LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL MONDAY, DECEMBER 13, 2021 6:00 PM

1. Call to Order
2. Approval of the Minutes of the October 11, 2021 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
   Jayne Spooner - SELCO Board Member update
   Micki O'Flynn - SELCO Foundation Investment Options
7. Review *Circulation Policy*. Please refer to the attached draft policy for suggested changes.
8. Bequest Discussion
9. Other
10. Next Meeting Date: January 10, 2022, 6:00 p.m. Great Hall, Buckham Library
11. Adjournment

Minutes of the Monday, October 11, 2021 Meeting
Library Advisory Board

Buckham Library Great Hall

PRESENT: Travis Davidson (Chair), Jayne Spooner (Vice Chair), Keri Simon, Isabell O'Connor, Nevaeh Weeg, Delane James (Library Director), Amanda Gustafson (Guest), Anna Rank (Guest), Mari Handberg (Guest)

CALL TO ORDER: Travis 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 13, 2021 meeting and a second by Isabell. All in favor. The motion carried.

REQUESTS TO BE HEARD: Mari Handberg voiced concerns about having the classic children's books on the library's shelves. Anna Rank talked about having eloquent type books on kindness, giving and more that have very descriptive sentences. Amanda Gustafson was checking on the *Collection Development Policy* and to voice concerns about books today versus older books. Books that teach values and truth.

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

- Plaza Update: the coating is finished; lights are connected but not working as of this meeting; new sod was put down where the lighting was dug in; furniture will be shipped tomorrow and will will be stored at the old Lockerby building until spring.
- Concrete for the bike racks is poured and the bike racks will be installed as soon as it is cured.
- Work is being done to upgrade the security system for the library.
- The library will be hosting the local DAR's constitution display on September 17th, 2022.
- Delane, Allyn, and Deni attended the MLA conference on October 6th-8th. The conference was held virtually and included sessions on rebuilding, engagement and adapting following the pandemic.
- Audrey Helblings' poem *Funeral in a Pandemic* was included in the book *This Was 2020*. The book was compiled by the Ramsey County Library and published by their Friends group. *This Was 2020* received a Minnesota Authors Project Award in the Communities Create category.
- Local artist Dana Hansen donated the painting *Faribault's Founding Fathers* to the library. The painting is displayed above the old fireplace in the adult fiction area.
- The Estate of Robert Crandall donated 2.7 million dollars to the City of Faribault for the benefit of Buckham Memorial Library. The City Council, the Library Advisory Board and staff will work together to insure the gift will have a positive and long-lasting impact for all citizens of Faribault. Staff will begin discussing the use of this gift with City Council at an upcoming work session.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that TAB talked about Dungeons and Dragons Club. There are 2 different groups with a total of 10 participants and a waiting list. Take-N-Make, 3D printing, and Fairy Tale Fridays were also discussed. Deni talked about Hoopla and how to use it. Pizza and Pages will be talking about the Teens Top 10 Nominees.

SELCO REPORT: Jayne reported that SELCO had their quarterly meeting and are closing the budget and finalizing the auditing process. Sub-committees were formed and Jayne is on the Structure sub-committee which includes board and policy changes.

COLLECTION DEVELOPMENT and MEETING ROOM POLICY: Delane read the proposed changes of the *Collection Development Policy* and the *Meeting Room Policy* to the Board. The Board discussed the proposed changes.

- A motion was made by Kerri to approve the *Collection Development Policy* as noted and a second by Jayne. All in favor. The motion carried.
- A motion was made by Jayne to approve the *Meeting Room Policy* as noted and a second by Isabelle. All in favor. The motion carried.
- Delane has a call into Pat Rice about the AAUW receiving donations of books from the library for their book sale.
- Delane has also been in contact and has a meeting set up with Better World Books.

OTHER: None

NEXT MEETING DATE: Monday, November 8, 2021, at 6:00 p.m. in person in the Great Hall.

ADJOURNMENT: At 6:45 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician

Minutes of the Monday, November 8, 2021 Unofficial Meeting
Library Advisory Board
Buckham Library Great Hall

PRESENT: Travis Davidson (Chair), Melissa Kuhl, Crystal Bauer, Delane James (Library Director), Gordan Liu (Guest)

Travis started the meeting at 6:00 p.m. There is no quorum tonight therefore this meeting was unofficial.

