



## LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, JULY 11, 2022

6:00 PM

1. Call to Order
2. Approval of the Minutes of the June 13, 2022 meeting
3. Requests to Be Heard  
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. [djames@ci.faribault.mn.us](mailto:djames@ci.faribault.mn.us) / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report  
Jayne Spooner - SELCO Board member update  
Micki O'Flynn - SELCO Foundation
7. Bequest Discussion
8. Budget Update
9. Strategic Planning Discussion
10. Other
11. Next Meeting Date: August 8, 2022, 6:00 p.m., Buckham Library Great Hall, 2nd Floor
12. Adjournment



**Minutes of the Monday, June 13, 2022 Meeting  
Library Advisory Board**

Buckham Library Great Hall

**PRESENT:** Melissa Kuhl (Vice Chair), Jayne Spooner (Chair), Travis Davidson, Keri Simon, Nevaeh Weeg, Gordon Liu, Delane James (Director), Paula Hildebrandt (Library Receptionist)

**CALL TO ORDER:** Melissa called the meeting to order at 6:00 p.m. as Jayne had not yet arrived.

**APPROVAL OF THE MINUTES:** The minutes of the April 11, 2022, meeting were approved as written following a motion by Keri and a second by Gordon. All in favor. Motion carried.

**REQUESTS TO BE HEARD:** None

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

- Marcy Irby passed away on April 15, 2022. Marcy was a long-time board member and served the library in a variety of ways for over 20 years. Delane sent a card to Marcy's husband, Bob.
- In collaboration with the MN DNR, Buckham Library has been given 3, 7-day State Park passes that are available for checkout by our patrons. The available passes are on the Adventure Board display.
- The library will receive \$1,000 from the Rice County United Way to be used toward the purchase of the book bike. Delane is working with a graphic designer to have a wrap made for the box. The maiden voyage for the book bike will be on June 24 for the first summer program in Central Park. Bob & Caitlyn will take turns taking the bike out.
- On April 22, Librarians Allyn, Deni, and Delane participated in the MLA Public Library Division Day webinar. The focus was on self-care and mental well-being for library workers.
- Most of the Board Members took part in the weCreate Tour at Shattuck-St. Mary's School on May 9.
- The City Council is amenable to the idea of building a new community center. Funding could come from a sales tax that may start being collected in 2024 if approved by voters.
- Bike to the Library Week was May 16-21. Participants were given a metal water bottle.
- June 1 was the kick-off for the Summer Reading Program. At this time, Delane doesn't have numbers of sign-ups to report. Thanks again to the Friends of the Library for sponsoring this program.
- A woodwind quartet, Chione, presented a story time concert in the Great Hall on June 2 with about 50 participants. This program was very well received.
- All Friday summer reading programs in the park will be ASL interpreted.
- The Federal department that manages E-Rate is offering emergency connectivity grants to libraries and schools to provide hotspots, iPads, and Chrome Books with Wi-Fi connectivity for a 12-month period. Delane is working with T-Mobile through SELCO on applying for this grant.
- The library now has 34 Adventure Kits, all listed in our library catalog.
- Caitlyn, Bob, Deni and Delane participated in an online Mental Health First Aide training through St. Kate's Library School that focused on helping people seek care as well as self-care for first aiders.
- The maintenance projects of exterior cleaning of the library and repair of the front steps are in a holding pattern due to supply issues with the stone vendor. The roof project is close to completion—metal flashing needs to be added as well as the hook-up of the HVAC system for the Great Hall. All sky lights are on back order.

- The plaza furniture has been installed and people are very excited. Some marker and paint vandalism has already been done. Melissa suggested putting up a sign to say that this area is under surveillance by cameras to possibly deter future vandalism. The Friends are fundraising for shade structures.
- The City Council is in the process of budgeting. Delane is not asking for any changes in our fees as we just went fine free, but is requesting \$2 per hour salary increases for the 13 hour per week positions. Pages would then get \$13 per hour and circulation aides would get \$15. She will also be asking for an increase in the materials budget, especially for books. Delane reviewed the capital improvements that will need to be made through 2029, including, library furniture replacement (2026), modernization of the elevator to keep up to code (2026), replacement of lower level storm windows (2027), cleaning and restoration of the murals (2027), possible security gate replacement (2027), interior lighting, updating of the self-check system (2028), and new library flooring (2029). The most immediate change will be the addition of the drive through book drop in 2023. Keri mentioned the need for restroom updating.
- The operational budget is due in 2 weeks.

