



Our Vision

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

Our Mission

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

Meeting Announcement and Agenda Library Board Workshop

**Red Wing Public Library Foot Room, 225 East Ave., Red Wing, MN
Wednesday, April 15, 2026, at 6:00 PM**

- 1. Roll Call**
- 2. Workshop Items**
 - 2.A. Brand Enhancement Presentation - Schmarketing Marketing
 - 2.B. Long Range Plan Update
 - 2.C. Meeting Room Policy Revisions
- 3. Adjournment**

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



Red Wing Public Library Long Range Plan

2019 – 2028 (rev. 2024)

The Red Wing Public Library’s patron-driven 2019-2028 Long Range Plan is strategic, relevant, and forward-thinking. Based on current use, demographics, input from the community, staff experience and research, we better understand how our patrons use the library and what they want from us. We also have developed a better understanding of how our community views the library and the needed steps to create new relationships and maintain our current bond with the community. As a staff we will take inspiration from the words of Caitlin Moran:

“A library in the middle of a community is a cross between an emergency exit, a life-raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination. On a cold rainy island, they are the only sheltered public spaces where you are not a consumer, but a citizen instead”

We will continue to provide high-quality library services through print and electronic collections, research assistance, accessible technology and successful and relevant programs for children, youth and adults.

In 2024, the Library’s Long Range Planning Committee met to refocus and clarify the current Long Range Plan. Many of the library’s goals are the same. The library has adjusted some objectives and has added others to reflect the work done during the first half of the Long Range Plan.

Library Mission Statement

The Red Wing Public Library is committed to providing for the lifelong learning and information service needs of the community.

Motto

Growing Lifelong Learners

Vision Statement

To be a major contributor to the intellectual growth, cultural vibrancy, recreational opportunities, and economic well-being of a democratic community

Core Values - We Care

Welcoming Environment

Committed to Intellectual Freedom

Access for all

Remain inclusive

Exceptional library service

- **Welcoming Environment** – We are committed to being safe and welcoming. Our policies and practices ensure safety for the public and the staff, provide exceptional patron service, and provide a comfortable, inclusive and non-judgmental place to gather, interact and discover.
- **Committed to Intellectual Freedom** – We are committed to intellectual freedom and the need for the library collection to represent many points of view. Individuals are responsible for making their own choices regarding appropriateness of materials, and parents/guardians are responsible for the choices made for their children.
- **Access for All** – We serve all users fairly and equitably, and are committed to removing physical obstacles for all potential library users. We are committed to providing basic library services at no charge, though some optional services may carry a fee.
- **Remain Inclusive** – We honor diversity and inclusion. We seek to represent all people in our collections, programs, services, workforce and other areas.
- **Exceptional Library Service** – We are committed to providing prompt, objective, confidential, and knowledgeable responses to requests for assistance.

We live out these values by following the *Four Cs*:

- We champion **collaboration** internally and by working together with community partners to meet goals and develop positive relationships, while maintaining open communication.
- We embrace **creativity** by being innovative; open to new ideas, and willing to try new things.
- We engage in the **community** by harnessing community talents and resources and supporting opportunities for individuals to connect through our welcoming space and programs.
- We **care** about each other, our patrons, the community and what we do.

Long Range Plan Component Definitions:

- **Mission Statement:** A concise declaration of purpose of an organization
- **Motto:** A short sentence or phrase chosen as encapsulating the beliefs or ideals guiding an institution.
- **Vision Statement:** A brief statement that defines where the organization wants to be in the future.
- **Core Values:** The values that define, inform, and guide an organization. They are the underpinning of the organization's ethos.
- **Goals:** Broad statements describing desirable end results toward which an organization will work over the long term.
- **Objectives:** Specific measurable statements of results to be achieved to implement a goal.
- **Action plan:** A statement of the steps that need to be taken to achieve a particular objective.

Goals & Objectives:

Goal #1: Maintain and enhance our collections with an emphasis on reading materials and research services.

The core of our mission is providing information to people through broad and deep collections that are representative of a wide-range of thought, beliefs and knowledge in various subjects. We provide professional information activities by staff through the internet, phone, in libraries and emerging technologies.

- A. **Develop Collections** to provide current items that are in high demand and to collect a variety of materials in multiple formats.
 - a. Annually monitor circulation and interlibrary loan (“ILL”) reports for trends.
 - b. Ensure the collection is recent, relevant, representative, and robust.
 - i. Provide access to materials that reflect the community and also provide access to materials that portray others in order to expand the community’s perspectives.
 - ii. Perform Collection Audits to recognize and fill gaps
 - iii. Identify trends in the current collection
 - c. Add items of interest beyond books and media that may circulate and monitor usage to determine further additions
- B. **Maximize Lending** and use of the collection.
 - a. Identify organizations that could benefit from the use of an organization account.
 - b. Identify organizations that could benefit from the use of a deposit collection.
 - c. Increase circulation of the Library of Things
 - d. Increase circulation through the Book House Calls program
- C. Ensure the library is open an appropriate number of hours weekly
 - a. Discuss extended hours and investigate possible changes to the library’s current schedule.
 - b. Analyze circulation activity to determine appropriate hours

Goal #2: Provide 21st century literacies

Today's society requires enhanced skills to thrive in an increasingly information based culture.

Supportive programming that targets early childhood, financial, health, and social/cultural literacies will better equip children and adult learners with the tools they need to succeed.

