



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, FEBRUARY 13, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes of the January 9, 2023 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
7. Friends of Buckham Memorial Library Update
8. Policy Review: *Internet and Wireless Access Policies*. Please see attached for proposed changes to these policies
9. Library Donations Fund Discussion
 Appoint Member At Large for the Library Donations Fund Committee
 Discussion Committee Logistics
 Celebration and Plaque to honor Robert Crandell
10. Strategic Planning Discussion
 Begin working on mission statement and core values
11. Other
12. Next Meeting Date: March 13, 2023, 6:00 p.m., Great Hall, 2nd Floor
13. Adjournment



**Minutes of the Monday, January 9th, 2023 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner, (Chair), Melissa Kuhl (Vice Chair), Gordon Liu, Crystal Bauer, Keri Simon, Mikki O'Flynn (SELCO Foundation Board Representative), 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 Keri to approve the minutes of the September 12, 2022 meeting and a second by Crystal. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The Traverse de Sioux library has joined in partnership with SELCO and Rochester in sharing Overdrive/Libby collections. Now patrons can access 3 collections with their library card.
- On December 15th, Gordy from KDHL did a live broadcast at the library and focused on the many services the library provides in addition to books.
- MNLINK had a security breach therefore they have incorporated a 2-part authentication for that system. Since MNLINK is on the same platform as Overdrive/Libby, SELCO has also incorporated the same 2-part authentication for that system as well. Patrons will now have to use their PIN in addition to their library card number to verify logins to these systems.
- The Chad Lewis program has been postponed to April 6th.
- Buckham Library is participating again this year in the MN Book Award Authors program. We have requested Bao Phi and Dr. Artika Tynerto to speak at Buckham Library. Both authors write books for youth.
- The Friends of the Library Board Strategic Planning meeting will be held this Saturday in the Makerspace on 3rd floor.
- On Tuesday, January 10th, the Rice County Chemical & Mental Health Coalition will be hosting in the Great Hall, a community conversation focused on mental health and substance use. This conversation is aimed towards youth and adults.
- There are currently 5 applications for the Library Advisory Board openings and 1 application for the Student Representative Board opening.

TEEN ADVISORY BOARD REPORT: No report as we have no student advisory member at this time.

SELCO REPORT: Miki reported that the last Monday in January is the SELCO Foundation's next quarterly meeting. Currently, the library has approximately \$81,000 in two accounts.

BEQUEST DISCUSSION:

- Delane met with Finance Director Jeanne Schmuck and re-wrote the bequest investment and spending policy to better align with state and local municipal governances. This policy will be supported by the City's Investment and Public Purpose Expenditure/Purchasing Policies. The policy will be reviewed by the City Attorney and with hopes have City Council adopt the policy at the January 24, 2023 regular meeting.
- A motion was made by Crystal to approve the policy and a second by Gordon. All in favor. The motion carried.

STRATEGIC PLANNING DISCUSSION: A section "D" was added to the Collections and Programs section of the Implementation Plan related to exploring opportunities for community members who are deaf, blind or have other sensory needs.

A motion was made by Keri to adopt the *Buckham Memorial Library Strategic Plan 2023-2025* and the *Implementation Plan* with that addition and a second by Melissa. All in favor. The motion carried.

OTHER: A statement was made about the Northfield Public Library going plastic free. Delane mentioned that we have been streamlining our plastic bag output with the Boomerang Bags. Linda mentioned that we have cut our plastic bag ordering by over half.

NEXT MEETING DATE: Monday, February 13th, 2023, at 6:00 p.m., Great Hall, 2nd Floor

ADJOURNMENT: Meeting adjourned at 6:47 p.m.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

INTERNET ACCEPTABLE USE POLICY

It is the policy of Buckham Memorial Library to provide free access to information to users of all ages, while attempting to protect them from unwanted exposure to graphically depicted obscenity and child pornography and to prevent minors from accessing materials harmful to minors.

In accordance with CIPA (the Children's Internet Protection Act) all Library terminals are filtered. Users aged 17 or older may request that the filter be disabled for the duration of their session. Request a copy of the "CIPA Questions & Answers" fact sheet for further information. Whether or not filters are enabled, all Internet use is governed by this *Internet Acceptable Use Policy*.

Users wishing to access the Internet at Buckham Memorial Library must agree to comply with the following:

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene.
2. Users will obey copyright laws and licensing agreements.
3. Users will not make any attempt to gain unauthorized access to restricted library or Internet files or networks, or to damage or modify computer equipment or software at the library or at another location by using library connections.
4. Users will not disclose, use, or disseminate personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.
5. Users will read and comply with Buckham Memorial Library's posted **Rules for Internet Use**.

Library staff choose sources linked to our home page that follow generally accepted library practices. Beyond this, the library does not accept responsibility for the Internet's content.

