



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL	MONDAY, FEBRUARY 12, 2024	6:00 PM
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1. Call to Order
2. Approval of the Minutes of the December 11, 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
SELCO Board Report -- Lisa
7. Agreement to Participate in the SELCO Integrated Library System
8. Library Values Discussion - All
9. 2023 Strategic Plan Report
10. Other
11. Next Meeting Date: March 11, 2024, 6 p.m., Great Hall (second floor)
12. Adjournment



**Minutes of the Monday, December 11, 2023 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

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

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

APPROVAL OF THE MINUTES: A motion was made by Melissa to approve the minutes of the November 13, 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:

- Kate, Melissa and Luella's library board terms will expire January 31, 2024. All are eligible to apply for another term. So far, 4 applications have been received.
- Our young friend, Parker entered a photo she took in the library's pollinator garden behind the Great Hall into an amateur photo show. The post about her photo, The Buzzy Pollinator, has been shared to the library's Facebook and Instagram pages. Thanks for helping to bring awareness to our pollinator friends, Parker!
- For November book clubs, Deni asked participants to read either cookbooks or craft books. Several members made tasty treats from their books and shared with other club members. Photos of their creations are featured on the library's Facebook.
- Hometown Holidays took place on November 30th. The library provided music by Mike Hildebrandt and Friends and sponsored Santa who greeted children at Buckham West. There was a wonderful turnout at all three of the facilities.
- The SELCO app stopped working. The ILS provider SirsiDynix has an app in development to replace the app with an unknown launch date. SELCO libraries will consider a different app and a new ILS system.
- The taskforce to streamline settings in the SELCO ILS system is still underway.
- Mayo Clinic Peregrine Falcon Program held on December 5th only had a few people attend. Deni will host this program again during spring break on March 25th at 3 p.m.
- Woodpecker Wonders with MN State Parks Naturalist Andrew Wendt will be held in the Great Hall on January 4th at 6 p.m.
- Buckham Book Bingo will begin on January 2nd thru March 30th. Participants can earn prizes again along with the weekly and grand prize drawings. When patrons sign up they will also receive a 3D printed bookmark.
- Delane checked into the Directors and Officers insurance. The city does not carry this type of insurance for City board and commission members. SELCO ED Krista Ross said that the SELCO Foundation will need to revisit this issue and look into purchasing insurance for Foundation Board members.

- During the unseasonable warm days this past month, the masonry contractor filled in all the cracks on the old steps. They will not be adding flashing, but will instead add stone trim which is currently being cut. Installation of the stone trim is anticipated to happen in Spring of 2024.
- The library is working on getting a quote approved and encumbering the funds for this year's Clean, Seal and Repair capital project.
- Deni is creating a new collection of audio books for youth called Wonder books and Vox books. These hardcover books have audio players built into the books and can be charged with any phone charger. Deni purchased approximately 40 items for this new collection and they will be displayed in the A/V area.
- Tomorrow, December 12th, both the City Council and County Commissioners will be approving their 2024 budgets.
- Mango Languages now offers American Sign Language. The library has ordered this new service which will be part of the Mango app and it will also be added to the webpage as a stand-alone option.

TEEN ADVISORY BOARD REPORT: No report.

SELCO REPORT: Micki suggested that we invest in another CD with funds the library has deposited in the SELCO Foundation. There is currently \$41,632 in savings that is earning very little interest. Gordon made a motion that we invest another \$11,000 into a 12-month CD. Melissa second. All approved. Motion carried.

Lisa attended the November 28th SELCO Board meeting online. An advocacy committee for libraries, which she is a part, is going to the capital. The executive committee will present the updated By-Laws at the next meeting in February. St. Charles library is implementing coffee & conversation program. The ILS agreement was talked about. The longer the ILS contract with SirsiDynix, the lower the fees would be going forward. This is still under discussion.

LIBRARY VALUES DISCUSSION: The board decided to table the library values discussion again due to several board members not being present.

OTHER: None

NEXT MEETING DATE: Monday, January 8, 2024, at 6 p.m., Buckham Library Great Hall (second floor)

ADJOURNMENT: Meeting adjourned at 6:44 p.m.

Respectfully submitted,
Linda Hanson, Library Technician



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

This Agreement to Participate in the SELCO Integrated Library System (the “**Agreement**”) is made as of the _____ day of _____, 20____, by and between the Southeastern Libraries Cooperating, a non-profit corporation organized under Minnesota Statutes Chapter 317A, also designated as a regional public library system under Minnesota Statutes § 134.20 (hereinafter referred to as “**SELCO**”), and _____ (hereinafter referred to as the “**Participating Library**”).