- A. **Prioritize Early Literacy Services** to develop lifelong readers and prepare children for school. The library provides programs, services and space designed to ensure children will enter school prepared to learn to read and continue being successful readers throughout their lives.
 - a. Establish at least one semi-permanent Story Walk in the RW Community
 - b. Review and assess services to ensure they are successful, engaging, and developmentally-appropriate
- B. **Strengthen School Age Services** to encourage reading through innovative and exciting programming for school age children.
 - a. Identify needs and develop or strengthen appropriate school age services.
 - b. Increase accounts for schools and teachers
- C. **Reduce Cultural and Language Barriers** to accessing library services.
 - a. Increase staff Spanish language fluency either through a new hire or training current staff using available resources.
 - b. Partner with Hispanic Outreach and Prairie Island to discuss what services the community would like the library to develop.
 - c. Partner with Hiawatha Valley Adult Education to provide ESL classes.
 - d. Provide informational & cultural training for library staff.
 - e. Have a presence at cultural events throughout the community
- D. **Provide resources for patrons to develop financial, health, and information literacy.**
 - a. Host at least one financial expert annually
 - b. Host at least one health expert annually
 - c. Host at least one external information expert annually

- E. **Promote Online Learning through Library Resources** to support the improvement of school outcomes through increased library use by school age users and adult learners.
- a. Create a Library Board Marketing Committee to assist in increasing the visibility of library resources.
 - b. Add appealing and appropriate online resources, as budget allows, that expand patron access.
 - c. Promote resources through Social Media, the library's Website, and City Marketing.

Goal #3: Provide sufficient access to technology resources and work towards digital inclusion.

Red Wing Public Library provides computer skills education and access to digital resources. An increasingly digitized world requires new knowledge, practice and access to technology. The library is positioned to provide a broad spectrum of hardware and software support for increasing digital literacies. It is also ideally positioned to develop digital literacy skills that are critical for today's society.

- A. **Promote Digital Inclusion** to ensure that our community is aware of and has access to the wealth of information available through the internet.
- a. Discuss possible changes to the current computer use policy at the library to reduce barriers to computer access.
 - b. Incorporate Accessibility tools on the library's website
- B. Ensure technology is up to date for staff and patrons.
- C. **Initiate Technology Programming** to engage adolescents, teens and adults in technology based learning opportunities.
- a. Offer technology training to patrons.
 - b. Investigate avenues and partnerships to develop new technology programming.

Goal #4: Engage the community and work with local leaders to support the library's mission.

The Red Wing Public Library will work to bring services to neighborhoods by engaging with residents, neighbors and the community. The library will establish itself as a community stakeholder and knowledge bank for community initiatives.

- A. **Support Community Engagement Activities and Board Participation** to establish the Red Wing Public Library as a valued resource.
 - a. Continue to participate in the Red Wing 2040 planning process and future community engagement activities.
 - b. Library trustees serve as public advocates for the library
- B. **Connect the Community** by introducing patrons to a wide variety of resources and activities provided by agencies, organizations and individuals throughout the community.
 - a. Work in cooperation with other organizations to develop self-serve methods of delivering community information.
 - b. Invite speakers to speak during staff meetings to educate staff about resources available to the community.
 - c. Provide space for community connection events.
- C. **Expand volunteer opportunities** to strengthen community support.
 - a. Create an Adopt a Shelf program
- D. **Increase Library Usage** through partnership development to build awareness of library services and meet the needs of the community.
 - a. Work to market the library to new community members, businesses and organizations to increase awareness of the library.
 - b. Improve online library resources by 10% and introduce those resources to the user community.
 - c. Increase total event attendance by 10%.

- E. **Offer Cultural and Educational Programs** to provide individuals with social opportunities.
 - a. Explore ways to provide, in cooperation with other community organizations and individuals, library services to underserved populations.

Goal #5: Recognize staff contributions and provide avenues for professional development.

We will work to provide our staff with the resources and education that they need to fulfill the mission of the Red Wing Public Library and to give them the means to provide quality resources, services and programs to the Red Wing community.

- A. **Develop an Environment that Ensures that the Work-Life Balance** of our employees is allowing our staff to maintain a healthy and balanced life.
 - a. Work towards increasing the staff with one 22 hour a week position and then continue to monitor the need for staffing changes, whether in terms of staff numbers or staff responsibilities and duties.
- B. **Increase awareness and opportunity for professional development** so that the staff maintains and enhances their skills.
 - a. Make sure staff are aware of new opportunities and encouraged to participate in them as appropriate.
 - b. Send at least one staff person to a national or non-regional conference annually.
 - c. Send at least one staff member to MLA or other regional conference/training annually.
- C. **Encourage staff to bring forth new ideas for services, resources and programs** in order for the staff to provide the Red Wing community with a positive library experience.
 - a. Continue to invite ideas from the staff through monthly staff meetings and an internal open door policy.

Goal #6: Ensure library spaces are welcoming for all members of the community.

Modern libraries are more than the materials held within them. Public libraries often serve as “third spaces” for individuals and the community. Red Wing Public Library will strive to provide a meaningful and attractive space for the community to exist, meet, study, collaborate, and grow.

- A. Provide appropriate furniture for each age group and space.**
- B. Create semi-private and private study areas, as space allows, for patrons to utilize for their needs.**
 - a. Reconfigure study rooms to accommodate more patrons simultaneously.
 - b. Provide a sound booth or audio lab.
- C. Enhance spaces to balance collection space with seating spaces.**

April 2026

Key:

