



### **Our Vision**

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

### **Our Mission**

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

## **Meeting Announcement and Agenda Library Board Workshop**

**Red Wing Public Library Foot Room, 225 East Ave., Red Wing, MN  
Wednesday, April 9, 2025, at 6:00 PM**

- 1. Roll Call**
- 2. Workshop Items**
  - 2.A. Policy Revisions
    - 2.A.1. Library Programs
    - 2.A.2. Exhibits and Displays
    - 2.A.3. Bulletin Board & Display Rack Guidelines
    - 2.A.4. Library Data Privacy
    - 2.A.5. Patron Data Privacy
    - 2.A.6. Use of Security Cameras
    - 2.A.7. Donations and Memorials/Red Wing Memorial Fund
  - 2.B. Bequest for Innovative Library Services
- 3. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

## **Library Programs**

Library sponsored programs are designed to provide information, education, and recreation to the community, and serve to publicize the library as a community resource agency to both library users and non-users. The purpose of programming is to connect people with library materials and to provide a positive library experience for individuals.

Programs may utilize library staff and materials, community resources, media, and other resource people. The library may offer cooperative programming with other agencies, organizations, institutions, or individuals.

Selection of library sponsored program topics, speakers, classes, and resource materials will be made by library staff on the basis of interested and needs of library users and the community. Library programming should not exclude topics, books, speakers, media, and other resources because they might be controversial. Publicity for library programming will indicate appropriate audience age, but responsibility for child attendance rests with parents.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenter or audience. Concerns regarding library programs may be expressed using the Library's "Statement of Concern" form, available upon request.

Library sponsored programs are open to all and are free of charge. Persons needing special accommodations to attend library programs should contact the library in advance.

12/1992

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Library sponsored programs are designed to provide information, education, and recreation to the community, and serve to publicize the library as a community resource agency to both library users and non-users. The purpose of programming is to connect people with library materials and to provide a positive library experience for individuals.

Programs may utilize library staff and materials, community resources, media, and non-library individuals who have expertise and experience on a topic~~other resource people~~. The library may offer cooperative programming with other agencies, organizations, institutions, or individuals.

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Library sponsorship of a program does not constitute an endorsement of the program's content ~~of the program~~ or ~~the~~ views expressed by the presenter or audience. Concerns regarding library programs may be expressed using the Library's "Statement of Concern" form, available upon request.

Library sponsored programs are open to all and are free of charge. Persons needing special accommodations to attend library programs should contact the library at least seven days in advance.

12/1992

**RED WING PUBLIC LIBRARY  
225 EAST AVE.  
RED WING MN 55066  
(651) 385-3673**

**STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES**

The Red Wing Public Library selects resources for its collection and programs according to criteria in its collection development and programming policies. The policies are available for review upon request.

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

You represent: \_\_\_\_\_ yourself \_\_\_\_\_ group or organization : \_\_\_\_\_

Current library card holder \_\_\_\_\_ yes \_\_\_\_\_ no

1. Please identify the resource on which you are commenting:
- |                 |                                  |
|-----------------|----------------------------------|
| _____ book      | _____ audiovisual resource       |
| _____ magazine  | _____ content of library program |
| _____ newspaper | _____ other                      |

Title: \_\_\_\_\_

Author / Producer / Presenter: \_\_\_\_\_

2. Have you read, viewed or listened to the entire work? \_\_\_\_\_ yes \_\_\_\_\_ no  
Please identify the parts that concern you.

3. Please state your concerns about this work. (Use back of page if necessary)

Optional

4. Can you suggest any additional or alternative resources on this topic?

\*\*\*\*\*

You will receive a written response to this concern from the Library Director. After receiving the response, If you feel your views have not been adequately considered, you may appeal, in writing, to the Red Wing Public Library Board.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Exhibits and Display Guidelines

The guidelines are based on Board approved interpretations of the Library Bill of Rights. The release has been reviewed by the City Attorney. The subject and timing of displays is at the discretion of Library staff.

