



## LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, MARCH 13, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes of the February 13, 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](mailto:djames@ci.faribault.mn.us) / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
7. Approval Minnesota Public Library Annual Report 2022
8. Policy Review: *Service to Residential Facilities and Institutions* Policy
  - Staff are not suggesting changes to this policy at this time.  
Please refer to your policy manual for current policy
9. Library Donations Fund Discussion
  - Appoint Member-At-Large for the Library Donations Fund Committee
  - Discussion Committee Logistics
  - Celebration and Plaque to honor Robert Crandall
10. Strategic Planning Discussion
  - Mission statement and core values
11. Other
12. Next Meeting Date:
13. Adjournment



**Minutes of the Monday, February 13th, 2023 Meeting  
Library Advisory Board**

Buckham Library Great Hall

**PRESENT:** Jayne Spooner, (Chair), Melissa Kuhl (Vice Chair), Gordon Liu, Anneke Musselman, Heather Slechta, Mikki O'Flynn (SELCO Foundation Board Representative), Delane James (Library Director), Linda Hanson (Library Technician)

**OATH OF OFFICE:** Heather Slechta administered the oath of office to Anneke Musselman, our newest board member, and to Gordon Liu, our returning board member.

**CALL TO ORDER:** Jayne called the meeting to order at 6:01 p.m.

**APPROVAL OF THE MINUTES:** A motion was made by Melissa to approve the minutes of the January 9, 2023 meeting and a second by Gordon. All in favor. The motion carried.

**REQUESTS TO BE HEARD:** None

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

- Delane introduced our newest board members. Luella Coulter, our student board member was absent due to illness.
- Buckham Book Bingo started on January 3<sup>rd</sup> and 63 people have signed up so far.
- The Community Conversation about substance use led by the Rice County Chemical & Mental Health Coalition took place on January 10th. 15 people attended the program.
- ECFE is providing early literacy activities after storytime on the second Thursday of each month.
- Library staff will be starting sensory inclusive training with KultureCity in March. The library is in the process of becoming sensory inclusive certified. Once completed, Buckham Library will be the first library in Minnesota to be sensory inclusive certified. In addition to staff training, the library will circulate kits for patrons with sensory needs as well as provide a space for folks to take a sensory break.
- An intellectual freedom training video produced by SELCO will be available to Library Advisory Board members and the Friends of the Library board members.
- Delane is working on the Minnesota State Annual Report which she will be presenting to the Board at the March meeting for approval. Once approved she will submit it to the Minnesota Department of Education. She will then begin working on the City of Faribault Annual Report.

**TEEN ADVISORY BOARD REPORT:** No report.

**SELCO REPORT:** No report.

**FRIENDS OF BUCKHAM LIBRARY UPDATE:** Mikki O'Flynn reported on the following:

- The Friends of the Library Board members had a 4-hour strategic planning meeting. One of the focus areas for the plan will include building up their membership.

- Friends Board members will be meeting in April to pass out lawn signs in support of the Friends and the Library.
- April is Library Appreciation Month and the Friends Board will be doing something in appreciation of the library staff.
- The Friends are moving forward on the shade structures with a possible partnership with Sage Glass.

**REVIEW INTERNET AND WIRELESS ACCESS POLICIES:** The Board reviewed the *Internet* and *Wireless Access* Policy and Gordon made a motion to adopt the policies with the suggested revisions. Anneke second. All in favor. The revised policies were approved.

**LIBRARY DONATIONS FUND DISCUSSION:** Delane will be sending out an email requesting volunteers to be Members-At-Large for the Library Donations Fund Finance Committee. Delane also brought forward a suggestion from the mayor for the library to hold a celebration in honor of Robert Crandall and dedicate a plaque in remembrance of his contribution.

**STRATEGIC PLANNING DISCUSSION:** The Strategic Plan has been adopted. Creating Mission & Core Value statements are strategic tasks for 2023. Delane handed out notecards and had the Board jot down some words that they feel encompass the library's core values.

**OTHER:** None

**NEXT MEETING DATE:** Monday, March 13<sup>th</sup>, 2023, at 6:00 p.m., Great Hall, 2<sup>nd</sup> Floor

**ADJOURNMENT:** Meeting adjourned at 6:55 p.m.

Respectfully submitted,  
Linda Hanson, Library Technician

## 2022 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2022, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2022.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. Some information is collected only at one or the other level. Information collected at the outlet level appears at the end of the report. In the case of a single-library location, the library is both the administrative entity and the outlet.