	Not Started/On Hold
	Started
	Making Progress/Closer to Completion

Goal	Objective	Progress	Key Accomplishments
Goal #1: Maintain and enhance our collections with an emphasis on reading materials and research services.			
#1.A: Develop Collections to provide current items that are in high demand and to collect a variety of materials in multiple formats.	1.A.a. Annually monitor circulation and interlibrary loan (“ILL”) reports for trends.		On hold because of migration and configuring new reports.
	1.A.b. Ensure the collection is recent, relevant, representative, and robust. i. Provide access to materials that reflect the community and also provide access to materials that portray others in order to expand the community’s perspectives. ii. Perform Collection Audits to recognize and fill gaps iii. Identify trends in the current collection		2020: Increased materials focused on diversity, inclusivity, and implicit bias, based on the corresponding trend. 2021: Increased funding for eBooks and eAudiobooks to follow the trend of circulation increase. 2022: Worked with OverDrive to purchase Spanish and Mandarin materials. 2024: Performed extensive weeding project in Adult Non-Fiction to remove stale items and update with new items. 2025: Increased Spanish collection by 47% 2025: Switching to Ingram for purchasing, and have access to robust collection reporting, including gap analyses
	1.A.c. Add items of interest beyond books and media that may circulate and monitor usage to determine further additions		2021: Added Explorer Packs (partnership with Park Naturalists) 2024: started seed library (SELCO grant supported) 2024: added Wonderbooks (narrated storybooks with a built-in player) - SELCO grant supported 2024: added Bluetooth Transmitters to world with Playaways 2025: added Park Passes (partnership with MNDNR) 2025: added disc golf sets (partnership with RW Rotary)
	Other		SELCO provided an Empowered Against Book Bans webinar to assist libraries in developing and defending their collection in the wake of increasing materials challenges.
#1.B: Maximize Lending and use of the collection.	1.B.a. Identify organizations that could benefit from the use of an organization account.		Anderson Center Creekstone Montessori Goodhue School Habitat for Humanity Hispanic Outreach of Goodhue County Red Wing Public Schools Rise Up Red Wing St. John’s Dec 2025: 37 total Agency Accounts, 24 at schools 25 new Agency accounts in 2025
	1.B.b Identify organizations that could benefit from the use of a deposit collection.		Not started, but Elysian reached out in interest. Current deposit collections at Deer Crest, Potter Ridge, and St. Brigid’s
	1.B.c. Increase circulation of the Library of Things		2019: Kindles received extensive marketing in 2019. We also purchased much sought after titles to get more people introduced to them. 2025: Updated Kindle titles and promoted their availability on Social Media. 2025: 3 park passes circulated 47 times in 2025 (July) 2025: 3 Disc Golf kits circulated 9 times in 2025 (July)
	1.B.d. Increase circulation through the Book House Calls program		Oh hold. Faith in Action is looking for volunteers and clients.

Goal	Objective	Progress	Key Accomplishments
	Other		2020: offered Instant Digital Card for OverDrive 2020: implemented curbside service 2021: Library went fine free 2023: Expanded library card procedures to allow temporary cards for those without proof of address with them. In 2025, Evergreen now has Probationary Patrons for this purpose. 2024 circulation increased 11% from 2023
#1.C: Ensure the library is open an appropriate number of hours weekly	1.C.a. Discuss extended hours and investigate possible changes to the library's current schedule.		2019: Library opened at 9am 2025: Gathering data from Placer.ai on downtown activity 2026: Pulled reports on library visits by day and hour
	1.C.b. Analyze circulation activity to determine appropriate hours		2025: Pulled reports on circ by day and hour 2026: Pulled reports on library visits by day and hour
Goal #2: Provide 21st century literacies			
#2.A: Prioritize Early Literacy Services to develop lifelong readers and prepare children for school. The library provides programs, services and space designed to ensure children will enter school prepared to learn to read and continue being successful readers throughout their lives.	2.A.a. Establish at least one semi-permanent Story Walk in the RW Community		
	2.A.b. Review and assess services to ensure they are successful, engaging, and developmentally-appropriate		Ongoing
	Other		2019: Megan Seeland and Cyd Mark worked with other community organizations to bring programming to Pepin Woods. 2019: Megan Seeland and Cyd Mark worked with Head Start throughout the year which culminated with a program in the spring to kick off summer reading. 2019: Megan Seeland and Cyd Mark attended the Jim Gill Early Literacy Music Workshop at the Zumbrota Public Library. 2020: Megan Seeland and Cyd Mark participated in a webinar about conducting Virtual Story Times 2020: Kanopy added as an online resource that includes Kanopy Kids, featuring films and TV series that inspire and inform, helping children develop social emotional skills and reinforcing valuable learning topics, such as history, science, and new languages. 2020: Purchased Beanstack to allow online registration and logging for Summer Reading. 2020: Staff partnered with the MN Reads program. Staff read chapters of Because of Winn-Dixie by Kate DiCamillo and posted the chapters online for people to listen to a reading of the story. 2022: Provided storytimes for Peach Tree, from the YMCA, until pandemic transmission numbers reduced, according to Goodhue County.