### Library prepared or solicited exhibits and displays

The library is guided by the document: *Exhibit Spaces and Bulletin Boards: An Interpretation of the LIBRARY BILL OF RIGHTS* which states in part –

“In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints.”

“A publicly supported library may limit use of its exhibit space to strictly ‘library-related’ activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.”

“Just as libraries do not endorse the viewpoints of those whose works are represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits.”

Those who are concerned about any exhibit held at the library are encouraged to submit a “Statement of Concern” form, available upon request.

Library display space is available to the public on an equitable basis, regardless of the beliefs, affiliations, or economic standing of individuals or groups requesting their use. Display space is not available to business or other for-profits. Library staff will arrange community exhibits and displays that will be of interest to the community and can be tied with library resources and programming. Exhibit areas include tabletops, a display case, and floor space within the library on the street level. The exhibit areas are available within specific time periods and when used in a manner that does not conflict with basic library operations.

### Attachments:

1. Floor plan of library
2. Dimensions of lighted display case
3. Red Wing Public Library Display Release

10/16/2002

## Exhibits and Displays ~~Guidelines~~

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### ~~Library prepared or solicited exhibits and displays~~

#### Library Developed Exhibits and Displays

The Library continually has displays throughout the library building. These displays are intended to highlight the Library's collection, programs, services, and initiatives. The library is guided by the document: *Exhibit Spaces and Bulletin Boards: An Interpretation of the LIBRARY BILL OF RIGHTS*, which states in part –

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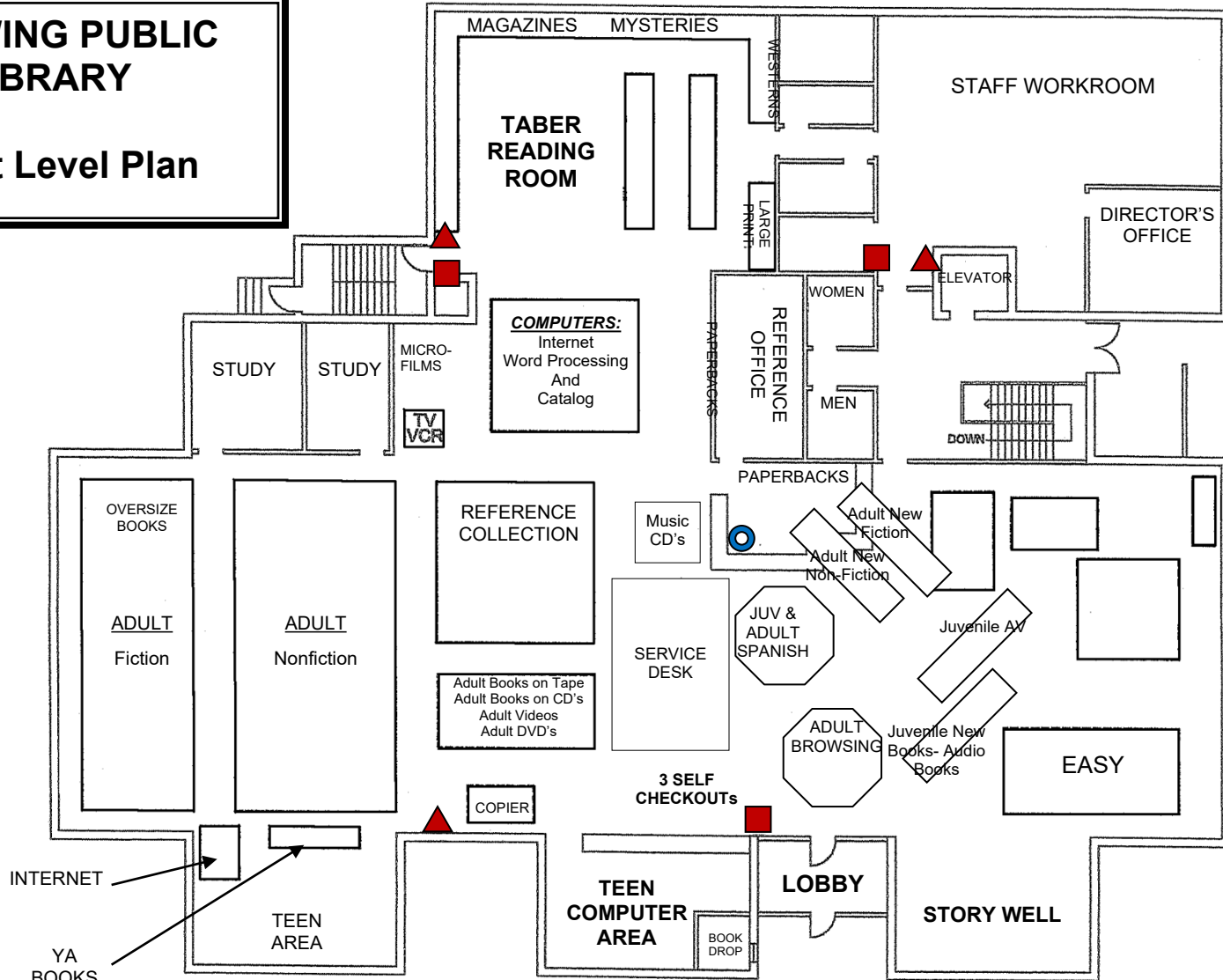
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10/16/2002

