



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 of Trustees Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Wednesday, March 11, 2026, at 6:00 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. [Join the meeting via Webex](#). To join via telephone, please dial (415) 655-0001. Enter access code 2550 792 9629 and password 2026 when prompted.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Excusal of Members**
- 4. Swearing in of Library Board Members Hannah Paul and Sara Kern**
- 5. Approval of Agenda**
- 6. Consent Agenda**
 - 6.A. Motion to Approve the January 14, 2026 Library Board Meeting Minutes
 - 6.B. Motion to Approve the February 11, 2026 Library Board Workshop Minutes
 - 6.C. Motion to Approve the January & February 2026 Bills
- 7. Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.
- 8. Motions & General Business**
 - 8.A. Consider Motion to Approve the 2026 Rules of Order and Policies for Boards, Commissions, and Committees in Accordance with the City Charter, Section 5.04
 - 8.B. Consider Motion to Approve Letter to City Council Regarding Council Liaisons
 - 8.C. Motion to Approve the 2025 Minnesota Public Library Annual Report for Red Wing Public Library

- 8.D. Consider Motion to Approve Revisions to the Library's Memorial Fund Policy
- 8.E. Consider Motion to Approve Revisions to the Library's Fine Arts Policy
- 8.F. Consider Motion to Approve Revisions to the Library's ADA Policy
- 8.G. Consider Motion to Approve Revisions to the Library's Guidelines for Use
- 8.H. Consider Motion to Approve Revisions to the Library's Meeting Room Policy
- 8.I. 2026 Committee Assignments

9. Communication Items

- 9.A. Director's Report
- 9.B. Library Board President's Report
- 9.C. SELCO
- 9.D. City Council Liaison Report
- 9.E. Friends of the Library
- 9.F. Fine Arts Committee
- 9.G. Personnel Committee
- 9.H. Long Range Planning Committee
- 9.I. Budget Committee
- 9.J. Board Member Comments
- 9.K. Announcements
- 9.L. Attachments

10. 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.

**Red Wing Library Board of Trustees
Regular Meeting
City Council Chambers
January 14, 2026**

Members Present: Library Board President Natasha Yates; Library Board Vice President Jacqueline West; Board Members Amanda Motschke, Ron Skjong, Joan Heineman, and Kim Emery

Members Absent: Board Member Catherine Friend (excused)

Others Present: Dan Brower, Library Director; Vicki Jo Lambert, Council Liaison

1. Call to Order

Library Board President Natasha Yates called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

President Yates led the recitation of the Pledge of Allegiance.

3. Excusal of Members

President Yates noted that Member Emery was excused in the Month of November, despite her forgetting to say it during the meeting and the meeting minutes saying otherwise.

4. Approval of Agenda

A motion was made by Member Skjong, seconded by Vice President West, to approve the Agenda as presented. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

5. Annual Reading of Statement of Intent & Library Mission Statement

A. Statement of Intent & Library Mission Statement.

President Yates led the Board in the annual reading of the Statement of Intent and the Library Mission Statement.

6. Swearing in of Library Board Members Amanda Motschke and Ron Skjong

Mayor Gary Iocco swore in Member Amanda Motschke.

Mayor Gary Iocco swore in Member Ron Skjong.

7. Election of Officer

Library Director Dan Brower asked for nominations for Library Board President. Vice President West nominated President Yates.

Director Brower stated that, given there were no other nominations, President Yates will remain Library Board President.

Director Brower asked for nominations for Library Board Vice President. President Yates nominated Vice President West.

Director Brower stated that, given there were no other nominations, Vice President West will be the Library Board Vice President.

Director Brower asked for nominations for Library Board Secretary. Vice President West nominated Member Heineman.

Director Brower stated that, given there were no other nominations, Member Heineman will be the Library Board Secretary.

8. Consent Agenda

A. Motion to Approve the November 12, 2025, Library Board Meeting Minutes.

B. Motion to Approve November and December 2025 Bills.

Director Brower reiterated the excusal of Member Emery in the November Meeting Minutes.

A motion was made by Member Skjong, seconded by Member Heineman, to approve the Consent Agenda as presented. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

9. Public Comment

There was no public comment.

10. Motions & General Business

A. Consider Motion to Approve 2026 Meeting Schedule.

Director Brower discussed Library Board Meeting dates and proposed changes.

A motion was made by Member Vice President West, seconded by Member Emery, to approve the meeting schedule as revised. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

11. Communication Items

A. Director's Report.

Director Brower highlighted topics from his report:

- Director Brower stated that he will be attending the International Evergreen Conference in Seattle in April to learn about new software features and share that information with other library directors in the region. All costs associated with the conference will be fully covered.
- Director Brower discussed the return of the "Automatically Yours" program, which allows patrons to sign up for specific authors and receive newly released books. Participants are placed on a list, and copies are distributed randomly among those registered.

- Director Brower noted that there are no updates regarding the bequest at this time, but stated that staff are working with Public Works on the sound booth and exploring alternative options for study rooms.
- Director Brower stated that measurements for the Library of Things were unclear and that staff will need to reassess the space to determine how many cabinets can fit.
- Director Brower reported that the library is partnering with the Big Turn Music Festival and that Emily from Red Wing Arts has coordinated receiving albums from performing artists so residents can discover their music at the library. He also noted that two festival tickets will be given away to the January reading challenge winner.
- Director Brower announced that there are two board vacancies available to help support and influence library decisions, and interested individuals may apply through the City website.
- Director Brower stated that the library hopes to send all staff to the PLA Conference, as a national conference is being held locally. He noted that the library will remain open during the conference. Two staff members received grants to attend, covering their costs in full. While this will exhaust the library's travel and conference budget, he believes this is an important and worthwhile opportunity.
- Director Brower reported that he has been invited to attend the World Library and Information Congress hosted by IFLA in South Korea. He applied to volunteer at the conference to receive free registration and accommodations and is awaiting confirmation.
- Director Brower noted that the 2026 budget includes a position increase, with the Youth Services Assistant transitioning to full-time status effective June 1, 2026.

B. Library Board President's Report.

There was no report.

C. SELCO.

Board Representative Brandt highlighted topics from her report:

- Ebook Legislation
- SELCO Property Updates

D. City Council Liaison Report.

Council Liaison Lambert expressed her support for the position converting to full-time and asked whether the City owns its eBooks or leases them. Director Brower responded that the City licenses the eBooks. Council Liaison Lambert asked if this licensing is managed through data centers. Director Brower confirmed that this was correct.

E. Friends of the Library.

Friends of the Library Representative Cato reported that the mini book sale earned \$50 in two hours. She also announced that the "Cozy Up and Read"

program is starting and noted a need for paper and plastic bags. The next book sale is scheduled for April 1.

F. Bequest Committee.

President Yates reported that the matter is on hold pending resolution of the sound booth. She also noted the Carlson Estate is in probate, and additional details can be found within the report.

G. Budget Committee.

There was no report.

H. Fine Arts Committee.

There was no report.

I. Long-Range Planning Committee.

There was no report.

J. Marketing Committee.

Member Emery reported that preliminary brand guidelines are expected within the next week or so.

K. Personnel Committee.

President Yates reported on the part-time position that is being transitioned to full-time and noted that several clerks have resigned, with hopes that the positions will be filled soon.

L. Board Member Comments.

Board Members were offered an opportunity to provide book reviews.

President Yates discussed *The Girl Who Baptized Herself* (non-fiction) and shared that she learned a great deal about how the Bible was put together and the story of a Saint named Thecla.

Member Emery discussed *Dark Humor* by Matt Goldman, describing a husband avenging his wife's death in Europe.

Member Motschke discussed *IQ 84*, describing it as surreal and very long, and noted being nearly finished with it.

Member Heineman discussed *Foster* by Claire Keegan, about a young girl in Ireland who is sent to live with another family, told through her voice.

Member Skjong discussed *The Book of Hope* by Jane Goodall, describing it as a worthwhile book that makes you feel.

Vice President West discussed *Dear Memory* by Victoria Chang, a memoir told through letters, which she highly recommends.

Council Liaison Lambert discussed *Eve* by Kat Bohanan, noting that it was good but a difficult read.

Director Brower discussed *The Life and Adventures of Santa Claus*, noting the optimism throughout the book.

Friends of the Library representative Cato shared works by Dorothy L. Sayers featuring *Lord Peter Wimsey*, noting their educational and classical nature.

M. Announcements.

Director Brower announced that the City sent communication to employees outlining what they can and cannot do if ICE enters the workplace.

N. Attachments.

12. Adjournment

A motion was made by Member Skjong to adjourn the meeting.
The meeting adjourned at 6:46 p.m.

ATTEST:

Joan Heineman, Secretary

**Red Wing Library Board of Trustees
Library Board Workshop
Red Wing Public Library Foot Room
February 11, 2026**

Library Board President Natasha Yates called the meeting to order at 6:04 p.m.

1. Roll Call

Members Present: Library Board President Natasha Yates; Jacqueline West, Ron Skjong, Joan Heineman, and Kim Emery

Members Absent: Amanda Motschke (Excused), Catherine Friend (Excused)

Others Present: Dan Brower, Library Director

2. Workshop Items

A. November Meeting Date

Library Director Brower stated that the Board had previously selected an alternate November meeting date, but it was not placed on the calendar. As a result, a new date is needed. Staff is holding on November 10 or November 12 at 6:00 p.m.

01:33 Jacqueline West expressed a preference not to meet on Thursday.

Board consensus was reached to hold the regular November meeting on November 10 at 6:00 p.m.

B. Board Calendar

Director Brower presented the new 2026 Board calendar. He noted that an update on the Long-Range Plan will be provided at the April workshop. The 2026 holiday schedule was also included in the packet. He highlighted that July 4, 2026, falls on a Saturday and the library will be closed that day.

05:09 Kim Emery asked about traffic during the July 4 time period. Director Brower stated that when the holiday falls on a weekend, traffic is typically slower. When it falls during the week, activity generally remains steady. He added that summer months are busy overall, even on slower days.

C. Committee Assignments

Director Brower noted that Member Heineman is currently the only member serving on the Budget Committee. He commented that there is one opening on the Personnel Committee and that all present Board Members are serving on at least one Committee.

Director Brower suggested that committee assignments be revisited in March after new members are appointed to better understand their interests.

07:07 Jacqueline West noted that during their time on the Committee, there was rarely anything to report and questioned whether it could function as an ad hoc committee rather than a standing Committee.

07:42 Jacqueline West shared that they had served on the Committee for four to five years with no items requiring action.

08:10 Jacqueline West commented that now the Committee is making sure there is enough to check out and refreshing the collection. 08:18 Natasha Yates stated that the Fine Arts Committee is not responsible for the library collection or a part of those discussions.

Director Brower stated that the Board could designate the Fine Arts Committee as ad hoc. He noted that other Committees remain necessary. If a significant donation were received, the Board could canvass Members to determine interest in serving temporarily. Director Brower will confirm procedural considerations and provide an update at the March meeting. He also noted there will be no budget work before then.

Member Heineman shared that when asked to serve on the budget Committee, she had concerns about capacity, but was reassured that there would be no math required, which has proven to be the case.

D. Board and Commission Training

Director Brower informed the Board that training materials are available on the City website, including quick-reference PDFs regarding Open Meeting Law, ex parte communications, and meeting procedures.

Director Brower shared several short training videos produced by the City of Red Wing, including an overview of boards and commissions, meeting and workshop procedures, main motions, and the eight steps of voting, how to amend a motion, and the roles and responsibilities of board and commission members and chairs.

Board Members commented positively on the quality of the videos.

Director Brower highlighted that the video on roles and responsibilities was particularly important regarding communications. He noted that additional guides and policy links are available and that he can share further training materials upon request.

Director Brower discussed a recent Minnesota law allowing Board Members to attend meetings virtually, provided the necessary technology is in place to ensure clear communication. He stated that while in-person meetings are preferred, the Board has the technological capability to accommodate virtual participation.

Director Brower noted that the 2026 Board and Commission Rules and Policies will be discussed further in March after Council adoption.

E. Policy Revisions

2.E.1. Memorial Fund Policy

Director Brower explained that the Red Wing Public Library Memorial Fund Policy was drafted after reviewing policies from other libraries. The proposed revision combines guidance on memorial funds and donations into one clear and concise document.

Director Brower discussed options for designating funds and how memorials and donations may be structured. He emphasized the goal of being proactive rather than reactive, noting that other libraries are increasingly adding fund designations.

45:03 Natasha Yates asked whether AHERN funds could be used to pay for staffing. Director Brower stated that, per the City Charter, donated funds cannot be used for ongoing operational needs such as staffing.

45:44 Natasha Yates commented that the challenge is having financial flexibility but limited staffing capacity. Director Brower clarified that while the library is not “swimming in money,” it does have flexibility in certain funding areas.

46:17 Kim Emery asked whether undesignated funds could be reallocated for major construction or expansion projects. Director Brower confirmed that the Board has the authority to move undesignated funds through a simple motion. He noted that AHERN is a provisional fund rather than a granting fund.

Board consensus was support for the policy draft, with formal action to be taken at the next meeting.

2.E.2. Fine Arts Policy

Director Brower noted that Library Board President Yates had previously provided a marked-up copy of the Fine Arts Policy. Since no formal action was taken at that time, Director Brower made minor revisions, discussed Policy changes, and the history of the Board.

55:56 Natasha Yates stated they don't have strong feelings as to whether to convert the Fine Arts Committee to an ad hoc Committee, but asked for a Member on that Committee to weigh in.

56:07 Jacqueline West expressed support for that change.

Director Brower affirmed and stated that the Board can put together an ad hoc Committee as needed.

57:03 Kim Emery commented that the Policy language requires that each art object be displayed once every two years. She asked whether that requirement was overly prescriptive. Director Brower suggested revising the language to state, “to display as time and space allow”, providing greater flexibility

57:51 Jacqueline West asked if the sentence could be removed altogether. The Board agreed. Director Brower commented that he is supportive of the removal.

59:25 Kim Emery asked where the policy will be located. Director Brower stated that it is currently difficult to find on the website, but a new webpage consolidating all policies will be launched.

1:01:07 Kim Emery asked when the new webpage will launch. Director Brower stated the website transition will occur on February 17, and the URL will remain the same.

01:02:46 Natasha Yates asked whether the City has finalized an ADA policy. Director Brower stated that it has not yet been completed. He has requested interim language from the City Attorney that the library could adopt while waiting for the City's final policy, but has not yet received it. If received before the March meeting, he will share it with the Board.

3. Adjournment

The meeting adjourned at 7:08 p.m.

ATTEST:

Joan Heineman, Secretary

Janaury Bills 2026



Account Number	Vendor	Description	GL Date	Check No	Amount
211-00000-27101	Internal Revenue Service	PR Batch 00901.01.2026 Medicare	01/02/2026	0	425.32
211-00000-27101	Internal Revenue Service	PR Batch 00901.01.2026 FICA(Social Se	01/02/2026	0	1,818.49
211-00000-27101	Internal Revenue Service	PR Batch 00901.01.2026 Federal Income	01/02/2026	0	3,184.10
211-00000-27101	Internal Revenue Service	PR Batch 00901.01.2026 Medicare	01/02/2026	0	425.32
211-00000-27101	Internal Revenue Service	PR Batch 00901.01.2026 FICA (Social S	01/02/2026	0	1,818.49
211-00000-27101	Internal Revenue Service	PR Batch 00902.01.2026 Federal Income	01/16/2026	0	3,283.63
211-00000-27101	Internal Revenue Service	PR Batch 00902.01.2026 Medicare	01/16/2026	0	414.43
211-00000-27101	Internal Revenue Service	PR Batch 00902.01.2026 Medicare	01/16/2026	0	414.43
211-00000-27101	Internal Revenue Service	PR Batch 00902.01.2026 FICA (Social S	01/16/2026	0	1,771.87
211-00000-27101	Internal Revenue Service	PR Batch 00902.01.2026 FICA(Social Se	01/16/2026	0	1,771.87
211-00000-27101	Internal Revenue Service	PR Batch 00903.01.2026 Federal Income	01/30/2026	0	4,046.19
211-00000-27101	Internal Revenue Service	PR Batch 00903.01.2026 FICA (Social S	01/30/2026	0	2,156.21
211-00000-27101	Internal Revenue Service	PR Batch 00903.01.2026 FICA(Social Se	01/30/2026	0	2,156.21
211-00000-27101	Internal Revenue Service	PR Batch 00903.01.2026 Medicare	01/30/2026	0	504.24
211-00000-27101	Internal Revenue Service	PR Batch 00903.01.2026 Medicare	01/30/2026	0	504.24
Vendor Subtotal:					24,695.04
211-00000-27101	Minnesota Department of Revenue	PR Batch 00901.01.2026 State Income T	01/02/2026	0	1,242.74
211-00000-27101	Minnesota Department of Revenue	PR Batch 00902.01.2026 State Income T	01/16/2026	0	1,268.39
211-00000-27101	Minnesota Department of Revenue	PR Batch 00903.01.2026 State Income T	01/30/2026	0	1,545.93
Vendor Subtotal:					4,057.06
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211-00000-27102	PERA Payroll	PR Batch 00902.01.2026 PERA Coordina	01/16/2026	0	1,815.79
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211-00000-27102	PERA Payroll	PR Batch 00903.01.2026 PERA Coordina	01/30/2026	0	1,920.77
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211-00000-27103	AFSCME	PR Batch 00901.01.2026 Union-AFSCM	01/02/2026	0	0.76
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Vendor Subtotal:					1.49
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 \$50,000 Life In	01/02/2026	126067	21.10
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Green Medical	01/02/2026	126067	1,424.11
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Purple Medical	01/02/2026	126067	42.11
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Yellow Medical	01/02/2026	126067	158.48
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Dental	01/02/2026	126067	237.43
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Accidental Deat	01/02/2026	126067	14.26
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Green Medical	01/02/2026	126067	52.53
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Yellow Medical	01/02/2026	126067	2,574.62
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211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 VEBA- Employ	01/02/2026	126067	656.25
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 The Standard L	01/02/2026	126067	27.79
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Employer HSA	01/02/2026	126067	424.38
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Employer ICRA	01/02/2026	126067	1,246.32
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Wellness Disco	01/02/2026	126067	-117.11
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Long Term Dis	01/02/2026	126067	81.85
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 Vision Buy Up	01/02/2026	126067	10.84
211-00000-27103	CITY OF RED WING	PR Batch 00901.01.2026 \$100,000 Life I	01/02/2026	126067	28.69
211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 Green Medical	01/16/2026	126251	52.53
211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 Dental Insuranc	01/16/2026	126251	39.61
211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 The Standard L	01/16/2026	126251	27.83
211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 Yellow Medical	01/16/2026	126251	158.46
211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 Health Savings	01/16/2026	126251	2.23
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211-00000-27103	CITY OF RED WING	PR Batch 00902.01.2026 Purple Medical	01/16/2026	126251	42.11
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211-00000-27103	METLIFE	PR Batch 00903.01.2026 MN Paid Leave	01/30/2026	126450	117.81
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Vendor Subtotal:					466.64
211-00000-27103	UNITED WAY-ACH ONLY	PR Batch 00901.01.2026 United Way	01/02/2026	0	118.34
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Vendor Subtotal:					136.68
211-00000-27105	Nationwide	PR Batch 00901.01.2026 Nationwide 457	01/02/2026	0	110.35
211-00000-27105	Nationwide	PR Batch 00902.01.2026 Nationwide 457	01/16/2026	0	111.66
211-00000-27105	Nationwide	PR Batch 00903.01.2026 Nationwide 457	01/30/2026	0	111.66
Vendor Subtotal:					333.67
211-45500-52105	AMAZON.COM SALES INC	receipt book	12/31/2025	126256	5.54
211-45500-52105	AMAZON.COM SALES INC	planner dab	12/31/2025	126256	16.89
211-45500-52105	AMAZON.COM SALES INC	receipt books	12/31/2025	126256	-33.24
211-45500-52105	AMAZON.COM SALES INC	bone folder	12/31/2025	126256	8.98
Vendor Subtotal:					-1.83
211-45500-52110	AMAZON.COM SALES INC	teal paper	01/28/2026	126453	16.04
Vendor Subtotal:					16.04
211-45500-52299	CENTRAL TECHNOLOGY	Acct RWPL Inv 2187 Receipt Paper	01/07/2026	126163	114.34
Vendor Subtotal:					114.34
211-45500-52299	PETTY CASH RED WING LIBRARY	Acct RWPL Inv 01/23/26RWPL STC Pat	01/28/2026	126525	12.99
Vendor Subtotal:					12.99
211-45500-52299	SELCO	Acct RED Inv 01/23/26RWPL Lost ILL F	01/28/2026	126532	22.99
Vendor Subtotal:					22.99
211-45500-52416	AMAZON.COM SALES INC	usb card reader	12/31/2025	126256	18.47
211-45500-52416	AMAZON.COM SALES INC	ipad headphones	01/28/2026	126453	99.87

Vendor Subtotal:					118.34
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211-45500-53105	SELCO	Acct RED Inv 053984 ILS	01/07/2026	126220	1,909.18
Vendor Subtotal:					1,909.18
211-45500-53130	AMAZON.COM SALES INC	h potter	12/31/2025	126256	14.95
211-45500-53130	AMAZON.COM SALES INC	glitter paper	12/31/2025	126256	56.07
211-45500-53130	AMAZON.COM SALES INC	h potter	12/31/2025	126256	169.76
211-45500-53130	AMAZON.COM SALES INC	glitter paper	01/28/2026	126453	-15.19
211-45500-53130	AMAZON.COM SALES INC	h potter	01/28/2026	126453	258.08
211-45500-53130	AMAZON.COM SALES INC	gold paper	01/28/2026	126453	-15.99
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Vendor Subtotal:					310.49
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-A Walmart HP	12/31/2025	126494	61.65
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-B Michaels HP	12/31/2025	126494	90.03
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-B Michaels HP	12/31/2025	126494	30.04
Vendor Subtotal:					181.72
211-45500-53191	ELAN FINANCIAL SERVICES	Acct 6936 Inv 1/26RWPL-F Interest	01/14/2026	126280	9.15
Vendor Subtotal:					9.15
211-45500-53199	ASSUREHIRE INC.	PRE EMPLOY TEST	12/31/2025	126261	33.36
Vendor Subtotal:					33.36
211-45500-53205	HIAWATHA BROADBAND COMMUN	Telephone & Internet Charges	12/31/2025	126185	103.99

			Vendor Subtotal:		103.99
211-45500-53205	CELLCO PARTNERSHIP	VERIZON MOBILE/DATA PAD SERV	12/31/2025	126242	38.41
			Vendor Subtotal:		38.41
211-45500-53210	ELAN FINANCIAL SERVICES	Acct 6936 Inv 1/26RWPL-B USPS Stamp	01/14/2026	126280	234.00
			Vendor Subtotal:		234.00
211-45500-53210	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-F USPS Packag	12/31/2025	126494	7.80
			Vendor Subtotal:		7.80
211-45500-53305	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-D Delta Evergr	12/31/2025	126494	527.97
			Vendor Subtotal:		527.97
211-45500-53330	ELAN FINANCIAL SERVICES	Acct 6936 Inv 1/26RWPL-D PLA Amher	01/14/2026	126280	364.00
211-45500-53330	ELAN FINANCIAL SERVICES	Acct 6936 Inv 1/26RWPL-C PLA Seelan	01/14/2026	126280	364.00
			Vendor Subtotal:		728.00
211-45500-53330	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-E PLA Conf DI	12/31/2025	126494	364.00
211-45500-53330	ELAN FINANCIAL SERVICES	Acct 9863 Inv RWPLDB-C Evergreen Cc	12/31/2025	126494	275.00
			Vendor Subtotal:		639.00
211-45500-53750	QUADIENT, INC	Library	01/21/2026	126423	6.76
			Vendor Subtotal:		6.76
211-45500-53907	AMAZON.COM SALES INC	christmas ring	12/31/2025	126256	-3.59
211-45500-53907	AMAZON.COM SALES INC		12/31/2025	126256	75.83
211-45500-53907	AMAZON.COM SALES INC		12/31/2025	126256	20.99
211-45500-53907	AMAZON.COM SALES INC		12/31/2025	126256	19.19
211-45500-53907	AMAZON.COM SALES INC		01/28/2026	126453	20.99
211-45500-53907	AMAZON.COM SALES INC	lynley one	01/28/2026	126453	-27.99

211-45500-53907	AMAZON.COM SALES INC		01/28/2026	126453	45.88
211-45500-53907	AMAZON.COM SALES INC		01/28/2026	126453	54.16
211-45500-53907	AMAZON.COM SALES INC		01/28/2026	126453	17.98
211-45500-53907	AMAZON.COM SALES INC	kissinger	01/28/2026	126453	-20.89
211-45500-53907	AMAZON.COM SALES INC		01/28/2026	126453	20.89
Vendor Subtotal:					223.44
211-45500-53907	BARRONS	Acct 010160719176 Inv 12/12/25RWPL	12/31/2025	126264	386.42
Vendor Subtotal:					386.42
211-45500-53907	BLACKSTONE AUDIO INC	Acct 100841 Inv 2222094	12/31/2025	126380	200.53
211-45500-53907	BLACKSTONE AUDIO INC	Acct 100841 Inv 2223363	01/28/2026	126463	76.48
Vendor Subtotal:					277.01
211-45500-53907	BRODART COMPANY	Acct 220933 Inv M223719 Leased Books	01/07/2026	126162	9,805.49
Vendor Subtotal:					9,805.49
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 inv 999101694113	12/31/2025	126284	30.39
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 Inv 999101810837	12/31/2025	126396	28.49
Vendor Subtotal:					58.88
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93388894	01/14/2026	126295	790.08
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93054635	12/31/2025	126295	249.23
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201087	12/31/2025	126295	47.32
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201092	12/31/2025	126295	28.35
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93256983	12/31/2025	126295	110.76
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93256985	12/31/2025	126295	23.89
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93256984	12/31/2025	126295	11.48
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201091	12/31/2025	126295	19.07
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201088	12/31/2025	126295	54.92
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93303132	12/31/2025	126295	778.57
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201094	12/31/2025	126295	89.49
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93085715	12/31/2025	126295	277.07
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 92706658 Credit	12/31/2025	126295	-7.49
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201090	12/31/2025	126295	16.36
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201089	12/31/2025	126295	19.83

211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93256982	12/31/2025	126295	25.31
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201093	12/31/2025	126295	57.59
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93126116	12/31/2025	126402	200.09
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93201095	12/31/2025	126402	682.49
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93167635	12/31/2025	126402	94.29
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93151994	12/31/2025	126402	601.57
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450812	01/21/2026	126402	15.18
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450810	01/21/2026	126402	17.00
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93669095	01/21/2026	126402	26.99
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450809	01/21/2026	126402	38.81
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93494592	01/21/2026	126402	949.95
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450806	01/21/2026	126402	245.87
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450807	01/21/2026	126402	42.72
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450813	01/21/2026	126402	444.99
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450811	01/21/2026	126402	134.20
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93450808	01/21/2026	126402	15.18
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93528126	01/21/2026	126402	252.31
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93401455	01/28/2026	126508	206.60
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 93693978	01/28/2026	126508	335.96
		Vendor Subtotal:			6,896.03
211-45500-53907	OVERDRIVE INC	Acct 2225-0002 Inv 02225DA25406381	12/31/2025	126325	22.98
211-45500-53907	OVERDRIVE INC	Acct 2225-0002 Inv 02225CO26013160	01/28/2026	126524	234.77
		Vendor Subtotal:			257.75
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Order 480049 Inv 520867	12/31/2025	126327	65.76
		Vendor Subtotal:			65.76
211-45500-53907	FORUM COMMUNICATIONS COMP/Subscription Renewal		01/14/2026	126328	380.89
		Vendor Subtotal:			380.89
211-45500-53907	SELCO	Acct RED Inv 054024 OverDrive	01/14/2026	126338	6,997.14
		Vendor Subtotal:			6,997.14
211-45500-53907	WALL STREET JOURNAL	Acct 120398570648 Inv 12/10/25RWPL	12/31/2025	126360	772.97