Goal	Objective	Progress	Key Accomplishments
<p>#2.B: Strengthen School Age Services to encourage reading through innovative and exciting programming for school age children.</p>	<p>2.B.a. Identify needs and develop or strengthen appropriate school age services.</p>		<p>2019: Friday Storytimes at Pepin Woods. 2019: Summer Blast, coordinated by RWPS, YMCA, and RWPL, developed to create opportunities for learning and reading throughout the summer for grades 2-8. The program also included lunch. The library provided storytimes in addition to this. 2020: Megan Seeland and Cyd Mark participated in a webinar about conducting Virtual Story Times 2020: Kanopy added as an online resource that includes Kanopy Kids, featuring films and TV series that inspire and inform, helping children develop social emotional skills and reinforcing valuable learning topics, such as history, science, and new languages. 2020: Purchased Beanstack to allow online registration and logging for Summer Reading. 2020: Staff partnered with the MN Reads program. Staff read chapters of Because of Winn-Dixie by Kate DiCamillo and posted the chapters online for people to listen to a reading of the story. 2022: Provided storytimes for Peach Tree, from the YMCA, until pandemic transmission numbers reduced, according to Goodhue County. 2021: Worked with St. John’s School to resume their monthly visits to the library for storytime, activities, and checking out items. 2022: Resumed Title 1 Family Night at the Library for RWPS to celebrate a successful school year and bridge the gap into summer. 2024: Due to lack of usage throughout 2022 and 2023, Brainfuse has been discontinued. 2025: Average attendance at event intended for school-aged children increased from 13 to 22.</p>
	<p>2.B.b. Increase accounts for schools and teachers</p>		<p>Dec 2025: 25 new Agency accounts in 2025, 24 at schools Creekstone Montessori Goodhue School Red Wing Public Schools Rise Up Red Wing St. John's</p>
<p>#2.C: Reduce Cultural and Language Barriers to accessing library services.</p>	<p>2.C.a. Increase staff Spanish language fluency either through a new hire or training current staff using available resources.</p>		<p>2020: Four staff completed Spanish for Librarians through Mango. Spanish for Librarians is available through Mango 2025: One newly hired clerk speaks Spanish</p>
	<p>2.C.b. Partner with Hispanic Outreach and Prairie Island to discuss what services the community would like the library to develop.</p>		<p>2022: 5th Graders from Hispanic Outreach visited the library after school. The library shared stories and kids received library cards and created comics about their own stories. 2024: Hosted event for Hispanic families to introduce them to the library and ask about interests. 2025: Partnered with Hispanic Outreach provide Drivers License classes in Spanish in Spring 2025 and Fall 2025, with space available for child care, eliminating that barrier. 2025: Interest in a book club in Spanish and computer classes. 2025: Hosted special event for Hispanic Outreach youth. 2026: Programming is paused due to ICE 2026: Provided 200+ items for Hispanic Outreach for those families who are sheltering in place. 2026: Host Chicāhuac Exhibition in July</p>
	<p>2.C.c. Partner with Hiawatha Valley Adult Education to provide ESL classes.</p>		<p>Connected with PIIC Activities Director and shared ideas. Met with Heather Johnson to discuss partnering for Summer Reading 2026. Working with Michelle Leise to strengthen relationship with PIIC</p>

Goal	Objective	Progress	Key Accomplishments
	2.C.d. Provide informational & cultural training for library staff.		2019: 10 staff attended training through the Government Alliance for Racial Equity. 2020: All staff completed <i>Cultural Intelligence</i> webinar series from PLA. 2023: 10 staff attended city-wide training of <i>We Can Be More Than Strangers</i> presented by Wing Young Huie. 2023: Hannah Amherst-Kemp completed the webinar titled Native Stories, Native Peoples: Opportunities for Library Engagement presented by Naomi Bishop. 2024: Four staff attended Cultural Competency Training from PIIC 2024: Staff attended a training on Centering Racial Equity & Justice in Leadership, Organizational Design, and Community Connection 2025: Three staff attended an informational webinar on immigration law.
	2.C.e. Have a presence at cultural events throughout the community		2022: Randy Decker and Jessica McGee represented the library at the Hispanic Open House at Twin Bluff Middle School, sharing information about the library and signing families up for library cards. 2022: Jessica McGee represented the library at the Hispanic Heritage Festival. 2025: Attended Home Run to Health for PIIC 2026: Attended Grow Your Health fair at PIIC
#2.D: Provide resources for patrons to develop financial, health, and information literacy.	2.D.a. Host at least one financial expert annually		2025: Mary Ann Rivers (SMRLS) - Elder Law, Finances, & Healthcare
	2.D.b. Host at least one health expert annually		2019: <i>Needles and Pills</i> presented by Professor Mark Thomas. 2025: Mary Ann Rivers (SMRLS) - Elder Law, Finances, & Healthcare
	2.D.c. Host at least one external information expert annually		2025: Lindsay Matts-Benson (UMN) - Fighting Fake News 2026: Lindsey Matts-Benson (UMN) - Get Smart with AI
	Other		2025: Created Health Literacy Resources handout
#2.E: Promote Online Learning through Library Resources to support the improvement of school outcomes through increased library use by school age users and adult learners.	2.E.a. Create a Library Board Marketing Committee to assist in increasing the visibility of library resources.		2025: Marketing Committee created 2025: Contracted with Schmarketing Marketing to work on brand enhancement 2026: Brand Guidelines draft
	2.E.b. Add appealing and appropriate online resources, as budget allows, that expand patron access.		2024: Added LOTE4Kids to provide online storybooks narrated in multiple languages and ASL. 2025: Added links to resources from eLibrary MN and Minitex to expand the library's offerings.
	2.E.c. Promote resources through Social Media, the library's Website, and City Marketing.		Expanded the variety of Social Media posts. Highlights in the <i>City Beat</i> : 2020: Kanopy, Enjoy the Library from Home, Virtual Magic School, Community Book Read, Virtual Summer Reading, Library Goes Fine Free 2021: Library Cards, Library Opens, Touchless Checkout 2022: Ukuleles 2024: Cozy Up and Read, Author Visits, Seed Library, Lockers 2025: Park Passes, Disc Golf Kits, Artwork, Kindles
	Other		2020: Added Kanopy Streaming Video 2024: Linked to resources from eLibrary MN and Minitext to increase access to online resources. 2025: Redesigned marketing materials for resources to be more standardized and portable.

