



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, DECEMBER 12, 2022

6:00 PM

1. Call to Order
2. Approval of the Minutes of the September 12, 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 / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
Micki O'Flynn - SELCO Foundation
7. Friends of Buckham Memorial Library Plaza Discussion
8. Bequest Discussion - Review **Draft Crandall Estate Fund of Buckham Memorial Library Investment and Spending Policy**
9. Strategic Planning Discussion - Review **Draft 2023-2025 Strategic Plan** and **Draft 2023-2025 Implementation Plan**
10. Other
11. Next Meeting Date: January 9, 2023 6:00 p.m., Great Hall, 2nd Floor
12. Adjournment



**Minutes of the Monday, September 12, 2022 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner, (Chair), Melissa Kuhl (Vice Chair), Travis Davidson, Gordon Liu, Crystal Bauer, Keri Simon, Nevaeh Weeg, Delane James (Library Director), Linda Hanson (Library Technician)

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

APPROVAL OF THE MINUTES: A motion was made by Crystal to approve the minutes of the August 8, 2022 meeting and a second by Travis. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- A brochure has been made highlighting the programs that the library offers and is available throughout the library.
- Last day of SRP was August 27th. We had 831 registered which was 549 more than 2021. 225 kids completed the program, 50 more than last year.
- Library is a distributor of COVID test kits which were donated by the Rice County Public Health. These kits are for ages 2 and up. The first day the kits were available, 54 kits were given away.
- A quote for the renovation of the balusters for the old entry steps will be brought to the City Council for approval on September 13th. If the weather does not permit the work to be completed this year, the funds will be carried over into 2023 to complete the work in the spring.
- On September 7th Delane attended an ALA Sensory Inclusion for Libraries webinar. The webinar shared information about sensory bags and a space in the library that could be set aside for a quiet place for people with sensory needs to take a break.
- First grade visits are coming back to the library and will start up again in October.
- Rice County Commissioner Galen Malecha requested that the Commissioners tour each of the Rice County Libraries. A tour for Buckham Library is scheduled for January 17, 2023.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that at the TAB meeting they talked about the new brochures, upcoming programs and the 3D printing class.

SELCO REPORT: Jayne had nothing new to report. Micki reported that the first \$12,000 went into a CD for 60 months. The Board will leave the rest of the Sandra Thomas Estate money in the SELCO Foundation savings account for now according to the August 2022 meeting. Micki suggested that the Board may want to consider partnering with the Friends on shade structures for the Plaza.

BEQUEST DISCUSSION:

- Two more checks came in from the bequest, one for \$238,812.06 and a second for \$1,403.85. That brings the total bequest to \$2,940,215.91.

- Delane is working on an investment and spending policy for the Crandall Estate Fund and will bring it to the Board in November for review.
- Delane will work with the City's Finance Director and Attorney on the policy and make sure the policy is clear that the money is not used for operational budgetary and CIP items.
- The Board would like to visit the Cannon Valley Makers with Chris Willock in Dundas as well as other makerspace/incubator facilities.

STRATEGIC PLANNING DISCUSSION: SELCO Executive Director Krista Ross will be here on October 10th to facilitate the Strategic Plan Workshop. The workshop will start at 5:00 p.m. and will include a light meal. The Library Advisory Board, the Friends of the Buckham Library Board, Administrator Tim Murray and other staff will be invited to participate. Krista will use the data from the needs assessment that SELCO facilitated and the marketing study to help guide the discussion. She will also be here on October 19th to facilitate a planning workshop for the library staff. Friends of the Library Board will be having their own Strategic Plan Workshop on January 14, 2023. The Friends intend that their new strategic plan will build on the library's plan.

LONG-TERM MEETING ROOM REQUEST: Kaleidoscope has requested use of the Great Hall on Thursday afternoons during the school year. Gordon recused himself from this vote as he has a conflict of interest. Travis made a motion to accept the long-term meeting room request by Kaleidoscope and a second by Keri. All in favor. The motion carried.

OTHER: Mikki asked about the status of libraries around the country being shut down, people demanding books be taken off the shelves and libraries' liability insurances being revoked.

NEXT MEETING DATE: Monday, November 14, 2022, at 6:00 p.m., Great Hall, 2nd Floor

ADJOURNMENT: Meeting adjourned at 6:51 p.m.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

Crandall Estate Fund of Buckham Memorial Library Investment and Spending Policy

PURPOSE

The purpose of this policy is to establish guidelines for investing and spending the Crandall Estate Fund of Buckham Memorial Library in a manner that allows the fund to be used to support the Library's values, mission and vision.

