dahl will be questioned on what to look for in an architect. Kathy is a possible member of the interview committee as well as a city counsel board member. A pre-meeting to discuss format will take place next week. This will be an open meeting and as such the time and location will be posted for 3 days prior.

Both Holly and Dennis agreed to sign on for another 3 years as board members. This will be given to the mayor for approval.

The foundation is paying for the delivery of the fund raising letter. All board members will be expected to contribute to the fund. Susan requested we visit [www.SELCO.info](http://www.SELCO.info) for further information on the fund raising conference.

Susan distributed the vision and mission statements that have been updated for our perusal. An action plan will also be drawn up in January. Revised by-laws read. Meeting schedules for 2006 will continue to be the first Monday of the odd numbered months @ 6:30 PM, which will make January 2<sup>nd</sup> our next meeting. Motion by Paula to adjourn, seconded by Dennis. Meeting adjourned at 8:00PM.

**SPECIAL MEETING  
AD HOC ARCHITECT COMMITTEE  
DECEMBER 1, 2005 1800 HRS to 2150 HRS  
RUSHFORD CITY HALL**

**PRESENT:** Paula Brand, Kyle Colbenson, Susan Hart, Sara Libertus, Holly McDonough, Dennis Lockwald, Jonathan Woutat, Kathy Zacher  
**NOT PRESENT:** Nancy Benson, Rhonda Carlson

Two architectural firms, TCI from La Crosse, WI and K & J from Rochester, MN, presented their proposals for service in remodeling and adding on to the current library/city hall structure. (TCI scheduled for 1830 hrs. and K & J at 1945). Each brought visuals, references and handouts, speaking for an hour with questions and answers throughout.

Committee discussed differences, positive and negative aspects of each proposal, and project delivery methods. After a lengthy exchange, a list was made of desirable factors in a designing firm. Tentative vote by committee members taken on preferred firm, with one abstention. It was agreed that in the course of the next week, members are to check references, study the proposals with a final e-mail vote taken. Any information can be exchanged, using the electronic mail listing sent to everyone.

**DECEMBER 9, 2005  
1415 HRS to 1530 HRS**

**PRESENT:** Paula Brand, Susan Hart, Nancy Benson

Brad Simonson called on 7<sup>th</sup> and requested a meeting for either the 8<sup>th</sup> or 9<sup>th</sup> to meet with the committee and present the HSR part of K & J services, since he was ill on the 1<sup>st</sup>. Electronic mail sent notifying the members of his intentions.

Advantages and disadvantages of different project delivery methods presented, with emphasis on the K & J services. Questions and answers throughout.

**DECEMBER 13, 2005**

Electronic mail sent requesting final vote from committee members.

**DECEMBER 16, 2005**

Follow up phone call to the two members not responding to vote request.

**DECEMBER 17, 2005**

Final vote tally:

8 for TCI (4 responded by e-mail, 4 verbally)

1 abstention (verbal vote on follow-up phone call...felt to be at disadvantage in not being involved in first discussion.)

1 K & J (e-mail vote following phone call request for vote)

TCI and K & J notified. Members of the committee to be notified by electronic mail. Next step in the process will be discussed at January library board meeting.

**Minutes  
Rushford Public Library  
Board of Trustees  
January 9<sup>th</sup> 2006**

**Members Present:** Paula Brand, Rhonda Carlson, Wendy Ebner, Dennis Lockwald, Holly McDonough, Dan Munson and Susan Hart-Librarian.

**Members Absent:** Nancy Benson

**Call to order:** The meeting was called to order at 6:40 p.m.

**Adoption of agenda:** Paula Brand and Rhonda Carlson moved and seconded to adopt the evening's agenda as presented. Motion carried unanimously.

**Approval of minutes:** Paul Brand and Dennis Lockwald moved and seconded to approve the minutes of the November 7, 2005 meeting. Motion carried unanimously.

**Board Membership:** Holly McDonough and Paula Brand moved and seconded to present a unanimous ballot. Motion carried. Paula Brand and Rhonda Carlson nominated Holly McDonough to serve as president. Dennis Lockwald and Rhonda Carlson nominated Wendy Ebner to serve as secretary. Motions carried.

**Reports:**

**a. Librarian:** Susan informed us that the new Rushford City Administrator is Winthro Block (Windy). He has expressed his support for the building project.

Fillmore County has agreed to fulfill its contract this year with \$170,000 of funding.

With the new year, the library is now open 40 hours per week and is open at 10:00 am Tuesday through Saturday.

**b. SELCO:** No report

**c. SELCO Foundation:** The fundraising letter that was sent out resulted in 71 responses and \$2,700. An additional \$400 was raised by the jewelry party. Reported by Susan.

**d. Friends of the Library:** This group has taken over the winter reading program. Susan is waiting on a list of activities that will be part of that program. Reported by Susan.

**Unfinished business:** Board discussed bylaws. A motion was made by Dennis to recommend changing the wording of the bylaws to reflect the Annual Meeting to be the last meeting of the year and the Organizational Meeting to be the first meeting of the year, Rhonda seconded the motion, and it passed unanimously. Wendy then made the motion recommending that the bylaw wording be changed to read board meetings will be held the 1<sup>st</sup> Monday of every other month, Paula seconded the motion, and it passed

Rushford MN 55971  
507-864-7600

unanimously. These changes to the by-laws will be posted publicly and voted on at the next meeting, which will be held on February 6, 2006 at 6:30 pm at the library.

The Board went on to discuss the architect issues. After much discussion and information gathering, as well as interviews with the two different architect firms it was decided by e-mail vote to go with TCI. Their full service venue and ability to be construction manager was a deciding factor.

The next step is to formalize an ad hoc committee to oversee the planning of the new Library/City Hall. Members from the initial architect interview committee will be invited to participate. Jim O'Donnell and Randy Dahl have also expressed an interest in the committee. Additional members will be solicited through the Tri-County Record as well as a sign up sheet in the Library. At least one member of the board must serve and be present at all ad hoc committee meetings and any subsequent sub-committees.

Also brought up was the hiring of Crescendo Consulting (Ellen Blondell and Laura Eddy) as fundraising consultants for the project. Their first order of business would be to conduct a feasibility study. Because of possible conflict of interest with Holly McDonough's position as a fund development officer at Saint Mary's University, the board will use Burt Svendsen (current chair of the SELCO Foundation) as a signer for donation solicitation, and other means of fund raising communication/leadership.

Again after much discussion a motion to sign the contract with TCI was brought by Dan, and seconded by Dennis. Motion carried unanimously.

Susan distributed the Library Building Program Statement and asks the board to review and brainstorm on that statement for the next meeting. She also reviewed the Library Facility Plan and timeline for the building project. At this time, it is anticipated that we would receive plans from TCI in June 2006, groundbreaking would occur in March of 2007 and the grand opening of the building in December 2007, with a possible grand opening New Year's Eve event.

### **New Business:**

The board met our new City Administrator, Winthro Block. Dennis and Holly were sworn in by the City Clerk as board members.

Meeting adjourned at 8:00PM

**Minutes  
Rushford Public Library  
Board of Trustees  
February 6<sup>th</sup> 2006**

**Members Present:** Rhonda Carlson, Holly McDonough, Paula Brand, Susan Hart-Librarian, Wendy Ebner, Dennis Lockwald, Gretchen Schade-SELCO rep. (also attending was City Administrator Windy Block)

**Members Absent:** Nancy Benson, Dan Munson (both excused)

**Adoption of agenda:** Items added to agenda. Change item 6 a. to read, check *Crescendo's* references not TCI's. Under new business add, 7a. Susan's Comp Time for 2005. 7b. March special meeting with Crescendo Consulting. Paula moved to accept agenda with the corrections, Rhonda seconded.

**Approval of minutes:** Correction: *Paul* to Paula in minutes. Dennis moved to accept, Paula seconded.

**Reports:**

- a. **Librarian** – Susan reports the SELCO personnel committee is meeting this week. Discussed going wireless in the new library and that SELCO would support and maintain the system as a value-added service as part of the automation contract. SELCO's bulk purchasing of technology items, helps reduce cost.

**TCI Presentation:** Val Hanson and Peter Pichotta from TCI came to speak with us regarding the plans and timelines for the new library. Discussed at this time putting the Library part of the building in the new addition to accommodate for a vapor barrier and floor structure needed to handle the weight of the books. Much discussion on the size of the new library and also how to present the issue to the public. Many good ideas were given. Board was assured that the plans were very changeable and not finalized by any means. We then discussed how the picture looked for marketing. Phase one being the contract signed (April was discussed as a target date, but then put off until summer) Phase two is the construction document and Phase three would be construction.

Board and TCI praised Windy Block for recognizing that the Library is indeed the "heart of the community". TCI will return next Monday the 13<sup>th</sup> of February to speak with the City Council.

**SELCO Report:** It was reported that the three large libraries that have expressed the possibility of leaving the system will probably continue for a year at least. Fewer committees' and a faster turn around time on decisions were the issues they were struggling with and have now been addressed. Gretchen also discussed the interest in downloadable books as a value-added service. The vendor has not been selected at this time. Discussed the difficulty with intralibrary loans with the Rochester Library and the success of the SELCO project at the Winona County Historical Society. Gretchen provided a brochure for the board.

**Friends of the Library:** The Friends will be celebrating the Libraries birthday on the 25<sup>th</sup> of February, from 9 to 11. You can buy a candle for \$1 donation. Will have muffins and juice, readers and entertainment with lots of door prizes. Rhonda agreed to get the event on KTTC's community update. Limited discussion of winter reading program; digital camera class planned for March

**Unfinished business:** Susan gave us a listing of references for the Crescendo agency. We agreed to check them and share findings with the board members. The board then voted and approved changes to the by-laws after some discussion regarding the publishing of the same. Motion to approve by Dennis, second by Wendy, passed unanimously.

There are 6 people signed up to be part of the ad hoc building committee.

**New Business:**

Crescendo Consulting (Laura Eddy and/or Ellen Blondell) will speak with on the 6<sup>th</sup> of March, @ 7 p.m.  
Chairperson McDonough called a special meeting for that date.

Motion by Paula, second by Rhonda to approve extending Susan's use of 05 Comp Time until April 1, 2006.

