

**CITY OF HANOVER
PARK BOARD MEETING
AUGUST 25, 2015**

CHAIR

DEE ZAJICEK

VICE CHAIR

MATHEW BOIE

COUNCIL LIAISON

JIM ZAJICEK

BOARD MEMBERS

TOM GLEASON

ABBY PETERSON

ARLEE ANDERSON

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Approval of Minutes from the July 28, 2015, Meeting**
- 4. Citizens Forum**
- 5. Unfinished Business**
 - a. Band Shell**
 - b. Concert in the Park: 2016**
 - c. Little Free Library**
- 6. New Business**
 - a. Crow River Paddler's Patch Program**
 - b. Survey to Residents**
- 7. Reports**
- 8. Adjournment**

**CITY OF HANOVER
PARK BOARD MEETING
July 28th, 2015 – DRAFT MINUTES**

Call to Order and Pledge of Allegiance: 7:00 p.m.

The Regular Park Board Meeting of Tuesday, July 28th, 2015 was called to order at 7:02 pm by Chair Dee Zajicek. Park Board members present were Mathew Boie, Tom Gleason, Abby Peterson, Dee Zajicek, and City Council Liaison Jim Zajicek. Also present were Administrative Assistant Amy Biren and Accountant/Deputy Clerk Elizabeth Lindrud. Arlee Anderson was absent.

Approval of Agenda:

Dawn Spraugel was moved from New Business to Open Forum.

MOTION by Peterson to approve the Agenda with Dawn Spraugel moving to Open Forum. Seconded by Boie. **Motion carried unanimously. Anderson Absent.**

Approval of Minutes from June 23rd, 2015 Meeting

MOTION by Gleason to approve the minutes from June 23rd, 2015, as presented. Seconded by Peterson. Minutes were approved with no changes. **Motion carried unanimously. Anderson Absent.**

Open Forum:

Dawn Spraugel wanted to thank the Park Board for their support with Reading in the Park. Related to that program she would like the Board to consider installing Free Little Library in the parks or along the trails. Spraugel had noticed that the kids would exchange books they have read with each other during Reading in the Park. Spraugel handed out information on the libraries to the Board Members.

Bob Hegland stated he would be able and willing to build the libraries for free. Peterson stated the Lions wanted to donate to the park, and that they might be willing to donate towards the libraries.

Dee Zajicek inquired how the libraries would be monitored, Spraugel stated she would check the library and that she thought St. Michael covers/closes their Little Library in the winter months. She didn't feel there was a risk for vandalism. She also agreed to take the lead for this project.

Biren stated that there could be zoning requirements as to height and distance away from streets.

The Park Board and Spraugel agreed that Spraugel should bring the Free Little Library before the City Council for approval and zoning requirements.

Unfinished Business:

Band Shell: Bob Hegland – Hegland would like to offer his help for ideas and building of the band shell. The Board wanted to make it clear that this does not imply a contract for the project and that the band shell will need to go through the bidding process. Hegland said he did understand that, but was willing to help with any questions.

Peterson asked if an architect would need to be hired, Hegland stated that the building engineer will review the plans when the permit is submitted. The Board should not need to hire an architect to draw up plans. Jim Zajicek gave Hegland the revised band shell plans and stated the changes were due to the space the band shell would be built. The Board did not want to take up the green space. Hegland suggested building to accommodate a retractable screen for Movie in the Park. He also stated that the current roof plans would increase the costs by around 30% and that the Board should consider changing the roof to a simple roof design instead of a step design. Jim Zajicek also stated that they needed to incorporate airflow through the structure. Hegland stated that would be possible with windows.

Helgand also mentioned asking if local contractors would donate material to build the band shell to help reduce costs.

Dee Zajicek asked if Helgand would give them a quote to create a new band shell drawing, bearing in mind the actual project would still need to go through a formal bidding process. She stated he could get back to her with a number and then they could present to the City Council for approval.

Movie in the Park 08/22/15 – Biren stated the movie, Big Hero 6, has already been ordered and some promotional materials have been supplied with the purchase of the movie. Biren stated the company provided templates for Flyers, table tent displays, and small handouts. Biren also stated they should call the newspaper to advertise, the Crow River News will advertise for free. They can also advertise on the City Facebook and website. Dee Zajicek suggested putting up tag board signs along some of the major roads.

Boie will contact Mary Brown about selling popcorn and soda again this year. If Mary is unable to, Dee Zajicek offered to organize the popcorn and soda.

New Business:

Concert in Park – The White Sidewalls have their contract for next year, they will keep the price at \$1600.00 if the Board books them now. The Board discussed changing the date, but decided to keep it the same.

Communicating the Park Board's Mission – Dee Zajicek stated many residents approach Park Board members with questions on what the purpose of the Park Dedication Fees are used for. She would like to create a standard response so the Board is consistent. The fees are to be used for the City Parks as a whole, not just towards one specific neighborhood park. In addition, the Board will specify that their role is to field suggestions/issues from the residents and then pass them on to the City Council. Biren included an overview of how the Park Dedication Fees are to be used, they are to be used for acquisition or development of new Parks, and these fees are not to be used for maintenance.

Reports and announcements

Gleason

- The Zoomobile had over 200 people attend and he will send pictures to Biren/Lindrud to use in the next newsletter. He stated it was nice to see so many Board members in attendance.
- Questioned if the Lion head water fountain would be installed by Harvest Festival. Biren stated no, the manufacturer had production delays. She stated it should be ready around the same time as the opening of the County Rd. 19 trail and the Historic Bridge Dedication.
- August 29th the River Inn is hosting a pancake breakfast for the Buffalo High School Football Team.
- Gathered some estimates for tennis court costs.
 - \$60,000 for a 20 by 120 (2 courts) for asphalt
 - \$10,000 to paint (would last for 7-10 years)
 - \$2,500 for posts

Peterson

- Concert in the Park was well attended.

Boie

- Inquired on the date for the trail opening ceremony, Biren stated there isn't one yet, but the City will be setting one.

Biren

- Will contact Boie when the movie comes in for Movie In the Park

Dee Zajicek

- Burschville Construction mentioned that they were having issues with people parking and cutting through their property to get to the baseball field, they are worried about injuries, since the landscape is uneven and

dangerous. Biren stated that the City was aware and no trespassing signs have now been posted. She stated that the activity has stopped since receiving those calls. Zajicek stated that some residents can't get to the baseball fields due to disability and can a trail be added. Biren stated that Public Works is looking at the grounds to see what can be done. She also added that the Board could bring it up at the next Hanover Athletic Association meeting, since Youth Ball will also be attending to discuss changes/improvements to the baseball fields.

- Hanover Harvest Festival is still in need of volunteers.

Adjournment

MOTION by Gleason to adjourn and seconded by Boie. **Motion carried unanimously. Anderson Absent.** Meeting adjourned at 8:37 pm.

ATTEST: _____
Elizabeth Lindrud, Accountant/Deputy Clerk

DRAFT

Little Free Library Placement Requirements

City of Hanover

- Libraries installed on streets with a curb must be **41” to 45”** above the street surface (same requirements as mailbox placement).
- The face of the Library must be at least **12” back** from the curb face or edge of paved surface; this is to avoid damage from snowplows in the winter.
- Please **DO NOT** use concrete to secure your library post. Instead use ¼” screenings (1/4” gravel with fines) or compacted sand.

Other tips:

- A common act of vandalism is the removal of the Library’s doors, one tip was to make the doors out of Plexiglas and have the doors firmly secured.
- Install in an area with good lighting or is a high traffic or busy area to deter vandals.
- To reduce the wear and tear due to weather you can either create a cover for the winter or construct your Library such that you can remove it during the winter months.



