



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, MAY 13, 2024

6:00 PM

1. Swear in New Board Member
2. Call to Order
3. Approval of the Minutes of the March 11, 2024 meeting
4. 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
5. Election of Officers (Chair and Vice Chair)
6. Director's Report
7. Teen Advisory Board Report
8. SELCO Report
SELCO Foundation Report - Micki O'Flynn
SELCO Board Report - Lisa Reuvers
9. Authorize Purchase of 12-Month CD with Funds Held in SELCO Foundation
10. Policy Review: Circulation Policy. Please see the attachment for proposed changes to this policy
11. Long-Term Meeting Room Request: State District 19 DFL Steering Committee
12. 2025 Budget
13. Other
14. Next Meeting Date: June 10, 2024 6 p.m. Great Hall (second floor)
15. Adjournment
16. 2025 Budget



**Minutes of the Monday, March 11, 2024 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Jayne Spooner (Chair), Melissa Kuhl (Vice Chair), Anneke Musselman, Kate McGrogan, Langston Richter, Delane James (Library Director), Linda Hanson (Library Technician)

Before the meeting Heather Slechta swore in Kate McGrogan as a returning Library Advisory Board Member and Langston Richter as the newest Student Advisory 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 Anneke to approve the minutes of the February 12, 2024 meeting and a second by Langston. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- On February 15th the musical duo the Strum Brothers performed in the Great Hall. The library provided some ukuleles for patrons to play and sing along.
- A program called Vegetable Gardening with U of M Master Gardener Lisa Reuvers was held on February 24th. 24 people attended the program
- The new SELCO app is live for all Apple and Android devices.
- Delane is working with a vendor who will provide estimates for shades, lighting, sound improvements including a hearing loop system that is installed under the carpet and tunes into hearing aids.
- Edible Books Festival is coming up soon. Entries are due on April 13 with voting done on April 22. Registration sheets are available at the library.
- Vox and Wonderbooks are now available and are shelved in the audio/visual section of the library. These books are talking books and are rechargeable with any phone charger.
- The Sew 'n Sew makerspace is still going strong. Between 12-21 people are in attendance. We also have 1-2 people volunteering to help.
- The 3D printing lab had a great turn-out in February with 10 people that participated.
- Delane is working on the City Annual Report which she will present on April 2nd.
- The new City Administrator Jessica Kinser will be starting on April 1st.
- Library Advocacy Day Zoom meeting with Senator Jasinski was attended by Delane and Jayne on February 26th. Lisa Reuvers attended this event in person at the State Capital.
- The new settings are going live in April. Delane has been a part of the task force involved in this achievement.
- Delane sent the new Values to Krista at SELCO and she loved them. She will attend our June 10th meeting to lead us through creating our mission statement.
- Next month is the Library Board's annual meeting and officers will be elected..

TEEN ADVISORY BOARD REPORT: Student Advisory Board member Langston Richter reported on the following:

- There will be a live Peregrine Falcon presentation with Naturalist Jackie Fallon on March 25th at 3:00 p.m. in the Great Hall. This program is made possible by the Mayo Clinic Peregrine Falcon Program and the Mayo Clinic History & Heritage.
- Pollinator Gardening with U of M Master Gardener Lisa Reuvers will be on Saturday, March 30th at 10 a.m. in the Great Hall.

SELCO REPORT: None

APPROVE THE 2023 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT: Delane went through the annual report highlighting specific areas. Mel made a motion to approve and a second by Langston. All in favor. The motion carried.

DISCUSS POSSIBLE CHANGES TO CHAPTER 13 ARTICLE II OF THE FARIBAULT CITY CODE REGARDING THE LIBRARY ADVISORY BOARD: The board discussed possible changes to the city code related to the make-up of the Library Advisory Board. Delane will re-word the draft ordinance and bring it back to the board for approval.

OTHER: None

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

ADJOURNMENT: Meeting adjourned at 6:57 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 **in** 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 their 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 identity, but it is not current and they do 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.

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 ~~fees~~ ~~fin~~es 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. 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.

Virtual Library Cards

Patrons who live in Buckham Memorial Library's service area in Rice County can apply for a virtual library card through the library's website. A virtual library card can be used to access the library's online resources only. Virtual library card holders can receive a regular library card by present their photo I.D. and proof of address at the Circulation Desk.

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. **Patrons must present a photo I.D. and proof of address to obtain a replacement library card.**

EXPIRED CARD

The standard "expiration" date for a Buckham Memorial Library card is 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, ~~fee~~ ~~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 total \$10.00 or more
3. ~~99~~ ~~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.** 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 ~~fees~~ ~~fin~~es 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 drops. 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 SELCO Libraries Mobile App, 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 ~~icon~~ link).

Patrons will be notified when a requested item is available for pickup. Items are held for ~~10~~ 7 days.

LOAN PERIODS AND RENEWALS

MATERIAL TYPE	LOAN PERIOD	RENEWALS
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Books -Materials from Buckham Memorial Library	Three Weeks Exceptions: Some circulating reference works and all Big Books- certain materials (such as equipment and state park passes) are checked out loan for one week. Please check the date due receipt or ask a staff member.	Most materials A book may be renewed up to 2 ³ times if no one else has requested it. Some materials may not be renewable. Please ask a library staff member.
Magazines	Two Weeks with a 10 item limit per library card.	A magazine may be renewed up to 3 times if no one else has requested it.
Newspapers	Newspapers do not circulate	N/A
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.
DVDs	One Week with a 10 item limit per library card.	A DVD may be renewed one time if no one else has placed a request for it.
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 ~~may 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

Buckham Memorial Library accepts cash, check and credit/~~debit~~ cards as payment for fees and for charges for lost and damaged items. ~~A credit/debit card is the preferred method of payment for items from other libraries.~~

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

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

OTHER FEES

Book Sale	Paperbacks, 25 cents. Hardcover, 50 cents. Books on CD \$2.00. DVDs \$1.00. Music CDs 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	<i>See Meeting Room Policy</i>
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, 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.

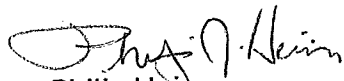
Draft April 2024

To: Buckham Memorial Library Advisory Board
c/o Library Director

From: Senate District 19 DFL Steering Committee

Hello,

Our Steering Committee is requesting the use of your meeting room on Wednesdays from 6-7:30 PM on a weekly basis through the end of May 2024. The purpose of our meeting is to recruit and organize a campaign for a Democratic Candidate for the House Seat 19A. Our initial group consists of a dozen individuals but may increase to several dozen. We appreciate the availability and opportunity to meet in the public space the library has to offer. Thank You for your consideration.



Philip Heim

Senate District 19 DFL Secretary
507-202-3694