REQUESTS TO BE HEARD: Gordon Liu joined the meeting to just say a big thank you to the library, all of the staff and the library board members. He and his family enjoy the library and all of our services.

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

- Storywalk is now complete and has a new story called *Moo* by David LaRochelle. Staff member Linda Hanson designed a map to use with the Storywalk.
- Jeanne Day and Delane attended a Library Strategies meeting concerning the $2.7 million donation to the library. From this meeting and other talks with other library professionals and the City's audit team, the funds can only be invested in more secure investment options. This will be discussed at City Council Work Session in December.
- Plaza Update: Everything is finished. The lights are working and look amazing. The furniture was delivered and will be stored at the Lockerby facility until it can be assembled and installed in the spring.
- The library signed on as a partner for a Recovery Act Grant that was submitted by Healthy Communities Initiative for out-of-school programming for the all of Rice County.
- The FREE books cart is going well. Staff has shipped out some boxes to Better World Books and that is working well also. Pat Rice with AAUW stated that due to the pandemic and not having a book sale in 2020 that they have run out of store space for more books at this time. She said that the AAUW would be willing to take discarded books after their 2022 book sale.
- Mark Blando from the Owatonna Library visited our library to learn about our library and Makerspace programs.
- Margo Berry who is doing the marketing audit for the library has developed a marketing survey on how people are using the library. Delane has posted this on the library's Facebook page, emailed the attachment to the Board, Friends and staff and printed out hard copies of the survey which is located on a table in front of the Circulation Desk.
- Delane has been meeting with SELCO staff for the transition to fine free starting January 1, 2022. They have a marketing specialist who will be assisting her in the advertising of our new change.
- December 2nd is Hometown Holidays. The library will be providing Santa on the plaza and music inside at Buckham West.

NEXT MEETING DATE: Monday, December 13, 2021, at 6:00 p.m. in person in the Great Hall.
Note: masks will be required in all City facilities starting Monday, December 6, 2021.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Linda Hanson, Library Technician

Buckham Memorial Library

CIRCULATION POLICY

GETTING A LIBRARY CARD

A free library card is available to anyone who lives and/or owns property in Rice County. The Library has a responsibility to protect the taxpayers' investment in Library materials. Therefore, identification and personal information is required to obtain a library card and patrons must present their library cards **each time** they check out materials or use the Internet.

A. New Cards – Adults and Ages 16+

1. Register in person at the front desk of the Buckham Memorial Library. Patrons will need to verify both their **identity** and their **current address** by presenting a photo identification such as a driver's license, passport, military I.D. or student I.D. and proof of address.
2. A document such as a utility bill, rental agreement, property tax statement or other proof of property ownership may be used to verify current local address if it is not listed on the photo I.D. If a document is not available to verify current address, Library staff will mail the card as proof of address. In order to borrow materials the same day, the patron must be able to verify **both** name (identity) and current address.

B. New Cards – Children Ages 0-15

1. A parent or legal guardian must register children ages 0-15 for a library card.
2. Staff will issue the card over the counter if the parent or guardian presents his/her valid photo i.d. If the parent's i.d. is not valid (current), it can still be used to verify the parent's identity. The parent must also bring something else that verifies current local address such as a utility bill, rental agreement, property tax statement or other proof of property ownership.
3. If the parent has a photo i.d. that verifies their ~~his/her~~ identity, but it is not current and they ~~he/she~~ do~~es~~ not have proof of current address also, the parent may still apply for the child's library card and the card will be mailed to the child. In order to borrow materials the same day, the parent must be able to verify **both** name (identity) and current address.

C. Minnesota Residents Living Outside the SELCO Region

Minnesota residents with a library card from a participating Minnesota library system can register their cards and use them at the Buckham Memorial Library. Patrons from outside the SELCO region must present photo identification that verifies their address as well as their **home library card** to be a registered user at the Buckham Memorial Library.