Parents and guardians are responsible for providing guidance and monitoring their children's use of all Library resources and facilities, including the Internet. When using library Internet workstations, state and federal law prohibits minors from accessing materials considered to be "harmful to minors". The law also prohibits minors from disclosing, using, or disseminating personal information about themselves without written authorization of their parent or legal guardian.

To preserve their own personal safety, all users should avoid disclosing personal information over the Internet.

By clicking on the "Login" button at the beginning of each session, patrons are agreeing to both the terms of this **Policy** and the **Rules for Internet Use**. Library staff are authorized to take prompt and appropriate actions (as determined by the Library Director or designee) to enforce this **Policy**, and/or to prohibit use by patrons who fail to comply with this **Policy** and the **Rules for Internet Use** as stated or implied herein. Generally one warning will be given. If a second infraction occurs, the patron will be banned from using the Library's Internet terminals for up to one year.



BUCKHAM MEMORIAL LIBRARY RULES FOR INTERNET USE

1. Internet workstations are available on a first-come, first-served basis. ~~Patrons sign up at an open workstation or at the Internet Signup Kiosk.~~ A valid library card number and PIN are required.
2. An individual may use the Internet for up to two hours per day.
3. Telephone reservations are not accepted.
4. Advance reservations are not accepted. ~~at the Internet Signup Kiosk except in the case of a waiting list for the present day. To claim a reservation, patrons must monitor the queue on the Kiosk and be present at the beginning of the reserved time period. After 5 minutes, unclaimed reservations are cancelled automatically.~~
5. Printing is available with the price per page set by the current City of Faribault Fee Schedule.
6. Up to two persons may be at one Internet station as long as their behavior or conversation does not disturb other users. Only the user signed up for the time period may be at the keyboard. The patron must use his or her own card when signing up for an Internet terminal; using another patron's card is a violation of these **Rules**.
7. Users violating the **INTERNET ACCEPTABLE USE POLICY** or any of the **RULES FOR INTERNET USE** will lose Internet privileges at Buckham Memorial Library. Generally one warning will be given. If a second infraction occurs, the patron will be banned from using the Library's Internet terminals for up to one year.

Proposed changes to policy February 2023

*Revised and approved by the Library Advisory Board, January 2018
(Internet Policy in place since May 1997)*

Wireless Internet Access

How do I use wireless in the Library?

Patrons may bring in their own wireless-enabled laptop/notebook computer or other wireless device to use in the Library. The Library is providing wireless access to the Internet via a ~~DSL~~ fiber optic line. Periodically there are problems with any Internet connection. The Library makes no guarantee of wireless connectivity.

Is wireless access available throughout the building?

Wireless Internet access is available throughout the Library and outside the Library close to the building.

Why can't I reach XYZ Web site?

The wireless network is filtered to screen out sexually explicit and offensive Web sites. Unfiltered access is available, by request, via the Library's public Internet terminals. For more information, see the Library's **Internet Acceptable Use Policy** below.

How secure is the wireless connection?

The Library makes no claim to 100% security on the wireless network. The Library assumes no responsibility for the safety of personal equipment, for configuration of personal equipment, or for the security of data sent or received via the wireless network.

Can I print via the wireless network?

Please ask at the Information Desk for help with printing from a wireless device.

All Internet use at Buckham Memorial Library is subject to our **Internet Acceptable Use Policy**:

It is the policy of Buckham Memorial Library to provide free access to information to users of all ages, while attempting to protect them from unwanted exposure to graphically depicted obscenity and child pornography and to prevent minors from accessing materials harmful to minors. In accordance with CIPA (the Children's Internet Protection Act) the wireless-~~DSL~~ fiber optic line is filtered.

Users wishing to access the Internet at Buckham Memorial Library must agree to comply with the following:

- Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene.
- Users will obey copyright laws and licensing agreements.

- Users will not make any attempt to gain unauthorized access to restricted library or Internet files or networks, or to damage or modify computer equipment or software at the library or at another location by using library connections.
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To preserve their own personal safety, all users should avoid disclosing personal information over the Internet.

Library staff are authorized to take prompt and appropriate actions (as determined by the Library Director or designee) to enforce this **Policy**, and/or to prohibit use by patrons who fail to comply with this **Policy** as stated or implied herein. Generally, one warning will be given. If a second infraction occurs, the patron will be banned from using the Library's Internet terminals for up to one year.

Proposed changes February 2023

Re-approved by the Library Advisory Board, January 2018

Buckham Memorial Library Current Mission Statement:

Buckham Memorial Library strives to educate, 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, life-long learning, and love of reading.

-February 2023 (Creation date unknown)



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 new makerspace
2. Develop a plan to update the 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



Implementation Plan

Buckham Memorial Library Strategic Plan 2023 - 2025

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 the Library Advisory 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 the Library Advisory Board and City Council to approve vision statement	2024	Library Advisory 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 the Library Advisory 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 objectives	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 new 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 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	Librarians
		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
		d) Explore opportunities for people who are deaf, hard of hearing, blind, visually impaired and community members with other sensory needs.	2023-2024	Librarians