### CONTACT INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

### Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

### IMLS Administrative Entity Codes

G22) Legal Basis Code
G23) Administrative Structure Code
G25) Geographic Code
G26) Did the legal service area boundary change?

## COVID-19 RESPONSE

### Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) In 2022, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?		
V02) In 2022, did the library add or increase the number of mobile hotspots for circulation?		
V03) In 2022, did the library add or increase distribution of mobile hotspots?		
V05) In 2022, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		
V06) In 2022, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?		

### Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2022, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?		
V08) In 2022, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?		
V09) In 2022, did the library provide 'outside' service for circulation of physical materials at one or more outlets?		
V14) In 2022, did the library allow users to complete remote registration for library cards?		

### Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?		
V16) Did any library staff work remotely in 2022 due to the pandemic?		
V17) Were library staff placed on paid or administrative leave in 2022 due to the pandemic?		
V18) Did any library staff work a reduced number of hours in 2022, whether by choice or by necessity, due to the pandemic?		
V19) Were any library staff furloughed in 2022 due to the pandemic?		
V20) Were any library staff laid off in 2022 due to the pandemic?		
V21) Did any library staff quit or choose early retirement in 2022 due to the pandemic?		
V22) Was a hiring freeze instituted at any time in 2022 due to the pandemic?		
V23) Were any vacant library positions eliminated from the 2022 budget due to the pandemic?		

## Comments

V24) Comments on COVID Response

## VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users		
P05) Year in Which Registered User Records Were Last Purged		
P06) Visits		
P60) Library Visits Reporting Method		
P07) Reference Transactions		
P61) Reference Transactions Reporting Method		
P59) Contactless Visits		

P08) Public Internet Computer Sessions		
P09) Public Internet Computer – Usage Type		
P62) Public Computer Sessions Reporting Method		
P10) Wireless Sessions		
P63) Wireless Sessions Reporting Method		
P32) Website Visits		

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Physical Circulation (No Age Designation)		
P16) Total Physical Circulation		
P69) Physical Circulation – Not Print or Audiovisual		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

### Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

### Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5		
P83) In-Person Programs for Ages 6-11		
P84) In-Person Programs for Young Adults		
P85) In-Person Programs for Adults		
P86) In-Person Programs for All Ages		
P75) Total Onsite In-Person Programs		
P81) Total Offsite In-Person Programs		

## Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5		
P88) Live Virtual Programs Intended for Ages 6-11		
P34) Live Virtual Programs Intended for Young Adults		
P35) Live Virtual Programs Intended for Adults		
P89) Live Virtual Programs Intended for All Ages		
P36) Total Live Virtual Programs		

## Total Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5		
P91) Total Programs for Ages 6-11		
P52) Total Programs for Young Adults		
P53) Total Programs for Adults		
P92) Total Programs for All Ages		
P54) Total Programs		

## In-Person Program Attendance

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5		
P106) Attendees at In-Person Programs for Ages 6-11		
P107) Attendees at In-Person Programs for Young Adults		
P108) Attendees at In-Person Programs for Adults		
P109) Attendees at In-Person Programs for All Ages		
P98) Total Onsite Attendance		
P104) Total Offsite Attendance		

## Live Virtual Attendance

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5		
P111) Live Virtual Views of Programs for Ages 6-11		
P38) Live Virtual Views of Programs for Young Adults		
P39) Live Virtual Views of Programs for Adults		
P112) Live Virtual Views of Programs for All Ages		
P40) Total Attendance at Live Virtual Programs		

## Total Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5		
P114) Total Attendance at Programs for Ages 6-11		
P56) Total Attendance at Programs for Young Adults		
P57) Total Attendance at Programs for Adults		
P115) Total Attendance at Programs for All Ages		
P58) Total Program Attendance		

## Recordings of Program Content

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5		
P117) Recorded Programs for Ages 6-11		
P42) Recorded Programs for Young Adults		
P43) Recorded Programs for Adults		
P118) Recorded Programs for All Ages		
P44) Total Recorded Programs		

## Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5		
P120) On-Demand Views of Recorded Programs for Ages 6-11		
P121) On-Demand Views of Recorded Programs for Ages 12-18		
P122) On-Demand Views of Recorded Programs for Adults		
P123) On-Demand Views of Recorded Programs for All Ages		
P124) Total On-Demand Views of Recorded Programs		

## Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total		
P50) Participation in Self-Directed Activities		

## SUMMER LEARNING PROGRAM

Type(s) of summer learning programs
Intended age-groups for the program
U02) Preschoolers, birth to 5 years old
U03) Children, 6 to 11 years old
U04) Young adults, 12 to 18 years old

## HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service		
H16) Weekly Hours of Limited Service		
H18) Weekly Hours of Curbside Service		
H12) Annual Public Service Hours		

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for Onsite Use		
F15) Total Public Internet Computers/Devices		
F22) Outlets with Wi-Fi Available to Public		
F23) Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarian FTE		
S02) Total Other Librarian FTE		
S03) Total Librarian FTE		
S04) Total Other Staff FTE		
S05) Total Paid Employee FTE		

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		

### Union

S17) Do Any Library Staff Belong to a Union?		
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## COLLECTIONS

### Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

### Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		

C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		

C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		

C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		

C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C24) Total Licensed Electronic Collections Local/Regional/Other		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		



## Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

## BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's board of trustees the governing authority or advisory?
I04) Does this library have a foundation?
I05) Foundation name
I06) Does this library have a Friends group?
I07) Friends group name

## FINANCIAL DATA

### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
<b>County</b>		
R04) County Direct		
R05) County Indirect		
R06) County Total		
<b>Other Local Government</b>		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		

Data Element	Current Year	Previous Year
<b>FEDERAL</b>		
R67) Did your library receive ARPA funding in 2022?		
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		
R19) Total Federal Operating Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional and Other Operating Revenue		
<b>R30) Total Operating Revenue</b>		

## Operating Expenditures

Data Element	Current Year	Previous Year
<b>Personnel Expenditures</b>		
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		
<b>Collection Expenditures</b>		
E04) Print Materials		
E05) Electronic Materials Electronic Books (E-books)		
E06) Electronic Collections		
E07) Other Electronic Materials		
E08) Electronic Materials Expenditures Total		
E09) Other Materials - Audio & Video Physical Materials		
E10) Other Materials - Other Physical Materials		
E11) Other Materials Expenditures Total		
E16) Physical Materials Expenditures Total		
E12) Total Collection Expenditures		
<b>Other Operating Expenditures</b>		
E13) Other Operating Expenditures		
<b>E14) Total Operating Expenditures</b>		
E15) Expenditures Equal To or Less than Income?		

## Capital Revenue

Data Element	Current Year	Previous Year
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
<b>County</b>		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
<b>Other Local Government</b>		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
<b>STATE</b>		
R41) Library Construction Grant		
R42) Other State		
R43) Total State Government Capital Revenue		
<b>FEDERAL</b>		
R44) Federal Government LSTA		
R45) Other Federal Direct		
R46) Other Federal Indirect		
R47) Total Federal Government Capital Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional System and Other Capital Revenue		
<b>R58) Total Capital Revenue</b>		

## Capital Expenditures

<b>EC01) Total Capital Expenditures</b>		
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## In-Kind

Data Element	Current Year	Previous Year
<b>In-Kind Operating Contributions</b>		
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		
<b>In-Kind Contributions by Expenditure Area</b>		
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		
<b>In-Kind Capital Contributions</b>		
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		

## ANNOTATIONS



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*

## 2022 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2022, unless otherwise specified.

### CONTACT INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G05m) Location is a change from previous year
G04m) Street Address
G06m) City
G07m) ZIP Code
G12m) Phone
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County

### VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users		
P06m) Visits		
P07m) Reference Transactions		
P59m) Contactless Visits		
P08m) Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions – Usage Type		
P10m) Wireless Sessions		

### CIRCULATION

Data Element	Current Year	Previous Year
P13m) Children’s Circulation		
P14m) Adult Circulation		
P15m) Physical Circulation (No Age Designation)		
P16m) Total Physical Circulation		

## PROGRAMS, ATTENDANCE, ACTIVITIES

### Onsite In-Person Programs

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5		
P71m) Onsite In-Person Programs Intended for Ages 6-11		
P72m) Onsite In-Person Programs Intended for Young Adults		
P73m) Onsite In-Person Programs Intended for Adults		
P74m) Onsite In-Person Programs Intended for All Ages		
P75m) Total Onsite Programs		