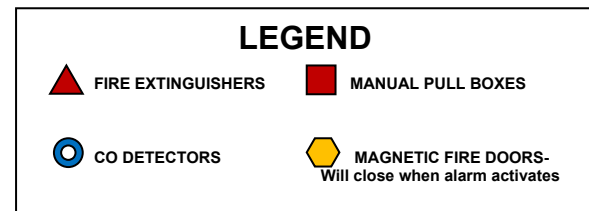
# RED WING PUBLIC LIBRARY

## Street Level Plan



THIRD STREET

EAST AVENUE



**RED WING PUBLIC LIBRARY DISPLAY RELEASE**

If you need this information in another format (large print, Braille, etc.) please ask Library staff or call (651) 385-3673 at least 3 days in advance

I, the undersigned, hereby lend the following material(s) to the Red Wing Public Library for display purposes only. I understand that the Library is not responsible for loss, damage, or destruction while such materials(s) are on display in the Library, and I release and forever discharge the Library from any such claims.

Materials will be on display during \_\_\_\_\_

General description of material(s) loaned \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_ Credit should be displayed and given to \_\_\_\_\_

\_\_\_\_\_ Credit should not be displayed

**ITEMIZED LIST OF MATERIALS ON LOAN**

\_\_\_\_\_  
Date received

\_\_\_\_\_  
library staff signature

\_\_\_\_\_  
Date returned

\_\_\_\_\_  
owner signature

## **RWPL Bulletin Board Posting & Display Rack Guidelines**

### **Third Street – Community Events Bulletin Board & Display Rack**

This bulletin board is designated for community use by organizations and individuals (services or events). Upkeep of the board is the responsibility of Support Staff.

- Only 1 poster, sign, announcement, etc. per event
- All items must be taken to the Check Out Desk to be stamped & posted
- Items not taken to the desk for stamping will be discarded
- Posted items are removed after the date of the event or for ongoing services after 2 weeks
- Items are not kept by the library unless specifically requested in advance

If the bulletin board is full, staff may:

- Not post items larger than 11x14 or cut down the size (do not overlap)
- Not post items from outside of Red Wing, Goodhue, & Pierce Counties
- Hold items for posting until 2 weeks prior to event
- Remove “for sale” items and personal services/business cards after 1 week

The Library does not accept political party literature.

Display rack slots are designated for RIDE brochures, Library calendar, multiple copies of community events, election info, maps, etc. Not intended for multiple copies of business cards, catalogs, or other advertising.