Following the business discussion was an informal address by the city administrator on upcoming events. He has scheduled a meeting on February 28<sup>th</sup> with the R-P School Board, City of Rushford, City of the Village of Rushford, and City of Peterson to discuss working together for a better and more successful Rushford area valley. Discussion occurred regarding nanotechnology being included in the Crescendo Consulting evaluation

Meeting adjourned at 8:30 PM

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**SPECIAL MEETING MINUTES  
RUSHFORD LIBRARY BOARD OF TRUTEES  
MARCH 6, 2006 1900 hrs**

**MEMBERS PRESENT:** Dennis Lockwald, Paula Brand, Daniel Munson, Wendy Ebner, Rhonda Carlson, and Susan Hart

Board members met with Crescendo's Laura Eddy and Ellen Blondell. An assessment of community support and possible fundraising was discussed as well as the services provided by Crescendo. They have a 90% success rate at this point. (Board members were assigned references to check before the meeting). The initial assessment takes approximately three months at a cost of \$20,000. Talked about joint fundraising with other projects in town. Crescendo could be available in June/July.

Meeting adjourned @ 2000 hrs.

**SPECIAL MEETING MINUTES  
RUSHFORD LIBRARY BOARD OF TRUTEES  
MARCH 6, 2006 1900 hrs**

MEMBERS PRESENT: Dennis Lockwald, Paula Brand, Daniel Munson, Wendy Ebner, Rhonda Carlson, and Susan Hart

Board members met with Crescendo's Laura Eddy and Ellen Blondell. An assessment of community support and possible fundraising was discussed as well as the services provided by Crescendo. They have a 90% success rate at this point. (Board members were assigned references to check before the meeting). The initial assessment takes approximately three months at a cost of \$20,000. Talked about joint fundraising with other projects in town. Crescendo could be available in June/July.

Meeting adjourned @ 2000 hrs.

**Minutes**  
**Rushford Public Library**  
**Board of Trustees**  
**June 5, 2006**

Meeting called to order by Susan Hart at 6:30, at the library

**Members Present:** Rhonda Carlson, Paula Brand, Susan Hart-Librarian, Wendy Ebner, Dennis Lockwald, Daniel Munson, Nancy Benson, Jim O'Donnell, and City Administrator, Windy Block

**Members Absent:** Gretchen Schade (excused)

**Adoption of agenda:** One item added to agenda; 5E - Service fees. Agenda accepted.

**Approval of minutes:** Two spelling errors to be corrected. Notes from February 6 and March 6 accepted. No meeting notes from April because of lack of quorum.

**Reports: Librarian's report:** Legislative action that affects libraries discussed; MOE still is in effect and accessibility grants funded. Regional library systems did not receive a funding increase and there has not been an increase from the state since 1991.

Current contract with Fillmore County for rural library users expires at the end of 07. Next June, the librarians will notify the commissioners of need for new negotiations. Since the demise of the bookmobile operated by SELCO in December, the librarians have ensured material accessibility for those previously using that service. Preston, Harmony, and Chatfield Public Libraries have gone the extra mile with PR on this issue since the County Commissioners in January, initially saw the situation as a contract violation and wanted to reduce funding. The efforts for an extra delivery stop, paid for by the 7 libraries, at Wykoff, will be evaluated at the end of the year. Susan is currently secretary for the group.

Had a successful Winter Reading Program. A total of 47 adults participated. Daniel Munson taught a well-received class on eBay buying and selling. Bonnie Prinsen discussed the new Fillmore County Stories book and the editing process, over juice and rolls for a morning gathering. Beth Strapp presented a digital camera class.

*Senior Techies*, the federal grant funded class, was a success and great experience. Two, five week sessions were offered. Beth Strapp assisted the instructor from SELCO. Thirty-six people signed up with room for only 24 participants. Participants seemed to gain some empowerment in dealing with technology. Another round is planned for fall. The library received a scanner, digital camera and memory sticks as part of the grant. To date, our balance in the SELCO Foundation account is \$5701. Our library had the most successful result of all libraries, from the fall fundraiser.

\$255 bill from city attorney for reading the TCI contracts.

No news to report from Gretchen for the SELCO Executive Committee.

Susan presented library use expense by City of Rushford Village patrons, at the recent Three City meeting.

There will be one-time revenue (\$1200) from Winona County for rural services rendered. Bookmobile (discontinued) funds from that county, was disbursed following an agreement made with SELCO, St Charles, Winona, LaCrescent, and Rushford public libraries.

**New Business:** Jim O'Donnell welcomed to the board as new member to fill Holly McDonough's vacant seat. Nomination for chair called for by Hart. Lockwald nominated by Ebner. Motion for nominations to cease and unanimous ballot cast for Lockwald. Motion carried unanimously.

Remainder of meeting chaired by Lockwald.

Wireless Internet services discussed. SELCO has a value added contract service fee for this. There is also possibility of wide-area wireless coverage by this fall, resulting from the cooperative project school/Ace Communications, project. The Chamber of Commerce is also applying for a broadband grant. Susan has about request a week for wireless accessibility and would like to have this feature available especially for summer out-of-town visitors. Motion by O'Donnell, second by Brand to table item. Motion carried unanimously.

Library annual report presented. Administering library services to the public continues to increase every year. Current reserve fund balance is about \$75,000. Revenues totaled \$85,927. Operating expenses totaled \$82,096. Cost per item circulated was \$2.71. Total rural circulation is about half of city. 55% of Fillmore County circulation is from City of Rushford Village patrons at a cost of \$18,921. City residents subsidize this expense, plus usage from rural Winona and Houston County patrons. It was clarified that city residents do *not* pay taxes twice for the library, once on city taxes **and** at the county level. Motion by Munson, second by Carlson to accept annual report. Motion carried unanimously.

Service fee formula for 07 with SELCO discussed. The automation fee is based on each library's weight use of the ILS on the percentage (.92) of circulation (31,000) and holdings (20,000) and then compared to total count of all sites. Annual membership is \$100. Basic ILS service fee for 2007 is \$4,709. A 9.64% increases over last year. Added value service fees include PC configuration and support based on the number of PCs covered. Minimum cost is \$1,000. Susan asked for budgetary discretion to spend reserve money for purchase of a staff PC obtained through the SELCO group purchase plan this month. Configuration and support would be covered under this year's added value service contract. Motion by Brand for go-ahead, second by O'Donnell. Motion failed to carry. Munson and Lockwald want to study SELCOs spec requirements for PCs and see if a better deal can be obtained on our own. Lockwald suggested holding a special meeting if necessary for PC discussion.

Contract with TCI is on hold until city decides if they will co-locate with the library. There have been other pressing issues for the city to cover before that discussion can be had. Benson suggested in the near future, the board and the council sit down together and talk. This was readily agreed to.

Administrator Block and Director Hart met with Ellen Blondell from Crescendo in April, to discuss feasibility of dual fundraiser between RINTEK and the library. Blondell was very positive for the venture. Munson questioned the success because of two different entity missions and possible donator turn-off. Block explained that RINTEK is now a 501(c)(3) and that education is their goal, with production in the future. Brand thought nanotechnology is very cutting-edge and important for this area's future growth. Board decided to study the public's response to a RINTEK display in the library in pursuing a joint project with Crescendo. Motion by O'Donnell, second by Munson for dialogue with RINTEK and to have an informative display located in the library.

Motion for adjournment @ 8:45 by Carlson, second by Brand.

Next meeting August 7, 2006.

Submitted by Wendy Ebner and Susan Hart

**Subject:** [Fwd: library minutes of 7-111-05]  
**From:** "Susan Hart, Rushford PL" <shart@selco.info>  
**Date:** Wed, 09 Aug 2006 15:58:31 -0500  
**To:** shart@selco.info

**Rushford Public Library  
Board of Trustees  
August 8, 2006**

**Members Present:** Rhonda Carlson, Paula Brand, Susan Hart-Librarian, Wendy Ebner, Dennis Lockwald, Dan Munson, Windy Block-City Admin., Jim O'Donnell

**Members Absent:** Gretchen Schade, Nancy Benson (Both excused)

The meeting was called to order by Dennis @ 6:30 PM

**Agenda:** Susan added an item under **new business**, item D- **fund raising**. Jim moved to accept the agenda, Rhonda second, all approved.

**Minutes:** The minutes of the June 5<sup>th</sup> meeting were approved by motion from Jim, second by Rhonda.

**Reports:** Gretchen wrote a letter detailing what is happening at SELCO. The Tech plan needs to be submitted to the state on 5-1-07. MNLINK seems to be working to everyone's satisfaction. There are some trainings being offered, with communication being the focus. Gretchen is on the executive committee which is a real bonus for our library. There was discussion on filtering 'my space' on the internet.

The Friends group seems to be getting burned out. The same four folks always show up. Susan has talked them into hanging in there a little longer.

The summer reading program was a great success, with 193 kids signing up. Record checkouts of materials in June and July. 17 special programs with 566 kids participating. A total 1700 reading hours were recorded. Splitting the older and younger children up this year turned out to be a great idea. Kristi Tveten ran an excellent program this year.

Rochester PL card catalog is now on the MNLINK page for easier accessibility for patrons to ILL materials.

Winona County has been sent an Outside Funding Request in the amount of \$6,500 for 2005 rural patron usage. They have not responded to past requests.

**New Business:**

a. **Budget** - Susan handed out the proposed budget for 2007. The board discussed maintenance of efforts (required local support) Things to be aware of in the budget was an increase in wages for part-time employees, (07 PERA contributions by the city will be increasing to 6.25%), presently there is a demand on audio books so cost of acquiring more of those was increased, moneys for possible (unknown at this time) updates is also included in the budget. Discussed a letter Rushford Village had sent to the state librarian asking if it was legal for the city to bill them for usage. In clarification, a bill was not sent to CRV, but a number to start the negotiating and awareness process at the Tri-City meeting, mentioned. However, it is legal to ask for supplemental funding. Susan is working with SELCO and the state on what the response will be. Jim then moved to accept the budget as presented and Paula seconded it; motion unanimously carried. It will go to city council in September.

After the vote there was discussion on approving a budget with a negative balance, and alternative ways to get revenue, such as grants. However most grants are time consuming to write and apply for and very specific in what materials they will provide. It is not legal for the library to charge for any of its services.

b. **Funding for PC** - Dan made the motion to let Susan use her discretion to spend down the reserves, namely to pay the air conditioning repair bill and to purchase a new PC. Rhonda seconded the motion; passed unanimously.

c. **Strategic plan** - A strategic plan is strongly recommended by SELCO and the state. We do not have a current one. Dan and Paula volunteered to help Susan write it. The rest of the board is required to come up with at least 4 ideas for the plan.

d. **Building plan** - Susan turned the meeting over to Windy at this time. A possible new space for the library was discussed. The space has 11,000 sq feet and has been looked over by the architects to see if it is possible. The entire board appeared excited and ready to move ahead with the next step in acquiring the building. A possible business is interested in coming into the Tew building. A joint venture with City Hall and a storage concern were discussed. Also discussed was the boards ability to motivate and encourage others in the community to take an interest in our library. We need to present an excited and positive opinion to all those that will listen.

e. **Fund raising** - Susan was contacted by Gordon Glass, an artist from WI, who can create pen and ink drawings of our local area, to be used as a fund raising project. Cost is \$650 for 100 16" x 20" numbered prints. Motion by Dan, second by Paula, with all in favor, for Susan to investigate further.