			Vendor Subtotal:		772.97
211-45500-53990	SIEVERS CREATIVE LLC	Acct RWPL Inv 1891	01/28/2026	126533	1,838.20
			Vendor Subtotal:		1,838.20
211-45510-52299	BATTERIES PLUS WEST ST PAUL #311595394	AED BAT LIB LOWER LVL	01/28/2026	126460	89.50
211-45510-52299	BATTERIES PLUS WEST ST PAUL #311595394	AED BAT UPPER LIBRARY	01/28/2026	126460	89.50
			Vendor Subtotal:		179.00
211-45510-52299	EGAN	CAMERA SERVICE REPLACEMENT -	12/31/2025	126279	200.00
			Vendor Subtotal:		200.00
211-45510-52299	HIAWATHA BROADBAND COMMUN	Telephone & Internet Charges	12/31/2025	126185	34.84
			Vendor Subtotal:		34.84
211-45510-52299	VESTIS UNIFORMS AND WORKPLA	Laundry Services - LIBRARY	12/31/2025	126358	83.36
			Vendor Subtotal:		83.36
211-45510-52315	FERGUSON ENTERPRISES, LLC	PARTS - LIBRARY	12/31/2025	126178	449.65
			Vendor Subtotal:		449.65
211-45510-52315	MENARDS	SUPPLIES	12/31/2025	126307	40.55
			Vendor Subtotal:		40.55
211-45510-52415	AMAZON.COM SALES INC	kids bandages	01/28/2026	126453	21.77
			Vendor Subtotal:		21.77
211-45510-53105	EGAN	CAMERA SERVICE REPLACEMENT -	12/31/2025	126279	2,000.00
			Vendor Subtotal:		2,000.00

211-45510-53140	GFI PROPERTY MAINTENANCE LLC	Acct RWPL Inv 3883 Dec	12/31/2025	126397	2,200.00
211-45510-53140	GFI PROPERTY MAINTENANCE LLC	Acct RWPL Inv 3929 Jan	01/21/2026	126397	2,200.00
		Vendor Subtotal:			4,400.00
211-45510-53199	EGAN	CAMERA SERVICE REPLACEMENT -	12/31/2025	126279	1,100.00
		Vendor Subtotal:			1,100.00
211-45510-53555	AMPION PBC		12/31/2025	126154	621.03
211-45510-53555	AMPION PBC		12/31/2025	126154	516.63
		Vendor Subtotal:			1,137.66
211-45510-53555	NICOLLET PROJECT LLC		12/31/2025	126419	24.69
		Vendor Subtotal:			24.69
211-45510-53555	XCEL ENERGY INC	DECEMBERMASTER	12/31/2025	126448	1,763.97
		Vendor Subtotal:			1,763.97
211-45510-53565	XCEL ENERGY INC	DECEMBERMASTER	12/31/2025	126448	1,944.52
		Vendor Subtotal:			1,944.52
211-45510-53645	CUSTOM COMMUNICATION INC	HALO SOFTWARE LICENSE RENEW.	01/07/2026	126168	894.70
		Vendor Subtotal:			894.70
		Subtotal for FUND: 211			98,010.32
		Report Total:			

February Bills 2026



Account Number	Vendor	Description	GL Date	Check No	Amount
211-00000-27101	Internal Revenue Service	PR Batch 00901.02.2026 FICA(Social Se	02/13/2026	0	1,872.53
211-00000-27101	Internal Revenue Service	PR Batch 00901.02.2026 FICA (Social S	02/13/2026	0	1,872.53
211-00000-27101	Internal Revenue Service	PR Batch 00901.02.2026 Medicare	02/13/2026	0	437.90
211-00000-27101	Internal Revenue Service	PR Batch 00901.02.2026 Federal Income	02/13/2026	0	3,404.25
211-00000-27101	Internal Revenue Service	PR Batch 00901.02.2026 Medicare	02/13/2026	0	437.90
211-00000-27101	Internal Revenue Service	PR Batch 00902.02.2026 FICA(Social Se	02/27/2026	0	1,818.28
211-00000-27101	Internal Revenue Service	PR Batch 00902.02.2026 Medicare	02/27/2026	0	425.24
211-00000-27101	Internal Revenue Service	PR Batch 00902.02.2026 Federal Income	02/27/2026	0	3,187.54
211-00000-27101	Internal Revenue Service	PR Batch 00902.02.2026 FICA (Social S	02/27/2026	0	1,818.28
211-00000-27101	Internal Revenue Service	PR Batch 00902.02.2026 Medicare	02/27/2026	0	425.24
Vendor Subtotal:					15,699.69
211-00000-27101	Minnesota Department of Revenue	PR Batch 00901.02.2026 State Income T	02/13/2026	0	1,341.19
211-00000-27101	Minnesota Department of Revenue	PR Batch 00902.02.2026 State Income T	02/27/2026	0	1,261.62
Vendor Subtotal:					2,602.81
211-00000-27102	PERA Payroll	PR Batch 00901.02.2026 PERA-Coordin	02/13/2026	0	2,207.97
211-00000-27102	PERA Payroll	PR Batch 00901.02.2026 PERA Coordin	02/13/2026	0	1,913.62
211-00000-27102	PERA Payroll	PR Batch 00902.02.2026 PERA-Coordin	02/27/2026	0	2,209.18
211-00000-27102	PERA Payroll	PR Batch 00902.02.2026 PERA Coordin	02/27/2026	0	1,914.64
Vendor Subtotal:					8,245.41
211-00000-27103	AFSCME	PR Batch 00901.02.2026 Union-AFSCM	02/13/2026	0	0.73
211-00000-27103	AFSCME	PR Batch 00902.02.2026 Union-AFSCM	02/27/2026	0	0.74
Vendor Subtotal:					1.47
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 VEBA- Employ	02/13/2026	126645	656.25

211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Long Term Dis	02/13/2026	126645	89.00
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Vision Buy Up	02/13/2026	126645	10.84
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 The Standard L	02/13/2026	126645	27.79
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Employer HSA	02/13/2026	126645	424.36
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Yellow Medical	02/13/2026	126645	158.47
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Employer ICRA	02/13/2026	126645	1,246.31
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 \$100,000 Life I	02/13/2026	126645	28.69
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Health Savings	02/13/2026	126645	2.20
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 \$50,000 Life In	02/13/2026	126645	24.57
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Purple Medical	02/13/2026	126645	42.11
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Purple Medical	02/13/2026	126645	1,148.15
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Green Medical	02/13/2026	126645	1,424.11
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Accidental Deat	02/13/2026	126645	15.23
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Wellness Disco	02/13/2026	126645	-117.12
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Yellow Medical	02/13/2026	126645	2,574.64
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Dental	02/13/2026	126645	237.43
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Green Medical	02/13/2026	126645	52.53
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Cell phone char	02/13/2026	126645	0.29
211-00000-27103	CITY OF RED WING	PR Batch 00901.02.2026 Dental Insuranc	02/13/2026	126645	39.62
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Yellow Medical	02/27/2026	126863	158.49
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Green Medical	02/27/2026	126863	52.53
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Dental Insuranc	02/27/2026	126863	39.61
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Health Savings	02/27/2026	126863	2.19
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Long Term Dis	02/27/2026	126863	89.03
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 The Standard L	02/27/2026	126863	27.82
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Purple Medical	02/27/2026	126863	42.11
211-00000-27103	CITY OF RED WING	PR Batch 00902.02.2026 Vision Buy Up	02/27/2026	126863	10.84
Vendor Subtotal:					8,508.09
211-00000-27103	METLIFE	PR Batch 00901.02.2026 Minnesota Paid	02/13/2026	126646	124.55
211-00000-27103	METLIFE	PR Batch 00901.02.2026 MN Paid Leave	02/13/2026	126646	124.55
211-00000-27103	METLIFE	PR Batch 00902.02.2026 MN Paid Leave	02/27/2026	126864	121.47
211-00000-27103	METLIFE	PR Batch 00902.02.2026 Minnesota Paid	02/27/2026	126864	121.47
Vendor Subtotal:					492.04
211-00000-27103	UNITED WAY-ACH ONLY	PR Batch 00901.02.2026 United Way	02/13/2026	0	18.34
211-00000-27103	UNITED WAY-ACH ONLY	PR Batch 00902.02.2026 United Way	02/27/2026	0	18.34
Vendor Subtotal:					36.68

211-00000-27105	Nationwide	PR Batch 00901.02.2026 Nationwide 457	02/13/2026	0	111.64
211-00000-27105	Nationwide	PR Batch 00902.02.2026 Nationwide 457	02/27/2026	0	111.65
		Vendor Subtotal:			223.29
211-45500-52105	AMAZON.COM SALES INC	sharpie and stamp pad	02/25/2026	126868	20.28
		Vendor Subtotal:			20.28
211-45500-52110	AMAZON.COM SALES INC	cardstock	02/18/2026	126768	37.62
		Vendor Subtotal:			37.62
211-45500-52299	AMAZON.COM SALES INC	kleenex	02/04/2026	126549	13.29
211-45500-52299	AMAZON.COM SALES INC	purell	02/18/2026	126768	11.19
211-45500-52299	AMAZON.COM SALES INC	labels	02/25/2026	126868	18.00
		Vendor Subtotal:			42.48
211-45500-52299	PLAYAWAY PRODUCTS, LLC	Sale 484486 Inv 524122 Cases	02/11/2026	126724	69.85
		Vendor Subtotal:			69.85
211-45500-52416	AMAZON.COM SALES INC	power strip cube	02/25/2026	126868	38.97
		Vendor Subtotal:			38.97
211-45500-53105	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-E 1Password	02/11/2026	126672	239.40
211-45500-53105	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-H 1Password	02/11/2026	126672	7.18
		Vendor Subtotal:			246.58
211-45500-53105	SELCO	Acct RED Inv 054106 PC Management	02/11/2026	126734	1,061.43
211-45500-53105	SELCO	Acct RED Inv 054072 ILS	02/11/2026	126734	1,909.18
		Vendor Subtotal:			2,970.61
211-45500-53130	AMAZON.COM SALES INC	harry potter	02/18/2026	126768	103.43
211-45500-53130	AMAZON.COM SALES INC	summer reading	02/25/2026	126868	79.93

			Vendor Subtotal:		183.36
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-G HP	02/11/2026	126672	30.00
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-F Walmart H	02/11/2026	126672	200.92
211-45500-53130	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-D Dominoes	02/11/2026	126672	114.52
			Vendor Subtotal:		345.44
211-45500-53130	HELEN KORBEL	Acct RWPL Inv 02/17/26RWPL1 Walgre	02/25/2026	126912	69.36
211-45500-53130	HELEN KORBEL	Acct RWPL Inv 02/18/26RWPL Walgree	02/25/2026	126912	25.24
211-45500-53130	HELEN KORBEL	Acct RWPL Inv 02/17/26RWPL Aldi SR	02/25/2026	126912	8.02
			Vendor Subtotal:		102.62
211-45500-53130	JESSICA ZUEHLKE	Acct RWPL Inv 02/14/26RWPL Twain C	02/04/2026	126591	450.00
			Vendor Subtotal:		450.00
211-45500-53130	MARIE MCNAMARA	Acct RWPL Inv 02/24/26RWPL Program	02/25/2026	126922	100.00
			Vendor Subtotal:		100.00
211-45500-53130	MEGAN SEELAND	Acct RWPL Inv 01/30/26RWPL Target F	02/04/2026	126599	9.97
211-45500-53130	MEGAN SEELAND	Acct RWPL Inv 02/10/26RWPL Target S	02/18/2026	126815	36.07
			Vendor Subtotal:		46.04
211-45500-53161	HIRERIGHT GIS INTERMEDIATE CO	DRUG TESTING	02/11/2026	126692	83.85
			Vendor Subtotal:		83.85
211-45500-53161	MAYO CLINIC	PRE EMPLOY TESTING	02/11/2026	126709	495.00
			Vendor Subtotal:		495.00
211-45500-53205	HIAWATHA BROADBAND COMMUN	Telephone & Internet Charges	02/11/2026	126690	108.71

			Vendor Subtotal:		108.71
211-45500-53205	CELLCO PARTNERSHIP	VERIZON MOBILE/DATA PAD SERVI	02/11/2026	126754	38.41
			Vendor Subtotal:		38.41
211-45500-53210	US POSTAL SERVICE (QUADIENT-P)		02/18/2026	126850	1.48
			Vendor Subtotal:		1.48
211-45500-53330	AMERICAN LIBRARY ASSOCIATION	RWPLPO02026 Inv 012226 PLA DS,MT	02/04/2026	126547	1,304.00
			Vendor Subtotal:		1,304.00
211-45500-53330	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-A PLA Refur	02/11/2026	126672	-364.00
			Vendor Subtotal:		-364.00
211-45500-53750	QUADIENT LEASING USA INC	QUARTERLY LEASE	02/18/2026	126821	42.27
			Vendor Subtotal:		42.27
211-45500-53907	AMAZON.COM SALES INC		02/04/2026	126549	17.95
211-45500-53907	AMAZON.COM SALES INC		02/04/2026	126549	76.18
211-45500-53907	AMAZON.COM SALES INC		02/04/2026	126549	54.87
211-45500-53907	AMAZON.COM SALES INC	roofman	02/04/2026	126549	-0.33
211-45500-53907	AMAZON.COM SALES INC	a little prayer	02/04/2026	126549	-3.50
211-45500-53907	AMAZON.COM SALES INC		02/04/2026	126549	52.48
211-45500-53907	AMAZON.COM SALES INC	an unexpected valentine	02/04/2026	126549	-3.03
211-45500-53907	AMAZON.COM SALES INC		02/18/2026	126768	24.49
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	-20.99
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	20.95
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	-5.51
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	33.94
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	47.94
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	17.95
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	1.26
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	59.88
211-45500-53907	AMAZON.COM SALES INC		02/25/2026	126868	22.78

Vendor Subtotal:					397.31
211-45500-53907	BLACKSTONE AUDIO INC	Acct 100841 Inv 2224764	02/11/2026	126656	149.36
Vendor Subtotal:					149.36
211-45500-53907	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-C Kindle	02/11/2026	126672	1.99
211-45500-53907	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-B Kindle	02/11/2026	126672	4.98
Vendor Subtotal:					6.97
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 Inv 999101889178	02/04/2026	126578	98.37
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 Inv 999102268360	02/18/2026	126794	73.42
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 Inv 999102296204	02/18/2026	126794	26.64
211-45500-53907	GALE/CENGAGE LEARNING INC	Acct 100299031 Inv 999102334524	02/25/2026	126909	131.16
Vendor Subtotal:					329.59
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766848	02/04/2026	126588	6.04
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766851	02/04/2026	126588	18.29
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766849	02/04/2026	126588	17.01
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93899020	02/04/2026	126588	227.34
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766850	02/04/2026	126588	35.84
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766847	02/04/2026	126588	23.41
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93899021	02/04/2026	126588	218.62
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766845	02/04/2026	126588	56.41
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766852	02/04/2026	126588	40.03
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 inv 93766846	02/04/2026	126588	32.72
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94217749	02/11/2026	126696	489.26
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94056033	02/11/2026	126696	236.80
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94183325	02/11/2026	126696	263.63
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94183326	02/11/2026	126696	312.97
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94217750	02/11/2026	126696	189.01
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94091346	02/11/2026	126696	389.95
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94267578	02/18/2026	126800	557.61
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94290069	02/18/2026	126800	400.83
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94250152	02/18/2026	126800	347.59
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94328272	02/18/2026	126800	251.64
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94290070	02/25/2026	126915	506.95
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94574460	02/25/2026	126915	203.45
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94405264	02/25/2026	126915	239.02

211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94250153	02/25/2026	126915	483.02
211-45500-53907	INGRAM LIBRARY SERVICES LLC	Acct 20AV706 Inv 94435851	02/25/2026	126915	385.61
		Vendor Subtotal:			5,933.05
211-45500-53907	LAKE CITY PRINTING CO	Acct 1469 Inv 02/24/26RWPL 1 YR	02/25/2026	126920	58.00
		Vendor Subtotal:			58.00
211-45500-53907	OVERDRIVE INC	Acct 2225-0002 Inv 02225DA26023621	02/04/2026	126604	74.99
211-45500-53907	OVERDRIVE INC	Acct 2225-0002 Inv 02225DA26037922	02/11/2026	126723	87.94
		Vendor Subtotal:			162.93
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Sale 482987 Inv 523124	02/04/2026	126606	24.99
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Sale 482987 Inv 52374	02/04/2026	126606	1,072.30
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Sale 484488 Inv 523962	02/11/2026	126724	125.98
211-45500-53907	PLAYAWAY PRODUCTS, LLC	Sale 482423 Inv 524588	02/18/2026	126820	68.24
		Vendor Subtotal:			1,291.51
211-45510-52205	AMAZON.COM SALES INC	hand soap	02/04/2026	126549	26.93
211-45510-52205	AMAZON.COM SALES INC	vacuum bags	02/18/2026	126768	19.99
		Vendor Subtotal:			46.92
211-45510-52205	ELAN FINANCIAL SERVICES	Acct 6936 Inv 01/26RWPL-F Dawn & Ct	02/11/2026	126672	22.88
		Vendor Subtotal:			22.88
211-45510-52299	HIAWATHA BROADBAND COMMUN	Telephone & Internet Charges	02/11/2026	126690	34.99
		Vendor Subtotal:			34.99
211-45510-52299	SHERWIN WILLIAMS	LIBRARY	02/11/2026	126735	39.94
		Vendor Subtotal:			39.94
211-45510-52299	VESTIS UNIFORMS AND WORKPLA	Laundry Services - LIBRARY	02/11/2026	126756	104.20

			Vendor Subtotal:		104.20
211-45510-52315	FIRST SUPPLY LLC	ACTUATOR SPRING RETURN 22 IN L	02/11/2026	126679	626.56
			Vendor Subtotal:		626.56
211-45510-52315	MENARDS	SUPPLIES	02/11/2026	126710	45.35
			Vendor Subtotal:		45.35
211-45510-52315	TOM PARKER ELECTRIC INC	FIXED LED CENTER ELEMENT LAY	02/04/2026	126628	362.40
			Vendor Subtotal:		362.40
211-45510-52315	WW GRAINGER INC	PARTS FOR LIBRARY	02/18/2026	126853	455.74
			Vendor Subtotal:		455.74
211-45510-52415	AMAZON.COM SALES INC	antibiotic ointment	02/04/2026	126549	11.54
			Vendor Subtotal:		11.54
211-45510-52415	ZOLL MEDICAL CORPORATION	137944 LIBRARY AED PADS	02/11/2026	126767	112.50
			Vendor Subtotal:		112.50
211-45510-53140	GFI PROPERTY MAINTENANCE LLC	Acet RWPL Inv 3971 Feb. & Red Play D	02/25/2026	126910	2,250.00
			Vendor Subtotal:		2,250.00
211-45510-53555	AMPION PBC		12/31/2025	126552	150.34
211-45510-53555	AMPION PBC		12/31/2025	126552	174.17
			Vendor Subtotal:		324.51
211-45510-53555	NICOLLET PROJECT LLC		02/25/2026	126931	73.93

			Vendor Subtotal:		73.93
211-45510-53555	XCEL ENERGY INC	JANUARYMASTER	02/18/2026	126854	-214.25
			Vendor Subtotal:		-214.25
211-45510-53565	XCEL ENERGY INC	JANUARYMASTER	02/18/2026	126854	2,130.53
			Vendor Subtotal:		2,130.53
			Subtotal for FUND: 211		56,929.51
			Report Total:		

2026 Rules of Order and Policies for Boards, Commissions, and Committees

The Rules of Order come before the City Council and each board and commission annually at the beginning of each year. Changes were discussed by the Council at its annual workshop and adopted by the Council at its February 23, 2026 meeting. City boards, commissions, and committees are required to approve these rules of order every year, according to the city's Board, Commission, and Committee Policies. The Library Board can make changes to their Rules of Order, as they have done in years past. I have attached the 2025 Rules of Order and the 2026 Rules of Order with highlights.

Changes from 2025 to 2026

I have added comments for each highlight below, too.

1. Page 5: added clarification on the minimum age for voting members.
2. Page 8-9: Council now offers the option for any member to be sworn in at a Council meeting. It is not required. If they choose not to be sworn in at the next Council Meeting, they will be sworn in at the next Board/Commission/Committee meeting.
3. Page 9-10: Order of Business; This is one of two sections that the Library Board has operated differently than the Council.
 - a. Current Order of Business, as reflected in the 2025 document:
 - a) Call to Order
 - b) Roll Call
 - c) Pledge of Allegiance
 - d) Approval of Agenda
 - e) Approval of Minutes of Preceding Meetings/Workshops (Consent Agenda)
 - f) Public Comment
 - g) Motions and General Business
 - h) Communication Items / Board Member Comments
 - i) Adjournment
 - b. The Statement of Intent and Mission Statement are read once annually at the January meeting.
4. Page 10 (Sec. 9, #3): The Library has historically offered one public comment period, allowing up to 3 minutes total for the public to speak on one or more topics. This is shown on the 2025 document under Section 11 on pages 10 and 11.
5. Page 10 (Sec. 9, #4): This has been added due to the reduction in Council Liaisons. This is not necessary for the Library Board, as the Library Director serves as the Staff Liaison and gives a report at every meeting.
6. Page 11: Same as #4 above. If the Library Board chooses to use similar Order of Business as 2025, then the language in Sec. 11, 1b can be adopted.

2026 Rules of Order and Policies for Boards, Commissions, and Committees

7. Page 12: addition by the Council to restrict campaigning for or against candidates at meetings.
8. Page 14: Added an impact statement for workshops.
9. Page 17: Added clarification on allowances for virtual attendance, as required by MN law.
10. Page 19: Without a Council Liaison, this is how the Library Board can report items to the Council.
11. Page 20: The Library has more flexibility here, and while #1 reflects current practice, #2 is not required by the Library.

Staff Recommendations

Adopt the 2026 Rules of Order and Policies for Board, Commissions, and Committees with the following notes, corresponding to comments above:

1. Accept
2. Accept
3. Continue with 2025's Order of Business
4. Continue with 2025's Public Comment (one period, up to 3 minutes, on one or multiple topics)
5. Remove, as it is covered elsewhere in the meeting
6. Continue with 2025's Public Comment (one period, up to 3 minutes, on one or multiple topics)
7. Accept
8. Accept
9. Accept
10. Accept
11. Remove



2025 Rules and Policies for Boards, Commissions, and Committees: Public Library

Section 1: Authority to Establish Boards, Commissions, and Committees

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
 - Charter Commission
2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
 - Arts and Culture Commission
 - Human Rights Commission
 - Sister Cities Commission
 - Sustainability Commission
3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
 - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.

- Heritage Preservation Commission: This is the City’s decision-making body on heritage preservation design reviews for locally designated historic properties. The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.
4. *Boards of Authority.* The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.
- Housing and Redevelopment Authority Board (HRA)
 - Port Authority Board
- a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
- b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and through the terms of the gift, the theater must have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”
- a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
- b. The Sheldon Board can receive funds on its own behalf without City Council approval.
6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
- a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.
- b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
- c. Additional details are outlined in the City’s Charter.
7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the

committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

- Airport Advisory Committee
- Harbor Advisory Committee

- a. These groups meet only as needed, generally once or twice per year.
- b. A City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done, and the committee does not have a Council liaison.
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

- a. The City Council may by ordinance downgrade a regular Advisory Commission (see #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may by ordinance abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
 - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
 - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
 - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

- d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
- e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA):* The HRA Board has up to seven members and all must be residents of Red Wing.
- g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee:* This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
 - Goodhue County Public Property Tax Records
 - Utility billing
 - State ID
 - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes but is not limited to other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

5. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

6. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Simultaneous Membership

- 1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.
- 2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

Section 4: Terms

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
 - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
 - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
 - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
 - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason or is removed, or whose seat is declared vacant by a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.
5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.

6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 5: Member Applications and Appointments

1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at www.redwingmn.gov. Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
 - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
 - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.
- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.

- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

Section 6: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make the decisions regarding involvement with subcommittees.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
 - Orientation Materials
 - Current Roster of Members
 - Board and Commission Rules of Order and Procedures
 - Rules & Policies for Boards, Commissions, and Committees
2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.
3. The City will determine the training contents and how and when the training will take place.

Section 8: Annual Organizational Work

1. At the first regular meeting each year, every board and commission will do the following:
 - a. *Swear In New and Renewing Members.* The Mayor will swear in new and renewing members. In the Mayor's absence, the Council liaison will do this. In the Mayor's and Council liaison's absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.
 - b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
 - c. *Review the Annual Budget*, if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.
 - a. Boards and commissions may make small modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
 - b. The Library Board and Sheldon Board can make small modifications to the document with a majority vote of their board members and do not need Council approval.

Section 9: Order of Business

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. Approval of Agenda
 - e. Approval of Minutes of Preceding Meetings/Workshops
 - f. Public Comment
 - g. Motions and General Business
 - h. Communication Items / Board Member Comments
 - i. Adjournment

2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.

Section 10: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure times for the members arriving late or leaving early.
5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 11: Public Comment

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people.
 - a. The Public Comment period will take place near the beginning of the meeting for people to speak to the board/commission on items on the agenda and items not on the agenda.

- b. Each person will have one time per meeting to speak to the board/commission. The limit is three minutes to speak on one or more topics of a person's choosing.
- c. A person may not give either of their three-minute allotments of time to another person.
- d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
- e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
- f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.
- g. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
- h. For details on public comment during workshops, see Section 17 of this document.

Section 12: Rules of Voting

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The board/commission may discuss or debate the issue prior to a motion being made.
2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion of the motion is over. A simple majority is necessary for the approval of regular business items.
4. During discussion, a board/commission member may "call the question" (which means calling a vote to cease debate and proceed to vote on the main motion). If a

board/commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.

5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair), may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a board/commission member votes “present,” the member is presumed to be abstaining and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the board/commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for board/commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the board/commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.
11. Boards and commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call vote.

Section 13: Meeting Materials

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.

3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 14: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
 - a. Staff liaisons may choose to email members a week in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

Section 15: Time Limits, Attendance, and Absences

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the time commitment of the members. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.
2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.

3. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
4. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in 12 months (whether those absences are excused or not).
5. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

Section 16: Locations for Meetings and Events

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

Section 17: Notices, Minutes & Recordings

1. Notices, Minutes, and Accessibility
 - a. All meetings and workshops must allow access to the public, either virtually or in person.
 - b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
 - c. Minutes of each meeting and workshop must be prepared and made available to the public.
2. Recordings
 - a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.

- b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
- c. All board and commission workshops will be audio recorded and made available to the public.
- d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 18: Workshops

- 1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
- 2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
- 3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
- 4. Workshops require public notice and are open to the public.
- 5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.
- 6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
- 7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

Section 19: Planning

- 1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.

