



## LIBRARY ADVISORY BOARD AGENDA

LIBRARY GREAT HALL

MONDAY, SEPTEMBER 13,  
2021

6:00 PM

1. Call to Order
2. Approval of the Minutes of the August 9, 2021 meeting
3. Requests to Be Heard  
Citizen comment period (3 minutes per person maximum – sign up in advance).
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
7. Review *Collection Development Policy*  
Please refer to your Policy Manual for the latest version of this policy.
8. Other
9. Next Meeting Date: October 11, 2021, 6:00 p.m., Great Hall, Buckham Library
10. Adjournment



**Minutes of the Monday, August 9, 2021 Meeting  
Library Advisory Board**

Buckham Library Great Hall

**PRESENT:** Travis Davidson (Chair), Jayne Spooner (Vice Chair), Keri Simon, Melissa Kuhl, Nevaeh Weeg, Delane James (Library Director), Amanda Gustafson (Guest)

**CALL TO ORDER:** Travis called the meeting to order at 6:00 p.m.

**APPROVAL OF THE MINUTES:** A motion was made by Keri to approve the minutes of the July 12, 2021 meeting and a second by Jayne. All in favor. The motion carried.

**REQUESTS TO BE HEARD:** Amanda Gustafson attended and voiced her concerns about alternative ways to dispose of books. She brought up several options that she researched such as: working with public programs, having a penny sale, or a library semi-annual book sale. Travis thanked her for her concern and that the Board will do some research on this. Delane recommended that *Collection Development Policy* be placed on the next Library Advisory Board agenda and be reviewed by the Board in September.

**DIRECTOR'S REPORT:** Library Director, Delane James reported on the following:

- City Council Members responded positively to the fine free discussion at their July 20<sup>th</sup> Work Session. Jayne Spooner and Kathy Sandberg attended and provided support to the presentation. The library will become fine free on January 1, 2022 and staff will be preparing for this change.
- Margot Barry, a St. Kate's Master of Library and Information Science Candidate, will conduct a marketing audit for the library as a semester-long independent study beginning in September. At the end of the study, the library will receive a final report, including data collected, analysis of SWOT results and recommendations. The timing of this study works well as one of the library's tasks for 2022 is to create a new strategic plan.
- Construction on the sidewalk and parking lot are finished. The sidewalk was closed to re-route the drain spouts to the storm sewer system. This will prevent ice buildup and slippery conditions near the entrance during winter months. Patrons entered the library through the community center and the connecting hallway. During the two days new asphalt was applied to the community center and the library parking lots, patrons accessed both facilities through Buckham West's entrance.
- Delane gave the library's annual funding request presentation to the Rice County Commissioners at their Committee of the Whole meeting on August 3<sup>rd</sup>. The library is requesting a 3% increase for 2022. The presentation was well received.
- Night to Unite was held on August 3<sup>rd</sup> at Buckham Center. The library provided music by *Relativity* for the event.
- Delane is working with Jeff Lang from the Engineering Department to install a concrete bike pad in on the right side of the sidewalk near the entrance of the library.
- The final four story walk pedestals will be installed on Central Avenue in the coming weeks. There was enough money from the grant that funded the story walk to be able to change the story every month for about 5 years.

**TEEN ADVISORY BOARD REPORT:** Nevaeh reported that TAB welcomed two new members. They discussed the Faribault Reads project, the Harry Potter Take-N-Make, the Summer Library Program, and the Friends Plaza Dedication. Also, everyone was excited about the new upcoming Dungeons & Dragons program starting in September.

**SELCO REPORT:** Jayne was not able to attend the SELCO Board meeting due to illness but she reported that there was discussion at that meeting about changing up the sub-committees to encourage new participants.

**LIBRARY PLAZA UPDATE:**

- The Friends' will be donating the additional \$24,100 needed to cover the cost of the coating that will be applied to the concrete. The architect worked with the contractor to find a good match to the existing coating on the old entrance steps.
- Once the coating is applied, the lighting, railing and sod will be installed.
- Furniture has been ordered and the expected delivery is in October.
- Concern was expressed at the Friends meeting about the truncated dome warning strips as not being enough protection on the social seats. Delane is consulting with the City's Engineering and Building Code personnel for guidance.
- The Friends Plaza Celebration/Dedication will be on August 22<sup>nd</sup> from noon to 3:00 pm. There will be food for purchase and free cookies and water. Entertainment will be provided by a steel drum band and a bluegrass band.

**2022 BUDGET PROCESS UPDATE**

- The final levies for 2022 will be approved by Rice County and the City of Faribault on December 14<sup>th</sup>. Delane will keep the Board informed as budget work sessions continue.

**FINE FREE DISCUSSION:** The Fine Free implementation will be starting soon. Staff are planning to do some marketing to get the word out to everyone. The library will be working with SELCO to make sure that everything is in place and all the previous fines will be deleted from patrons' records starting January 1, 2022.

**OTHER:** Delane provided each member with an updated Implementation Plan. The new *Mobile Hotspot Lending Policy* was also distributed.