**TEEN ADVISORY BOARD REPORT:** Nevaeh reported that TAB didn't meet in Deni's absence.

**SELCO REPORT:** Jayne had nothing new to report. Delane said that she transferred \$12,000 on May 3, 2022.

**UNITED WAY AGREEMENT:** Delane sent out a copy of the agreement that funding recipients need to sign via email. The agreement indicates ways in which the library needs to give back to the community as a recipient. Delane plans to have the United Way Logo put on the book bike. Keri made a motion to approve the signing of the agreement with the United Way as written; Travis seconded. All in favor. Motion carried.

**WECREATE CENTER TOUR DEBRIEF:** Delane did a slide presentation reviewing the tour and then asked for any feedback. Board Members listed the following as things to consider: having an experienced person in residence for the makerspace activities; permanent rooms vs. rooms that can be changed out; process to request materials for a project; staffing, possible partnership with community education and other local business entities.

**BEQUEST DISCUSSION:** Delane asked input/direction from the Board for her report to the City Council at their first work session in July, essentially what are they wanting to do with these funds. Following a discussion, the consensus at this time is to try to invest these funds at the highest possible interest rate as we wait to see what will happen with the Community Center. The Board is interested in utilizing some of the Community Center space for a makerspace and also wants to make sure that funds are available to keep our current library well maintained and updated as well as saving some of the bequest.

**OTHER:** None

**NEXT MEETING DATE:** Monday, July 11, 2022, at 6:00 p.m. in the Great Hall, Buckham Library.

**ADJOURNMENT:** The meeting was adjourned at 7:30 p.m. following a motion by Jayne; Keri seconded. All in favor. Motion carried.

Respectfully submitted,  
Paula Hildebrandt, Library Receptionist

# CRANDALL BEQUEST UPDATE

July 19, 2022

# Crandall Bequest Planning to Date



**Library Board and Staff brainstormed ideas**



**Toured weCreate Center at Shattuck**



**Investigating potential partnerships**

# Ideas

- **Upgraded Makerspace**
- Incubator space
- **Space for social services providers**
- Solar panels and eco-friendly upgrades
- **AV recording studio**
- More projection and updated sound in meeting rooms (Great Hall)
- **Upgrade children and youth areas**
- Free transportation to the library
- **ASL training for staff to encourage our large hearing-impaired people to come to library**
- Sensory rooms
- **Slide**



# Tour of the weCreate Center



# Partnership Opportunity

**Project: Cultivate** is conceptualized as a network of physical hubs for entrepreneurship and economic development, with a specific focus on underserved entrepreneurs and culturally-inspired startups. The goal is a replicable framework to empower local economic development organizations to more intentionally address inequities in entrepreneurship and business development.

# Benefits of Partnering with Project: Cultivate

- **If the initial planning grant is funded, it may allow the library to conduct needs and feasibility studies.**
- Depending on the results of these studies, the library may apply for a construction grant.
- **Would assist the library in creating a structure to help staff a new makerspace/incubator.**
- Could create exciting opportunities for entrepreneurs and makers in our community

# Library Advisory Board Recommendations:

- **Save the Crandall Bequest Funds until plans for a new Community Center are in place**
- Partner with Project: Cultivate
- **Use 1/3 of Bequest Funds to equipment makerspace/incubator in former Community Center Space**
- Use 1/3 of Bequest Funds to make upgrades to current library space
- **Save 1/3 of the Bequest Funds**

**Questions? Comments? Feedback...**

**Thank you!**

**Project: Cultivate** is conceptualized as a network of physical hubs for entrepreneurship and economic development, with a specific focus on underserved entrepreneurs and culturally-inspired startups. The goal is a replicable framework to empower local economic development organizations to more intentionally address inequities in entrepreneurship and business development.

**The problem:** underserved and underestimated entrepreneurs, often from marginalized communities, face numerous challenges that inhibit startup success. Existing solutions (coaching, mentoring, consulting, and technical assistance) often fall short when a cultural gap exists between entrepreneurs and subject matter experts.

**The solution:** a network of innovation hubs, customized to address localized needs, that supports ALL entrepreneurs while structurally addressing equity and culture through wraparound support and programming.