### Offsite In-Person Programs

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5		
P77m) Offsite In-Person Programs Intended for Ages 6-11		
P78m) Offsite In-Person Programs Intended for Young Adults		
P79m) Offsite In-Person Programs Intended for Adults		
P80m) Offsite In-Person Programs Intended for All Ages		
P81m) Total Offsite Programs		

### Onsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5		
P94m) Attendees at Onsite In-Person Programs for Ages 6-11		
P95m) Attendees at Onsite In-Person Programs for Young Adults		
P96m) Attendees at Onsite In-Person Programs for Adults		
P97m) Attendees at Onsite In-Person Programs for All Ages		
P98m) Total Onsite In-Person Attendance		

### Offsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5		
P100m) Attendees at Offsite In-Person Programs for Ages 6-11		
P101m) Attendees at Offsite In-Person Programs for Young Adults		
P102m) Attendees at Offsite In-Person Programs for Adults		
P103m) Attendees at Offsite In-Person Programs for All Ages		
P104m) Total In-Person Offsite Attendance		

### Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities		
P50m) Participation in Self-Directed Activities		

**FULL-TIME EQUIVALENT STAFF**

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarian FTE		
S02m) Other Librarian FTE		
S03m) Total Librarian FTE		
S04m) Other Staff FTE		
S05m) Total Paid Employee FTE		

**VOLUNTEERS**

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers		
O17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20m) Total Number of Volunteers		
O21m) Total Number of Volunteer Hours		

**PUBLIC SERVICE HOURS****Number of Weeks Open to the Public**

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19		
H15m) Weeks of Regular Service		
H14m) Weeks of Limited Service		
H11m) Weeks Library was Open		

**Weekly Hours Open to the Public**

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		

**Annual Hours Open to the Public**

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours		

**Curbside Service**

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service		
H18m) Weekly Hours of Curbside Service		

**LIBRARY COLLECTION**

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

**FACILITIES****Outlet Types**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles		

**Buildings**

Data Element	Current Year	Previous Year
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		

**Computers**

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Public Internet Computers/Devices		

**Internet Connections**

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F19m) Typical Internet Download Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		

**Meeting Rooms**

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

**LIBRARY FRIENDS**

106/106m) Does This Library Have a Friends Group?
107/107m) Friends Group Name

**ANNOTATIONS**



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**Buckham Memorial Library**  
**2023 POLICY REVIEW CALENDAR**

<b>POLICY</b>	<b>LAST REVIEWED</b>	<b>NEXT REVIEW</b>
3D Printing and Printing Procedures	January 2020	2023
Children in the Library	February 2019	2023
Circulation	December 2021	2024
Collection Development and Maintenance	October 2021	2024
Data Privacy	April 2022	2025
Display and Distribution of Free Materials	April 2022	2025
Friends of the Library and By-Laws	August 2019	2023
Gifts and Donations	April 2019	2023
Hours	April 2022	2025
Internet Acceptable Use	February 2023	2026
Library Donations Fund Spending	January 2023	2026
Meeting Room and Request Form	October 2021	2024
Mobile Hotspot Lending	August 2022	2025
Patron Behavior	February 2019	2023
Service to Residential Institutions	March 2023	2026
Wireless Internet Access	February 2023	2026
CIPA		



## Buckham Memorial Library

### Service to Residential Facilities and Institutions Policy

- I. RESIDENTIAL FACILITY BORROWERS
- II. INSTITUTIONAL CARDS

#### I. RESIDENTIAL FACILITY BORROWERS

##### A. EDUCATIONAL FACILITIES

**Institutional Cards:** Staff at local residential schools, nursing homes, and other facilities may obtain an Institutional Card. See **Section II. INSTITUTIONAL CARDS** below.

**Individual Cards:** Various residential facilities in the Faribault area house students under the age of 18. These currently include:

- Shattuck-St. Mary's School
- MN State Academy for the Blind
- MN State Academy for the Deaf

##### 1. Shattuck-St. Mary's School

These students are issued SELCO library cards from their school's library. Shattuck-St. Mary's students may use their school issued SELCO library card at Buckham Memorial Library and will not be issued a separate library card for public library use.