2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the City Council for consideration in its next annual budget.
3. In the last quarter of the year, boards and commissions will consider possible changes and additions to their five-year work plan and discuss priorities for the following year. This updated plan will be voted on by the board or commission early in the new year.

Section 20: Communication Outside of Meetings and Workshops

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.
2. Red Wing's advisory committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders.
3. Below are requirements for Red Wing's board and commissions.
 - a. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.
 - b. *Serial Communications*: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.
 - c. *All-Email Communications*: A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison,

who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

Section 21: Virtual Meetings and Attendance

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members of these bodies can attend and participate in meetings virtually, as long as all conditions are followed as outlined in Minnesota Statute 13D.02 or 13D.021. Members who wish to attend virtually should consult with their staff liaison, who can help ensure compliance with the requirements.

Section 22: Gifts and Payments for Services

1. Gifts
 - a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.
2. Payment for Services
 - a. Advisory board and commission members will receive no compensation for service to the City.
 - b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

Section 23: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.
 - a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.
 - b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be

distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.
 - a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
 - b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
 - c. File approved minutes electronically in Laserfiche.
 - d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
 - e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
 - f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
 - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
 - g. Get the board or commission's action items to the City Council Agenda Committee in a timely manner. The Agenda Committee decides if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.
 - h. Write City Council staff reports related to the commission's action items that come before the Council.
 - i. Process all financial transactions, including reimbursements and payment authorizations.
 - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission.

A regular report on fiscal status, if appropriate, will be made to the board/commission.

- j. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
 - k. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.
 - l. Ensure the City website has the most updated information related to the membership roster, and other information as needed.
3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

Section 24: Role of the Council Liaison

- 1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.
- 2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.
- 3. Council liaisons are expected to follow the guidelines listed below.
 - a. Council liaisons are expected to sit at the table of the board or commission.
 - b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
 - c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board's or commission's work.
 - d. Council liaisons are expected to relay issues to the City Council during the "Board and Commission Communication" portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

Section 25: Providing Education

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission's budget.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

Section 26: Use of City-Based Logos and Media

1. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.
2. City Social Media Accounts: Most boards and commissions are not allowed to create any social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City's Communication Coordinator to share information on the City's social media platforms.
 - b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

Section 27: Code of Conduct

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

Section 28: Private Use of Social Media

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when it references or relates to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
 - a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.
 - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 29: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.
2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.
3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

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**2026 Rules and Policies for
Boards, Commissions, and Committees**

Section 1: Authority to Establish Boards, Commissions, and Committees

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
 - Charter Commission
2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
 - Arts and Culture Commission
 - Human Rights Commission
 - Sister Cities Commission
 - Sustainability Commission
3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
 - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.

- Heritage Preservation Commission: This is the City’s decision-making body on heritage preservation design reviews for locally designated historic properties. The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.
4. *Boards of Authority.* The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.
 - Housing and Redevelopment Authority Board (HRA)
 - Port Authority Board
 - a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
 - b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
 5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and the terms of the gift require the theater to have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”
 - a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
 - b. The Sheldon Board can receive funds on its own behalf without City Council approval.
 6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
 - a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.
 - b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
 - c. Additional details are outlined in the City’s Charter.
 7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the

committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

- Airport Advisory Committee
- Harbor Advisory Committee

- a. These groups meet only as needed, generally once or twice per year.
- b. A City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done..
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

- a. The City Council may, by ordinance, downgrade a regular Advisory Commission (see Section 1, #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may, by ordinance, abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see Section 1, #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
 - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
 - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
 - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

- d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
- e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA):* The HRA Board has seven members and all must be residents of Red Wing. The HRA also has a City Council Liaison assigned by the Council President.
- g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee:* This committee consists of seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
 - Goodhue County Public Property Tax Records
 - Utility billing
 - State ID
 - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the

applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes, but is not limited to, other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Age

- a. Voting members of boards and commissions must be 18 years or older.

5. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

6. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

7. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Simultaneous Membership

- 1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.

2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

Section 4: Terms

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
 - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
 - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
 - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
 - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason, is removed, or has their seat declared vacant due to a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.

5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.
6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 5: Member Applications and Appointments

1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at www.redwingmn.gov. Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
 - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
 - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.

- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.
- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

Section 6: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make decisions regarding involvement with subcommittees.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
 - Orientation Materials
 - Current Roster of Members
 - Rules & Policies for Boards, Commissions, and Committees
 - Oath of Office
2. At the beginning of their term, board and commission members must sign an Oath of Office. A staff member will coordinate a time for the new member to meet with the Mayor to administer the oath. The member will be asked whether they would like to be sworn in

and introduced at the next scheduled Council meeting during the “Proclamations and Recognitions” section of the agenda. If they decline, the oath will be administered at their next board or commission meeting, or at City Hall at an agreed upon time. In the Mayor’s absence, a Council member may administer the oath. In the Mayor’s and Council member’s absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk.

3. Each year, the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues, and will determine the training content, format, and schedule.

Section 8: Annual Organizational Work

1. At the first regular meeting each year, every board and commission will do the following:
 - a. *Swear In New and Renewing Members.* This applies to any new or renewing member who has not been sworn in before this meeting.
 - b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
 - c. *Review the Annual Budget,* if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.
 - a. Boards and commissions may make modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
 - b. The Library Board and Sheldon Board can make modifications to additional areas of the document with a majority vote of their board members and do not need Council approval.

Section 9: Order of Business

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Roll Call

- c. Pledge of Allegiance (optional)
 - d. Statement of Intent (optional)
 - e. Mission Statement (optional)
 - f. Approval of Agenda
 - g. Approval of Minutes of Preceding Meetings/Workshops
 - h. Public Comment
 - i. Motions and General Business
 - j. Communication Items (optional)
 - k. Adjournment
2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.
 3. Boards and commissions may choose whether a member of the public is allowed one or two times to speak. If they choose to allow the public two times to speak, each person is given one time to speak on any non-agenda items, and one time to speak on any agenda items. The time limit is three minutes each. Board/commission members may also choose to change the total number of minutes allowed during their Public Comment period.
 4. Comments from the staff liaison may be included as distinct agenda items listed under "Communication Items," if desired.

Section 10: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure

times for the members arriving late or leaving early.

5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 11: Public Comment

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people. (For public hearings, see Section 11, #2 below).
 - a. The Public Comment period will take place near the beginning of the meeting for people to speak on agenda items and non-agenda items.
 - b. Each person from the public is allowed one time of up to three minutes to speak on any non-agenda items, and one time of up to three minutes to speak on any agenda items. Non-agenda items will come first; agenda items will follow.
 - c. A person may not give either of their three-minute allotments of time to another person.
 - d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
 - e. Speakers may not make allegations, charges, or complaints against any City employee or community member. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
 - f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.

g. Speakers may not campaign for or against a political candidate during any part of their public comments.

h. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.

i. For details on public comment during workshops, see Section 17 of this document.

2. The public comment practices outlined in Section 11 (#1) above do not apply to public hearings. Boards and commissions that hold public hearings will use the protocol specific to public hearings.

Section 12: Rules of Voting

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The board/commission may discuss or debate the issue prior to a motion being made.
2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion of the motion is over. A simple majority is necessary for the approval of regular business items.
4. During discussion, a board/commission member may “call the question” (which means calling a vote to cease debate and proceed to vote on the main motion). If a board/commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support is required to end the debate.
5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair) may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a board/commission member votes “present,” the member is presumed to be abstaining, and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any

member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.

9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the board/commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for board/commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the board/commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.
11. Boards and commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call.

Section 13: Meeting Materials

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.
3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and

commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 14: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
 - a. Staff liaisons may choose to email members in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

Section 15: Time Limits, Attendance, and Absences

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the members' time commitment. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.
2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.
3. Members are expected to prioritize workshops just as they do regular and special meetings. Workshops are important because members learn information and engage in discussions that usually impact the decisions made at meetings.
4. Board and commission members who have unavoidable absences should contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
5. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in a 12-month period (whether those absences are excused or not).
6. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

Section 16: Locations for Meetings and Events

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

Section 17: Notices, Minutes & Recordings

1. Notices, Minutes, and Accessibility
 - a. All meetings and workshops must allow access to the public, either virtually or in person.
 - b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
 - c. Minutes of each meeting and workshop must be prepared and made available to the public.
2. Recordings
 - a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.
 - b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
 - c. All board and commission workshops will be audio recorded and made available to the public.
 - d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 18: Workshops

1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.
6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

Section 19: Planning

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.
2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the appropriate staff member for consideration in the City Council's next annual budget.

Section 20: Communication Outside of Meetings and Workshops

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.

2. Red Wing's advisory committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders.
3. Below are requirements for Red Wing's boards and commissions.
 - a. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.
 - b. *Serial Communications*: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.
 - c. *All-Email Communications*: A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison, who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

Section 21: Virtual Meetings and Attendance

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members are expected to attend meetings in person regularly. However, if attendance is impractical due to circumstances, members can attend virtually. Virtual attendance will follow all state laws as outlined in Minnesota Statutes 13D.02 and 13D.01.
3. Members who wish to participate virtually in meetings should consult with their staff liaison at least 24 hours before a meeting, whenever possible.

Section 22: Gifts and Payments for Services

1. Gifts

- a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.

2. Payment for Services

- a. Advisory board and commission members will receive no compensation for service to the City.
- b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

Section 23: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.

- a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.
- b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.

- a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
- b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
- c. File approved minutes electronically in Laserfiche.

- d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
- e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
- f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
 - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
- g. Communicate the board/commission's important activities, topics, and/or policy items to the City Council. This can happen in writing via the Council Status Report or verbally in a short presentation to the Council.
- h. Get the board or commission's action item(s) to the City Clerk, who will put the item on the draft agenda list. The Council Administrator will decide if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.
- i. Write City Council staff reports related to the commission's action items that come before the Council.
- j. Process all financial transactions, including reimbursements and payment authorizations.
 - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission. A regular report on fiscal status, if appropriate, will be made to the board/commission.
- k. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
- l. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.

- m. Ensure the City website has the most updated information related to the membership roster, and other information as needed.
3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

Section 24: Providing Education

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission's budget.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

Section 25: Use of City Media and Logos

1. City Website and Channel 6: The staff liaison must contact the City's Communication Coordinator to add anything to the website or Channel 6 programming. The Communication Coordinator will ensure the format complies with City rules and guidelines.
2. Printed Materials: The staff liaison will share all printed materials with the Communication Coordinator before distributing to the public to ensure the format complies with City rules and guidelines.
3. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. When planning a logo, the staff liaison must consult with the Communications Coordinator to ensure compliance with City logo requirements.
4. City Social Media Accounts: Most boards and commissions are not allowed to create social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison will contact the City's Communication Coordinator to share information on the City's social media platforms.

- b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

Section 26: Code of Conduct

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

Section 27: Private Use of Social Media

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act sensibly regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when they reference or relate to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
 - a. Clearly state that they are not speaking for or on behalf of the City of Red Wing, are not authorized to do so, and that the views expressed are their own.
 - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 28: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.

2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.
3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

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Letter to City Council Regarding Council Liaisons Staff Report

At the February 23rd City Council meeting, City Council made the decision to eliminate Council Liaisons to all Boards and Commissions except for Boards of Authority. Boards of Authority are defined in the Rules & Policies document and include only the Port Authority and HRA. In the corresponding staff report on the item, “Council liaisons would remain assigned only to boards that have independent decision-making authority or significant policy, financial, or operational responsibilities. Liaisons to advisory bodies would be discontinued.” This decision was a follow-up to the discussion at the February 2, 2026 workshop. At that workshop, City Council members shared concerns about the Council Liaisons, listed below.

- Council Liaisons would be required to attend (sometimes) multiple more meetings per month, which would present a time barrier to those who might want to run for City Council, especially for those who are younger, might have families, and have full-time jobs.
- Any communications from the Boards and Commissions would be in the respective meeting’s minutes to which Council members and the public have access.
- While Council members like to hear what is happening at the meetings, some don’t know if having a Liaison adds anything to those meetings.
- Others questioned why Red Wing does it at all, if other cities have Council Liaisons, and if having Liaisons is mandated or required.

As requested, I have included a draft letter to send to the City Council to reconsider the decision to discontinue the Council Liaisons to the Library Board and Sheldon Theatre, as the Red Wing Public Library Board does have independent decision-making authority and policy, financial, and operational responsibilities. The Sheldon is very similar to the Library in its responsibilities and authority, so they are mentioned as well.

Council Administrator Chris Heineman has expressed an interest in attending the meeting on March 11th, and I expect he will be in attendance to answer any questions or address any concerns.

Upon Board approval, the letter can be signed by the President or all members, and then sent to the Council for consideration.

Alternatively, the Board can choose to not approve the letter or decide to make no decision.

March 11, 2026

City Council of Red Wing
315 W 4th Street
Red Wing, MN 55066

To the City Council of Red Wing:

At the February 23, 2026, City Council meeting, a motion was made to reduce the number of Council Liaisons to the City's boards, commissions, and committees. We were disappointed to hear that the Red Wing Public Library Board will no longer have a City Council Liaison. According to the motion and related information provided in the staff report, the City would "[k]eep Council liaisons only for boards of authority. Council liaisons would remain assigned only to boards that have independent decision-making authority or significant policy, financial, or operational responsibilities. Liaisons to advisory bodies would be discontinued." According to the City of Red Wing's Charter, the Library Board shall "govern the operations of the Library [and] adopt policies therefore." The Library Board and Sheldon Theatre Board are both listed separately from advisory bodies.

As trustees to the Red Wing Public Library Board, we dedicate ourselves to serving the residents of Red Wing by providing a welcoming, thriving, and efficient public library. We strive to adopt policies that are aligned with the Library's and City's goals in order to provide equitable access to everyone. We make operational decisions, such as service hours, that reflect the needs of the community. Our budgetary decisions balance financial resources with expanding access to users. Just as we rely on the Library Director to accomplish the goals that the Library Board establishes, we rely on the Council Liaison and their consistent presence at meetings to maintain a strong connection with the City Council and relay any needs accordingly.

We understand the need to have efficient and effective government, and the Library provides a high return on investment, stretching of the tax dollars it receives. Having a Council Liaison to the Library Board is an effective way to have transparent and accountable communication between the two bodies. When we work together and communicate openly, we improve Red Wing. We respectfully ask that you reconsider the elimination of Council Liaisons to the Library Board and Sheldon Theatre Board, both of which guide invaluable cultural departments of the City. Regardless of the Council's decision, the Library will happily provide welcoming spaces, a wealth of resources, and opportunity for every Red Wing resident.

Sincerely,

Red Wing Public Library Board of Trustees

2025 Minnesota Public Libraries Annual Report (MPLAR) Staff Report

The 2025 Annual Report for Red Wing Public Library has been completed. I have included the draft final report for the Board to review and approve. The Annual Report must be approved by the Library Board before April 1st. Upon approval, the Board President and I will sign the Approval Form and submit it to the state.

Here are notable things about the library in 2025:

1. In 2025, the library received two bequests totaling almost \$500,000.
2. The library added Bluetooth Transmitters, Wonderbooks, Disc Golf Sets, and Park Passes to its collection.
3. In May 2025, the Library migrated to a new ILS, changing the staff and public catalog.
4. 2025's Summer Reading was the largest that RWPL has ever had, with almost 800 participants in the reading program itself.
5. The library fostered an impactful and growing relationship with the Hispanic community, partnering with Hispanic Outreach of Goodhue County to provide Driver's License classes in Spanish. We hosted two classes of four sessions each. This partnership also expanded to Community Education, who now offers the driving test in Spanish.
6. In October 2025, the Library partnered with the Sheldon Theatre to provide screenings of the Manhattan Short Film Festival, attended by over 100 people. We will partner again in 2026.
7. In Winter 2025, the Library partnered with multiple other organizations to provide "Welcome Packs" to those who are unhoused. Each pack contains a hat, gloves, scarf, blanket, and hygiene kit. In addition, there is a laminated list of resources for individuals, a copy of the Library's Guidelines for Use, and instructions on how to get a library card or use the WiFi. All of this is contained in a waterproof, resealable, zipper bag.

Below are statistical highlights from 2025.

1. Cardholders increased by almost 900 (9.7%)!
2. Visits (4.3%), Computer Usage (7.2%), WiFi (21.7%), and Website Visits (6.1%) increased.
3. While physical circulation remained steady, only shrinking by 2,500 items (1%), Digital circulation increased by 16%.
4. Lending and borrowing to other libraries increased considerably (12.5%), which translates into larger dividends, contributing more to the Library's revenue (found on page 10).
5. Similarly to last year's report, online database usage increased. In 2025, online databases, like Ancestry, Kanopy, Mango Languages, LOTE4Kids, and Learning Express Library, were accessed nearly 4 times as much as in 2024.
6. Meeting room and study room usage boomed, increasing by 13% from 2024 (Page 6).

2025 Minnesota Public Libraries Annual Report (MPLAR) Staff Report

7. While we offered 65 fewer programs in 2025, making critical decisions on what events should be eliminated based on staff time, the number of attendees at programs essentially stayed the same (-70), indicating that we did reduce programming strategically and the need for Library services has increased. Average attendance increased from 23 individuals per event to 29 individuals per event.
8. Volunteers hours increased dramatically in 2025, too. These volunteers include FOL members, teens in the summer, and the two long-time volunteers we have had at the Library. It is important to note that, while we love having our volunteers, the Library does not have enough tasks to onboard any new volunteers.

2025 Minnesota Public Library Annual Report

This report reflects the library's data covering January 1 through December 31, 2025, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2025.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

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Comments

Do you have anything to share about 2025 at your library?

(1) In 2025, the library received two considerable bequests totaling almost \$500,000. These bequests cannot be used for ongoing operations costs, and one has a designated use request. (2) The library added Bluetooth Transmitters, Wonderbooks, Disc Golf Sets, and Park Passes to its collection. (3) In May 2025, the Library migrated to a new ILS, changing the staff and public catalog. (4) 2025's Summer Reading was the largest that RWPL has ever had, with almost 800 participants in the reading program itself. (5) The library fostered an impactful and growing relationship with the Hispanic community, partnering with Hispanic Outreach of Goodhue County to provide Drivers License classes in Spanish. We hosted two classes of four sessions each. This partnership also expanded to Community Education, who now offers the driving test in Spanish. (6) In October 2025, the Library partnered with the Sheldon Theatre to provide screenings of the Manhattan Short Film Festival, attended by over 100 people. We will partner again in 2026. (7) In Winter 2025, the Library partnered with multiple other organizations to provide "Welcome Packs" to those who are unhoused. Each pack contains a hat, gloves, scarf, blanket, and hygiene kit. In addition, there is a laminated list of resources for individuals, a copy of the Library's Guidelines for Use, and instructions on how to get a library card or use the WiFi. All of this is contained in a waterproof, resealable, zipper bag.

CONTACT INFORMATION

G01) Library Name	Red Wing Public Library
G02) Regional System/Sequence Number	S1700
G03) Regional Public Library System	SELCO
G04) Street Address	225 East Avenue
G05) Location is a change from 2024 Data	No
G06) City	Red Wing
G07) ZIP Code	55066
G08) Mailing Address	225 East Av
G09) City	Red Wing
G10) ZIP Code	55066
G11) County	Goodhue
G12) Phone	651-385-3673
G13) Library Web Address	https://redwing.lib.mn.us/
G14) Director's Name	Dan Brower
G15) Director's Phone	651-385-5105
G16) Director's Extension	5105
G17) Director's E-mail Address	dan.brower@redwingmn.gov

Report Filer

G18) Name of Person Who Prepared This Report	Dan Brower
G19) Phone	651-385-5105
G20) E-mail	dan.brower@redwingmn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Multi-Place, entirety
G26) Did the legal service area boundary change?	No

VISITS, REFERENCE, USERS

Data Element	2025 Data	2024 Data
P01) Population of the Legal Service Area	22,194	22,068
P02) Registered Users – Residents	7,685	7,076
P03) Registered Users – Reciprocal	2,155	1,892
P04) Total Registered Users	9,840	8,968
P05) Year in Which Registered User Records Were Last Purged	2025	2024
P06) Visits	124,782	119,641
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	7,776	6,119
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P08) Public Internet Computer Sessions	12,419	11,582
P09) Public Internet Computer – Usage Type	P08 tallies Internet usage exclusively	P08 tallies Internet usage exclusively
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	9,490	7,799
P63) Wireless Sessions Reporting Method	Annual Count	Annual Count
P32) Website Visits	190,426	179,404

CIRCULATION

Physical and Downloadable Circulation

Data Element	2025 Data	2024 Data
P13) Children's Circulation	77,807	75,696
P14) Adult Circulation	89,715	97,442
P15) Physical Circulation (No Age Designation)	1,924	1,902
P16) Total Physical Circulation	169,446	175,040
P69) Physical Circulation – Not Print or Audiovisual	535	-1

Did your library offer automatic renewal for any physical materials in 2025? Yes

P17a) E-book Circulation	9,041	8,654
P17b) E-serial Circulation	0	0
P18a) E-audio Circulation	13,225	10,469
P18b) E-video Circulation	0	0
P19) Total Downloadable Circulation	22,266	19,123
P20) Total Circulation	191,712	194,163

Interlibrary Loan

Data Element	2025 Data	2024 Data
P11) ILL Provided to Other Libraries	21,271	19,385
P12) ILL Received from Other Libraries	15,810	13,574

PROGRAMS

In 2025, did your library offer in-person offsite programs? Yes

In 2025, did your library offer live virtual programs? No

In-Person Programs

Data Element	2025 Data	2024 Data
P82) In-Person Programs for Ages 0-5	95	110
P83) In-Person Programs for Ages 6-11	45	92
P84) In-Person Programs for Young Adults	11	20
P85) In-Person Programs for Adults	70	61
P86) In-Person Programs for All Ages	35	38
P75) Total Onsite In-Person Programs	251	320
P81) Total Offsite In-Person Programs	5	1

In-Person Program Attendance

Data Element	2025 Data	2024 Data
P105) Attendees at In-Person Programs for Ages 0-5	3,124	3,004
P106) Attendees at In-Person Programs for Ages 6-11	1,005	1,192
P107) Attendees at In-Person Programs for Young Adults	108	278
P108) Attendees at In-Person Programs for Adults	1,339	1,040
P109) Attendees at In-Person Programs for All Ages	1,950	2,082
P98) Total Onsite Attendance	7,226	7,503
P104) Total Offsite Attendance	300	93

Live Virtual Programs

Data Element	2025 Data	2024 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	0

Live Virtual Attendance

Data Element	2025 Data	2024 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	0

Total Programs (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P90) Total Programs for Ages 0-5	95	110
P91) Total Programs for Ages 6-11	45	92
P52) Total Programs for Young Adults	11	20
P53) Total Programs for Adults	70	61
P92) Total Programs for All Ages	35	38
P54) Total Programs	256	321

Total Program Attendance (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P113) Total Attendance at Programs for Ages 0-5	3,124	3,004
P114) Total Attendance at Programs for Ages 6-11	1,005	1,192
P56) Total Attendance at Programs for Young Adults	108	278
P57) Total Attendance at Programs for Adults	1,339	1,040
P115) Total Attendance at Programs for All Ages	1,950	2,082
P58) Total Program Attendance	7,526	7,596

SELF-DIRECTED AND SUMMER LEARNING

Summer Learning

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49) Number of Self-Directed Activities	46	54
P50) Participation in Self-Directed Activities	1,282	587

HOURS OF PUBLIC SERVICE

Data Element	2025 Data	2024 Data
H08) Weekly Hours of Regular Service	54.00	54.00
H09) Weekly Hours of Seasonal Service	0.00	0.00
H12) Annual Public Service Hours	2,701	2,703

FACILITIES

Data Element	2025 Data	2024 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	1	1
F12) Staff Internet Computers	12	12
F13) Public Internet Stationary Computers	12	12
F14) Public Internet Mobile Devices for Onsite Use	1	1
F15) Total Public Internet Computers/Devices	13	13
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	1,529	1,354

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2025 Data	2024 Data
S01) Total ALA/MLS Librarian FTE	5.18	5.62
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	5.18	5.62
S04) Total Other Staff FTE	5.05	4.60
S05) Total Paid Staff FTE	10.23	10.22

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$54.49	\$73.15
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head	\$38.72	\$51.98
S12) Other Librarian	\$26.94	\$36.17
S13) Technology Support		
S14) Library Support Staff	\$18.88	\$25.34
S15) Administrative Support Staff	\$26.94	\$36.17
S16) Pages	\$11.50	\$21.66

Union

S17) Do Any Library Staff Belong to a Union?	No	No
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COLLECTIONS

Physical Materials

Data Element	2025 Data	2024 Data
C01) Print Materials (Books and Periodicals)	79,011	71,784
C02) Audio Materials, Physical	4,962	4,547
C03) Video Materials, Physical	6,355	6,191
C04) Multi-format Materials	149	134
C05) Other Physical Materials	123	113
C06) Total Physical Materials	90,600	82,769
C07) Print Serial Subscriptions	115	119

Electronic Materials

Data Element	2025 Data	2024 Data
E-SERIALS		
Does the library provide access to e-serials licensed locally ?	No	No
Does the library provide access to e-serials licensed regionally ?	No	No
Does the library provide access to e-serials licensed statewide at no/minimal cost to the library?	No	No
E-BOOKS		
Does the library provide access to e-books licensed locally ?	No	No
Does the library provide access to e-books licensed regionally ?	Yes	Yes
Does the library provide access to e-books licensed through eBooks Minnesota ?	Yes	Yes
E-AUDIO		
Does the library provide access to e-audio licensed locally ?	No	No
Does the library provide access to e-audio licensed regionally ?	Yes	Yes
Does the library provides access to e-audio licensed statewide at no/minimal cost to the library?	No	No
E-VIDEO		
Does the library provide access to e-video licensed locally ?	No	No
Does the library provide access to e-video licensed regionally ?	No	No
Does the library provide access to e-video licensed statewide at no/minimal cost to the library?	No	No
RESEARCH DATABASES		
Does the library provide access to research databases licensed locally ?	Yes	Yes
Does the library provide access to research databases licensed regionally ?	No	No
Does the library provide access to research databases licensed through eLibrary Minnesota (ELM) ?	Yes	Yes
ONLINE LEARNING PLATFORMS		
Does the library provides access to online learning platforms licensed locally ?	No	No
Does the library provide access to online learning platforms licensed regionally ?	No	No
Does the library provide access to online learning platforms licensed through eLibrary Minnesota (ELM) ?	Yes	Yes

POLICIES/PLANS

Data Element	2025 Data	2024 Data
D01) Strategic Plan	2024	2024
D02) Disaster Plan	None	None
D03) Policy Manual	2022	2022
D04) Records Retention Schedule	2011	2011
D05) Building Accessibility Plan	None	None
D06) Technology Plan	None	None
D07) Internet Acceptable Use Policy	2006	2006
D09) Collection Development Policy	2023	2023
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2025 Data	2024 Data
Adult Basic Education	Yes	Yes
Adult Literacy Organization	Yes	Yes
Early Childhood Organization	Yes	Yes
Correctional Facility	Yes	Yes
Cultural Communities	Yes	Yes
Service to Homebound	Yes	Yes
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	Yes	Yes
Youth Development Organization	Yes	Yes
Arts Organization	Yes	Yes
Disability Organization	No	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	none	none

Community Partnerships

Data Element	2025 Data	2024 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2025 Data	2024 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	216	185
O21) Total Number of Volunteer Hours	516	310

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	No
I05) Foundation name	
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Friends of the Red Wing Public Library

FINANCIAL DATA

Operating Revenue

Data Element	2025 Data	2024 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$1,358,165	\$1,297,443
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,358,165	\$1,297,443
County		
R04) County Direct	\$188,667	\$171,722
R05) County Indirect	\$0	\$0
R06) County Total	\$188,667	\$171,722
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,546,832	\$1,469,165
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$6,828	\$5,790
R21) Regional System Indirect	\$38,419	\$37,673
R22) Regional System Operating Revenue Total	\$45,247	\$43,463
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$55	\$1,174
R24) Multicounty, Multitype Indirect	\$590	\$152
R25) Multicounty, Multitype Operating Revenue Total	\$645	\$1,326
R26) Other Operating Direct	\$122,379	\$22,503
R27) Other Operating Indirect	\$1,215	\$1,215
R28) Other Operating Total	\$123,594	\$23,718
R29) Total Regional and Other Operating Revenue	\$169,486	\$68,507
R30) Total Operating Revenue	\$1,716,318	\$1,537,672

Operating Expenditures

Data Element	2025 Data	2024 Data
Personnel Expenditures		
E01) Salaries & Wages	\$792,096	\$734,046
E02) Employee Benefits	\$190,982	\$288,875
E03) Total Personnel Costs	\$983,078	\$1,022,921
Collection Expenditures		
E04) Print Materials	\$96,774	\$97,537
E05) Electronic Materials Electronic Books (E-books)	\$26,946	\$8,471
E06) Electronic Collections	\$4,171	\$3,764
E07) Other Electronic Materials	\$0	\$11,837
E08) Electronic Materials Expenditures Total	\$31,117	\$24,072
E09) Other Materials - Audio & Video Physical Materials	\$23,277	\$24,754
E10) Other Materials - Other Physical Materials	\$0	\$0
E11) Other Materials Expenditures Total	\$23,277	\$24,754
E16) Physical Materials Expenditures Total	\$120,051	\$122,291
E12) Total Collection Expenditures	\$151,168	\$146,363
Other Operating Expenditures		
E13) Other Operating Expenditures	\$166,574	\$342,793
E14) Total Operating Expenditures	\$1,300,820	\$1,512,077
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	2025 Data	2024 Data
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0

R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$0	\$0

Capital Expenditures

EC01) Total Capital Expenditures	\$0	\$0
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In-Kind

Data Element	2025 Data	2024 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2025 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2025, unless otherwise specified.