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WHAT WE AGREE ABOUT

To protect the Little Free Library name, the quality and integrity of the Libraries themselves, the name is registered and trademarked. Make sure you read and agree to these terms before selling products or using the Little Free Library identity.

Only officially certified Libraries can be numbered, photographed and displayed as part of the Little Free Library network and be eligible for special benefits. This is the only way we can track, monitor, support, fund and celebrate your efforts around the world. Please read the following information and click the AGREE/ACCEPT button below.

It will protect all of us associated with Little Free Libraries...including you! Thanks.

Important Legal Information

LITTLE FREE LIBRARY, LTD. d/b/a Little Free Library, a WISCONSIN nonprofit corporation, having its principal place of business at 110 North Street, Hudson WI 54016 (“Little Free Library”) PROMOTES BOOK EXCHANGES UNDER THE TRADEMARKS LITTLE FREE LIBRARY AND LITTLE FREE LIBRARY.ORG TAKE A BOOK RETURN A BOOK & DESIGN (COLLECTIVELY THE “MARKS”). “YOU” OR “YOUR” REFERS TO THE PERSON OR ENTITY REQUESTING A CABINET OR SIGN FROM LITTLE FREE LIBRARY. BY CLICKING THE “AGREE/ACCEPT” BUTTON, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS TRADEMARK LICENSE AGREEMENT (“AGREEMENT”), AND THAT THE AGREEMENT IS SUPPORTED BY GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY AND RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, CLICK “DISAGREE/DECLINE.” LITTLE FREE LIBRARY AND YOU OR YOUR ARE COLLECTIVELY REFERRED TO AS THE “PARTIES” AND INDIVIDUALLY AS A “PARTY.”

ARTICLE I - TRADEMARK LICENSE, LICENSE FEE, LIMITATIONS, AND USAGE

1.1 Scope. Subject to the terms and conditions set forth herein, Little Free Library hereby grants to You a limited, nonexclusive, nontransferable, and revocable right to use the Marks in connection with the advertising, promotion, and marketing of a book exchange during the Term of this Agreement.

1.2 Limitations. You agree that nothing in this Agreement shall give You any right, title, or interest in the Marks other than the rights expressly granted hereunder. Nothing herein shall be construed as granting You the right to transfer, sublicense, assign or authorize others to use the Marks. You will not enter into any agreement allowing another to perform any act that You are prohibited from undertaking under the terms of this Agreement. You agree not to use the Marks in any manner that would conflict with the trademark use guidelines that Little Free Library may provide to You from time to time. You shall ensure it does not negatively impact Little Free Library’s reputation or goodwill in the Marks. You acknowledge Little Free Library owns all rights, title, interest, and goodwill in and to the Marks, agree You will do nothing inconsistent with such ownership, and that all use of the Marks by You shall inure to the benefit of and be on behalf of Little Free Library. You are prohibited from reserving, registering, or using any domain name comprised in whole or in part of the Marks. You further agree that You will not use or seek to register, in any jurisdiction, a mark that contains the terms LITTLE FREE LIBRARY or any spelling variation thereof or any mark confusingly similar to the Marks.

1.4 **Usage.** You are authorized to use the Marks in combination with Your trademarks and company name. However, You shall not use the Marks in combination with any other names, symbols, trademarks, or in connection with other businesses, goods, or services or permit any third party to do the same without the prior written permission of Little Free Library. Any use of the Marks by You shall be in accordance with the requirements set forth in this Agreement. You agree to include trademark notices on all advertising and promotional materials for the book exchange in connection with Section 1.5. You agree that You will not use the Marks in any manner that would give the impression that You are affiliated in any way with Little Free Library, other than as a licensee of the Marks.

1.5 **Notices.** You shall comply with all trademark, trade name, and service mark notice markings required by Little Free Library. Unless otherwise instructed by Little Free Library, You shall place the TM symbol adjacent to each use of the Marks in all forms of advertising, promotion, and marketing, until such time as a registration certificate issues for the Marks at which time You shall use the ® in all forms of advertising, promotion, and marketing.

1.6 **Challenge.** You hereby acknowledge the validity and Little Free Library's ownership of the Marks and shall not challenge the validity of or Little Free Library's rights to the Marks.

ARTICLE II - QUALITY CONTROL

2.1 **Quality Control.** You agree that the nature and quality of the book exchange program including the cabinets and signage bearing the Marks and all related marketing, advertising, and promotional materials shall conform to the quality control standards provided by Little Free Library from time to time. Little Free Library shall have a continuing right to monitor the nature and quality of the book exchange program, advertising, marketing, and promotional materials and other related use of the Marks by You, as permitted under this Agreement.

2.2 **Compliance with Laws.** It is and shall remain Your obligation to ensure compliance with all applicable laws regarding the use of the Marks. Little Free Library makes no representations regarding the scope of its rights in any foreign countries. Any use of the Marks outside the United States of America is at Your own risk.

ARTICLE III - INDEMNIFICATION, HOLD HARMLESS, LITIGATION DEFENSE, AND ENFORCEMENT

3.1 **Indemnification and Hold Harmless.** Little Free Library agrees to indemnify, defend, and hold harmless You from and against any claims of trademark infringement concerning the use of the Marks in the United States of America. Little Free Library shall choose counsel to defend the claim, and all costs of such counsel shall be borne by Little Free Library. You may, at Your sole option and expense, engage Your own separate counsel to act as co-counsel on Your behalf. The exercise by You of Your option to select co-counsel shall in no way limit or modify Little Free Library's obligations set forth in this Section. Except for a trademark infringement claim based on Your use of the Marks in the United States of America, You agree to indemnify, defend and hold harmless Little Free Library, its affiliates, related companies, shareholders, directors, officers, employees, agents, successors and assigns (collectively the "Indemnified Parties"), from and against any and all claims, liabilities, penalties and damages of whatever kind, including reasonable costs, expenses and attorneys' fees, arising out of: (1) Your promotion, marketing, advertisement, or use of the Marks; (2) the promotion, marketing, advertisement, or use of the Marks by any third party as permitted under this Agreement; and (3) Your negligence relating to the promotion, marketing, advertisement, or use of the Marks. You shall choose counsel to defend the claim, and all costs of such counsel shall be borne by You. Little Free Library may, at its sole option and expense, engage its own separate counsel to act as co-counsel on Little Free Library's behalf. The exercise by Little Free Library of its option to select co-counsel shall in no way limit or modify Your obligations set forth in this Section.

3.2 **Infringement Defense.** Subject to the obligations under Section 3.1, the Party being indemnified shall: (a) cooperate in all reasonable respects in connection with such defense; and (b) not admit any liability or settle, compromise, or discharge any claim without prior written consent.

3.3 **Enforcement.** Little Free Library shall be under no duty and have no obligation to bring suit or abate infringement of the Marks by any third party.

ARTICLE IV - TERM AND TERMINATION

4.1 **Term.** This Agreement shall remain in effect until terminated according to the terms of this Agreement (the "Term").

4.2 **Termination.** Either Party may terminate this Agreement upon 30 days written notice to the other Party.

4.3 **Termination by Licensor.** Little Free Library may terminate this Agreement immediately if You use of the Marks in an inappropriate manner, including, but not limited to, any use that may tarnish or disparage Little Free Library.

4.4 **Effect of Termination.** Upon termination of this Agreement, You agree to immediately discontinue all use of the Marks, to cease all promotion, advertising, and marketing of the Marks, and to destroy all printed materials bearing the Marks.