#### Old business:

- a. **Contract with TCI** - All on hold until decisions made.
- b. **Crescendo** - Also on hold. RIN-Tek is considering a joint fund raiser with us.
- c. **Wireless** - Stumpy's is now wireless location.

Meeting adjourned @ 2035 hrs on motion by Paula, second by Rhonda. Motion carried unanimously. Members measured the linear feet of shelving following the meeting. Next meeting Oct. 2

**LIBRARY BOARD OF TRUSTEES**  
**AGENDA REGULAR MEETING**  
**October 2, 2006 6:30 pm**

Dan  
Dennis  
Jim  
Paula  
Wendy  
Nancy  
Wendy

1. Call meeting to order -

6:35

2. Approval on minutes from regular meeting June 5, 2006

Paula  
Dan

3. Reports

5. New business

A Director Evaluation, fill out forms at end of meeting.

B Rhonda and Wendy's terms are ending soon. Will they serve again YES or no?

C First reading of strategic plan.

4. Old business

A. Building where are we?

5. Adjournment

Dan

7:50

**Rushford Public Library  
Board of Trustees  
October 2<sup>nd</sup>, 2006**

**Members Present:** Paula Brand, Susan Hart-Librarian, Wendy Ebner, Dennis Lockwald, Daniel Munson, Windy Block, Jim O'Donnell. Nancy Benson

**Members Absent:** Gretchen Schade, Rhonda Carlson

The meeting was called to order by Dennis @ 1835 hrs.

**Minutes:** August 8 notes approved on motion by Paula, second by Daniel. Carried unanimously.

**Reports:** September was National Library Card Sign-up Month. Thirteen new card holders; 6 city residents, 5 rural Fillmore County residents, 2 rural Houston County residents.

New staff PC is up and running. Old staff PC has been redone and added to the patron grouping, now numbering 7 PCs available for public use.

October 11, Susan will be in Owatonna attending the Southern Minnesota Initiative Foundation 20<sup>th</sup> anniversary program, as the city's representative.

Fillmore County librarian's meeting on the 17<sup>th</sup> in Chatfield.

October 18-19, Susan is attending the Blandin Get Broadband Leadership Conference in Alexandria. She has been involved with the Chamber of Commerce and the city in securing this grant.

Susan has submitted a grant to IBM/Initiative Foundation for a "Kidsmart" PC.

A document Susan created, is at the printers and will be made available at the funeral home, as consideration of the library being a memorial money recipient. Nancy suggested possibly including an envelope with the note.

A request has been sent to the Rushford Community Chest to consider supplementing our programming fund.

**New Business:**

- a. Director Evaluations – will fill them out after meeting is adjourned.
- b. Asked board member Wendy Ebner to serve on the board for another 3 years, answer affirmative. Will contact and request the same of Rhonda Carlson.
- c. Strategic Plan – Board went over the outline of the strategic plan and discussed ideas. Initial discussion focused on the possibility of writing a short survey to distribute among the community. Dennis and Rhonda will come up with survey questions. The first

Saturday in December, a board member will distribute said surveys at the Chamber of Commerce breakfast. Survey questions will focus on citizen knowledge of the library's resources, and what other resources we can/should provide to the community. Possible other locations of survey distribution sites were discussed.

1. Discussed goal #4) **to keep policies updated and relevant.** Board decided to review one or two policy's a meeting to determine relevancy.

Dennis added 2 agenda items under **New Business**

- 1) Dennis will be attending a meeting at SELCO on how to sell your library to the community. This will be held on the 26<sup>th</sup> of October from 9 to 4. Registration can be done through the SELCO website. Dennis invited all to come with him.
- 2) Dennis brought in the Ace Newsletter and requested we again file for unclaimed property donations.

### **Old business:**

Meeting was turned over to Windy Block, and discussion focused on where we're going in regards to a new library.

Meeting was adjourned at 8:00 PM on a motioned by Nancy, seconded by Dan.

Board members then spent time completing the director evaluations.

**Rushford Public Library  
Board of Trustees  
Special meeting minutes  
December 16<sup>th</sup>, 2006 8:00AM**

**Members Present:** Paula Brand, Wendy Ebner, Dennis Lockwald, Dan Munson, Jim O'Donnell, Nancy Benson, Rhonda Carlson

**Members Absent:** Gretchen Schade, Susan Hart

The meeting was called to order by Dennis @ 8:00 AM

Rhonda made motion to approve the minutes of the August 8<sup>th</sup> meeting and Dan seconded, motion carried.

**New Business:**

- a. Dennis asked for a motion to vote Wendy and Rhonda back on the board for another 3 year term each. Dan moved and Paula seconded, motion carried.
- b. Co-location with the Rushford-Peterson school district was discussed as brought up by the EDA. After research and a presentation by SELCO the board felt this would not be in the libraries best interest.

**Old business:**

- a. There was no old business to discuss

Meeting was adjourned at 8:15 AM motion by Jim seconded by Dan.

**MINUTES  
RUSHFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 5, 2007  
1830 HRS. CITY HALL**

Joint meeting of library board, city council and the Rushford-Peterson School Board to discuss co-locating.

Meeting notes and attendees, attached.

2015 hrs:

Members present: Jim O'Donnell, Paula Brand, Dennis Lockwald, Rhonda Carlson, Gretchen Schade, Wendy Ebner, Nancy Benson and Susan Hart, Director

Organizational meeting called to order by Director Susan Hart.

Nominations for President:

Motion by O'Donnell to nominate Lockwald; second by Carlson. Motion for nominations to cease by Benson; second by O'Donnell. Motion to cast unanimous ballot by Benson; second by O'Donnell. Motion carried unanimously.

Nominations for Secretary:

Motion by Ebner to nominate O'Donnell; second by Brand. Motion to cast unanimous ballot for O'Donnell by Benson; second by Carlson. Motion carried unanimously.

Motion by O'Donnell; second by Brand to approve 2006 annual report as submitted by Susan Hart.

Surveys done in December, need to be tabulated.

Meeting adjourned @ 2040.

Next meeting April 2.

**RUSHFORD LIBRARY BOARD/CITY OF RUSHFORD/R-P SCHOOL BOARD  
JOINT MEETING, FEBRUARY 5, 2007, AT RUSHFORD CITY HALL  
TOPIC: CO-LOCATION**

The purpose of the meeting was to review information and options regarding jointly operated school and public library services. The Rushford City Council and R-P School Board had been invited to attend the meeting and public meeting notification was appropriately posted by each entity. The following persons were in attendance:

SELCO/State Representatives: Nancy Walton State Library Programs Specialist; Ann Hutton SELCO Executive Director; Barb Misselt SELCO Assistant Director

Rushford Library Board: Dennis Lockwald, Paula Brand, Wendy Ebner, Jim O'Donnell, Rhonda Carlson, Gretchen Schade; Library Director Susan Hart

City of Rushford: Mayor Les Ladewig, Council members Nancy Benson and Laura Deering, Administrator Windy Block, City Clerk/Treas. Kathy Zacher

R-P School: Superintendent Jeff Miller, School Board Members Eric Thompson, John Nitecki, Roger Metz, George Ingram, Greg Smith; R-P School Media Services Director Valerie Hasleiet

Guests from Lanesboro: Library Director Drue Ferguson, Library Board or School Board members Dave Ruen, Lester Dunn, David Hennessey

Press: Fillmore County Journal Wanda Hanson, Tri-County Record Ron Witt

Library Director, Susan Hart, presented an overview of the current library facilities noting the building was originally designed for 2,500 items and the current audit reveals over 20,000 items on hand. With public access computers, more students are making use of the facility for homework and school projects along with an increased number of adult computer users. Computer technology use has increased, but so has the number of traditional "book readers". Age specific programs offered at the library have also increased the number of new and returning patrons. Given the tremendous increase in the use of the facility, the age of the building and the severe space restrictions, the Library Board has been proactive in exploring all options available. Space needs assessments, community surveys, architect reviews and fund raising options have all been explored. Hart presented copies of the 2006 annual report indicating programs, hours of service, budgets, patron usage and so forth.

Attendees were provided with a report prepared by the Library Development and Services, Dept. of Children, Families and Learning entitled "Jointly Operated School and Public Library Services in the Same Location: Co-Location". Nancy Walton, State Library Programs Specialist noted that over 75 attempts at co-location have been made across the state, with only two locations still in progress: Comfrey and Pipestone. A power-point presentation was viewed to review both the positive and negative aspects of co-location, with the following items being discussed:

- The public expects the best use of facilities, resources and limited revenues, with duplication of services to be kept at a minimum
- Increased public need for continuing education and community education at all age levels
- The mission statements of public libraries and school media centers are not the same; one to fulfill educational, cultural and recreational needs (which can also support the school needs), the other to meet curriculum needs and provide resources for teaching atmosphere following state standards

- If co-location occurs, very important to agree on the mission statement during planning stages to avoid problems later on
- Library service areas and school districts cover different geographical boundaries and provide different services to different clientele
- MN Statutes are very specific for libraries jointly financed and operated and have requirements that must be met; these rules are NOT optional
- Facility Requirements: must be centrally located in community, separate entrances, exterior signage, separate parking, separate handicapped accessibility, separate restroom facilities
  - Security issues involving children/adult interaction
  - Security issues involving public access to other areas of school structure
  - Question regarding R-P Middle School being located in another City
  - Public library provides services outside the physical location of the structure (homebound, nursing home, etc.)
- Library Hours Requirements: must be open to public at all times school is in session, plus at least 15 additional hours evenings and Saturdays
  - Issue with having enough staff to fill these hours and funding; “perfect world” would involved two head librarians as they would oversee two “different” libraries and patron types
  - One director could not work all the hours necessary to be open; one director not trained to meet differing needs of patrons
- Full co-location requires one joint board appointed by school board and mayor and one fiscal agent
  - Shared location libraries could have separate boards governing two separate libraries located in the same facility
- Joint powers agreement necessary to spell out all details; legal document to guide activities, would need to update if new services are added; also need to update periodically as issues arise
  - If school needs the space later on or closes down, public library loses its home
  - Need some protection if co-location fails; collections have to go back to City
  - Need to identify jointly held assets and properly allocate if co-location fails
- Financing Issues: Funds cannot be co-mingled, two separate audits would be required
  - City has to levy taxes; school has to figure way to pay for broadening scope of services offered; school receives state funds on per pupil unit
  - Any construction or equipment funded by grants prior to the co-location, may have to be paid back as eligibility requirements might not be met after co-location
  - Need to divide expenses equitably between the two entities; equipment, staff, utilities, etc.
  - State reporting required for public library on statistics of users, checkouts, etc. – how to divide out what is a student school library use or public library use?
  - Public library must show stable revenue source; “maintenance of effort” minimum levy required by City in order to benefit from and be part of the regional library system (SELCO, inter-library loans, computer access on inventories, recording keeping of checkouts, etc. etc.)
  - Both entities must provide at a minimum, the same level of financial support as before co-location; expected savings would probably not occur

