

RUSHFORD PUBLIC LIBRARY BOARD MEETING
JANUARY 31, 1996 6:30 P.M.

Members Present: Burt Svendson, Wanda Hanson, Lynn Humble, Julie O'Donnell, Barb Culhane, Jeannene Engrav; Librarian Jane Enright
Absent: Rob Wolfington

Note: Meeting date changed from earlier date due to inclement weather
Meeting was called to order.

Minutes read and approved.

Discussion of subcommittee minutes from 1/10/96 meeting (see attachment).

Wanda shared that SELCO approved computer purchase and allocated \$2,965.00 to be spent on Rushford PC, in a public area for public use. Training and installation costs would be included in the grant amount.

Discussion of closet/computer area. Board members discussed Internet usage, maybe inappropriate use by patrons if done privately in a separate work area.

Motion passed to recommend purchase of items for 1996:

1. Staff use computer \$2,500.
2. Staff use software (Winnebago Systems) \$1,800.
3. Staff use work station \$1,000.

Discussion on lights for front of library. Donated light fixtures are beautiful, but globe is too large, will check into smaller globe and prices.

Discussion of library help - follow up discussion from previous meetings.

Book drop divider not an issue at present; will revisit if items seen to be walking away.

Librarian's Report - see attached and discussion of items by Jane.

Meeting adjourned at 7:15 p.m.

Respectfully submitted:
Julie O'Donnell, Acting Secretary

Note: An official Thank You to Jim Hoiness, signed by board members
Retirement card to Mr. Ogden in June

LIBRARY BOARD MEETING
APRIL 17, 1996

Members Present: Wanda Hanson, Burt Svendson, Jeanneen Engrav, Barb Culhane, Lynn Humble, Rob Wolfington and Librarian Jane Enright

Absent: Julie O'Donnell

Old Business:

Discussion was held on finding smaller globes for outside light fixtures. This should be taken care of by mid summer.

New Business:

1. Ann Hutton has been elected as new executive director of SELCO. We will send a congratulatory card.
2. No date has been set for implementation of P.C. project.
3. The SELCO grant purchase was a Hewlett Packard Desk Jet 660C.
4. Motion by Burt, seconded by Jeanneen that we use SELCO instead of Winnebago for circulation services. Motion carried.
5. Jennifer Pederson will be replacing Wendy Rasmussen in the library aide position.
6. The Garden Club will again be caring for the flowers.

Meeting adjourned.

Respectfully Submitted:
Barbara Culhane, Secretary

LIBRARY BOARD MEETING
JULY 17, 1996

Members Present: Lynn Humble, Julie O'Donnell, Wanda Hanson, Barb Culhane, Librarian Jane Enright

Members Absent: Burt Svendson, Rob Wolfington, Jeanneen Engrav

Old Business:

The problem of finding suitable globes for the outside lights is still unresolved. Possible solutions were discussed.

The Garden Club is not caring for the flowers. Jane will contact them. If they no longer care to do it, perhaps another group will.

New Business:

Two new board members are needed to serve three year terms. Jane will contact people whose names were suggested. Wanda made a motion that if these people accept, they will automatically become members. Julie seconded the motion, which then passed.

Jane reported that recommendations have been made regarding use of the SELCO purchased P.C.'s.

Jane reported the Fillmore County Librarians are investigating the cost of Bookmobile Services.

- Our books will need to be "weeded" soon.

- New book shelves are needed for the juvenile books. Jane will get estimates for construction.

- Budget money which was allocated for automation this year can be rolled over into next year's budget.

Jane suggested that after we are fully automated, overdue fines be raised to \$.10.

Meeting adjourned.

Respectfully Submitted:
Barbara Culhane, Secretary

Library Board Meeting

October 16, 1996

Members Present: Wanda Hanson, Jeaneen Engrav, Duane Cook, Danette Grimsrud, Librarian Jane Enright

Members Absent: Burt Svendsen, Julie O'Donnell, Lynn Humble

Old Business:

Still have old globes outside. Jane will look into purchasing new globes if budget permits.

Susan Hart has been maintaining flower beds. Jane will contact FFA (Craig Colbenson) about taking it over.

New Business:

Welcomed new board members, Duane Cook and **Danette Grimsrud.**

Selco Trustee Workshop - October 30, 4:30p.m. Contact Jane if anyone wants to attend.

Librarians Report: Jane reported about the October 1 Selco meeting. \$2.3 Million dollar grant for WAN access in 75 sites. (Internet) Schools and public libraries will be connected to the internet through US West. PC installed in library and will be connected hopefully by December 1996.

Got an estimate for two bookshelves from W. John Peterson. \$520 per bookshelf. Getting another estimate before making decision.

Rob Wolfington sent information on endowment fund public library has set up in Benson. Should we try this? Need someone to make a brochure and actively make it public knowledge. Let Jane know feelings on this.

Budget Approval: Discussed line items that won't be finalized until Truth in Taxation meetings are over and city budget is finalized. Discussed line 29 - big jump in cost due to desire to become fully automated this year. Discussed charging for computer use and video use. Computer use cannot be charged because it is a gift to our library. Recommended that we do not charge for videos at this time. Jane will inquire how other libraries handle it.

Jane solicited \$300 to supplement her summer program, which helps line 30 -

Programs/Events. (Now under budget for 1996).

Jane brought up possibility of starting a Friends of the Library group to raise funds for the library. Other libraries are doing this. Thoughts?

The budget was approved as it stands for 1997.

Upcoming: December 5-6 will be a book sale at the library. Dorleen Kinderslee children's books. She will begin advertising soon. They are beautiful books and the library will get discount on books. The library will also accept gifts of books from this sale.

The Reflections program will be on October 24, 7-8pm. Priscilla Club will be serving bars and coffee and punch at the program. Hoping for a good turnout.

Story time will be switching in 1997. Now it is every Friday AM and 10:00. In 1997 it will be two times/month. ~~Alternating~~ ^{from} Friday mornings ^{to} ~~with~~ Thursday evenings, due to parent input.

We all looked at the PC in the library.

Meeting adjourned.

Respectfully Submitted
Danette Grimsrud

Library Board Meeting

January 22, 1997

Members Present: Duane Cook, Jeaneen Engrav, Danette Grimsrud,
Wanda Hanson, Lynn Humble, Julie O'Donnell, Burt Svendson,
Librarian Jane Enright

Members Absent: None

Old Business:

Jane is still looking into globes for the outside.

Susan Hart would like to continue maintaining the flower beds outside.

We reviewed the Dorothy Kinderslee books the library received as a result of the book sale. Plan to do it at least yearly.

Hoping to do another cooperative program with Community Ed.

New Business:

The Internet is installed. Selco covers the cost this year.

Someone has offered to have a few "INTRO TO THE NET" classes at the library this early spring. There is a 30 minute limit to "surfing the net", and research and word processing takes priority. Charging \$.10 per copy for printing off the computer; \$.25 for COLOR copies.

Children's bookshelves are installed and look great!

Librarian's Report:

On March 24 Jane will attend a meeting for summer reading program for all librarians. She will get ideas and obtain a list of artists available (Selco pays for one visiting artist for the summer program). The theme for 1997 is "Thrills and Chills."

Jane attended a librarian's meeting where she learned that Fillmore County is funding the library at \$13,190 for 1997, better than expected. The same formula for calculating the funds will be used for two more years and then be re-evaluated. Hopefully by then the libraries will be more uniform in their procedures. She will begin tallying rural Fillmore County users on a daily basis, rather than using a random sample. Also will begin requesting card numbers on check out slips for data privacy. Looking forward to getting the library fully automated so that this information can be more easily obtained via computer.

The fines for overdue books changing to \$.10 a day - approved. It is very difficult to be consistent and regular in handling overdue books because of the time factor. Again, that will be easier once the library is fully automated.

Next meeting will be April 16, 1997 at 6:30 p.m.

Respectfully submitted,

Danette Grimsrud, Secretary

Library Board Meeting

January 22, 1997

Members Present: Duane Cook, Jeaneen Engrav, Danette Grimsrud,
Wanda Hanson, Lynn Humble, Julie O'Donnell, Burt Svendson,

RUSHFORD PUBLIC LIBRARY
BOARD MEETING AGENDA
JULY 16, 1997
6:30 P.M.

1. Call to order
2. Minutes *approved*
3. Old Business
 - Summer reading program, "Thrills & Chills at the Library," is on schedule with great community participation (see attached schedule).
 - Numbered card holders accustomed to new procedure of assigned numbers versus names.
 - 1996 report to City Council (see attached).
4. New Business
 - Two Board Members terms are expiring. Jeanneen Engrav and Wanda Hanson have both agreed to remain on the board. Thank you. Wanda will remain the Selco representative.
 - Set date for special budget meeting.
5. Librarians' report.
6. Board member discussion.

Next regular meeting, October 15, 1997 at 6:30 p.m.

Intro to Internet : Jonathan Ask - good turnout
Extension?
Lisa Bauer
Commed. Collaboration:

#3 Susan put together the castle. Program.
Zoo program - good turnout
Monster program.

• People have adapted to system of using numbers ~~next~~
instead of names.

• 1996 report to City Council.
Went well. Council still looking for way to charge ^{revenue} #
(June)
(see handouts)

#4 • Thanks to Jeanneen & Wanda for staying on the board.
• Date for special budget mtg. > 1998.

Aug 12, 1997 : 6:30 p.m.

motion carried

- budget in mail
1511

Librarians Report :

- Going to be weeded Aug 25, 9:00 am.
(if needed; → Sept 4, 9:00 am.)

Selco helps

bar code cards, maybe as soon as 8-1-97
Mon Aug 4, Borrower's Registration Trng.,
then can start towards automation.

← Budget - will enclose expenditures, thus far.
Salary Negotiations w/ Council

Selco Automation Fee Structure

our total automation costs - lower than most.
enclosed

* more audios/books on tape for rotating selections
ordered this week.

*

Wanda :

WAN mtg. - eliminated selcos

SESC
Selco

• everything stays the same, but
no longer a WAN group

everything ^{included}

Bookmobile cost effective?

\$9/circulated item

Wabasha Co. looking
@ effectiveness.

get biggest pot of \$ from county

some counties use it more - only have 1 central
library per county. (We have 7 libraries)

Motion to adjourn -

2nd 7:20 pm.

Special 1998 Budget Meeting
August 12, 1997
6:30 p.m.

Members Present: Lynn Humble, Duane Cook, Danette Grimsrud, Wanda Hanson, Burt Svendson, and Librarian Jane Enright.

Members Absent: Jeaneen Engrav, Julie O'Donnell.

Special meeting called to order by Lynn Humble. Reviewed Library Budget for 1998. Jane clarified a few items for us, and the **budget was approved**, noting that the first four items (wages, etc.) may change based on budget negotiations with the City Council.

Next regular meeting : October 22, 1997, 6:30 p.m. (Change due to MEA weekend.)

Rushford Public Library
Board Meeting Minutes
July 16, 1997
6:30 p.m.

Members Present: Lynn Humble, Jeaneen Engrav, Danette Grimsrud, Wanda Hanson, and Jane Enright, Librarian.

Members Absent: Duane Cook, Julie O'Donnell, and Burt Svendson

Meeting was called to order by Lynn Humble and the **old minutes** were approved. Discussed the Intro to the Internet program offered and taught by Jonathan Ask. There was a good turnout. Discussed collaborating with Fillmore County Extension, Lisa Bauer at R-P schools, and community education for future trainings.

Old Business:

- Summer reading program going great. Susan Hart built the castle for the children's book area. Good turnout for the zoo program. Looked at monster masks children have made and left at library.
- People have adapted to system of using numbers instead of names.
- 1996 report to City Council went well. Council still looking for ways to make revenue off library. Handouts attached to agenda.

New Business:

- Thanks to Jeaneen and Wanda for staying on the board for another term.
- Date for special 1998 budget meeting set for August 12, 1997, 6:30 p.m. Look for budget in the mail after the first of August.

Librarian's Report:

- Library going to be "weeded" August 25, 9:00 a.m., and (if needed) September 4, at 9:00 a.m. Selco comes down to help with that.
- Going to barcode cards, maybe as soon as 1 August 1997. Jane has Borrower's Registration Training on August 4, then can start towards automation.
- Re: budget: Will enclose expenditures thus far. Salaries still being negotiated with council.
- Selco Automation Fee Structure: our total automation costs lower than most
- More audio books for rotating selections ordered this week.
- Wanda reported on **WAN** meeting, where they eliminated themselves. Everything stays the same, it is just no longer a **WAN** group.
- Selco looking at cost-effectiveness of Bookmobile (in Wabasha Co. right now). It gets the biggest pot of money from the county right now, and costs \$9 per circulated item. Some counties use it more, especially if they have one central library per county. We have seven libraries in our county.

Motion to adjourn at 7:20 p.m.

Next regular meeting scheduled for **October 22, 1997 6:30 pm.** (Note change due to MEA weekend.)

Budget meeting August 12, 1997, 6:30 pm.

Respectfully submitted,

Danette Grimsrud

Rushford Public Library Board Meeting Minutes

October 22, 1997

Members Present: Duane Cook, Burton Svendsen, Wanda Hanson, Jeaneen Engrav, Danette Grimsrud, and Jane Enright, Librarian.

Members Absent: Lynn Humble, Julie O'Donnell

1. **Agenda and Minutes of previous meetings approved**

2. **Automation Update -- Jane Enright**

*Most city residents are entered into the computer and barcoded cards from other libraries are being entered. Starting soon on entering others from Fillmore County and other counties.

*Selco will be closed November 11-12 to upgrade their system. Rushford Library will be closed on the 12th and will start automation on November 13th. Jane will do publicity around the need for cards at all times.

*The new automation fee structure will start January '98 (from \$130/month to \$275/month).

3. **City Council/Budget Update**

Lynn Humble was absent, but Jane updated us on the budget. We are close to budget right now. City Council has again discussed charging for videos, but no one in SE Minnesota charges (besides Winona who assesses \$.50 per video to defer the cost of staying open an extra day). The library is not in the business of raising money.

4. **WAN and METC Update -- Wanda Hanson**

Many differences of opinion still exist. Wide Area Network will continue to exist.

5. **Book Sale -- Jeaneen Engrav**

Decided to have a book sale of weeded out books in the lobby of Norsquare in January. It will be on the Honor System, with the theme "*Curl Up With a Good Book*".

6. **Librarian's Report**

Cost per circulation is still the highest in Fillmore County, but down from \$9/item to \$3/item. Council still has concerns about the cost. We have a full-time librarian and others in the region don't. All of the libraries in our county are operated differently and the formula for funding through the county has been unchanged in years and based upon circulation. Most counties have had an increase in funding, but Fillmore County is a small, rural county which has patrons from nearby counties (Olmsted, Houston and Winona) and they aren't assessed a fee. We've also had a lot of growth in our library and that has cost the library.

Jane has received information from other libraries in our county and compared them to ours. She is trying to keep the budget in line with a small % increase. The advisory board members are trying to get more funding from the county commissioners.

According to the American Libraries Magazine, "Circulation, Spending Upswing," the median cost per circulation is \$3.13 and we are less than that currently.

Jane applied for a Cooperative Grant with RSVP program, and Title I (schools) -- ***Reading Buddies***. It involves joining senior volunteers with struggling readers for telephone contact a minimum of two times per week. The volunteers will be screened, and there are 60 children in grades 1-5 in Title I. She is also working on another grant due in November.

7. **Other**

Encourage patrons and board members to talk to council members about the library as the budget will be discussed at upcoming meetings.

8. **Motion to Adjourn at 8:00 p.m.**

Next meeting is January 21, 1998 at 6:30 p.m.

Library Board Minutes

January 21, 1998

Members Present: Duane Cook, Wanda Hanson, Burt Svendsen, Jeaneen Engrav, Danette Grimsrud, and Librarian Jane Enright.

Members Absent: Lynn Humble, Julie O'Donnell

Meeting called to order by Burt Svendsen, acting president. Minutes from October meeting read and accepted.

Council update: Lynn Humble was absent, but we discussed the \$6000 cut from the library budget for the 1998 year. The library currently has an \$18,000 balance in their fund, but ran on budget in 1997.

SELCO Board update: Wanda Hanson will attend meeting tomorrow night. SELCO is putting out a technology plan. The WAN grant went through for SELCO. The SESC grant is not approved yet, but probably will be.

Book Sale: Will be held in the entry way of Norsquare with Jeaneen monitoring the money. Jane will check with community groups (Boy Scouts, etc.) about moving the books down there. It will be on the honor system. Jane will advertise.

Librarian Report:

Received approval for the grant with RSVP and Chapter I. Applied for \$15,000. Sue Hart will coordinate and work with Paula Brand and Holly McDonough. Students will be matched with RSVP volunteers and the library will keep the books that the students use.

The technology plan for the Library is completed and sent to SELCO. Once completed, libraries apply for grants to help update technology. Our grant is for an additional PC in place of the dumb terminals now at the library. The grant depends on the technology plan, and the e-rate is tied to the technology plan.

Library has been automated for approximately one month, and most of the bugs are worked out now.

The summer reading program theme is: Rock and Read. There will be training in February.

The material grant is for the same amount as last year (\$584).

The tentative amount from the county fund is \$13,708, which is down slightly from last year. Not bad, though.

Jane's wish list includes a sign out front, which was going to be done before Mr. Wolfington left. Also discussed motion lights, and the icy sidewalk right outside of the front door. She would also like 3 parking stalls to be designated for library patrons during school hours. Lynn will run these past the council.

The next regular meeting will be April 15, 1998, at 6:30 p.m.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Danette Grimsrud

Rushford Public Library Board Meeting Minutes
Wednesday, April, 15, 1998

5. Other: The annual report is completed.
The book sale was very successful. Made about \$200. Many positives were stated about the location (thanks, Jeaneen!). Will plan to do this yearly, and possibly in some future summer... there aren't any books left right now.

Motion to adjourn was made at 7:15 p.m.

Next regular meeting: **July 15, 1998 at 6:30 p.m.**

Submitted respectfully:
Danette Grimsrud

Wednesday, April, 15, 1998

Members Present: Duane Cook, Danette Grimsrud, Lynn Humble, Burton Svendsen, and Librarian Jane Enright

Members Absent: Jeaneen Engrav, Wanda Hanson and Jill O'Donnell

Meeting was called to order at 6:43 p.m.

Meeting Agenda and Minutes from January meeting were approved.

Lynn Humble reported that the city council that the fireplace problem was fixed temporarily. Wanda Hanson wasn't in attendance to report from the Selco Board.