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FACILITIES	5
LIBRARY FRIENDS	5

CONTACT INFORMATION

G01m) Library Name	Red Wing Public Library
G02m) Regional System/Sequence Number	S1700
G03m) Regional Public Library System	SELCO
G05m) Location is a change from 2024 Data	No
G04m) Street Address	225 East Avenue
G06m) City	Red Wing
G07m) ZIP Code	55066
G12m) Phone	651-385-3673
G08m) Mailing Address	225 East Avenue
G09m) City	Red Wing
G10m) ZIP Code	55066
G11m) County	Goodhue

VISITS, REFERENCE, USERS

Data Element	2025 Data	2024 Data
P01m) Population of the Legal Service Area	22,194	22,068
P02m) Registered Users – Residents	7,685	7,076
P03m) Registered Users – Reciprocal	2,155	1,892
P04m) Total Registered Users	9,840	8,968
P06m) Visits	124,782	119,641
P07m) Reference Transactions	7,776	6,119

P08m) Public Internet Computer Sessions	12,419	11,582
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies Internet usage exclusively	P08m tallies Internet usage exclusively
P10m) Wireless Sessions	9,490	7,799

CIRCULATION

Data Element	2025 Data	2024 Data
P13m) Children's Circulation	77,807	75,696
P14m) Adult Circulation	89,715	97,442
P15m) Physical Circulation (No Age Designation)	1,924	1,902
P16m) Total Physical Circulation	169,446	175,040

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2025 Data	2024 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	94	110
P71m) Onsite In-Person Programs Intended for Ages 6-11	45	92
P72m) Onsite In-Person Programs Intended for Young Adults	11	20
P73m) Onsite In-Person Programs Intended for Adults	70	61
P74m) Onsite In-Person Programs Intended for All Ages	31	37
P75m) Total Onsite Programs	251	320

Onsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	3,067	3,004
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	1,005	1,192
P95m) Attendees at Onsite In-Person Programs for Young Adults	108	278
P96m) Attendees at Onsite In-Person Programs for Adults	1,339	1,040
P97m) Attendees at Onsite In-Person Programs for All Ages	1,707	1,989
P98m) Total Onsite In-Person Attendance	7,226	7,503

Offsite In-Person Programs

Data Element	2025 Data	2024 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	1	0
P77m) Offsite In-Person Programs Intended for Ages 6-11	0	0
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	0	0
P80m) Offsite In-Person Programs Intended for All Ages	4	1
P81m) Total Offsite Programs	5	1

Offsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	57	0
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	0
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	0	0
P103m) Attendees at Offsite In-Person Programs for All Ages	243	93
P104m) Total In-Person Offsite Attendance	300	93

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49m) Self-Directed Activities	46	54
P50m) Participation in Self-Directed Activities	1,282	587

FULL-TIME-EQUIVALENT STAFF

Data Element	2025 Data	2024 Data
S01m) ALA/MLS Librarian FTE	5.18	5.62
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	5.18	5.62
S04m) Other Staff FTE	5.05	4.60
S05m) Total Paid Staff FTE	10.23	10.22

Volunteers

Data Element	2025 Data	2024 Data
O16m) Number of Teen Volunteers	93	86
O17m) Number of Adult Volunteers	123	99
O18m) Number of Teen Volunteer Hours	115	94
O19m) Number of Adult Volunteer Hours	401	216
O20m) Total Number of Volunteers	216	185
O21m) Total Number of Volunteer Hours	516	310

LIBRARY COLLECTION

Data Element	2025 Data	2024 Data
C01m) Print Materials (Books and Periodicals)	79,011	71,784
C02m) Audio Materials, Physical	4,962	4,547
C03m) Video Materials, Physical	6,355	6,191
C04m) Multi-format Materials	149	134
C05m) Other Physical Materials	123	113
C06m) Total Physical Materials	90,600	82,769
C07m) Print Serial Subscriptions	115	119

PUBLIC SERVICE HOURS**Daily Hours**

Data Element	2025 Data	2024 Data
H01m) Monday	10.0	10.0
H02m) Tuesday	10.0	10.0
H03m) Wednesday	10.0	10.0
H04m) Thursday	9.0	9.0
H05m) Friday	9.0	9.0
H06m) Saturday	6.0	6.0
H07m) Sunday	0.0	0.0

Seasonal Daily Hours

Data Element	2025 Data	2024 Data
H19m) Monday		
H20m) Tuesday		
H21m) Wednesday		
H22m) Thursday		
H23m) Friday		
H24m) Saturday		
H25m) Sunday		

Number of Weeks Open to the Public

Data Element	2025 Data	2024 Data
H15m) Weeks Library was Open with Regular Service	52	52
H27m) Weeks Library was Open with Seasonal Service		
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2025 Data	2024 Data
H08m) Weekly Hours of Regular Service	54.00	54.00
H09m) Weekly Hours of Seasonal Service		

Annual Hours Open to the Public

Data Element	2025 Data	2024 Data
H12m) Annual Public Service Hours	2,701	2,703
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES**Outlet Types**

Data Element	2025 Data	2024 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2025 Data	2024 Data
F07m) Facility Type	L	L
F08m) Square Feet	27,196	27,196
F09m) Year Built	1969	1969
F10m) Latest Year Remodeled	2016	2016
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2025 Data	2024 Data
F12m) Staff Internet Computers	12	12
F13m) Public Internet Stationary Computers	12	12
F14m) Public Internet Mobile Devices for On-Site Use	1	1
F15m) Public Internet Computers/Devices	13	13

Internet Connections

Data Element	2025 Data	2024 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	Category 6	Category 6
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2025 Data	2024 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	1,529	1,354

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Red Wing Public Library

ANNOTATIONS

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.

Donations & Memorials Policy Revisions

This policy had been discussed in 2025 as well as at the most recent Board Workshop.

Throughout 2025, I communicated with other libraries in the region to see their memorial fund policies. Many libraries did not have formal policies, as they defer to their respective cities' fund policies. Red Wing Public Library has more authority with donations and funds than other libraries, based on the Charter, so the Library Board can choose to do more with donated funds.

This final version combines two policies: **Use of Donations and Memorials Given to the Library** (2001) and **Red Wing Library Memorial Fund** (2002). Below are the changes to the policy that were discussed at the February Workshop.

1. Adding a line about donated materials to lessen confusion on the policy. This references the Collection Development Policy.
2. Since donated materials are called out in the policy now, this section now governs monetary donations. Other libraries have updated their policies to include assigning donations as Designated, Undesignated, and Capital. This is wise in planning for the future, and also reflects the Library's current practice. Right now, the Library has multiple granting accounts at the St. Paul and Minnesota Foundation for designated purposes (Sandt, Karlsrude). The Library also has a nonprofit, undesignated fund that is not a granting account (Ahern estate). Currently, the Library does not have a designated Capital fund. As the Library Board has expressed planning for the future, a Capital fund would be important to have when investigating a capital campaign.
3. Currently, the Memorial Fund Policy states that the Fund should be kept between \$25,000 and \$50,000. This change in wording clarifies the \$50,000 limit.



DONATIONS & MEMORIALS POLICY

Red Wing Public Library

Donated Materials

Any donated materials will be evaluated on a case-by-case basis. Further details can be found in the Library's Collection Development Policy.

Monetary Donations

Donations and memorials given to the Library are for the betterment of the Library and not for operating expenses. They may be classified as Designated, Undesignated, or Capital, based on the donor's intent.

Designated

Donations and bequests with a specific purpose (i.e. audiovisual materials, adult programming, children's literature, etc.) shall be classed as Designated and the Library will strive to use those funds for the intended purpose.

Undesignated

Donations and grants with no specified purpose other than general support of the library shall be classified Undesignated and received as donations into the Library's funds.

Capital Fund

Donations and grants with a specified purpose of library expansion, library construction, or major remodeling shall be classified as Capital Fund and deposited into a designated fund at the Saint Paul & Minnesota Foundation.

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.

Revised by the Red Wing Public Library Board of Trustees 3/2026

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

DRAFT

Fine Arts Policy Revisions

At the February Workshop, revisions to the Fine Arts Policy were discussed. Besides some minor grammatical changes, changes are listed in order below.

1. Removal of “standing” in the policy. Though it removes one word, this is a significant change. Since 2006, the Library Board has had a standing Fine Arts Committee that has determined what happens with larger art donations. In recent years, the committee has met sporadically and only when needed. The Board discussed the need for this committee to be a standing committee, and the consensus was to eliminate the Fine Arts Committee as a standing committee. With the approval of this removal, the Fine Arts Committee would become an Ad Hoc committee and brought together when needed, most likely to review the Fine Arts Policy and to address any significant art donations.
2. Adding “or lack of interest and use by the community” to criteria of relinquishment. This is fairly standard language, and this uses the same language as the Library’s Collection Development policy. The lack of interest and use will be determined by the amount of check outs for the circulating artwork.
3. A catalog of showings will be kept by the **Library** instead of Director. If the Library were to amass a collection large enough to have multiple artwork on display, it would need to rotate them to conserve public and storage space. This rotation and schedule would be available and kept at the Library, not just the Director.
4. Changing “locked” to “secured” when referring to where art objects will be kept. Board discussion established a desire to change that language. All doors in the Library are secured and connected to the Library’s security system. This is not a significant change, but it is a change that reflects practice.



FINE ARTS POLICY

Red Wing Public Library

Fine Arts Committee

To recommend policies for storing, protecting and/or displaying art objects that have been donated or otherwise transferred to the Library. Such policies shall include criteria for accepting art objects.

Fine Arts Display Policy and Purpose

The Red Wing Public Library has a collection of visual art and sculpture acquired through purchases and donations. Exhibiting this art is part of the Library's function as an intellectual and cultural resource for the community. Displays are a means by which the public can visually share experiences and appreciate local history and culture, and also provide an important aesthetic element to the library's environment.

Gift Policy

Fine art may be accepted if specifically related to library objectives and mission. Since space for display of fine art is limited, gifts of fine art should be encouraged only as they meet the needs of the Library. Donations are initiated by the donor by filing out the donation form (see attached) and presenting it to the Library Director. These donations will be considered on an individual basis by the Fine Arts Committee of the Red Wing Public Library Board. The library honors request made by donors who give money to the Library with express wishes for its use towards the purchase of fine art and will make every effort to accommodate those wishes.

The Library Board will appoint a ~~standing~~ Fine Arts Committee which will meet, as needed, to consider acceptance of donations and to review fine arts display policies. The committee will consist of 2 to 3 Board members and 1 library staff member. The committee may consult with community members who have recognized expertise in the field of fine art. The committee will make recommendations to the Library Board which will make final decisions.

The Fine Arts Committee will use the following criteria in recommending acceptance of fine art gifts or the purchase of fine art with gifts of money. The committee must also be guided by any resolutions adopted by the City Council regarding acceptance of gifts (see attached).

One or more of the following criteria must be met:

1. Significance of the work.
2. Importance of the work for the Red Wing community.
3. Artistic merit.
4. General appropriateness for a Library.
5. Ability to provide necessary maintenance or preservation conditions.
6. Relation to Library objectives and mission.

The Library retains full rights of ownership and reserves the right to retain gifts for any length of time and to relinquish any gift in a suitable manner, either by selling or transfer of ownership. The Library may also lend a work to another institution or organization. Some of the considerations for relinquishment may be: the object is too valuable to afford insurance, the object no longer fits in with the Library's objectives and mission, ~~or~~ changes in space available for display, or lack of interest and use by the community. Gifts with restrictions as to permanence and/or display location will not be accepted.

All donations to the Library are tax deductible, however, the Library assumes no responsibility to appraise donations. All donations are considered permanent, outright, unconditional gifts to be used at the sole discretion of the Library.

Display Guidelines

The use of available space for display and changes made regarding works displayed will be determined by the Library Director in conjunction with library staff and with consideration of Fine Arts committee suggestions.

Among the elements to be considered are:

1. Composition
2. Security
3. Size of work
4. Appropriate physical environment (humidity, temperature, lighting, etc.)
5. Physical condition of the work and its suitability for display

Each art object should be displayed at least once during each two-year period. The Director and staff will determine the location and duration of each display. A catalog of showings will be kept by the ~~Director~~Library.

Security

An opinion of the City Attorney assures that art objects will be covered under the library insurance policy. If however, an item is of great value that would necessitate purchasing an additional policy, that should be a part of the decision to accept it. Art objects not on display must be stored in a ~~locked~~ secured room.

Definitions

1. ART OBJECT: An original painting, drawing, sculpture, print, or other handmade or handcrafted item that has aesthetic, cultural and/or monetary value.
2. PRINT: An original reproduced by hand in limited quantities to paper, fabric, or other surface and distinct from mass-market reproductions.
3. HAND CRAFTED: Includes paper, needlework, textiles, decorative metalwork, jewelry, baskets, pottery and similar objects that have aesthetic, cultural and/or monetary value.
4. PROTECTION OF ART OBJECTS: The act of physically preserving and/or maintaining them so their intrinsic value does not deteriorate.

Revised by the Red Wing Public Library Board of Trustees 3/2026

ADA Policy Revisions

This policy was discussed at workshops in 2025 and this year. The City's Attorney explained that the Library needed to wait until the City approved updated ADA documents. Those documents are on the agenda for approval at the March 9th meeting. Assuming those documents are approved, and there doesn't seem to be any reason they are not, the Library Board can approve the revisions to the ADA Policy. The additions and removals are all recommended by the Attorney, explaining that the Library complies with ADA and follows the City's approved procedures for employees and the public.

Upon approval of this policy, I will insert the link to the City's Employee Handbook and procedures document.



AMERICANS WITH DISABILITIES ACT

Red Wing Public Library

The Red Wing Public Library abides by the City's standards and procedures in the Americans With Disabilities Act (ADA) enacted on July 28, 1990 procedures, including the grievance procedures applicable to employment in the City's Employee Handbook and the grievance procedures applicable to the provision of public services in the City's *Notice Under the ADA and Grievance Procedure Under the ADA* document.

Individuals who believe that they have been subjected to discrimination on the basis of disability by the public entity of the City of Red Wing may follow the process outlined in the aforementioned grievance procedures, as appropriate file a complaint with the City by calling (651) 388-6734 or going to Red Wing City Hall, 315 W. 4th St., Red Wing MN 55066. The City's Employee Handbook can be found here [insert link] or on the City's website. As of March, 9, 2026. the grievance procedures begin on page 50 of the Employee Handbook. The City's *Notice Under the ADA and Grievance Procedures Under the ADA* can be found here [insert link] or on the City's website.

Revised by the Red Wing Public Library Board of Trustees 3/2026

Guidelines for Use Revisions

The Library's Guidelines for Use were last updated in January 2025. It was requested that I investigate if the Library can prohibit full face coverings in the Library. I have included the full email from the City's Attorney explaining that the Library can prohibit full face coverings allowing for medical and religious exceptions. The new phrase is added to the Guidelines, and instructs individuals to remove their face coverings when in the lobby before entering the main library. We have had a few patrons come into the library with full face coverings (a couple of ski masks, a gaiter, a balaclava) and staff have expressed concerns to me.

In addition to the full face covering phrase, there are two other minor changes, listed below.

1. Moved "Keep items with you at all times" and added "The Library is not responsible for items left unattended." With regard to personal items.
2. Added "theft" to the list of prohibited actions concerning Library property and added "furniture" to the list of Library properties. While furniture may be implied, it is appropriate to call it out.

Brower, Dan

From: Amy E. Mace <Amy.Mace@raswlaw.com>
Sent: Friday, February 13, 2026 8:36 PM
To: Brower, Dan
Cc: Theo Britton
Subject: Face Coverings at the Library

Hi Dan,

We have reviewed whether the library can restrict patrons' ability to wear face coverings inside the library. The short answer to your question, based on our reading of Minnesota Statutes and available case law, is that the Library is permitted to put such a restriction in place.

First, existing Minnesota law provides strong support for a policy that restricts the use of face coverings in a public space like the library. Under Minnesota Statutes section 609.735, "A person whose identity is concealed by the person in a public place by means of a robe, mask, or other disguise, unless based on religious beliefs, or incidental to amusement, entertainment, protection from weather, or medical treatment, is guilty of a misdemeanor." More simply put, in Minnesota it is a misdemeanor for someone to intentionally conceal their identity in a public place by wearing a mask unless their reason for doing so is (1) based on their religious beliefs, (2) for or related to entertainment, (3) to offer protection from the weather, or (5) for medical treatment. *See Id.; Minn. Voters Alliance v. Walz*, 492 F.Supp. 3d 822, 836 (D. Minn. 2020). In the library's case, the existence of this statute alone provides the necessary legal authority to prohibit patrons from wearing face coverings inside the library. The only limit the statute imposes on the library's authority is that any policy likely needs to include exceptions to the general ban on face coverings that align with those in the statute. Therefore, so long as the library allows individuals to wear face coverings inside the library for religious, medical, or as part of a costume or library event or program, a policy restricting face coverings is permitted under Minnesota law.

Second, caselaw also supports the library's ability to enact a policy restricting patron's ability to wear face coverings. In *Ryan v. County of DuPage*, 45 F.3d 1090, 1092 (7th Cir. 1995), the Seventh Circuit Court of Appeals heard a First Amendment claim related to an individual's violation of a courthouse's policy prohibiting masks inside the courthouse. The Seventh Circuit dismissed the First Amendment challenge and noted that the courthouse's mask policy was permissible because it was intended not to suppress speech but instead was designed to maintain courthouse security and decorum. *Ryan*, 45 F.3d at 1095. The *Ryan* court went on to explain that under the First Amendment an individual does not have a general right to wear a mask at a courthouse. *Id.* at 1096.

While the *Ryan* case presents a different set of factual circumstances than are present in the library's case—there was no state statute regulating face coverings and the conduct was taking place in a courthouse instead of a library—the general principles the court articulated in support of its decision almost certainly still apply here. Like in *Ryan*, the library is considering a face covering policy not as an attempt to regulate patron's speech, but instead to promote the safety and security of library patrons and staff. And unlike visitors to the courthouse in *Ryan*, library patrons likely have even less of a right to wear masks because Minnesota law expressly prohibits them from doing so unless one of the statutory exceptions applies. Therefore, caselaw too supports the library's ability to enact a policy restricting face coverings indoors.

In light of both statute and caselaw, the library can enact a policy restricting face coverings indoors. We do recommend, however, that the library consider making some revisions to the language of the proposed policy so it more closely aligns with the statutory language of Minnesota Statutes section 609.735. We suggest the library revise the language to state as follows:

Please Do Not: Wear full face coverings. For the safety and security of all library users, face coverings are not allowed inside the library and must be removed in lobbies before entering the main library. Medical masks, head coverings worn for religious reasons, and face coverings which are part of a costume or patron's dress for a library event or program are permitted.

If the library does not host any programs where a mask may be worn as part of the amusement/entertainment, we believe you can remove that language.

Thanks,



Amy E. Mace

Shareholder Attorney

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GUIDELINES FOR USE

Red Wing Public Library

Please enjoy the library and respect its use by others. While at the library, it is important to follow these policies and others posted in the library for use of services and equipment. If you have suggestions for improving our services or collections, use the Suggestion Box in the East Avenue Lobby. If you have immediate concerns or need assistance, please speak with a staff person directly. As a courtesy to others, please follow these guidelines.

While at the library, please expect:

- Friendly, timely, and professional services
- The library to maintain a collection which reflects community interests
- Complaints/problems to be resolved as soon as possible
- Staff to make the library system work for you
- A clean, safe, and reasonably quiet building

Please:

- Ask a staff person for assistance
- Use Reference and Information services for children and adults
- Check out circulating books or other materials
- Suggest new materials and services
- Take bulletin board postings to the Service Desk
- Understand that patrons who are children have the same rights and responsibilities as adult patrons
- Respect areas of the library intended for specific ages: no unaccompanied adults in the storywell and no patrons other than teens in the teen area outside of school hours.
- Enjoy all the library has to offer: the collection, building, and people you meet

Please Do Not:

- Engage in behavior or activity that is disruptive to Library use, including sleeping and prolonged cell phone use
- Use offensive, threatening, harassing, or abusive behavior, language, or gestures.
- Block entrances and exits throughout the building. Keep items with you at all times. The Library is not responsible for items left unattended.
- Smoke, vape, or use electronic cigarettes inside or within fifteen (15) feet of the building's entrances
- Eat or drink in the library. Beverage containers are permitted only if they remain closed.
- Bring bicycles or large scooters into the building
- Use scooters, skateboards, roller blades, or similar equipment in the building. Keep items with you at all times.
- Enter the building without wearing shirt and shoes
- Leave children under age 5 unattended by a responsible person
- Sell, solicit, panhandle, or loiter on library premises

- Bring animals other than trained service dogs on library premises. Animals, other than ADA service animals and those that are part of library-provided events, are not permitted on library premises. All service animals must be under the control of a handler.
- Engage in any illegal activity or behavior
- Enter the building with a dangerous weapon in your possession
- Wear full face coverings. For the safety and security of all library users, face coverings are not allowed inside the library and must be removed in lobbies before entering the main library. Medical masks, head coverings worn for religious reasons, and face coverings which are part of a costume or patron's dress for a library event or program are permitted.
- Vandalize, deface, damage, steal, or misuse library materials, equipment, furniture, or facilities

Individuals who violate these policies, after being warned, may be restricted from access to library services and facilities. Police may be called for assistance.

– Revised by the Red Wing Public Library Board: 3/2026

Meeting Room Policy Revisions

I have brought some extensive revisions for the Meeting Room Policy to the Library Board. When updating the website, we discovered that the Meeting Room Policy was fragmented in different areas. In some cases, the guidelines contradicted themselves. I have been working with staff to make proposed changes to the policy. In addition, I have been talking with other libraries and researching their meeting room policies.

That work and research has culminated in a new, updated proposed Meeting Room Policy that is roughly 3 pages. While that may seem to be lengthy, it covers a lot of information. This updated policy can be approved in March, or it can be tables until May, after more discussion at the April workshop. I have listed the changes, in order, below. I have attached the current Meeting Room policy that is on the Library's website, too, for comparison.

Page 1

1. Added an introductory line that included study rooms, since this policy governs those as well.
2. Removed "However, appropriate use may be scheduled by non-profit organizations that charge a fee for materials." Because this has caused confusion when reserving the meeting rooms. Non-profits have read it to mean that the room is free. It was decided that this line should be removed completely, as the policy already states that groups cannot charge admission or entry.
3. Removed "Meeting rooms are not available to businesses or other for-profits." As the meeting rooms are being used by businesses and for-profits.
4. Rephrased a large amount of text about the Library having priority over rooms, and needing to reschedule or cancel reservations.
5. Moved this paragraph from the Meeting Room reservation form to the policy, as it applies for all rooms.
6. Moved this from the Meeting Room reservation form to the policy for visibility.
7. Added a separate section for Study Rooms in the policy. This was originally only on the Study Room booking page on the website.

Page 2

8. Added the range of seating for Meeting Rooms, from the reservation form.
9. Added more information regarding "partisan political activities" and what is and is not allowed. The Library has already received calls about reserving rooms for campaign events, and the information is not clear enough.
10. Added a paragraph on how old someone needs to be to reserve a room and that the person is responsible for the room and passing along Guidelines For Use. The room reservation form is essentially a contract that they sign.

Meeting Room Policy Revisions

11. Added a time limit on how far in advance someone can reserve a room.
12. Eliminated the actual hours in the policy and deferred to the rooms being available during the Library's open hours. Also moved the hourly surcharge to the policy from the reservation form and that the reservation time must include setup and breakdown time.
13. Add the City of Red Wing Government in the list, since those events are typically booked for no cost. Removed "the meeting is held by an organization to which the Library is a member" as this is a point of contention. While the Library is not in the business of making money, if we were to host a large event from an organization we are a part of, the cost to clean and added staff time could be a barrier. For example, if the Minnesota Library Association wanted to host an event with 300 people in one room and 75 in the other, this would block off both rooms and the staff needed would be prohibitive. Earlier in 2025, the Historic Preservation Committee co-hosted a conference and the Library was a site. The HPC did pay for the room, since it was a large event, and they got reimbursed by a grant. I don't want to see the Library taken advantage of by offering large events for free.

Page 3

14. Changed "would mean" to "refers to" for clarity.
15. Removed "agencies of the City such as the Friends organizations" as this is not a well-defined term. We ran into some issues and confusion last year with multiple organizations. They would say they are an agency of the City because they were working with them, but they were not, in fact, agencies of the City. For clarity, it is best to remove the ambiguous language.
16. Added information about refreshments. We have allowed groups to bring in refreshments for meetings. We do not allow catering except for Library and FOL events.
17. Added a section on publicity.
18. Added a small statement about other public seating areas in the Library and how they cannot be reserved.
19. Emboldened the reimbursement paragraph for visibility.



