



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL	MONDAY, JUNE 12, 2023	6:00 PM
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1. Call to Order
2. Approval of the Minutes of the April 10, 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
SELCO Foundation Representative
Review interest rates and discuss moving more funds into CDs
7. Friends of the Library Update
8. Policy Review: *Children in the Library* Policy and *Hours* Policy Review updated drafts
9. Library Donations Fund Finance Committee Report
10. 2024 Budget
11. Other
12. Next Meeting Date: July 10, 2023 6 p.m. Buckham Library Great Hall (second floor)
13. Adjournment



**Minutes of the Monday, April 10th, 2023 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner (Chair), Mel Kuhl (Vice Chair), Gordon Liu, Anneke Musselman, Luella Coulter (Student Board Member), Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Jayne called the meeting to order at 6:02 p.m.

APPROVAL OF THE MINUTES: A motion was made by Anneke to approve the minutes of the March 13, 2023 meeting and a second by Gordon. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

ELECTION OF OFFICERS (Chair and Vice Chair): Jayne volunteered to serve as Chair again. Gordon made a motion to appoint Jayne as Chair for 2023-24. Anneke second. All in favor. Motion carried.

Anneke volunteered to serve as Vice Chair. Mel made a motion to appoint Anneke as Vice Chair for 2023-24. Gordon second. All in favor. Motion carried

APPOINT MEMBERS AT LARGE FOR THE LIBRARY DONATIONS FUND FINANCE

COMMITTEE: The board needs two people to be members at large according to the Fund Policy. The Chair is an automatic member. Jayne made a motion to nominate Mel. Anneke second. All in favor. Motion carried. Gordon made a motion to nominate Anneke. Mel second. All in favor. Motion carried. The members of the committee include Jayne, Mel and Anneke. The committee will meet online via Zoom before the May Library Advisory Board meeting.

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

- A new brochure for the library spring season has been produced. Delane handed these out to the board members and commented on a few of the items/programs that are included.
- Deni is almost done planning the Summer Library Program. Brochures will be available in May.
- An anonymous "Banana Person" came into the library with a gift of cookies to show appreciation for the library staff.
- The Chad Lewis "Minnesota's Most Haunted Locations" program was well attended with 80 people.
- Circulation of MN State Park passes is starting to pick up again now that spring is in the air. Five passes were checked out in March.
- Lisa Reuvers gardening program "Starting Seedlings" was presented on March 16th.
- The Buckham Library "Seed Library" is now open for people to come in and sign up to receive heirloom seeds.
- Ride Your Bike to the Library Week will be May 15th-20th. Bike riders can stop at the Circulation Desk for a small prize that week.

- On May 8th Deni is hosting Minnesota Book Awards Tour author Bao Phi who has written several picture books including *You Are Life*. Also, on May 16th, Deni is hosting Minnesota Book Award Tour author Dr. Artika Tyner who wrote the book *Amazing Africa: A to Z*.
- During spring break on March 27th author Pat Bauer and illustrator Dave Geister presented a program based on *Making Minnesota*, their activity book was recently published by the Minnesota Historical Society. The activity book was available for free to program participants with several copies left over for patrons who could not attend (while supplies last). This program was generously funded by the Clean Water, Land, and Legacy Amendment.
- All library staff participated in sensory inclusive training through KultureCity in March. Everyone passed the test and the library has now ordered the signage as the next step for certification.
- A new litter clean-up kit will be added to the library's growing list of Adventure Kits. This new kit will be released in time for Earth Day and will include high visibility vests, gloves, garbage bags, a grabbing tool and five-gallon bucket.
- The River Bend Nature Center GreenCorp hosted a program called "Let's Talk About Recycling" on March 28th. The slides from this program are available to view on the library's Facebook page.
- At the April 4th Council Work Session, Delane presented the Library's Annual Report and it was well received.
- On March 28th, Delane gave a presentation to the SELCO/SELS Board highlighting the library's recent activities and initiatives.
- The Sew 'n Sew Makerspace program has been very popular and Lisa has had a steady number of patrons returning to learn how to sew.
- Patron Kay Crowthers will be teaching a learn to knit class for folks from the Stitch A Bit group. The class will meet for four sessions. If all goes well, Kay may consider adding more classes.
- Lisa Reuvers will be retiring on May 19th after 28 years of service. She has requested to have a meet-and-greet with refreshments served.
- The self-serve hold shelf has been discontinued due to several patrons mistakenly taking the wrong books. The holds will now be kept behind the Circulation Desk as they were before the pandemic.
- A new software, Envisionware, for managing public internet computers was installed by SELCO recently. This software has several functions and we will be researching how we can put them to best use. The previous software, Pharos, was outdated and not reliable.
- Ten people entered the Edible Books event. Voting is being done and medals and certificates will be awarded soon.
- Buckham Book Bingo had 134 people participate.
- The Library Technician position has been posted and 27 applications have been received so far.
- During the April 11th City Council meeting, the mayor will make a proclamation that April 21st – 27th be declared library appreciation week. The Friends of Buckham Memorial Library brought this proclamation forward.
- On April 24th, the Friends of the Library will be hosting an appreciation luncheon for library staff. On April 26th in honor of library appreciation week, the Friends will be at the library from 6-7:30pm giving tours. Refreshments will be provided.
- Beginning April 4th, all 4-year-old ECFE preschool classes will visit the library this month. The Friends of Buckham Memorial Library are sponsoring the transportation for these visits.
- Recently, the library issued two new no trespass orders and also dealt with a domestic incident. Delane has been working with the police on how to help library staff feel safer at work. At our April staff meeting, police officers will lead a safety training session with library staff. Also, an officer has been assigned as a liaison officer to the library.
- The Friends of the Library are still researching the shade structures for the patio. Due to cost, they will be looking at other options.