Goal	Objective	Progress	Key Accomplishments
Goal #3: Provide sufficient access to technology resources and work towards digital inclusion.			
<p>#3.A: Promote Digital Inclusion to ensure that our community is aware of and has access to the wealth of information available through the internet.</p>	<p>3.A.a. Discuss possible changes to the current computer use policy at the library to reduce barriers to computer access.</p>	<p style="background-color: #90EE90;"></p>	<p>2019: Updated procedure to allow long-term transient residents a restricted borrower’s card for computer access. 2019: Worked with the FOL to fund Mobile Hotspots. 2020: Increased the Wi-Fi range and updated closing policy to make sure that the Wi-Fi access is available 24/7. 2020: Added six Chromebooks for circulation and added hotspots to circulate with the Chromebooks. 2021: Increased circulating Hotspots by 10 and added 10 with Chromebooks. 2024: Purchased five additional Wi-Fi hotspots to address the need, bringing the total number available to 18. 2025: Purchased six additional Wi-Fi hotspots to address the increased need.</p>
	<p>3.A.b. Incorporate Accessibility tools on the library’s website</p>		
<p>#3.B: Ensure technology is up to date for staff and patrons.</p>			<p>2019: Purchased a new printer that allows for printing through Wi-Fi. 2024: Replaced 3 public computers and 1 staff computer 2025: Will replace multiple public computers and staff computers (bequest funded) 2025: Upgraded print management system to allow for printing with little to no staff intervention and increased patron privacy.</p>
<p>#3.C: Initiate Technology Programming to engage adolescents, teens and adults in technology based learning opportunities.</p>	<p>3.C.a. Offer technology training to patrons.</p>		<p>Hiawatha Valley Adult Education is willing to lead classes, as long as there are at least 5 attendees.</p>
	<p>3.C.b. Investigate avenues and partnerships to develop new technology programming.</p>		
Goal #4: Engage the community and work with local leaders to support the library’s mission.			
<p>#4.A: Support Community Engagement Activities and Board Participation to establish the Red Wing Public Library as a valued resource.</p>	<p>4.A.a. Continue to participate in the Red Wing 2040 planning process and future community engagement activities.</p>		<p>2019: Randy Decker and Jessica McGee represent the library on 2040 committees. 2019: Jessica McGee participate in the Government Alliance for Racial Equity. 2020: Jessica McGee served on the Red Wing Complete Count committee. This is like minded organizations working together to get a complete count of our community for the 2020 Census. 2021: Jessica McGee is a member of the City Council Ad Hoc Committee on Social Justice. 2022-2026: Amy Smith is a member of the Community Recreation and Education group.</p>
	<p>4.A.b. Library trustees serve as public advocates for the library</p>		<p>Ongoing</p>
<p>#4.B: Connect the Community by introducing patrons to a wide variety of resources and activities provided by agencies, organizations and individuals throughout the community.</p>	<p>4.B.a. Work in cooperation with other organizations to develop self-serve methods of delivering community information.</p>		<p>2024/2025: Worked with Hispanic Outreach to provide materials in Spanish. 2025: Worked with SMRLS to provide a Legal Kiosk for the public.</p>
	<p>4.B.b. Invite speakers to speak during staff meetings to educate staff about resources available to the community.</p>		<p>2019: Presentation by Officer Tony Grosso on Active Assailant Training 2019: AED/CPR Training with the Fire Department 2019: Kay Kuhlmann discussed with staff the city’s Strategic Plan 2019: Assistant Fire Chief Mike Warner did a presentation on NARCAN and conducted training on the administration of NARCAN. 2024: Police Dept talked about unhoused individuals. 2026: HOPE Coalition informed staff about their services</p>

Goal	Objective	Progress	Key Accomplishments
	4.B.c. Provide space for community connection events.		2025: Hosted Open Mic Night 2020: Assisted Michelle Leise and the Human Rights Commission with the distribution of the HRC’s community read book. Assisted with the purchase of copies of <i>Waking Up White: and finding myself in the story of race</i> by Debby Irving. 2023: The library was represented at the City’s River City Days booth 2023: The library was represented at Camp Pepin’s Winterfest and hosted a story walk
#4.C: Expand volunteer opportunities to strengthen community support.	4.C.a. Create an Adopt a Shelf program		On hold for the FOL to get their bearings with new officers.
#4.D: Increase Library Usage through partnership development to build awareness of library services and meet the needs of the community.	4.D.a. Work to market the library to new community members, businesses and organizations to increase awareness of the library.		Continuous marketing with Community Ed Services shared on Channel 6 Republican Eagle Highlights: 2019: Make Good Use of Your Library, Boost Your Book Minutes, James Bowey program, Summer Library Events, Checkout the Internet (Hotspots), Red Wing Reads Month at the Library, Uncovering the Past at the Library 2020: Putting the Public back in Public Library, Virtual Summer Reading, Library Goes Fine Free 2024: Library Lockers 2025: Disc Golf Sets & State Park Passes 2026: Carnegie Gift Speaking Engagements: Fusion After School program, Noontime Kiwanis, Sunnyside/Burnside Family Fun Night, Classroom visits, Charlston Crest, YMCA, Children's Festival at the Anderson Center, Golden Kiwanis, Pier 55, Dawnbreakers Kiwanis, Downtown Plaza, Jordan Towers Other Articles: Goodhue County Historical Society, Today Magazine (3), Post Bulletin, Blandin Foundation 2024: Translated "Welcome to the Library" brochures into Spanish and shared them with Hispanic Outreach. 2025: Created Welcome Packs for unhoused individuals who recently arrived in RW. Packs contain instructions on how to get a card and a list of resources.
	4.D.b. Improve online library resources by 10% and introduce those resources to the user community.		2020: Kanopy Streaming Video added. 2021: Brainfuse added, later discontinued due to lack of usage. 2023: FOL contributed funds to sustain Kanopy. 2024: Updated Online Resources page to to help patrons find information easier and highlighted resources offered through Minitex that were previously not linked (Explora, Learning Express, Student Research). 2024 online resource usage increased by 57% over 2023. Redesigned marketing materials for resources to be more standardized and portable. 2025: Online resource use increased 85% from 2024.
	4.D.c. Increase total event attendance by 10%.		2024 total event attendance increased by 23% over 2023 (6,173). 2025 total event attendance increased by 22% over 2023.