##### 2. Other Residential Schools

- Although some other residential schools may have libraries, no other facilities are currently in the SELCO automation system. Students who would like a SELCO card must register as new users. Note that the Buckham Memorial Library's Circulation Policy states the following:

***Responsibilities:** If the patron is 18 years or older, the patron will be responsible for the fines on his or her library card, regardless of who used the item during the loan period. If the patron is under the age of 18, the patron's parent or legal guardian is responsible for the fine.*

If it is not possible for a parent to sign the library card application for a minor student, a staff member at the facility may sign for the student. **By doing so, the staff member is taking financial responsibility for making sure that all fines or fees incurred by the student are paid.**

## B. NURSING HOMES/RESIDENTIAL CARE FACILITIES

**Institutional Cards:** Staff at nursing homes/residential care facilities may obtain an Institutional Card for the facility. See **Section II. INSTITUTIONAL CARDS** below.

Volunteers and Library staff may be available to deliver Library collections of materials to nursing homes and other residential care facilities. Institutions interested in this service can contact the Buckham Memorial Library at 507-334-2089.

## C. RICE COUNTY JAIL AND MINNESOTA- CORRECTIONAL FACILITY – FARIBAULT

**Institutional Card:** Buckham Memorial Library offers interlibrary loan service to the Rice County Jail and the Minnesota Correctional Facility--Faribault. Jail and Correctional facility staff place requests. Library staff locate and gather requested items and check them out to the institution's card. Rice County Jail and MCF-Faribault staff handle pickup and delivery of materials.

## II. INSTITUTIONAL CARDS

Institutional Cards can be issued for use by staff in nursing homes, schools, daycare facilities, residential facilities, or other institutions. An Institutional Card is subject to the same privileges, rules, and regulations spelled out the Buckham Memorial Library's *Circulation Policy*.

Procedures for applying for an Institutional Library Card:

1. Submit a signed letter to the Buckham Memorial Library Director on the institution's letterhead requesting the following:

*XYZ Institution is requesting that we be issued an Institutional Card. We agree to comply with the Buckham Memorial Library's Circulation Policy and to pay all fines for late, lost or damaged materials.*

2. Once the Institutional Card is issued, it will be held at the institution and may be used by the institution's staff to check out Library materials for staff or for residents of the institution. The Buckham Memorial Library's Circulation Policy states:

***Bring your library card with you each time you come to the Library. You must have your card with you in order to check out materials or use the Internet terminals.***

*Revised and Adopted by the Library Advisory Board  
April 2018*

## 10 Examples of Vision Statements from Public Libraries in Large US Cities

The New York Public Library: "To inspire lifelong learning, advance knowledge, and strengthen communities in the world's greatest city." Location: New York, NY. Population: 8.3 million.

The Chicago Public Library: "To be the cornerstone of a thriving city where everyone has the opportunity to read, learn and discover." Location: Chicago, IL. Population: 2.7 million.

The Los Angeles Public Library: "To provide free and easy access to information, ideas, books and technology that enrich, educate and empower every individual in our city's diverse communities." Location: Los Angeles, CA. Population: 4 million.

The Houston Public Library: "To be the essential connection to lifelong learning, opportunities for growth, and enjoyment in a welcoming environment that serves our diverse communities." Location: Houston, TX. Population: 2.3 million.

The Boston Public Library: "To inspire lifelong learning, advance knowledge, and strengthen our communities." Location: Boston, MA. Population: 694,583.

The Phoenix Public Library: "To create a community of lifelong learners, offering access to information, resources and services that enrich, enlighten and empower." Location: Phoenix, AZ. Population: 1.7 million.

The Seattle Public Library: "To bring people, information, and ideas together to enrich lives and build community." Location: Seattle, WA. Population: 744,955.

The San Francisco Public Library: "To enrich lives and build community through access to knowledge, resources, and opportunities for learning." Location: San Francisco, CA. Population: 883,305.

The Dallas Public Library: "To enrich lives, build communities, and foster learning through access to innovative programs, quality resources, and superior service." Location: Dallas, TX. Population: 1.3 million.

The Philadelphia Free Library: "To advance literacy, guide learning, and inspire curiosity in our communities." Location: Philadelphia, PA. Population: 1.5 million.