ARTICLE V – DISCLAIMER AND LIMITATION OF LIABILITY

5.1 Under no circumstances shall Little Free Library be deemed to have endorsed or joined in any guarantee or warranties made by You.

5.2 TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND REGARDLESS OF WHETHER ANY REMEDY FAILS OF ITS ESSENTIAL PURPOSE, IN NO EVENT SHALL LITTLE FREE LIBRARY OR ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, SUCCESSORS, ASSIGNS, OR AFFILIATES BE LIABLE FOR PERSONAL INJURY, OR ANY INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHATSOEVER, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, LOST TIME, LOST SAVINGS, FOR BUSINESS INTERRUPTION, OR ANY OTHER COMMERCIAL DAMAGES OR LOSSES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR YOUR BOOK EXCHANGE HOWEVER CAUSED, REGARDLESS OF THE THEORY OF LIABILITY (TORT, CONTRACT OR OTHERWISE) AND EVEN IF LITTLE FREE LIBRARY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OF LIABILITY FOR PERSONAL INJURY, OR OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THIS LIMITATION MAY NOT APPLY TO YOU. IN NO EVENT, SHALL LITTLE FREE LIBRARY'S TOTAL LIABILITY TO YOU FOR ALL DAMAGES (OTHER THAN AS MAY BE REQUIRED BY APPLICABLE LAW IN CASES INVOLVING PERSONAL INJURY) EXCEED THE AMOUNT OF MONIES YOU HAVE PAID TO LITTLE FREE LIBRARY. THE FOREGOING LIMITATIONS WILL APPLY EVEN IF THE ABOVE STATED REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

ARTICLE VI – MISCELLANEOUS

6.1 **Assignment.** You may not assign or transfer by operation of law this Agreement without Little Free Library's prior written approval. The assigning Party shall expressly require its assignee to assume all of the assigning Party's obligations and liabilities under this Agreement.

6.2 **Severability.** Whenever possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

6.3 **Complete Agreement and Amendments.** This Agreement contains the complete agreement between the Parties and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral, which may have related to the subject matter hereof in any way. This Agreement may not be amended except by a written instrument signed by the authorized representatives of the Parties hereto.

6.4 **No Waiver.** Either Party's failure to enforce any provision of this Agreement or to require performance by the other Party shall not be construed as a waiver of such provision nor affect the validity of the Agreement or any part thereof, or either Party's right to enforce any provision thereafter.

6.5 **Counterparts.** This Agreement may be executed in one or more counterparts, any one of which need not contain the signatures of more than one Party, but all such counterparts taken together will constitute one and the same instrument.

6.6 **Governing Law.** The law, without regard to conflicts of laws principles, of the State of Minnesota will govern all questions concerning the construction, validity, and interpretation of this Agreement and the performance of the obligations imposed by this Agreement.

6.7 **No Third Party Beneficiaries.** This Agreement is for the sole benefit of the Parties hereto and their permitted assigns and nothing herein express or implied shall give or be construed to give to any person or entity, other than the Parties hereto and such permitted assigns, any legal or equitable rights hereunder.

6.8 **Interpretation.** Article titles and headings to sections herein are inserted for convenience of reference only and are not intended to be part of or to affect the meaning or interpretation of this Agreement. The Parties acknowledge that they have been represented by their own legal counsel, have thoroughly read and understand the terms of this Agreement, and are voluntarily entering into this Agreement. The Parties acknowledge and agree that any statute or rule of construction providing that ambiguities are to be resolved against the drafting Party does not apply to the interpretation of this Agreement.

6.9 **Forum.** Any dispute arising out of or in connection with this Agreement, or arising out or in connection with the relationship between the Parties shall be settled by filing a claim or suit in an appropriate court in Minnesota and in no other forum.

6.10. **Attorneys' Fees.** If either Party commits a material breach of this Agreement, then the breaching party will have 30 calendar days to cure the breach calculated from the date the breaching party receives written notice from the nonbreaching party specifying the nature of the breach. For the purpose of this Agreement, an alleged breach is deemed to be "cured" if the nonbreaching party agrees in writing that the alleged breach has been cured. The Parties agree that acknowledging the cure of an alleged breach will not be unreasonably withheld. In the event that the breaching party fails to cure an alleged breach and the nonbreaching party is compelled to enforce the terms of this Agreement, the prevailing party is entitled to recover, in addition to statutory costs of litigation, its costs to enforce the terms of this Agreement including, without limitation, all attorneys' fees.

6.12 **Authority to Sign.** The Parties represent that each has the full and necessary authority to enter into this Agreement and can bind the Party to all terms and conditions of this Agreement, and that the Parties are each fully capable of performing all terms and conditions of this Agreement.

Just so you know... *In the interest of our mission, we reserve the right to protect our services, infrastructure, users, intellectual property and the Little Free Library community. We also reserve the right to enforce or not enforce these policies at our discretion, and will do our best to ensure fair outcomes for all concerned.*



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Get Your Steward's Packet and Charter Sign

It's time to make it official so that your Library will be a member of the Little Free Library global network.

The Many Benefits of Making It Official

When you make it official, the first thing we will do is ship you a steward's packet. There is a one-time payment of \$36.95 plus \$3.50 S&H for your barn wood or aluminum charter sign; charter signs arrive within 4-5 weeks of the purchase date. The steward's packet includes:

- A **Steward's Guide** full of tips and outreach tools
- The option to be listed on the [World Map](#) of Little Free Libraries
- Eligibility for new books donated by publishers *for the cost of shipping and handling only*
- Access to brand new, deeply discounted books through First Book for registered stewards in low-income areas
- A **How Does This Library Work?** flier to post on your Little Library as well as 1 bumper sticker
- Exclusive monthly E-newsletter with feel-good stories, ideas and special offers
- Access to a [private Facebook group](#) just for registered Little Free Library stewards – swap ideas and connect with other stewards!



Your steward's packet comes chock full of insider tips and resources!

In addition, you will receive either a **2.5" by 13" barn wood official charter sign and number** or a **2" by 10" aluminum official charter sign and number**. You may also choose to purchase a custom barn wood charter sign, which will allow you to add approximately 3 sentences of text along the top or bottom of the sign. Dimensions of the custom charter sign will vary depending on how much text you add to the sign. You will be emailed a mock-up of your custom sign for your approval before it is shipped. **Custom aluminum charter signs are not offered at this time.**

[Click here](#) for answers to common questions about custom or standard charter signs.



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WHERE TO LOCATE YOUR NEIGHBORHOOD'S LITTLE LIBRARY

Practical Tips

You want lots of people to feel as though this Library belongs to them, not just you. After all, it's your gift to the neighborhood. So make sure it's easy to find, easy to see from the street or sidewalk, and easy to reach. It helps if you can also see the Library from a nearby window.

The Library itself is its own best advertising, especially if people driving by can see it and stop without blocking traffic. If possible, try to have the Library with reach of streetlights or its own lighting.

How to Deal With

Zoning, Municipal Regulations and Homeowner/Condo/Coop Rules and Covenants

Many people wonder why government has so many policies, rules and regulations; why it seems to make it so hard to do something nice. Stewards and supporters of Little Free Libraries want to know: is it okay to put a Library on public property? If so, who do you talk to? Who has authority? Some think they can do whatever they wish on their own property. Managers of apartment or office buildings are likely to have their own concerns.