This concept serves as a starting point. As additional data is collected, our goal is to 1) identify barriers to entrepreneurship that disproportionately affect underserved communities, and 2) devise strategic and synergistic solutions to address and overcome these barriers.

**The next steps:** our next step in development is centered on an initial pilot location. Foundational elements of this framework and the various infrastructure and programming components all have demonstrated success in other settings and applications. The purpose of Project: Cultivate is to bring these concepts together in an effort to best serve underrepresented communities and entrepreneurs.

**The development team:** this conceptualized framework was developed as a collaboration between LAUNCHKIT, Hourglass Consulting Co., and InnoNative Consulting Group.



# What does this look like?

Physically, we envision a network of modern, modular, multi-use, multi-industry subscription-based shared workspaces that includes both “back end” office space and “front end” commercial space.

Back End	Front End
<p><b>Open-Office Coworking Space</b> A large zone-based coworking space with private offices, dedicated desks, and common spaces to support service-based and back-end business needs.</p>	<p><b>Meeting and Presentation Rooms</b> Reservable community meeting and workshop rooms.</p>
<p><b>Multi-Station Commercial Kitchen</b> Multiple reservable commercial kitchen stations designed to support small food-based businesses.</p>	<p><b>Retail Space</b> Shared retail space, managed by Project: Cultivate staff, to help reduce cost of sales for Project: Cultivate clients.</p>
<p><b>Culturally-Oriented Makerspace</b> A crafting studio with shared tools and equipment, designed to support crafters and creators.</p>	
<p><b>Warehouse and Storage</b> A shared resource to help entrepreneurs better manage and maintain small quantities of inventory with lower costs.</p>	
<p><b>Media Studio</b> A reservable studio to assist with media and marketing.</p>	<p><b>Advocacy and Awareness Center</b> A combination museum and information center to support nonprofit and social enterprises in their mission-driven work.</p>

## What does this look like? (cont.)

Programmatically, we envision a complementary set of initiatives to holistically support underserved and under-resourced entrepreneurs. Where possible, flexible payment options, including financial discounts for in-kind professional service contributions, are available. Some potential programs include:

Program	Description
<b>Residency Accelerator Program</b>	New entrepreneurs in specific fields (media production, financial services, mental health, web development, etc.) can apply for a six-month Residency and provide professional services to Project: Cultivate participants. Residents receive discounted office space in exchange for discounted rates and can begin to build a client portfolio.
<b>BIPOC Chamber of Commerce</b>	A dedicated Chamber of Commerce for Black, Indigenous, and People of Color to help support and advocate for BIPOC entrepreneurs.
<b>Incubator</b>	Early-stage fee-based training and business development programming.
<b>Accelerator</b>	Rapid guided six-month business growth sprint.
<b>Wrap Around Support</b>	In collaboration with local partners, we envision a community school model where childcare, health care, and other essential services can be delivered on-site to entrepreneurs and their families.
<b>In-House Translation and Interpretation</b>	A potential earned income mechanism that not only leverages the linguistic assets of culturally diverse participants but also helps increase English language proficiency for language learners. Available at a discount for Project: Cultivate clients or sans discount for the general public.

## What does this look like? (cont.)

Lastly, this innovation hub model offers several event-based opportunities.

Event	Description
<b>LAUNCH-a-thon</b>	Based on the Hackathon model, this event (powered by the LAUNCHKIT platform) is a 24-36 hour sprint from ideation to launch.
<b>Speed Pitching</b>	Based on the speed dating model, this event helps entrepreneurs refine their pitch through a fast-paced series of pitching opportunities and more efficiently introduces startups to potential investors.
<b>Office Hours</b>	Based on the Ask Me Anything model, this event is a user-directed technical assistance workshop. Participants spend an initial 15-30 minutes identifying pressing business challenges and questions, which are organized and addressed by a team of experts.
<b>Pitch Competition</b>	A more traditional pitch event paired with cash prizes and incentives to not only build a community around entrepreneurship but also present opportunities to practice and develop pitching skills.
<b>Youth/Young Adult Summer Startup Challenge</b>	A youth entrepreneurship event designed to accelerate youth-led business concepts over an eight-week period. This program can be designed to complement local educational standards and curricula.
<b>Featured Speakers and Workshops</b>	Professional development and networking events that support continued learning and growth.