## 10 Examples of Vision Statements from Public Libraries in Small US Cities

The Lawrence Public Library: "To connect, enrich, and inspire our community through knowledge, resources, and opportunity." Location: Lawrence, KS. Population: 98,193.

The Ketchikan Public Library: "To be a vital center for lifelong learning, personal growth, and community engagement." Location: Ketchikan, AK. Population: 8,050.

The Elmhurst Public Library: "To be the heart of the community, providing opportunities for lifelong learning, discovery, and enrichment." Location: Elmhurst, IL. Population: 44,121.

The Monrovia Public Library: "To empower our community through knowledge, creativity, and exploration." Location: Monrovia, CA. Population: 36,590.

The Upper Arlington Public Library: "To connect, inspire, and inform our community through exceptional service and resources." Location: Upper Arlington, OH. Population: 35,337.

The Bellingham Public Library: "To empower individuals, enrich lives, and build community through access to ideas, information, and resources." Location: Bellingham, WA. Population: 89,045.

The Westfield Memorial Library: "To provide resources, programs, and services that enrich and inspire our community." Location: Westfield, NJ. Population: 30,316.

The Galesburg Public Library: "To enhance our community by providing access to information, materials, and services that inspire lifelong learning and personal growth." Location: Galesburg, IL. Population: 31,310.

The Douglas County Public Library: "To inspire exploration and discovery, to connect and engage our community, and to foster a love of learning." Location: Minden, NV. Population: 4,904.

The Lewiston Public Library: "To serve as a vibrant center for lifelong learning, cultural enrichment, and community engagement." Location: Lewiston, ME. Population: 36,221.

## 10 Examples of Vision Statements from Public Libraries in Rural Communities

The Whitefish Community Library: "To be the heart of our community, providing access to information, technology, and learning resources that enrich and empower individuals of all ages." Location: Whitefish, MT. Population: 8,862.

The Springville Library: "To serve as a hub of lifelong learning, cultural enrichment, and community connection for our rural area." Location: Springville, IA. Population: 1,103.

The Winterset Public Library: "To provide a welcoming and supportive environment that inspires curiosity, exploration, and personal growth in our rural community." Location: Winterset, IA. Population: 5,190.

The St. Maries Public Library: "To foster learning, creativity, and connection among the diverse members of our rural community." Location: St. Maries, ID. Population: 2,402.

The Osterhout Free Library: "To promote intellectual curiosity and lifelong learning in our rural community through access to information, resources, and innovative programming." Location: Wilkes-Barre, PA. Population: 40,780.

The La Pine Public Library: "To empower individuals of all ages in our rural community through access to knowledge, resources, and opportunities for personal growth and enrichment." Location: La Pine, OR. Population: 1,790.

The Willamina Public Library: "To foster a love of reading, learning, and community engagement in our rural town and surrounding areas." Location: Willamina, OR. Population: 2,025.

The Lake Odessa Community Library: "To be a welcoming and inclusive center for learning, innovation, and community building in our rural town." Location: Lake Odessa, MI. Population: 2,018.

The Mulberry Library: "To provide access to information, learning resources, and technology that promote personal growth and community connection in our rural area." Location: Mulberry, AR. Population: 1,655.

The Logan-Hocking County District Library: "To support the educational, informational, and recreational needs of our rural community through innovative services, programs, and resources." Location: Logan, OH. Population: 7,152.

## 10 Examples of Vision Statements from Public Libraries in Minnesota

The Hennepin County Library: "To spark creativity and inspire lifelong learning, connecting people with information, ideas, and experiences that enrich their lives." Location: Minneapolis, MN. Population: 422,331.

The Duluth Public Library: "To inspire curiosity and lifelong learning by connecting people with knowledge, resources, and opportunities for personal growth." Location: Duluth, MN. Population: 85,618.

The Rochester Public Library: "To be a center of innovation and learning that promotes creativity, critical thinking, and community engagement." Location: Rochester, MN. Population: 119,991.

The Anoka County Library: "To provide equitable access to information, knowledge, and cultural experiences that enrich and empower our diverse community." Location: Anoka, MN. Population: 17,671.

The Winona Public Library: "To be a welcoming and inclusive space for discovery, growth, and community engagement in our historic river town." Location: Winona, MN. Population: 27,369.