### **East Avenue – Library & Government Services Bulletin Board**

This bulletin board is designated for:

- Library events, services, announcements and related events or services (literacy programs, etc.)
- Library directory, map and policies
- City of Red Wing & Goodhue County government information
- Library information takes precedence over the other events & services

### **East Avenue – Display Rack**

Display rack is designated for multiple copies of free brochures, newsletters and periodicals. Typical items that the Library received regularly include: Applause magazine, Today magazine, Community Education & Recreation bulletin, consumer information catalog, MN explorer, SE Technical College catalog, RW residents directory, area, maps, etc. Reference staff provides upkeep of display rack.

Tall display rack is used for tax forms for 5-6 months of the year and for “overflow” newsletters, flyers, etc. during the remainder of the year.

Priority is given to local organizations with the primary space used for RW area maps & brochures. This display space is not intended for business, other for-profits or paid political materials.

See Red Wing Code 6.51 regarding solicitors.

**Items which do not involve library events and services are not advocated nor endorsed by the library. The library is not responsible for their accuracy.**

10/25/2006

## RWPL Bulletin Board Posting & Display Rack Guidelines

### Third Street – Community Events Bulletin Board & Display Rack

This bulletin board is designated for community use by organizations and individuals to promote services and events ~~(services or events)~~. Upkeep of the board is the responsibility of Support Staff/Library staff.

- Only 1 item (poster, sign, announcement, etc.) per event
- All items must be taken to the Check-Out/Service Desk to be stamped & posted
- Items not taken to the desk/Service Desk first for stamping will be discarded
- Posted items are removed after the date of the event or for ongoing services after 2-4 weeks
- Items are not kept by the library unless specifically requested in advance

If the bulletin board is full, staff may:

- Not post items larger than 11x14 or cut down the size so items ~~(do not overlap)~~
- Not post items from outside of Red Wing, Goodhue, & Pierce Counties
- Hold items for posting until 2 weeks prior to event
- Remove “for sale” items and personal services/business cards after 1 week

The Library does not accept political party literature. The Library may accept general information regarding where and how to vote and listings of candidates for which offices.

Display rack slots are designated for RIDE brochures/bus schedules, Library calendars, multiple copies of community events, election info, and maps, etc. ~~These are not~~ Not intended for multiple copies of business cards, catalogs, or other advertising.

### East Avenue – Library & Government Services Bulletin Board

This bulletin board is designated for:

- Library events, services, announcements and related events or services ~~(literacy programs, etc.)~~
- Library directory, map, and policies
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- Library information takes precedence over the other events & services

### East Avenue – Display Rack

This display/Display rack is designated for multiple copies of free brochures, newsletters and periodicals. Typical items that the Library received regularly include the :- Applause magazine, Today magazine, Community Education & Recreation bulletin, consumer information catalog, MN explorer, SE Technical College catalog, and Red Wing residents directory, area, & maps, etc. Reference/Library staff provides upkeep of the display rack.

The tall Fall display rack is used-reserved for tax forms for 5-6 months of the year and for “overflow” newsletters, flyers, etc. during the remainder of the year.

Priority is given to local organizations with the primary space used for RW area maps & brochures. This display space is not intended for businesses, other for-profits, or paid political materials.

See Red Wing Code [6-516.21](#) regarding solicitors.

**Items which do not involve library events and services are not advocated nor endorsed by the library. The library is not responsible for their accuracy.**

10/25/2006

DRAFT

## **Library Data Privacy Policy**

Library records linking the names of library users with specific library materials or subjects as well as information in applications for borrower's cards, other than the name of the borrower are private by law in Minnesota and may not be disclosed for other than library purposes except pursuant to a court order. All Library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such a court order as may be issued under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administration discovery procedures or legislative investigative power. The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Direct all inquiries to the Library Director.

In their absence contact:

1. Randy Decker, Public Services Librarian
2. Kari Gadiant, Technical Services Librarian
3. Megan Seeland, Youth Services Librarian

in the above order.