Goal	Objective	Progress	Key Accomplishments
	Other		2024: Dan Brower met with Leanne Knott from Goodhue County and Red Wing to map cardholders as a way to analyze where cardholders are and where they are not. This is a first step in reaching out to increase cardholders and usage. 2024: Provided library lockers at Fire Station 2 to better serve residents on the west side of town and those who cannot get to the library during open hours. 2025: Lockers and outreach efforts increased total cardholders by 872 (9.7%); Red Wing cardholders by 609 (8.6%) 2025: Cardholders by Ward increased across the board: W1 34.5% to 42%. W2 34% to 41%. (West) W3 40% to 45.8%. W4 36.3% to 43.2%. (East)
#4.E: Offer Cultural and Educational Programs to provide individuals with social opportunities.	4.E.a Explore ways to provide, in cooperation with other community organizations and individuals, library services to underserved populations.		2024: In conversation with Hispanic Outreach and PIIC to offer cultural programs. 2025: Partnering with Safe Harbor & Lutheran Social Service to start tabling at the library. 2025: Partnering with Master Gardeners to have a table.
Goal #5: Recognize staff contributions and provide avenues for professional development.			
#5.A: Develop an Environment that Ensures that the Work-Life Balance of our employees is allowing our staff to maintain a healthy and balanced life.	5.A.a. Work towards increasing the staff with one 22 hour a week position and then continue to monitor the need for staffing changes, whether in terms of staff numbers or staff responsibilities and duties.		2024: budget request for new 20-hour staff person - denied 2024: budget request for 7 additional hours per week - denied 2025: budget request for new 20-hour staff person 2025: budget request for 7 additional hours per week 2026: budget request approved to increase YSA hours to Full-Time
#5.B: Increase awareness and opportunity for professional development so that the staff maintains and enhances their skills.	5.B.a. Make sure staff are aware of new opportunities and encouraged to participate in them as appropriate.		Sharing opportunities with staff via email from SELCO, MLA, Minitex, and ALA. See Addendum for full list of training attendance.
	5.B.b. Send at least one staff person to a national or non-regional conference annually.		2024: Matt Thornton to PLA 2026: 8 staff attending PLA (3 paid with scholarships) 2026: Dan Brower to Evergreen Conference for SELCO & RW
	5.B.c. Send at least one staff member to MLA or other regional conference/training annually.		2024: Helen Korbel to MLA 2025: Derek Braend, Chris Determan, Dean Schmit to MLA
#5.C: Encourage staff to bring forth new ideas for services, resources and programs in order for the staff to provide the Red Wing community with a positive library experience.	5.C.a. Continue to invite ideas from the staff through monthly staff meetings and an internal open door policy.		2024: Staff meetings have been structured shorter and monthly to ensure more frequent and consistent communication and allow for more opportunities to share ideas. Megan suggested purchasing Beanstack for Summer Reading. Matt suggested renaming study rooms. Matt recommended having additional lunch coverage on Saturdays. Olivia recommended considering additions and changes to policies regarding AI. Matt suggested having computer training on Saturdays after the Library closes. Olivia and Matt have both made suggestions on changes some shelving sections.

Goal	Objective	Progress	Key Accomplishments
Goal #6: Ensure library spaces are welcoming for all members of the community.			
#6.A: Provide appropriate furniture for each age group and space.			The library purchased some new furniture for teen and children's area.
#6.B: Create semi-private and private study areas, as space allows, for patrons to utilize for their needs.	6.B.a. Reconfigure study rooms to accommodate more patrons simultaneously.		Added to the CIP in 2024. Possibility with bequest. 2025: Confirmed with Bequest & Public Works. 2026: Meet to determine best plan.
	6.B.b. Provide a sound booth or audio lab.		2025: Confirmed with Bequest & Public Works. 2026: Meet to determine best plan.
#6.C: Enhance spaces to balance collection space with seating spaces.			The library has new seating in the teen area, but there is not enough room, without eliminating a large portion of the collection, to include more seating areas how patrons need them.
Other			2025: Update signage for accessibility and safety

Addendum: List of Specific Professional Development by Staff

#5.B.a Make sure staff are aware of new opportunities and encouraged to participate in them as appropriate.