- Personnel Issues: School Media Specialist is certified by Board of Teaching; public Library Director hired by Library Board/City meeting their criteria
  - Issue with differing levels of pay; levels of benefits; retirement plans; bargaining units; pay equity issues; background checks; performance evaluations; seniority; to whom does the new director report?
  - Staffing levels different to serve student's needs vs. serving public needs
- Collection and Materials: how much to integrate the collection – all together or two sides of the room? Need policy on what will be in the collection; policy on who gets priority use of equipment and materials during school hours
  - Schools are the parent during school day; public libraries not to the same extent
  - Issues with freedom of access to information
  - State and Federal mandated rules on filtering for computers can be in conflict between public library and school library system
  - Issue with blending of collections of two different types of libraries; some public materials may not be deemed appropriate for access by students
  - School library must support curriculum and provide instruction in literacy skills
- Facility, Security, Safety: space needs for classrooms of kids vs. public use; issues with adequate staff for teaching vs. staff for providing assistance to public; issues with adequate equipment to meet needs of both
  - Issue with non-students having access to school areas; issues with older adults feeling comfortable with large class groups and/or teens
  - Public shouldn't have to wait because of large student groups
  - Building needs to meet all ADA, Fire, Building, Safety codes for both school and public
  - Issue with space for books vs. space for student work stations

General discussion was held on the two libraries that are currently under co-location. The City of Comfrey has a brand new facility, following a tornado that destroyed the entire town. Pipestone has had a co-located facility during their entire existence. Both entities are finding that as time goes by and original players in the venture are no longer associated with it, more and more problems are surfacing and their joint powers agreement is not addressing the issues.

Discussion was also held on the high level of statistical reporting that is required from public libraries on circulation, programs, and services in order to qualify for state and federal funding. School libraries are not currently required to provide these same statistics. The current SELCO Regional Library system contracts with the counties for funding support of the public libraries. Individual cities with their own library also levy above and beyond that. Inequities already exist in the amount of taxes paid by City property owners to support their library vs. county taxes paid by townships and other cities without their own library. Everyone is entitled to the same access and use of the public library, regardless of the amount of tax support they provide. Rushford is also unique in that we have patrons from two other counties which do not currently provide financial support. There is no incentive or reason for other cities or townships to levy taxes in support of a city library, when access is already available to them.

Val Hasleiet noted the R-P School media center currently has 10,000 items in the elementary library, 8,000 in the middle school and 8,000 in the high school; plus educational videos and DVDs 600, 200, 400 respectively. She also noted that none of the three school library locations were designed for computer workstations and there is very limited space when whole classrooms or groups come into the library. Some discussion was held on the fact that neither the School nor the Public Library buildings would currently meet the statutory physical requirement for co-location.

Nancy Walton answered several questions from the group and recounted some of her experiences, both positive and negative, as a librarian in various departments and various sized cities. She also noted that the issue of co-location often seems to surface when budgetary constraints are being felt by the various governmental entities in a community. She also noted that Rushford has taken the proper steps by contacting her as a resource person from the State Library system and has brought all interested parties together to hear the information available. If there is interest in pursuing co-location further, a committee should be formed to work on details. Ann Hutton stressed that SELCO's job is to help each community arrive at a solution that meets their needs and is best for that community.

After the presentation, the Rushford Library Board convened their regular meeting.

Minutes submitted by:  
Kathy Zacher, City Clerk/Treas.

**RUSHFORD LIBRARY BOARD MEETING  
APRIL 2, 2007 6:30 P.M.**

Members Present: Dennis Lockwald, Paula Brand, Wendy Ebner, Dan Munson, Jim O'Donnell,  
Council Rep. Nancy Benson, SELCO Rep. Gretchen Schade, Librarian Susan Hart  
Excused: Rhonda Carlson

The meeting was called to order by Chairman Lockwald.

Motion by Benson seconded by Brand to approve the minutes of the last meeting as presented.  
Motion carried.

Discussion was held on the recent meeting with SELCO representatives, School Board members, City Council members and other interested officials and citizens to discuss and explore the pros and cons of co-location. It was noted the R-P School Board may still feel co-location would be a good idea. This board feels the present location is not agreeable to co-location. The only possibility is a new school and even with a new building, it still seems to be a less than desirable situation due to various reasons. These reasons include, but are not limited to security, physical location, hours of operation, previous failures and the complex and confusing powers of agreement which would need to be negotiated. After due consideration there was a Motion by Munson seconded by Ebner to not pursue the concept of co-location and to report this decision to the R-P School Board and Rushford City Council. See attached memo. Motion carried unanimously.

Gretchen Schade gave a SELCO report indicating work progresses on grants and devising a structure to better serve the needs of the area libraries. Hart noted that inter-library support is an important and integral part of the Rushford Library delivery system

In new business a letter was reviewed to the Fillmore County Commissioners indicating the intent to start negotiations for the counties funding of libraries.

Hart presented a report on the 2007 budget to date.

Hart also asked the Board to study the attached Internet Policy and be ready to view and discuss this at the next board meeting.

Motion made by Brand seconded by Munson that the meeting be adjourned. Motion carried.

Minutes submitted by:  
Jim O'Donnell, Secretary

Director's Notes  
LIBRARY BOARD OF TRUSTEES  
June 4, 2007

Members Present: Dennis Lockwald, Paula Brand, Wendy Ebner, Dan Munson, Council Rep Nancy Benson, SELCO Rep Gretchen Schade, Librarian Susan Hart

Meeting called to order by Lockwald

Motion to accept agenda and minutes by Brand, second by Ebner....motion approved unanimously.

Internet and Circulation policies reviewed. Language updated.

Brand and Lockwald will be on Strategic Plan committee

Schade has agreed to continue on for next years boards SELCO rep Svendsen will continue to be our rep on SELCO Foundation Board

Motion by Benson, second by Ebner to accept 2008 Value Added Contract from SELCO to include public PC management. Unanimous.

Meeting adjourned by Lockwald

Notes by Hart and added to book in October  
(Original notes lost on Jim's PC during flood)

**RUSHFORD LIBRARY BOARD MEETING  
OCTOBER 1, 2007 6:30 P.M.**

Members Present: Paula Brand, Wendy Ebner, Dan Munson, Jim O'Donnell, Council Rep. Nancy Benson, Librarian Susan Hart Excused: Rhonda Carlson, Dennis Lockwald

Motion by Benson, seconded by Munson to approve the agenda as presented. Motion carried.

Approval of the June 2007 meeting was tabled at this time.

Library Director Hart reported there were 150 young people participating in the summer reading program with a total of 1,200 hours. The August flood event produced 2" of sewer backup in the basement of the library building. Volunteers cleaned the basement and removed books as well as cleaning the books and shelving. Approximately \$1,900.00 in materials was damaged with a total damage from the flood at approximately \$5,000.00.

Motion by Munson seconded by Brand to approve the final reading and adoption of the Internet Policy. Motion carried.

Discussion was held regarding the 2008 proposed budget with a Motion by Ebner seconded by O'Donnell to approve the budget as presented. Motion carried.

Discussion was held on the ongoing negotiations with the Fillmore County Board of Commissioners regarding funding.

Discussion was held on a group purchase order for equipment with a Motion by Ebner seconded by Munson to approve the purchase of a laptop computer for staff use at a cost of \$1,174.00 and the purchase of a DVD burner at a cost of \$35.00. Motion carried.

Motion by Ebner seconded by Munson to approve entering into an agreement with SELCO for PC support at an annual cost of \$1,025.00. Motion carried.

A Library Director Evaluation form was distributed to each member with each member to complete the evaluation and return to Director Hart as soon as possible.

Discussion was held on "Continuing the Legacy"; discussing the future of the library.

Discussion was held on terms of director positions noting that Dan Munson is completing the first of a three year term and Paula Brand is completing the third of a three year term. A representative will be needed to fill this position, that being a person from rural Fillmore County.

Discussion was held on the Library web site which is in the process of being updated.

Motion by Brand seconded by Munson that the meeting be adjourned. Motion carried.

Minutes submitted by:  
Jim O'Donnell, Secretary

# RUSHFORD LIBRARY BOARD MEETING

December 3, 2007 6:30 P.M.

Members Present: Dennis Lockwald, Paula Brand, Wendy Ebner, Dan Munson, Jim O'Donnell  
Librarian Susan Hart Absent: Rhonda Carlson Excused: Council Rep. Nancy Benson  
Meeting was called to order by Chair Lockwald at 6:37 p.m.

Motion by Brand, seconded by Ebner to approve the agenda as presented. Motion carried.

Motion by Ebner, seconded by Munson to approve the October meeting minutes as presented. Motion carried.

Library Director Hart reported on the following items:

- ✓ Discussion is being held on combining the SELS and SELCO operations
- ✓ Donation has been received from the Red Wing Friends of Library book sale \$200.00
- ✓ Donation has been received from New Albin Public Library Quilt Show \$500.00
- ✓ Donation has been received from Rushford Community Chest \$100.00
- ✓ New digital books are available through SELCO
- ✓ The library will try being open from 10 a.m. to 2 p.m. on Mondays for the month of December
- ✓ 6,500 persons have used Library services since September 1<sup>st</sup>
- ✓ The wireless internet services are still not operating
- ✓ ECFE and Library will be sponsoring Santa Coming to Town from 2-5 p.m. at the Elementary School gym on 12/8/07 before the Parade of Lights
- ✓ An up-to-date Amended 2007 budget and Proposed 2008 Budget was provided for review

Discussion was held on the presentation Chair Lockwald had given at a recent City Council meeting. The Council had met to discuss the future of the Liquor Store, Tenborg Center and "Dreamin' Horses" building; with various options for funding of repair, replacement or alternate projects being provided by FEMA. The City has obtained a grant for the acquisition and demolition of "Dreamin' Horses" block of properties and has decided to use FEMA funds to build a new community center on that site rather than repair the Tenborg Center. A combination Library/Community Center is likely with Lockwald asking the Council for a definite answer if City Hall would also be located at that site. FEMA requires all plans and requests for alternate plans to be submitted in February. Fund raising options for the library are being looked at with Crescendo.