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Direct all inquiries to the Library Director. In their absence, contact the following individuals in the stated order:

In their absence contact:

1. ~~Randy Decker~~, Public Services Librarian
2. ~~Kari Gadiant~~, Technical Services Librarian
3. ~~Megan Seeland~~, Youth Services Librarian

in the above order.

## **Patron Data Privacy**

The Red Wing Public Library (hereinafter “Library”) shall comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.40.

Library records that link a patron’s name with materials requested or borrowed by the patron or which links a patron’s name with a specific subject about which the patron has requested information or materials is classified as private (hereinafter referred to as “private library data”).

1992 Amendment to the above statute states that data supplied by a user in applying for a library card, except the name of the borrower, is also classified as private library data.

Private library data is accessible only to the individual who is the subject of that data. In the case of a minor (under 18) or a person adjudged mentally competent, “individual” includes a parent or guardian. Release of private library data to the individual requires that the individual possess the individual’s library card.

However, the Library shall withhold private library data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon the request of the minor, if the Library determines that withholding the data is in the best interest of the minor. In that case, the minor and authorized staff person of the Library shall complete and sign a Data Privacy Withholding Request Form.

With regard to incoming and outgoing telephone calls and overdue notices, the Library staff must be careful to identify the individual patron prior to giving out information considered to be private library data.

The following page is a copy of the “Data Privacy Withholding Request Form.”

05/1998

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However, the Library shall withhold private library data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon the request of the minor, if the Library determines that withholding the data is in the best interest of the minor. In that case, the minor and authorized staff person of the Library shall complete and sign a Data Privacy Withholding Request Form.

With regard to incoming and outgoing telephone calls and overdue notices, the Library staff must be careful to identify the individual patron prior to giving out information considered to be private library data.

The following page is a copy of the “Data Privacy Withholding Request Form.”

05/1998

**DATA PRIVACY WITHHOLDING REQUEST FORM  
RED WING PUBLIC LIBRARY**

If you need this information in another format (large print, Braille, etc.) please ask library staff or call (612) 385-3673 at least 3 days in advance

I have been informed that under the Minnesota Government Data Practices Act, I, as a minor, may request private data about me maintained by the library be withheld from my parent/guardian. I understand that this information will be withheld if it is determined to be in my best interests.

I request the following data about me be withheld from my parent/guardian:

DATA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of minor: \_\_\_\_\_ Date: \_\_\_\_\_

NAME (please print) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

BIRTHDATE \_\_\_\_\_  
(Month) (Day) (Year)

The Library Director will contact you.

\_\_\_\_\_  
(Signature of Library Director) (Date)

## **Guidelines and Procedures for Use of Library Security Cameras**

**Purpose:** Two security cameras were completely installed by Red Wing Service on September 29, 2006 to assist in the positive identification of perpetrators of criminal behavior in the library. The purpose of these guidelines is to insure that privacy and protection of the public are not compromised by unintentional misuse of this new technology.

**Scope:** The Red Wing Public Library Board established a need for security cameras after serious incidences of criminal behavior had been reported over several months in 2005. These incidences involved moderate to severe disruption, vandalism, theft, and a sexual assault. A 2006 Library Board goal was to “develop more strategies to deal with loss and retention” that would “involve identification of risk to the public and vulnerabilities of the collection, equipment, furnishings, artwork, and other publicly owned property.”