Article I. Purpose (Mission/Vision)

1.1 SELCO, as one of twelve regional public library systems in Minnesota, is responsible for strengthening, improving, and promoting library services in its eleven-county region. It fulfills this purpose through its mission of *supporting libraries through the delivery of professional expertise and sustainable services*.

1.2 In 2019, the Resource Sharing and Technology/Technology Policy Joint Committee created the following vision statement for the SELCO Integrated Library Service (“**ILS**”):

Horizon Libraries are forward-thinking, innovative members who work to maximize local resources by engaging with fellow members to share their unique collections and ideas to better serve their communities.

1.3 The ILS is library management software designed to track items owned, patrons who have borrowed, fees applied, and generally automate tasks around acquiring, borrowing and lending a library’s collection. This Agreement is intended to define the parameters of the ILS offered by SELCO to the Participating Library. Generally, the ILS supports the sharing of materials, ideas, staff resources, and costs to support, maintain and provide innovative library services to the region's communities. This is best achieved if all participants understand their rights and responsibilities and have a mutual understanding of expectations of each other.

Article II. Participation in the SELCO ILS Service

2.1 The SELCO ILS is available to all SELCO member public libraries and SELS member libraries who choose to participate.

2.2 By signing this Agreement, the Participating Library acknowledges and agrees to adhere to the following philosophical concepts:

- (a) The SELCO Horizon ILS is a resource shared by all participating libraries. No one library owns the database.



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- (b) The success of the shared resource requires active participation and engagement from all participating libraries. Active participation and engagement include:
 - (i) staying up to date with current ILS functionality, issues, and projects; and
 - (ii) sharing knowledge and perspectives with SELCO and other participants.
- (c) The responsibility for maintaining a quality database lies with both SELCO and the participating libraries; A quality database includes complete and accurate patron and bibliographic records.
- (d) The decisions made concerning the SELCO Horizon ILS will be based on an understanding of the situation of member libraries and be as fair as possible to all.

2.3 The Participating Library shall receive the following benefits in connection with its participation:

- (a) Efficient use of available resources to achieve more collectively than is possible individually by sharing the cost of ILS maintenance fees and expenses for staffing required to maintain the database.
- (b) Increased access to materials beyond the local library collection for library patrons, both regional and statewide library collections.
- (c) Stronger relationships and connections between participating libraries.

2.4 The Participating Library further acknowledges that although each member library is operated by a separate local governmental unit or board which retains authority over any policy decisions for internal library operations and the handling of local funds, participation in the SELCO ILS requires the Participating Library and all other participating members to give up a small amount of autonomy to receive the benefits of participation. The Participating Library agrees to adhere to best practices and adjustment of local workflows to accommodate changes in ILS functionality.

Article III. Rights and Responsibilities

3.1 **Individual Libraries.** The Participating Library acknowledges all libraries who participate in the ILS share responsibility for ILS's success. As such, the Participating Library agrees, as follows:



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3.1.1 General.

- (a) To follow the philosophical concepts outlined in Article II above.
- (b) Accept and comply with the provisions of contractual agreements made by SELCO on behalf of member libraries, including SELCO's contract with SirsiDynix ([SirsiDynix Master Agreement](#)), and accept responsibility for the acts of its own employees related to these matters (i.e., maintain the confidentiality of system proprietary software).
- (c) Be a [member in good standing](#) of SELCO, if a public library, or [SELS](#) if not a public library.
- (d) Acknowledge the Participating Library is sharing staff resources with other member libraries, and that library initiatives involving the ILS must include appropriate SELCO staff in the planning stages.
- (e) Contact SELCO with questions, problems, and concerns regarding the ILS.

3.1.2 Fees.

- (a) Pay the Participating Library's portion of the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components, maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Participate in the process outlined [here](#) that determines how the Total ILS Service Cost is distributed among the participating libraries.

3.1.3 ILS Shared Decision Making.

- (a) Provide input, ensure the Participating Library's perspective is shared and keep up to date with conversations and issues, either directly or through Participating Library's assigned representatives.
- (b) Provide active and continuing participation and collaboration in developing certain settings and best practices.
- (c) Follow the Appeal Process, detailed [here](#).
- (d) Follow the Conflict Resolution, detailed [here](#).