For parks, school districts, municipalities and other governing bodies *the key issues that come up most often are:*

- Liability and safety
- Right of way—both legal and actual—for snow plows, bike riders, walkers, mowers, cars and other vehicles. Will Library users be blocking traffic as they look inside? If so, consider moving the Library back two or three feet from the sidewalk or path.
- Physical maintenance in case of damage as well as normal wear and tear
- Appropriateness for the general public (children and adults)

A parks administrator or streets engineer might ask: Who will be “responsible” for both the structure itself and its contents over the long term? If an organization or individual is the key contact, for example, what should the government agency do when that person is no longer willing or able to be the steward for the Library?

In short, government officials want to minimize the administrative burden while trying to satisfy various publics' wishes. The bigger the city, the more rigorous the zoning laws might be. Small town governments probably have a good deal more flexibility.

Little Free Library already has examples of park systems and municipalities that have either purchased Libraries themselves or supported Library installation on public land. We have also found that some communities are much more worried that they might be about setting precedents that will cost them later on. So here is what we recommend:

First, find out whose regulations and rules might apply; which jurisdiction—Parks? Streets? Zoning? The school

district? A bike path, for instance, could be governed by many different jurisdictions, each with slightly different rules.

See if what you want to do is okay within those regulations. If not, consider how you can make it as easy as possible to do what you want anyway. Here's how:

a. The best choice: Avoid the entire problem by putting your Library near public land but not on it—across the street or nearby, on property that belongs to someone who is willing, even eager, to have it there. Install the Library inside of the sidewalk and your home, not on the apron between the sidewalk and the street.

b. Talk to the person in charge of enforcing or managing compliance with the regulations. Ask for his or her advice rather than permission. Explain how the Little Library belongs to everyone, and should cause no major problems. Take a picture of the spot you'd like the Library or invite the official to show you where might be a better place. Ask what you need to do to comply. It might be easier than you think.

c. Fill out and submit the required applications or permit forms.

d. If absolutely necessary, seek a variance in the zoning rules. Provide evidence that your project (a Little Library for the neighborhood, not just for one family) deserves it.

e. Suggest that the government, association or co-op board) get the Library, and you/your group will work with them to support and maintain it.

f. Be nice. If things don't work out exactly as you would like, ask something like "Is there any other way we might be able to locate a Little Library in this area or nearby? Where do you (gov't official) think might be a good place?"

Other Ideas:

- Put the Library on a wall or fence, or next to a garden.
- Have it be part of a rest stop or shelter; or next to a bench that is already there.

And when the Library is installed:

- Feel free to plant flowers or create some landscaping around it.
- Consider putting a bench beside it so Library users can sit and read
- Keep it clean, inside and out.

Just in case you'd like to see how one city parks department handles these matters, here's an example from Madison, Wisconsin:

The process to request a park modification such as a Little Library is to submit a proposal to the Parks Superintendent. In the proposal you should be sure to include the following information:

1. Description of project in detail
2. Exact location in the park (with a map if possible)
3. Maintenance and upkeep plan

4. Any alterations/impacts to the park if applicable
5. Budget
6. Timeline for implementation

Once the Superintendent receives and reviews the proposal it may go before the Parks Commission for further review.

One Final Note: In the first three years only one municipality in the entire world banned the installation of Little Free Libraries, based on existing zoning regulations. The negative reaction was so strong that they “un-banned” the libraries a few months later

Last Updated May, 2014



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VANDALISM: HOW TO PREVENT IT AND WHAT TO DO IF IT HAPPENS

Practical Tips

“Won’t someone vandalize our Little Library?” you ask.

The answer is...maybe, but probably not. With thousands of Libraries around the world, here is what we have learned.

In the beginning, we were testing the limits. Millions of people were exposed to Little Libraries. The total number of Little Libraries damaged per year? Lower than .01%. But you can lower the odds even more.

How to Prevent It

Who would want to damage such a fine (if small) institution as a Little Library? Well, the same kind of person who might set off firecrackers in mail boxes, turn over gravestones or show off to his friends. Thrill seekers. Boys in groups, for example. Drunk people.

What might keep them from doing that? Think like a mischief maker. The more he believes that he might be caught, the less likely he is to do the damage.

Try answering these questions when you plan where your Library will be:

Will someone see me? Crime prevention experts have been right for years. Good lighting helps. If the Library is in your front yard, keep the light on or have it near a street light. Put it where passing traffic can see it.

Will it be easy to break or take? If it has glass in it, yes. Plexiglas can be easily broken, too, but you can replace it. If it has artwork or hardware that can be removed, you are tempting fate. Can someone just grab a piece of the Library and bust it off? Anything that sticks out can be awfully tempting to someone under the influence of, well, evil thoughts and substances. Or rushes of youthful energy.

Does anybody really care?

If everyone thinks nobody cares and no one is watching, someone will be more tempted to do damage. If the Library is surrounded by weeds and trash, or is not well maintained, it is more likely to be damaged. If it is in the front yard of a beloved, friendly neighbor, it is more likely to be safe.

Make it Personal

Let anyone near the Library know that it has a steward with a name who cares about it. It’s even better if that steward has a picture on the Library and seems like a nice person. Children and smiling faces of all kinds work well.

Get as many people as possible to know they are a part of the success of the Little Free Library. It is a gift to all; not private property.

Friends, family and neighbors who know each other (“us”) will cherish and protect the Library more than strangers will. Tagging and other forms of vandalism show up on “other people’s” property. So anything that implies that this Library belongs to all of us, especially people whose names or faces are associated with the Library, can reinforce the idea that damaging the Library hurts someone.

Worried about “bad kids”? Gangs, real or imagined? Why not invite them into the circle of Little Library protectors? Tell them about it. Give them books. Ask them to be part of the **GIFT**—the Give It Forward Team. It can make them feel important.

Leave a handwritten note or a sign that says something like “Thank you for protecting and loving our Library!” Such a message can show that people do care; that watching out for the Library is the neighborhood norm.

What Should You Do if Your Library is Vandalized?

Repair it as soon as possible. Remind yourself to believe in the goodness of the vast majority of people. But don’t challenge those who did the damage to do it again by threatening or confronting them. If you do, everybody loses.

The best solution is not a video camera, warning signs or promoting a fear of punishment. Any or all of the ideas above are probably more effective than yelling at or fighting with roaming bands of “you knows.” (Fill in the blank).

Let it be known in a positive way that a precious neighborhood resource has been damaged and comfort is needed. If you think it would help, move the Library to a less risky location.

What Else Can You do?

- Ask people in the Little Free Library Facebook group for advice.
- Try the warm embrace of love and friendship. Forgiveness. If all else fails, the serenity prayer. Don’t be defeated by meanness or others’ needs to be noticed.
- Rebuild or replace the Library. Be prepared to build it yet one more time if necessary.

For just about every story of damage to Little Free Libraries we’ve heard others that inspire us. The wounded Libraries were mysteriously repaired or replaced, or we have found donors to rebuild them. And in one case, the perpetrator wasn’t kids or gangs. It was mother nature herself! The lightning that struck a Little Free Library covered with metal keys affirmed Ben Franklin’s electrical experiments hundreds of years ago.

“ Leave a handwritten note or a sign that says something like “Thank you for protecting and loving our Library!” Such a message can show that people do care; that watching out for the Library is a neighborhood norm. ”

The Library’s theme: *books are a key to knowledge.*

Last Updated May, 2013

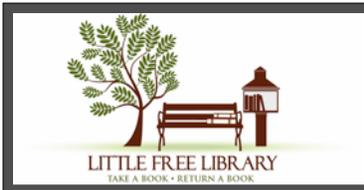
Here's what this first set of plans can help you build - a Little Library in the style of the Amish Cabin. Michael Kramer has put together some drawings and instructions for the basic structure. You can vary these any way you wish.