**NEXT MEETING DATE:** Monday, September 13th, 2021, at 6:00 p.m. in person in the Great Hall.

**ADJOURNMENT:** At 6:33 p.m. meeting adjourned.

Respectfully submitted,  
Linda Hanson, Library Technician



**Buckham Memorial Library**  
**COLLECTION DEVELOPMENT AND MAINTENANCE POLICY**  
*See also the Buckham Memorial Library's policies on **Gifts/Donations***

- I. SELECTION OF MATERIALS**
- II. DESELECTION OF MATERIALS**
- III. REQUESTS FOR RECONSIDERATION OF MATERIALS**
- IV. APPENDIX: LIBRARY BILL OF RIGHTS**

**I. SELECTION OF MATERIALS**

The Buckham Memorial Library strives to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning, and love of reading.

Functions of the Library:

- acquire, organize, and provide books and other relevant materials
- ensure access to information resources throughout the nation and around the world
- serve our public with expert and caring assistance
- reach out to all members of our community

A place for culture, education, and recreation, Buckham Memorial Library is delighted to serve as a welcoming place and gathering point for the community. The Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects.

**SELECTION RESPONSIBILITY AND BUDGET**

Selection and purchase of library materials rests with the Library director, who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

Before the beginning of each budget year, the director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult and children's fiction, nonfiction, reference, periodicals, audiovisual materials, etc.). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

**TYPES OF MATERIALS ACQUIRED**

Materials will be selected based on positive reviews in professional journals and/or actual examination and evaluation of materials. Popular demand (bestsellers, school bibliographies, local interest) may also be used as the criterion for selection. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the

community for items to be considered for purchase are welcomed and encouraged, but all materials must meet selection criteria.

The Buckham Memorial Library does not attempt to acquire textbooks that support local curricula, but may acquire general textbooks (e.g., math or language guides, ACT or SAT study guides, etc.) for use by the public. Multiple copies of popular books (e.g., bestsellers) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, audiovisual, magazines, electronic resources, digital material, online resources, etc.). Generally, only one copy of materials in non-print formats (DVD, CD, e-book, etc.) will be purchased unless long-term high demand is anticipated. Audiovisual materials will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the Library may choose not to select it if its format is not durable enough to withstand repeated circulation, or if it would require excessive staff time to maintain.

The Buckham Memorial Library strives to have a collection that reflects the diversity of the population it serves. To that end, part of the collection development budget will be allocated to purchase materials in the preferred language of residents who are not native speakers of English. Non-English materials considered for purchase will be evaluated as much as possible under the same guidelines and policies used for English-language materials. Citizen recommendations are always welcome and appreciated.

Objections to items in the collection should be made in writing to the Library director. (See the Buckham Memorial Library's *Requests for Reconsideration of Materials Policy*.) Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's Deselection of Materials policy (below).

## **II. DESELECTION OF MATERIALS**

Materials that no longer fit the stated service roles of the Library will be withdrawn from the collection. This may include materials that contain obsolete information or are no longer used. Damaged materials (especially water-damaged materials) will be withdrawn for reasons of usability and hygiene. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library director or designated staff. When necessary, local specialists may be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or transfer to the Library's used book sale, but no items may be sold or given directly to individuals or groups. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the Library director.

### III. REQUESTS FOR RECONSIDERATION OF MATERIALS

The Buckham Memorial Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the Library in the ongoing process of collection development and maintenance.

The Buckham Memorial Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects. Individuals may take issue with Library materials that do not support their tastes and views; however, no one person or group of individuals has the right to tell others what they can or cannot read or view. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a written *Request for Reconsideration of Materials* form may be submitted to the Library director. Copies of the form are available at the Reference Desk. If a patron's concern is not resolved through contact with the Library director, the patron may then submit the *Request for Reconsideration of Materials* form to the Library Advisory Board for a final ruling.

The Buckham Memorial Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the Library's collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Rice County and hold a valid borrower's card. The Library director will respond to the patron's request for reconsideration in writing within thirty (30) days of receipt. The response will indicate the action to be taken and reasons for the action. An item will only be evaluated for reconsideration once in a twelve-month period.

*Originally Approved by the Library Advisory Board, 2/2001  
Revised and adopted 1/2019*

## REQUEST FOR RECONSIDERATION OF MATERIALS

*Return this form to the attention of the Library director.*

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_ PUB. DATE: \_\_\_\_\_

TYPE OF MATERIAL: \_\_\_\_\_ Book \_\_\_\_\_ Magazine \_\_\_\_\_ CD  
\_\_\_\_\_ Video/DVD \_\_\_\_\_ Book on Tape or CD \_\_\_\_\_ Other (specify): \_\_\_\_\_

### REQUEST INITIATED BY:

Patron Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Are you representing yourself or your organization? \_\_\_\_\_ Myself \_\_\_\_\_ Organization

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ LIBRARY CARD #: \_\_\_\_\_

1. Specifically, to what do you object? Please cite specific pages, scenes, etc. Continue on a separate sheet of paper if necessary and attach.
2. Did you read the entire book (or listen to/view the entire item)?
3. What do you feel might be the result of reading, hearing, or seeing this material?
4. Is there anything you like about this material?
5. Have you read or seen professional reviews of this item? Please attach copies if available.
6. What alternative item do you recommend that provides adequate information on the subject?

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.