The City Council meets 12/10/07 and a special meeting of the Library Board will be held 12/11/07 at 5:30 p.m. to discuss the Council's decisions.

Ballots were handed out for the replacement of Director Brand's position, a rural Fillmore County resident.

It was noted that Brand was completing her term of office in December and thanks and appreciation were expressed for her dedicated service.

Motion by Brand seconded by Munson that the meeting be adjourned. Motion carried.

Minutes submitted by:  
Jim O'Donnell, Secretary

# RUSHFORD LIBRARY BOARD MEETING

February 4, 2008

Members Present: Dennis Lockwald, Wendy Ebner, Dan Munson, Brenda O'Hare, Jim O'Donnell, Nancy Benson Librarian Susan Hart, Administrator Windy Block

Absent: Rhonda Carlson

Meeting was called to order by Lockwald at 5:30 p.m.

At this time Brenda O'Hare, newly appointed board member, was sworn in.

Motion by Ebner seconded by O'Donnell to nominate Dennis Lockwald to serve as board President. Hearing no other nominations for the position, there was a Motion by Benson seconded by Munson to cast a unanimous ballot for Lockwald as President. Motion carried.

Motion by Munson seconded by Ebner to nominate Jim O'Donnell to serve as board Secretary. Hearing no other nominations for the position, there was a Motion by Benson seconded by Munson to cast a unanimous ballot for O'Donnell for Secretary. Motion carried.

Motion by Munson seconded by Ebner to set the regular meeting time for the first Monday of the month at 6:30 p.m. Motion carried unanimously.

Motion by O'Donnell seconded by Munson to approve the consent agenda as presented. Motion carried unanimously.

A written report was reviewed and approved from Gretchen Schade, SELCO representative consisting of information on legislative updates, MN 23 Things on a Stick promotion, LSTA Mid project reports and an "I Love my Library Contest".

Librarian, Susan Hart, reported on the following items of interest:

- ✓ Looking at updating the web page
- ✓ Winter reading program "Hot Reads Book Club" is meeting on Saturdays
- ✓ Working on offering an E-Bay class
- ✓ Community Ed pre-school students coming over to use the library
- ✓ Received a thank you letter from Governor Pawlenty
- ✓ Received \$157.00 in memorial funds
- ✓ Foundation balance is \$8,545.00
- ✓ New laptop computer has arrived
- ✓ Orders have been started for the summer reading program
- ✓ Public Library Convention to be held in March with Director Hart to attend

The following New Business items were next discussed:

- ✓ Crescendo is available in April and would need 12 weeks to do their study at a cost of \$20,000.00 (City is currently awaiting grant paperwork).
- ✓ Motion by Munson seconded by O'Donnell to continue to pursue Crescendo for fundraising activities for the library. Motion carried unanimously.
- ✓ Motion by Munson seconded by Ebner to approve the attached Resolution supporting an increase in local government aid and county program aid.

- ✓ Melissa Berchon is working on the Space Needs Study update; noting library currently has 1,600 sq. feet and a 25 year projection would indicate a need of 8,500 sq. feet.
- ✓ TCI can no longer conduct design/building plans for library; potential candidates include 5<sup>th</sup> Avenue Designs, HSH Architect, River Architects and Greg Swenson.
- ✓ Minnesota Design Team mission statement was reviewed and board members were asked to be active in the MDT visit to the community, the last weekend in April.
- ✓ Fine policy was discussed as they were dropped on books in September and may continue that policy for now; fines still apply for late movies.
- ✓ Motion by Munson seconded by Ebner to change the wording of the by-laws to allow meetings to be held every month instead of every other month, due to the increase in activities and items to be decided upon. Motion carried unanimously.
- ✓ Next regular meeting to be held March 3, 2008 at 6:30 p.m.
- ✓ Considering changing hours to be open on Mondays.
- ✓ Fillmore County Funding was discussed noting that in 2007 a 10% increase was attempted; in 2008 actual funds will be \$189,000.00 which is 8%, in 2009 the increase will be 5% and in 2010 the increase will be 3%.
- ✓ The annual report was tabled until the next meeting.
- ✓ A card of appreciation will be sent to Paula Brand, retiring board member.

Motion by O'Donnell seconded by Ebner that the meeting be adjourned. Motion carried unanimously.

Minutes submitted by:  
Jim O'Donnell, Secretary

# RUSHFORD LIBRARY BOARD MEETING

March 3, 2008 6:30 p.m.

Members Present: Dennis Lockwald, Wendy Ebner, Brenda O'Hare, Jim O'Donnell, Dan Munson arrived at 6:42 p.m. Librarian Susan Hart

Absent: Rhonda Carlson, Nancy Benson

Meeting was called to order by Lockwald at 6:35 p.m.

Motion by Munson seconded by Ebner to approve the agenda as presented. Motion carried.

Yaggy Colby & Associates representatives, Joel West and Jason Woodhouse made a presentation of the services their firm offers; offering photographs of past projects. Discussion was held on financing options. Librarian Hart conveyed her thoughts on what she sees in a new library facility. It was noted that next Monday, March 10<sup>th</sup>, at 6:30 p.m. Ebner and O'Hare will attend a meeting with other architectural firms who wish to make a presentation.

Kevin Klungvedt of RINTEK discussed fund raising for their organization as they need to raise monies for a matching grant. Their plan is to use the existing Library building for their needs, with everything done in this building being a safe operation.

Motion by Ebner seconded by O'Hare to approve the February meeting minutes as presented. Motion carried.

The following information was presented by Library Hart:

- ✓ Annual Report for 2007 presented
- ✓ Hart will be attending the Public Library Association seminar in March
- ✓ Hart will be attending a Selco meeting on March 4<sup>th</sup>
- ✓ Hart updated the Board on the MN Design Team planning efforts
- ✓ The State of MN 150<sup>th</sup> banner will be coming to the Rushford Public Library on April 7<sup>th</sup>

Motion by Munson seconded by Ebner to approve the changes to the by-laws as reviewed at past meetings. Motion carried.

Motion by Ebner seconded by O'Hare that the meeting be adjourned. Motion carried unanimously.

Minutes submitted by:

Jim O'Donnell, Secretary

**RUSHFORD LIBRARY BOARD MEETING**  
**May 5, 2008**

Members Present: Wendy Ebner, Brenda O'Hare, Jim O'Donnell, Librarian Susan Hart, SELCO Rep. Gretchen Schade

Absent: Rhonda Carlson, Dan Munson, Dennis Lockwald, Nancy Benson

Meeting was called to order at 6:33 p.m.

Motion by O'Hare seconded by O'Donnell to approve the agenda as presented. Motion carried.

Motion by Ebner, seconded by O'Hare to approve the March 3, 2008, meeting minutes as presented. Motion carried

SELCO Report by Gretchen:

- ✓ "We Connect Libraries" new mission statement
- ✓ "23 things of a stick" continues
- ✓ LSTA grant for Chatfield Brass Band museum
- ✓ Board orientation available from SELCO

Librarian, Susan Hart, reported on the following items of interest:

- ✓ Summer Reading Program – "What's Cooking @ Your Library"?
- ✓ Period costumes – read books all day to kids
- ✓ Report on Minnesota Design Team visit

New Business:

- ✓ Discussion held on choosing an architect for the library building project. After review of several prospective firms and discussion of same, there was a motion by Ebner seconded by O'Hare to contract with Rivers Architects. Motion carried.
- ✓ Heard report on building site; Woxland building coming down in a couple of weeks, negotiations with Litscher Processing have been taking place
- ✓ SELCO contract has been renewed
- ✓ Web site is being updated and revamped

Motion by O'Hare seconded by Ebner that the meeting be adjourned. Motion carried unanimously.

Minutes submitted by:

Jim O'Donnell, Secretary

# RUSHFORD LIBRARY BOARD MEETING

June 2, 2008

Members Present: Wendy Ebner, Brenda O'Hare, Jim O'Donnell, Nancy Benson, Dan Munson  
Selco representative Gretchen Schade Librarian Susan Hart

Absent: Rhonda Carlson

Meeting was called to order at 6:32 p.m.

Motion by Munson seconded by Ebner to approve the consent agenda consisting of approval of the agenda and approval of Minutes from the May 5<sup>th</sup> board meeting. Motion carried.

The following reports were received:

- Gretchen Schade, Selco representative, reported on the continuing Selco/Sels merge meetings noting advisory boards of both entities could be combined and streamlined. "We Connect Libraries."
- Susan Hart, Library Director, submitted the 9<sup>th</sup> request for Winona County funding in the amount of \$8,500.00. Some funds have been received from the Winona County Bookmobile, approximately \$1,200.00 per quarter.
- Hart reported Wednesday and Friday will be the summer story time for kids; Eagle is coming on Thursday at 5:30 p.m., July 4<sup>th</sup> Kite flying event in the park.

New Business reports were reviewed:

- Crescendo contract discussed; August to November a community assessment would be conducted. Motion by Ebner seconded by Munson to approve entering into a contract with Crescendo. Motion carried.
- Board member replacement is necessary for Dennis Lockwald's seat to run thru end of 2008.
- Library Director Hart will serve as Chairman Pro-Tem for the remainder of the year.
- Motion by Ebner seconded by O'Hara to hold a special meeting Monday, June 9, 2008 at 6:30 p.m. to nominate and vote on new board member.
- Motion by Munson seconded by O'Hara to hold a special meeting July 1, 2008 at 6:30 p.m. to meet with Crescendo and RINTEK.

Dan Munson reported that two tickets were being made available for anyone to check out for performances of the Great River Shakespeare Festival.

Motion by Munson seconded by O'Hara that the meeting be adjourned. Motion carried.

Minutes submitted by:  
Jim O'Donnell, Secretary

**RUSHFORD LIBRARY BOARD MEETING**  
**June 9, 2008**

Members Present: Wendy Ebner, Brenda O'Hare, Jim O'Donnell, Nancy Benson, Dan Munson  
Librarian Susan Hart

Absent: Rhonda Carlson, ~~Wendy Ebner~~

Meeting was called to order at 6:20 p.m.