D. Institutional Cards/Residential Facility Borrowers

See the Buckham Memorial Library's *Service to Residential Institutions and the Homebound* policy.

Buckham Memorial Library · 11 Division Street East · Faribault, Minnesota 55021 · www.faribault.org/library
Telephone 507-334-2089 · TDD 507-384-0501 · Fax 507-384-0503

TEMPORARY CARD

Temporary Cards

Patrons who are not Minnesota residents, but who are living in Faribault for a period of **three months or less** (such as temporary summer residents), may obtain a temporary card with a 10-item limit. Library staff will collect a $20.00 deposit, which is refunded when all materials have been returned, all fines have been paid, and the library card has been returned. Temporary cards will be set to expire three months from the date of issue. Those applying for a temporary card must present a photo i.d. verifying their identity **and** a piece of mail with their temporary address. If a piece of mail is not available, Library staff will mail the temporary card.

Non-resident Cards

Non-resident cards are given to library users who live outside of the state of Minnesota. These cards cost $40.00 per year, a non-refundable fee that is set by the regional library system (SELCO). A valid state photo i.d. from the patron's state of residence must be presented. The non-resident card will be set to expire one year from date of issue. Patrons may renew a non-resident card by paying the $40.00 annual fee.

REPLACEMENT CARD

Patrons are responsible for all items checked out on their cards; therefore, **lost or stolen cards must be reported immediately**. The fee for a replacement card is $2.00. If a card is too damaged or worn to be usable, staff may replace the card at no cost.

EXPIRED CARD

The standard "expiration" date for a Buckham Memorial Library card is ~~1,095 days or~~ three years. Staff will renew and update borrower information every three years by phone, email or in person when prompted by the circulation system. An "expired" card does not need to be replaced, only verified. There is no fee for verifying an expired card.

BORROWING PRIVILEGES

Each library sets its own policies regarding the number of items that may be checked out, loan periods and renewals, fine amounts, and overdues. At the Buckham Memorial Library, borrowing privileges are suspended when:

1. Twenty-five (25) or more items are overdue
2. Fees ~~Fines~~ total $10.00 or more
3. 100 or more items are checked out at a time
4. Five (5) or more items are claimed to have been returned which Library staff can not locate

Library staff will handle questions and complaints about patron accounts promptly and courteously. Library staff will make every effort to work to re-instate borrowing privileges. It is against Minnesota law to intentionally damage, remove, or detain library materials (Minnesota Statutes 609.541 – Protection of Library Property).

CHECKING OUT MATERIALS

Library Cards

Patrons must be registered in the SELCO circulation system in order to borrow materials. **Patrons must present their card in order to check out materials ~~or use the Internet terminals~~.** Library staff can renew or request materials without a library card, but account verification is required.

Data Privacy

Library staff will ensure the privacy of borrower records by verifying a patron's identity before discussing items on a record. Patrons requesting information about their record, either in person or especially by telephone, will be asked to verify any or all of the following: address, telephone number, date of birth. Parents or guardians may inquire about the status of their minor children's records. Each borrower has the right to be fully informed of all materials and fines on his/her own record. See also the Buckham Memorial Library's *Data Privacy* policy.

RETURNING MATERIALS

All materials may be returned at the front desk in the "Return" slots. If the Library is closed, all types of materials may also be returned in the after-hours outside drop. Materials checked out from other SELCO libraries may be returned to the Buckham Memorial Library.

RESERVES

Information Desk staff will place reserves for patrons who call or stop by to request assistance. Reserves may also be placed through the online catalog, either in the Library or through the Web site (go to the Buckham Memorial Library's Web site at http://www.faribault.org/library/ and click on the Search Our Library Catalog link).