There was discussion regarding the two terms which were ending in June 1998. Burt Svendsen and Julie O'Donnell have terms ending. Julie has decided that she won't continue on the board, but Burton has agreed to another term. There was some question as to the number of years on the terms, and Jane was going to check into that. We brought up names of people to replace Julie on the board, and board members were asked to stop by the library sometime in June to vote for their choice of replacement from a list.

Librarian's Report:

1. Grant: We didn't get the technology grant. All libraries that weren't on-line got the money
The Reading Buddies grant (\$15,000) starts in May. Sue Hart will be the coordinator for that program.
2. ILL delivery: Larger libraries would like daily delivery, but we are doing good with two days/week (Tues/Fri). Effective July 1, it will be Corporate Express with Monday/Wednesday/Friday delivery. There is some question about schools remaining with the two days/week.
3. County Funding: Our cost per circulation is still the highest in the county (\$3.32) but it is not out of line for Selco. (See chart.)
County Funding Resolution: All Selco libraries approved the resolution. It is focused on Fillmore County and two other counties who have problems getting county funding.
To figure funding amounts, you go back two years. Selco would like to provide a bill or invoice to county boards for services rendered, but first talking to people, doing public relations, etc.
The Rushford Library didn't do too bad on the allocation amount. Didn't drop much from last year, but next year might be a lot less.
4. Summer Reading: "Rock and Read" program starts the second week in June and runs for six weeks. Story times will be Tuesday mornings and Thursday evenings. The first performer is scheduled for June 17 at 7 pm.
Refreshments for the performers will be provided by the Priscilla Club.

Rushford Public Library Board Meeting Minutes
July 20, 1998 7:00 p.m.

Members Present: Lisa Bauer, Duane Cook, Jeaneen Engrav, Danette Grimsrud, and
Burton Svendsen
Members Absent: Wanda Hanson, Lynn Humble
Guests Present: Larry Bartleson, Susan Hart, Mayor Al Morken, Kathy Zacher

Meeting was called to order at 7:00 p.m. by Danette Grimsrud, Secretary. First order of business was a call for nominations for Chairman of the Library Board. Jeaneen Engrav nominated Burt Svendsen as Chairman and it was seconded and unanimously approved. Burt Svendsen nominated Danette Grimsrud as Secretary and it was seconded and unanimously approved. The minutes from the April 15, 1998 meeting were approved as written.

We discussed our regular meeting time: 3rd Wednesday of every quarter at 6:30 p.m. It was decided that we would continue meeting at that time, knowing that during the Library Director search, meetings would be more frequent.

Burt welcomed our guests, who were there to discuss the hiring process of the new Library Director. Mayor Morken and City Administrator Larry Bartleson said that they would rely on the library board's recommendation to the council, following the City Hiring process.

Susan Hart, Interim Library Director.

Librarian Report:

There are 135 children signed up for the summer reading program. 43 children and 14 adults attended the summer program finale (The Silly Sisters). There are also 30 children in summer school (Pre-K - 8th grade) who are coming to story time weekly.

The Reading Buddies program is off to an excellent start. The first set of time sheets were turned in in July. There are 16 adults and 16 children matched up and the children got to take home their first book of the program.

There are two college graduates helping out in the library this summer, and Susan spoke very highly of their abilities and was grateful for their help.

We welcomed Lisa Bauer to the Library Board. She is filling the vacancy of a City of Rushford Village member.

A Selection Committee was formed. It was decided to use the entire Library Board, with the exception of Wanda Hanson, who has a conflict, and with the addition of Susan Hart, who is acting as Interim Library Director.

We discussed what we were looking for in a Library Director, and a few ideas mentioned were: comfortable working with children, knowledgeable about books, and knowledgeable about and comfortable with technology.

Larry Bartleson has contacted all eleven applicants to tell them the process we are going through, and to explain the delay in the response. (Applications were closed July 6, 1998.)

Rushford Public Library Board Meeting Minutes
July 20, 1998 7:00 p.m.

All applicants were still interested in the position. Larry Bartleson also reported that they received the Re-certification of Maintenance of Effort from the city tax of 1996 (Burt Svendsen has the copy), and also that the Library budget needs to get to the City Council for approval by the end of August.

Kathy Zacher reported that the Library grant received for the Reading Buddies program is in a separate account from the Library budget and has been put in a CD until it is needed.

Visitors left at 7:40 p.m. and the meeting was closed for review of applications by the Selection committee.

There were eleven applicants for the position of Library Director. The resumes were scored based on the City of Rushford Selection Process and Criteria and the minimum required qualifications. Applicants are: Rebecca Anderson, Tina Beckman, Kathy Buzza, Jill Lunden Dowdy, Wanda Hanson, Karen Highum, Lynn Hinz, Debra Lee, Kathleen Nelson, Karyn Schmidt, and Pamela Smith. Seven applicants met the minimum requirements of a BA degree and two years of library experience, and scored high enough to be considered for an interview. We divided them up and began checking references.

The next meeting will be a closed meeting to discuss reference checks and set up interview times. This will be held on July 27, 1998, at 7:00 p.m. at the library.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,
Danette Grimsrud, Secretary

Rushford Public Library Board Minutes
Regular Meeting - August 17, 1998 8:00 p.m.

The county is NOT allocating funds until January, and won't tell the figures. Karen Brown, the County Coordinator, won't even give hints. The Fillmore County librarians have drafted a Funding Resolution, which they are asking all county libraries to sign and forward to the County Commissioners. The Commissioners are behind what they agreed they would fund. The resolution is attached.

The By-Laws were written in 1982 and haven't been updated since. Susan recommended that we visit this when we have time and set up a committee to recommend updates. Samples are found in the Trustee Handbook, and Susan also sent for some from the Department of Children, Families and Learning. She also told us that our election time needs to change from July to December to coincide with the end of our fiscal year.

As of July 1, 1998, the library is sales tax exempt on everything.

On October 7-9 the Minnesota Library Association Conference will be held in Rochester. Hope that we can send the new director, especially since it won't be held in this area for a while.

There is a request from Selco for a basket representing the Rushford and the Public Library. They will auction them off at the MLA conference to help out the libraries affected by storms this summer. Susan purchased the basket, and asked that we help fill it.

Handouts given to members from the MN Library Association and the MN Dept. of CFL.

SELCO Report

Wanda Hanson was officially appointed (in a motion by Burt) our Selco representative, and she was congratulated on her position as the Selco secretary/treasurer.

Wanda reported that Selco (Fritz de Brine) was considering doing quarterly purchases of PCs (266-333) through Tech Collective, then libraries would have opportunities to purchase them throughout the year. Selco is hiring a new public relations person and the new (Selco and SELS combined) newsletter should be coming out soon.

Selco is actively pursuing a new building site, as the current Selco building will be taken down by October 1999 because of Hwy 52 construction. They are looking for 7-12,000 square feet.

The new delivery service utilized by Selco is working out well. Service is now 3 days per week and cheaper than the previous service. Our library feels that the service is good.

We talked again about the grant available for graduation standards technicians to teach public librarians about the grad rule. Wanda will mention it to Valarie Hasleiet, as she has already done a lot of outreach to the public library, and it would be nice if she could get a stipend.

Budget

Burt and Susan will present the budget to the City Council on Monday. They implemented a 2.9% increase across the board, which is what City Manager, Larry Bartleson, recommended. Lines 5-9 are income to the library. Lines 5 and 7 come from the city, line 6 comes from the county, and the amount is at this time unknown, so Susan put in a conservative figure. Line 13 is the Library Director's salary. Extra hours for the part-time help isn't included in the budget, as was discussed at the last meeting. The two

Rushford Public Library Board Minutes
Regular Meeting - August 17, 1998 8:00 p.m.

part-time positions will be used to help with after-school hours, and will not work when it is less busy. Line 20 was increased a little because mileage has to come out of our budget now as there is no car for city employees to use. Otherwise the budget is self-explanatory.

The Reading Buddies grant is in a separate account from the library budget. It is not included in the revenue columns.

There was discussion on the salary to offer the new librarian candidate. The amount budgeted is what Jane Enright was earning, plus 3%. Burt and Susan will talk to the city council about this further at the council meeting.

Duane Cook made a motion to approve the budget as written, and it was seconded and approved.

Capital Improvements

*Outside lights - We looked through a catalog and picked out a few models we liked. Burt will talk to Kopperud's. They suggested we look at Menard's also.

*Library Sign - We approved a sign design. Burt and Susan will show the City Council our choice at the meeting on Monday.

Neither the sign nor the lights will come out of our capital outlay budget. The Lion's offered to purchase or help purchase the sign a few years ago, and the lights were budgeted in the remodeling.

*Windows - Haven't heard from W. John yet with an estimate.

*Technology - We won't do anything until Selco knows exactly what they're doing with the updating and purchasing of PCs.

Librarian Search Update

We have interviewed three candidates and have three to go. Hope to have a decision made by September 8 and present it to the City Council for approval on September 14.

Other

We will wait to discuss/amend the by-laws until after hiring the librarian.

Jeanneen Engrav made a motion to sign the County Library Funding Resolution and it was seconded by Duane Cook. It was carried, the Chairman of the Library Board signed it, and Burt and Susan will present this at the City Council meeting also, for approval and signature of the mayor.

The Rushford Library basket for the fund-raiser needs to be done by mid-September. Burt will talk to Donna Ciangiola regarding asking RABA for help in filling the basket.

Next regular meeting will be September 8, 1998 at 7:00 p.m. in City Hall.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,
Danette Grimsrud, Secretary

Rushford Public Library Board Minutes
Regular Meeting - August 17, 1998 8:00 p.m.

The Library Board Selection committee met on August 3, 1998 to interview Pamela Smith from California. The rest of the interviews were set up for August 17 at 1:00 p.m. and 6:30 p.m., August 26 at 6:30 p.m. and 8:00 p.m., and August 29 at 10:00 a.m.

Members Present at Meeting: Duane Cook, Jeanneen Engrav, Danette Grimsrud, Wanda Hanson, Susan Hart (Interim Librarian) and Burton Svendsen

Members Absent: Lisa Bauer and Lynn Humble

Meeting was called to order at 8:00 p.m. by Chair Burt Svendsen.

Minutes from July 27 meeting were read and Wanda Hanson had a correction: The grant that is available is for media center specialists in schools to teach public librarians about Minnesota Graduation Standards. The school's graduation standards coordinators or media center specialists must apply for the grant to get a stipend for this work.

Minutes were approved as amended.

Librarian Report:

Susan shared the circulation and new borrowers report for the last quarter.

Month	Circ.	New Borrowers
May 1998	1253	16
June 1998	1747	27
July 1998	1884	23

Part of the increase in circulation is due to the reading buddies program which gives students involved in the program the book they are reading, and the library receives a matching copy. We also discussed the fact that people are borrowing books to each other without returning them to the library for processing. Susan is talking to the people that she knows do this, as this also affects circulation numbers.

Susan attended the Advisory Meeting and shared with us their Long-Range Planning.

*In the next five years inter-library loans (ILL) will be web-based and we will need more PCs to handle this.

*They don't feel that anyone will need help with the Millenium problem, but gave out step-by-step instructions on how to handle it.

*Selco working with Minitex and PALS to get a new ILL plan

*Selco currently uses DRA and updating to DRA-Taos. They are talking about implementing it in the fiscal year 1999-2001.

The new Large-print rotation will be starting the first of the year. The demand is up, so this will be an improvement. Chatfield invites everyone to their Open House for their new library building on September 19, 1998; from 1 - 4 pm. Harmony is moving into their new quarters and hopes to have it completed by August 24.

Rushford Public Library Board Minutes
Regular Meeting - September 8, 1998 7:00 p.m.

The Library Board Selection Committee has completed interviewing the five candidates for the Librarian position. The committee met briefly before the regular meeting to discuss what to do.

Committee Members Present: Jeanneen Engrav, Lisa Bauer, Duane Cook, Burton Svendsen, and Danette Grimsrud. Susan Hart excused herself from the committee.

The position was offered to Kathy Buzza, who declined it, and Pamela Smith, who had already taken a position. There was discussion about the other three interviewed and the possibility of starting the search over. Susan Hart has indicated interest in the position.

Duane Cook made a motion to hire Susan Hart from within. It was seconded by Jeanneen. Lisa Bauer made a motion to put Susan at Step 3 on the City pay scale. It was seconded by Jeanneen.

Board Members Present: Lisa Bauer, Duane Cook, Jeanneen Engrav, Danette Grimsrud, Burton Svendsen (chair) and Susan Hart (Interim Librarian)

Board Members Absent: Wanda Hanson and Lynn Humble

The meeting was called to order at 7:30 p.m. by Burt Svendsen. The agenda was approved with no additions, and Jeanneen made a motion to accept the Minutes of the August 17 meeting as written. It was seconded and carried.

Reports:

Susan Hart reported that she was doing a three month review with the Reading Buddies program. She will meet with the volunteer adults to evaluate how it's going so far. She is looking for alternative learning materials (e.g., games) to have on hand at the library so that they can supplement their reading time.

Susan asked for permission to sell the card catalogs that are sitting in the basement. She has spoken to the owner of Suite 16 and he says we can probably get \$150-\$180 for them. She would use the money to buy hardware for the library.

There is a Library Development and Services (LDS) Collaborative Grant available through the Department of Children, Families and Learning (CFL). The grant needs to be managed through a collaborative and Fillmore County has just established a collaborative (Fillmore County Family Services Collaborative). Susan, and other Fillmore County Librarians, will attend their meeting on Thursday. The grant would be written for county-wide sharing of materials on a given topic (would work well for Graduation Standards).

Susan reported that Val Hasleiet is going to apply for the grant to keep libraries updated on graduation standards.

There was no Selco report as Wanda wasn't in attendance.

Unfinished Business:

a). **Librarian Search:** The selection committee offered the Librarian position to Susan Hart at Step 3, pending checking with City Manager and presenting it to the City Council on Monday, September 14, 1998. We will have Kathy Zacher send letters to the other three candidates interviewed.

b). **Report to City Council:** Burt gave a recap of his presentation to the City Council. He shared with them the positive response towards the summer program, they signed the county resolution, they said to order the sign for outside the library, and the 1999 budget was okayed, and will probably be approved in December or January. They discussed the librarian salary, also, at the meeting.

c). **Capital improvements:**

1. The sign is ordered and will probably be here by end of October. The city employees will install it.

2. The outside lights we picked out aren't available in the color we wanted, so it was decided to order them in another color (brick red).

3. Still haven't received an estimate from W. John Peterson for the windows.

4. Susan is going to see how the library budget looks in December, and if there is enough, she'd like to order a computer for staff use only. She is getting information from Fritz at Selco on their group buys.

d). **Long Range Planning:** We discussed our goals for the library and made a list, which will be prioritized at a later date. The list includes:

- Encouraging patrons of all ages (targeting different groups)
- Publicity for the Library (get Susan out to service groups in town to promote library & volunteerism)
- Making library user friendly/ accessible to all
- Working on programs for the elderly
- Keeping technology current
- Maintenance/ space issues (aggressive weeding? expansion? accessibility?)
- Establishing a "Friend's of the Library" organization, increasing volunteerism and fundraising. Find a more active role for the Priscilla Club?
- For the board to learn more about Library Board Organization!

e). **Bylaws:** Will address at a later date. They need to be updated.

f). **Election Date:** Need to make terms end with end of the fiscal year (now in December), so Danette made a motion to extend the current terms to the end of the year and to hold elections in December, as according to state statute. It was seconded.

g). **Auction Basket:** Get things to Susan at the library by Saturday, as she will be taking it to Rochester on Tuesday

New Business

1. **Meeting date/time:** There was discussion about the next meeting date and time. In the old bylaws it was the 3rd Tuesday of each quarter (Jan., Apr., July, Oct.). We were currently meeting the 3rd Wednesday of each quarter. There was discussion about meeting more frequently to take a more active role. It was decided to meet the 3rd Tuesday, at 8:00 p.m., of every other month (January, March, May, July, September, and November). Nominations and elections for expiring terms will be held in November and reported to the City Council in January for installment.

Rushford Public Library Board Minutes
Regular Meeting - September 8, 1998 7:00 p.m.

2. Other: Jeanneen made a motion to authorize the sale of the card catalogs and it was seconded by Duane Cook.

The meeting was adjourned at 8:25 p.m. (five minutes after the home run record was broken by Mark McGwire!)

Next meeting: Tuesday, November 17, 1998, at 8:00 p.m.
Rushford Public Library

Respectfully submitted

Danette Grimsrud, Secretary

Rushford Public Library Board Minutes

November 17, 1998, 8:00 PM

Board Members Present: Duane Cook, Jeanneen Engrav, Danette Grimsrud,
Wanda Hanson, Burt Svendsen, Sue Hart, Librarian.

Board Members Absent: Lisa Bauer, Lynn Humble

Meeting was called to order at 8:05 pm. There was an addition to the agenda: *Board Membership Clarification*. Wanda Hanson moved to adopt with the addition, and Jeanneen seconded. There was a motion by Jeanneen to approve the minutes of the September meeting, and it was seconded by Duane.

Correspondence: Sue Hart read a thank you from Chatfield for a gift from the Library and City for their open house after remodeling, and a letter from Kathy Buzza declining the position offered to her. Danette needs to send Thank yous to all who donated to the MLA basket.

Librarian's Report: Advisory Meeting Notes

- "Hot Reads for Cold Nights" - Adult reading program which Selco has been doing for two years. Susan is going to get something going in our Library this winter, maybe tied in with Cabin Fever days.
- Board Orientation/Training - Fillmore County Librarians are considering a joint training for all boards because of expense.
- Large Print Circulation - will be revamped December 1. Will get new ones in the rotating books.
- There are now 78 Selco sites with online cataloguing. It is mandatory that all Selco libraries be fully automated by end of 1999.
- Automation Meeting - Updated the routers and improved firewalls so faster service hopefully, but there are still bugs.
- Fines/Inactive Fines Updates - If books are lost for 2+ years Selco used to purge the books, which librarians, who have small claims court cases for replacement of the books, were upset about. Local librarians wanted more control over the list.
- Questions for Librarian - 1) Reading Buddies update: Susan reported that it is continuing, but scaling down because of interest of adults and kids. She is looking into bringing in other children (have about 10 in now, and started with 16). 2) The LDS Collaborative Grant is too involved to try for at this time. 3) No results from the letter to the County Board yet. They won't decide their budget until January. 4) The old card catalogs were sold for \$215. The Suite 16 Antiques sold them, and didn't charge any commission. Money was put back into capital outlay.