CRANDALL ESTATE FUND OBJECTIVES

The objectives of the Crandall Estate Fund are to preserve the value of the assets of the Fund, provide a stable source of income to support the Library's aspirational needs, achieve long-term growth of the Fund in accordance with the direction from the Library Advisory Board and approval from the City Council as appropriate and to incur costs appropriate and reasonable to the abovementioned.

FUND AUTHORITY

The Library Advisory Board with the approval from the City Council will retain overall responsibility for maintaining and implementing this policy. A Finance Committee of the Library Advisory Board, authorized by the Board, shall be comprised of the Board Chair, the Library Director, and two Board members at large.

The Committee shall identify, implement and monitor an investment and expenditure strategy for the Fund consistent with this policy and appropriate to the aspirational and long-term needs of the Library, considering recommendations from the City of Faribault's Finance Director and other relevant factors such as economic conditions, expected income return, budget-to-actual projections, budgeted distribution, and preservation of the Fund.

The Finance Committee shall:

- Work alongside the Finance Director who will directly manage the Fund assets;
- At least semi-annually, review the investment portfolios of the Fund's assets, including a review of asset allocation and return;
- At least annually, meet with the Finance Director to review investment strategy and portfolio performance;
- Determine the allocation of Fund assets;
- Work with the Library Advisory Board and the Library Director to recommend appropriate amounts of withdrawals from the Fund to meet the supplemental needs of the Library as described in *Spending Objectives & Strategies* of this policy;
- Present reports to the Library Advisory Board at least semi-annually, providing an overview of investment strategy, asset allocation, and return.

INVESTMENT OBJECTIVES & STRATEGY

Fund assets may be invested in fixed income instruments at the discretion of the Library Advisory Board with assistance from the Library Director and Finance Director. Three sub funds will be created from the total original gift from the Crandall Estate and shall be set up as follows:

1. Permanent Endowment Sub Fund
 - a. Thirty-three percent (33%) of the total original gift from the Crandall Estate Fund of Buckham Memorial Library will become permanently endowed funds intended to be “generation neutral” – both a resource to benefit *present* users of the Library and a permanent fund that will be available to benefit *future* Library users.
2. Library Upgrade Sub Fund
 - a. Thirty-three percent (33%) of the total original gift will be used to upgrade the current library space. These upgrades will be will be directed by the Library Advisory Board with approval from City Council.
3. Makerspace Incubator Sub Fund
 - a. Thirty-three percent (33%) of the total original gift will be used to equip, but not construct, a makerspace incubator in what is currently the City of Faribault’s Community Center should a new community center be constructed.

If a new community center is not constructed, this final 33% of the total original gift will be equally divided between the Permanent Endowment Sub Fund and the Library Upgrade Sub Fund.

While the sub funds may be invested in common portfolios, the Permanent Endowment Sub Fund, the Library Upgrade Sub Fund and the Makerspace Incubator Sub Fund will be accounted for separately, sharing in the investment earnings and current value of the Crandall Estate Fund based on their respective percentages of the Fund’s total value.

SPENDING OBJECTIVES & STRATEGIES

Distributions from the Crandall Estate Fund shall be made to meet the supplemental needs of the Library and to fulfill its mission, but in an amount that permits the Permanent Endowment Sub Fund to be maintained over the long term.

It is the Library’s objective to distribute annually up to five percent (5%) of a trailing twelve-quarter average of the Permanent Endowment Sub Fund, as measured by the balance at the end of each of the proceeding twelve quarters, of the Permanent Endowment Sub Fund’s total fair market asset value. If approved by the Library Advisory Board, a distribution from the Permanent Endowment Sub Fund in excess of the five percent (5%) amount may be made in a year where necessary to meet unusual expenses.

Distributions from the Library Upgrade Sub Fund and the Makerspace Incubator Sub Fund will be made in accordance with the direction of the Library Advisory Board with approval from City Council.

ANNUAL BUDGET

The Library Director shall develop a Crandall Estate Fund Expenditure Budget and shall annually present it to the Library Advisory Board for adoption at the Board's June meeting for the following calendar budget year. All expenditures from the Fund must be made in accordance with the adopted Crandall Estate Fund Expenditure Budget unless otherwise specifically authorized by the Library Advisory Board.