- Due to a program on the second floor, the May Library Advisory meeting will be held in the Buckham Library Makerspace (third floor).

TEEN ADVISORY BOARD REPORT: No report.

SELCO REPORT: Talks related to the SELCO/SELS merger are going on. The Resource Sharing and Technology Committee's recent updates to policies has triggered three appeals. SELCO is attempting to streamline system settings and encourage more standardization among libraries.

BUCKHAM MEMORIAL LIBRARY ANNUAL REPORT: Delane shared the City's 2023 Library Annual Report with the Board.

POLICY REVIEW: *Patron Behavior* and *Children in the Library* Policies. Staff are not suggesting changes to these policies at the time.

Gordon made a motion that the *Patron Behavior* Policy be readopted as is with no changes. Anneka second. All in favor. Motion carried

There was some discussion about the *Children in the Library* Policy including possibly changing the word "parent" to something that includes but is not limited to other responsible caregivers. Mel volunteered to edit this policy and bring it for review to the next meeting.

HOMEBOUND DELIVERY DISCUSSION: Delane brought to the Board some research that she found about how other libraries handle homebound delivery. In Minnesota, she found only 2 libraries advertise that they have this service. She also collected policies from other libraries around the country. Some common themes of these policies include:

- a doctor's certification
- live within the city limits
- no requesting of specific items
- no ILL materials
- one month check out period
- service dependent on availability of staff

The board suggested possibly partnering with other organizations and using the book bike for adults at nursing homes. The board will continue its discussions about the need and feasibility of this type of service in the future.

LIBRARY DONATIONS FUND DISCUSSION: The board decided to have these meetings online using Zoom and the occasional emails. Delane will work with the committee members to set the date for their first meeting.

The board agreed on September 23rd as the date for the celebration and plaque presentation in honor of Robert Crandall. Delane will start the planning the event.

OTHER: None

NEXT MEETING DATE: Monday, May 8th, 2023, at 6 p.m., Buckham Library Makerspace (third floor)

ADJOURNMENT: Meeting adjourned at 7:07 p.m.

Respectfully submitted,
Linda Hanson, Library Technician

Current rates - as of 4/25/2023

FDIC-Insured Certificates of Deposit

Term	Annual Percentage Yield* (%)
3-month	4.90%
6-month	5.00%
9-month	5.00%
1-year	5.05%
18-month	4.90%
2-year	4.80%
30-month	4.650%
3-year	N/A
4-year	4.35%
5-year	4.05%



Buckham Memorial Library

Quarterly Financial Report Quarter Ending December 31, 2022

	Original Agreement Date	Ending Balance 9/30/22	Deposits	Withdrawals	Earned Interest & Dividends	Ending Balance 12/31/22
Buckham Memorial	4/1/2020	\$ 81,077.11			\$ 41.54	\$ 81,118.66

Institution	Investment	Funds Available	Interest Rate	Balance
Foresight Bank	12-month CD	11/17/2022	0.35%	
Foresight Bank	17-month CD	1/2/2023	0.70%	
WNB Financial	60-month CD	1/31/2023	2.20%	
Edward Jones	12-month CD	9/7/2023	3.05%	
Edward Jones	12-month CD	12/14/2023	4.80%	
Foresight Bank	60-month CD	5/6/2027	0.90%	\$ 12,054.50
Mutual of America*	Institutional Funds	n/a	n/a	
Capital One	Savings	n/a	0.10%	\$ 69,064.16
Think Bank	Checking	n/a	0.01%	
				\$ 81,118.66 Total Investment