~~Notices are sent by mail or e-mail~~ Patrons will be notified when a requested item is available for pickup. ~~at the Library's Circulation Desk.~~ Items are held for 7 ~~10~~ days. ~~Reserve materials will be released to the patron, or to family members living at the same address as the patron. In either case, patrons must have either the card in hand on which the reserve was placed OR the official notice listing the library card number.~~

LOAN PERIODS AND RENEWALS

MATERIAL TYPE	LOAN PERIOD	RENEWALS
Books	Three Weeks Exceptions: Some circulating reference works and all Big Books loan for one week.	A book may be renewed up to 3 times if no one else has requested it.
Magazines	Two Weeks with a 10 item limit per library card. ~~Exceptions: Current issues of adult magazines do not circulate, but back issues do.~~	A magazine may be renewed up to 3 times if no one else has requested it.
Newspapers	Newspapers do not circulate	N/A

MATERIAL TYPE	LOAN PERIOD	RENEWALS
~~Audiocassettes~~	~~Two Weeks with a 10 item limit per library card.~~	~~An audiocassette may be renewed up to 3 times if no one else has requested it.~~
CDs	Two Weeks with a 10 item limit per library card.	A CD may be renewed up to 3 times if no one else has requested it.
~~Videos and~~ DVDs	One Week with a 10 ~~3~~ item limit per library card.	A ~~video or~~ DVD may be renewed one time if no one else has placed a request for it.
~~CD-ROMs~~	~~Two Weeks~~	~~A CD-ROM may be renewed up to 3 times if no one else has placed a request for it.~~
~~eBooks and eAudiobooks~~	~~7 days or 21 days with a 5 item limit per library card.~~	~~If a title is available to renew, the option will become available within 3 days of its expiration.~~
Material from other libraries	Determined by lending library	Determined by lending library. Some materials may be renewed if there are no outstanding requests.

Note: Library staff can use their best judgment in determining when to make exceptions to the standard loan periods and renewal policies for materials owned by Buckham Memorial Library. Staff may be able to offer "vacation loans," for example, and set a longer-than-normal loan period. Exception: The Buckham Memorial Library can not make changes to loan periods and renewals for materials from other libraries.

FEES ~~FINES~~

Buckham Memorial Library accepts cash, check and credit cards as payment for fees ~~fines~~ and for charges for lost and damaged items.

~~Books~~	~~20 cents per day/per book ($10.00 maximum)~~
~~CDs~~	~~20 cents per day/per CD ($10.00 maximum)~~
~~Magazines~~	~~20 cents per day/per magazine ($4.00 maximum)~~
~~Audiocassettes~~	~~20 cents per day/per cassette ($10.00 maximum)~~
~~CD-ROMs~~	~~20 cents per day/per CD-ROM ($10.00 maximum)~~
~~Videos and DVDs~~	~~20 cents per day/per title ($10.00 title maximum)~~
~~eBooks and eAudiobooks~~	~~No fines for electronic materials. These materials are automatically returned on the due date.~~
Damaged Materials	Determined by library staff. Each item assessed individually.
Lost Materials	Replacement cost of item
Materials from other libraries	Determined by lending library

Restrictions: If there is a fee ~~fine~~ of $10.00 or over on a library card, the patron will be unable to check out materials until the fine is under the $10.00 limit.

Responsibilities: Persons 18 years or older are responsible for ALL ~~fines and~~ fees on their accounts. Parents/legal guardians are responsible for fee ~~fines~~ incurred by their children under age 18.

FEES

Book Sale	Paperbacks, 25 cents. Hardcover, 50 cents.
Copy Machine	15 cents per page
Computer Copies	15 cents per page
Microfilm Copies	15 cents per page
Library Card Replacement	$2.00 per card
Obituary Research	$10.00 per obit when date is known; $20.00 per obit if exact date not known
Meeting Rooms	*See* Meeting Room Policy
Flash Drives	$10.00 per drive
Head Phones	$1.00 per set
3D Print	10 cents per gram of material

CUSTOMER SERVICE AT BUCKHAM MEMORIAL LIBRARY

Circulation staff are the first point of contact for library patrons, and they set the tone for most patrons' experience at the Buckham Memorial Library. It is important that Library policies be flexible yet consistent to ensure that all patrons are treated fairly. The purpose of this Policy is to provide a framework for Library staff to use in managing borrower registration, circulation transactions, ~~fines,~~ and fees. Library staff are encouraged to make decisions based on what will serve the patron best and are empowered to make exceptions to the Policy when it is fair and reasonable to do so. The patron will always be informed when staff are making an exception to the Policy. This Policy is also meant to ensure that Library staff are able to follow up promptly when materials are damaged, lost, or not returned on time.