Selco Report (Wanda Hanson)

- They signed an agreement to purchase land (75,772 sq. feet). Need architecture plan approved. The building will be 12,000 sq. feet, including garage, which is double what is there now. They hired an architect.
- The WAN Committee members have met with a consultant regarding the conflicts between Selco head and WETC head.

Next Meeting - January 19, 1999, 8:00 pm

Rushford Public Library Board Minutes

November 17, 1998, 8:00 PM

- They approved a Selco Plan through 2003. They are offering cooperative purchase on laser printers.
- Now offer IAC and IAC Health through the online services. It is available only through Dial-In. They had Britannica, but it was too expensive because they were charged twice, for members and school members.
- Selco requested \$125,000 from Fillmore County Board, which is the maximum allowable through the agreement. The actual cost is \$134,000, and in '98 they funded \$100,000. The Board is still not funding as they should.
- Judith Jordan has been hired as a PR/Marketing Specialist.
- RP Schools are going automated.

Unfinished Business

- Open House - Susan reported a good day. There was a fiber optic cable cut, so all online services went down in the afternoon, which was enjoyable!
- Capital Improvements - The outside lights are there and look nice. The sign will be here on Monday, although the city may not dig for lights until spring. There is currently no word on the windows.
- We discussed the need for computers/technology. There was a motion made by Jeanneen Engrav to authorize Susan to purchase two personal computers and a laser printer through a Selco's cooperative purchase. It was seconded by Duane Cook.
- Long Range Planning - We discussed space limitations, and the need for Library Board Education/Training. Susan is planning on offering community education classes on the internet with school collaboration, and is checking out other adult programming.
- By-Laws - Need to be updated. Lisa Bauer and Jeanneen Engrav were appointed to a committee to start the process.

New Business

- Report to City Council - Burt Svendsen will report to the next city council meeting regarding our technology updates, adult programming, capital improvements, and our space concern.
- Budget Meeting - City council talked about the budget last night. Said no increases.
- Other - 1) Checking into seeing if it would be appropriate for Library Board to join Rushford Area Business Association. 2) Talked about doing something for the Christmas Lights parade. Most board members were already committed to other floats/activities that evening. 3) Board Membership Clarification: By-Laws calls for 6 members plus a Priscilla Club member plus a City Council member who is appointed by the Council.

The Motion to Adjourn was at 9:50 pm.

Next Meeting - January 19, 1999, 8:00 pm

Library Board Meeting Minutes

January 19, 1999, 8:00 PM

Members Present: Duane Cook, Burt Svendsen, Danette Grimsrud, Paul Erickson, Susan Hart, Librarian

Members Absent: Jeanneen Engrav, Wanda Hanson, Lisa Bauer

1. Meeting was called to order at 8:05 pm.
2. Duane Cook moved to adopt the agenda, and Danette Grimsrud seconded.
3. Welcome to Paul Erickson, new City Council member appointed to our board.
4. The minutes from the November meeting were approved as written.
5. Correspondence/Communication: As an item of interest, Susan mentioned that a student asked her about music/CDs from a United States Air Force concert he attended in Winona. She did an internet search and found that they provide copies of the music free to libraries, and it has now been received.

6. Librarians Report:

- a. Working on the year-end report right now -- just got the final figures from SELCO on Friday. Recent statistics: Fourteen new borrowers in December, twelve in November.
- b. Sign-up for the adult reading program will be the first week of February. Having a story time for kids one time per month, with help from Amy James.
- c. Started bringing books to the Bremmer Suites for people to check out. Will continue this on an every other week (Monday) basis. Looking for a volunteer to help with this. New large-print books are here. They will circulate to other libraries every three months.
- d. Received a donation of paperbacks from Karen Highum; some are on the shelves, some will be sold on the book sale.
- e. The Reading Buddies program is continuing, with some turnover of adults and children. Continuing to have about 10 of each. Grant runs through May.

SELCO Report:

No report tonight as Wanda is attending their annual meeting.

7. Unfinished Business:

A. Long-Range Planning

1. Technology -- Susan was authorized to purchase computers and printers, but decided against going with the SELCO group buy in December. The options weren't what she wanted, and there have been problems with the programs. Hook-ups from SELCO are also taking months. Bought a used apple printer from the school for \$50. There will be ongoing computer/technology needs in the library's future.
2. Expanding People Base -- Always working on it
3. Advertising -- thinking about a weekly or bi-monthly column in the newspaper regarding new books at the library and upcoming events. Thinking about putting together a pamphlet.

Next Meeting: March 16, 1999

Library Board Meeting Minutes
January 19, 1999, 8:00 PM

- B. Capital improvements --
Windows hanging in there
Only one heat register works
Checking into computers

C. By-Laws

Burt typed up by-laws, combining them with the city ordinances. City ordinances are the underlined portions. The discussion centered around the issue of the City Council member on our board -- should they be the 7th voting member or the 8th and a non-voting member? City council passed a policy that council members cannot hold offices on the boards they serve on, but it was up to us whether or not they are allowed a vote. We decided to allow the council member to be a voting member. We will discuss and vote on the by-laws next meeting.

D. Library won't join RABA separate from the city. Susan and Kathy will alternate attending meetings and updating the other.

E. Clarification of Board Terms

Terms run with the fiscal year (January to December). We will have to vote on new members at November meeting, bring to City Council for appointment, and they can take their seat in January. Danette Grimsrud and Duane Cook's terms will expire in 1999.

NEW BUSINESS:

A. Lisa Bauer resigned from the library board, effective January 19. We discussed a replacement. Susan has talked to Paula Brand, a Fillmore County resident, and she is willing to become a member. Danette moved to approve Paula Brand as a replacement for Lisa Bauer, and Duane Cook seconded it. Burt will bring it to the council meeting for appointment.

B. 1998 Annual Report

1. Mission Statement

The Mission of the Rushford Public Library is to provide access to opportunities for information and education to area residents throughout their lives.

Danette made a motion to accept the Mission Statement; Duane seconded it.

2. 1999 Goals for the Library

In 1999 the Rushford Library will update their technology by adding two new computers and update the current computers.

In 1999 the Rushford Library will expand their user base by initiating and expanding programs, such as, lending to the Good Shepherd Lutheran Home, an adult reading program, programs for youth, and recruiting volunteers to help with such programs.

Next Meeting: March 16, 1999

Library Board Meeting Minutes

January 19, 1999, 8:00 PM

In 1999 the Rushford Library will improve public relations by producing a pamphlet for publication and distribution and possibly having a column in the local newspaper regarding new books and upcoming events.

In 1999 the Rushford Library will continue to maintain its current building, by doing capital improvements, as needed, and will also explore the alternatives for expanding the library space.

3. Training -- Susan has listed the training she has attended through SELCO

4. Facility Improvements -- New outdoor lights, new sign shared with the city, new paperback holder

5. Other Projects -- Hired a librarian, Reading Buddies grant

Annual Report due February 15, 1999

C. Burt will report at next City Council meeting, January 25, 1999. He will report about the adult reading program, the recommendation of Paula Brand to the Library board, the reading buddies program, the donation of the paperbacks, and the space concerns which we will be looking at in 1999.

D. Next meeting: March 16, 1999, 8:00 PM

E. Other -- Librarians have attended county board meeting to discuss the usage bill SELCO presents to the county board. The County board gave \$120,000, which is up from \$100,000, but the usage bill is \$125,000. The librarians pointed out that rural usage is up in all libraries, but cities are still funding libraries. They (librarians) said they could start charging rural residents or not allowing them to check out materials unless the county does their share of funding the libraries. They have scheduled a meeting with Ann Hutton (SELCO), Gary Peterson (Fillmore County Commissioner), and Fillmore County Librarians to draw up a new contract for county funding of libraries.

Motion to Adjourn at 9:30 PM

Respectfully submitted,

Danette Grimsrud, Secretary

Next Meeting: March 16, 1999

Meeting was called to order at 8:00 PM.

The agenda was adopted with the additions of (a.) the Annual Report (b.) Librarian Review (c.) Capital Improvements - heat. Wanda moved to accept the additions, and Paul seconded.

Roll Call:

Members Present: Burt Svendson, Paula Brand, Paul Erickson, Danette Grimsrud, Wanda Hanson, and Susan Hart

Members Absent: Jeanneen Engrav and Duane Cook

Welcome to Paula Brand, our newest board member.

The minutes were approved as written.

Librarian's Report

- Adult Reading Program - 50 adults signed up and this is the last week. Susan is rescheduling a party to end the Cool Nights Hot Reads program.
- Susan taught two community education classes on SELCO and the internet. She and Lisa Bauer taught about 14 people at one of the school's computer labs. Showed people how to access the online card catalog and renew and order books online.
- Susan attended the SELCO Advisory Committee Meeting on April 6. They went over the SELCO budget for next year. They are predicting big cuts, and are waiting to see what the legislature does. The state wanted to take away the Telecommunications Access Grant from the libraries, but after protestation, they are going to keep paying for library's online connection. The small collaborative grants (like the one that funded our Reading Buddies program) may be cut.
- Susan attended the Fillmore County Librarians meeting on April 16. They also discussed budget. Rural circulation is up and the funding isn't coming from the County. They are still working with the Commissioners. The annual report was due on April 1, but due to receiving the materials late, they were given an extension. (See below.)
- Sue attended a training for the summer reading program on March 29. This year's theme is "Treasure Your Library." They gave many ideas for books and entertainers. The t-shirts have already arrived. Teachers at school set up times for all classes in the elementary to come over and tour the library and hear about the program.
- The Booster Club donated \$200 for the summer reading program.
- Every other week Susan puts an article in the newspaper listing the new books, videos, and audios in the library.
- About \$200 was made on the used book sale.
- During January through March, 37 new borrowers signed up and more than 5000 items were checked out.
- The monthly story hour has been successful. The last one will be held in May (the summer program begins in June). Amy James has been a very helpful and creative volunteer for the program. She is moving, and will be missed.
- Reading Buddies program will continue until the end of May. There are 11 adults still participating.
- There is a volunteer who brings large print books to the Bremmer Suites every other week. About 15-20 books are checked out to about 8 people each week, and the program is growing.

- A materials grant (approximately \$500) is being used to enhance the audio cassette and large print book collections. One unabridged book on audio cassette costs approximately \$90. The library has also received many donations in these areas.
- Kay Wood-Norton is working about 4 hours/week and Wendy Rasmussen is working about 10 hours/week at the library.

SELCO Report: Wanda Hanson

- The land for the new building has been purchased for \$207,000. MN DOT still haven't given an offer for the existing building, and SELCO's appraisal was less than expected, so waiting for MN DoT to get their own appraisal. Very slow process.
- St. Peter's School in Hokah joined SELCO through a "Hokah Together" grant.
- Trying to get electronic linkages to the Bookmobiles.
- They received a grant for a web address to a regional reference database.
- Next meetings: April 29 (Quarterly meeting); May 25; June 22.

Unfinished Business

a) Long Range Planning

1) Technology - Have two more dumb terminals hooked up (one behind the desk). They access the internet (text only), but basically to be used for card catalogs. SELCO is looking at grants for group-purchased PCs, but the new DRA systems still isn't without its problems, so Susan isn't in a hurry to purchase a new PC yet. She is looking into purchasing a scanner gun, as soon as the wand currently used dies, if not sooner. They cost approximately \$400.

2) Expanding People Base - See the Librarian's Report regarding the adult reading program, the summer reading program, and the outreach to the nursing home residents.

3) Advertising - Susan currently has a bi-monthly column in the newspaper and purchased a Volunteer Week advertisement. We discussed making a brochure and looked at a few. Wanda and Danette will work on one.

4) Capital Improvements -

Space will always be an issue, and Susan questions whether making the library basement accessible would be the answer. Lifts are usually high maintenance, and a lot of work would have to be done in the basement. Staffing also would be a problem. Would need to have two employees on staff at all times.

The windows aren't a priority.

Computers - see above.

Heat - The problem with the heat was fixed this winter. One of the pumps in the basement which circulates the hot water wasn't working. It was on the City Hall's bill.

By-Laws and Library Mission Statement

The By-Laws were read and reviewed. There was discussion about the Librarian's role in hiring other staff. There were conflicting lines in the by-laws. It was decided that the librarian could do all hiring of needed staff, and is to keep the board posted. It was decided to table the approval of the By-laws until the next meeting to allow for these changes, and also to allow Paula to review them.

The mission statement and goals were reviewed once again.

Annual Report

Some explanations:

Total Borrowers: This number only includes "legal" borrowers, which are those who have cards from the City of Rushford, or rural Fillmore County. Winona County and Houston County borrowers don't count. Other city library cards also don't count.

Library Visits: Just a random sample.

Policy/Plans: (on page 3) Ours need work. Would be good to have a Disaster plan, Site Evacuation plan, Accessibility plan, as well as a Long-Range plan.

Most of the spending of the Reading Buddies grant will be on the 1999 report. The money can't be carried over, so next year's report won't be able to show it.

Some re-working of the library funding is going to have to happen. Cost is currently based on the circulation, but doesn't count the people who come in to use the computer, and that is an area that's growing.

Wanda moved that we accept the Annual Report as written; Danette seconded. The annual report was filed online. Burt signed the hard copy to be mailed in.

New Business

PR - Discussed brochure as an advertising tool (Danette and Wanda will work on this).

Craig Hill is a volunteer who is working on the library's web page, so we will watch that progress.

City Council Meeting - Burt will attend after our next meeting, which will be in May.

Librarian Review - Susan handed out evaluation forms that we are to have filled out by our next meeting.

Next meeting: May 18, 1999, 8:00 PM.

Respectfully submitted,
Danette Grimsrud
Secretary

**Rushford Public Library
Board Meeting Minutes
July 16, 1997
6:30 p.m.**

Members Present: Lynn Humble, Jeaneen Engrav, Danette Grimsrud, Wanda Hanson, and Jane Enright, Librarian.

Members Absent: Duane Cook, Julie O'Donnell, and Burt Svendson

Meeting was called to order by Lynn Humble and the **old minutes** were approved. Discussed the Intro to the Internet program offered and taught by Jonathan Ask. There was a good turnout. Discussed collaborating with Fillmore County Extension, Lisa Bauer at R-P schools, and community education for future trainings.

Old Business:

- Summer reading program going great. Susan Hart built the castle for the children's book area. Good turnout for the zoo program. Looked at monster masks children have made and left at library.
- People have adapted to system of using numbers instead of names.
- 1996 report to City Council went well. Council still looking for ways to make revenue off library. Handouts attached to agenda.

New Business:

- Thanks to Jeaneen and Wanda for staying on the board for another term.
- Date for special 1998 budget meeting set for August 12, 1997, 6:30 p.m. Look for budget in the mail after the first of August.

Librarian's Report:

- Library going to be "weeded" August 25, 9:00 a.m., and (if needed) September 4, at 9:00 a.m. Selco comes down to help with that.
- Going to barcode cards, maybe as soon as 1 August 1997. Jane has Borrower's Registration Training on August 4, then can start towards automation.
- Re: budget: Will enclose expenditures thus far. Salaries still being negotiated with council.
- Selco Automation Fee Structure: our total automation costs lower than most
- More audio books for rotating selections ordered this week.
- Wanda reported on **WAN** meeting, where they eliminated themselves. Everything stays the same, it is just no longer a **WAN** group.
- Selco looking at cost-effectiveness of Bookmobile (in Wabasha Co. right now). It gets the biggest pot of money from the county right now, and costs \$9 per circulated item. Some counties use it more, especially if they have one central library per county. We have seven libraries in our county.

Motion to adjourn at 7:20 p.m.

Next regular meeting scheduled for **October 22, 1997 6:30 pm.** (Note change due to MEA weekend.)

Budget meeting August 12, 1997, 6:30 pm.

Respectfully submitted,

Danette Grimsrud

According to the American Libraries Magazine, "Circulation, Spending Upswing," the median cost per circulation is \$3.13 and we are less than that currently.

Jane applied for a Cooperative Grant with RSVP program, and Title I (schools) -- *Reading Buddies*. It involves joining senior volunteers with struggling readers for telephone contact a minimum of two times per week. The volunteers will be screened, and there are 60 children in grades 1-5 in Title I. She is also working on another grant due in November.

7. Other

Encourage patrons and board members to talk to council members about the library as the budget will be discussed at upcoming meetings.

8. Motion to Adjourn at 8:00 p.m.

Next meeting is January 21, 1998 at 6:30 p.m.

Rushford Public Library Board Meeting Minutes

October 22, 1997

Members Present: Duane Cook, Burton Svendsen, Wanda Hanson, Jeaneen Engrav, Danette Grimsrud, and Jane Enright, Librarian.

Members Absent: Lynn Humble, Julie O'Donnell

1. **Agenda and Minutes of previous meetings approved**

2. **Automation Update -- Jane Enright**

*Most city residents are entered into the computer and barcoded cards from other libraries are being entered. Starting soon on entering others from Fillmore County and other counties.

*Selco will be closed November 11-12 to upgrade their system. Rushford Library will be closed on the 12th and will start automation on November 13th. Jane will do publicity around the need for cards at all times.

*The new automation fee structure will start January '98 (from \$130/month to \$275/month).

3. **City Council/Budget Update**

Lynn Humble was absent, but Jane updated us on the budget. We are close to budget right now. City Council has again discussed charging for videos, but no one in SE Minnesota charges (besides Winona who assesses \$.50 per video to defer the cost of staying open an extra day). The library is not in the business of raising money.

4. **WAN and METC Update -- Wanda Hanson**

Many differences of opinion still exist. Wide Area Network will continue to exist.

5. **Book Sale -- Jeaneen Engrav**

Decided to have a book sale of weeded out books in the lobby of Norsquare in January. It will be on the Honor System, with the theme "*Curl Up With a Good Book*".

6. **Librarian's Report**

Cost per circulation is still the highest in Fillmore County, but down from \$9/item to \$3/item. Council still has concerns about the cost. We have a full-time librarian and others in the region don't. All of the libraries in our county are operated differently and the formula for funding through the county has been unchanged in years and based upon circulation. Most counties have had an increase in funding, but Fillmore County is a small, rural county which has patrons from nearby counties (Olmsted, Houston and Winona) and they aren't assessed a fee. We've also had a lot of growth in our library and that has cost the library.

Jane has received information from other libraries in our county and compared them to ours. She is trying to keep the budget in line with a small % increase. The advisory board members are trying to get more funding from the county commissioners.