Buckham Memorial Library

CHILDREN IN THE LIBRARY POLICY

Buckham Memorial Library encourages caregivers to bring children to the library whenever possible. Library staff have been trained to help children find library materials and offer many programs designed to encourage children to use and enjoy the library. The safety of young children and the rights of other patrons require caregivers to monitor the behavior of their children and correct inappropriate behavior. This is not the responsibility of library staff. For the purpose of this policy, a caregiver can be defined as anyone who has brought children to the library including: parents, guardians, chaperones, babysitters, older siblings, etc. **CAREGIVERS are responsible for the behavior of the children in their care while in the library.**

If a child is being disruptive, habitually left unattended, or deemed to be at risk of coming to harm, an effort will be made to locate the responsible caregiver. Children may be assisted by library staff in contacting caregivers. The library may ask disruptive patrons, including children, to leave. The library is not a daycare center and library staff are not daycare providers.

Children under seven should never be left unsupervised in any area of the library. If a caregiver cannot be located, staff will call the Faribault Police Department to report an abandoned child.

Older children who are disruptive will be asked to leave the library (see policy on “Patron Behavior”). If the child cannot safely leave the library to return home on his or her own, staff will permit the child to call a caregiver. If no caregiver can be contacted, library staff will either allow the child to remain at the library under close supervision until a caregiver can be contacted, or notify appropriate law enforcement or child protection authorities, depending on the severity of the situation.

For purposes of this policy the term disruptive behavior means the creation of loud and unreasonable noise, running or jumping, fighting or other behavior which could interfere with the rights of other patrons. It may be necessary to notify appropriate law enforcement or child protection authorities if a caregiver cannot be located and:

- An unattended child is being disruptive
- A child is habitually left unattended for long periods of time
- A child is deemed to be at risk of coming to harm

If it is unsafe for a child to leave the building without a caregiver, he/she should not be in the library unsupervised. Children who have not been picked up at closing time will be given the opportunity to call a caregiver. Children who have not been picked up within fifteen minutes after closing will be left in the care of the Faribault Police Department. Under no circumstances will library staff transport children in a vehicle or accompany them home.

Draft June 2023



Buckham Memorial Library

Hours Policy

Buckham Memorial Library is open to the public during the following hours:

MONDAY:	9:00am – 8:00pm
TUESDAY:	9:00am – 8:00pm
WEDNESDAY:	9:00am – 8:00pm
THURSDAY:	9:00am – 8:00pm
FRIDAY:	9:00am – 5:00pm
SATURDAY:	9:00am – 5:00pm
SUNDAY:	Closed

HOLIDAY CLOSED DATES

Buckham Memorial Library closes early (at 5:00pm) on New Year's Eve. The Library and City offices are closed all day on the holidays listed below. When a holiday falls on a Sunday, the Library is closed the following Monday. Some changes may occur from year to year. Check the Library's Web site or call 507-334-2089 for the most up-to-date information on Holiday closures.

New Year's Day	Independence Day
MLK Jr. Holiday	Labor Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day, Day after Thanksgiving
Juneteenth	Christmas Eve & Christmas Day

Draft June 2023

Project #	LIB E 23-01
Project Name	Drive-thru Book Return

Department	Library
Contact	Library Director
Type	Equipment
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	2 Medium

Capital Asset #

Unit #

Description

Secure, weather-resistant, and ADA compliant outdoor book return that is large enough to handle weekend and holiday collections. Securely constructed and resilient to dents and other damage. Anti-graffiti coated. Includes motorized book bins and durable, water-proof covers for the bins to help prevent staff injury and damage to materials when transporting bins during inclement weather.

Justification

Over the years, many library customers have requested a drive-thru book return as an added feature of the library. It would make returning materials easier for elderly people, disabled people, and parents with young children.

Expenditures	2023	2024	2025	2026	2027	Total
Equipment	35,000					35,000
Total	35,000					35,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund (431)	35,000					35,000
Total	35,000					35,000

Project #	LIB E 26-01
Project Name	Replacement - Library Furniture

Department	Library
Contact	Library Director
Type	Equipment
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Replace library furnishings used by patrons including upholstered chairs, love seats, wooden tables, and wooden chairs.