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3.1.4 Technology.

- (a) Be responsible for procuring and maintaining all necessary hardware, software, peripherals and connectivity in order to access the ILS, adhering to the minimum requirements outlined [here](#).
- (b) Ensure correct use of ILS clients and related applications on local computers.

3.1.5 Training.

- (a) Ensure the Participating Library's personnel is trained on the ILS and its usage, including, but not limited to, conforming to adopted rules, policies, and best practices for the operation of the ILS through the shared decision-making committee.
- (b) Maintain, document and train staff on any local decisions, workflows, and policies ensuring they conform to the rules, policies, and best practices adopted through the shared decision-making committee.
- (c) Collaborate with SELCO staff to solve technical issues beyond the Participating Library's level of expertise.

3.1.6 Resource Sharing.

- (a) Lend library materials to patrons of all participating libraries according to the SELCO Region's [Borrower Privileges](#) document.
- (b) Participate in interlibrary loan services among SELCO Horizon Libraries, and MNLINK.
- (c) Conform to rules, policies, and best practices for the operation of the ILS established through the shared decision-making committee.
- (d) Maintain standards and practices of collection development and avoid major reductions in acquisitions with the intent of relying on the collections of other participating SELCO Horizon Libraries.



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3.1.7 Access.

- (a) Restrict operation of the ILS to the Participating Library's authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with the Participating Library's third-party vendors protect against misuse and security breaches of patron data.

3.2 **SELCO.** SELCO also shares responsibility for the success of the ILS with the Participating Library and other participants. SELCO will undertake the following:

3.2.1 Administration/General.

- (a) Adhere to the philosophical concepts outlined above in Article II.
- (b) Establish, administer, and negotiate a contractual agreement with ILS vendor(s) for products and services. The contract can be found here: [SirsiDynix Master Agreement](#).
- (c) Communicate with ILS vendor(s) and remain up to date on all offered vendor training and product overviews.
- (d) Provide qualified staff to administer the ILS and serve as technical advisers.
- (e) Modify the ILS to ensure its sustainability for the region.
- (f) Provide timely notifications of modifications to member libraries.
- (g) Provide a [Help Desk](#) for participants to contact SELCO staff with questions, problems and concerns regarding the ILS that allows for a timely response.
- (h) Prioritize staff resources for products and services that are accessible, utilized or needed by the region as whole.



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- (i) Consider requests for implementation of products and services not accessible, utilized or needed by the region as whole as staff resources allow.

3.2.2 Fees & Costs.

- (a) Determine the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Provide timely and clear notice of ILS fees to member libraries based on the process outlined [here](#).

3.2.3 ILS Shared Decision Making.

- (a) Regularly update the Participating Library on ongoing ILS activities.
- (b) Provide opportunities for member libraries to guide areas of the ILS.
- (c) Collaborate with member libraries in developing certain settings and best practices.
- (d) Be the custodian of documents related to shared ILS decision-making.
- (e) Follow the Appeal Process, detailed [here](#).
- (f) Follow the Conflict Resolution process, detailed [here](#).

3.2.4 **Technology.** Procure and maintain all necessary hardware, software, peripherals, and connectivity to administer the ILS.

3.2.5 Training.

- (a) Provide training and training resources to the Participating Library on the use of the ILS adhering to principles outlined [here](#).
- (b) Provide a [list of expected competencies](#) for library staff using the ILS.



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3.2.6 Resource Sharing.

- (a) Provide delivery services to facilitate resource sharing and interlibrary loans.
- (b) Be a designated MNLINK Gateway, executing and administering the responsibilities outlined in the MNLINK server site agreement found here: [MNLINK Server Site Agreement](#).

3.2.7 Access.

- (a) Restrict operation of the ILS to authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with SELCO's third-party vendors protect against misuse and security breaches of patron data.

Article IV. Member Libraries Together. The success of the ILS depends on the cooperation and engagement of participating libraries together as a unit. The Participating Library, together with the other participating libraries, will:

- (a) Identify a committee or other designated group to provide guidance for the operation of the ILS.
- (b) Work closely with SELCO staff for the operation of the ILS.
- (c) Establish its own structure, procedures, and process.
- (d) Establish rules, policies, and other best practices for the operation of the ILS.
- (e) Enforce the adopted rules, policies, and best practices.
- (f) Maintain and follow the Appeal Process to decisions made, detailed [here](#).
- (g) Maintain and follow the Conflict Resolution process, detailed [here](#).