Rushford Public Library Board Meeting
Minutes for September 21, 1999

Members Present: Paula Brand, Duane Cook, Paul Erickson, Jeanneen Engrav, Danette Grimsrud, Burt Svendsen, and Susan Hart.

Members Absent: Wanda Hanson

Meeting was called to order at 8:10 pm.

The agenda was approved and the minutes were approved as written.

Librarian's Report

- Susan stated she is working on the budget, and is putting a 2.5-3% increase on most items, including wages and salaries. She kept all the income the same, not anticipating increases from the county or city level.
- There is still money budgeted to replace the windows, so she is getting estimates. She is also going to move the drinking fountain into the City Hall hallway. She is budgeting \$2000 on capital outlay for computers. Next year SELCO will push hard for the new DRA system (for circulation), so will need to update computers by then.
- On August 19, Susan attended lunch at the Tenborg Center to talk to the Semcac group about library services. She handed out new brochures.
- On September 14, Susan attended an Automation Users meeting at Selco. When we upgrade we will be able to use Selco's filter system to block some PCs from accessing the internet, so they will be used for card catalog only. MNLink is available for use. It is a search engine which is capable of searching ALL card catalogs in Minnesota, including universities. Selco will do a cooperative purchase of PCs and printers in October, but we will wait until next year.
- Susan attended the WSU Library grand opening. It is for public use. One thing of note was that all the screens on their computers were flat, which allowed for more room. Might be something we should consider.
- Kevin Klungvedt donated a computer, computer hutch, and printer to the library. It is located in the hallway.
- Next Tuesday evening (September 28), Neil Haugerud is going to be at the library for a book signing from 7-8 PM.
- Susan is on the Online Resource Committee at Selco. There is a link to it on the webpage. It is a subscription service for medical and professional journals/magazines of interest.
- Last month Susan got all the shelves labelled.

There was discussion about a possible donation to the library via the city. Sumatoma made a donation to the city of Rushford of \$5000, and the city has talked about giving it to the library to enhance technology. The discussion centered around space issues, where to put a computer center. Burt will bring this up at the next City Council meeting on September 27.

No Selco report.

Unfinished Business

- a) Librarian Review Form: Susan gave Burt some samples and we looked at several and gave our input. Burt will compile the best of each form and present a form at the next meeting.
- b) Public Relations: The new library brochures are in the community.
- c) Capital Improvements: Discussed replacement of windows and upgrading computers.
- d) Long-Range Planning: Technology-- Spring; Expanding people base-- Still going strong at the GSLH, the story hour is going again through the school year, there will be an adult reading program this winter, there are some joint ventures with Semcac; Advertising-- bi-monthly column in the newspaper; Capital Improvements-- Discussed above.
- e) Library Policies. Paula and Susan have worked on updating library policies.
 - 1) Circulation of Materials Policy
 - 2) Borrowing Privileges Policy
 - 3) Emergency and Disaster Policy

Now all patron-related policies are in writing. Susan plans on showing new card holders a copy of the policies. There was discussion about an internet policy, but it was decided to hold off at this time. Will need to write a Technology Plan at some point.

Personnel Notes-- Jeremy Zacher got a teaching job, so no longer working in the library. Jim O'Donnell and Kay Wood-Norton are working a few hours a week as needed.

New Business

Burt will report to the City Council on September 27

The next meeting will be November 9, 1999 (NOTE THE CHANGE). We will need election of new board members (Danette's and Duane's positions are up).

The meeting was adjourned at 9:10 PM.

Respectfully Submitted,
Danette Grimsrud
Secretary

RUSHFORD PUBLIC LIBRARY BOARD MEETING

JULY 20, 1999

Called to order by Chairperson Burt Svendsen @ 8:02 p.m.

MEMBERS PRESENT: Paula Brand, Duane Cook, Jeaneen Engrav, Wanda Hanson, Susan Hart, Burt Svendsen.

Minutes approved as written.

LIBRARIAN REPORT:

150 youth signed up to participate in summer reading program.
110 attended the June entertainment program .
50 attended the campfire and ghost stories with the boy scout leaders in July.
Bluff Country Summer School participants came for special story times while they were in session. Face painters added to the summer fun times.
Summer circulation numbers up: 1743 - May with 12 new library card owners
2304 - June with 18 new cards issued (highest circulation count in library history for one month)

74 patrons using WEB services to place book requests/mo.

County Commissioners met with library representatives (ours is Larry Hanus of Peterson), to discuss rural patron usage and more specifically the actual numbers. The reps gave high praise for the library system in the county - good PR.

Have another computer for patron use located in the hallway between the library and city hall for now. Is equipped with Windows 95 and its main use is for patron and staff word processing.

SELCO REPORT:

The new budget is not looking great.
Bids are out on new SELCO building.
Annual meeting next week, Tuesday.

UNFINISHED BUSINESS:

Need a better form for librarian review. Burt will put something together for next time.
Wanda redid brochure and will have 200 printed
SELCO is not ready to move to the new DRA system , so for now, present computers are adequate.
Continue to take items to the Bremer Suites and assisted living apts. every three weeks with the help of a volunteer.
Have "new item" report in paper every other week.
10,800 items in library-continue briefing city on growth and space needs.
Jeaneen and Susan talked with Lee Humble. He thanked us for explaining the services offered through the SELCO system-but still doesn't think it is right that tax payer money is used to purchase entertainment videos for the public while he is trying to make a living off renting them to the public. Susan said she would no longer list new videos in the paper. He appreciated that.

NEW BUSINESS:

Burt will present a report to the next City Council mtg.
Need to get policies in print for the library. Disaster plan, book privilege sign outs, etc.
Susan and Paula will work on this.
Next meeting: September 21, 1999 @ 8 p.m.

Meeting adjourned @ 8:55 p.m.

Rushford Public Library Board Meeting
Minutes for September 21, 1999

Members Present: Paula Brand, Duane Cook, Paul Erickson, Jeanneen Engrav, Danette Grimsrud, Burt Svendsen, and Susan Hart.

Members Absent: Wanda Hanson

Meeting was called to order at 8:10 pm.

The agenda was approved and the minutes were approved as written.

Librarian's Report

- Susan stated she is working on the budget, and is putting a 2.5-3% increase on most items, including wages and salaries. She kept all the income the same, not anticipating increases from the county or city level.
- There is still money budgeted to replace the windows, so she is getting estimates. She is also going to move the drinking fountain into the City Hall hallway. She is budgeting \$2000 on capital outlay for computers. Next year SELCO will push hard for the new DRA system (for circulation), so will need to update computers by then.
- On August 19, Susan attended lunch at the Tenborg Center to talk to the Semcac group about library services. She handed out new brochures.
- On September 14, Susan attended an Automation Users meeting at Selco. When we upgrade we will be able to use Selco's filter system to block some PCs from accessing the internet, so they will be used for card catalog only. MNLink is available for use. It is a search engine which is capable of searching ALL card catalogs in Minnesota, including universities. Selco will do a cooperative purchase of PCs and printers in October, but we will wait until next year.
- Susan attended the WSU Library grand opening. It is for public use. One thing of note was that all the screens on their computers were flat, which allowed for more room. Might be something we should consider.
- Kevin Klungvedt donated a computer, computer hutch, and printer to the library. It is located in the hallway.
- Next Tuesday evening (September 28), Neil Haugerud is going to be at the library for a book signing from 7-8 PM.
- Susan is on the Online Resource Committee at Selco. There is a link to it on the webpage. It is a subscription service for medical and professional journals/magazines of interest.
- Last month Susan got all the shelves labelled.

There was discussion about a possible donation to the library via the city. Sumatoma made a donation to the city of Rushford of \$5000, and the city has talked about giving it to the library to enhance technology. The discussion centered around space issues, where to put a computer center. Burt will bring this up at the next City Council meeting on September 27.

No Selco report.

Rushford Public Library
Board Meeting Minutes from November 9, 1999 8:00 pm

Members Present: Duane Cook, Jeanneen Engrav, Paul Erickson, Danette Grimsrud and Susan Hart
Members Absent: Paula Brand, Wanda Hanson, Burt Svendsen

Meeting was called to order at 8:05 pm.

The agenda was approved with the addition of voting for a new board member, and the minutes of the previous meeting were approved as written.

Librarian's Report:

- **Family Literacy Day** was celebrated last Friday. There was a continuous story hour from 1pm - 7pm, and a pajama part at 7:00pm. Susan had prizes for those who came in and spent time at the library reading during the day. There was a lock-in that night for a few kids who help out at the library in different ways throughout the year.
- Planning for the **Adult Reading Program** to start in January.

No Selco Report

Unfinished Business:

- **Librarian Review Form** was updated by Burt Svendsen. Everyone is asked to fill one out and return it to the library ASAP. The yearly review will be done in September from now on.
- **Public Relations:** Myron hasn't put the newspaper column in the paper for a few weeks. If it's not in there this week, Susan will check with him. Had an ad in the paper for Neil Haugerud's book signing at the library in September.
- **Capital Improvements:** Still no estimate on window replacement. No changes in other areas.
- **Long-Range Planning: *Technology*** -- No changes from last month. The Sumatoma money is in an account gathering interest while decisions are made. ***People Base***-- The adult reading program will be this winter, still adding "consumers" at the Bremmer Suites, the story hour for children is still happening monthly, although an ideal time hasn't been found yet. ***Advertising*** -- The Library brochure is out in the community, and people are taking them. It will also be put in the Welcome kits that RABA is putting together for new families. ***Capital Improvements*** -- No Changes.
- **Library Policies:** No change from last month.

New Business:

- **Yearly Review of Librarian** -- Will be done in September. Must be done now.
- **Space Needs Assessment** -- Susan has contacted Ron McGriff from Rochester, through Selco. He does space needs assessments, and has done other libraries. It will be started after the first of the year. The basic assessment is \$1500. Selco will pay half, Susan will put the rest in her budget, although the city may chip in since it will cover the entire building.
- **The \$5000 from Sumatoma** is in an interest-gathering account.
- **Budget for 2000** -- Basically no changes since September. Has added the cost of the assessment.
- Voted on **new library board member** -- ***Roxie Baines*** was voted in. Susan will contact her.
- **Report to City Council Meeting** -- Burt will report on November 22, 1999.
- **Next meeting** -- **January 18, 2000 8:00 PM.**

The meeting was adjourned at 8:37 pm.

Respectfully submitted,
Danette Grimsrud, Secretary

Meeting was called to order at 8:00 PM.

The agenda was adopted with the additions of (a.) the Annual Report (b.) Librarian Review (c.) Capital Improvements - heat. Wanda moved to accept the additions, and Paul seconded.

Roll Call:

Members Present: Burt Svendson, Paula Brand, Paul Erickson, Danette Grimsrud, Wanda Hanson, and Susan Hart

Members Absent: Jeanneen Engrav and Duane Cook

Welcome to Paula Brand, our newest board member.

The minutes were approved as written.

Librarian's Report

- Adult Reading Program - 50 adults signed up and this is the last week. Susan is rescheduling a party to end the Cool Nights Hot Reads program.
- Susan taught two community education classes on SELCO and the internet. She and Lisa Bauer taught about 14 people at one of the school's computer labs. Showed people how to access the online card catalog and renew and order books online.
- Susan attended the SELCO Advisory Committee Meeting on April 6. They went over the SELCO budget for next year. They are predicting big cuts, and are waiting to see what the legislature does. The state wanted to take away the Telecommunications Access Grant from the libraries, but after protestation, they are going to keep paying for library's online connection. The small collaborative grants (like the one that funded our Reading Buddies program) may be cut.
- Susan attended the Fillmore County Librarians meeting on April 16. They also discussed budget. Rural circulation is up and the funding isn't coming from the County. They are still working with the Commissioners. The annual report was due on April 1, but due to receiving the materials late, they were given an extension. (See below.)
- Sue attended a training for the summer reading program on March 29. This year's theme is "Treasure Your Library." They gave many ideas for books and entertainers. The t-shirts have already arrived. Teachers at school set up times for all classes in the elementary to come over and tour the library and hear about the program.
- The Booster Club donated \$200 for the summer reading program.
- Every other week Susan puts an article in the newspaper listing the new books, videos, and audios in the library.
- About \$200 was made on the used book sale.
- During January through March, 37 new borrowers signed up and more than 5000 items were checked out.
- The monthly story hour has been successful. The last one will be held in May (the summer program begins in June). Amy James has been a very helpful and creative volunteer for the program. She is moving, and will be missed.
- Reading Buddies program will continue until the end of May. There are 11 adults still participating.
- There is a volunteer who brings large print books to the Bremmer Suites every other week. About 15-20 books are checked out to about 8 people each week, and the program is growing.

- A materials grant (approximately \$500) is being used to enhance the audio cassette and large print book collections. One unabridged book on audio cassette costs approximately \$90. The library has also received many donations in these areas.
- Kay Wood-Norton is working about 4 hours/week and Wendy Rasmussen is working about 10 hours/week at the library.

SELCO Report: Wanda Hanson

- The land for the new building has been purchased for \$207,000. MN DOT still haven't given an offer for the existing building, and SELCO's appraisal was less than expected, so waiting for MN DoT to get their own appraisal. Very slow process.
- St. Peter's School in Hokah joined SELCO through a "Hokah Together" grant.
- Trying to get electronic linkages to the Bookmobiles.
- They received a grant for a web address to a regional reference database.
- Next meetings: April 29 (Quarterly meeting); May 25, June 22.

Unfinished Business

a) Long Range Planning

1) Technology - Have two more dumb terminals hooked up (one behind the desk). They access the internet (text only), but basically to be used for card catalogs. SELCO is looking at grants for group-purchased PCs, but the new DRA systems still isn't without its problems, so Susan isn't in a hurry to purchase a new PC yet. She is looking into purchasing a scanner gun, as soon as the wand currently used dies, if not sooner. They cost approximately \$400.

2) Expanding People Base - See the Librarian's Report regarding the adult reading program, the summer reading program, and the outreach to the nursing home residents.

3) Advertising - Susan currently has a bi-monthly column in the newspaper and purchased a Volunteer Week advertisement. We discussed making a brochure and looked at a few. Wanda and Danette will work on one.

4) Capital Improvements -

Space will always be an issue, and Susan questions whether making the library basement accessible would be the answer. Lifts are usually high maintenance, and a lot of work would have to be done in the basement. Staffing also would be a problem. Would need to have two employees on staff at all times.

The windows aren't a priority.

Computers - see above.

Heat - The problem with the heat was fixed this winter. One of the pumps in the basement which circulates the hot water wasn't working. It was on the City Hall's bill.

By-Laws and Library Mission Statement

The By-Laws were read and reviewed. There was discussion about the Librarian's role in hiring other staff. There were conflicting lines in the by-laws. It was decided that the librarian could do all hiring of needed staff, and is to keep the board posted. It was decided to table the approval of the By-laws until the next meeting to allow for these changes, and also to allow Paula to review them.

The mission statement and goals were reviewed once again.

Annual Report

Some explanations:

Total Borrowers: This number only includes "legal" borrowers, which are those who have cards from the City of Rushford, or rural Fillmore County. Winona County and Houston County borrowers don't count. Other city library cards also don't count.

Library Visits: Just a random sample.

Policy/Plans: (on page 3) Ours need work. Would be good to have a Disaster plan, Site Evacuation plan, Accessibility plan, as well as a Long-Range plan.

Most of the spending of the Reading Buddies grant will be on the 1999 report. The money can't be carried over, so next year's report won't be able to show it.

Some re-working of the library funding is going to have to happen. Cost is currently based on the circulation, but doesn't count the people who come in to use the computer, and that is an area that's growing.

Wanda moved that we accept the Annual Report as written; Danette seconded. The annual report was filed online. Burt signed the hard copy to be mailed in.

New Business

PR - Discussed brochure as an advertising tool (Danette and Wanda will work on this). Craig Hill is a volunteer who is working on the library's web page, so we will watch that progress.

City Council Meeting - Burt will attend after our next meeting, which will be in May.

Librarian Review - Susan handed out evaluation forms that we are to have filled out by our next meeting.

Next meeting: May 18, 1999, 8:00 PM.

Respectfully submitted,
Danette Grimsrud
Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
MARCH 7, 2000 8 P.M.**

MEMBERS PRESENT: Duane Cook, Jeanneen Engrav, Wanda Hanson, Burt Svendsen and Susan Hart

MEMBES ABSENT: Roxi Bains, Paula Brand, Paul Erickson

Agenda adopted with addition of officer appointment
Minutes from November approved as written

Burt will continue as president
Paula was nominated to be secretary
Wanda is our rep on the SELCO board until her term ends in July

CORRESPONDENCE AND COMMUNICATIONS:

The library received \$200 from the Rushford Lions for the purchase of large print books. A thank -you note has been sent by Susan.

LIBRARIAN REPORT:

November circulation-1632
December circulation-1713 ; 7 new borrowers
January circulation- 1816 (200 more than Jan 99); 16 new borrowers

“Hot Reads for Cold Nights” adult reading program running from January through March

SELCO REPORT:

Move to the new SELCO building went smoothly on February 26 & 27.
Cost effectiveness of the bookmobile will be studied since a new expensive vehicle is needed

UNFINISHED BUSINESS:

P. R. Fifty adults are in the winter reading program. “Clarion Sound” performed as part of the winter program and thirteen people attended. Great music! Forum on women’s health issues will be in one week.

March 2 was “Read Across America” day in celebration of Dr. Seuss’ birthday. Volunteers from SEMCAC read to children from 1:30 to 6:30 p.m. Around a dozen were present for stories.

Priscillas held their February meeting at the library. They assisted in measuring shelving as part of the space assessment project (greatly appreciated by Ron McGriff).

Capital improvements

New ADA signage has been installed per state mandates. New emergency exit lighting was installed as per order of OSHA. Fire extinguishers

were checked and portable emergency lanterns bought and located in the stairwell area. Kopperuds did light meter readings in January. New efficient fluorescent lighting has been installed in fixtures with leaking ballasts and all remaining fixtures had standard bulb replacement. There is a noticeable improvement in lighting conditions at night. Chairs were all re-glued and strengthened by Miner Himlie.

Estimates obtained for replacement of front four windows.

Unanimous decision to try and maintain original looks of double hung vs a large expanse of glass with a crank out. Decision made to go with estimate from the Board Store of LaCrosse.

Long range planning

Will be participating in the spring group purchasing of PCs through SELCO. Workstations will have to be upgraded this year and PACs (public access computers for card catalog) replaced.

Summer reading kick-off meeting at SELCO in late March.

Library policies

No new policies are needed at this time. The recent "no chatting" policy has helped greatly in dealing with public usage on the Internet. Usage policies will have to be addressed again as the number of public Internet accessible PCs increases.