Purpose of the meeting was to take nominations for filling the vacant term of Dennis Lockwald, which runs till the end of 2008. Motion by Benson seconded by Munson to nominate Bonnie Prinsen to fill the remaining term and to bring this matter to the City Council for their concurrence. Motion carried.

Motion by Benson seconded by Munson that the meeting be adjourned. Motion carried unanimously.

Minutes submitted by:

Jim O'Donnell, Secretary

**MINUTES**  
**Rushford Public Library**  
**BOARD OF TRUSTEES**  
**AUGUST 4, 2008**

Members Present: Wendy Ebner, Jim O'Donnell, Daniel Munson, Brenda O'Hare, Nancy Benson, Gretchen Schade, Susan Hart

Members Absent: Rhonda Carlson, Bonnie Prinsen

Other guests: Windy Block, Ellen Blondell

Meeting called to order by temp chair Jim O'Donnell at 1835 hrs.

Ellen Blondell of Crescendo Consulting led the board through the capital campaign process. Twenty-five to thirty names submitted by the board for the community assessment study team. Potential study committee members will be called and a letter sent with the project information included.

Motion by Munson, second by O'Hare to hold special meeting August 27 in Montini Hall at 1830 hrs. for the purpose of meeting with the Community Assessment Study team of citizens.

Motion passed unanimously.

Motion by Munson, second by O'Hare to hold special meeting on August 23 at 0900 for the purpose of 2009 budget discussion. Motion passed unanimously.

Meeting adjourned: at 2015.

Attachments: Community Assessment Study Summary  
Study Letter  
Study Committee Job Description

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**August 27, 2008**  
**1830 hrs. Montini Hall**

Members Present: Wendy Ebner, Jim O'Donnell, Daniel Munson, Brenda O'Hare, Nancy Benson, Gretchen Schade, Rhonda Carlson, Bonnie Prinsen, Susan Hart

Other guests: Windy Block, Laura Eddy, community members: Dennis & Shirley Darr, Robert Hanson, Ted Robertson, David U'Ren, Duane & Sonja Cook, Chuck Ehler, Dick & Karen Nelson, Alan Lipowitz, Sue Hoff, Myron & Darlene Schober, Roger Metz, Jeanne Feldmeier, Lanita Agrimson, Kevin & Deb Klungtvedt, Ken Connaughty and Marilyn Raveling, Kelly O'Neill, PJ Thompson, Nancy Svendsen.

First meeting of the Community Assessment Study Committee for the capital campaign headed by Laura Eddy, Crescendo consultant.

Twenty-four members of the area were present for the first question and answer session. Individual names were suggested as potential interview candidates. Interview dates and times made available.

Special meeting called to order by temp chair Jim O'Donnell at 2015 hrs.

Approval of consent agenda by Munson, second by Ebner. Motion carried unanimously.

Laura Eddy of Crescendo Consulting gave a brief view of the evenings proceedings. She was impressed with turn-out. Next step is for board members to contact suggested names for interview times.

SELCO Report: Gretchen commented on the continued progress of the structure study. Possible for patrons to pay fines, fees, on-line if a city/library chooses to do so.

Librarian Report: Susan gave brief recap of summer reading program. Prizes are being given out for the top readers. There will be fall computer classes. Working with Community Ed on a parenting reading club and the new SMIF Early Childhood Initiative for Fillmore Co.

Motion by Munson, second by O'Hare to hold the regular September meeting on the 15th. Motion passed unanimously.

Board members received handout from the architect on preliminary estimates cost of the library project.

Meeting adjourned: at 2035 on motion by Munson, second by Ebner.

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**October 6, 2008**  
**1830 hrs**

Members Present: Wendy Ebner, Jim O'Donnell, Daniel Munson, Brenda O'Hare, Nancy Benson, Bonnie Prinsen, Susan Hart

Consent agenda accepted on motion by Benson, second by O'Hare. Motion carried unanimously.

**Librarian Report:**

- SELCO structure issues remain hot topic for the committee that Gretchen is on. Susan shared her response to a letter received from the Albert Lea Public Library Director. There is a certain amount of hostility among a few librarians toward SELCO staff and power control issues at play.
- Susan has been elected to her third three year term on the ILS Ops Committee.
- Going wireless has been discussed with SELCO tech staff and Susan will be purchasing a router to make this service available. The expense is minimal so we will not be participating in the Blandin Grant for this project. There are frequent requests for this service from guests at the library.
- October through December, the library will be hosting computer classes for the public as part of the Blandin Grant (which ends in December). The classes are free and the instructors wages are grant paid.
- There should be a response to a "letter to the editor" concerning where the new library should go and the future of city hall. Even though information has been made available, it would seem that the public forgets. Susan is requesting that a board member contact the press and set up a question and answer type interview to get accurate information out there. Susan will compose a timeline of key decisions from 1999 to the present, outlining the board's response regarding increasing library space.

**New Business:**

- 2009 Budget approved on motion by Prinsen, second by Ebner. Most line items were held to minimal increase. Susan is asking for a 3% cost of living increase in salary. Biggest increase in line item for custodial services. New person hired to clean; this will not longer be done by staff. Revenues are at MOE levels. Motion passed unanimously. Munson on record as not liking to approve a budget with a negative balance.
- Two openings for board positions. Members encouraged helping seek nominations. Possible candidates must file by November 1.
- Since the "Friends" group is no longer active, the monies deposited in their name in RCF, will be withdrawn in November and used to pay for mailing and copy expenses for phase one of Crescendo's Community Assessments. Any excess will go to our foundation account.

- Board members requested to fill out Susan's evaluation for the year. This is her 10<sup>th</sup> year as director.

Old Business:

- Crescendo will be wrapping up the Community assessment interviews this week. They have a few to do by phone. 40 citizens were scheduled for interviews over 4 days. The interviews took place in the meeting rooms at the Rushford Lutheran Church. Report hopefully issued by mid November.
- No "news" on building project. Historic jail is scheduled to be moved in near future.

Next regular meeting: November 3, 2008 @ 1830

Meeting adjourned: at 1945 on motion by Munson, second by Benson.

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**November 3, 2008**  
**1830 hrs**

Members Present: Wendy Ebner, Jim O'Donnell, Daniel Munson, Brenda O'Hare, Bonnie Prinsen, and librarian Susan Hart

Consent agenda accepted on motion by Munson, second by O'Hare. Motion carried unanimously. (One spelling correction noted in minutes)

SELCO Report: Gretchen

- Audit report presented at board meeting
- Structure Study timeline extended indefinitely
- SELCO seeking new catalog structure type
- Board reviewed ILL delivery stats

Librarian Report: Susan

- Attended a marketing seminar @ SELCO. As part of a grant, we will have access to 8 hours of professional help on any project we wish. Mark Reidell, one of the guest presenters, has helped us before on our first fundraiser.
- Lorna Landvik, Minnesota author and comedian, is here on November 8 for a fundraiser sponsored by the book club. Sandy Oian Thomas was responsible for booking the author.
- New letterhead and note cards have been designed by our web page developer.
- Don't forget to vote tomorrow
- Only one director evaluation has been returned to date.

New Business:

- Election of two new board members. Three names on the ballot: Molly Dahl, Crystal Schroeder, and Beth Theede. Ballots will be tabulated after Rhonda and Nancy have voted.
- Time of next meeting will coincide with Crescendo's report. Motion by Ebner, second by O'Hare to hold December meeting immediately following the Crescendo presentation to the Community Assessment Study Committee. Motion carried unanimously.

Old Business:

- Crescendo will be interviewing the mayor and city council people next. Hope to present final analysis in early December.

Next regular meeting: December

Meeting adjourned: at 1920 motion by O'Hare, second by Prinsen.

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**January 5, 2009**  
**6:30 pm**

Members Present: Jim O'Donnell, Daniel Munson, Nancy Benson, Crystal Schroeder, and librarian Susan Hart

Consent agenda accepted on motion by O'Donnell, second by Schroeder. Motion carried unanimously.

SELCO Report: Gretchen not available for meeting

Librarian Report: Susan

- Will meet with Mark Reidell, on Friday, Jan 9<sup>th</sup>.
  - Assist with promoting website
  - Ideas for promoting Crescendo
  - Help develop a PR/ marketing plan
- USDA will be here Thursday, Jan 8<sup>th</sup> @ 3pm. Mtg w/ Kathy & Windy- Dan will attend, Nancy might also.
- Work committee- plan and design new card catalog (tied to ILS)- June
- Crescendo contract has been signed. Thank you Nancy, Les and Windy for their support.
- Fillmore County mtg Tuesday, Jan 6<sup>th</sup> in the morning in Harmony- contract good for 2 years past this year.
  - Booth at county fair
  - Sue will ask for support from other libraries re: new Rushford library
- February 25<sup>th</sup> is Reading Wizards at elementary school: reading-based activities for K-5 students and their families
- Wii game trial:
  - Part of the SELCO LSTA grant
  - Some of the uses/ events:
    - Bowling w/ preschoolers—parents were involved w/ their children
    - Senior dining
    - Bremer Suites
    - 5-7 grade bowling tourney
  - Will have again around of the first week of the summer reading program

- Banner is up @ the skating rink- there are photos on the website
- Annual Report Summary
  - Library saved \$2,400 (taken off fees) by being a net lender
    - Provided more to other libraries than we got from others
    - Delivery has been daily since Sept
  - \$9,700 pd for Workforce personnel—did not come off budget
  - Change phone #s for Jim and Crystal
  - Call for approval. Motion by Crystal, second by Jim. Motion carried unanimously.

New Business:

- Steering Committee organization:
  - E-mail from Ellen re: pre-steering committee
  - Use the list of regional names
  - Need vocal members
  - 28 weeks has been planned for this- much of the work has already been done.
    - Send out letter or postcards to invite people to participate in a breakfast meeting.
    - Dan will clarify w/ Ellen on specific expectations for pre-steering committee.
    - Board members will meet w/ each group to help lead/ provide guidance
    - Invite those who were interviewed + additional people
    - Look at frequent library users

Next regular meeting: March 2<sup>nd</sup> at Library @ 6:30pm.

Meeting adjourned: motion by O'Donnell, second by Schroeder. Carried unanimously.

Minutes submitted by Secretary, Crystal Schroeder

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**March 2, 2009**  
**6:30 p.m.**

Members Present: Jim O'Donnell, Daniel Munson, Crystal Schroeder, and librarian Susan Hart, Brenda O'Hare, Wendy Ebner, Gretchen Shade, Heidi Toft

Consent agenda accepted on motion O'Hare, second Toft. Motion carried unanimously.

