



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL	MONDAY, AUGUST 14, 2023	6:00 PM
----------------	-------------------------	---------

1. Call to Order
2. Approval of the Minutes of the July 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 Report - Micki
 - Discuss appointing SELCO Board Member to represent Buckham Memorial Library
7. Policy Review: *Gifts and Donations* Policy Review discussion. See attached policies.
8. 2024 Budget
9. Robert Crandell Celebration
10. Other
11. Next Meeting Date: September 11, 2023 6 p.m., Great Hall (second floor)
12. Adjournment



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

Buckham Memorial Library Great Hall

PRESENT: Jayne Spooner (Chair), Melissa Kuhl (Vice Chair), Gordon Liu, Kate McGrogan, Keri Simon, Anneke Musselman, Micki O'Flynn, (SELCO Foundation Representative), Delane James (Library Director), Linda Hanson (Library Technician)

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

APPROVAL OF THE MINUTES: A motion was made by Anneke to approve the minutes of the June 12, 2023 meeting and a second by Melissa. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The Friends of the Library umbrellas, planters and flowers are all installed.
- The Mayor's Reception was held at the library on June 15th with a nice turnout.
- Delane and Caitlin marched in the Heritage Days parade with the Book Bike. Anneke and Caleb Musselman and Friends of the Library President Stefanie Tywater-Christiansen and Quinn also walked with them. It was great fun and we are planning on participating again next year.
- 1,006 youth signed up for the summer reading challenge in June. 19 kids finished the challenge and 76 books were given out.
- Tuey was our first Fun Friday performer in Central Park with an attendance of about 300 people.
- A digital sign was installed across from the circulation desk. The sign scrolls information about library resources and upcoming events and programs. It is run by a web-based software that integrates the library's Canva software. The Buckhams' pictures will be moved to above the copier alcove.
- August 1st is Buckham Center's Nite to Unite. The musical group Eclipse will be performing and the Book Bike will be available for folks to browse.

TEEN ADVISORY BOARD REPORT: No report. Luella was not present.

SELCO REPORT: Micki will submit the request to move the funds into various CD instruments that the Board voted on at the June meeting in the next two weeks.

POLICY REVIEW: The Board discussed making changes to the *Gifts and Donations* Policy to better align with the library's current workflow and the new *Library Donations Fund Spending* Policy. Delane will revise it and bring it back to the next meeting.

2024 BUDGET: Delane had a budget meeting with Tim Murray (City Administrator) and Jeannie Schmuck (Finance Director) and they discussed pushing back the replacement of windows and including the replacement of the outside doors on the east and south sides of the library to 2024. More items may be added to the CIP after a facilities report is received this fall.

The county budget request was due July 7th. Delane requested that the county match the city's inflationary adjustment of 4%. She will present to the Rice County Commissioners on August 1st.

Delane submitted a CIP request for \$150,000 for upgrading the Great Hall technology and amenities. The quote from Midwest Hearing Loop was below the amount expected. Fettes will also be submitting a quote.

OTHER: None

NEXT MEETING DATE: Monday, August 14, 2023, at 6 p.m., Buckham Library Great Hall (second floor)

ADJOURNMENT: A motion was made by Keri to adjourn the meeting and a second by Anneka. All in favor. The motion carried. Meeting adjourned at 6:25 p.m.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

Gifts and Donations Policy

A copy of this Policy will be given to any potential donor.

DONATED MATERIALS

~~The Buckham Memorial Library welcomes gifts of new books and used books in good condition. New, unopened audiovisual materials are also accepted (i.e., DVDs, music CDs). If you have more than 50 items or 3 boxes of items, please contact the Library Director first before bringing the items to the library.~~

All donated items are reviewed according to the same selection criteria applied to purchased materials (see the Library's *Collection Development and Maintenance Policy*). Donated items will be processed and shelved in the same manner as purchased materials, and may be withdrawn from the collection in accordance with the *Collection Development and Maintenance* policy.

Once donated, items become the property of Buckham Memorial Library and may be sold, traded, or discarded if they are not added to the collection.

Donated items will not be returned to the donor, and the Library will not accept any item that is not an outright gift.

The Library is unable to set fair market or appraisal values. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value and/or obtain an appraisal. It is recommended that the donor make a list of items donated. Library staff will initial and acknowledge receipt of the items (but not the value of the items).

MONETARY DONATIONS

Monetary gifts, bequests, and memorial or honorary contributions are welcome. The Library Director will be happy to speak with anyone interested in making a monetary donation to the Library, ~~the SELCO Foundation~~ or to the Friends of Buckham Memorial Library.

Items purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized.

MONETARY DONATIONS (cont.)

In the case of funds donated directly to the Library, suggestions are welcomed for subject areas or areas of interest in which to purchase materials and will be followed to the extent possible. Undesignated gift funds may be ~~used to purchase materials or other items as designated by the Library Advisory Board in consultation with library staff.~~ deposited in the Library Donations Fund and used in accordance with the *Library Donations Fund Spending Policy*.

PERMANENT GIFTS

The Library Director will meet with an individual or group wishing to present a gift to the Library that is intended to be a substantial or relatively permanent addition to the facility (e.g., art work, artifacts, equipment, special collections). Such gifts differ from most gifts received under this policy, in that they:

- May be intended to become a permanent part of the library's interior/exterior
- May be accompanied by an identifying label or plaque
- May require special security, cleaning, insurance, or maintenance

The Library Director will review potential permanent gifts with the donor of the proposed gift. After consultation with library staff, the Director will present a recommendation concerning the gift to the Library Advisory Board for action. In some cases the gift may be modified or declined, based upon considerations such as:

- Suitability of the gift to the purposes and needs of the Library
- Limited amount of space available for long-term gifts
- The gift's contribution to the appearance of the facility
- Laws and regulations that govern ownership of the gift
- Library's ability to cover insurance and maintenance costs involved
- Conditions required by the potential donor

Draft August 2023