Could this be Bookus Binder, Little Library patron and reader? Yes...and she is eager to see what you can build. Go for it! We hope these plans make it easier for you.

A five foot 4" x 4" post put 24" in the ground will do the trick. No need to use cement. Just pack it tightly and make sure it's steady.

A little landscaping, some flowers or a bench can make your Little Free Library more inviting.



Little Free Library

Library Box - Builder's Kit Plans

www.littlefreelibrary.org

Plans by Michael Kramer

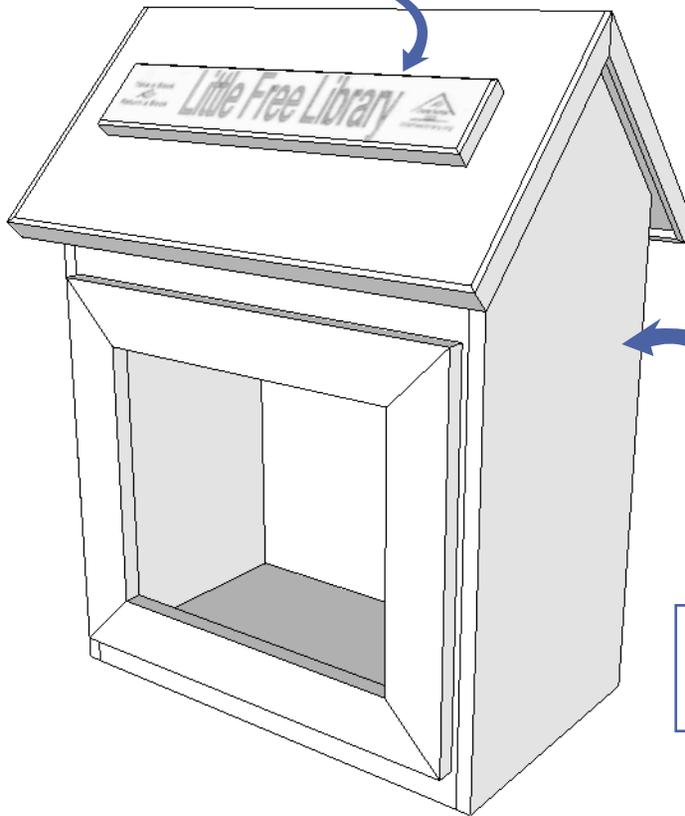
Be sure to leave room for your official Little Free Library sign. It identifies this structure with the registry number, lets people know you are part of an international movement, and tells patrons what to do: Take a book. Return a book.

LFL signs will be sent once your library is registered.

Keep in mind that rain and snow have a way of finding their way inside unless you have a substantial overhang here, tight seals in all joints, no holes in the roof and no holes that would let even a drop fall on the books. Double walls can make a big difference!

The apex of the roof will stay dry if you cover it with a piece of sheet metal.

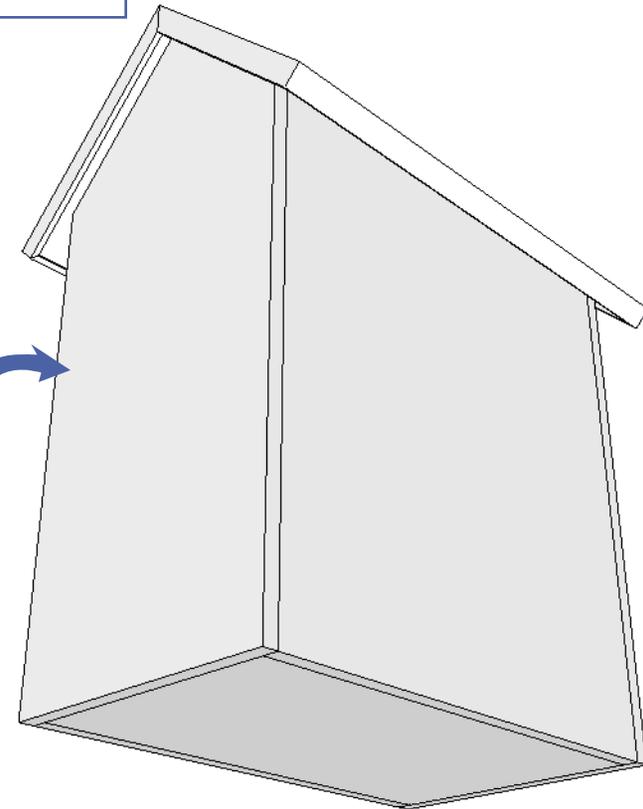
Want a window or some artwork here? Be creative or keep it simple.