Introduction of Terry Erickson:

SEMCAC re: Where we are w/ building process, have contract w/ Terri @ Litscher for storage, 4 vehicles, weatherization office, upper level storage in catwalk—would like to do a shared storage, city involvement?, would pay rent—would like to be considered when building/ planning, will be growing (through stimulus plan) w/in 8 quarters, would like to know timeline to help plan

4 month in-depth beginning

assessment study said 'do-able'

next Feb set for fundraising

DEED grant used to move bldgs

Litscher is yet to be moved

10,000 square ft (100x100) –parking lot

discussions w/ architect have been more 'possibility-based'

Can keep SEMCAC abreast of timeline/ changes

need to determine dining site still- not plausible grew to 3 stories, etc

Sue repeated invite to Sat's breakfast

SELCO Report:

'Smart Investing @ Your Library'

'Go to Meeting' now being used

special PR consultants- Sue is meeting with

Aqua Browser- new card catalog system

Grants- available and Chatfield brass band is now available online via catalog (mostly jazz)

New library in Northfield library in Senior Center (city buying books, SELCO helps w/ getting online)

Legislative: MOE- counties, cities funding of libraries, etc. counties are trying to get out by claiming financial hardship

Structure study (to merge SELCO and SELS) has been suspended due to finances

**This is Gretchen's last year on board**

Librarian Report: Susan

2 mtgs/ month w/ AquaBrowser- stand alone system  
more forgiving of errors, more user-friendly, 3 skins (way it looks when you log on)

Helps narrow search down, more user-friendly  
many libraries are changing to this

Queens' Library, Phoenix Public Library- both are using AquaBrowser

Tested for a week w/ two other services, AquaBrowser was the favorite

Must transfer our card catalog into program

New book racks for movies, etc. Have also offered adult and children seating and steel shelving, small spindle shelves (\$700 new), large spindle shelves (\$1,800 new) Onalaska library was remodeling

Pixie (Beatrice) Urista (Fillmore Co Journal), addressed invitations to Sat's event

#### New Business:

Thank you to Dan for the Rochester Post-Bulletin article

Steering committee Stumpy's basement 8:30am- 1hr

**\*\*Wendy, Brenda, Gretchen, Heidi**

**\*Purpose:** start answering questions from assessment study book

- a) combination city/ library
- b) timeline needed
- c) Needs Summary Assessment
- d) Current (last summer) Needs Assessment
  - a. Speaks to each bldg option and feasibility
  - b) PowerPoint to explain basics- Susan will make up
  - c) Meeting minutes
  - d) Agenda needed **Dan will contact Laura and get the agenda**
  - e) **Future mtg dates will be decided at this meeting**

#### Old Business:

None

#### Other:

Send a letter of response to Witt re: purchase of property

Next regular meeting: April 6th at Library @ 6:30pm.

Meeting adjourned: motion by O'Hare, second by Ebner. Carried unanimously.  
Adjourned @ 8:21 pm.

**Library Board Mtg**  
**May 4, 2009**  
**6:30pm-**

In Attendance: Jim O' Donnell, Sue Hart, Crystal Schroeder, Daniel Munson, Brenda O'Hare, Wendy Ebner

Motion to table minutes from last meeting- March (there was not a quorum for April meeting, so no meeting)

Gretchen:

SELCO and SELS have tabled merging

Need a SELCO board replacement (Gretchen's term is up in July) - discussion of possible replacements

Library Report:

Received ALA grant- *Picturing America* (books and prints to display)

Sue is deciding whether or not to go to the curriculum seminar (in Boston) in June

Beginning to plan summer reading program *Be Creative at Your Library*

Due to staff and budget restraints, will be primarily self-directed w/ many make-your own activities and a few group activities

OLD BUSINESS:

**CONTINUING THE LEGACY:**

Saturday Pre-Steering committee mtg was well-attended

Preliminary architectural drawings handed out- discussions

Litscher is undecided about re-locating- only loss is parking

**Case Study mtg 5:30 Tues, May 19<sup>th</sup>**

**Steering mtg 6:30pm Tues, May 19<sup>th</sup>**

\*\*continue to think of names for possible committee involvement

Meeting adjourned: motion by O'Hare, second by Ebner. Carried unanimously. 7:15pm

Library Board Meeting  
July 6, 2009  
6:30pm

Present: Dan Munson, Nancy Benson, Jim O' Donnell, Gretchen Shade, Crystal Schroeder, Librarian Susan Hart, and City Administrator Windy Block

Meeting was called to order  
Minutes approved- Jim, seconded Nancy.

**Reports:**

**Gretchen-**

Discussed SELCO budget- they are considering uninterrupted power source, Legacy Amendment dollars will be distributed by SELCO, approved membership of Lonsdale, July is annual mtg, *Gretchen's last meeting—still on the library board for a year*

**Sue thanked Gretchen for her service on the Executive Board**

**Susan-** AquaBrowser will be online for staff to test soon: 6 mo behind on timeline estimates, will integrate all SELCO databases, immediately logs into local library holdings, each library will have it's own logo- even when searching all libraries, would like board members to help test

Funding: Fillmore Co. for 2010 for Rushford is \$30, 660, % based on our rural resident circulation, no monies from Winona Co. or Houston Co.

Numbers in Fillmore Co. items going out is higher than Rushford City.

December 2010, Fillmore Co. contract expires.

See MN Library Funding handout- Maintenance of Effort- in order to figure out MOE, city info must be sent in to the commissioner to be figured out

Wi-Fi usage: Comment from Colorado resident here on vacation — thank you for 24/7 access. Used "Go to meeting" audio & visual in the early am. Also Mpls vacationer thanks for 24/7, WA state also. Many people using it, Preston wants to know how we keep track- no way unless attached to SELCO, but then it's off when library is closed, Average 2-3 people use their pc to access daily

Gretchen (Case Study Committee for Crescendo)- comments from library users. Creating a large case study and smaller brochure, some funding information is still not available.

Susan- has been collecting quotes at library counter to use in the case

Concession- using *Rushford "Area" Library* for capital campaign, due to where we are seeking funds (not *just* Rushford)

Discussion regarding including Peterson and Village in case statement- these cities do not pay for services directly (included in Fillmore Co funding)—case needs to *specifically say that majority funding is from City of Rushford*, although all these groups may use the services, agreed that “Area” is a nice concession.

Summer reading program- Wii rock band contest (Techie Toolbox), 2<sup>nd</sup> part of Techie Toolbox is using the Flip Camcorder to record themselves and create DVD, GPS Techie Toolbox is next (Susan is going to mark areas in and around library), 700 people in one week entered library doors.

Looked at architects drawings

Cost info-- assuming Litscher or Witt property not being available.

USDA grant application submitted. 2.4 mil with \$360,00 as loan and \$840,000 as grant. Could we raise 1.2 million?

Stimulus funds may be available to build new construction

Plan for the best, have a backup

Community center is one source of \$- rebuild Tenborg (being fixed w/ separate money), council wants to build a 400+ community center w/ \$593,000 from FEMA- could chose to put that towards a library/ city hall combo, Nanotech is doing a grant to add an underground lab, 4 stop elevator—doing a loan application

City decision is not probable until after Aug 1<sup>st</sup>— expenses are such that if the city is not present, may have to drastically reduce days/ hours of service (due to drastically reduced LGA funds), in the past being alone has ended up meaning much larger costs, if we were to go library only, that leaves little room for failure if the funds are not raised and there is no room for expansion

Operating cost info needs to be in the case study—preferably in graphic representation

Crescendo- needs to slow down until after August 1<sup>st</sup> when city numbers are available  
*continue to move forward with City/ Library plan*

Need walkers for the Rushford Days parade/ people to work on float talk to Jenny Prinsen

1<sup>st</sup> donation for library has been received—Peterson residents

Shakespeare Festival tickets are available- go on the website for info

August 3<sup>rd</sup> 6:30pm City Hall

\*\*all meetings tomorrow Communications and Case are at 6pm, Steering is at 7pm—  
back room of The Creamery

Jim motioned to adjourn, Nancy seconded. Unanimous.

Library Board Meeting

July 6, 2009

6:30pm

Present: Dan Munson, Nancy Benson, Jim O' Donnell, Gretchen Shade, Crystal Schroeder, Librarian Susan Hart, and City Administrator Windy Block

Meeting was called to order

Minutes approved- Jim, seconded Nancy.

**Reports:**

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***continue to move forward with City/ Library plan***

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1<sup>st</sup> donation for library has been received—Peterson residents

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August 3<sup>rd</sup> 6:30pm City Hall

\*\*all meetings tomorrow Communications and Case are at 6pm, Steering is at 7pm—  
back room of The Creamery

Jim motioned to adjourn, Nancy seconded. Unanimous.

**MINUTES**  
**Rushford Public Library**  
**Board of Trustees**  
**August 3, 2009**

Members Present: Wendy Ebner, Jim O'Donnell, Daniel Munson, Nancy Benson, SELCO rep Gretchen Schade and librarian Susan Hart

Agenda accepted on motion by Ebner, second by Benson. Motion passed unanimously. Minutes from July unavailable.

SELCO Report: Fiscal year for SELCO ended in the black. Testing of new catalog, *AquaBrowser*, soon. Very user friendly format. Hopes of going live in September or early October. Discussion of portion of the sales tax increase going towards libraries, museums and the arts means for us. Libraries are under *Library Legacy Funds*. More info will be coming.

Librarian Report: Susan

- USDA Rural Development grant and loan application is almost complete. Architect is working on his portion. City hired an archeologist to visit the site as required by the loan application. He has been here, pictures taken.
- The float in the Rushford Days parade was well received. 25 volunteers handed out bookworms (gummy worms) and new building info on bookmarks.
- Crescendo expenses are high. We need to decide what things we can do on our own and what we need help on. Otherwise it is costing us \$300/hr in consulting fees. We were charged for the parade walk. Since we need further info regarding city infrastructure projects that be done in the near future and what the final FEMA dollars will cover, it is hard to move ahead with complete information for the public as presented in the case study. Committees have slowed pace of scheduled meetings. Helen Peterson has agreed to chair the Procurement Committee which has its first meeting on August 11.
- Presented graphs on funding and usage based on 2008 stats that are going into the case study.
- We have a Work Force youth summer employee from June-August.
- Have met with the River Architects to analyze cost of stand alone building, joint building 2-story and joint building single story. Val Shute will have final numbers by meeting time with the council. As it stands right now, our preferred choice of joint 2-story is most cost efficient based on cost per sq. ft. and offers expansion options.