Year	Professional Development
2019	<p>Karen Bodin and Kari Gadiant attended Google Suites Elements training at SELCO on January 15, 2019.</p> <p>Megan Seeland and Cyd Mark attended the Jim Gill Early Literacy Music Workshop at the Zumbrota Public Library on Saturday, February 9, 2019.</p> <p>Olivia Olson completed Horizon Basics Training on Wednesday, April 24, 2019.</p> <p>On July 23, 2019 Karen Bodin attended a book repair class.</p> <p>On July 25, 2019 Karen Bodin completed a webinar titled Effective Library Signage.</p> <p>On September 16, 2019 Amy Smith had training for new enhancements for Springbrook.</p> <p>On September 23, 2019 Kari Gadiant attended G.A.R.E. training.</p> <p>On September 26, 2019 Kari completed Understanding Horizon Settings training.</p> <p>On October 25, 2019 Randy Decker, Cyd Mark, Deb Marty, Olivia Olson, Karen Bodin and Gene Grave attended the All Are Welcome Workshop in Austin, MN. This workshop was conducted by the Government Alliance for Racial Equity.</p> <p>Amy Smith completed Public Libraries Partner to Respond to the Opiod Epidemic webinar through WebJunction on October 30, 2019.</p> <p>On November 5, 2019 Kari Gadiant traveled to Rochester to attend the Helping Those Dealing with Homelessness workshop.</p> <p>On November 7, 2019 Amy Smith and Jessica McGee attended the City of Red Wing EOC Training.</p> <p>Janet Brandt attended the Minitex Technical Services Symposium: Diversity, Equity, and Inclusion in Technical Services on November 14, 2019.</p>
2020	<p>Jessica McGee and Kari Gadiant attended the 2020 PLA Conference in Nashville, TN.</p> <p>Ryan Dowd's Homelessness Training for Librarians will be completed by all library staff members. (It has been completed by Randy Decker, Kari Gadiant, Olivia Olson, Deb Marty, Cyd Mark, Joyce Koerner, and Gene Grave.)</p> <p>Olivia Olson completed ABLE 5 Introduction to Technical Services and Catalog Records Webinar</p> <p>Olivia Olson completed Baker & Taylor's Introduction to Title Source 360</p> <p>Olivia Olson completed Baker & Taylor's Cart Sharing webinar</p> <p>Olivia Olson completed the Add Items – Horizon and Cataloging Fundamentals Webinar</p> <p>Olivia Olson completed the ABLE 8 Introduction to MARC System Webinar</p> <p>Olivia Olson completed the Book Repair Basics for Libraries Webinar</p> <p>Deb Marty completed Troubleshooting Common PC Issues for Users</p> <p>Deb Marty completed Google Forms Essential Training</p> <p>Kari Gadiant completed TS360 Introduction and Searching & Filtering Training from Baker & Taylor on March 30, 2020</p> <p>Kari Gadiant completed the Baker & Taylor Shared Carts webinar on March, 31, 2020</p> <p>Kari Gadiant completed the SELCO Cataloging Training webinar on April 1, 2020</p> <p>Kari Gadiant completed OCLC Connexion Client Training on April 3, 2020</p> <p>Kari Gadiant completed the Materials Handling Workflow Webinar on April 6, 2020</p> <p>Kari Gadiant completed the LLAMA webinar on Effective Feedback on April 16, 2020</p> <p>Kari Gadiant attended the May Day Emergency Preparedness: Write (or Re-Write) Your Disaster Plan I – 1st session on May 1, 2020</p> <p>Kari Gadiant took the Disaster Plan webinar on Webjunction on May 2, 2020</p> <p>All staff completed Cultural Intelligence: A PLA Webinar Series. This program consisted of two webinars: <i>Building CQ: Fostering Our Cultural Intelligence</i> and <i>Applying CQ: Shaping Culturally Intelligent Libraries</i></p> <p>Jessica McGee and Kari Gadiant completed Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion.</p> <p>Randy Decker and Megan Seeland will be completing this course as well.</p> <p>Jessica McGee completed We Know Equity, Diversity, and Inclusion are Important...Now What?</p> <p>Jessica McGee completed the webinar Implicit Bias in the Library Workplace. All staff will be completing this course.</p> <p>Jessica McGee completed the webinar Violence Prevention in the Public Library presented by Dr. Kenneth Wolf.</p>

Year	Professional Development
2020	<p>Jessica McGee completed the webinar Advancing Racial Equity in Your Library presented by Gordon F. Goodwin and Andrew Harbison.</p> <p>Amy Smith, Karen Bodin, Jessica McGee, Kari Gadiant and Olivia Olson attended the Diversity, Equity and Inclusion for Everyone: Change Begins with Listening webinar on October 7, 2020.</p> <p>Karen Bodin attended the webinar Morning Book Buzz with Penguin Random House Library Marketing on October 7, 2020.</p> <p>Olivia Olson completed a Cataloging Fundamentals class through SELCO's Niche Academy.</p> <p>Amy Smith, Karen Bodin, Matthew Thornton, Olivia Olson, Kari Gadiant, and Jessica McGee attended the Dementia & Alzheimer's: Compassionately and Effectively Working with People with Dementia on October 15, 2020.</p> <p>Kari Gadiant attended the Traumatic Brain Injury: Invisible Cause of Homelessness webinar on October 19, 2020.</p> <p>Jessica McGee, Amy Smith, Karen Bodin, Olivia Olson and Kari Gadiant attended the webinar Inclusion: It Doesn't Happen by Accident on October 28, 2020.</p> <p>Cyd Mark, Amy Smith, Jessie Berg, Joyce Koerner, Olivia Olson, Megan Seeland, Helen Korbel and Karen Bodin attended the Women & Well-being webinar through Mayo Clinic Health Systems on October 29, 2020.</p> <p>Helen Korbel and Matthew Thornton attended the webinar Dealing with Hostile and Potentially Dangerous Library Users on October 29, 2020.</p> <p>Amy Smith, Kari Gadiant and Karen Bodin attended a webinar titled Ornerly Teenagers which was presented by Ryan Dowd on November 19, 2020.</p> <p>Amy Smith completed a webinar titled Overdrive: Promoting Your Digital Library During the COVID-19 Pandemic and Beyond on November 19, 2020.</p> <p>Amy Smith attended the MN Association of Library Friends webinar titled Friend-ly Tips: Effective Friends Marketing on December 7, 2020.</p> <p>Amy Smith took the Resilience 101 webinar from MN Library Association on December 30, 2020.</p> <p>Kari Gadiant took the Supervisor Training: Tips for Managers webinar on December 30, 2020.</p>
2021	<p>Kari Gadiant completed Ryan Dowd's Homelessness 201: A Deeper Understanding training on January 4, 2021.</p> <p>Jessica McGee completed the webinar Evaluation 101 for the Minnesota Libraries.</p> <p>Amy Smith completed the webinar titled Too Many Bags: How to Address Someone Bringing in Too Much Stuff.</p>
2022	<p>Amy Smith completed the webinar Library Violence Prevention and De-escalation on January 19, 2022.</p> <p>Jessica McGee completed the webinar on MN Braille and Talking Books on February 2, 2022.</p> <p>Jessica McGee completed the webinar Library Dementia Services</p> <p>Hannah Amherst-Kemp completed the webinar Homelessness for Librarians on February 7, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Dementia and Alzheimer's on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Burnout & Stress on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Prejudice: Responding to prejudicial comments from customers on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Resolving Liberal Vs. Conservative Conflict in the Workplace on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Getting Hit on by Customers: Women (and men) share their tools for stopping unwanted attention on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the webinar titled Simple strategies that get customers to follow your COVID-19 policies (without a fight!) on February 11, 2022</p> <p>Hannah Amherst-Kemp completed the Advanced Body Language webinar on February 11, 2022</p> <p>Olivia Olson attended a webinar titled Unattended Children: How to Talk Parents about their Child's Behavior on February 15, 2022.</p> <p>All staff completed Heartsaver Skills Training for completion of First Aid/CPR/AED Training</p> <p>Amy Smith attended Civic Clerk Liaison Training on September 28, 2022</p>