MEETING ROOMS POLICY

Red Wing Public Library

General Purpose and Availability

Red Wing Public Library offers multipurpose meeting rooms and study rooms to provide the community access to semi-private meeting spaces. Meeting rooms are available to the public on an equitable basis, regardless of the beliefs, affiliations, or economic standing of individuals or groups requesting their use. In keeping with the American Library Association's "Library Bill of Rights", the Library prefers that the meeting rooms be used by non-profit organizations, sponsoring meetings which are free and open to the public. ~~However, appropriate use may be scheduled by non-profit organizations that charge a fee for materials. Meeting rooms are not available to businesses or other for-profits.~~ All individuals and groups must follow the Library's Guidelines for Use.

Use of the Library's meeting rooms does not constitute or imply Library endorsement, advocacy, or sponsorship by the Library. Further, the Library does not endorse, advocate, or sponsor the viewpoints of meetings or meeting room users.

Library programs and Library-related functions, including the Friends of the Library, have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Should it become necessary for the Library to cancel a reservation, every reasonable effort will be made to contact the affected group or individual as soon as possible. ~~The Library reserves the right to ask any group to change the time or place of their meeting if the room is needed for a library-related function.~~ Public meetings of concern to a large segment of the population may be given precedence.

Meeting rooms and study rooms must be left clean and in the original condition. Individuals and groups must dispose of trash and wipe down all tables and counters, if needed. Fees may be charged for additional cleaning and/or any damage to Library property.

The Library Director or their designee has final authority on all matters pertaining to meeting room usage. Failure to comply with the regulations set forth in this policy will result in the denial of future use of a Library meeting and study rooms and/or immediate removal from the room and Library.

Study Rooms

Study rooms intended for 1 to 8 individuals are free available for public use but reservations are required. Study room use is limited to two (2) hours per day per individual and group. Study rooms may be allowed beyond 2 hours at the discretion of library staff and if no other individual is waiting to use a study room. Study rooms may be reserved up to sixty (60) days in advance. Children age 15 and under must be accompanied by an adult. A study room will be released for use by others if the reserving party is more than 15 minutes late. Study rooms must be vacated ten (10) minutes prior to closing.

Meeting Rooms

Meeting rooms are large rooms that can accommodate seating for up to 150 individuals. Meeting rooms may be used by non-profit groups for educational, cultural, and civic purposes. In cases where non-profit status is in question, the Library may request proof of tax exemption. Meeting rooms may not be used for events such as potluck dinners, birthday parties, wedding anniversaries, etc. Except for library sponsored events, no fundraisers or general sales can be scheduled. Groups may not impose admission or entry fees. The meeting rooms are not available for commercial purposes, private parties, or partisan political activities. [Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization \(e.g. League of Women Voters\) and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with their constituents are permitted.](#)

[Individuals reserving meeting rooms for themselves or a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to, or theft of, Library property. Damage must be immediately reported to library staff.](#)

[Meeting rooms may be reserved up to ninety \(90\) days in advance.](#) In order to provide equitable access to meeting space, the Library will only accept four (4) reservations per group per calendar quarter.

Meeting rooms are [generally available during the Library's open hours.](#)

- ~~8:00 am — 7:00 pm Monday — Wednesday~~
- ~~8:00 am — 6:00 pm Thursday — Friday~~
- ~~9:00 am — 3:00 pm Saturday~~

Meetings must end at least 10 minutes prior to closing so that all participants are out of meeting rooms by library closing. [An hourly surcharge will apply to any meeting that runs past closing time.](#) The room must be restored to a standard setup prior to closing or a re-set fee may apply. [Reservations for meeting rooms must include time to set up and break down the room. \[Refer to the Library's fee schedule for details.\]](#)

Payment is due on the day of the meeting. Checks payable to Red Wing Public Library, cash, and credit cards are accepted. No refunds can be processed. Meeting cancellations must be made at least 24 hours in advance. No-shows will be invoiced for the time reserved. Meeting room fees may be waived based on the following guidelines:

1. the program is sponsored or co-sponsored by the Library or Friends of the Library,
2. [the event is hosted by the City of Red Wing government,](#)
3. ~~the meeting is held by an organization to which the Library is a member, or~~
4. the room is used by an organization for which the Library Board has formally waived fees.

The Library will allow use of meeting facilities by the City of Red Wing government without charge and outside of regular business hours, when (a) City government staff has received library building security and emergency training; (b) City government staff are present to supervise the meeting area and the

3rd Street lobby and will ensure proper closure of the building. City government meetings ~~would mean~~ ~~refers to~~ any meeting scheduled by the City Council, a board or commission of the City Council, ~~and~~ City Staff ~~and agencies of the City such as the Friends organizations~~. Generally, the use of meeting facilities at the Library outside of regular business hours will be due to meetings that involve public participation.

Groups must comply with the maximum seating capacity of meeting rooms as determined by the local Fire Marshal and code. Each meeting room has a posted maximum capacity. Fire exit procedures are posted at each room exit. In case of fire, the library's fire alarm system is activated and the meeting room doors will close automatically to control smoke and fire. They will NOT be locked. In the event the fire alarm system is activated, all occupants shall exit the building. Groups are responsible for the evacuation of meeting attendees. Elevators cannot be used in case of fire.

The Americans with Disabilities Act requires that groups using the library's meeting rooms provide accommodations for persons with disabilities. Public notices of groups' meetings should include this statement: "Persons who need special accommodations please notify (group's contact person at a phone number other than the library's) 2 weeks in advance." Groups then must notify the library at 385-3642 of any special needs 2 weeks in advance. The Library will work with groups to arrange for special accommodations with any additional costs being the group's responsibility. Both library entrances are accessible and open during regular library hours. If groups rearrange furniture in the meeting rooms, ADA requires that a 36" walkway be maintained.

Public performance laws require that groups showing videos while using the library's meeting rooms must use videos with public performance rights, or secure necessary public performance licenses to the videos. The applicant is responsible for obtaining written documentation of permission to publicly display the film, and a copy of the written permission must be provided prior to receiving approval for your event.

Furniture, equipment, supplies, and other materials may not be stored on Library property between meetings. The Library is not responsible for materials or personal equipment left in the building by users. Groups may not post any items to the wall using any method that damages the wall by leaving a puncture, stain, or adhesive residue.

Except in partnership with the Library or programming, medical testing, specimen collection, and services such as haircuts, spa treatments, massage, tattooing, or similar activities involving close personal contact are not permitted in any Library spaces.

Hazardous materials, including but not limited to paints, solvents, and explosives, are prohibited. Candles or open flames of any kind may not be used in meeting rooms. Alcoholic beverages are not permitted on Library property.

Refreshments may be served, but groups may not prepare food on Library property. Outside catering for organization meetings is not permitted. Groups are responsible for providing their own supplies.

Each group is responsible for its own publicity. No announcement, press release, flyer, or other promotion should state or imply Library endorsement or sponsorship of the event or the organization.

Such announcements, press releases, flyers, or other promotions, should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event. Groups may not use the Library's name or address as their own address or headquarters location. The Library telephone number may not be placed on the publicity, as the Library is not a source of information concerning the event. The sponsoring group must use its own telephone number for publicity. Use of the Library's logo is prohibited without prior written permission.

Public Seating Areas

No other seating area or workspace in the library can be reserved, except by library staff for library programs or library-related functions, and is strictly used on a walk-in basis.

Groups or individuals using meeting rooms and study rooms shall indemnify and reimburse the City of Red Wing for all damages to the room and/or equipment resulting from the use of the room. Further, those using meeting and study rooms shall hold harmless the City of Red Wing, the Library, its trustees, officers, agents, and employees, and indemnify the City including but not limited to the costs of defense, including attorneys' fees, from any and all claims or causes of action resulting from the use of the room.

To request this information in another format, contact the Library (651-385-3642) at least 7 days in advance.

2026 Red Wing Public Library Committees

STANDING COMMITTEES

Budget

Joan Heineman, Chair
[vacant]
[vacant]

Fine Arts

Jacqueline West, Chair
Kim Emery
Natasha Yates

Long Range Planning

Catherine Friend, Chair
Amanda Motschke
Ron Skjong

Personnel

Natasha Yates, Chair
Jacqueline West
[vacant]

BY MEMBER

Kim Emery – Bequest, Fine Arts, Marketing
Catherine Friend – Bequest, Long Range Planning, Marketing
Joan Heineman – Budget
Amanda Mostchke – Long Range Planning
Ron Skjong – Long Range Planning
Jacqueline West – Bequest, Fine Arts, Marketing, Personnel
Natasha Yates* – Bequest, Fine Arts, Marketing, Personnel

**Board President acts as ex-officio on all committees*

AD HOC COMMITTEES

Bequest

Natasha Yates, Chair
Kim Emery
Catherine Friend
Jacqueline West
Megan Seeland (staff)

Marketing

Kim Emery, Chair
Catherine Friend
Jacqueline West
Natasha Yates

SELCO UPDATES**Shared ILS Committee**

The Shared ILS Committee's next meeting will be in May. During this break in meetings, task forces will be working on a variety of items to be ready for that meeting.

OTHER UPDATES**New Website**

The Library's new website launched on February 17th. There were some hiccups on the back end, but we made it through the week! We are still working on Meeting Room procedures, event registration, and online library card applications. We are also working on some usability and navigation items to make the site even more user-friendly.

Damage to RFID Gate

On February 25th, a patron in a mobility chair ran into one of the new RFID Gates at the East Avenue entry. The gate sustained some structural damage, but is still operational. We have filed a claim with the city's insurance and have contacted Lyngsoe, the installing company.

Public Libraries Association Conference

The PLA Conference will be held in Minneapolis April 1-3, 2026. The library is able to send most staff to the conference, even if it's just for one day. Three staff will have their conference paid for, two by ALA and one by SELCO. The Friends' book sale is on the same days, and we should be able to avoid closing the library. If necessary, we may need to close early on Wednesday the 1st, but downstairs (and the 3rd St door) will still be open for book sale access.

MLA Legislative Day at the Capitol

On February 25, I journeyed to St. Paul to talk to our local legislators about Libraries. I was able to meet with Senator Drazkowski and Representative Altendorf. I have attached MLA's Legislative Priorities and one-pagers on eBooks and building condition.

Non-Voting Student Member to the Board

Recently, I was asked about the possibility of having non-voting student representatives on the Library Board. Community Education and Rise Up are making a push to increase youth representation on local boards and commissions. The Library and the Sheldon have been mentioned as potentially popular and meaningful opportunities for student involvement. I would welcome the addition of a non-voting student member. If the Board has no objections, I can move this forward to see if there is any interest.

Hispanic Outreach

In February, Megan and I talked with Hispanic Outreach to offer some items, as many of their families have been sheltering in place. Currently, they have about 200 items on loan to share with their families. We also donated some remaining Summer Reading prizes to them for their younger kids. Their families may be experiencing dark times, and we want to provide them a little light.

Meeting with PIIC

I met with Heather Johnson about partnering for Summer Reading this summer. We have identified a couple of vetted programs to offer out at their community center as additional events. We will also provide an opportunity for residents to get library cards. We are waiting to hear back from them on feasibility, but I am hopeful we can provide this to Prairie Island!

Carnegie Gift

The Library recently received \$10,000 from the Carnegie Corporation! Even though we are no longer a Carnegie building, we still acknowledge our origins as a Carnegie library. The gift has no restrictions; the library just needs to share what the funds were used for in 2026.

Brand Enhancement

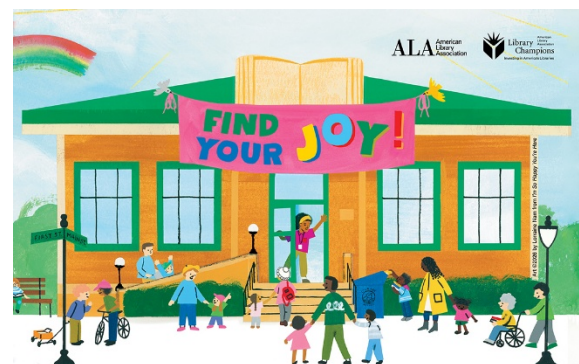
Board Member Kim Emery and I have corresponded with Schmarketing Marketing a few times about the Library's brand enhancement. The Marketing committee will meet soon, and I hope to have a presentation to the Board at the April workshop.

National Library Week

April 19-15, 2026 is National Library Week. National Library Week is an annual celebration highlighting the valuable role libraries and library professionals play in transforming lives and strengthening our communities.

Award-winning librarian, author, and new host of the children's program "Reading Rainbow" Mychal Threets will serve as Honorary Chair of National Library Week.

"Find Your Joy," is an invitation for people of all backgrounds to explore and discover what sparks joy in them at the library. The theme amplifies a message that is ever-present in Threets' recurring viral videos about the innumerable ways people can find joy in the library, and in his debut picture book, *I'm So Happy You're Here: A Celebration of Library Joy*, publishing on February 3, 2026.



Big Turn Music Festival – Live From the Stacks

Live From the Stacks on February 21, 2026 was a huge success! We had Linus Cuchetti, Mark Twain: Out Loud, and Mike Munson. We had around 160 attendees, as some came and went throughout the performances. We received positive feedback about the events, and we are looking forward to partnering with Big Turn again next year. One couple was visiting from Nebraska and they said that it was wonderful to have this kind of offering inside the library, where they felt so at home. People also browsed the Big Turn Music Collection, which was on display throughout February.



STAFF & PERSONNEL UPDATES

Personnel Changes

- Melissa Murray and Ainsley Kennedy have been hired as Library Clerks II. Melissa started on January 20th. Ainsley will start on March 9th.

Meetings & Presentations

Dan Brower attended the following meetings:

- Agenda Team Meeting – January 6, 2026
- Monthly Meeting with Chris Heineman – January 8, 2026
- Shared ILS Committee Meeting – January 8, 2026
- Meeting with Hispanic Outreach – January 9, 2026
- Bruce Colwell – January 9, 2026
- City Council Meeting – January 12, 2026
- All Employee Breakfast – January 13, 2026
- SELCO Library Directors Meeting – January 13, 2026
- Library Board Meeting – January 14, 2026
- New Website Training – January 15, 2026
- Local Directors Breakfast Meeting – January 16, 2026
- Agenda Team Meeting – January 20, 2026
- Friends of the Library Meeting – January 20, 2026
- ICE & Library Safety (SELCO) – January 21, 2026
- MPLAR Webinar for Returning Filers – January 22, 2026
- Unit Head Meeting – January 23, 2026
- City Council Meeting – January 26, 2026
- Leadership Team Meeting – January 27, 2026
- Library Clerk Interviews – January 28, 2026
- St. Charles RFID Visit – January 28, 2026
- Shared ILS Committee Officers Meeting – January 28, 2026
- Library Clerk Interviews – January 29, 2026
- City Council Annual Workshop – January 29, 2026
- Meeting with Schmarketing Marketing – January 30, 2026
- Radio Chat – February 11, 2026
- Library Board Workshop – February 11, 2026
- Agenda Team Meeting – February 17, 2026
- Friends of the Library Meeting – February 17, 2026
- *Librarians* Screening and Banned Books Panel – February 19, 2026
- Local Directors Breakfast Meeting – February 20, 2026
- City Council Meeting – February 23, 2026
- Leadership Team Meeting – February 24, 2026
- MLA PLD Meeting – February 24, 2026
- MLA Legislative Day – February 25, 2026

Dan Brower, Library Director
Red Wing Public Library

Red Wing Public Library

Rock & Read Preschool Storytime

March 4, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Get Smart With AI: How AI is changing how we seek, consume, and process information in a changing world

March 4, 2026, 5:00 PM - 6:00 PM @ Foot Room

[More Details](#)

Wiggle Worms Toddler Story Time

March 5, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Seed Starting 101 Presented by Goodhue Master Gardeners

March 5, 2026, 6:00 PM - 7:00 PM @ Foot Room

[More Details](#)

Cozy Up & Read Author Program: Cody Benjamin

March 7, 2026, 10:00 AM - 11:00 AM @ Foot Room

[More Details](#)

Friends of the Library Book Club

March 10, 2026, 5:30 PM - 7:00 PM @ Foot Room

[More Details](#)

Rock & Read Preschool Storytime

March 11, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

March 12, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

The Hand Tools That Built Red Wing

March 12, 2026, 6:00 PM - 7:00 PM @ Foot Room

[More Details](#)

LEGO Club

March 17, 2026, 4:30 PM - 5:30 PM @ Foot Room

[More Details](#)

Friends of the Library Meeting

March 17, 2026, 5:30 PM - 7:00 PM @ Community Room

[More Details](#)

Rock & Read Preschool Storytime

March 18, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

March 19, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Overbooked Reading Group

March 19, 2026, 5:00 PM - 6:00 PM @ Foot Room

[More Details](#)

Adult Trivia

March 19, 2026, 6:00 PM - 8:00 PM @ Red Wing Public Library Foot Room

[More Details](#)

Cozy Up & Read Author Program: Loretta Ellsworth

March 21, 2026, 10:00 AM - 11:00 AM @ Foot Room

[More Details](#)

Rock & Read Preschool Storytime

March 25, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

March 26, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Rock & Read Preschool Storytime

April 1, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Friends of the Library Book Sale Pre-Sale

April 1, 2026, 1:00 PM - 5:00 PM @ Foot Room

[More Details](#)

Friends of the Library Book Sale

April 2, 2026, 10:00 AM - 5:00 PM @ Foot Room

[More Details](#)

Wiggle Worms Toddler Story Time

April 2, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Friends of the Library Book Sale

April 3, 2026, 9:00 AM - 5:00 PM @ Foot Room

[More Details](#)

Friends of the Library Book Sale

April 4, 2026, 9:00 AM - 2:00 PM @ Foot Room

[More Details](#)

Rock & Read Preschool Storytime

April 8, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

April 9, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Book BINGO

April 9, 2026, 5:30 PM - 8:00 PM @ Foot Room

[More Details](#)

Friends of the Library Book Club

April 14, 2026, 5:30 PM - 7:00 PM @ Foot Room

[More Details](#)

Rock & Read Preschool Storytime

April 15, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

April 16, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Overbooked Reading Group

April 16, 2026, 5:00 PM - 6:00 PM @ Foot Room

[More Details](#)

Adult Trivia

April 16, 2026, 6:00 PM - 8:00 PM @ Red Wing Public Library Foot Room

[More Details](#)

LEGO Club

April 21, 2026, 4:30 PM - 5:30 PM @ Foot Room

[More Details](#)

Friends of the Library Meeting

April 21, 2026, 5:30 PM - 7:00 PM @ Community Room

[More Details](#)

Rock & Read Preschool Storytime

April 22, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

A Peruvian Escape: Armchair Travels with Director Dan

April 22, 2026, 6:00 PM - 7:00 PM @ Foot Room

[More Details](#)

Wiggle Worms Toddler Story Time

April 23, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Rock & Read Preschool Storytime

April 29, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Wiggle Worms Toddler Story Time

April 30, 2026, 10:30 AM - 11:15 AM @ Red Wing Public Library

[More Details](#)

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
211	LIBRARY						
00000	NON DEPARTMENTAL						
	TOTAL TAXES						
211-00000-41010	PROPERTY TAXES - CURRENT	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-41020	PROPERTY TAXES - DELINQUENT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TAXES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL INTERGOVERNMENTAL						
211-00000-43599	STATE GRANTS & AIDS - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-43610	COUNTY SHARE - SELCO LIBRARY	188,666.75	188,666.75	0.00	0.00	0.00	188,666.75
211-00000-43620	COUNTY SHARE - CIVIL DEFENSE	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-43699	OTHER GRANTS & AIDS NOC	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL INTERGOVERNMENTAL	188,666.75	188,666.75	0.00	0.00	0.00	188,666.75
	TOTAL CHARGES FOR SERVICES						
211-00000-44150	COPIES & FAX FEES	7,500.00	7,500.00	906.03	906.03	12.08	6,593.97
211-00000-44730	NON-RESIDENT LIBRARY USE FEE	3,100.00	3,100.00	357.00	357.00	11.52	2,743.00
	TOTAL CHARGES FOR SERVICES	10,600.00	10,600.00	1,263.03	1,263.03	11.92	9,336.97
	TOTAL FINES AND FORFEITES						
211-00000-45115	LIBRARY FINES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FINES AND FORFEITES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES						
211-00000-46210	INTEREST - DEPOSIT INVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-46211	INTEREST - ENDOWMENTS	25,100.00	25,100.00	0.00	0.00	0.00	25,100.00
211-00000-46241	DONATIONS-RW CHILDRENS PROG	1,200.00	1,200.00	33.77	33.77	2.81	1,166.23
211-00000-46245	DONATIONS - ENDOWMENT	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-46249	DONATIONS - INDIVIDUAL	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-46269	DONATIONS CONTRIBUTIONS NOC	1,350.00	1,350.00	350.00	350.00	25.93	1,000.00
211-00000-46281	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-46285	INSURANCE CLAIMS - CITY POLICY	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-46299	OTHER MISCELLANEOUS	4,500.00	4,500.00	423.66	423.66	9.41	4,076.34
	TOTAL MISCELLANEOUS REVENUES	32,150.00	32,150.00	807.43	807.43	2.51	31,342.57
	TOTAL OTHER FINANCING SOURCES						
211-00000-49101	TRANSFER FROM GENERAL	1,507,243.54	1,507,243.54	0.00	0.00	0.00	1,507,243.54
211-00000-49102	TRANSFER FROM GF FOR CIP	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-49299	TRANSFER FROM RW LIBRARY MEMOR	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-49941	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
211-00000-49944	BOND PREMIUM RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING SOURCES	1,507,243.54	1,507,243.54	0.00	0.00	0.00	1,507,243.54
00000	NON DEPARTMENTAL	1,738,660.29	1,738,660.29	2,070.46	2,070.46	0.12	1,736,589.83

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
45500	LIBRARY						
	TOTAL PERSONNEL SERVICES						
211-45500-51105	WAGES & SALARIES - FULL TIME	568,480.98	568,480.98	51,492.78	51,492.78	9.06	516,988.20
211-45500-51110	OVERTIME WAGES - FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-51115	WAGES & SALARIES - PART TIME	255,203.69	255,203.69	38,609.96	38,609.96	15.13	216,593.73
211-45500-51120	WAGES & SALARIES - TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-51125	OVERTIME WAGES - PART TIME, SE	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-51130	MERIT & STEP	20,684.95	20,684.95	0.00	0.00	0.00	20,684.95
211-45500-51215	ACCRUED VACATION	30,872.91	30,872.91	0.00	0.00	0.00	30,872.91
211-45500-51217	VSIIP	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-51220	ACCRUED SICK LEAVE	11,150.93	11,150.93	0.00	0.00	0.00	11,150.93
211-45500-51305	PERA CONTRIBUTIONS	60,119.99	60,119.99	6,297.73	6,297.73	10.48	53,822.26
211-45500-51310	FICA CONTRIBUTIONS	62,615.96	62,615.96	6,911.16	6,911.16	11.04	55,704.80
211-45500-51320	PAID LEAVE CONTRIBUTIONS	3,355.89	3,355.89	228.75	228.75	6.82	3,127.14
211-45500-51405	EMPLOYEE INS - HOSPITALIZATION	136,241.40	136,241.40	7,921.20	7,921.20	5.81	128,320.20
211-45500-51408	EMPLOYEE INS - DENTAL	3,023.70	3,023.70	233.96	233.96	7.74	2,789.74
211-45500-51409	EMPLOYEE INS - LIFE & ADD	705.90	705.90	63.00	63.00	8.92	642.90
211-45500-51410	EMPLOYEE INS - LOSS OF INCOME	2,401.89	2,401.89	247.64	247.64	10.31	2,154.25
211-45500-51440	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-51505	WORKERS' COMPENSATION INS	3,288.04	3,288.04	256.64	256.64	7.81	3,031.40
	TOTAL PERSONNEL SERVICES	1,158,146.23	1,158,146.23	112,262.82	112,262.82	9.69	1,045,883.41
	TOTAL SUPPLIES						
211-45500-52105	OFFICE ACCESSORIES	1,750.00	1,750.00	0.00	0.00	0.00	1,750.00
211-45500-52110	DUPLICATING & COPYING SUPPLIES	7,000.00	7,000.00	16.04	16.04	0.23	6,983.96
211-45500-52145	COMPUTER & SYSTEM SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-52150	FURNITURE UNDER \$5000	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
211-45500-52205	CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-52237	COVID 19 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-52299	OTHER OPERATING SUPPLIES NOC	6,500.00	6,500.00	150.32	150.32	2.31	6,349.68
211-45500-52399	OTHER REPAIR & MAINTENANCE SUP	750.00	750.00	0.00	0.00	0.00	750.00
211-45500-52405	SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-52416	MINOR OFFICE EQUIPMENT	5,000.00	5,000.00	99.87	99.87	2.00	4,900.13
	TOTAL SUPPLIES	31,000.00	31,000.00	266.23	266.23	0.86	30,733.77
	TOTAL OTHER SERVICES & CHARGES						
211-45500-53100	ADMINISTRATION SERVICES	54,391.00	54,391.00	0.00	0.00	0.00	54,391.00
211-45500-53105	CONTRACTUAL SERVICES	64,000.00	64,000.00	1,952.12	1,952.12	3.05	62,047.88
211-45500-53130	PROGRAMMING SERVICES	20,000.00	20,000.00	537.39	537.39	2.69	19,462.61
211-45500-53150	IT SERVICES - CITY	48,489.00	48,489.00	0.00	0.00	0.00	48,489.00
211-45500-53161	PHYSICALS	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53162	TESTING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53165	PUBLIC WORKS LABOR CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53191	CREDIT CARD FEES	0.00	0.00	48.11	48.11	0.00	-48.11
211-45500-53199	OTHER PROF SERVICES NOC	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53205	TELEPHONE	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
211-45500-53210	POSTAGE	1,500.00	1,500.00	234.00	234.00	15.60	1,266.00
211-45500-53305	TRAVEL EXP - PLANE, TRAIN, ETC	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
211-45500-53310	LODGING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
211-45500-53320	MEALS	500.00	500.00	0.00	0.00	0.00	500.00
211-45500-53325	MILEAGE REIMBURSEMENT	600.00	600.00	0.00	0.00	0.00	600.00
211-45500-53330	REGISTRATION & TUITION	1,500.00	1,500.00	728.00	728.00	48.53	772.00
211-45500-53405	EMPLOYMENT ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53410	MARKETING & PROMOTION	500.00	500.00	0.00	0.00	0.00	500.00
211-45500-53449	OTHER ADVERTISING NOC	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53585	LANDFILL INCINERATOR CHARGES	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
211-45500-53620	MACHEQUIP REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53645	MAINTENANCE SERVICE AGREEMENT	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00
211-45500-53699	REPAIRS & MAINTENANCE NOC	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53715	OFFICE EQUIP RENTALS & LEASES	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53750	EQUIP USAGE RENTALS & LEASES	0.00	0.00	6.76	6.76	0.00	-6.76
211-45500-53904	DUES & MEMBERSHIPS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
211-45500-53907	BOOKS	142,300.00	142,300.00	21,121.63	21,121.63	14.84	121,178.37
211-45500-53914	BOARDS & COMMISSIONS	425.00	425.00	0.00	0.00	0.00	425.00
211-45500-53980	HEDIN DONATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
211-45500-53990	SPECIAL EVENTSPROJECTS	2,000.00	2,000.00	1,838.20	1,838.20	91.91	161.80
211-45500-53999	OTHER MISCELLANEOUS OPERATING	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	348,905.00	348,905.00	26,466.21	26,466.21	7.59	322,438.79
	TOTAL CAPITAL OUTLAY						
211-45500-54130	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES						
211-45500-56299	TRANSFER TO LIBRARY MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
45500	LIBRARY	1,538,051.23	1,538,051.23	138,995.26	138,995.26	9.04	1,399,055.97