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Article V. Term of Agreement. The term of this Agreement is for one (1) year, commencing on July 1, 2024. This aligns with the vendor contract found here: ([SirsiDynix Master Agreement](#)) - SirsiDynix Long Term Agreement (LTA). This alignment allows for stability and predictable fees for member libraries, with known annual increases. By signing this Agreement, the Participating Library is committing to the complete term of this Agreement. Notwithstanding the foregoing, if the Participating Library eliminates its physical collection or closes permanently, this Agreement may be terminated prior to the end of the one (1) year term upon the written agreement of SELCO and the Participating Library.

[SIGNATURES TO FOLLOW]



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

IN WITNESS WHEREOF, the undersigned have executed this Agreement to Participate in the SELCO Integrated Library System as of the day and year first written above.

SELCO:

SOUTHEASTERN LIBRARIES COOPERATING, a
Minnesota nonprofit corporation

By: _____

Name: _____

Title: _____

PARTICIPATING LIBRARY:

[Name]

By: _____

Name: _____

Title: _____

Address:

Focus Area: Mission, Vision, Core Values



- **Goal:** The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community
 - **Objectives:**
 - Review current mission statement to reflect the needs of the community
 - Create a vision statement to guide the library's future
 - Articulate the core values that represent the library's priorities and deeply held beliefs

Focus Area: Outreach and Partnership



- **Goal:** The Library is embedded in community activities
 - **Objectives:**
 - Build partnerships within the community to maximize impact
 - Provide library services outside of the library building
 - Create a dynamic communication and engagement plan

Focus Area: Infrastructure



- **Goal:** Community goals and needs are reflected in the building and staff
 - **Objectives:**
 - Explore the creation of a new makerspace
 - Develop a plan to update the library's virtual presence
 - Create a sense of welcoming in the library space both indoors and outdoors

Focus Area: Collections and Programs



- **Goal:** The community has access to resources that engage, inform and entertain them
 - **Objectives:**
 - Provide opportunities for community members to interact with each other
 - Expand and highlight diversity in the collections
 - Build a platform of inclusive programming

MEASURING PROGRESS

Implementation Task	Lead	Status	Notes
Convene a group of appropriate stakeholders to review the current mission statement and propose any needed revisions	Library Board Chair, Library Director	MOVE FORWARD	• Still working on identifying and writing library values • Will work with SELCO ED on this when values are completed
Work with the Library Advisory Board and City Council to approve mission statement	Library Advisory Board, Library Director	MOVE FORWARD	• Still working on identifying and writing library values • Will work with SELCO ED on this when values are completed
Incorporate mission statement into library documents, practices, etc.	Librarians	MOVE FORWARD	• Will work on this when mission statement is complete
Convene a group of appropriate stakeholders to create a list of core values for the library	Library Board Chair, Library Director	IN PROGRESS	• Staff & Board completed values survey • Board worked with SELCO ED to create library values • Wordsmithing in progress
Work with the Library Advisory Board and City Council to approve the library's core values	Library Advisory Board, Library Director	IN PROGRESS	• Once wordsmithing is complete, the Board will approve library values and send it forward for City Council approval

Implementation Task	Lead	Status	Notes
Incorporate core values into library documents, practices, etc.	Librarians	MOVE FORWARD	Once core values are adopted, librarians will incorporate values into documents, practices, training, etc.
Evaluate existing communication efforts	Library Director	ON GOING	- Review of two previous communication audits in progress - Digital signage, brochure and resource bookmarks added
Create a plan to increase availability of e-content	Library Director	IN PROGRESS	- Working with SELCO to increase digital budget - Contribution to Overdrive/Libby increased - Reviewing local content
Evaluate current programming schedule	Children's Librarian & Public Services Librarian	ON GOING	- Public Service & Children's Librarian continuously review - Many new programs added and different timing tried
Explore ways to use the Library Plaza for programming	Librarians	ON GOING	- Mayor's Reception, Storytime, Concerts, Crandall Reception - Weather often a challenge - Umbrellas added by Friends
Explore opportunities for people who are deaf, hard of hearing, blind, visually impaired and community members with other sensory needs	Librarians	ON GOING	- Library became Sensory Inclusive Certified with staff trained, sensory bags offered, quiet area created, signage installed & app added - American Sign Language added to Mango Languages app