### **Goals of Guidelines and Procedures:**

- Security cameras will be used for identification purposes only.
- Data retrieved (visual/auditory) will be reviewed only when incidents take place
- Data will be shared with public authorities only when incidents take place

### **Responsibilities of Users:**

- Upkeep of camera equipment will be provided by the library designated maintenance engineer and/or security camera service provider
- Data retrieved (visual/auditory) will be reviewed by designated library staff only
- Storage and use of retrieved data (video, auditory, and still shots) will rest with the Library Director or other designated library staff
- Designated library staff will review equipment procedures bi-annually to maintain skills
- Library Director updates required signage to inform the public about security cameras

### **Procedures for Use:**

**Equipment:** One camera is focused on activity in the Third Street Lobby (Camera 1); the other is focused on the internal entrance at the East Street Lobby (Camera 2) and a portion of the main library. Both cameras are activated by motion. Auditory pick up is within immediate range of the visual field and varies by tone and volume of the human speaker. A manual and physical description of the cameras, monitor, speakers, DVD/CD writer and storage devices (writable CD or flash drive) are stored by recording equipment in the SELCO Room. Equipment is under warranty for one year after installation. The DVR can be expanded to two additional cameras in the library (requiring more wiring and installation).

**Data Retrieval:** This equipment is not connected with the library computer server of the City of Red Wing computer network. Manual screen shots give specific directions for retrieval of data. A password is required to enter the system (default). Instructional screen shots with highlighted steps for data retrieval are attached.

Adopted by the Red Wing Public Library Board of Trustees November 13, 2006

## **Guidelines and Procedures for Use of Library Security Cameras**

The Library uses security cameras to preserve the privacy and protection of the public, provide supplemental information related to library incident reports, and, if necessary, provide relevant law enforcement agencies with assistance in prosecuting criminal activity. Cameras are installed in common public areas of the library such as entrances, stacks, service desks, public seating areas, and computing areas. Cameras will not be installed where staff and public have a reasonable expectation of privacy, such as restrooms.

Camera feeds will not be routinely monitored. Only the Library Director and other designated Library or City staff may access camera feeds and stored data (audio, video, images). In addition, it is not the Library's intent to use the camera system for training or employee performance documentation.

**Purpose:** Two security cameras were completely installed by Red Wing Service on September 29, 2006 to assist in the positive identification of perpetrators of criminal behavior in the library. The purpose of these guidelines is to insure that privacy and protection of the public are not compromised by unintentional misuse of this new technology.

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### **Data Recovery & Storage:**

- Security cameras will be used for identification purposes only.
- Data (video, audio, images) will be stored on secured servers until which point data is recorded over, as space allows. Select data, such as images supplementing as incident report, may be retained as long as required.
- Only the Library Director and other designated Library or City staff may access camera feeds and stored data.
- Data retrieved will be reviewed only when incidents take place.
- Data will be shared with public authorities only when incidents take place.

Since images may capture individual library use and can be used to determine the specific use of library materials by specific people, all stored data is considered "private library data" and are private by law in Minnesota and may not be disclosed for purposes that are non-library related or except pursuant to a court order. Any such requests shall be forwarded to the Library Director.

### **Goals of Guidelines and Procedures:**

- Security cameras will be used for identification purposes only.
- Data retrieved (visual/auditory) will be reviewed only when incidents take place
- Data will be shared with public authorities only when incidents take place

### Responsibilities of Users:

- ~~Upkeep of camera~~Camera equipment will be provided, maintained and upgraded, as needed, by the ~~library designated maintenance engineer~~City staff and/or security camera service provider.
- ~~Data retrieved (visual/auditory) will be reviewed by designated library staff only~~
- Storage and use of retrieved data ~~(video, auditory, and still shots) will rest with~~the responsibility of the Library Director or ~~other~~ designated libraryCity staff.
- Designated ~~library~~Library staff will review equipment procedures bi-annually to maintain skills and knowledge.
- Library ~~Director~~staff will updates required signage to inform the public about security cameras.

### Procedures for Use:

**Equipment:** One camera is focused on activity in the Third Street Lobby (Camera 1); the other is focused on the internal entrance at the East Street Lobby (Camera 2) and a portion of the main library. Both cameras are activated by motion. Auditory pick up is within immediate range of the visual field and varies by tone and volume of the human speaker. A manual and physical description of the cameras, monitor, speakers, DVD/CD writer and storage devices (writable CD or flash drive) are stored by recording equipment in the SELCO Room. Equipment is under warranty for one year after installation. The DVR can be expanded to two additional cameras in the library (requiring more wiring and installation).