Other

Duane wants the matter of parking for library usage addressed at a city council meeting. When school is in session, the signs we do have are ignored and parking is impossible. He has heard other complaints on this. Susan has been putting reminder notices (printed on city police letterhead paper) on cars violating the space usage, but these are also ignored for the most part.

NEW BUSINESS:

Space needs assessment

Ron McGriff came on February 16 and studied the building and surrounding community. His report is expected in April and the board will review it in May.

Next meeting: May 16, 2000 8 p.m.

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
MAY 18, 2000 8 P.M.**

MEMBERS PRESENT: Roxi Bains, Duane Cook, Jeanneen Engrav, Burt Svendsen, and Susan Hart.

MEMBERS ABSENT: Paula Brand, Wanda Hanson, Paul Erickson

Agenda adopted

Minutes from March meeting approved as written

CORRESPONDENCE AND COMMUNICATIONS:

Library received \$200 from the Booster Club for the summer reading program. Susan has sent a thank-you note.

Burt mentioned the invitation that everyone has received to the SELCO open house scheduled for June 12.

LIBRARIAN REPORT:

Summation given on 1999 annual report.

Total circulation:	22,220 (record high)
City	10,731 (48%)
Fillmore county	8,371 (38%)
Winona County	1,552 (7%)
Houston County	1,566 (7%)
# of people coming into the library:	11,268
# of new items	1,936
# of items available for checkout	11,400
# of new patrons registered	151
# of electronically requested items	3,320

Will be getting an increase in county monies as divided up among the Fillmore Co. Libraries because of the increase in Rushford's county circulation numbers. Expecting \$14,251 in county revenue.

Will be seriously needing to look at an increase in part time employment hours on a 12 month basis. Hours have not been increased since 1995 and when circulation was 7,000 items less.

Tom Witt presented "Women's Health Issues" as part of the adult winter reading program. 17 attended.

Susan attended the summer reading program kick-off in Rochester. It was an all day event with a nationally known guest speaker from the Houston Texas Public Library System.

One more week left in the new mentorship program with sixth graders helping second graders in reading. Nine at each grade level have been participating since March.

The library hosted a Community Ed class on scrapbook making. Susan participated in another Community Ed. Class held at the school on searching the Internet. Directions were given

on how to search the SELCO web site for both library items and information from the data bases.
Several staff changes occurring at SELCO headquarters.

UNFINISHED BUSINESS:

P.R. Will be having a float in the Homecoming 2000 parade. Ideas to follow from the board.

CAPITAL IMPROVEMENTS:

New windows are in . \$880 of expense went on the library budget; the rest under capital improvements on the city budget.

Ron McGriff will be present at the July meeting to go over his recommendations on his space needs report.

Signage was added to the reserve parking library spaces indicating violators could be towed. The police chief has been very helpful in contacting violators and the problem of student vehicle's in library parking has decreased.

A new policy will need to be written covering the new law requiring filtering on Internet computers. Dept of CFL will be sending out sample wording.

NEW BUSINESS:

SELCO BOARD MEMBER

Wanda's term is up in July. Jeanneen will consider it and let the board know. However, it was agreed that as many board members as possible should be present for McGriff's report which falls on the same night as the July SELCO mtg.

Duane wants the board to stick to originally scheduled meeting dates and not adjust for when the president or other members can't be present

Next Meeting: July 18, 2000 8 p.m.

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JUNE 18, 2000 8 P.M.**

MEMBERS PRESENT: Roxi Bains, Paula Brand, Duane Cook, Jeanneen Engrav,
Wanda Hanson (arrived 8:40 p.m.), Susan Hart, Burt Svendsen.

MEMBERS ABSENT: Paul Erickson

Agenda adopted
Minutes from May meeting approved as written

CORRESPONDENCE AND COMMUNICATIONS:

- Sue received a thank you from a patron

UNFINISHED BUSINESS:

- Ron McGriff presented the Space/Needs Assessment (see attached booklet). Discussion followed. It was decided to have a Special Library Board meeting August 1, 2000 at 8 p.m. for the purpose of final input into the Space/Needs Assessment report before Ron McGriff makes his final report and to set some short and long range goals for the future of the library space needs.

REPORTS:

- LIBRARIAN:

A Selco Advisory meeting is set for Aug. 1, 2000 in Rochester. Sue plans to attend.
April Circulation - 1763; 19 new borrowers
May Circulation - 1803; 9 new borrowers
June Circulation - 2434; 28 new borrowers

- SELCO:

Bookmobile - Mower County is discontinuing it and wants to sell bookmobile to us. Surveys will be sent out to local boards and librarians. Bookmobiles may be a thing of the past and also a Class C license is required to drive this bookmobile.

R-P elementary and middle school libraries will be put on the Selco check out system by Sept. 1.

There was some discussion about sticking with the DRA system or the possibility of using a different vendor.

There was a question as to whether Selco is responsible for establishing an emergency fund for libraries who need emergency or other aid or if they need to take care of insurance or other needs themselves.

Selco will keep its options open for purchasing a hair shop next to the new building for future parking space.

Wanda urged us to change our meeting date so they don't fall on the same date as the Selco ones. It is difficult for the Selco rep to attend both meetings on the same night.

UNFINISHED BUSINESS PART 2:

P.R. Dick or Roxi will be setting up a web site. Ross Himilie took a great picture for it. People are taking and using brochures from the Depot tourist center. Sue hands a brochure to

each new patron.

Roxi, Wanda, Paula were given Subway certificates for marching in the Homecoming parade. Sue drove her pickup with library signs and Wendy rode shotgun. Jessica Bauer led her goats to advertise the Summer Reading Program - LibraryKids Lead the Way.

CAPITAL IMPROVEMENTS: None

LONG RANGE PLANNING: Technology can't be ordered at this time because there is no space to put it.

EXPANDING PEOPLE BASE: The numbers are increasing. Duane mentioned that we do have a published author in town, Tom Driscoll. Discussion centered around show casing him and getting some of his books on the shelves.

ADVERTISING: None

CAPITAL IMPROVEMENTS: The Space/Needs Assessment is in progress.

LIBRARY POLICIES: Policy on Internet usage was drawn up by Sue. Text follows. It will be read tonight and voted on at the next meeting. This is in response to the new state law. Selco also has a suggested policy to be posted.

RUSHFORD PUBLIC LIBRARY INTERNET PATRON USAGE POLICY

Patrons are required to sign up for usage with time noted.

Staff monitors accessed Internet sites with periodic observance and by tracking the "history" at the end of open library hours for a given day.

Patrons viewing pornographic sites will be asked leave the library. Repeated offenses will result in the loss of privileges for Internet use.

NEW SELCO REP:Wanda Hanson has put in 6 years as our rep. She received a plaque tonight and was congratulated and thanked for her years of service. No one has volunteered to replace her as yet.

NEW BUSINESS:

BUDGET FOR 2001:

Sue used the figures below to show why she is asking to increase her part time help from 10 hours per week to 18-20 hours at \$6.45/hr. She uses about 7 hours a week of volunteer help that would amount to \$1700 if they were paid. She comes in on Sat. and Sun. and also takes work home to keep up.

<u>1994</u>	<u>1999</u>
15,000 circulation	22,000 circulation
\$6.00/hr	\$6.30/hr

The Board thought this was a reasonable request.

Sue also discussed the Maintenance of Effort for 2002.

REPORT TO CITY COUNCIL: Burt will try to get to a meeting to give them a report when his schedule allows.

NEXT MEETING: September 19, 2000 8p.m. at the Library

ADJOURNMENT: 10:16 p.m.

Respectfully submitted by Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
AUGUST 1, 2000 8 P.M.**

MEMBERS PRESENT: Roxi Bains, Paula Brand, Duane Cook, Jeanneen Engrav, Paul Erickson, Wanda Hanson, Susan Hart, Burt Svendsen.

MEMBERS ABSENT: None

President Svendsen stated the purpose of this meeting was to discuss the facility needs as far as short and long term goals and to give direction to Ron Mc Griff as to what we wanted included in the final Space Needs Assessment that he is preparing for us.

We had a round table discussion about our initial thoughts concerning the Outline Space Needs Assessment that Ron McGriff presented to us at our last Board Meeting. Each of the board members expressed their thoughts and ideas. There was much concern over the technology space needs, parking inadequacy, and the handicap accessibility at the current site. Even if the Library expanded into the current City Hall, it is felt that this would only be a temporary measure and in two years the Library would be cramped again, given current circulation and materials projections.

Duane made a motion that City Council be given the Outline Space Needs Assessment packet prepared by Ron McGriff for their next Council Meeting on August 14, 2000. Wanda seconded. Motion passed.

Wanda volunteered to make a preliminary report at the City Council Meeting and answer questions. Roxi will help her prepare the presentation. Library Board members are encouraged to attend also.

Duane made a motion that the Library Board recommend to the City Council that they look into building a new City Hall/Library complex within one year or we would need to ask for the entire floor of the current Library building and this would only be a temporary solution. Roxi seconded. Motion passed.

In the presentation to the City Council Paul asked that the figures on circulation and materials growth prepared by Sue for tonight's meeting be included.

Sue will contact Ron McGriff to ask that the final report include the option of building a City Hall/Library complex with a meeting room. She will advise him of our time line and request the final Space Needs Assessment be done before August 28. She will also ask for names of architects recommended by McGriff who specialize in libraries.

There will be a Special Library Board Meeting at 6:00 P.M. on August 28, 2000 for the Board to look over the final Space Needs Assessment by Ron McGriff prior to the the August 28, 2000 City Council Meeting at 7:00 P.M. Burt will make recommendations and present the final report from McGriff to the City Council at that time. Library Board members are encouraged to attend the City Council Meeting also.

ADJOURNMENT: 9:17 P.M.

Respectfully submitted by Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
AUGUST 28, 2000 6:13 P.M.**

MEMBERS PRESENT: Roxi Bains, Paula Brand, Jeaneene Engrav, Paul Erickson, Wanda Hanson, Susan Hart, Burt Svendsen.

MEMBERS ABSENT: Duane Cook

Sue presented a cost estimate from Marshall and Swift Company for a one story 5000 sq. ft. structure that includes shelves, lights, flooring, air conditioning, and finishing work.

Wood Frame Structure: \$62/sq. ft. \$350,000

Concrete Bearing Structure with brick exterior and steel supports: \$83-87/sq. ft.
\$435,000

Burt discussed his notes on what he would present to the City Council at 7 P.M. tonight. This included a summary of McGriff's report and the Library Board's recommendation.

Our recommendation will be:

1. Build a 5000 sq. ft. Library/City Hall with shared meeting room, bathrooms, office equipment, computer service closet.
2. Establish a Task Force consisting of Librarian, 2 Library Board Members, City Council member, Priscilla Club member, several community members.
3. Task Force will:
 - >Establish a time line (1 year to year and 1/2)
 - >Site recommendation
 - >Recommend how money should be raised
 - >Locate an architect (one who specializes in Libraries)
 - >Finalize building design
 - >Recommend what to do with the present building (possibly contact Tew heirs)

Roxi Bains and Paula Brand volunteered to be on the Task Force.

Adjournment: 6:46 PM.

Respectfully submitted by
Paula Brand, Secretary

**Rushford Public Library
Board Meeting
September 19, 2000 8:15 P.M.**

Members Present: Roxi Bains, Paula Brand, Duane Cook, Jeanneen Engrav, Paul Erickson, Susan Hart, Burt Svendsen

Members Absent: Wanda Hanson

Agenda Adopted with addition of Unfinished Business d. Adoption of Internet Policy Minutes from August 1st and 28th meetings approved as written

Correspondence and Communications:

- A thank you will be sent to Dr. and Mrs. Richard Nelson for the donation of 2 used Apple computers, 2 printers, and some computer games.

Reports:

- Librarian:

Sue reported on the Summer Reading Program. There were 200 children enrolled in K - 8th grade. Story times were held weekly with Katie Heimgartner in charge of the stories and crafts. There was a great turn out for the singer, Hans Mayer, at Montini Hall. A float was entered in the Homecoming Parade with the theme, Library Kids Lead the Way.

July Circulation: 2159 12 new borrowers 160 new items

August Circulation: 2199 14 new borrowers 80 new items

A CD collection was begun. Austin Library weeded their large print book collection and Sue was able to acquire 26 large print books from them.

The Fillmore County Librarians were rotating 7 audio packs every three months. They have agreed to discontinue this since most libraries now have an adequate collection of their own. They also participate in a group buy for discounted prices. Our share is \$200, which amounts to about 5 unabridged audios.

A Winter Program for children will be a Laura Ingalls Wilder reading program that will be tied in with MN History. Burr Oak Museum has some Pen and Pad Packs, bookmarks, etc. to give away for this project.

The Fillmore County Librarians met with the County Commissioners on Aug. 15 to discuss funding. Underbakke and Biknese were there. Fillmore County does not meet full funding. Rushford's money is based on % of rural circulation.

We currently have no SELCO representative. We will need one by January. SELCO is currently working on WEB 2, and Internet access to order books at

home or in the library. It has some problems at this time.

Unfinished Business:

- **P.R.** Posters are up for Library Card Sign Up Month for September. They are Free!
- **Capital Improvements:**

Discussion centered around the new Library/City Hall building and the Task Force. Task Force members include: Jim O'Donnell, Roxi Bains, Paula Brand, Paul Erickson, Kathy Zacher, Elton Morken, Sue Hart, Pat and Mark Barber, Nancy Benson and Jean Breitenbach. This Task Force will have a preliminary meeting Mon. Sept. 25, 2000 at 6:00 P.M. in the Library. Burt will chair this first meeting.
- **Long Range Planning:**
 - **Technology:** Sue presented several options for using the Sumatoma money. After discussion a motion was made to have her use the money to purchase 3 new computers, a printer, and the software package that will be current to run the SELCO programs. The motion was seconded. Motion passed.
 - **Expand People Base:** Hopefully with more computers, this will help.
 - **Advertising:** Roxi has the new Web Page up and running. Sue showed us all the bells and whistles. It is very impressive. Thank you to Roxi.
- **Internet Policy Approval:**

The policy was presented at the July 18th meeting. It was read again tonight, a motion was made and seconded to approve the Internet policy. Motion passed.

New Business:

- **Librarian Evaluation:** Board members were asked to fill out the librarian evaluation and drop them off at the library or give them to Burt within the next week.
- **2001 Budget:** Sue presented the budget and explained line items.
- **Report to City Council Meeting:** Burt will present the 2001 Budget, a brief explanation of the Maintenance of Effort at the next City Council Meeting on Sept. 25th. This year's 2000 Budget was over \$6,000 less in revenues from the City than in 1999. Burt will also report on the Task Force organizational meeting.

- **Next Meeting:** November 21, 2000 8 p.m. at the Library

Adjournment: 9:32 p.m.

Respectfully Submitted,
Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
November 21, 2000 8:15 P.M.**

Members Present: Roxi Bains, Paula Brand, Duane Cook, Jeanneen Engrav, Susan Hart, Burt Svendsen.

Members Absent: Paul Erickson, Wanda Hanson.

Sue explained placement, usage, and demonstrated the 3 new computers and printer that arrived and were installed today before the meeting began.

Agenda was adopted. Minutes from the September 19 meeting was approved as written.

Correspondence:

- Sue read the letter she received from Ron McGriff in response to her inquiry about hiring him as a consultant for the Library Facility Project. He outlined the services he would render as a consultant and would work with us in hiring an architect and developing a library building program.

Unfinished Business:

- A discussion was held about the duties and responsibilities of the Library Board, the City Council, and the Library Task Force. There seems to be some confusion as to how the Task Force is to proceed. Burt will talk to the City Council at the November 27th meeting to try delineate the duties of each.

- Priscilla Club is planning two Open Houses scheduled for December 9th and 14th. They are planning on having community members read stories during the Library hours on the 9th and serving refreshments. Some sort of entertainment is being planned for the 14th. Library Board members were encouraged to attend if possible to be available to answer questions and concerns. The Library Board would like some surveys and suggestions about the future of the Library to be made available at the Open Houses also.

- It was suggested that we begin inviting Federated Clubs, Historical Society, Lions, and other groups to the Library to allow for more community input into the Library building needs.

Reports:

- Librarian:

Sept. Circulation: 1896 items checked out 6 new borrowers 111 new items
Oct. Circulation: 1698 items checked out 12 new borrowers 66 new items
The water fountain was taken out due to problems. The Library bought a water cooler and City Hall shares the expense of the bottled water.
We currently have no SELCO representative.

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JANUARY 16, 2001 8:00 P.M.**

Members Present: Paula Brand, Rhonda Carlson, Duane Cook, Wendy Ebner, Sue Hart, Burt Svendsen (arrived 8:35 p.m.)

Members Absent: Roxi Bains, Larry Johnson

- Duane presided until Burt arrived. The agenda was adopted with addition of organize under the Call to Order and Surveys - Task Force under Unfinished Business PR. Minutes from the November 21 meeting were approved as written.
- Duane welcomed our new Board Members, Rhonda Carlson and Wendy Ebner.
- Burt Svendsen will be President, Paula Brand - Secretary

Correspondence:

- Paula sent letters to the architectural firms that we didn't choose. Sue sent a Letter of Agreement to TCI for the structural study and they hire TSP to do the mechanical study. They also requested a copy of the Space/Needs Assessment and blueprints if they can be located.

Reports: Librarian

- We still need a SELCO representative. It may be someone who uses the Library often. Sue will ask patrons if they are interested.
- Nov. Circulation: 1682 items checked out 13 new borrowers 15 new PAC items checked out
- The DRA has been changing software and it has caused problems: therefore, there are no accurate counts for Dec. Circulation counts are directly related to funding from the county so this may cause problems. It may be 3 years before all libraries are on the new system and training is completed.

Unfinished Business:

- We received about 100 surveys from the Open Houses put on by the Priscilla Club and at other community events. Roxi, Rhonda, and Paula will tabulate the results.
- The Task Force will meet after the structural and mechanical engineers complete their study.
- The new technology is great. Sue purchased a scanner, printer, and IPC with the donated money.
- Sue is currently waiting to hear about a grant from the Gates Foundation.

- Sue is helping to put together a Mardag Grant that includes, SELCO, SEMCAC, and Community Education. It is a cooperative effort to provide information service to the public. Technology had to be part of it.
- Hot Reads for Cold Nights program is again in place. Ida Mae Bacon will be at the Library on Jan. 24 at 7 p.m. It is being advertised on Channel 10.
- No capital improvements are scheduled at this time.

