



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, FEBRUARY 14, 2022

6:00 PM

1. Call to Order
2. Swearing in of Board Members
3. Approval of the Minutes of the January 10, 2022 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. Director's Report
6. Teen Advisory Board Report
7. SELCO Report
 - Jayne Spooner - SELCO Board Member update
 - Micki O'Flynn - SELCO Foundation Investment Options
8. Bequest Discussion
9. Strategic Planning Process
10. Other
11. Next Meeting Date: March 14, 2022, 6:00 p.m., Great Hall, Buckham Library
12. Adjournment



**Minutes of the Monday, January 10, 2022 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Travis Davidson (Chair), Keri Simon, Melissa Kuhl, Crystal Bauer, Nevaeh Weeg, Delane James (Library Director), Linda Hanson (Library Technician)

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 December 13, 2021 meeting and a second by Crystal. All in favor. The motion carried.

REQUESTS TO BE HEARD: No requests to be heard.

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

- The library is now Fine Free. The switch has gone well. Very favorable reactions. Press releases are out and Delane is working on a video with TLT Video Productions.
- Per the pre-trial hearing, Delane was invited to write a victim impact and restitution statement. The disposition hearing is scheduled for January 20, 2022.
- In December, the library hosted an online water conservation program for preschoolers presented by Clean River Partners Storyteller and Educator Kevin Strauss. The program included a video featuring a story about Itsy Bitsy Spider. The City of Faribault sponsored this program as part of its Stormwater Education Programs.
- Year-end performance reviews are completed.
- Delane is currently working on annual reports for the City and State. Each are due in April.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that TAB talked about dates for Books & Brownies and Pizza & Pages book clubs. Also discussed was the library going fine free, adult reading program and upcoming Take-n-Make.

SELCO REPORT: No reports.

BEQUEST DISCUSSION: Delane asked the Board Members to put 2-5 ideas on a piece of paper to add to the Crandall Bequest list. The list is just a starting point for discussions. Also handed out was the Draft Endowment Fund Policy Template/Example for the Board to examine.

- Keri mentioned to try to keep most of the money and use the interest in the near future. She also asked what should be included in the library's operating budget as normal expenses.
- Delane will be checking with staff and the Friends of the Library Board for ideas and to see if/what the Friends and the Library could work on together.

OTHER: None

NEXT MEETING DATE: Monday, February 14, 2022, at 6:00 p.m. in person in the Great Hall.

ADJOURNMENT: At 7:08 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

Quarterly Financial Report Quarter Ending December 31, 2021

		Ending Balance 09/30/2021	Deposits	Withdrawals	Earned Interest & Dividends	Ending Balance 12/31/2021
	Original Agreement Date					
Buckham Memorial	4/1/2020	\$ 80,974.61			\$ 21.91	\$ 80,996.52

Institution	Investment	Funds Available	Interest Rate	Balance
Foresight Bank	12-month CD	8/2/2022	0.45%	
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	n/a	2.20%	
Mutual of America*	Institutional Funds	n/a	n/a	
Capital One	Savings		0.10%	\$ 80,996.52
				\$ 80,996.52 Total Investment

Ideas for the Crandall Bequest February 2022

(Suggestions from staff are noted in orange.)

(Suggestions from Board members are noted in green.)

Items for Operating Budget

Add user-friendly technology/equipment ([smart screen](#), projector, laptop, etc.) to Great Hall

Any way to use some money for staffing? Or is there even a need or room for that?

Update collection - especially tech and science

Expand collection in areas that need it

- More eBooks and Audiobooks (Board member agreed with this)

Off-site storage - 3rd floor stuff that only gets used once a year or less, collection overflow, etc.

Book delivery service for homebound patrons - either in person (with city vehicle) or by mail (subsidized rates for nonprofits/media mail)

Living history, check out person for convo

Culturally diverse staff and materials

More adult programming (esp. for middle aged individuals)

Outreach programs (delivery to homebound)

100-year anniversary food, entertainment

Workshop with tools and equipment

Items for Capital Improvement Plan

Infrastructure - future-proofing/energy efficiency – add ultraviolet light sanitizing to HVAC system, plumbing, smart outlets

Upgrade staff break room

Upgrade J/YA areas - new furniture, tables, etc.

Update Children's/Teen Area

Cleaning/organizing company for 3rd floor storage area

Staff education - language (Spanish, Somali, ASL), patron relations, etc.