Year	Professional Development
2023	<p>Hannah Amherst-Kemp completed the webinar Learnabout: Canva for Beginners, which was presented by Ann Kaste from Minitex</p> <p>Randy Decker attended NeoGov evaluation system training</p> <p>Olivia Olson completed the Copy Cataloging 101 webinar.</p> <p>Amy Smith completed the Canva Create webinar</p> <p>Amy Smith completed Amazon Business Administrative training</p> <p>Hannah Amherst-Kemps completed The Fight Against Book Bans: How Do We Move Forward? Webinar</p> <p>Hannah Amherst-Kemps completed Building Community Through Book Clubs webinar</p> <p>Hannah Amherst-Kemps completed the Kickstarting Library Exhibit Programs webinar</p> <p>Kari Gadiant attended Understanding Intellectual Freedom and Censorship</p> <p>Kari Gadiant attended Libraries in the age of AI</p> <p>Hannah Amherst-Kemps completed Library Marketing 101</p> <p>Gene Grave, Olivia Olson, and Amy Smith completed Ryan Dowd's Homeless Training: How to Manage Problematic Behavior</p> <p>Helen Korbel completed Making a Collection Count: Collection Management Resources</p> <p>Hannah Amherst-Kemps completed Canva 2.0 for Libraries: Page Layout Design through Niche Academy</p> <p>Hannah Amherst-Kemps completed Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation through WebJunction</p> <p>Hannah Amherst-Kemps completed a Website Accessibility webinar through SELCO</p>
2024	<p>Hannah Amherst-Kemps completed Canva 2.0 for Libraries: Page Layout Design through Niche Academy</p> <p>Hannah Amherst-Kemps completed Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation through WebJunction</p> <p>Hannah Amherst-Kemps completed Website Accessibility through SELCO</p> <p>Dan Brower attended New Director Information meeting with Steve Harsin (SELCO)</p> <p>Gene Grave completed Election Judge Training – January 30 and February 26.</p> <p>Amy Smith completed Goodhue County Presidential Nomination Primary Training – February 13</p> <p>Dan Brower attended Centering Racial Equity & Justice in Leadership, Organizational Design, and Community Connection</p> <p>Amy Smith and Dan Brower completed REP Right to Know Training: LEC – February 22</p> <p>Amy Smith completed Election Judge Training – February 26</p> <p>Hannah Amherst-Kemps and Matt Thornton completed the VuFind Training (the new interface for MNLINK) on April 26.</p> <p>Kari Gadiant, Megan Seeland, Matt Thornton, and Dan Brower attended a Historical and Cultural Awareness Training presented by Paul and Broderick Dressen on March 26.</p> <p>Kari Gadiant completed OCLC Foundations of Connexion Client – May 21</p> <p>Kari Gadiant completed OCLC Connexion Client II: Bibliographic Searching – May 22</p> <p>Kari Gadiant completed OCLC Connexion Client III: Record Editing and Processing – May 23</p> <p>Kari Gadiant completed Understanding Post-Traumatic Stress Disorder - June 27</p> <p>Amy Smith attended EnvisionWare: The Secret Sauce Behind EnvisionWare's Holds Locker – June 18th</p> <p>Olivia Olson attended ALA's Fundamentals of Cataloging webinar course from April 22nd to May 31st.</p> <p>Hannah, Dan, Maggie, Amy, and Matt completed Heartsaver CPR, AED, and First Aid Skills training.</p> <p>Hannah Amherst-Kemps attended the Best Book Club Picks from Booklist on August 19th.</p> <p>Matt Thornton completed Borrower Stat Clean Up Lunch and Learn</p> <p>Matt Thornton completed Nurturing Your Resilience to Avoid Burnout</p> <p>Matt Thornton completed Leading with Confidence: Best Practices for New and Emerging Library Managers</p> <p>Amy Smith attended Re-Charge Your Book Club</p> <p>Amy Smith attended The Full Story: A Friends Guide to Minnesota Basics Webinar on September 6th</p>

Year	Professional Development
2025	<p>All staff attended trainings related to Evergreen and SELCO's migration.</p> <p>Matt Thornton and Olivia Olson attended Supervision Fundamentals on February 12th, 19th, and 26th.</p> <p>Dan Brower, Amy Smith, and Hannah Amherst-Kemps attended Law & Immigration Enforcement and Libraries</p> <p>Hannah Amherst-Kemps and Amy Smith attended Beanstack EDU: Library Frontline Staff Essentials.</p> <p>Derek Braend completed ALA's Fundamentals of Cataloging. It is a six-week course that started on April 21st.</p> <p>Dan Brower, Matt Thornton, Megan Seeland, Olivia Olson, and Amy Smith attended Drug, Alcohol, and Cannabis Reasonable Suspicion training in July</p> <p>Derek Braend and Dan Brower attended the MLA Conference in October</p> <p>Matt Thornton and Wendy Johnson attended "Patron Response Framework: Responding with Kindness, Empathy, and Love in Difficult Situations" in October</p> <p>Olivia Olson completed ¡Más Libros, Más Voces!: Developing Your Library's Spanish Language Collection</p> <p>All staff attended Respectful Workplace training in December</p>
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.

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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.

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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.

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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.