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
45510	LIBRARY BUILDING						
	TOTAL PERSONNEL SERVICES						
211-45510-51105	WAGES & SALARIES - FULL TIME	0.00	0.00	2,260.36	2,260.36	0.00	-2,260.36
211-45510-51110	OVERTIME WAGES - FULL TIME	0.00	0.00	63.99	63.99	0.00	-63.99
211-45510-51115	WAGES & SALARIES - PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51120	WAGES & SALARIES - TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51125	OVERTIME WAGES - PART TIME, SE	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51130	MERIT & STEP	597.32	597.32	0.00	0.00	0.00	597.32
211-45510-51215	ACCRUED VACATION	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51217	VSIP	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51220	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-51305	PERA CONTRIBUTIONS	0.00	0.00	122.07	122.07	0.00	-122.07
211-45510-51310	FICA CONTRIBUTIONS	0.00	0.00	179.40	179.40	0.00	-179.40
211-45510-51320	PAID LEAVE CONTRIBUTIONS	0.00	0.00	4.57	4.57	0.00	-4.57
211-45510-51405	EMPLOYEE INS - HOSPITALIZATION	0.00	0.00	252.63	252.63	0.00	-252.63
211-45510-51408	EMPLOYEE INS - DENTAL	0.00	0.00	3.47	3.47	0.00	-3.47
211-45510-51409	EMPLOYEE INS - LIFE & ADD	0.00	0.00	1.05	1.05	0.00	-1.05
211-45510-51410	EMPLOYEE INS - LOSS OF INCOME	0.00	0.00	4.85	4.85	0.00	-4.85
211-45510-51505	WORKERS' COMPENSATION INS	758.08	758.08	0.00	0.00	0.00	758.08
	TOTAL PERSONNEL SERVICES	1,355.40	1,355.40	2,892.39	2,892.39	213.40	-1,536.99
	TOTAL SUPPLIES						
211-45510-52105	OFFICE ACCESSORIES	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-52205	CLEANING SUPPLIES	3,090.00	3,090.00	0.00	0.00	0.00	3,090.00
211-45510-52299	OTHER OPERATING SUPPLIES NOC	2,500.00	2,500.00	179.00	179.00	7.16	2,321.00
211-45510-52315	BUILDING REPAIR SUPPLIES	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
211-45510-52415	SAFETY EQUIPMENT	620.00	620.00	21.77	21.77	3.51	598.23
	TOTAL SUPPLIES	13,210.00	13,210.00	200.77	200.77	1.52	13,009.23
	TOTAL OTHER SERVICES & CHARGES						
211-45510-53105	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
211-45510-53115	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-53140	CUSTODIAL SERVICES	25,750.00	25,750.00	2,200.00	2,200.00	8.54	23,550.00
211-45510-53165	PUBLIC WORKS LABOR CHARGES	35,295.00	35,295.00	0.00	0.00	0.00	35,295.00
211-45510-53199	OTHER PROF SERVICES NOC	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00
211-45510-53205	TELEPHONE	300.00	300.00	0.00	0.00	0.00	300.00
211-45510-53345	VEHICLE ALLOWANCE	270.00	270.00	22.50	22.50	8.33	247.50
211-45510-53505	INSURANCE PREMIUMS	16,671.04	16,671.04	0.00	0.00	0.00	16,671.04
211-45510-53555	ELECTRICAL UTILITIES	23,000.00	23,000.00	0.00	0.00	0.00	23,000.00
211-45510-53560	WATER	2,475.00	2,475.00	155.58	155.58	6.29	2,319.42
211-45510-53565	GAS UTILITIES	11,500.00	11,500.00	0.00	0.00	0.00	11,500.00
211-45510-53570	REFUSE COLLECTION	1,500.00	1,500.00	112.61	112.61	7.51	1,387.39
211-45510-53575	SEWER	1,235.96	1,235.96	138.08	138.08	11.17	1,097.88
211-45510-53585	LANDFILL WASTE CHARGES	800.00	800.00	0.00	0.00	0.00	800.00
211-45510-53605	BUILDING REPAIR & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
211-45510-53645	MAINTENANCE SERVICE AGREEMENT	6,614.66	6,614.66	894.70	894.70	13.53	5,719.96
211-45510-53650	LANDSCAPING GROUNDS MAINT	500.00	500.00	0.00	0.00	0.00	500.00
211-45510-53699	REPAIRS & MAINTENANCE NOC	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-53908	LICENSES & PERMITS	150.00	150.00	0.00	0.00	0.00	150.00
211-45510-53998	FUNDING FOR THE ARTS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	137,561.66	137,561.66	3,523.47	3,523.47	2.56	134,038.19
	TOTAL CAPITAL OUTLAY						
211-45510-54130	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-54140	BUILDING IMPROVEMENTS	48,482.00	48,482.00	0.00	0.00	0.00	48,482.00
211-45510-54150	IMPROVEMENTS OTHER THAN BLDG	0.00	0.00	0.00	0.00	0.00	0.00
211-45510-54190	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
211-45510-54200	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL OUTLAY	48,482.00	48,482.00	0.00	0.00	0.00	48,482.00
	TOTAL DEBT SERVICE						
211-45510-55130	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES						
211-45510-56101	TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
45510	<i>LIBRARY BUILDING</i>	<i>200,609.06</i>	<i>200,609.06</i>	<i>6,616.63</i>	<i>6,616.63</i>	<i>3.30</i>	<i>193,992.43</i>

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue Total		1,738,660.29	1,738,660.29	2,070.46	2,070.46	0.1191	1,736,589.83
Expense Total		1,738,660.29	1,738,660.29	145,611.89	145,611.89	8.3749	1,593,048.40
Grand Total		<u>0.00</u>	<u>0.00</u>	<u>-143,541.43</u>	<u>-143,541.43</u>	<u>0</u>	<u>143,541.43</u>
211	LIBRARY	0.00	0.00	-143,541.43	-143,541.43	0.00	143,541.43

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
299	RED WING LIBRARY MEMORIAL FUND						
00000	NON DEPARTMENTAL						
	TOTAL MISCELLANEOUS REVENUES						
299-00000-46210	INTEREST - DEPOSITINVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00
299-00000-46269	DONATIONSCONTRIBUTIONS NOC	0.00	0.00	10.00	10.00	0.00	-10.00
299-00000-46299	OTHER MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL MISCELLANEOUS REVENUES	0.00	0.00	10.00	10.00	0.00	-10.00
00000	NON DEPARTMENTAL	0.00	0.00	10.00	10.00	0.00	-10.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
45500	LIBRARY						
	TOTAL SUPPLIES						
299-45500-52140	COMPUTER EQUIP UNDER \$5,000	0.00	0.00	0.00	0.00	0.00	0.00
299-45500-52155	OFFICE EQUIPMENT UNDER \$5000	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES						
299-45500-53410	MARKETING & PROMOTION	0.00	0.00	0.00	0.00	0.00	0.00
299-45500-53907	BOOKS	0.00	0.00	0.00	0.00	0.00	0.00
299-45500-53932	ENDOWMENT DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES						
299-45500-56211	TRANSFER TO LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
45500	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Adopted	Amended	Month to Date	Year to Date	% of Amended	Variance
Revenue		0.00	0.00	10.00	10.00	0	-10.00
Total							
Expense Total		0.00	0.00	0.00	0.00	0	0.00
Grand Total		<u>0.00</u>	<u>0.00</u>	<u>10.00</u>	<u>10.00</u>	<u>0</u>	<u>-10.00</u>
299	RED WING LIBRARY MEMORIAL FUND	0.00	0.00	10.00	10.00	0.00	-10.00

Dan Brower
Red Wing Public Library
225 East Avenue
Red Wing, MN 55066



Fund Statement

January 1, 2026 - January 31, 2026

Prepared on: February 25, 2026

370 Wabasha Street North, Suite 300
Saint Paul, MN 55102

651.224.5463 | philanthropy@spmcf.org

Enclosed are the statements for the following fund(s):

Fund Name	Fund #	Legacy Fund #
Red Wing Library Sandt Fund	179884	0244
Red Wing Public Library Endowment Designated Fund	180261	0621
Red Wing Public Library Endowment Nonprofit Fund	181862	1338
Red Wing Public Library Development Fund	792002	

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.

To access your fund online, please visit the DonorView website at <https://spmcf.iphipview.com/spmcf>.

For questions about this statement, please contact:
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2026)	\$167,848.71
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$245.06
Realized & Unrealized Gain (Loss) ²	\$2,561.27
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2026)	\$170,655.04
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance⁵	\$170,655.04

Investment Holdings and Performance^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$170,655.04	100.00				
Total	\$170,655.04					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$7,795.21
Administrative Fees	\$0.00
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of January 31, 2026	\$7,795.21
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of January 31, 2026	\$7,795.21

For questions about this statement, please contact:
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2026)	\$355,609.00
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$519.20
Realized & Unrealized Gain (Loss) ²	\$5,426.37
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2026)	\$361,554.57
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance⁵	\$361,554.57

Investment Holdings and Performance^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$361,554.57	100.00				
Total	\$361,554.57					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$16,513.18
Administrative Fees	\$0.00
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of January 31, 2026	\$16,513.18
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of January 31, 2026	\$16,513.18

For questions about this statement, please contact:
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2026)	\$174,874.93
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$255.33
Realized & Unrealized Gain (Loss) ²	\$2,668.48
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2026)	\$177,798.74
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance⁵	\$177,798.74

Investment Holdings and Performance^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$177,798.74	100.00				
Total	\$177,798.74					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$8,119.96
Administrative Fees	\$0.00
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of January 31, 2026	\$8,119.96
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of January 31, 2026	\$8,119.96

For questions about this statement, please contact:
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2026)	\$299,407.86
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$437.15
Realized & Unrealized Gain (Loss) ²	\$4,568.78
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2026)	\$304,413.79
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance⁵	\$304,413.79

Investment Holdings and Performance^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$304,413.79	100.00				

Total **\$304,413.79**

Fund Statement Terms

Please note: some definitions outlined below may not be applicable for your Fund.

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).
2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.
3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.
4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).
5. Uncommitted balance is the total of fund assets less any grants scheduled.
6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.
7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.
8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.
9. The current spending policy is 5 percent of the 21-quarter rolling average of a fund's market value. The amount to be distributed in the current year is calculated in the first quarter of the year with December 31 of the previous year as the last measurement point. Administrative fees are deducted before delivery of the annual distribution.

	January 2026	January 2025	% Change	2026 YTD	2025 YTD	% Change
Circulation (Physical)	14,089	13,953	0.97%	14,089	13,953	0.97%
Circulation (Electronic)	1,998	1,878	6.39%	1,998	1,878	6.39%
Total Circulation	16,087	15,831	1.62%	16,087	15,831	1.62%
Computer Sessions	889	1,204	-26.16%	889	1,204	-26.16%
WiFi Sessions	727	680	6.91%	727	680	6.91%
Total Computer Usage	1,616	1,884	-14.23%	1,616	1,884	-14.23%
Online Resources	1,287	320	302.19%	1,287	320	302.19%
Library Visits	13,535	9,869	37.15%	13,535	9,869	37.15%

Programs

	Audience	Number	Youth Attendance	Adult Attendance	Total Attendance
Overbooked Book Club	Adult	1		12	12
Adult Trivia Night	Adult	1		44	44
Cozy Up & Read Author Program: Donnie Gilliland	Adult	1		55	55
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL		3	0	111	111

	Children (0-5)	Children (6-11)	Teens/YA	Adult	All Ages	Total
Total Programs	0	0	0	3	0	3
Total Attendance	0	0	0	111	0	111

Meeting/Study Room Usage

Group Study Room (A)	48
Quiet Study Room (B)	68
Community Room	11
Foot Room	16
TOTAL	143

Other Services

Notary	18
Book Delivery	12
Locker Pickups	103

Displays

Adult Large: New Beginnings (Immigration, etc.)
Adult Small: Staff Recommendations
Adult Mini: Public Domain Day

Collection	January Additions	2026 YTD Additions	January Withdrawn	2026 YTD Withdrawn	Net Change YTD
Adult Non-Fiction	63	63	18	18	45
Adult Fiction	127	127	147	147	-20
Juvenile Non-Fiction	23	23	38	38	-15
Juvenile Fiction	85	85	96	96	-11
Audiobooks (Adult & Juv)	26	26	54	54	-28
DVDs (Adult & Juv)	19	19	81	81	-62
Music CDs (Adult & Juv)	22	22	2	2	20
Other	0	0			0
TOTAL	365	365	436	436	-71

	February 2026	February 2025	% Change	2026 YTD	2025 YTD	% Change
Circulation (Physical)	12,861	12,781	0.63%	26,950	26,734	0.81%
Circulation (Electronic)	1,933	1,659	16.52%	3,931	3,537	11.14%
Total Circulation	14,794	14,440	2.45%	30,881	30,271	2.02%
Computer Sessions	926	1,043	-11.22%	1,815	2,247	-19.23%
WiFi Sessions	771	688	12.06%	1,498	1,368	9.50%
Total Computer Usage	1,697	1,731	-1.96%	3,313	3,615	-8.35%
Online Resources	639	580	10.17%	1,926	900	114.00%
Library Visits	14,212	8,765	62.14%	27,747	18,634	48.91%

Programs

	Audience	Number	Youth Attendance	Adult Attendance	Total Attendance
Overbooked Book Club	Adult	1		9	9
Adult Trivia Night	Adult	1		28	28
Live From the Stacks: Linus Cuchetti	All Ages	1	8	44	52
MARK TWAIN: OUTLOUD	Adult	1		48	48
Live From the Stacks: Mike Munson	All Ages	1	3	56	59
Women's Sphere of Influence in the Civil War	Adult	1		17	17
Peachtree Story Time	Children (0-5)	3	53	9	62
Preschool Story Time	Children (0-5)	4	43	43	86
Toddler Story Time	Children (0-5)	4	55	45	100
St. John's School	Children (6-11)	2	16	2	18
Lego Club	Children (6-11)	1	34	22	56
Harry Potter Book Night	All Ages	1	47	42	89
Hogwarts Open House	All Ages	1	28	35	63
					0
					0
TOTAL		22	287	400	687

	Children (0-5)	Children (6-11)	Teens/YA	Adult	All Ages	Total
Total Programs	11	3	0	4	4	22
Total Attendance	248	74	0	102	263	687

Meeting/Study Room Usage

Group Study Room (A)	68
Quiet Study Room (B)	62
Community Room	20
Foot Room	16
TOTAL	166

Other Services

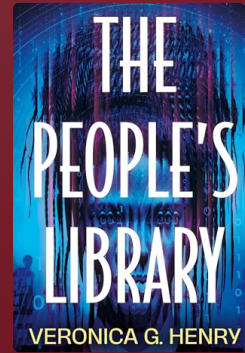
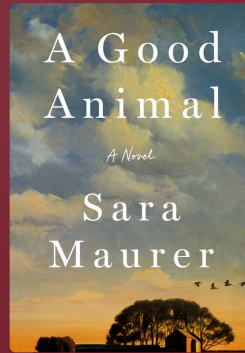
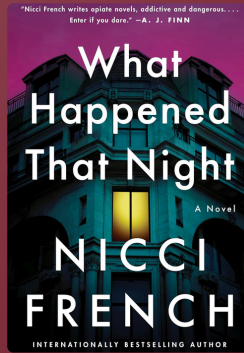
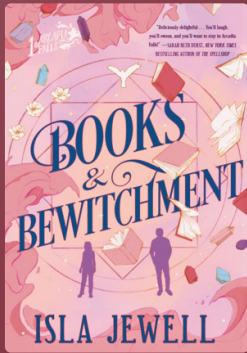
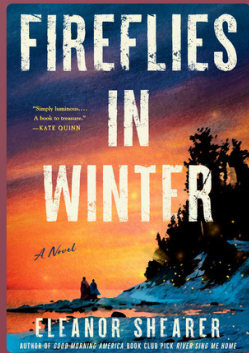
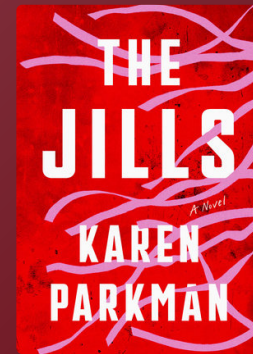
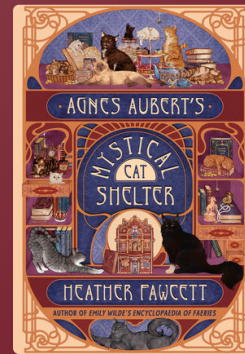
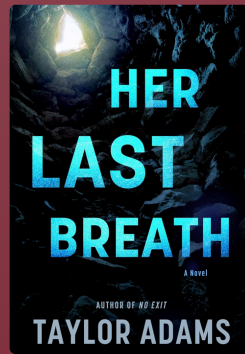
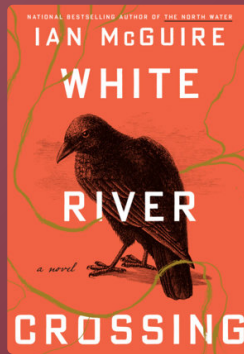
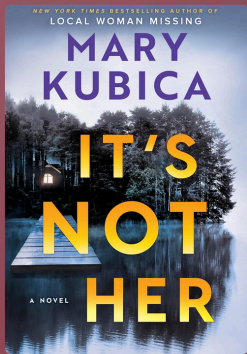
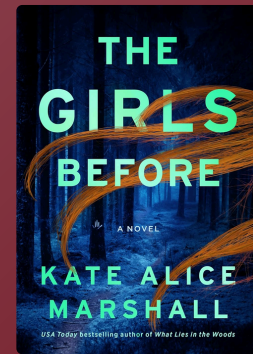
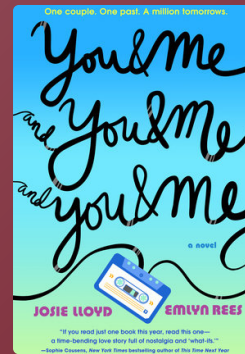
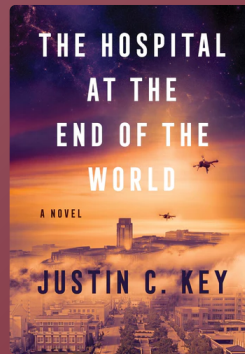
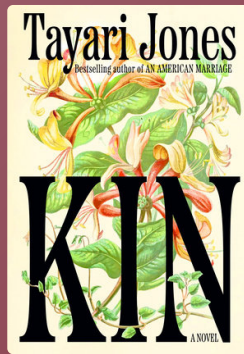
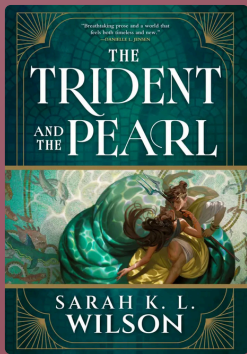
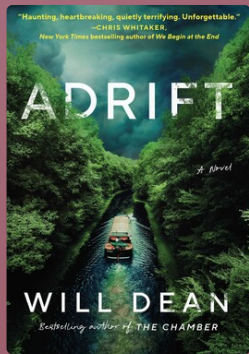
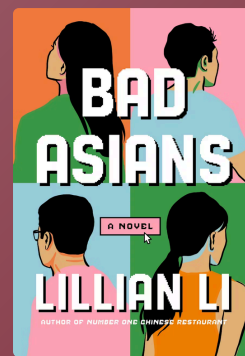
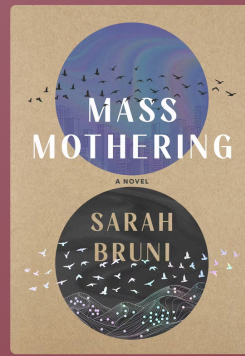
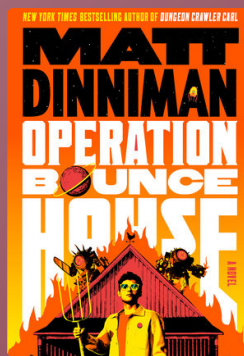
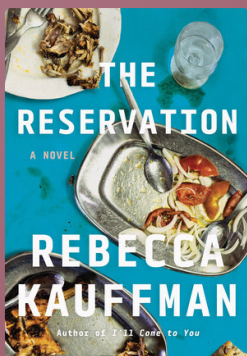
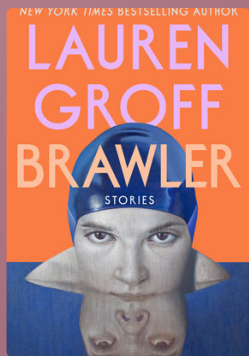
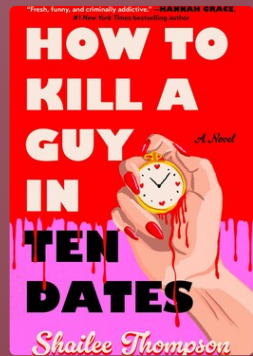
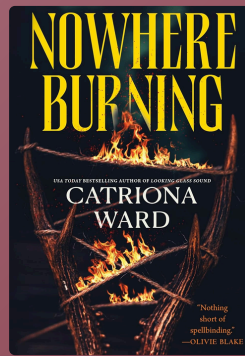
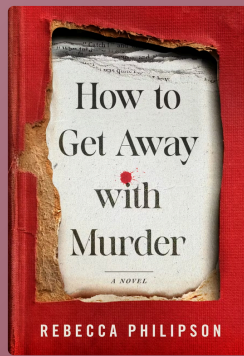
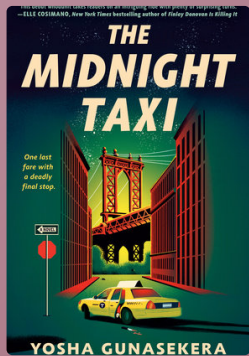
Notary	14
Book Delivery	25
Locker Pickups	62

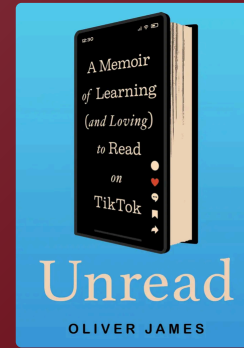
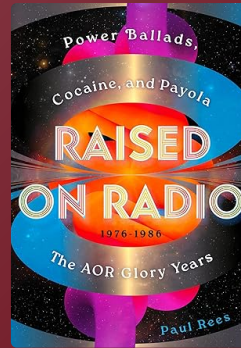
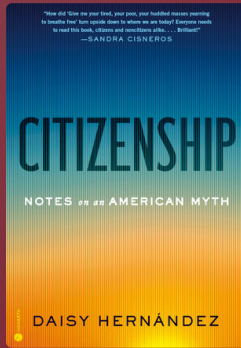
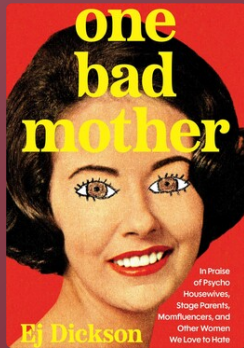
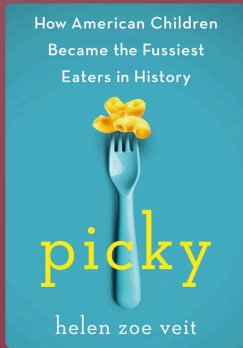
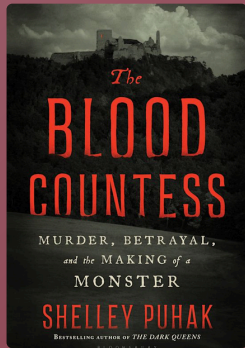
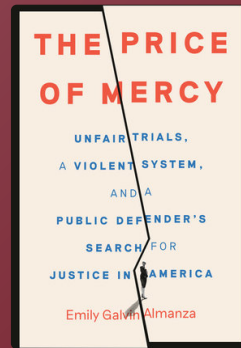
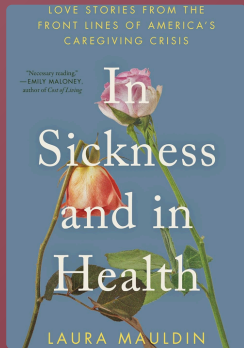
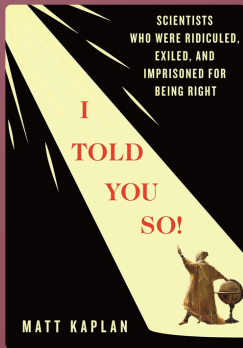
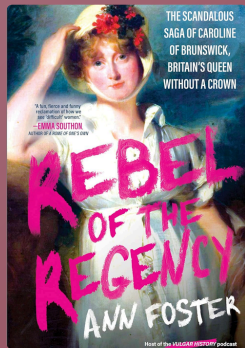
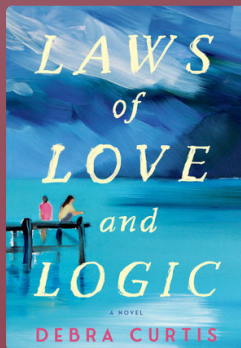
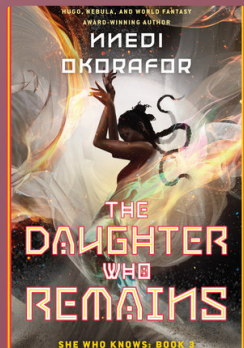
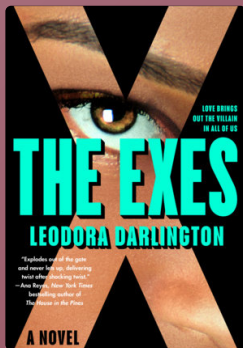
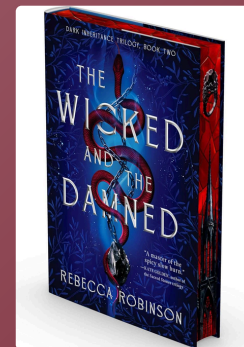
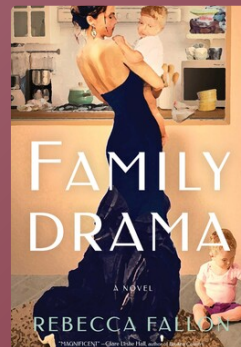
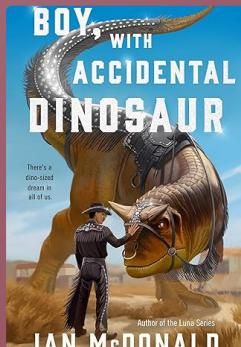
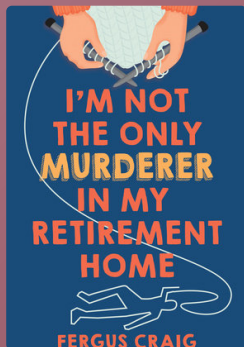
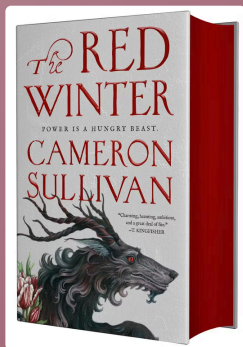
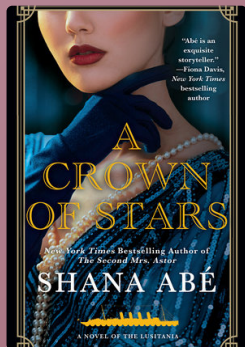
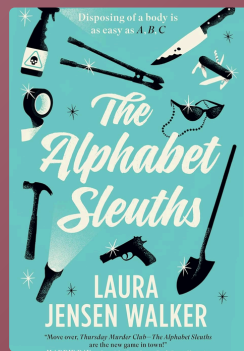
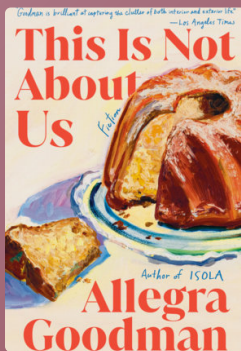
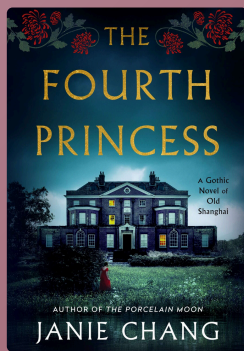
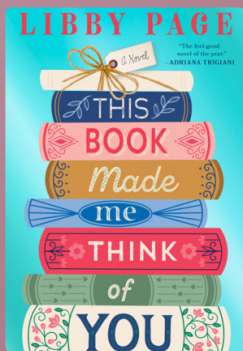
Displays