New Business:

- The City Council approved the 2001 budget.
- Burt will report to the City Council after we receive the architectural and mechanical study from TCI.

Next Meeting: March, 20, 2001 8 p.m. at the Library

Adjournment: 8:52 p.m.

Respectfully Submitted,
Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
APRIL 17, 2001 8:17 P.M.**

Members Present: Roxi Bains, Paula Brand, Wendy Ebner, Sue Hart, Burt Svendsen

Members Absent: Rhonda Carlson, Duane Cook, Larry Johnson

Agenda adopted and Minutes approved

Correspondence:

- Sue reported the Library received \$200 from the Booster Club for the Summer Reading Program. She is sending a thank you.

Reports:

- **Librarian:** Sue is still working on a Grant from the Gates Foundation for two new PCs. They must be hooked up to the Internet. These are grants for poor areas of the country.

- There is no new borrowers report because of the SELCO software glitch. 285 patrons were deleted by SELCO. The problem is being handled.

- Circulation:	Jan.	1818
	Feb.	1959
	Mar.	2399

- Library currently has 13,295 items.

- **SELCO:** The Library will be getting a Thin Client from SELCO with a monitor to replace the dumb terminals. Sue will use this for staff purposes.

- SELCO will no longer be using the DRA system. They are currently looking at 3 automated systems for books. A decision will be made in the next 18 months and full implementation will be made in the next 3 years.

- Gretchen Schade will be our SELCO representative and will report at our next meeting. Thank you Gretchen!

Unfinished Business:

- **PR:** Roxi reviewed the Community Survey results. Burt will share them with City Council at their next meeting.

- **Capital Improvements:** The report from the Library Task Force included the Structural and Systems Evaluation, which is available for review at the circulation desk. There are many issues addressed in the evaluation (heat distribution system, condensation, seal fireplace, no external air circulation, replace windows, humidity levels, supports in basement to name a few).

Al Morken made a motion to hire Ron McGriff as consultant. The City will pay part of McGriff's fees. The City has budgeted \$20,000 for fees.

The Task Force decided that before they could continue, they needed a comparison as to the cost of renovating the existing building versus building a new Library.

Roxi made a motion to have Burt take the Task Force recommendation to hire Ron McGriff to the City Council for approval. Wendy Seconded. Motion passed. After much discussion Paula made a motion to have Roxi contact Jim O'Donnell to have the Task Force make contact with other area libraries that have recently gone through the remodeling or building process. The purpose would be to collect data on the processes they went through, costs, what worked and what didn't work, time lines, etc. Roxi seconded. Motion passed.

New Business:

- **Librarian Job Description:** The Librarian's job description has not been updated since 1994. Sue would like it changed to include the technology updates. The Board recommended that the City Council have Paul Ness review the updated job description.

- **Annual Report:** Sue reported that this has been turned in. We will go through this at the May meeting.

- Burt will report to the next City Council meeting on the following items:

1. Recommendation on the Librarian's job description
2. Results of the Community Survey
3. Recommendation on the Task Force Report

Next Meeting: May 15, 2001 8 p.m. at the Library

Respectfully Submitted,
Paula Brand, Secretary

MINUTES
RUSHFORD PUBLIC LIBRARY BOARD
MAY 15, 2001

Members Present: Roxi Bains, Rhonda Carlson, Duane Cook, Wendy Ebner, Susan Hart, Burt Svendsen
Members Absent: Paula Brand, Larry Johnson

Agenda adopted and minutes approved.

Correspondence: Library received memorial donations from family and friends, of Helen Jensen. (Paula has already sent notes of thanks). James Robertson of Maryland, shipped 50 years of *American Heritage* magazine to the library, as a donation.

Reports: SELCO is in the running for receiving a grant from the Mardag Foundation. The librarians from the counties of southern MN have been meeting to establish outreach projects for their communities. Fillmore County has decided to tailor outreach programs to older adults. Local organizations, namely, Lions, RABA, have been contacted for letters of support for the Rushford Public Library. These have been forwarded to SELCO.
Gretchen Schade made her first SELCO Board meeting. No new information at this time.

Unfinished Business

PR- Need more library brochures printed up for the summer. They will be revised with the new web site address. Roxi is updating the web site for the library to include legislator addresses and adding this years state wide slogan-...@your library.

Long range planning

Technology- The library will be receiving a free thin client and monitor from SELCO as part of a grant project. It will be used as a card catalog for patrons. After discussion, it was decided that a second thin client will be purchased as part of a SELCO group buy, with a thin monitor, to be used at the second staff work station, since the dumb terminals are being phased out. A second receipt printer and scanning gun will not be purchased at this time.

Follow up to Council report

Paul Ness will be here on Thursday to meet with the director and revise/update the job description.

Council has agreed to the hiring of a library consultant. Ron McGriff has sent the board a letter outlining a possible planning assistance proposal. It includes Phase I, II, III and IV plans. (Any or all can be chosen.) Estimated range of costs for services, conditions of proposed services, and a resume were included in the letter. Ron will be contacted, letting him know that the board will need two cost

proposals to give to the Council; one for remodeling existing and the second for new construction. He will also be asked about possible grants when government entities co-locate.

Susan was also contacted by "Crescendo" a fund raising firm. There may be a possibility of them presenting their consulting capabilities at a future city council meeting. They are currently fund raising in Denver Iowa and will be sending references.

New Business:

Annual report

Susan presented the annual report that has to be completed by law, 1 April, and submitted to the Dept of CFL. All numbers for usage and number of people visiting the library are up from last year. Deficit spending resulted when \$6,000 less than the previous year, was allotted to the library, by the city council, in order to force spending down reserves.

A possible change in the meeting times has been suggested. Will be looked at again in the future.

Adjournment: 2130 hrs.

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JULY 24, 2001 6:06 P.M.**

Members Present: Roxi Bains, Paula Brand, Rhonda Carlson, Duane Cook, Sue Hart, Burt Svendsen.

Members Absent: Wendy Ebner, Larry Johnson.

Agenda adopted and minutes approved.

Correspondence:

- A thank you will be sent to James Robertson for the donation of American Heritage magazines.

Unfinished Business:

- Ron McGriff, library consultant, met with the board to gather information for his report in planning for the future needs of the library and cost estimates. He will meet with the board again in about two months.

- Ellen Wunderlich of "Crescendo", a fund raising firm, met with the board to recap her presentation on July 23rd to the City Council. She outlined the process and timeliness for each stage of the project. A feasibility study would need to be done first which could take from 8-12 weeks and cost approximately \$20,000. The pre-campaign process would require 4-5 months, which would include forming 5 Task Forces. The actual campaign would be about 3-4 months. They charge a daily rate, not a % of the funds raised. Mileage, office expenses, communication budget are some of the extra expenses. They included references that we were encouraged to check out.

Questions and discussion followed. Motion by Roxi to recommend to City Council that they hire "Crescendo" to do a feasibility study. Paula seconded. Motion passed. The motion was reconsidered following discussion by members. Motion by Roxi to hire "Crescendo" if their references check out. Paula seconded. The voting was unanimous in favor of the motion.

Duane and Roxi will check on the references and report back to Burt before the August 13th City Council meeting.

Reports:

- **Selco:** Gretchen Schade is our new SELCO rep. She will report at our September meeting.

- **Librarian:** Sue reported that we got the Bill and Melinda Gates Foundation Grant. Good work, Sue, and thanks for the hours of work put into preparing it. We qualified because Fillmore County is below the poverty level. Sue attended a meeting on this grant today. There will be 2 more meetings. We can expect the equipment to

anniversary date. Wendy Seconded. After some discussion, motion passed.

- **Bylaws:** After the Library Board amends the bylaws at the November meeting, Burt will present them to the City Council.

- **Next Meeting:** Our next meeting will be Tuesday, November 20, 2001 at 8:00 p.m. in the Library.

- **Budget:** Sue went over the 2001 budget with us. Burt will present this to the City Council.

The meeting was adjourned at 9:34 p.m.

Respectfully Submitted,
Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 18, 2001 8:00 P.M.**

Members Present: Duane Cook, Wendy Ebner, Sue Hart, Burt Svendsen, Paula Brand.

Members Absent: Roxi Bains, Larry Johnson, Rhonda Carlson.

Agenda adopted with changes and minutes approved.

Reports:

- **Librarian:** Sue reported the new sign out system implementation requires a line item on the budget. We will need to buy the rights to use it from the vendor and this will hit us hard in 3 years, so she is putting away money for this.

The filtering law is being challenged in court. Sue is taking a class to prove movement forward as required.

New book bags and library cards will be phased in as the old ones are used up.

- **SELCO:** Gretchen was at another meeting tonight and could not attend.

- **PRISCILLA:** Wendy reported Al Morken wants to auction off spinning wheels that are broken or missing parts. She said our Board needs to okay this. After some discussion, Wendy made a motion not to sell the spinning wheels. Duane seconded. Motion passed.

UNFINISHED BUSINESS:

- **PR** Sue is having new signs with the Library hours on them to coordinate with the At Your Library theme for this year.

- **Capitol Improvements:** Ron McGriff's Library Space Needs Assessment and Alternative Study was handed out and discussed. Burt will ask the City Council to have TCI architects answer the list of 14 activities for a comprehensive engineering and architectural assessment of the Tew Building. Sue will call and find out the cost to investigate this.

- **Librarian's Job Description:** Upon request of the City Council the following was added: BA/BS + 2 years, or equivalent combination of education and experience. Duane made a motion to accept the updated version of the Librarian's job description. Paula seconded. Motion passed.

- **Meeting Night:** Wendy made a motion to change the regular meeting time and date for the Library Board to read in Article 4 Section 1 to the first Monday of the month at 6:30 p.m. Duane seconded. Motion passed. This will be voted on again at our November meeting as per the bylaws.

NEW BUSINESS:

- **Evaluation of Librarian:** Several members handed in their evaluations to Burt. He will collect the others and we will discuss these at our November meeting.

- **Librarian' Salary:** Paula made a motion to pay the Librarian according to the salary schedule and pay equity points at Step 8, Grade 1 effective on Susan's

anniversary date. Wendy Seconded. After some discussion, motion passed.

- **Bylaws:** After the Library Board amends the bylaws at the November meeting, Burt will present them to the City Council.

- **Next Meeting:** Our next meeting will be Tuesday, November 20, 2001 at 8:00 p.m. in the Library.

- **Budget:** Sue went over the 2001 budget with us. Burt will present this to the City Council.

The meeting was adjourned at 9:34 p.m.

Respectfully Submitted,
Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 20, 2001 6:00 P.M.**

Members Present: Duane Cook, Roxi Bains, Paula Brand, Wendy Ebner, Sue Hart Burt Svendsen.

Members Absent: Rhonda Carlson, Larry Johnson.

Agenda adopted and minutes approved.

Reports:

- **Librarian:** October # of items: 13,892, Circulation count: 2,015
Web 2 is the card catalog on line for the entire state of MN. Rushford Library had 77 inside hits and 55 external hits.
Sue showed us the new SELCO brochure. She will be using the new purple library cards and bags with the SELCO logo.
We also saw the Spring Valley brochure for their new library.
Norman's Electric put in a new outlet and a new line for the Bill Gates Computer area.
The Harry Potter activities last week were very successful.

- **SELCO:** Gretchen Schade was unable to be here tonight. The new automation time line requires it to be up and running by Sept. 2003. The next 12 months will be very busy. Staff members of the SELCO libraries needed to sign up for committees. Sue is on three. We will pay fees for this service. There will be a license fee up front, plus a yearly fee.

Sue passed around a letter that was sent by Ann Hutton to the Winona County Commissioners reminding them of their duty to increase the county's level of library support.

UNFINISHED BUSINESS:

- **PR** The library brochure with the library hours has been redesigned.
- **Capitol Improvements:** Burt reported we are currently waiting for a response from TCI concerning the 14 questions from Ron McGriff and the estimates regarding the building a new library, remodeling the entire building, and adding on to the existing library building.
- **Librarian Evaluation:** There were no concerns since Sue was rated very well and we are pleased with her work.
- **Amend Bylaws:** Article 4 Section 1 was read. (Change the regular meeting time and date for the Library Board to the first Monday of the month at 6:30 p.m.) Paula made a motion that we amend Article 4 Section 1 as read. Roxi seconded. No discussion. Motion passed.
- **Spinning Wheels:** Wendy will check on the status of the spinning wheels with Al Morken.

NEW BUSINESS:

- **Advertising:** Roxi had some concerns that the public needs to be kept up to date on Library news. After some discussion, Burt said he and Sue would get together and get some ideas of how this could be handled and report back.
- **Internet Use Policy Complaint:** There was discussion concerning the limiting of time per day per person. Duane made a motion to leave the policy alone until Sue gets more information as to the rationale behind the policy that most libraries limit usage. Wendy seconded. Motion passed.
- **Report to City Council:** Burt will recap our meeting at the next City Council meeting. Burt and Paula will remain on the Library Board.
- **Next Meeting:** Monday, January 7th, 6:30 p.m. in the Library.

The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,

Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JANUARY 7, 2002 6:30 P.M.**

Members Present: Rhonda Carlson, Duane Cook, Paula Brand, Wendy Ebner, Sue Hart, Burt Svendsen, Roxi Bains arrived at 6:45.

Members Absent: Larry Johnson

Agenda adopted and minutes read and approved.

Correspondence: The Library received \$400 from the Rushford Lions Club for the purchase of large print books and audio books and 4 t-shirts from Nels Jacobson as prizes for the Harry Potter promotion. Also received were smaller donations of \$10 and \$20 over the holidays for memorials, etc. All thankyou's have been sent.

Reports:

- **Librarian:** Sue reported that it has been a quiet month, due to the holidays. The State's budget forecast does not look promising. Winona Library refused to pay the 20% usage bill.

- **SELCO:** Gretchen was absent due to family emergency.

Unfinished Business:

- **PR**

- **Capitol Improvements:** TCI was here in December with the mechanical engineer and the structural engineer. They visited one more time before writing up their estimate reports for remodeling, remodeling and adding on, and building a new facility. The Library Task Force will not meet until we have these estimates.

- **Long Range Planning:** The wiring is complete for the Bill Gates Foundation Grant computers. They are expected to arrive and be up and running by the end of January. Sue would like the Priscilla Club to help plan and carry out a big PR campaign when they arrive.

Burt would like ideas on how and where to put out information on the Library for the public to let them know the facility needs and progress toward Library improvement in the area of space needs.

Sue also reported the heating system is not working well. Until the TCI report is done, we will hold off on looking at a long term solution.

The spinning wheels will be brought back to the Library from the Depot tonight.

New Business:

- **Reorganize the Board:** Burt Svendsen is the Chairman, Rhonda Carlson is the Secretary. Thank you to both for serving.

- **Internet Policy:** Sue found reference in the Board Minutes as to the current policy. Sue and Paula will write up a new policy to be used until after the lawsuit is settled in Federal Court. It may then be updated again, depending on the decision of the

lawsuit. At that time it will be shown to the City Attorney to make sure we are in compliance with Federal Law.

Report to City Council: Sue would like Burt to show a short video on the Bill Gates Foundation Grant to promote the program and illustrate its importance to rural libraries. He will also give them a copy of the new bylaws to reflect the change in meeting time for the Library Board. At our next meeting we will hopefully have a new Council Rep.

Next Meeting: Monday, March 4, 2002, 6:30 p.m, in the Library.

The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

Paula Brand, Secretary

**RUSHFORD PUBLIC LIBRARY BOARD
AND
RUSHFORD-PETERSON SCHOOL BOARD
MEETING
FEBRUARY 4, 2002 6:30 P.M.**

Library Board Members Present: Burt Svendsen, Rhonda Carlson, Duane Cook, Wendy Ebner, Sue Hart and Norris Kinneberg.

Members Absent: Roxi Bains, Paula Brand

TCI made a presentation with blue prints, showing what the new school would possibly look like. They also had mapped out on the blue prints where City Hall and the Public Library would be located if we went with this concept. Each would have their own separate entrance and there would be parking places for these areas.

Bluff Country Life Long Learning Cooperative would like to incorporate with the Public Library and City Hall. This would be a learning setup for adults and children. With computers available for these purposes. They showed a sample of what this setup could possibly look like.

Sue commented that the Public Library would need about 6,000 feet in order for there to be room to grow. We would need 8 to 10 computers in the Library for reference and research.

Community Ed works with the Public Library and it was mentioned that if we were to go with the new school they could share facilities for certain events.

When the school bond passes there will be about a year of planning, so we do have some time to make decisions and discuss our options.

Respectfully submitted,
Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
MARCH 4, 2002 6:30 P.M.**

Members Present: Duane Cook, Norris Kinneberg, Sue Hart & Rhonda Carlson.

Members Absent: Wendy Ebner, Roxi Bains, Burt Svendsen & Paula Brand

Meeting was called to order at 6:35 by Acting President Duane Cook.
There was no Quorum, so no actual business could be conducted.

Reports:

-Librarian: Sue handed out the Preliminary Budgets from TCI and members present went over some of the information. There were three different Preliminary Budgets passed out. They included: Renovation of existing Library in which we would be using the basement and everything would need to be brought up to code. With this project we would need to vacate the building for the 17 weeks projected to do the update.

The second option was to add on a new addition going out west to the flag pole. This option would include an unfinished basement. This budget does not include fixing anything in the existing Library space.

The third option was new construction. The total project cost would be \$1,079,500. This does not include the land needed. Estimated cost for land is \$35,000. This is a 22 week project. (For more information see the Preliminary Budget Reports handed out by Sue!)

-SELCO: Gretchen Schade reported that they are doing an Automation Migration and buying a whole new system. The system they have now cannot be updated. All Libraries help SELCO. If SELCO was to pay everything there would be 5, 10 or 15% cuts in the libraries. SELCO has \$100,000 grant money a year that can be used by libraries. Sue also reported that she is on three committees for SELCO.

-Unfinished Business: There was no Quorum to conduct business!

-New Business: There was no Quorum to conduct business!

-Next Meeting: Monday, May 6th, 6:30 p.m. in the Library.

Meeting adjourned.

Respectfully Submitted,

Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
MAY 6, 2002 6:30 P.M.**

Members Present: Burt Svendsen, Paula Brand, Wendy Ebner, Sue Hart, Roxi Bains and Rhonda Carlson

Members Absent: Duane Cook & Norris Kinneberg

Agenda Adopted and Minutes approved.