Draft November 2021

Council Work Session Memorandum

TO:	Mayor and City Council
THROUGH:	Tim Murray, City Administrator
FROM:	Delane James, Library and Communications Director
MEETING DATE:	December 7, 2021
SUBJECT:	Crandall Bequest Discussion

Discussion:

Since receiving the bequest from the Robert L. Crandall Estate, Library Director Delane James has consulted with several area library professionals with experience in managing large monetary gifts, library endowments and foundations. Also, Finance Director Jeanne Day has been working with the auditors on the safe keeping of the Crandall gift.

In order to ensure the best use of these funds, the Library Advisory Board, staff and the City Council will need ample time to plan for the best use of these funds in the near future and in years to come. The auditors recommended initially placing the Crandall Bequest funds into a Special Revenue fund. The Special Revenue Fund will allow for the safe keeping and the investment of the bequest funds during the planning process.

Attached is a tentative planning timeline which will allow 18 months to create an Investment and Spending policy, develop plans for the first project and establish a Permanent Fund for the bequest. Also attached is a draft resolution that has been reviewed by the auditing team for the formation of a Special Revenue Fund.

Staff are asking for feedback, discussion and guidance as we begin the planning process for the best use of the funds from the Robert L. Crandall estate.

Attachments:

1. Tenative Planning Timeline for Crandall Bequest
2. Draft Resolution - Library Special Revenue Fund

Tentative Planning Timeline for the Safe Keeping, Investing and Usage of the Crandall Bequest

December 2021	The City Council adopts a resolution to create a restricted Special Revenue Fund that will hold and invest the Crandall Bequest during an 18-month planning process.
January – June 2022	Staff and the Library Advisory Board, with assistance from the City Attorney, will work on developing an Investment and Spending policy for the bequest. The Board and staff will also begin to brainstorm ideas for projects.
June 2022	Staff and the Library Advisory Board will share a first draft of the Investment and Spending policy as well as the top project ideas during a work session for Council feedback.
July – December 2022	The Library Advisory Board and Staff will refine the Investment and Spending policy and further develop the top project idea.
December 2022	Staff and the Library Advisory Board will present a refined draft of the Investment and Spending policy and preliminary project proposal to Council at a work session for review and feedback.
January 2023	Staff will begin working with consultants, vendors and architects as needed to create initial plans for the first project.
May 2023	City Council will review project plans and approve going out for bid.
June 2023	City Council will award the project contract. Construction and implementation of the project will begin. The final draft of the Investment and Spending policy will be adopted and City Council will establish a Permanent Fund for the Crandall Bequest.

State of Minnesota
County of Rice

CITY OF FARIBAULT

RESOLUTION 2021-XXX

FORMATION OF THE FARIBAULT LIBRARY SPECIAL REVENUE FUND

WHEREAS, the City of Faribault received a donation from the Estate of Robert L. Crandall for the benefit of Buckham Memorial Library and the use of those funds are undesignated; and

WHEREAS, these funds were excepted via Resolution 2021-218 on October 12, 2021; and

WHEREAS, the Faribault City Council, the Library Advisory Board, and Staff will work together to ensure that these gift funds are used to make a positive and lasting impact for the citizens of Faribault; and

WHEREAS, a portion of these funds will be restricted to the extent that only earnings, and not principal, may be used for purposes that support the Buckham Memorial Library and the citizens of Faribault; and

WHEREAS, the City will establish a Special Revenue fund for reporting and safe keeping and this fund will not be part of the City of Faribault's pooled cash; and

WHEREAS, the Special Revenue fund will have designated investments specific to the funds available cash balances, investments of this fund will not be included in the City's pooled cash; and

WHEREAS, the Special Revenue fund will be 100% restricted for the next 18 months and new action will be taken thereafter.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorize the establishment of the account for which the funds are held and make investments accordingly.

Date Adopted:

DRAFT

Faribault City Council

_____

Kevin F. Voracek, Mayor

ATTEST:

_____

Timothy C. Murray, City Administrator

DRAFT