Chill room - any way at all to expand or rearrange to make room

Automation - lights, door locks (for ease and security), air quality sensors

Check for ADA compliance issues ([Board Member agreed with this](#))

Replace/repair shelving (at least the bowing shelves)

[I think some more bookshelves and/or replacing bookshelves would be a good idea.](#)

New furniture

New lighting

[What about a commercial whole fan unit for the library. I'm thinking of one that would push warm air down in the winter to generate warmth for staff and patrons. It would reverse in the summer pushing warm air up making the air conditioning be more efficient. I know this works in my tiny condo, but it makes sense to me it would work for larger areas also. Anyway, that's my idea. I am a big fan of comfort, saving energy, and saving money!](#)

[New doors with locks that work](#)

[Larger break room](#)

[New Circulation Desk](#)

[Pressure wash building before 100-year anniversary](#)

Partnerships and Other Funding Opportunities

Free meals for students during the summer (or partner with local service/school)

Community education - here and/or partnered with another local service

- [GED scholarships for community](#)
- Computer/internet literacy
- College/workforce prep

Improve WiFi - maybe even add antennas/boosters to the outside of the building

Support local business start-ups - host some kind of fair or event

[Add temporary membership/visits to check out \(MN Zoo, Science Museum\)](#)

Items Outside of Operating and CIP

If a new community center is built, remodel the existing space for the library's use (Idea Store)

- Maker space
- Incubator for nonprofits
- Space for social service providers

If the Community Center moves, leaving the building for use by the library, I suggest we make most of the building into a Maker Space.

It would be sectioned off into separate rooms for various Maker areas—

1. Sewing and Knitting Room
2. Technology Room
3. Music Room
4. Cooking Room
5. Gardening Room
6. Crafting Room

Then maybe also areas for filling out forms, health care, tutoring, meeting rooms
AND STORAGE!

Audio and video recording studio

future-proof as much as possible

- Sound booth, microphones, mixer, computer, editing software, camera(s), lights, green screen, monitors, stands (mic, light)
- online training for programs and equipment
- <https://danburylibrary.org/recording-studio/>
- Public (broadcast) open mic night
- awards for content created here

Makerspace on main floor of the library, possibly in the AV area

Sensory-friendly rooms

Endowment - use income to pay for programs, upgrades, etc.

Solar panels \$15k-\$50k Depending on size and energy needs

- Will pay for itself in a few years
- Able to retain power even if grid goes down
- Reduced operating costs
- Make the library even more valuable to the city as an emergency shelter

Hearing loop system for the Great Hall like the one at Buckham West

Add to makerspace - new 3D printer (resin), video converter, miniature painting club, cricut/silhouette cutters, photo/video editing computer)

On-call accessibility - language interpreters, live captioning, etc. (common in bigger cities)

On-call/part-time social worker (or partnership with local service)

Bookmobile

Technology bus/van

Electric vehicle charging stations

Book bikes

Bikes to check out

[Launchpad](#) tablets in circulation

Laptops and tablets in circulation

Charging stations

Shaded areas on plaza

Remote book lockers - ~\$60k

- [Lyngsoe](#) - outdoor options
- [Bibliotheca](#) - indoor only
- [Envisionware](#) - remote library kiosk
- [FE Technologies](#) - modular and expandable (RFID only, I think)
- [D-Tech](#) - indoor and outdoor

Library of Things: Checking out nontraditional items like baking pans, fishing rods, video games, ties, sewing machines, Cricut machines, garden tools, STEM kits, board games, snow shoes

Family study area - soundproof, kid accommodations

Computer stations with play pens

<https://www.washingtonpost.com/dc-md-va/2022/01/29/richmond-library-parent-child-design/>



Revisit VR system - discuss practicality/popularity, update, create dedicated space

Virtual software e.g. [Masterclass](#) or [Skillshare](#)

LinkedIn Learning

Sound-dampening panels and ceiling tiles

Circulate small audio recording setup for podcasts, etc.

[Smart book return](#) (Board member agreed with this)

[Anytime Access](#) - this is WILD, but maybe we could use it for just the entryway if we had automated book lockers in there

Switch to RFID

Broadcast WiFi from library over White Space

Free transportation to the library for patrons, especially children

Eco-friendly library (bees, lights, etc.)

In general, more trees and gathering spaces outside

More meeting rooms for the community

Slide from Great Hall to 1st floor (Another Board member agreed with this)

Treehouse

Structure (like Mankato Children's Museum)

Nature-based splash pad (along stairway/garden area or in Peace Park)

Enlarge the library for more conference/study rooms

Makerspace areas with staffing

Movie projection screen and updated sound for summer reading events