Reports:

- **Librarian:** Sue reported that total circulation was 8,998 and a year ago it was 8,206. There are 16,695 items in the Library (this also includes magazines). Two sets of Boy Scouts have used the Library for a Rushford History Project and two sets of Girl Scouts have been doing searching using the card catalog. March 30th ended the Adult Reading Program. Thirty people attended Scott Bestul's River Rats presentation. February 28th was the Gates Open House. Treats were provided by the Priscilla Club. (Rhonda will write a thank you!) The Rushford Planning Commission was given a copy of the By-Laws for the Library.

- **Selco:** Gretchen reported that at their April 23rd Meeting they discussed Bylaws, Automation Fees and the Budget. She also received compliments on Sue.

Unfinished Business:

- **PR:** Myron wrote nice articles promoting the Library for National Library week and for the Gates Open House. (Rhonda will write a thank you!) It was also noted that our budget is used up for advertising.

- **Capitol Improvements:** It was noted that our old air conditioner leaks and that it would cost about \$1,800.00 to replace it. Motion by Paula and seconded by Wendy to use our reserve money to buy a new air conditioner.

- **Long Range Planning:** We need to invest in another scanner for the back computer to bring it up to speed. The following Items were bought with left over money from the Gates Foundation: Microsoft 2000 Power Point, Excel, Ink Jets and nice paper.

New Business:

- **Internet Policy:** We need to rewrite our Internet User's Policy.

Right now it is Sue that is monitoring the computer use. ACLU filtering laws are a violation of the 1st Ammendment. Our rates stay the same whether we choose to filter or not.

- **Library Assesment Report:** It would cost \$800,000 to renovate up and down. Expansion doesn't include the renovation work. Work would also need to be done in the atic because of ventilation. It was reported that Bluff Country Community Learning Center would put \$5,000.00 towards a feasibility study. Burt will draft a letter to Jim O'Donnell, President of the Library Task Force to let him know where we are at now.

- **Report to City Council:** Burt will go to the next City Council Meeting. No recommendation for now!

Next Meeting: Monday, July 1, 2002, 6:30 p.m., in the Library.

The Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 9, 2002 6:30 P.M.**

Members Present: Duane Cook, Burt Svendsen, Paula Brand, Sue Hart, Roxi Bains, Norris Kinneberg, Wendy Ebner and Rhonda Carlson

Agenda Adopted and Minutes approved.

Correspondence: Genealogy Searches

Reports:

- **Librarian:** Sue handed out Library Stat Sheets to review. There were 14,550 items in the Library from January to August.

- **Selco:** Gretchen reported that State support was cut by 13%. Ann Hutton is working to see that we qualify for money. Could be eligible for \$2.6 Million in Federal Library Grants. Selco is our Fiscal agent with the County. The question was asked, do we have legal recourse against the County for Library funding?

Unfinished Business:

- **PR:** The web page has been redone.

- **New Library:** Where do we go from here? We learned that Bluff Country Learning Center is giving up on the project. USDA loans are available! Ron McGriff's final recommendation is to build new. TCI states problems with our present location. If we do any more feasibility studies we have to pay for it on our own. We do have \$37,000.00 in the Library fund that could be used. The Library Board, Ron McGriff, TCI and Crescendo will do a presentation to the City Council on October 28th. Board members are encouraged to attend. Our plan B would be that City Hall moves out and we would take over there area to expand the Library, which then would need to be brought up to code.

- **Capitol Improvements:** Sue reported that the old air conditioner has been replaced.

- **Long Range Planning:** Internet policy - the lawsuit in Supreme Court was thrown out. The first reading of our internet policy was done. We will vote on this policy at the November meeting.

New Business:

- **Annual Report:** There were 14,148 visits to the Library in 2001. There are six internet computers for public use. There are 98 people a week that use the internet.

- **Budget:** There are no more material grants available from SELCO. The cost of book bags are now .15 cents apiece. We are to save plastic grocery bags for this purpose. Automation fees will be up 17% next year. We will have a new automation systems next year also. Sue has asked for the same amount in tax levy money, but is asking for more in grant money. Sue has asked for a wage freeze. Discussion was held on keeping the Library open for 40 hours a week. A motion was made by Paula and seconded by Wendy that we go with the 40 hours a week.

- **Report to City Council:** Burt will go to the next City Council Meeting.

Next Meeting: Monday, November 4, 2002, 6:30 p.m., in the Library.

The Meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
SPECIAL LIBRARY BOARD MEETING
NOVEMBER 25, 2002 6:00 P.M.**

Members Present: Duane Cook, Norris Kinneberg, Burt Svendsen, Wendy Ebner, Paula Brand, Rhonda Carlson, Susan Hart and Selco Representative Gretchen Schade.

It was noted that Wendy did an excellent job reporting to the City Council on the needs of the Library.

The City Council has recommended that the Library stay in the current building and that City Council move out.

Discussion was held on getting a group of the following together to see what input we can get on the Library needs and possible sites.

- Lions Club
- Priscilla Club
- Women's Clubs
- School
- Community Ed
- Good Shepherd Board
- Historical Society
- Clinic Board
- Chamber of Commerce
- Myron Schober
- Randy Dahl
- High School Students
- Original Library Task Force
- Richard Hollie

This group will be invited to the January 6, 2003 meeting.

We need to get information out to the public so they understand our needs.

Have all the questions been asked??

The Meeting was adjourned at 7:00 P.M.

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 4, 2002**

Members present: Roxi Bains, Nancy Benson (alternate), Paula Brand, Duane Cook, Wendy Ebner, Susan Hart, Burt Svendsen

Members Absent: Rhonda Carlson, Norris Kinneberg

Correspondence: Thank you note sent for memorial money received from JoAnne Agrimson. Thank you note sent to the Rushford Lions Club for the construction of a new bookcase for large print.

Reports: Circulation for September was 1,995; October was 2,184. October was sample month for patron and reference use stats on the annual report. November will be a busy month with meetings at SELCO for final vendor selection of a new ILS (Integrated Library System). Susan is chair on the Circulation Topical Committee, a representative of small libraries on the Patron Record Clean-up Committee and a member of the Oversight Committee. E-books are available to "read" via the SELCO card catalog web site. The juvenile and adult fiction collection were weeded. Approximately 335 items were withdrawn from circulation. (Automation fees are based on number of barcoded items)

Gretchen Schade reported via e-mail that she inquired at the SELCO Board meeting on the legalities involving Fillmore County not fulfilling their financial agreement for funding county patron use of city libraries. At this point there is little recourse. While not living up to their agreement for level one service, they are meeting the minimal level two. (level one was the agreed level of service, however.) The Fillmore County librarians will probably be negotiating a new contract after the first of the year.

Business: Burt recapped the presentation to city council last Monday night (copy of proposal is attached). Ron McGriff (Consulting Librarian), Tom Sheehy (architect from TCI), Ellen Wunderlich and Laura Eddy (Crescendo), were there also. Council took no action. Burt has written a letter for Wendy to read next Tuesday (November 12), at the city council meeting. The board has the authority and funds available to hire Crescendo for a feasibility study, but would like to do so with the council concurring. Discussion concluded that before hiring Crescendo, the board will have to identify a building site and propose a use for the current building.

Director evaluation for 2002 completed. Consensus was for outstanding job performance.

After a second reading of the Internet Policy, motion by Brand with second by Bains to accept. Motion carried unanimously.

Motion by Bains, second by Brand to sign Letter of Intent form SELCO to participate in the regional library system. Motion carried unanimously.

Duane Cook's term is up. Roxi Bains will continue for another 3 years. Names will be sought for a city person to replace Duane. Voting will be in December.

Next Regular Meeting: January 6, 2003

Meeting adjourned on motion by Bains, second by Ebner. Motion carried unanimously.

Submitted by Susan Hart for Rhonda Carlson.

**RUSHFORD PUBLIC LIBRARY
GUEST MEETING
JANUARY 6, 2003 6:30 P.M.**

Members Present: Burt Svendsen, Paula Brand, Sue Hart, Norris Kinneberg, Rhonda Carlson, Roxi Bains, Prospective member Dennis Lockwald and Selco Representative Gretchen Schade.

Absent: Wendy Ebner

Guests for the evening are as follows:

Barb Culhane
Theresa Luther Dolan
Christine Fredreichs
Melvin Brand
Bob Hart
Kathy Zacher
Jim O'Donnell
Jim, Gayle and Brad Hoiness
Myron Schober
Jeannie Masyga
Allen Gerber
Larry Hanus
Chris Bowden
Dennis Reiman
Mark Barber
Pat Calton

Bob Hart from the Rushford Lions club said their club was interested in a Community Center to seat 500. A possibility would be to do something along with the Library and City Hall.

Christine Fredreichs on behalf of the Rushford Community Clinic said that the Clinic has outgrown its space and they are looking to expand. The clinic has 3,680 square feet upstairs and 3,000 square feet downstairs.

The Library needs 7,000 square feet and we are now in violation with handicap codes because we don't have the space needed for isles and easy accessability. Right now Winona and Houston County are not funding. We

are fighting with County Commissioners for \$20,000. Last year we had 17,000 people use the Library and 24,000 checkouts.

Possible sites were discussed for a new Library they are as follows:

North of town buildings

Cinic and Tenborg Center joined

By the pool (possible water problems)

Behind the Lockwald and Carlson Residences (zoned industrial)

Possible uses for the present Library were also discussed. They include:

Assisted Living

Apartments

Tourist Center

Antique Shop

Heart and Home

It was also discussed that a Learning Center/Library could be open 24 hours a day seven days a week.

Respectfully Submitted,

Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JANUARY 6, 2003**

Members Present: Burt Svendsen, Paula Brand, Sue Hart, Norris Kinneberg, Rhonda Carlson, Roxi Bains. Prospective Member Dennis Lockwald and Selco Representative Gretchen Schade.

Absent: Wendy Ebner

Meeting was called to order at 7:45 P.M.

Roxi Bains will serve another three year term and Dennis Lockwald will be a new board member after the next City Council meeting.

Agenda adopted and Minutes approved to both the regular meeting and the special meeting.

Sue has sent out thank you's for gifts, etc. that have been received.

Reports:

-Librarian: Sue reported that not everybody is happy with Rochester's by-laws and that they are leaving the Selco System. There is no deadline as to when they will be pulling out. Sue and Ann Hutton are on an oversight committee. Sue will be on 1 to 3 committees for the Migration System. This should be easier for ordering and requesting items, also complex to use. Budget problem - Sue has requested a wage freeze but it mucks up the pay equity for the city so she will get a modest increase. The book budget has been cut back and she orders from 5 vendors total. We have a standing order with Thorndyke Press, Jr. Library Guild, Penworthy and Baker Taylor.

-Selco: Requested Houston's new Library for Selco and Sells. Orientation for new Selco members is January 21st. New e-mail address is www/Selco.info.

Unfinished Business:

-PR: Roxi has updated our website.

There has been increased business at the Nursing Home.

Sue will be meeting with the County Commissioners

New Library: These were discussed as possible sites for a new Library - Theater property (not large enough) and large field by TRW Warehouse. We discussed where we should go from here and Paul made a motion and Roxi seconded that we should have a special meeting with the Lions Task Force, Library Board and Task Force. To be held on Feb. 3rd at 6:30 or at the discretion of the chair. We can go ahead with Crescendo if we choose. Susan Riley would write any grants we would need.

New Business:

-Budget:

At the next meeting we will reorganize the board.

-Report to City Council: Next City Council meeting is on January 13th.

-Next Meeting: Monday, March 3, 2003, 6:30 p.m., in the Library.

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Rhonda Carlson, Secretary

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
MARCH 3, 2003**

Members Present: Burt Svendsen, Paula Brand, Sue Hart, Norris Kinneberg, Wendy Ebner, Dennis Lockwald and Rhonda Carlson.

Absent: Roxi Bains

Task Force Present: Barb Culhane, Jim O'Donnell, Lynn Hintz, Kathy Zacher and Pat Calton.

Community Service: Mike Feine

Meeting was called to order at 6:30 P.M.

Agenda adopted and Minutes approved.

Correspondence: Vern Bunke approached us in regards to the possible rental of his building for the Library. Sue received a Thank You from school for reading to 260 students.

Reports:

-Librarian: Sue reported that there were 2,225 check outs in January. Which is 20 more than last year. There were 15,000 holdings and 13 new registrations. In February there were 2,287 check outs. This is 200 more than last year. The Winter reading program Hot Reads for Cold Nights will have a Kenny Salwey & Scott Bestul presentation on the Last River Rat. Forty-seven adults were signed up for the Winter reading program. Sue had positive feed back on the prizes for the drawings.

-Selco: Migration is moving ahead, with changes to take place September 2nd. There is lots of work involved to make everything go smoothly. The new system is Dynix. By-laws are being rewritten. Rochester won't be in SELCO but we should still be able to send for books thru them.

-Unfinished Business:

-PR: Every two weeks Sue runs a list of whats new at the Library in the Tri-County Paper.

-Capital Improvements: A New Library was discussed at length. (1) A new building by ourselves. (2)Remodel existing building. (3)Stay where we are for the short term. Norris gave us information regarding where the City Budget is at in regards to being able to help. (At this time it does not look like we would get any help from the City.) Different ideas were discussed as to what we could do using the existing building. (1)Enter at basement level w/ramp coming in. (2)Put in elevators to us basement floor. (3)Move office and computers to City Hall area, which would leave more room in the book area. With this option, City Hall would need to move to a different location. (4)At this time there aren't any spots with in the City limits to build a new building. (5)Motion was made and seconded that if we moved out would City Hall take over the whole building. Norris will bring this before the City Council.

Wendy had to leave at 7:40.

-Long Range Planning: We are getting a new PC with Microsoft 2000 on it from a grant that Selco wrote.

-People Base: There are more people at the Nursing Home getting books.

New Business:

-Budget: There is \$3,000 in the budget. A new pump is needed and authorization was given to Sue to get it repaired. The roof also needs to be fixed. Sue will need extra money for help during the training period. Karen Thorson will be Sue's new helper.

-National Library Week: This will be held on April 6th thru the 12th. There will be a children's time on Friday. There will be a newspaper release. Discussion was held on how we could get more people to come into the Library so they could see our needs. We talked about giving away a big prize to get people in to tour the Library.

Burt will go to the next City Council Meeting.

Our next meeting will be on Monday, May 5, 2003, 6:30 p.m., in the Library.

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Rhonda Carlson, Secretary

**MINUTES
REGULAR MEETING
RUSHFORD PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 5, 2003**

Meeting called to order by board chair Burton Svendsen in the city hall council chambers, @ 1830 hrs.

MEMBERS PRESENT: Paula Brand, Wendy Ebner, Norris Kinneberg, Gretchen Schade, Burton Svendsen, Susan Hart

MEMBERS ABSENT Roxi Bains, Rhonda Carlson, Dennis Lockwald

Agenda approved with addition of 8g under New Business; conflict with mtg. time for Roxi.

Minutes accepted with amendment on motion by Brand, second by Kinneberg. (Reference to \$3,000 in budget under new business unclear. Probably referring to 2002 fund balance but since secretary not present for clarification, wording removed.)

Correspondence and communication: Four hundred new videos donated to the library by a patron, \$400 received from the Booster Club for the summer reading program, \$500 donation received from Ace Communications, book shelving built and donated by the Rushford Lions Club for the new video collection. Thank you notes sent by Director.

Librarian report: 34 new card registrations in March and April.

March circ of items	2338
April circ of items	2280
To date:	9130
This time last year:	8998
Electronic use to date:	2252
This time last year:	2205

Migration to the new ILS (Dynix) is on schedule. September 2 set as "go live" date. Susan is chair of the policy committee that spent 12 hours at SELCO on April 15, working on system wide parameters.

Susan is also vice-chair of the new ILS Operations Committee. This committee will deal with issues related to configuration, operation, maintenance and continuing development of the SELCO ILS.

Legislative update: No new information on maintenance of effort and LGA status. Support of alternative proposal for LGA reduction is encouraged. Since the new Dept. of Ed and the LDS are not a good fit, legislative action is in progress to create a state library board which would be an advocate for library users and administrator of federal funds

SELCO report: Gretchen reported on the by-law changes to accommodate Rochester PL changing to a new stand-alone ILS while remaining a participant of SELCO. Gretchen is part of the new Technology Policy Committee.

Susan was featured in two PR spots. One was in the SELCO newsletter as the featured director from Fillmore Co for National Library Week. The second was the result of a recommendation by a patron to the Winona Daily News for subject material in their "Neighbor" weekend supplement.

Roxi has once again updated the library website.

Action plan for new library reviewed. Burt would like input on a timeline for what needs to be implemented next...mainly site, use of the current building and PR. Will do more at July's meeting since state legislative issues will be settled.

The library Internet access needs to be upgraded to DSL. Bandwidth is a problem causing "freezing" or extreme slowness during peak usage hours. The new ILS also requires more bandwidth than the current 56K can provide. Ace Communications has been contacted for pricing (city has been on DSL since Jan). Rates for 512K are around \$80/mo. This would be an upgrade from the city's current speed of 256K at approx.\$50/mo. Susan recommendation is to do the upgrade before Sept 2. Motion by Brand, second by Ebner to go with the DSL for Internet connections. Motion carried unanimously. Norris will take this information to the city council.

2002 annual report has been filed on-line per state law by May 1. Recap given by Susan. Copy of brief recap enclosed. All stats for circulation, patron usage are increases over last year.

National Library week was successful. Three programs offered; horticulture and landscaping by staff from Lone Ridge Gardens, Nascar racing by Curt Courier and a well attended storytime by the RSVP Readers Theatre. Gifts were given away all week for all ages. Grand prize drawing was a night stay at Meadows Inn, donated by the Botchers.

Susan is recommending a change of the operation hours from the current 40 hours (went into effect in January) to 36 hours due to budgetary reasons, staffing and training issues with the new ILS this summer. Motion by Ebner and second by Brand to change the open hours back to the original. Motion carried unanimously. New hours will be posted this week.

Based on the Chief of Police recommendation at a staff meeting, that new signage (Library Parking Only) for library parking be put up, board agreed that Norris will tell city council that the signage is going up and the city should work on an enforceable ordinance.

Motion by Brand, second by Kinneberg for Susan to sign the Agreement to Participate in the SELCO ILS. (Letter of Intent was signed last winter.) Fees will be \$160/mo plus \$0.10/circulated item. This is a slight increase from this year but will not change before the 2005 budget. Motion carried unanimously.

Susan and Burt will be in touch with Roxi regarding her time conflict between work and meeting times.

Motion to adjourn by Brand and second by Kinneberg @ 2040hrs. Motion carried unanimously. Next meeting is July 7.