-Draft November 21, 2022

DRAFT

Implementation Plan
Buckham Memorial Library Strategic Plan 2023 - 2025

Focus Areas & Goals	Objectives	Implementation Tasks	Timeframe	Lead
Focus Area: Mission, Vision and Core Values Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community	1. Review current mission statement to reflect the needs of the community	a) Convene a group of appropriate stakeholders to review the current mission statement and proposed any needed revisions	2023	Library Board Chair, Library Director
		b) Work with library board and city council to approve mission statement	2023	Library Advisory Board, Library Director
		c) Incorporate mission statement into library documents, practices, etc.	2023	Librarians
	2. Create a vision statement to guide the library's future	a) Convene a group of appropriate stakeholders to create a vision statement for the library	2024	Library Board Chair, Library Director
		b) Work with library board and city council to approve vision statement	2024	Library Advisosy Board, Library Director
		c) Incorporate vision statement into library documents, practices, etc.	2024	Librarians
	3. Articulate the core values that represent the library's priorities and deeply held beliefs	a) Convene a group of appropriate stakeholders to create a list of core values for the library	2023	Library Board Chair, Library Director
		b) Work with library board and city council to approve the library's core values	2023	Library Advisory Board, Library Director
		c) Incorporate core values into library documents, practices, etc.	2023	Librarians
Focus Area: Outreach and Partnerships Goal: The Library is embedded in community activities	1. Build partnerships within the community to maximize impact	a) Coordinate services with other community partners	2023-2025	Librarians
		b) Explore partnering with state, county and city social service agencies to provide the library as a location for interactions with their clients	2023-2025	Librarians

	2. Provide library services outside of the library building	a) Determine which community events, celebrations, etc. in which the library could participate	2023-2025	Librarians
		b) Expand making library materials available at multiple locations throughout the community using the Buckham Book Bike	2024	Librarians
		c) Explore expanding library programming to various locations throughout the community	2024	Children's Librarian and Public Services Librarian
	3. Create a dynamic communication and engagement plan	a) Evaluate existing communication efforts	2023	Library Director
		b) Determine communication goals and objectives	2024	Librarians
		c) Determine engagement goals and objective	2024	Librarians
		d) Create outcomes for communication and engagement	2024	Librarians
Focus Area: Infrastructure				
Goal: Community goals and needs are reflected in the building and staff	1. Explore the creation of a makerspace	a) Conduct research to determine the demographics of likely "makers" and maker programs/equipment of interest	2024	Library Advisory Board, Library Director
		b) Visit and research other library makerspaces in Minnesota	2023 & 2024	Library Advisory Board
		c) Create a concept plan for the makerspace that addresses space, funding, policies, programs/equipment offered and potential community partnerships	2024	Library Advisory Board, Library Director
	2. Develop a plan to update the library's virtual presence	a) Conduct an audit of the library's virtual presence from the user's point of view	2024	Library Director
		b) Research best practices for library websites	2025	Library Director
		c) Research best practices for library online catalogs	2025	Library Director with assistance from SELCO
	3. Create a sense of welcoming in the library space both indoors and outdoors	a) Engage a consultant to conduct a usability audit and create a usability plan	2024	Library Director

		b) Implement usability plan	2025	Library Director
Focus Area: Collections and Programs				
Goal: The community has access to resources that engage, inform and entertain them				
	1. Provide opportunities for community members to interact with each other	a) Explore ways for the library to host community member-led groups and activities	2025	Librarians
		b) Create a series of community conversations on topics relevant to the community	2024	Librarians
		c) Curate exhibitions or displays of arts or crafts by local artists	2025	Librarians
	2. Expand and highlight diversity in the collections	a) Conduct a diversity audit of the library collection	2024	Children's Librarians & Public Services Librarian
		b) Explore ways to bring attention to various sections of the library collection	2025	Librarian Staff
		c) Create a plan to increase availability of e-content	2023	Library Director
	3. Build a platform of inclusive programming	a) Evaluate current programming schedule	2023	Children's Librarian & Public Services Librarian
		b) Expand intergenerational program offerings	2024	Librarians
		c) Explore ways to use the Library Plaza for programming	2023	Librarians

Buckham Memorial Library Strategic Plan 2023-2025

Focus Area: Mission, Vision and Core Values

Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community

Objectives:

1. Review current mission statement to reflect the needs of the community
2. Create a vision statement to guide the library's future
3. Articulate the core values that represent the library's priorities and deeply held beliefs

Focus Area: Outreach and Partnerships

Goal: The Library is embedded in community activities

Objectives:

1. Build partnerships within the community to maximize impact
2. Provide library services outside of the library building
3. Create a dynamic communication and engagement plan

Focus Area: Infrastructure

Goal: Community goals and needs are reflected in the building and staff.

Objectives:

1. Explore the creation of a makerspace
2. Develop a plan to update library's virtual presence
3. Create a sense of welcoming in the library space both indoors and outdoors

Focus Area: Collections and Programs

Goal: The community has access to resources that engage, inform and entertain them.

Objectives:

1. Provide opportunities for community members to interact with each other
2. Expand and highlight diversity in the collections
3. Build a platform of inclusive programming