Perspective View - Front

Not to scale

A
02

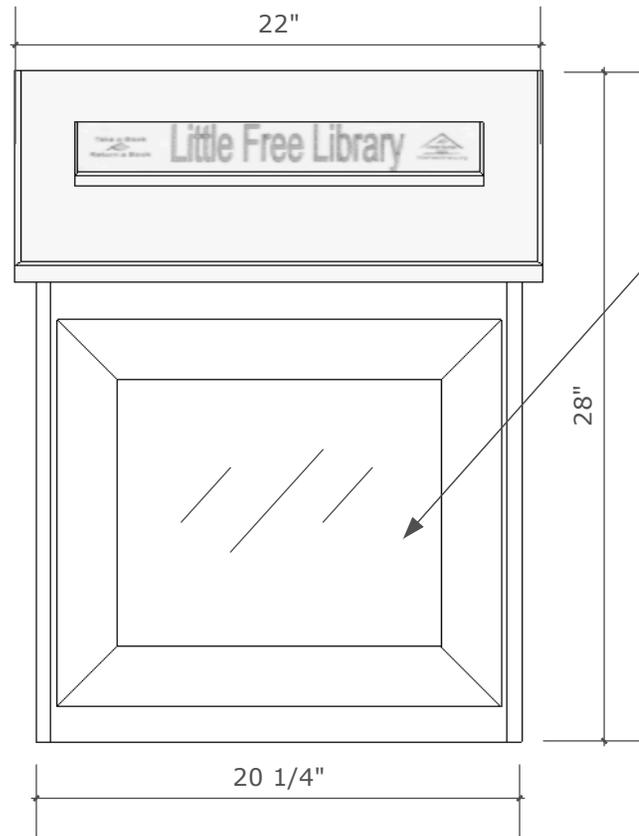


Perspective View - Back

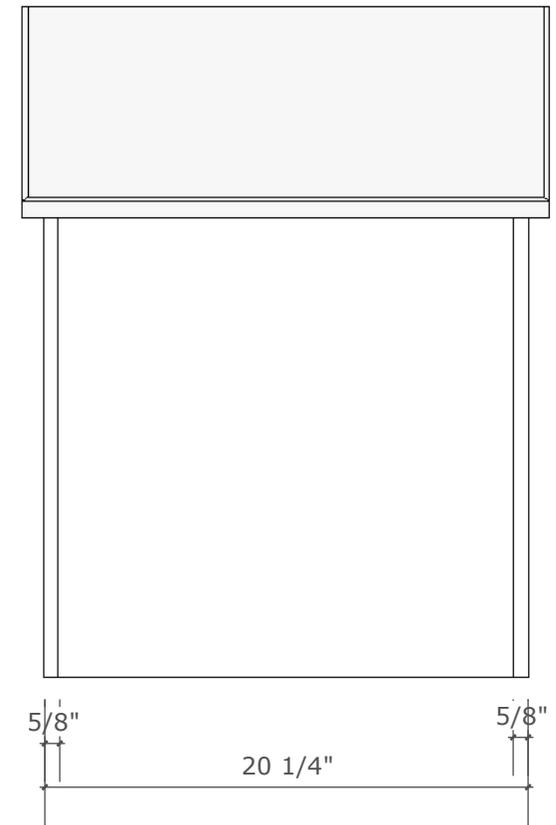
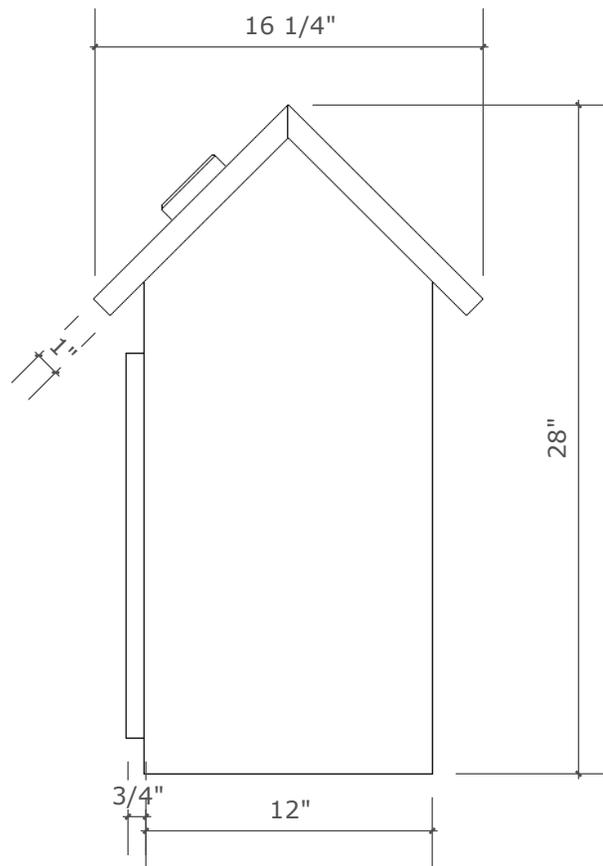
Not to scale

B
02





Use plexiglass, not regular glass.
It's safer and will last a lot longer.



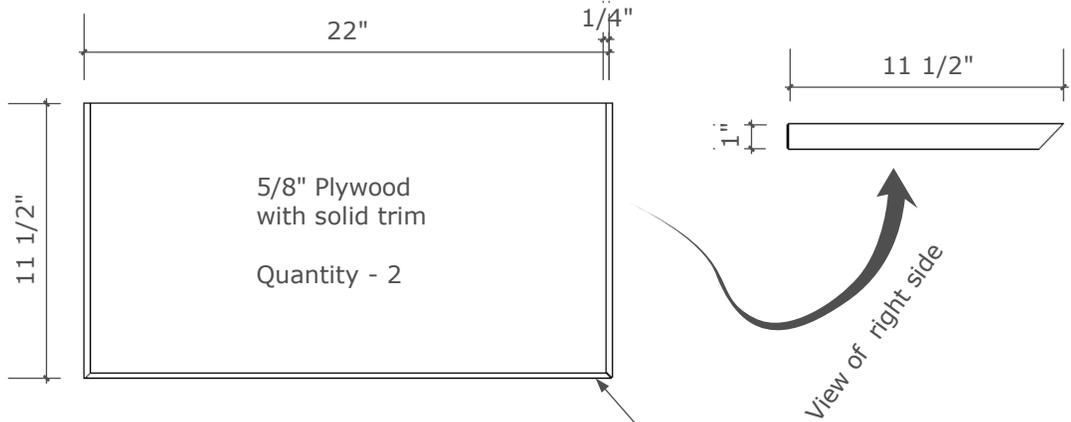
A
03
Front
scale: 1 1/2"=1'

C
03
Back
scale: 1 1/2"=1'

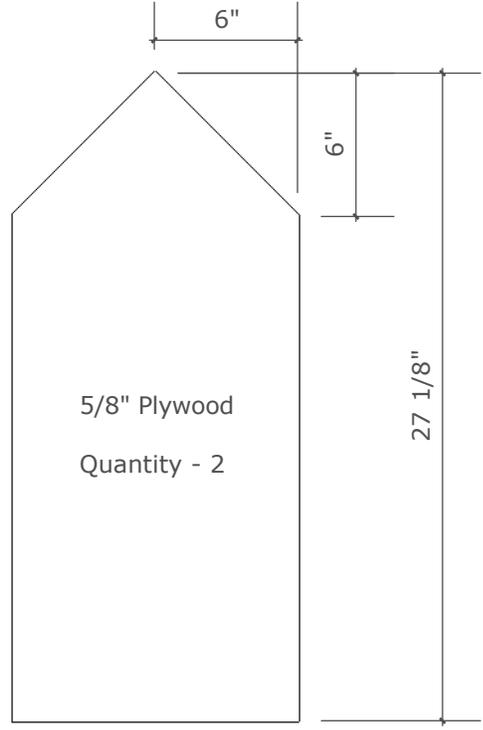
B
03
Right
scale: 1 1/2"=1'

These dimensions are not set in stone. If you want to have two shelves rather than just one, you can do it!



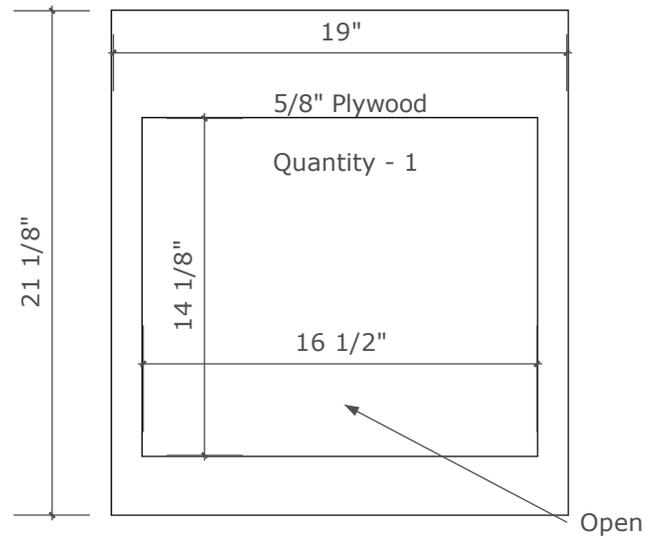


Top
 A
 04
 scale: 1 1/2"=1'

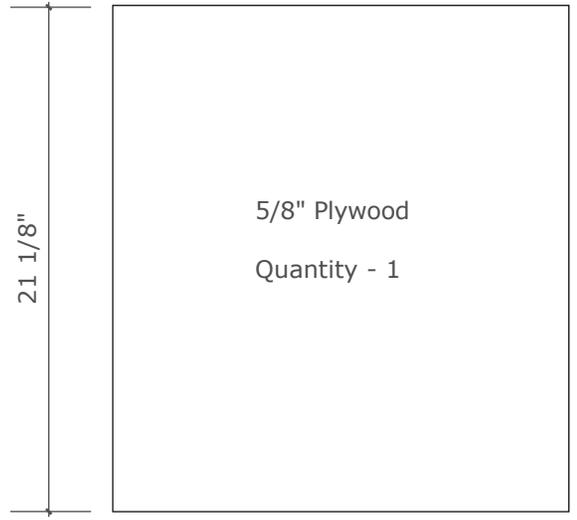


Side
 C
 04
 scale: 1 1/2"=1'