Adult Mini: Big Turn Music Collection & Local Music

Collection	February Additions	2026 YTD Additions	February Withdrawn	2026 YTD Withdrawn	Net Change YTD
Adult Non-Fiction	69	132	1	19	113
Adult Fiction	161	288	7	154	134
Juvenile Non-Fiction	38	61	2	40	21
Juvenile Fiction	140	225	6	102	123
Audiobooks (Adult & Juv)	21	47	2	56	-9
DVDs (Adult & Juv)	10	29	6	87	-58
Music CDs (Adult & Juv)	27	49	3	5	44
Other	0	0		0	0
TOTAL	466	831	27	463	368

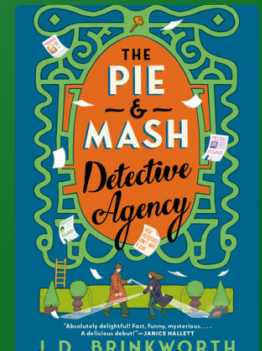
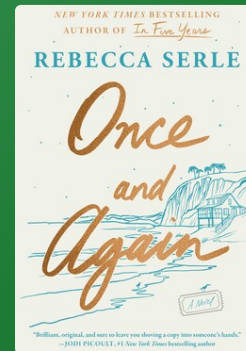
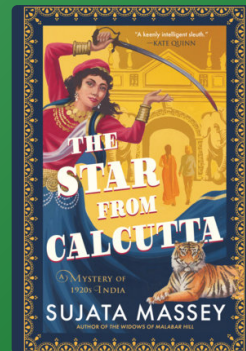
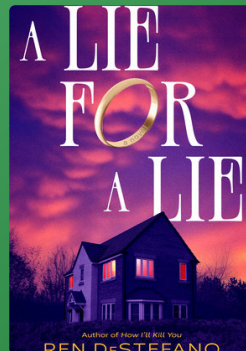
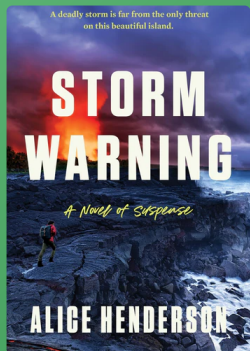
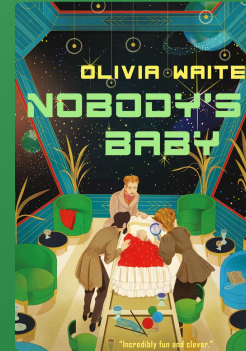
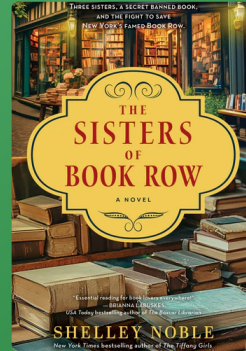
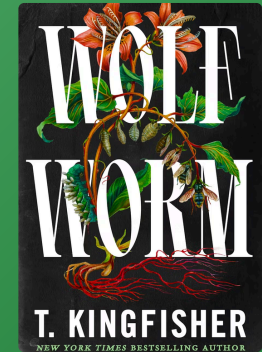
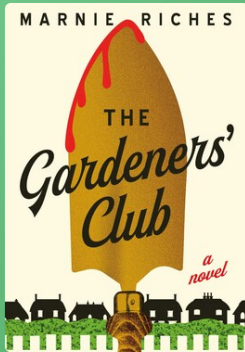
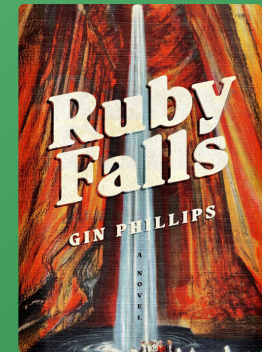
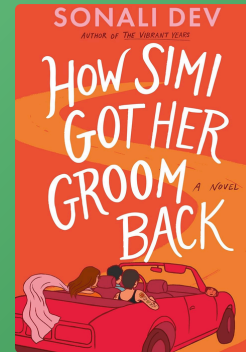
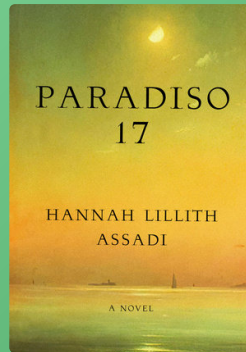
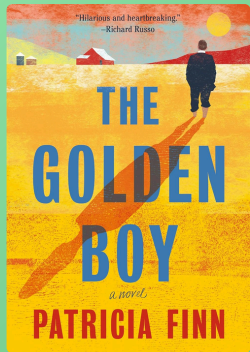
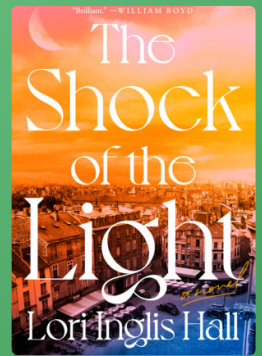
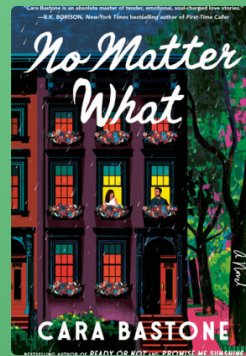
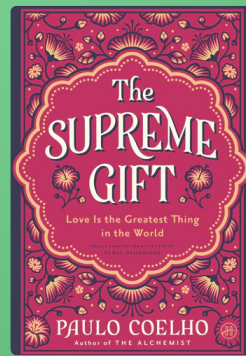
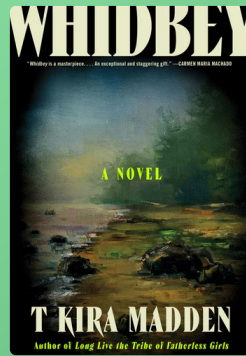
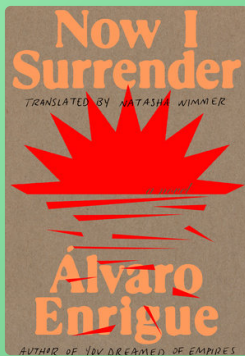
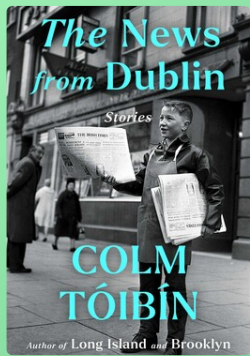
February New Releases

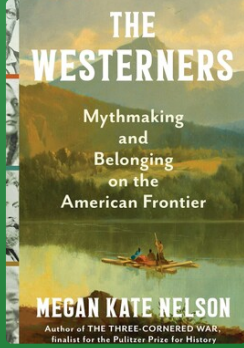
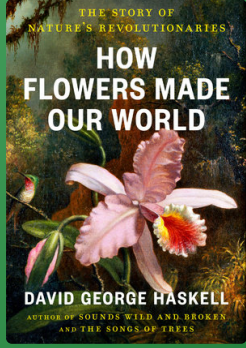
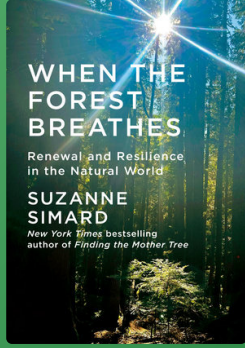
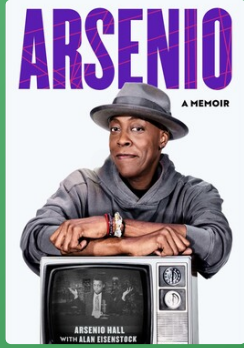
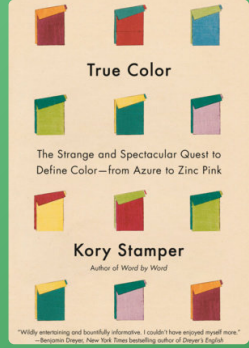
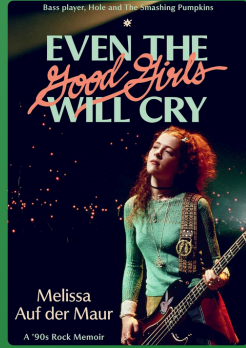
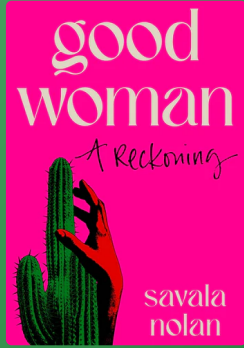
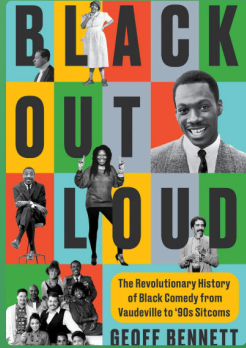
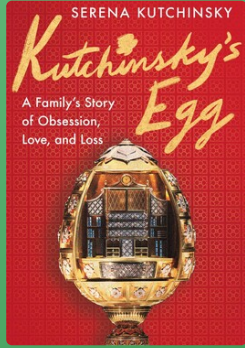
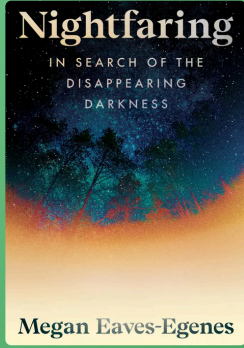
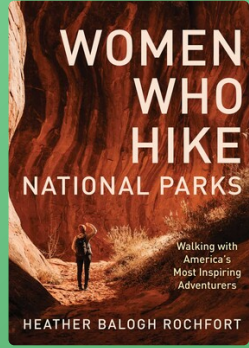
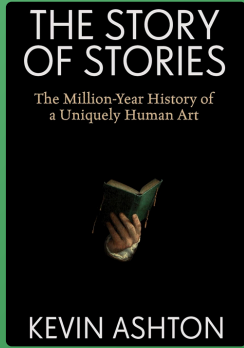
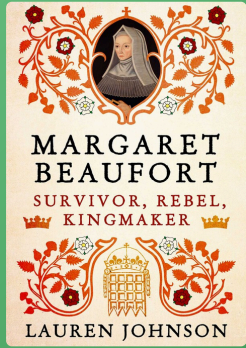
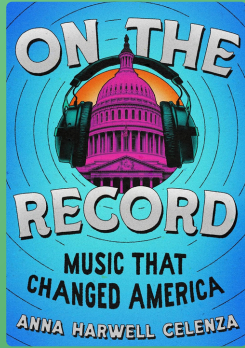
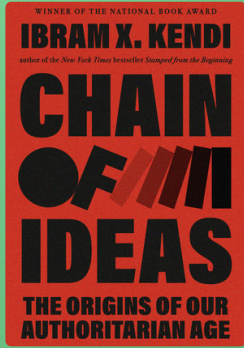
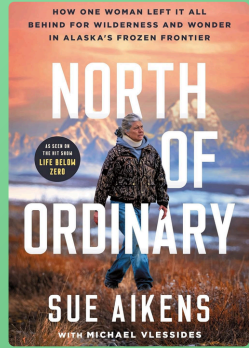
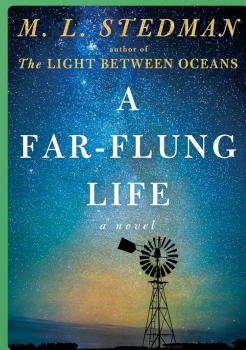
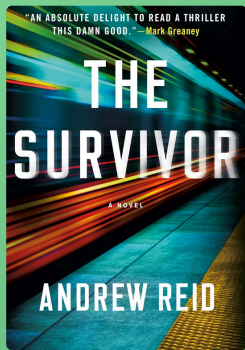
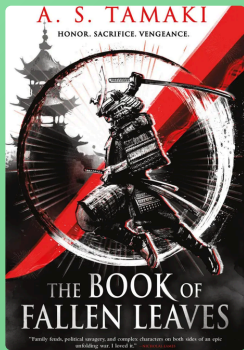
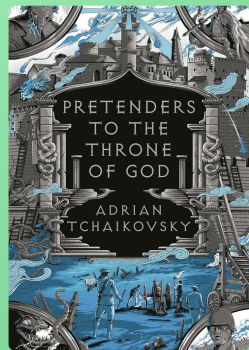
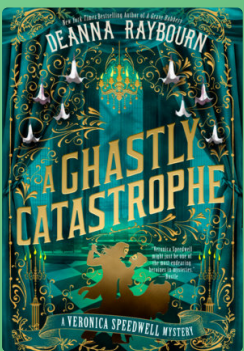
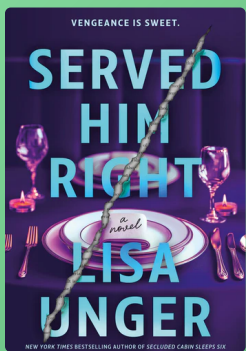
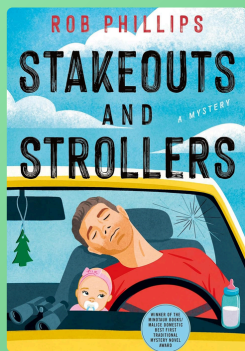
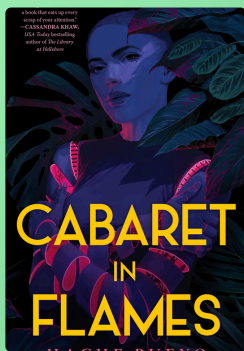




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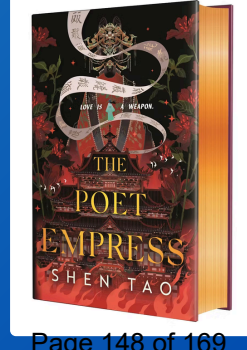
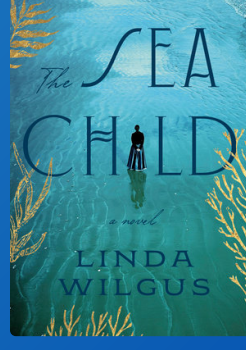
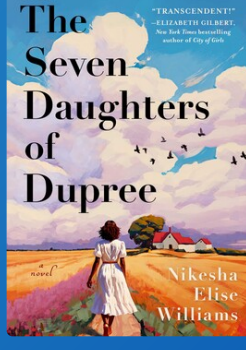
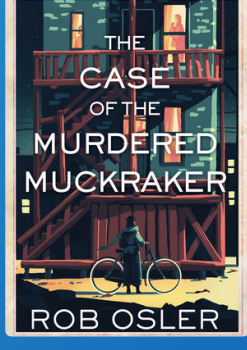
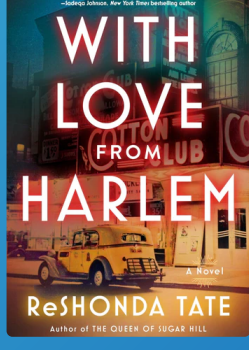
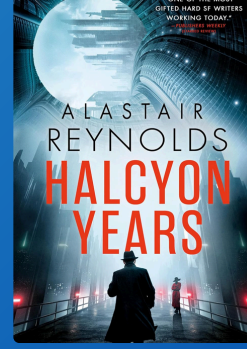
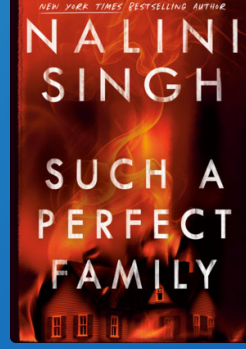
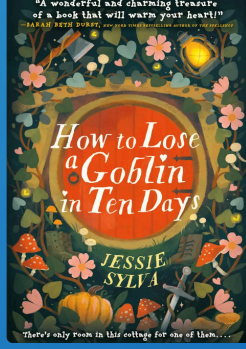
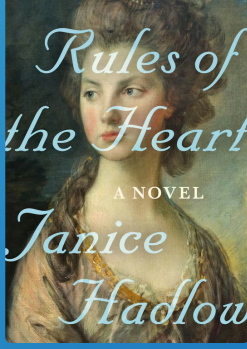
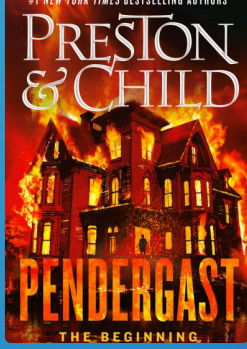
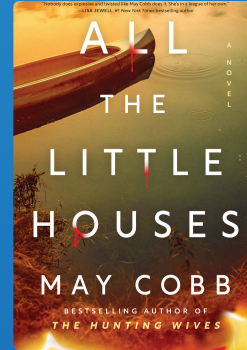
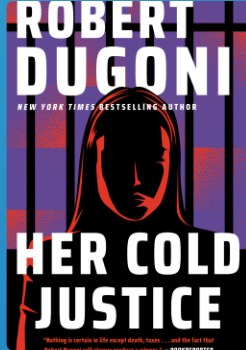
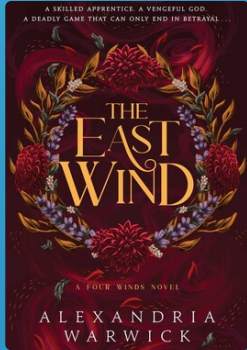
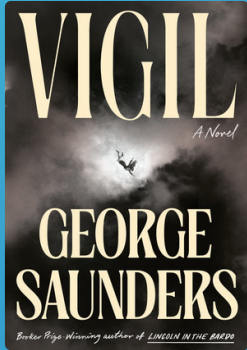
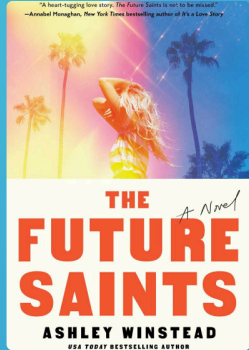
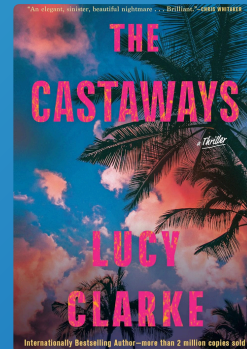
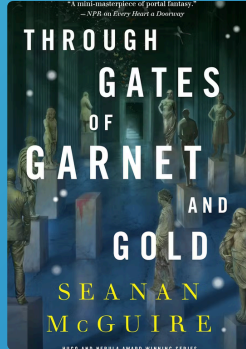
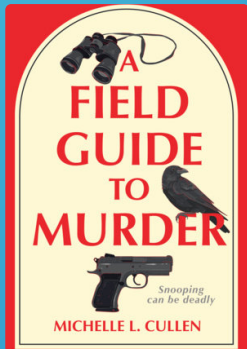
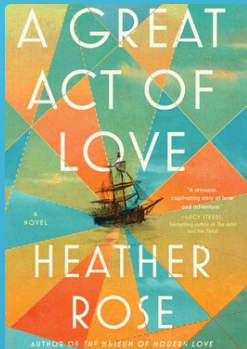
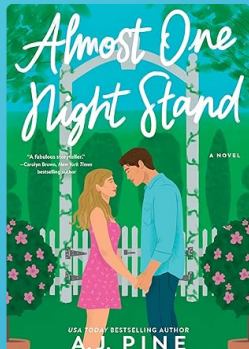
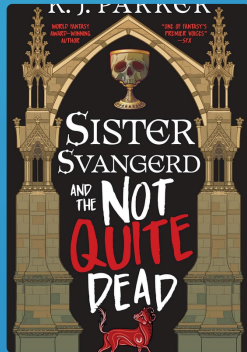
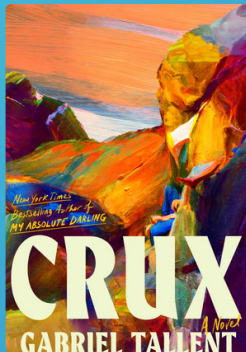
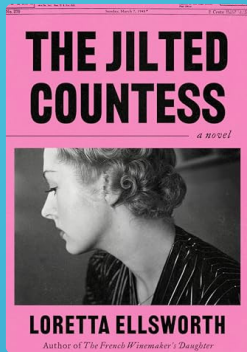
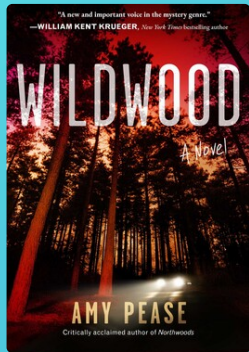
March New Releases

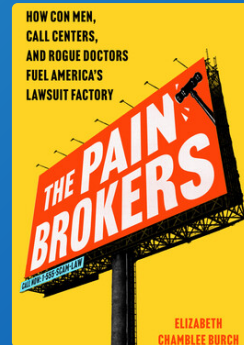
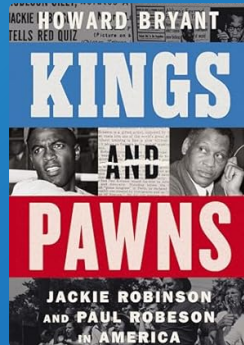
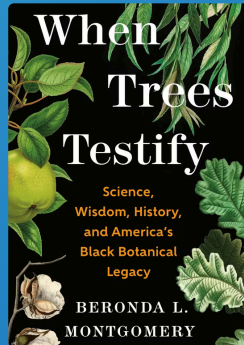
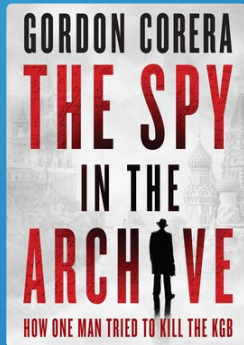
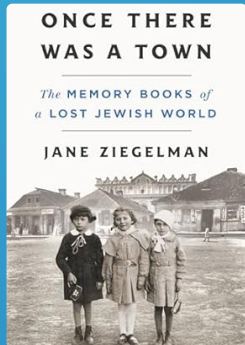
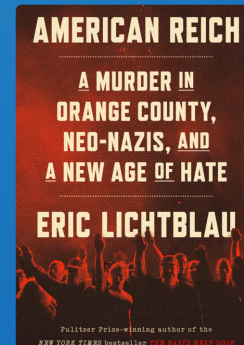
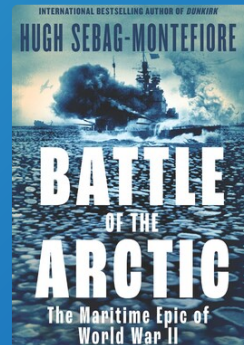
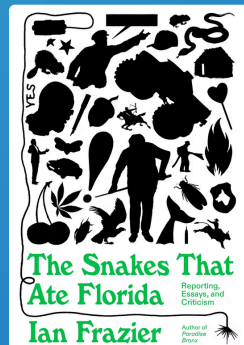
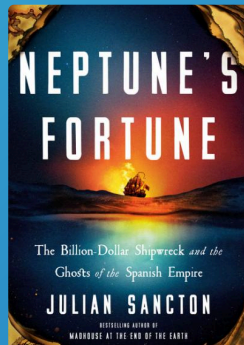
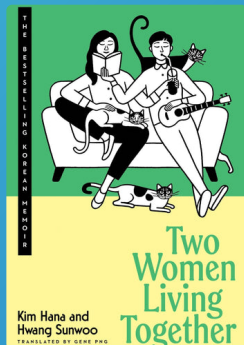
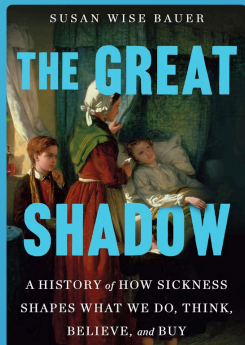
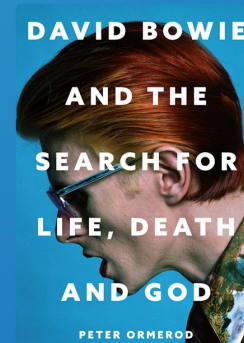
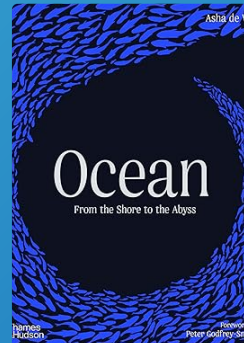
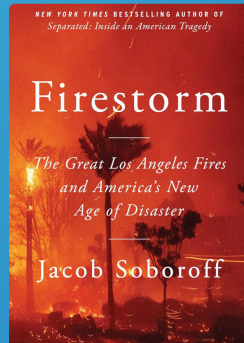
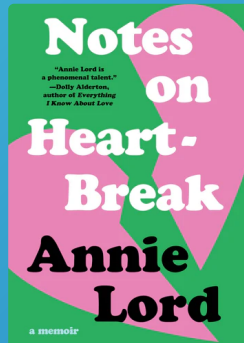
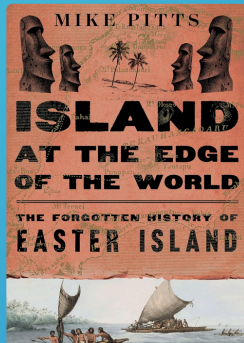
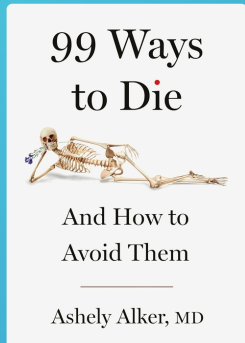
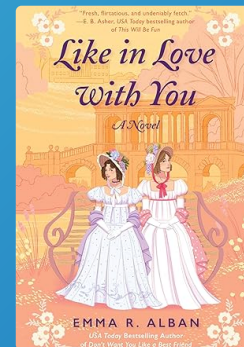
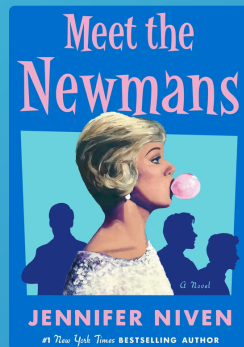
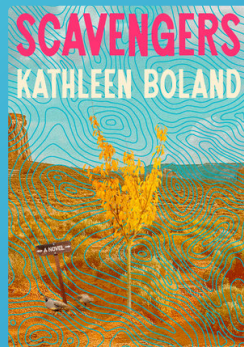
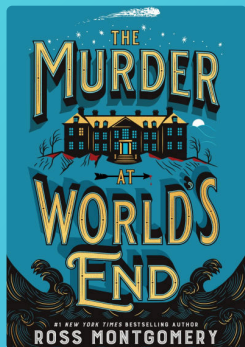
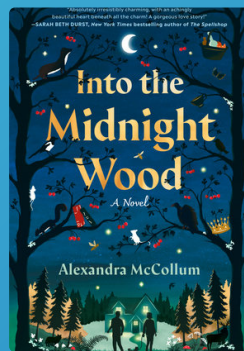
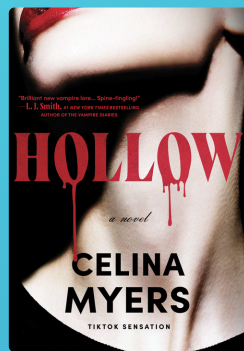
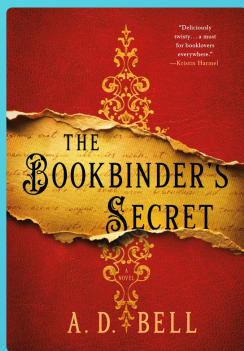




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January New Releases





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MARCH BINGO

READING CHALLENGE

St. Patrick's Day is on March 17th, read a book by an Irish author.