Submitted by Susan Hart for Rhonda Carlson.

A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert

Andrew Carnegie

**MINUTES
REGULAR MEETING
RUSHFORD PUBLIC LIBRARY BOARD OF TRUSTEES
SEPTEMBER 2, 2003**

Meeting called to order by board chair Burton Svendsen in the library @ 1830 hrs.

MEMBERS PRESENT: Paula Brand, Rhonda Carlson, Dennis Lockwald, Burt Svendsen, and director Susan Hart

MEMBERS ABSENT: Roxi Bains, Wendy Ebner, and SELCO board rep Gretchen Schade

No additions to the agenda

Minutes approved of the May 5th mtg. on motion by Lockwald; second by Brand. Motion carried unanimously.

Correspondence and communications: Memorial money (approx. \$500) from family and friends of Ruth Rollefson received. Thanks you notes sent and general thank you notice put in paper by Susan.

Librarian report:

May circulation numbers 1938

June circulation 2214

July circulation 3124

August circulation 2600

Currently 15,756 cataloged items.

Today was the "go live" day for the new ILS with Dynix. A few minor glitches encountered as could be expected, but overall, went smoothly. Good support from SELCO staff for problems. Biggest hassles are with the DSL service frequently cutting out and the ramifications of Rochester PL pulling their holdings from the SELCO database to run a separate ILS.

Burt and Susan are on the negotiation team for a new contract with Fillmore Co. The need for a new contract was mutually decided at the joint meeting in May of Fillmore County Commissioners, libraries and board chairs. Waiting for Duane Bakke to initiate. Maintenance of Effort: New state law allows counties and cities to reduce MOE by 10% this year from requirements. This could have big impact on the money received by Fillmore Co. Will not be reimbursed by Winona Co again this year. No response as of yet, from Houston Co. on request for outside funding.

SELCO report: Notes from Gretchen given to Burt. There was an Executive mtg on July 22. Looking at technology goals. Filtering system will be set up.

Unfinished business: Flyers are out as part of PR for new ILS. Tri County Record will feature an article on the new integrated library system in the paper on Thursday.

Capital improvements: "Continuing the Legacy" is on hold. Any fund raising for now will probably have to be on our own until the city financial picture improves...maybe three years down the road. City receiving about \$75,000 less from the state.

Long range planning: New receipt printer if SELCO staff cannot correct some printing problems between the current equipment and the new ILS. Looking into federal DSL expense reimbursement similar to the 56K.

No problems with parking since new signs installed. No further action deemed necessary on the part of the city.

Board membership: Roxi Bains can no longer make meeting times because of work conflict. Carlson and Ebner current terms expire at the end of this year. Will remain one person short the rest of this year (1 meeting) and vote on new member/s in November.

New business: Filtering law went into effect on July 18th. SELCO has had plan for compliance since 2002, but will implement after migration finalized. Discussion on budget for 2004. City revenue will probably remain the same and hoping for status quo from the county (as of today that is a possibility). There is money in reserve. Auditor suggested spending down reserves in times of cutbacks. Tabled discussion of cutting open operating hours. Budget approved on motion by Brand. Second by Lockwald. Motion carried unanimously.

Next meeting on November 3 @ 1830 hrs.

Meeting adjourned @ 2000 hrs.

Respectfully submitted by Susan Hart for Rhonda Carlson

**MINUTES
REGULAR MEETING
RUSHFORD PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 3, 2003**

Meeting called to order by Wendy Ebner in the library @ 1845 hrs.

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

MEMBERS ABSENT: Roxi Bains, Burt Svendsen, SELCO board rep Gretchen Schade and city council rep Norris Kinneberg

Agenda approved on motion by Brand, second by Lockwald. Motion carried unanimously.

Minutes of the September meeting approved on motion by Lockwald, second by Brand. Motion carried unanimously.

Correspondence and communication: Additional memorial money received. Note of gratitude sent on behalf of the board.

Librarian report:

Circulation for September and October - 4760

October was sample month for gathering stats for the annual report.

New ILS system "bugs" being worked out. DSL issues remain.

Susan chaired the SELCO ILS Operations Committee meeting with consultant Diane Mayo in October. One month evaluation done of new system.

SELCO report:

As given to Susan from Gretchen: There remain some big issues with the new ILS functionality. Interlibrary loan is one of them. These are being worked on at the regional level while some will require a program revision/update from Horizon. Committee has been appointed to look at county funding contracts. By-law language being studied regarding minimum open hours of operation and SELCO membership (currently at 25). Budget cuts forcing some libraries to drop hours. RPL issues continue.

Unfinished business: Budget reviewed. There will be no increase in city revenue for the 04 budget and an almost certain \$6,000 cut in Fillmore County. Proposed by Susan is a cut in her payable hours from 40 to 36. This will not impact pay equity for the city as would not taking a pay increase. Hours worked past 36, taken as comp time. Open hours of service would not be affected. This is for a maximum of two years. In that time the public/city will have to decide what services are valued and what they are willing to pay for when the state reduces revenues. Motion by Lockwald with second by Carlson to accept revision to budget as proposed. Motion carried unanimously.

"Continuing the Legacy" tabled until January meeting.

Ballots issued to members to vote on new board member to replace Roxi Bains and finish her term (2 years). Nominations are Jim O'Donnell and Holly McDonough. Ebner and Carlson are continuing for another three years.

Ideas discussed on public awareness of budget crunch and for fund raising. Possible radio spot time, featured article in paper and creation of some kind of "friends of the library group" to help with fund raising. This will be major discussion for the January meeting.

Review of Susan's yearly evaluation. Outstanding performance unanimous.

Next meeting January 5, 2004

Meeting adjourned @ 1930.

Respectfully submitted by Susan Hart for Rhonda Carlson

**RUSHFORD PUBLIC LIBRARY
BOARD MEETING
JANUARY 5, 2004**

Members Present: Burt Svendsen, Paula Brand, Sue Hart, Dennis Lockwald, Wendy Ebner, Holly McDonough, Rhonda Carlson

Minutes accepted as submitted.

Correspondence:

Reports: It has been on the quite side. Library was closed the week of Christmas and there were some irrate people. There are still some issues with the Dynix system when placing requests and holds. Met with the Houston County Libraries regarding funding. There will probably be some money coming from Houston County. There will be no money coming from Winona County. Sue and Ann Hutton will be meeting Thursday the 15th with County Commissioners. Maintenance of Efforts are also being cut. About 50% of circulation is county and 50% is City. Two thirds of our funding comes from the city.

SELCO: Hot Reads for Cold Nights will be starting on January 6th. Sue will have about three or four speakers during this time: Bonnie Prinzen, Scott Bestul, Tom Witt and Daryl Thompson.

Budget: Approved

Capital Improvements: Coleman's office - Jobz. April 26th is the date for matching ADA grants. ADA - techincally we are in compliance.

Technology: We need a new receipt printer which would cost about \$400.00, if the current one can't be repaired.

Parking: Good during the day, but still problems on game nights.

New Business: Holly McDonough was welcomed as a new board member. New officers were chosen and are as follows:

President: Burt Svendsen
Secretary: Wendy Ebner

City Council Representative: Nancy Benson

Public Awareness Funding: Writing another letter to the Editor. Looking into possible fund raisers. Starting a Friends of the Library Group!

Next meeting is on March 1, 2004.

Respectfully Submitted,

Rhonda Carlson, Secretary

MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 15, 2004

MEMBERS PRESENT: Burt Svendsen, Rhonda Carlson, Holly McDonough, Dennis Lockwald, Susan Hart-Librarian

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

No changes to the agenda. Minutes of the January meeting approved on motion by Lockwald with second by McDonough. Motion passed unanimously

Correspondence and communications: Letter received from Peter Johnson, (dated February 11, 2004) Houston County Auditor, reporting the commissioners unanimously voted to deny funding to our library, for the amount of \$3698. This was done after the library directors of Houston Co. had unanimously agreed to a disbursement of funds with Rushford in the mix, last December.

Burt has composed two letters. One is a letter to the editor and the other goes to the commissioners and librarians in Houston County.

Thank you notes sent to all participants in the Library Tree book donation program over the holidays. Notes also sent to the Booster Club and the Lions for their donations.

Librarian report:

DSL upgrade in February is a definite improvement.

Annual report to the state is being worked on. Auditors have finished.

Recap of negotiations with the county commissioners, to date, on the new contract

Unfinished Business:

Handouts and info presented on status of contract negotiations. There is proposed wording in the contract regarding consequences for lack of compliance by the county for funding. The current ILS, can impose restrictions in service to county residents, no matter where their card is used. Discussion was lengthy. Motion by McDonough with second by Lockwald to approve the part of the proposal that deals with policy, namely the 40-cent fine/day for overdues, in the event that the restrictions should be implemented. Motion carried unanimously. Board unanimously gave consent to proposed contractual language for the restrictions in service. Lockwald stated reservations about implementation of restrictions on Fillmore Co. residents if the same cannot be done to Houston and Winona Co. residents when we are denied funding for services. (this would be in violation of state law; we do not receive funding from these counties; we do not have a contract with them. Tax levels of support vary from county to county. SELCO, as a regional library system, also does not have taxing authority and therefore cannot make this happen for us.)

New Business:

Mimi Seamens and Marj French from Chatfield, spoke on starting a Friends of the Library.

Meeting adjourned on motion by Carlson and Lockwald.

Next meeting – May 3, 2004

Submitted by Susan Hart for Wendy Ebner

**MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MAY 3RD, 2004**

MEMBERS PRESENT: Burt Svendsen, Holly McDonough, Wendy Ebner, Susan Hart- Librarian, Paula Brand, Gretchen Schade-SELCO Board

MEMBERS ABSENT: Rhonda Carlson, Dennis Lockwald, and Nancy Benson

No changes to either the agendas or the minutes of last meeting, both accepted as presented.

Gretchen's report from SELCO: Gretchen shared a training opportunity with us: City & County Funding Environments: What you need to know!

We also learned of the merging of SELS & SELCO, and discussed the filtering we are going to need to implement to receive continued federal funding. We will receive the black box and Susan will pick the 12 areas we will filter. This will begin to be implemented on June 1st. Susan does expect some problems along with the filtering.

Librarian's report: April 18-24 was National Library week. Susan hosted 6 events throughout the week. They were all well received. We also received \$900.00 from a Home and Garden Party, which was held along with a donation of \$1200.00 from the Federated Clubs' Champaign Brunch held at the Golf Course. The summer reading program will begin on the 7th of June.

Unfinished business: Currently we have no capital improvements going on. We have no technology planning areas at this time. A discussion of the new contract with Fillmore Couth was held. It appears we can get a base of 165,000 with 5000.00 increases in both 2006 and 2007. The Library board endorsed this unanimously. Discussion of "Friends of the Library" was tabled until next meeting.

New Business: Susan shared the audit information with us and everything looks fine. We currently have approximately 60,000 as reserve fund balance. The roof and the furnace are issues will need to deal with in the future. Burt will present at City Council his next available Monday. Paula Brand made a motion to join the SELCO Foundation to provide us with a repository for contributions (as undesignated). Wendy Ebner seconded the motion and everyone was in favor of it. Our July meeting is cancelled unless an issue we need to deal with comes up. The next meeting would then be held on September 6th, 2004. Susan also requested the board read through the section of the codebook as it pertains to the board.

Meeting adjourned on motion by McDonough and Brand

**MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 7, 2004**

MEMBERS PRESENT: Burt Svendsen, Gretchen Schade -SELCO board,
Paula Brand, Nancy Benson, Rhonda Carlson, Dennis Lockwald, Susan Hart-Librarian
MEMBERS ABSENT: Holly McDonough, Wendy Ebner

Wrong date on agenda heading, should read September 7. Minutes amended to read "*possible* merging of SELCO and SELS." Minutes approved as corrected on motion by Brand, second by Carlson. Motion carried unanimously.

CORRESPONDENCE AND COMMUNICATION: Note of thanks sent out for nonprint monetary donation. Burt sent letter to all Winona County Commissioners and Robert Reinert-Winona County Administrator, explaining the bill from our library for funding.

SELCO BOARD REPORT by Gretchen Schade. Filtering and Dynix system upgrade mentioned.

LIBRARIAN REPORT: Burt and Gretchen gave recap of working at the Fillmore County fair booth. Nine local authors were present throughout the days for book signing. Susan reported on setting up and working at the Houston County fair booth. SELCO paid entry fees for both booths. Both were a success in promoting public awareness of all that our libraries have to offer. Sonic Wall working well for filtering. DSL, with ACE, has been creating workflow issues with not up to par speed issues. Members referred to library advocacy information on SELCO website, following the meeting attended on *Working With Government Partners*. September is National Library Card Sign Up month. New style of cards for kindergartners and first graders is being offered, *My First Library Card*, paid for by SELCO. Have new outdoor signage, also provided by SELCO, for announcing programs.

UNFINISHED BUSINESS: Carlson and Lockwald spoke to interested public attending meeting, about the formation of a *Friends of the Library* Group for our library.

Burt gave recap of Fillmore County contact. It is for three years. See attachment.

Susan is planning on 1 computer replacement for next year. It will be a matching grant from the Bill Gates Foundation. There will be some flooring conditions to be taken care of this fall. Unexpected cost of air conditioner repair will likely cause some reserve spending since the 04 budget was very tight.

NEW BUSINESS: Budget presented for 05. No increase in revenue expected from city. Slight increase in county funding. Wages increased by 3%. Susan's hours will stay at 72 and open hours will remain 36. See attachment. Motion by Lockwald, second by Carlson to approve expenditures of \$84,750. (spending down reserves by \$550). Motion carried unanimously.

City Codes pertaining to the library approved as written on motion by Brand, second by Carlson. Motion carried unanimously. See attachment.

Will need to revise Filter Policy to comply with CIPA. Burt and Susan will work on and present at next meeting.

Yearly director eval forms sent with members, to be returned to Burt.

Burt and Paula's terms are up this year. Will need one Fillmore County and one city rep for board. Paula is on her second term. Burt is on final third term.

Burt will be reporting to the city council next Monday.

Meeting adjourned on motion by Lockwald, second by Carlson, @ 2010 hrs. Motion carried unanimously.

**MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 1, 2004**

MEMBERS PRESENT: Gretchen Schade – SELCO Board, Rhonda Carlson, Wendy Ebner, Dennis Lockwald, Susan Hart – Librarian, Holly McDonough, Nancy Benson

MEMBERS ABSENT: Burt Svendsen, Paula Brand

Agenda adopted

Minutes approved on motion by Carlson, seconded by Lockwald, carried unanimously.

Correspondence and communication: Susan is going to write a letter of thank-you to Sue Hoff for the jewelry party sales donation. A few folks have mentioned donating moneys for specific items for the library.

Librarian report: by Susan Hart. There was an upgrade to the Dynix computer system, some features include the ability to keep new materials at our library longer, keep new DVD's up to 30 days. Library cards are up due in part to a drive to get younger students to get their own card. There were 16 new child library card registrations. The public PC's lost the Norton anti-virus recently (this happened in a lot of places) they are getting fixed one is back other 2 will be back soon. Public has been inconvenienced. Continued disappointment with Ace DSL, mediacom is an option at this point.

SELCO Board Report: by Gretchen Schade. Gretchen brought SELCO's yearly financial summary for us to view. They have gone from large reserves to small reserves due to the purchasing of the Dynix computer system. They have begun to save for a new computer system. We discussed the bookmobile continues to make stops in Fillmore County. There is a job description now available for the SELCO reps., the librarians will look it over to see if they agree with it before it would be adopted.

Public Relations: The Friends of the Library group will meet again on November 16 at 6:30 PM. Discussed a \$300.00 donation from jewelry sales by Sue Hoff.

Capital improvements: In the Spring we will look into Bill Gates matching grant for a computer. We have accepted a bid on a new roof, with an overhang in the front of the building.

Yearly eval of librarian Hart was looked at. Many positive comments and reviews. Board agreed to give names of possible new board

member to Susan during November and vote on new member in December.

The board also received a Foundation report from Burt Svendsen as a handout and was informed we could refer to him with any questions.

Next meeting will be January 3rd, 2005.

**MINUTES
RUSHFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 3, 2005**

MEMBERS PRESENT: Burt Svendsen, Rhonda Carlson, Holly McDonough, Dan Munson, Paula Brand, Wendy Ebner, Susan Hart-Librarian

MEMBERS ABSENT: Dennis Lockwald, Nancy Benson, Gretchen Schade-SELCO Board

Meeting began with City Clerk Kathy Zacher delivering the oath of office and swearing in all board members present. Dan Munson welcomed as new board member. Paula Brand recognized as the county rep. and starting her third term.

No change was made to the agenda. Minutes of the November meeting were approved on motion by Brand, second by Carlson, Motion passed unanimously.

First order of business was re-organization of board and parting wisdom by resigning Chairman Burt Svendsen. Burt informed the board that council has already approved the cost of living increase for non-union personnel. He spoke of revisiting library and Librarian hours, and of the new chairperson attending City Council meetings.

Election of Officers

Brand nominated Holly McDonough for Board Chair, Carlson seconded, all in favor, McDonough accepted position later in the meeting.

Carlson nominated Ebner for secretary, Brand seconded, all in favor, Ebner accepted.

Correspondence and Communication

Susan has been sending out a number of thank-yous for Holiday donations. She will soon contact the Lions, Booster Club, and Community Chest requesting funds.

Board informed of letter of authorization to Ace Communications regarding DSL network changes requested/made by SELCO WAN Manager, Dave Stenman.

Reports

Ann Hutton spoke with area county commissioners at a regional meeting; no funding crossing county lines in future as of yet. Burt discussed the SELCO Foundation and it's significances. Susan deposited \$400.00 from donations into the foundation recently. We held a discussion concerning the Friends of the Library and possible fund raising activities; and the funding stream they have.

Unfinished business

The roof repair has been completed at the cost of \$15,500. A little over \$800 was recovered as reimbursement for bad shingles from the 94 roofing job. Staff painted walls after the roof was finished.

Library patronage continues to increase; home bond services are on the rise. The winter reading program begins tomorrow and goes until April 1st.

Discussed new Internet policy, Paula motioned to accept it as written, Rhonda seconded the motion. All in favor, motion carried.

Discussion on increasing library operating/open hours, to the former 40/week, before budget cuts. Opening time of 10:00 a.m. every day that library is open, seems the most desirable. Will consider this for the 06 budget that will be prepared in August.

Motion to adjourn @ 1955 hrs by Carlson, second by Brand. Motion passed unanimously.

Next meeting March 7.