Justification

The upholstered furniture was last replaced in 2016. The wooden furniture was purchased in 1994. The furniture will have exceeded its useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equipment				75,000		75,000
Total				75,000		75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund (431)				75,000		75,000
Total				75,000		75,000

Project #

LIB E 27-01

Project Name

Replacement - Library Security Gate System

Capital Asset #

Unit #

Description

Replace security gate system at main entrance of library.

Justification

The current security gate system dates back to 1995. The gate count feature no longer works and it is prone to false alarms. It has surpassed its useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Site Improvement					25,000	25,000
Total					25,000	25,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund (431)					25,000	25,000
Total					25,000	25,000

Project #

PAR E 23-01

Project Name

Replacement - Toro 5910 16' Mower #14

Capital Asset #

22313

Unit #

14

Description

Toro 5910 16' Mower & Deck - Unit #14

Acquisition Date: 2013

Hours: 3,525 as of 7/7/2022

Justification

Used for mowing parks and along roadways.

Expenditures	2023	2024	2025	2026	2027	Total
Equipment	125,000					125,000
Total	125,000					125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund (431)	125,000					125,000
Total	125,000					125,000

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

25 years

Category

Equipment-Miscellaneous

Priority

4 Future Consideration

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Project #	CIH F 27-01
Project Name	Replacement - City Hall Roof

Capital Asset #
Unit #

Department City Hall
Contact Parks & Recreation Director
Type Building
Useful Life 20 years
Category Facilities
Priority 1 High

Description

Replace roof at City Hall located at 208 NW First Avenue.

Justification

Roof has reached the age that it needs to be replaced to prevent any water damage to the building. Contractors looked at it in 2022 and estimate 5-8 more years of useful life.

The roof was last replaced in 1999.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance					40,000	40,000
Total					40,000	40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)					40,000	40,000
Total					40,000	40,000

Project #	CTW F 23-01
Project Name	Facility Maintenance Study

Capital Asset #
Unit #

Department City Wide
Contact Parks & Recreation Director
Type Building
Useful Life 10 years
Category Facilities
Priority 1 High

Description

Review facilities for needed repairs and updates.

Facilities included:

Buckham Library
Community Center
Washington Recreation Center
City Hall
Fire Station
Police Station
Public Works

Justification

Previous maintenance study was done in 2012 and most items have been completed.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance	13,000					13,000
Total	13,000					13,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)	13,000					13,000
Total	13,000					13,000

Project # LIB F 23-01

Project Name Library Exterior Clean, Seal and Repair

Department Library

Contact Library Director

Type Building

Useful Life 20 years

Category Facilities

Priority 1 High

Capital Asset #

Unit #

Description

Continue the work started in 2022 on the exterior of the library with a focus on cleaning and sealing the stone of the entire historic part of the building. Mortar joints and stone repair may also be included in this project.

Justification

Preserve and protect exterior of historic building.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance	50,000					50,000
Total	50,000					50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)	50,000					50,000
Total	50,000					50,000

Project # LIB F 24-01

Project Name Replacement - Library Lower Level Storm Windows

Department Library

Contact Library Director

Type Building

Useful Life 20 years

Category Facilities

Priority 1 High

Capital Asset #

Unit #

Description

Replace lower level wood-framed exterior storm windows with energy efficient product.

Justification

Maintain beauty and integrity of historic building.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance		40,000				40,000
Total		40,000				40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)		40,000				40,000
Total		40,000				40,000

Project #

LIB F 26-01

Project Name

Library Elevator Modernization

Capital Asset #

Unit #

Description

Modernize the library elevator.

Justification

The library's elevator was installed in 1994 and is coming to the end of its useful life. To insure the safety of library users and staff, the elevator needs to be modernized.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance				100,000		100,000
Total				100,000		100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)				100,000		100,000
Total				100,000		100,000

Project #

LIB F 27-01

Project Name

Clean & Restore Great Hall Murals

Capital Asset #

Unit #

Description

Professionally clean and restore each of the four (4) oil-on-canvas murals that are original to the building.

Justification

These local antique pieces of art are part of the library's heritage and must be preserved and protected.

Expenditures	2023	2024	2025	2026	2027	Total
Facility Maintenance					40,000	40,000
Total					40,000	40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Facilities Fund (437)					40,000	40,000
Total					40,000	40,000

Department

Library

Contact

Library Director

Type

Building

Useful Life

30 years

Category

Facilities

Priority

2 Medium

Department

Library

Contact

Library Director

Type

Building

Useful Life

30 years

Category

Facilities

Priority

1 High