The Red Wing Public Library: "To provide access to resources, services, and programs that inspire lifelong learning, creativity, and community connection." Location: Red Wing, MN. Population: 16,459.

The Mankato Public Library: "To empower our community with the resources, knowledge, and tools they need to thrive in a changing world." Location: Mankato, MN. Population: 43,610.

The Moorhead Public Library: "To foster a love of learning, reading, and community connection in our vibrant city on the Red River." Location: Moorhead, MN. Population: 44,205.

The Northfield Public Library: "To be a dynamic center of learning, creativity, and cultural exploration for our diverse community in the Cannon River Valley." Location: Northfield, MN. Population: 20,007.

The Brainerd Public Library: "To provide a welcoming and inclusive space for discovery, growth, and community connection in our lakeside city in the heart of Minnesota." Location: Brainerd, MN. Population: 13,590.

## Thematic Differences in Vision Statements

Yes, there are some significant thematic differences between the four lists.

The first list of vision statements for large US city libraries tended to emphasize providing access to resources, technology, and programming that supports the diverse needs of their communities. They also often mentioned creating welcoming and inclusive spaces for their patrons.

The second list of vision statements for small US city libraries tended to emphasize providing lifelong learning opportunities, promoting community engagement, and serving as a hub of knowledge and resources for their rural communities.

The third list of vision statements for public libraries in rural communities also emphasized providing access to resources and programming that supports personal growth and community engagement, but also frequently mentioned fostering a love of reading and learning in their patrons.

The fourth list of vision statements for public libraries in Minnesota shared some similarities with the first three lists, but tended to emphasize themes of creativity, innovation, and cultural exploration in addition to providing access to knowledge and resources. Many of the vision statements also specifically mentioned the importance of fostering community connection and inclusivity.

Overall, the different lists of vision statements highlight the unique priorities and values of libraries serving different communities, whether they be large cities, small towns, rural areas, or a particular state.

## 10 Examples of Mission Statements from Public Libraries in Large US Cities

New York Public Library, New York, NY (Population: 8,336,817): "Inspiring lifelong learning, advancing knowledge, and strengthening communities."

Los Angeles Public Library, Los Angeles, CA (Population: 3,979,576): "Provide free and easy access to information, ideas, books and technology that enrich, educate and empower every individual in our city's diverse communities."

Chicago Public Library, Chicago, IL (Population: 2,693,976): "We welcome and support all people in their enjoyment of reading and pursuit of lifelong learning."

Houston Public Library, Houston, TX (Population: 2,320,268): "Linking people to the world through information, education, recreation, and the arts."

Philadelphia Free Library, Philadelphia, PA (Population: 1,584,064): "Advancing literacy, guiding learning, and inspiring curiosity."

Phoenix Public Library, Phoenix, AZ (Population: 1,680,992): "Building and strengthening community connections through access to information, technology, and culture."

San Francisco Public Library, San Francisco, CA (Population: 883,305): "A place for learning, inspiration, and interaction for all San Franciscans."

Seattle Public Library, Seattle, WA (Population: 769,714): "The Seattle Public Library provides free access to the information and the opportunity for everyone in our community to read, learn and connect."

Denver Public Library, Denver, CO (Population: 727,211): "Connecting people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community."

Dallas Public Library, Dallas, TX (Population: 1,341,075): "Empowering lives by providing equal access to information and fostering lifelong learning and enrichment."

## 10 Examples of Mission Statements from Public Libraries in Small US Cities

Brainerd Public Library, Brainerd, MN (Population: 13,590): "To provide free access to resources that encourage lifelong learning and enrichment."

Hays Public Library, Hays, KS (Population: 20,473): "To provide materials, programs, and services that foster lifelong learning, discovery, and enrichment for all members of our community."

Warsaw Community Public Library, Warsaw, IN (Population: 14,443): "To provide access to information and resources to enhance learning, enjoyment, and quality of life."

Vermillion Public Library, Vermillion, SD (Population: 10,571): "To provide access to resources, information, and technology to enrich the lives of our community."

Walla Walla Public Library, Walla Walla, WA (Population: 32,739): "To inspire learning and enrich lives by connecting people to ideas, information, and each other."

Mason City Public Library, Mason City, IA (Population: 27,093): "To provide resources and services that meet the educational, informational, cultural, and recreational needs of the community."