1/4" x 1" solid trim

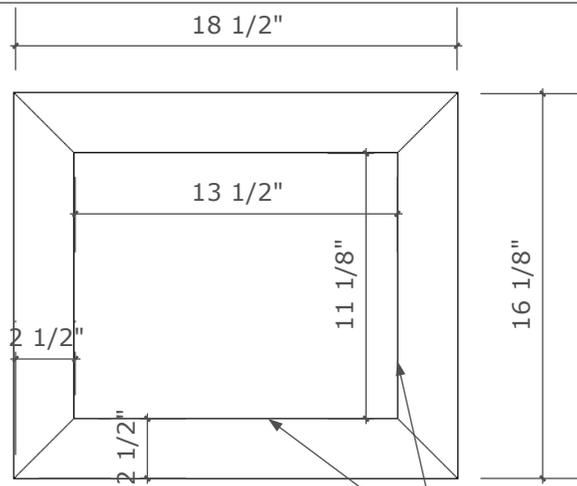


Front
 B
 04
 scale: 1 1/2"=1'



Back
 D
 04
 scale: 1 1/2"=1'



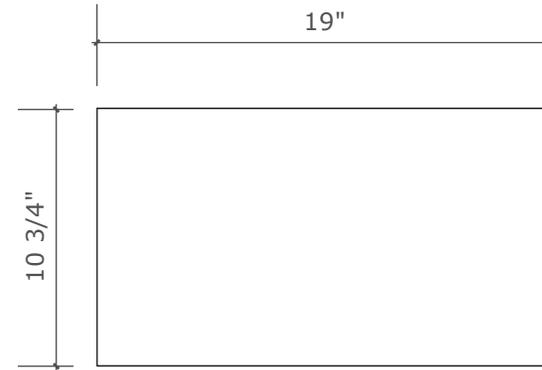


Grooved or rabbited
to accept transparent
plexiglass

Door

scale: 1 1/2"=1'

A
05



Bottom

scale: 1 1/2"=1'

B
05

For technical assistance and tips, see the Neighborhood
Library Builders Guild group on Facebook.

www.facebook.com/pages/Neighborhood-Library-Builders-Guild





LITTLE FREE LIBRARY.ORG™
TAKE A BOOK • RETURN A BOOK

HOW TO SPREAD THE WORD

Practical Tips

Let people see your Little Free Library! The best way to do that is to install the Library in a place where as many people as possible will notice it. They will be curious, look inside and tell their friends and family what they saw. So be sure that they can find very good books from the very first day.

Then what? What else can you do?

Tell your neighbors in person and ask them to tell others. When you meet your neighbors on their daily walk, ask them if they have seen the new Little Library yet. They'll ask you what you mean and you can fill them in.

Have a welcome party, a potluck supper or a picnic. To let everyone know that the Library belongs to the neighborhood, not just you, have several neighbors co-host the gathering. Invite your neighbors a week or two in advance, and be sure to have it at a time when kids and adults can attend. Ask them to bring "A buck and a book" (or more) and join the Give it Forward Team. See if they will bring a little food to share.

Invite people in print. By far the most effective way is to leave a handwritten invitation or flier at the front door of everyone you want to invite. An "evite" with RSVP can work, too, and newsletters (online or print). Emails or Facebook postings can help. But don't rely on just one medium. And don't worry about looking "professional." Remember, friendly faces and friendly places are what these Little Libraries are all about. Sample fliers and other materials are available in the **Tools You Can Use** section of the Little Free Library website.

Share the work: Ask for friends to share the stewardship duties. Recruit help for keeping the Library stocked with good books and well maintained. Help children, youth and adults get involved.

Tell community media—newspapers, TV and radio stations, websites and organizational newsletters. Send them short messages that include your name, Library location, the names of people who can talk about the Library and what they like about it, and how others can participate. Be sure to include the correct website address: www.littlefreelibrary.org

And finally...Get on the map! Take lots of photographs, not only of the Library but also the people around it. Send them with your location and other information on the Official Registration Form you can find on the website.

How Does This Library Work?

This **Little Free Library** offers a way to share good things to read—favorite books from your childhood or books you would recommend to friends; books that teach, intrigue and engage you. All of us can help by keeping this collection stocked with good reading material.

Whose library is this? It belongs to everybody -- neighbors, friends, and people we don't even know yet. Anyone can use it. That's why we want to take care of it.

Take a book. If you see something you would like to read, take it. Look inside and see who gave it; who else has read it.

Share it. Return it to any Little Library or pass it on to a friend.

Give books. Leave notes in them. Be a friend of all libraries by helping any way you can. Pay it Forward!

We support reading for children, literacy for adults, and libraries around the world.



Library Steward

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Library Steward



LITTLE FREE LIBRARY.ORG[®]
TAKE A BOOK • RETURN A BOOK

HOW TO DONATE BOOKS

Practical Tips

Many people ask us where and how to donate books. If you only have a few, the best thing to do is put them in a neighborhood Little Library near you. However, if you have at least one small box full of books, we encourage you to share them with a unique network known as Better World Books (BWB).

Better World Books sells books at affordable prices in order to fund literacy worldwide. They also send quality books to non-profit groups like Invisible Children, Books for Africa, Room to Read in Asia, World Fund in Latin America and National Fund for Family Literacy in the US... and now us!

When we all donate books to BWB, they sort them, sell some online, ship others around the world, and properly recycle the rest. If a book is sold, BWB donates a percentage of their profits back to Little Free Library. You get the pleasure of donating to many deserving people, properly recycling, and supporting good programs

How Do I Get Involved?

Here are four simple steps.

1. Collect the books you want to give. Make sure they fit the Better World Books criteria listed in this article
2. Once you have established that your books meet their requirements, box them up! The size of the boxes doesn't matter as long as no single box exceeds 50lbs.
3. Send an email to mphanson@littlefreelibrary.org, each label is good for one box up to 50 lbs.—free! BWB covers the cost. We will email the label to you so you can print it out.
4. Make sure you include how many shipping labels you need and whether or not you require UPS to pick the books up from your address. If there is a UPS shipping location near you, you may take the books there.
5. Once we receive your email is received, we will mail you as many labels as you need free of charge. We will also notify you when your UPS pick-up date is scheduled. Allow 1-2 weeks for the labels to arrive. Once they do, tape them to your boxes and send them out. Make sure the boxes are closed up with strong shipping tape.

“Each label is good for one box up to 50 lbs.—free! *BWB covers the cost.* You get the pleasure of donating to many deserving people, protecting the environment and supporting good programs.”

That's it! It's that simple!

Which Books to Send

Better World Books welcomes the following:

- Dictionaries and thesauri.
- DVDs and books on CD (must be operable and include original artwork and casing)
- Ex-library copies (do not remove treatments)
- Gently used children's books (especially Newberry & Caldecott winners)
- Hardcover fiction and nonfiction
- Mass market paperbacks (must be in like new condition with copyright 1980 or newer)
- Textbooks (copyright 1998 or newer)
- Trade paperbacks
- Travel books (copyright within last 5 years)
- Antiquarian, rare and collectable (ARC) books.
 - Academic press volumes
 - Antique geographical, political, topographical, or technical maps
 - Critical editions of primary research texts
 - Literary first editions, including modern first editions
 - Books featuring unique plates of illustrations (eg woodcuts, lithographs)
- Technical reference books
- Collection deaccessions, including special, rare, faculty, author/subject specific collections

Please **DO NOT** send the following. Better World Books will not accept them.