Read a book that includes a wedding.

**National Ghostwriters Week is from March 1st -7th.
Read a book written by a Ghostwriter.**

Read a book where the author's name includes a middle initial.

**National Minnesota Day is on March 1st.
Read a book that features Minnesota.**

Read a book that has been nominated for the Women's Prize for Fiction.

Women's History Month is celebrated in March. Read a book about a notable woman in history.

Read a book that was published 100 or more years ago.

Read a book with a green cover.

Flip over for rules & instructions!

RED WING PUBLIC LIBRARY

March 2026 ADULT READING BINGO

How to play:

1. READ 3 IN A ROW! YOU CAN READ ACROSS, DOWN, OR DIAGONALLY. MARK THE SQUARES YOUR BOOK(S) FIT.
2. WRITE DOWN THE TITLES OF THE BOOKS YOU READ BELOW.
3. EMAIL A PICTURE OF YOUR COMPLETED BINGO CARD (rwpl@selco.info) OR MAIL/TURN IN YOUR COMPLETED BINGO CARD TO THE RED WING PUBLIC LIBRARY (225 EAST AVE, RED WING, MN 55066) TO BE ENTERED TO WIN A \$25 GIFT CERTIFICATE TO A RED WING BUSINESS! DON'T FORGET TO WRITE DOWN YOUR NAME & CONTACT INFORMATION.
4. YOU MAY ENTER MORE THAN ONCE, BUT EACH BINGO CARD ENTERED MUST CONTAIN A DIFFERENT COMBINATION. THERE ARE 8 TOTAL POSSIBILITIES.

Rules:

1. OPEN TO RED WING LIBRARY PATRONS OVER THE AGE OF 18 WITH AN ACCOUNT IN GOOD STANDING.
2. YOU MAY USE BOOKS YOU READ FROM March 1 - March 31, 2026.
3. ALL BINGO CARDS MUST BE TURNED IN BY 7:00 PM on Wednesday April 1, 2026 TO BE ELIGIBLE FOR THE PRIZE DRAWING.

The Books:

1.

2.

3.

Name:

Phone # or Email:

Flip for Bingo!

Red Wing Public Library Adult Programming

225 East Avenue . Red Wing, MN 55066 . (651) 385-3645 . rwpl@selco.info .

redwing.lib.mn.us

For accessibility accommodations, please contact the library 7 days in advance.



February 10, 2026

It's Febrbruary, and that means the [Big Turn Music Fest is here!](#) Experience music from dozens of artists at a dozen venues across downtown Red Wing on February 20-21. [Pre-sale tickets are available online](#) or day-of tickets can be bought at the Sheldon Theatre (also a performance venue). Plus, join Big Turn and the Red Wing Public Library for an exciting new collaboration. [Live From The Stacks](#) will present three performances for FREE (no wristband required) on Saturday, February 21.





SELS Spotlight

Movie Night in Cannon Falls

Cannon Falls Library recently hosted a screening of the powerful PBS documentary “The Librarians,” and it was truly an evening to remember! The film offers an important look at the rise of book banning across the U.S. and the growing attacks on school libraries and library staff. The night was capped off with a fantastic panel discussion moderated by Kiara Fitzpatrick and featuring Steve Harsin, Ashley Dress, Dan Brower, and Nicole Miller. It sparked thoughtful conversation and reminded us why this work matters so much.

If you haven’t seen The Librarians yet, you can [stream it for free through PBS!](#) Interested in hosting your own screening? [Libraries can sign up through Indie Lens Pop-Up](#) to bring this important film and other great documentaries to their communities for free.

Big thanks to Cannon Falls Library and Kiara Fitzpatrick for creating space for dialogue, connection, and solidarity. 🧡





January 16, 2026

Dan Brower, Library Director
Red Wing Public Library
225 East Avenue
Red Wing, MN 55066

Dear Red Wing Public Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250th anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, you can spend it however you choose for the benefit of your library and community in commemoration of the 250th anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson".

Dame Louise Richardson
President, Carnegie Corporation of New York



Red Wing Public Library
225 East Ave
Red Wing, MN 55066
redwing.lib.mn.us

FOR IMMEDIATE RELEASE

February 24, 2026

Red Wing Public Library Receives \$10,000 Gift from Carnegie Corporation of New York

Red Wing, Minnesota — Red Wing Public Library has received a \$10,000 gift from [Carnegie Corporation of New York](#), the foundation established by Andrew Carnegie. The award is part of [Carnegie Libraries 250](#), a special initiative celebrating the upcoming 250th anniversary of the signing of the Declaration of Independence and honoring the roughly 1,280 Carnegie Libraries still serving their communities across the United States.

Scottish immigrant Andrew Carnegie funded the construction of 1,681 free public libraries nationwide between 1886 and 1917. Approximately 750 of them continue to use their original buildings, while others have moved to new locations.

Opened in 1903, the Carnegie-Lawther Library was one of 66 Carnegie Libraries in Minnesota built through this historic program. While the original building was replaced in 1968, the land was granted specifically for public library use. The current library still operates on the original land, also acting as a gateway to Red Wing's downtown.



“This gift honors the history of Carnegie Libraries and the role they have played in communities nationwide for over a century. Libraries are a gateway to the world, and Red Wing Public Library is proud to continue the legacy of Andrew Carnegie. America happens in the library, as we connect the community to each other and the world,” said Dan Brower, Red Wing Public Library Director.

Red Wing Public Library saw nearly 125,000 visits throughout 2025. Visitors can be seen using library computers, borrowing items, studying in quiet rooms, attending free events, participating in early-literacy story times, having documents notarized, and connecting with others in the community.

“Our founder, Andrew Carnegie, who championed the free public library movement of the late 19th century, described libraries as ‘cradles of democracy’ that ‘strengthen the democratic idea, the equality of the citizen, and the royalty of man,’” said [Dame Louise Richardson](#), president of Carnegie and former head of the University of Oxford. “We still believe this and are delighted to celebrate our connection to the libraries he founded.”

Red Wing Public Library may use the funds to celebrate the nation’s 250th anniversary, further the library’s mission, and benefit the local community.

Patrons are invited to share their Red Wing Public Library photos, stories, and community celebrations at carnegielibraries.org.

For media inquiries:

Red Wing Public Library

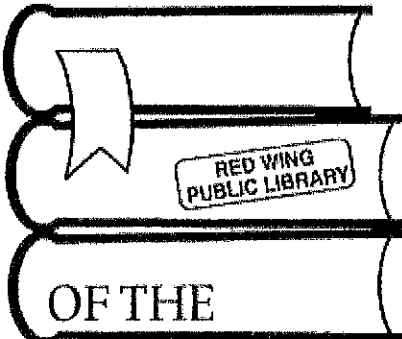
Dan Brower, Library Director | Dan.Brower@redwingmn.gov | 651-385-5105

Carnegie Corporation of New York

Angely Montilla | AEM@carnegie.org | 347-360-7803

Carnegie’s news release: <https://www.carnegie.org/news/articles/hundreds-of-carnegie-libraries-to-receive-10000-gifts-in-celebration-of-united-states-250th-anniversary/>

FRIENDS OF THE LIBRARY



Friends of the Red Wing Public Library Annual Report for 2025

The mission of the Friends of the Red Wing Public Library (FOL) is to promote the use of library resources and services; receive and encourage gifts and benefits to the library; and cooperate with the library to support library services and facilities for the community. To meet these goals the FOL raises money through book sales, memberships, grants and donations. The FOL uses the funds raised to purchase items for the library that are beyond the library's budget and to promote the library through programs that are open to the public. Outreach programs and board development are also conducted throughout the year.

Income:

Book sales & membership dues are a large source of FOL revenue. Several sales are held during the year. All sales involve a large number of FOL member volunteers. Books are also sold via Better World Books. Besides books, the FOL sells book bags and a few miscellaneous items.

Donations & tea fundraisers are another source of income. The FOL continue to be part of the MN Give to the Max Day.

INCOME	
Book Sales	7,150.44
Donations & Memorials	3,743.97
Memberships	2,151.00
Misc.	356.82
TOTAL INCOME	\$13,402.23

Expenses:

Each year the library has items they need that are outside their annual budget. The FOL tries to help the library with these needs.

The FOL conducts Cozy Up & Read programs in January, February and March. An FOL committee arranges for the author appearances, plans activities to interest those attending the programs, orders materials for publicity, prizes and reader bags, and provides hospitality. FOL volunteers also continue to provide hospitality during programs at the library for the rest of the year.

EXPENSES	
Book Sales	209.25
Booklist Reader for Patrons	234.00
Cozy Up & Read Program	610.00
Fundraisers & Library Projects	1,500.00
Newsletter, Copies & Postage	318.25
Misc.	561.49
Computer & Technology	1,760.43
TOTAL EXPENSES	\$5,193.42

To further the work of the FOL, the Executive Committee and other members of the FOL attend events to learn how we can improve. The Minnesota Association of Library Friends (MALF) is an organization that helps Friends' groups with their fundraising goals. MALF supports Friends' groups with workshops around the state, a full day of programming at MLA, and three yearly awards for member groups.

The FOL sends out a quarterly newsletter to members. If possible, we send the newsletter via email, but paper copies are sent to those who don't use email. We also have miscellaneous expenses for general administrative tasks.

Finally, The FOL wants to extend a big **thank-you** all of our members. Without the many volunteers who are part of the FOL, we could not accomplish as much as we do!

FRIENDS OF THE RED WING PUBLIC LIBRARY (FOL) 2025 ANNUAL AUDITED TREASURER'S REPORT

RECEIPTS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
Book Sales:													
April Sale				3,300.44									\$3,300.44
April Silent Auction				115.00									\$115.00
October Sale										3,335.00			\$3,335.00
October Silent Auction										400.00			\$400.00
Better World Books					121.48								\$121.48
Cozy Up & Read Program:													
Dividends/Refunds/Transfers	1.69	1.53	1.73	102.22	2.79	2.69	2.78	2.79	2.83	3.85	3.66	3.78	\$132.34
Donation & Memorials	100.00	360.00	310.00		10.00		10.00		100.00	2,719.97			\$3,609.97
Fundraisers:													
Sunflower Tea													\$0.00
Give MN/Give to the Max												134.00	\$134.00
Memberships	80.00	355.00	180.00	771.00	40.00	10.00	10.00	50.00	10.00	610.00	35.00		\$2,151.00
Tote Bags			6.00		16.00	12.00	12.00			57.00			\$103.00
TOTAL RECEIPTS	181.69	716.53	497.73	4,288.66	190.27	24.69	34.78	52.79	112.83	7,125.82	38.66	137.78	\$13,402.23

EXPENDITURES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
Hospitality:													
Cookies, Coffee, etc.	12.28	13.57	17.93						42.51				\$86.29
Book Sales:													
Book Marks			209.25										\$209.25
BookPage Magazine				234.00									\$234.00
Copy Charges		162.25											\$162.25
Cozy Up & Read Program:													
Author Program	50.00	300.00	250.00										\$600.00
Prizes		10.00											\$10.00
Library Pool Pass Program										1,500.00			\$1,500.00
Fundraisers & Projects:													
Sunflower Tea													\$0.00
Library Story Walk													\$0.00
Library End Cap Unit													\$0.00
Library Hard Drive/Disc Station													\$0.00
The Library Store (Shelving Unit)													\$0.00
Kanopy Subscription													\$0.00
Astound Sound: Hearing Assist Devices													\$0.00
TMC Furniture: Zetty Chairs													\$0.00
EnvisionWare Patron Hold's Locker System													\$0.00
History of RWPL Book:													
													\$0.00
Memberships:													
MN Association of Friends (MALF)												35.00	\$35.00
MN Library Association	35.00												\$35.00
Memorials:													
													\$0.00
Postage:													\$0.00

Newsletter, Thank yous, receipts of payment									78.00		78.00		\$156.00
Computer & Technology									1,760.43				\$1,760.43
Safe											75.15		\$75.15
Tote Bags													\$0.00
Treasurer:													
Treasurer Accounting Envelopes					230.05								\$230.05
Credit Union Withdrawl Error			100.00										\$100.00
TOTAL EXPENDITURES	97.28	485.82	577.18	234.00	230.05	0.00	0.00	0.00	1,880.94	1,500.00	153.15	35.00	\$5,193.42

ALL ACCOUNT BALANCES	
Primary Savings	\$25.15
Certificate of Deposit	\$2,605.39
Club & Secondary: Fundraising	\$1,111.95
Premier Checking	\$14,903.27
TOTAL	\$18,645.76

Column: In Red Wing, kindness is too hard to narrow down

Cody Benjamin, Reporter/Correspondent
Mar 1, 2026



Steve Gardiner



Usually when the server takes a little too long to come back with the check, there's a problem. Maybe she forgot to bill for the kids' chocolate milk, or she got held up trying to convince the table in the corner they really can't swap fries for cheese curds at no upcharge. Whatever the deal was, it didn't quite make sense this Valentine's Day, as I sat by myself in the front dining room at Liberty's.

The atmosphere was cozy as ever, the calm of downtown Red Wing just outside our view. But the dinner crowd was surprisingly light given the holiday. My wife had already ushered our two kids to the van, eager to ensure their antsy bodies

didn't cause a scene for the few folks remaining on a night designated for tranquil romance. (There's nothing that'll put you in the mood on Feb. 14 quite like overhearing a 5-year-old whining for Culver's instead of the Rice Krispie provided with her kid's meal.)

So there I was, waiting quietly in an emptying room, wondering if everything was okay. Wondering if the kids had broken down on their trek to the Dodge. Wondering if I should dip back into the boxed-up spaghetti, that tang of the sweet and spicy meat sauce whispering for attention. And then the server finally returned. And things were more than okay. She carried with her not only the check, but a certificate of some sort. And she informed me, in a remarkably casual tone, that another customer had directed a \$50 gift toward our meal. Practically the entire feast had been paid for.

You can imagine how quickly I was catapulted from my idling. But who? Who had treated us? Who deserved our thanks? She couldn't say. She could only show the certificate, with its scribbled memo: "Happy Valentine's Day." Quickly my mind raced to retrace each passerby and fellow patron we'd observed inside Liberty's. My wife's coworker, who'd waved hello on his way past the lounge? The bearded man at the bar who'd stopped my son on the way to the bathroom, noticing the orange stuffie in his hands and wondering if Garfield was still around?

Certainly it couldn't have been the elderly man with poor eyesight behind us, who'd questioned (with a smidge of profanity) what on Earth his wife was about to scoop out of her dessert? "It's a raspberry," she said.

No, I settled on another senior citizen: a white-haired lady who'd emitted an audible gasp of appreciation when we first arrived, apparently in awe at the sight of my wife and I lightly prodding our young cattle to the table. The same lady later bent down with a full smile and Valentine's Day greeting for our suddenly bashful daughter.

All I know is that she couldn't have been the same person who anonymously covered the bill of the entire Red Wing Cafe literally three days later, when I was enjoying lunch with a friend and had another meal covered by abrupt generosity.

Maybe the Secret Givers are reading this now. If so, you have our sincere thanks. The world could use more people like you — unafraid to shake up a night with some impromptu giving, with no questions asked and no credit demanded. But I also want to thank little family-owned stops like Liberty's for cultivating the kind of relaxed space in which unexpected treasures can be found — like the tiny black-and-white wall photo revealing a 1912 elephant parade down Bush Street (yes, for real). Above all, I want to thank small towns like Red Wing for doing precisely the same thing. For valuing this kind of community. For being a place where a family can feel at home.

Maybe I'm still stuck with Cupid's arrow, waxing poetic. Maybe I'm just pulling from the Aging Man's Handbook, recycling clichés about good old-fashioned Americana in the rural setting. After all, there may be plenty of anonymous \$50 gifts flying around in the hustle and bustle of Minneapolis. But you probably spend half that just to park on a Saturday night. Don't get me wrong; we love a good Twin Cities trek. But as long as we're talking Valentine's, I think I'm falling more in love with the smaller things.

Like knowing I should probably fish the kids out of the fountain across from the St. James Hotel when it's mid-July, but then realizing they're kids and it's mid-July and this is the kind of freedom they have as kids in a community like this. Do some of us crave a downtown that's hopping until midnight? Sure, but maybe, just maybe, there's also something special about the fact we have to get our ice cream before 6 p.m., so that we can retreat to rest in our dens, or invite some friends over for dinner and, you know, talk. Get to know each other. Be together. I'm legitimately thankful we can't go anywhere for anything — donuts or dinner, pool or post office, movies or meetings, church or concerts — without seeing someone we know. Talk about a social antidote in such a busy, distracted, individualized world.

Maybe I'm just conditioned for this. I was born and raised in Lancaster County, Pennsylvania, where you get the clip-clop of horse-and-buggies past late-Victorian brick storefronts; my hometown of Lititz was voted America's Coolest Small Town in 2013. My first job out of college, when I was ripe for moving to the Midwest to pursue my Minnesota-born sweetheart? It was in Blue Earth, a town so minuscule, that it took me literally two months to be dressed up as the Jolly Green Giant for the annual Giant Days summer celebration.

Red Wing, apparently, was destined to be part of my story — our story. It's not just Liberty's, you see. It's Randy's. It's Mandy's. It's Levee Park. It's the library. It's Barn Bluff. It's each and every one of the cozy pit stops that make up this river town where eagles soar and people are free to frolic and everyone, eventually, knows everyone. No, it's not perfect. But it's quiet. It's diverse. It's surprising. It's lovable. It's precisely the kind of place you want to find yourself waiting for a check as the kids shuffle down the sidewalk on a Saturday night in February.



2026 MINNESOTA LIBRARY ASSOCIATION PROPOSED BILLS AND PRIORITIES

Last edited 3/2/26



Active Bills

EBOOKS

SF# 3685 CHIEF AUTHOR, SENATOR KUNESH | HF#3698 CHIEF AUTHOR, REP. GOTTFRIED

Legislative Request: Seeking legislative changes to ensure equitable terms and fair pricing for library eBooks through public contracts.

LIBRARY CONSTRUCTION AND RENOVATION GRANTS

SF# 3684 CHIEF AUTHOR, SENATOR KUNESH

Legislative Request: \$10M appropriation for Library Construction Grant funding. Allow flexibility in matching funds. Raise grant cap to \$2M.

ACADEMIC LIBRARIES

SF# 2729 CHIEF AUTHOR, SENATOR PUTNAM

Legislative Request: \$1.5 million increase per year for Minitex funding. Raise awareness of Minitex's cost-saving resource sharing and the vital role academic libraries play in supporting 307,000 Minnesota students.

Additional Priority

LIBRARY SAFETY

SF# 3549 CHIEF AUTHOR, SENATOR WESTLIN | HF# 3351 CHIEF AUTHOR REP. PINTO

Support efforts to authorize local governmental units to prohibit or restrict possession of dangerous weapons, ammunition, or explosives in public facilities, including public libraries.



#MNLibrariesLead

PUBLIC LIBRARY EBOOK LICENSING

The Minnesota Library Association (MLA) is pursuing legislation to adjust restrictive eBook and digital audiobook licensing contracts. Current terms impose significant financial burdens and access limitations on public libraries, compromising their ability to serve all Minnesota residents.

THE PROBLEM

High Costs and Restrictive Terms

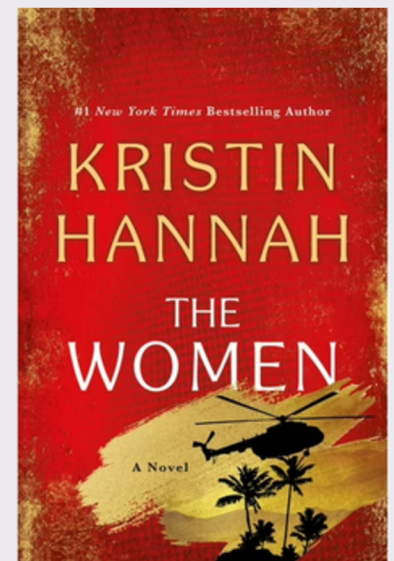
-  **Exorbitant Prices:** Library eBooks & digital audiobooks are significantly more expensive than consumer versions. Libraries often pay four to five times what a consumer pays for the same eBook.
-  **Licensing vs. Ownership:** eBooks are licensed, not bought. Libraries typically lease them through aggregators (like OverDrive or Hoopla) and cannot lease directly from publishers. This results in fewer rights and more restrictions.
-  **Forced Repurchasing:** Licenses typically have an expiration date, commonly two years or 26 check-outs. Once an expiration condition is met, the title disappears, and the library is forced to re-lease it, costing taxpayers repeatedly over the title's life.

THE LEGISLATIVE SOLUTION

The MLA is pursuing legislation, SF# 3685, similar to recent statutory provisions passed in Connecticut, based on contract law, not federal copyright¹⁷. This legislation would prohibit publicly funded libraries from entering into license agreements that contain certain onerous terms.

-  **Protect Taxpayer Dollars:** Curb high costs and forced repurchasing, promoting fiscal responsibility.
-  **Restore Local Control:** Provide libraries with more authority over their collections and preservation of Minnesota resources.
-  **Ensure Access:** Guarantee fair access to essential digital collections for all Minnesota residents, especially those relying on public libraries for accessible materials.

HOW MUCH DOES IT COST TO READ KRISTIN HANNAH?



Consumers Pay:

eAudiobook- \$32.99
eBook- \$14.99
Print Book- \$18.77

Libraries Pay:

eAudiobook- \$60 ↑ **\$27.01**
eBook- \$60 ↑ **\$45.01**
Print Book- \$16.50 ↓ **\$2.27**

There is an active bill in the Minnesota Legislature regarding this eBooks issue:

SF# 3685

Chief Author, Senator

Kunesh



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SEARCH

Major National Study Examines the Condition of Public Library Buildings



by Gavin Baker, Deputy Director, Public Policy & Development, American Library Association on

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January 12, 2026

A pathbreaking national study published in December 2025 provides the first comprehensive national data in decades about **the state of America's public library facilities**. Nationwide, there are more than 17,000 public library locations, totaling more than 200 million square feet of buildings. Americans visit public libraries more than 800 million times each year, and more than 140,000 Americans work in public libraries. While most public library buildings are generally in good repair, the report found that a majority of public libraries have a backlog of deferred maintenance, and thousands of public libraries have a building system in poor condition. Libraries need additional funding to address these issues.

How Was the Study Conducted?

The study was undertaken by the U.S. Government Accountability Office (GAO), a nonpartisan federal research agency, at the request of Congress.

To learn about the condition of public library facilities, GAO conducted a nationally representative survey of public libraries. GAO also conducted site visits of selected libraries. In addition, GAO interviewed officials from the Institute of Museum and Library Services (IMLS), state library agencies, and library organizations, including the American Library Association (ALA) and its division, the Public Library Association (PLA).

How Were ALA and PLA Involved with the Study?

ALA advocated for the study to be undertaken to address the lack of national data about library facility conditions and needs. In addition, ALA and PLA provided data cited in the study, participated in interviews with the researchers, organized a panel with the study team at ALA Annual Conference 2024, and **encouraged libraries to respond to the researchers' survey**. When GAO's report was made publicly available, **ALA published a news release highlighting the study findings**.

What Were the Report's Key Findings?

Based on the study's estimates:

- 70% of public libraries have a backlog of deferred maintenance and repair
- 71% of public libraries cited construction costs and limited funding availability as key challenges to addressing maintenance and repairs
- 38% of public libraries have at least one building system in poor condition
- 61% of public libraries have at least one building system or feature that poses a potential health or

safety concern

- 43% of public libraries have a physical barrier to accessibility
- 31% of public library buildings are more than 60 years old

What Are the Building Systems Most Frequently in Poor Condition?

The building systems that were most frequently reported as being in poor condition are:

- Elevators: 12% of public libraries with an elevator report that it is in poor condition
- Heating, ventilation, and air conditioning (HVAC): 11%
- Flooring: 11%
- Roof: 9%
- Windows: 9%

Other building systems frequently reported as being in poor condition included electrical systems and lighting, security systems, plumbing, walls, foundations, and fire protection systems.

Building systems in poor condition can threaten the library's safety, comfort, and accessibility, or cause damage to collections or other building features. For instance, one survey respondent noted that temperatures in the library reached over 95 degrees after the HVAC system broke, and the library had to close for a month.

What Are the Most Common Potential Health or Safety Concerns?

The most common potential health or safety concerns are library size (34%) and physical accessibility (32%). Other common concerns included mechanical systems, elevators, ability to withstand natural disasters, and security and fire protection systems. Concerns related to inadequate library size included overcrowding and blocked access routes. Physical accessibility issues can also create safety concerns, such as trip hazards from uneven floors and difficulties for people who use wheelchairs to evacuate in the event of an emergency.

What Are the Most Common Physical Barriers to Accessibility?

The physical barriers to accessibility most commonly identified by respondents related to parking (21%), bathrooms (18%), entrances (14%), curb ramps (12%), and hallways and stacks (12%). Additionally, 37% of respondents cited some other physical barrier to accessibility, such as high

shelving or inaccessible service desks. Rural and small libraries reported physical accessibility barriers more often than urban libraries: 55% of rural libraries have at least one barrier, compared with 33% of urban libraries.

What Other Data About Public Library Facilities is Available?

While GAO's report is the first recent comprehensive national study about public library buildings, certain additional data is available from other sources. The [2024 Public Library Staff Survey](#) included a special section with questions about accessibility for people with disabilities in library spaces and programs. And the [2022 Public Library Services for Strong Communities Survey](#) collected data about the age of public library facilities, recent or planned additions and renovations, program or event spaces, mobile programming facilities, and green or energy-saving initiatives. An earlier [study](#) conducted by the University of Maryland Information Policy & Access Center with the ALA and funded by IMLS found that the condition of library facilities impacted their ability to advance digital readiness in their communities.

A few state library agencies, such as in [Illinois](#) and [New York](#), collect data on facilities needs for public libraries statewide, either on a one-time or regular basis. IMLS' [Public Libraries Survey](#) annually collects certain basic information from libraries nationwide about their facilities, such as square footage and capital expenditures. IMLS also continues to work on a study of the condition of public library and museum facilities.

How Are Public Library Buildings Funded?

According to the 2023 Public Libraries Survey, public libraries nationwide reported \$1.6 billion in capital revenue, of which 61% came from local government, 18% from state government, 5% from the federal government, and 17% from other sources such as private funding.

What Can Library Supporters Do?

The GAO report illustrates the significant challenges that many public libraries face in addressing maintenance and capital costs for their facilities. Library advocates can share the GAO report with [decisionmakers in their community](#) to highlight the need for increased federal, state, local, and private funding for library buildings.

How Can I Learn More About ALA's Public Policy and Advocacy Efforts?

For more updates from ALA's Public Policy and Advocacy office, [subscribe to ALA advocacy alerts](#). You can also follow [@LibraryPolicy](#) on Bluesky.