New Business:

- Need board members present on Monday the 10<sup>th</sup> for city council meeting. We are after the final answer if building a joint facility based on cost analysis of different scenarios supplied by architect. Munson and O'Donnell offer to be present.
- Hart and Munson will present info to the DEA on Tuesday morning (Aug 4) and status of building plans and USDA loan application.

Old Business:

- Report from different fundraising committees. Steering committee wants consideration of name change to incorporate "more ownership" from a broader population. Name change in building only, this is still city library funded by majority of city taxes

Motion by O'Donnell to adjourn @ 2200hrs.

Next regular meeting: September 14, 2009

Library Board Meeting Minutes  
Sept 14, 2009

Present: Dan Munson, Jim O'Donnell, Brenda O'Hare, Susan Hart, Crystal Schroeder

Called to order 6:37pm.

Minutes from July and August meetings: motion for approval by O'Donnell, seconded by O'Hare. Motion passed unanimously.

Librarian's Report:

Susan conducted the last post flood presentation to Bike MN @ the Creamery—very positive response towards all the town has accomplished.

Last Thursday Susan did a presentation to a women's group- showed plans, showed photos of past activities and location. Many were enlightened as to needs (incl some patrons being unable to navigate isles due to size)

Dan would like to bring idea to Communications committee- do a weekly library update as a letter to the editor in the Tri-County Record.

**Next Crescendo mtg Tues, Sept 22<sup>nd</sup> 7pm**—location to be determined- Windy and Les will be present—all committees

Commerce presenter thought the idea of a downtown library was a good idea and location.

City has sent in their portion of the USDA loan info. We have yet to hear if Val has done the same. **\*\*Crescendo needs all monitary sources firm before moving forward\*\***

Library workers are back in school- may be able to get a student through Workforce again (same as this past summer).

Letter from Fillmore County stating our contract is up. Susan will not be on the negotiations committee- she has been on it for the past two contracts. Latest numbers state that Rushford City residents pay double what other area residents pay for the library's services.

Library comparison- like size libraries Spring Valley, Caledonia, Canon Falls, Chatfield, Dodge Center, Harmony, Wabasha, Houston, Lanesboro, West Concord, Kenyon, Spring Grove, Preston

**\*\*All but three were at capacity but need more space**

**2010 budget:** tentative

**\*\*would like to be 9 computers on lease in the new library—less maintenance for staff, SELCO services, disposal**

**\*\*would like a self checkout machine-** has been successful with Winona's library

Move to approve by O'Donnell, seconded by O'Hare. Passed unanimously.

**Director Evaluation:** were passed out and returned (by those present) prior to the meeting.

**EBSCO:** periodical company- would mean paying one bill (cut down on city clerk's time)- will be receiving a fee bid shortly (will e-mail) \*\*Magazines are currently a heavy checkout item, due to the economy

**Building Plans and Cost Analysis:**

Approx 3.5 million project- library portion is approx 2 million

Oct 1<sup>st</sup>- applying to a foundation for assistance, has located another grant/ loan to apply for *once the capital campaign is underway*

**Crescendo expenses:** \$38,000 currently spent / Architect: \$33,000 for the past year

Will need 2 city residents to fill 2 empty spots on the board in December.

Motion to adjourn by O'Hare, seconded by O'Donnell. Motion passed unanimously.  
Adjourned at 7:35pm

6:37pm

AGENDA  
Rushford Public Library  
BOARD OF TRUSTEES MEETING  
November 2, 2009  
1830 HRS

**Call to order by Librarian**

**Approval of consent agenda**

- Agenda *Oliver, Ehler*
- Minutes from October

**SELCO Report – Gretchen –**

**Librarian Report – Susan**

**New Business –**

- Continuing with Crescendo?
- Board candidates for 2010-2012
- PC Lease agreement
- New/revised policies
  - Cyber bullying
  - Cell phone use
  - Behavior in library
  - Check-outs

**Old Business –**

- *Continuing the Legacy*

**Other –**

- 

**Adjournment**

**Next meeting: December 7, 2009**

Library Board Meeting Minutes  
October 5, 2009

Present: Dan Munson, Jim O'Donnell, Wendy Ebner, Susan Hart, Crystal Schroeder

Called to order 6:32 p.m.

Minutes from Sept meetings: motion for approval by O'Donnell, seconded by O'Hare.  
Motion passed unanimously.

Librarian's Report:

Bethany Courier and Chellsey Lind will be teaching *Adult Computer Classes* along with Susan, on Wednesdays. Reimbursement from Blandin Broadband Grant

*Scrapbooking Dec 1<sup>st</sup>*- make your own cards and mini scrapbooks, parents and children

*Story time*- starting this Wed through April

*Intern*- Bethany Courier will do 10 hours (small business marketing) graduates in Jan 2010

New Business:

**USDA:**

**\*Handout\*** proposed budget for opening operating budget of new facility for 2011- Kathy did City Hall portion

Note from Val: close to submitting Preliminary Architectural Feasibility Report to USDA

Old Business:

**Crescendo bill**- Press Release prior to elections was put on pause, should be coming to us prior to release to the public

**New Board Members**- new member interested. Still need one more new member.

Motion to adjourn by Ebner, second by Schroeder. Approved unanimously. 7:00 p.m.

Respectfully submitted by Crystal Schroeder.

Next Meeting: November 2<sup>nd</sup>, 2009.

**Rushford Public Library  
November 2009  
Board Meeting Minutes**

Present: Jim O'Donnell, Brenda O'Hare, Wendy Ebner, Gretchen Shade, Dan Munson, Crystal Schroeder, Susan Hart

Called to order: 6:30pm.

**Consent agenda** - approved by O'Hare, seconded by Ebner. Approved unanimously.

**SELCO report-** Gretchen Shade

**Librarian's report-**

Computer classes are going well- Wednesdays, 2 instructors- afternoon and evening classes, wide variety of abilities (Grant from Blandin, only 2 city residents out of 12) Skype and digital cameras are this weeks lesson;, concludes the 18<sup>th</sup> of November.

Christmas vacation- maybe doing RadZoo (bring in animals, etc) around the 28/ 29<sup>th</sup> of Dec

Cards, Gift Tags, and Scrapbooks class Dec 1<sup>st</sup>

Sorting through books for last checkout, copies in the system, usage, lost reports, etc. Looking into donating through Better World Books (may get a small stipend, they pay shipping, may be given to other countries or sent to prison system, etc)

Double checking patron files, etc. Getting ready to do the year-end report.

**New Business:**

**Crescendo-** Have spent \$68,000 to date- max according to contract is \$135,000 throughout campaign (52 weeks from Jan 2009). Discussion of pros and cons of continuing- all agree to continue.

**Board Candidates-** Darlene Searcy is interested. Phil Gadis, Nancy Benson, Jim Wolter, Kevin Klungtvedt, are being pursued as well.

**PC Lease Agreement-** O'Donnell motioned, O'Hare seconded. Board approved. \$2,425 first year; \$2,075 second and third year. Company provides all maintenance, upgrades, and disposal. Library will be responsible for disposal of current computers. SELCO has recommended pc's instead of current thin clients for staff use.

**Policy Discussion-** *read through tonight, approve next meeting*

R rated material needs verbal or written approval **every time**

May pay fees ONLINE or in person.

**ADDITION: Lost Processing Fee-** fine for 3wks past due + 60 days, *stays on patron's account/ record*

**No longer lend music to schools-** *will not assist w/ fine or lost reimbursement*

**No limits for lending quantity** *no more than 5 Inter-library requests/patron*

**Lost item fee** *for lost or damaged books (damaged should be added to policy)*

**Continuing the Legacy-** USDA Rural Development loan has been submitted and we are waiting for notification

Motion to adjourn by O'Donnell, seconded by O'Hare. Approved unanimously.

Library Board Meeting Minutes  
December 14, 2009

Present: Dan Munson, Jim O'Donnell, Wendy Ebner, Susan Hart, Crystal Schroeder,  
Nancy Bensen, Brenda O'Hare

Called to order 6:02pm.

Minutes from November meetings: motion for approval by O'Hare, seconded by Ebner.  
Motion passed unanimously.

Librarian's Report:

- SELCO Aqua Browser test survey went well. Link is still on library website.
- Good turnout for Cookies w/ Santa
- Library Wish Tree is up- pick a book to buy
- Library will be selling mugs (\$5) & totebags (\$10) as a fundraiser
- People have requested computer classes again
- 7 new computers were installed last Tuesday w/ a 3 yr lease
- Circulation desk has 3 PCs to scan, search, and check items out
- Would like a new scanner & thermal receipt printer to replace current (circa 1999)
- Policy change vote. O'Donnell motioned to approve. O'Hare seconded. Motion passed unanimously.

Old Business:

- Vote to approve new board members:  
Darlene Searcy and Nancy Bensen. O'Hare motioned to approve.  
Schroeder seconded. Motion passed unanimously.

New Business:

- **Thank you Wendy Ebner for serving on the board for 9 years and for continuing with legacy activities.**
- Received 30,000 from anonymous donor/ foundation in the cities.
- Continue to wait for approval on USDA status.

Motion to adjourn by O'Donnell, seconded by O'Hare. Approved unanimously. 6:19pm

Respectfully submitted by Crystal Schroeder.

Next Meeting: January 4, 2010. 6:30pm.

Library Board Meeting Minutes  
January 4, 2009

Present: Daniel Munson, Jim O'Donnell, Susan Hart, Crystal Schroeder, Darlene Searcey, Brenda O'Hare

Called to order: 6:32pm.

**Nomination for President:** Motion for Munson by O'Donnell. O'Hare seconded.  
Approved unanimously.

**Nomination for Secretary:** Motion for Schroeder by O'Hare. O'Donnell seconded.  
Approved unanimously.

**Approve consent agenda.** Motion by O'Hare. Searcey seconded. Approved  
unanimously.

**Welcome Darlene Searcey!**

**Librarian's Report:**

Winter Reading Program starts tomorrow and runs through April Fools day

Mugs and Tote bags for sale (*suggested* donation of \$10.00)

2 more Computer classes are being planned

E-bay class this spring – Curt Courier

Quilt raffle- made by Linda Hundorf, full-size, original design; \$5 suggested  
donation

Valentine card making on Feb 1

Nutrition classes with Diane Briese – first one in series March 1

Discussion regarding possible strategies for drawing readers in

Beginning to compile Annual Report

Aqua Browser goes live January 12<sup>th</sup>