Watertown Regional Library, Watertown, SD (Population: 22,052): "To connect and enrich our community with access to knowledge, technology, and culture."

Cedar Falls Public Library, Cedar Falls, IA (Population: 41,048): "To inspire lifelong learning, advance knowledge, and strengthen the Cedar Falls community through free and equal access to information and technology."

Laramie County Library, Cheyenne, WY (Population: 63,957): "Connecting you to the world of ideas through diverse, welcoming spaces and technology."

Dover Public Library, Dover, OH (Population: 12,826): "To provide the resources and services that support lifelong learning, enrich lives, and empower the community."

## 10 Examples of Mission Statements from Public Libraries in Rural Communities

Pine River Library, Bayfield, CO (Population: 2,333): "To enrich our community by connecting people to the joy of reading, the power of information, and the love of learning."

Ely Public Library, Ely, MN (Population: 3,460): "To provide free and open access to information and materials that will enrich, educate and empower members of our community."

Ellsworth Public Library, Ellsworth, ME (Population: 7,892): "To be the heart of our community, fostering lifelong learning and literacy."

Ligonier Valley Library, Ligonier, PA (Population: 6,351): "To provide a friendly environment for patrons to access diverse resources for informational, educational, and entertainment purposes."

East Troy Lions Public Library, East Troy, WI (Population: 4,281): "To inspire lifelong learning and provide resources and programs that enrich the lives of the people we serve."

Plainview-Elgin-Millville Community Library, Plainview, MN (Population: 3,340): "To provide materials and services that meet the educational, informational, and recreational needs of the community."

Shelby County Public Library, Morristown, IN (Population: 7,377): "To provide resources and opportunities that foster personal growth, community engagement, and a love of reading."

St. Charles Public Library, St. Charles, MN (Population: 3,735): "To be the community's hub for information, reading, and cultural experiences."

Granby Public Library, Granby, MA (Population: 6,240): "To provide a welcoming, safe and comfortable environment for the community to explore and discover information, ideas, and stories."

Port Orford Public Library, Port Orford, OR (Population: 1,153): "To provide access to quality library materials, services, and programs that inform, educate, and entertain our community."

## 10 Examples of Mission Statements from Public Libraries in Minnesota

Saint Paul Public Library, Saint Paul, MN (Population: 308,096): "We connect people in Saint Paul with the imperative and the joy of learning through a lifetime."

Duluth Public Library, Duluth, MN (Population: 85,884): "We connect the community to the world of information and ideas."

Anoka County Library, Anoka, MN (Population: 356,921): "To enrich lives by bringing people, information and ideas together."

Rochester Public Library, Rochester, MN (Population: 116,961): "To connect people to ideas, information, experiences and joy."

Brainerd Public Library, Brainerd, MN (Population: 13,590): "To provide free access to resources that encourage lifelong learning and enrichment."

Ely Public Library, Ely, MN (Population: 3,460): "To provide free and open access to information and materials that will enrich, educate and empower members of our community."

Plainview-Elgin-Millville Community Library, Plainview, MN (Population: 3,340): "To provide materials and services that meet the educational, informational, and recreational needs of the community."

Great River Regional Library, St. Cloud, MN (Population: 68,043): "To connect Central Minnesota residents with the world through access to resources and experiences that educate, enrich, and inspire."

Hennepin County Library, Minneapolis, MN (Population: 1,252,421): "To nourish minds, transform lives and build community together."

St. Charles Public Library, St. Charles, MN (Population: 3,735): "To be the community's hub for information, reading, and cultural experiences."

## Thematic Differences in Mission Statements

Overall, the mission statements for public libraries in large cities, small cities, rural communities, and Minnesota share some common themes, such as connecting people to information and knowledge, fostering lifelong learning, and promoting community engagement. However, there are also some differences that reflect the unique characteristics and priorities of each type of library and the communities they serve.

For example, the mission statements for libraries in large cities often emphasize the library's role as a hub for cultural and civic engagement, while the mission statements for libraries in rural communities highlight the library's importance as a community gathering place and a source of educational resources. The mission statements for libraries in Minnesota also frequently emphasize the library's role in enriching lives and building community.

Overall, while there may be some differences in emphasis, the mission statements for public libraries across different types of communities all share a common goal of providing resources and services that help people learn, grow, and thrive.