- Academic journals or literary criticisms
- Activity books (coloring, crossword, etc.)
- Books published by magazines
- Case law and procedural law books
- Custom course packets
- Directories or telephone books
- Encyclopedia Britannica, World Book, or incomplete sets
- LP records, VHS tapes, cassettes, or CDs
- Open software sets
- Periodicals or magazines (i.e. National Geographic, TV Guides)
- Tax or government documents
- Book club editions
- Harlequin romance novels
- The Modern Library series
- Reader's Digest Condensed
- Marquis Who's Who

DO NOT send any books in the following condition:

- Dirty or moldy
- Water damaged
- Damaged binding or pages
- Missing covers or pages
- Excessive writing, markings, or highlighting
- Cut out library treatments
- Warped (softcover books)

Little Free Library is proud to partner with *Better World Books (BWB)*. As a social enterprise, BWB pays attention to environmental and social impact. They provide free shipping worldwide.

BWB has re-used or recycled more than 80 million pounds of books and raised over \$10 million for global literacy and local libraries. Every book you buy from them or donate to them expands our collective impact—building schools, starting libraries, training teachers and providing scholarships.

Last Updated May, 2013

Little Free Libraries arrive

Tiny weather-protected houses on posts offering books for reading, borrowing and sharing

By Ed DuBois

You are out for a walk, and coming down a residential street, you see a tiny house on a post next to an inviting bench. Inside a little door on the front of the tiny house you find a few books, which you are invited to read for a while if you like.

Maybe you will like the book, and if so, you are welcome to take it home to finish reading it. Maybe when you return the book, you will add a few more to share with other book readers.

No, this is not some fairytale. You can actually find tiny, fairy-size houses on posts in many communities. They are called Little Free Libraries, and they are part of a growing movement that has been showing up across the country and beyond.

A few Little Free Libraries were installed in Buffalo this spring and summer. Just before the school year ended, a Little Free Library was installed in front of Parkside Elementary School. Around the beginning of July, local residents Erin Walsh and Rose Darden hosted dedication ceremonies next to their new Little Free Libraries.

Hot literary movement

The Parkside Community Little Free Library was the result of many people coming together to make it happen, said fourth grade teacher Sharon Herzfeld. She had read in the La Crosse Tribune that these little libraries were the "hottest literacy movement in the world." She added that she wanted Parkside Elementary School to be part of it.

Parkside's speech clinician, JoAnne Marelic, had also advocated earlier in the year for a little library to be built and placed in the front lawn at Parkside.

Marelic and Herzfeld asked Parkside students from kindergarten to fifth grade to submit designs for the little library. Twenty-nine students drew their ideas for what they thought would be a good design.

Ideas were combined

"A panel of teachers could not decide which design was the best, so elements of all that were submitted were combined to create the final product," Herzfeld reported.

Once the layout of the library was determined, Bill Herzfeld, with the help of coworkers Mike and Brandon Baer and Joey Wyszynski, built Parkside's Little Free Library. Parkside's head engineer, Dan Manz, did the preliminary work of getting the stand in the ground so the little library could be mounted.

Parkside kindergarteners helped decide on the color scheme. Many colored the plan designs in bright and vibrant colors using most of the crayons still left in their end-of-the-school-year crayon boxes. As with the design, the submitted color schemes were combined to create the look of the little library.

Parkside ESP (education support professional) and artist Mary Ratdke, along with college student Madison Herzfeld, painted the Little Free Library, which now stands in front of Parkside.

"The Parkside Little Free Library welcomes all in the community to visit it. Books will be available in all genres and to people of all ages," according to Sharon Herzfeld. "Like all Little Free Libraries popping up around the world, the idea is to take a book and return a book. The hope and dream of the new Parkside Little Free Library is that books will be read, shared and loved."

Weather-protected stations

Shortly before the dedication at the Erin Walsh residence, she told us she was completing the building of a Little Free Library for installation in her front yard by the sidewalk.

"These are little weather-protected stations where passersby can stop and choose a free book from a small collection," she explained. "They can also donate a book. These are becoming more popular in the bigger cities. I think I may be the third one in Buffalo, but I am not sure."

The little house Walsh built has a white fence and small flowerpots on the sides.

"I am not a woodworker, but I have really enjoyed figuring out how to make this. My library is registered and will be part of the official network of Little Free Libraries. I am figuring I will appeal to people who work at the courthouse and walk at lunchtime and breaks," she said.

Her place is just west of the courthouse at 208 2nd St. NW. She put a small bench by the library, and also a dog water dish.

On the day of her dedication, she invited friends to enjoy some lemonade and cookies.

List posted online

The registration she mentioned is used by the Little Free Library organization to post a list of little libraries all over the world. You can find the list at littlefreelibrary.org.

Darden, who is known in Buffalo through the Second Hand Rose store, said she used secondhand materials when building her little library. She mentioned the structure was kind of crooked as she got started, and she decided to go with a "crooked little house" theme after looking up the Mother Goose "crooked man" poem.

A rocking chair arm serves as the chimney on her little crooked house, and you can find little fairytale characters on or next to the house.

The little house that Rose built is at the corner of 1st Ave. S. and 2nd St. S., across from Buffalo Lake and just a little north of the "Welcome Home" sign.

Darden said the Little Free Library movement is a great way to share books, and she added that her husband is an avid reader who has many books to share.

Make it the way you want

Walsh said she came upon a Little Free Library while vacationing in Wisconsin. She did a little research to find out more, and the thought occurred to her, "What a neat idea. I can do one."

There is no standard design, she added. You can make your little library any way you like.

Walsh noted that it should be weatherproof to protect the books.

According to littlefreelibrary.org, the nonprofit organization has been growing fast. About 25,000 little libraries were counted in April 2015, and the goal for 2017 is 50,000.

Little Free Library is funded primarily by revenue from the purchase and registration of Little Free Library book exchanges. Little Free Library also seeks donations and contributions from organizations and individuals to expand programs and services.

As the organization continues to grow, you might start seeing Little Free Libraries here and there in the community while out for a walk.

You are welcome to sit down and read a while, or take a book home. Later, you can return the book and maybe even add a book or two.



Paddler's Patch Program

Crow River Organization of Water
311 Brighton Avenue, Suite C Buffalo, MN 55313
763-682-1933, Ext. 3
www.crowriver.org



What is the Paddler's Patch Program?

- A way for people to explore the Crow River and use it as a recreational resource.
- A way to spread awareness about water quality and quantity issues through first hand experiences.
- Inspire fun, adventure, and an appreciation for the outdoors.



How does it work?

- Send CROW either a picture or a story via email or snail mail from your 2 hour (minimum) adventure on the Crow River to receive this patch.

Goals for the Program and the Future

- Give people a way and incentive to explore their surroundings.
- Go one step further... make them care about their surroundings
- Expand program to include North Fork Crow River and South Fork Crow River
- Collaborate with local, regional and state partners for advertising and expansion
- Coordinate with existing programs, such as the Minnesota River
- Outreach within the community.

CROW

Joint Powers

CROW RIVER ORGANIZATION OF WATER

WWW.CROWRIVER.ORG



Paddler Program Application

Name: _____ Date: _____

Address: _____

Email: _____

After the North and South Fork Crow Rivers converge at Rockford, the Crow River flows 24.8 miles to the Mississippi River. The river's course is used to define the boundary between Wright and Hennepin counties.

Send CROW either a picture or a story via email or snail mail from your **2 hour** (minimum) adventure on the Crow River to receive this patch.

* Provided images and stories may be used for promotion of future CROW programming via online and print mediums



Contact Diane Sander or Charlene Brooks at 763-682-1933 x3
diane.sander@mn.nacdnet.net or charlene.brooks@mn.nacdnet.net
311 Brighton Avenue, Buffalo, Mn 55313

Crow River Paddling Journal



What did you hear?



What is your favorite moment?



What did you see?