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Adopted by the Red Wing Public Library Board of Trustees November 13, 2006

## **Use of Donations and Memorials Given to the Library**

Donations and memorials given to the Library are for the betterment of the Library and not for operating expenses.

12/2001

## **Red Wing Library Memorial Fund**

“The Memorial Fund should be kept in the range of \$25,000 to \$50,000. The amount over \$50,000 should be transferred annually to The Saint Paul Foundation by the Library Board at its March meeting.”

Memorials and bequests that the Library received will go into the library memorial fund at the City until the wishes of the Library can be reviewed and the amount over \$50,000 included in the annual transfer in March of each year.

08/2002

## **Use of Donations and Memorials ~~Given to the Library~~**

Donations and memorials given to the Library are for the betterment of the Library and not for operating expenses.

Memorials and bequests that the Library receives will go into the Red Wing Public Library Memorial Fund at the City until the wishes of the Library can be reviewed. Funds in the Memorial Fund should not exceed \$50,000. Any amount over \$50,000 should be transferred annually to the Saint Paul & Minnesota Foundation by the Library Board at its March meeting.

12/2001

## **Red Wing Library Memorial Fund**

~~“The Memorial Fund should be kept in the range of \$25,000 to \$50,000. The amount over \$50,000 should be transferred annually to The Saint Paul Foundation by the Library Board at its March meeting.”~~

~~Memorials and bequests that the Library received will go into the library memorial fund at the City until the wishes of the Library can be reviewed and the amount over \$50,000 included in the annual transfer in March of each year.~~

08/2002

## Bequest for Innovative Library Services

As mentioned at the March Board Meeting, the Library will be receiving a considerable bequest to be used “to provide innovative and non-traditional services to its patrons.” Here is an expanded list (with some estimated costs) on what the Library could add.

Item	Cost
Binoculars	\$20/set, \$45 for books/notebook
Bird watching kits^	\$20/set, \$45 for books/notebook
Board games^	\$15-\$85 per game
Bocce ball set	\$30-\$50 per game, \$30 for book
Cake pans	\$10-\$30 per pan
Crochet hooks^	\$20 per set, \$50 for pattern books
Disc Golf set	\$30 per set, \$30 for book, \$10 for scorebook
Family Archive kit^*	\$50 for recorder, \$20 for notebook
Fishing Poles^	\$60 per pole, \$25 for tackle starter
Ghost hunting kits^	\$135 for kit
Ice Cream maker	\$50 for countertop, \$50 for ball, \$30 for recipe book
Jumbo Jenga	\$120
Kites	\$15-\$60 per kite, \$30 book
Magic kit	\$40-\$60 for kit
Memory Care kit^*	\$40-\$200 per kit
Microscopes^	\$50-\$200 per microscope, \$30 for book if not included
Nintendo Switch^	\$400, \$60 per game, \$200 for TV, \$200 for security
Pickleball Sets^	\$25/set
Podcast kit*	\$160-\$500, \$30 book
Popcorn maker	\$35 (small), \$120 (large)
Punch bowls	\$80
Puzzles^	\$10-\$30 per puzzle
Sensory kit	\$40-\$200 depending on materials
Serger/Sewing machine	Sewing: \$120, Serger: \$230
Stand mixer	\$260
STEM kits^	\$60-\$200, depending on materials
Sheldon Theater seats	\$400 for 4-pack?
Telescopes^	\$400 per telescope
TheirStory (Oral History)	\$2,000
Therapy lamp	\$30-\$60
Ties	\$15-\$55
Tools	Wide range
Turntables	\$100-\$160
Video editing kit*	\$150-\$500 (software, hardware)
Video games^	\$60 per game
Yard games	Varies, \$15-\$100
Zenbooth	\$16,000

*^ denotes items that I have experience providing*

*\* denotes items that could work in conjunction with an audio booth*