



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, DECEMBER 9,
2024

6:00 PM

1. Call to Order
2. Approval of the Minutes of the October 14, 2024 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. Long-term Meeting Room Request - Kaleidoscope
8. Policy Review: *Collection Development and Maintenance* Policy. Please see the attachment for proposed changes to this policy.
9. 2025 Budget
10. Other
11. Next Meeting Date: January 13, 2025, Great Hall (second floor); SELCO Executive Director Krista Ross will lead the Board in creating a vision statement.
12. Adjournment



**Minutes of the Monday, October 14, 2024 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

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

CALL TO ORDER: Jayne called the meeting to order at 6:02 p.m.

APPROVAL OF THE MINUTES: A motion was made by Mel to approve the minutes of the August 12, 2024, 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:

- Welcome to Sam Powell. He will be sworn in at a later meeting.
- There will be no meeting in November due to the Veterans' Day Holiday.
- The hearing loop system in the Great Hall has been installed, and the first phase of the project, with speakers, screen, and projector, is complete. The second phase will include lighting and acoustic tiles. Delane found and ordered the light fixtures, which have a 10-week delivery period. Due to the building structure, a change order of approximately \$20,000 will come out of next year's budget. We are looking at a January/February 2025 completion date.
- The library now has a new streaming service called Kanopy. Sign up with your library card and receive 15 tickets monthly to use on various videos. Many of the films include public performance rights. Kanopy for Kids is unlimited and includes parental controls.
- A Glowforge has been purchased as an additional maker space option, and a filtration system will be purchased soon.
- Delane gave an update on several recent and ongoing programs:
 - The Summer Library Program was a huge success with over 1,007 participants and 225 youth who completed and had their names printed in the paper. 900 books were given away.
 - September 18th: Geocaching 101: The World's Largest Treasure Hunt. This program was presented by Bobs' father Bryan Latchaw who has been in the hobby for over 16 years.
 - September 19th: Professor Joseph Mbele from St. Olaf College. He discussed the differences and similarities between African and American cultures.
 - On October 3rd: Bats: Echos in the Night with Naturalist Andrew Wendt
 - Book Buds is being brought back. Elementary kids can "check out" a middle or high-school-aged buddy to read with. This program will take place on Thursday afternoons in November and December.
 - Allyn provided a library tour to ELL students from the Faribault Education Center on October 7th.

TEEN ADVISORY BOARD REPORT: None

SELCO REPORT:

Micki informed the Board that the \$14,000 12-month CD had \$753.93 in interest. The Board also has \$19,367.68 in liquid savings at 1% interest. The next CD is coming due on December 20th.

Lisa is now the new chair of the SELCO Board's Advocacy Committee. Lisa also said SELCO will sign the new contract with Evergreen for the automation system and will pay the migration fees to switch to this new system. The Board would like to start working on a vision plan. Rolling Stones Schools would like to join SELS.

LONG-TERM MEETING ROOM REQUEST: Gordon abstained from voting on Kaleidoscope's long-term meeting room request due to a conflict of interest. This resulted in no quorum. Delane will put the request on the agenda for the next meeting.

ORDINANCE 2024-20: Ordinance 2024-20 Amending Chapter 13 Article, Article II of the Faribault City Code regarding the Library Advisory Board is in the process of being approved by City Council.

2025 BUDGET: The preliminary levy has been set at an approximate increase of 15%. The library has been informed about a new endowment of \$10,000 from Diane DeLait. Diane is working with the Faribault Foundation to set up this endowment.

CANNON VALLEY MAKERS TOUR: The tour of the Cannon Valley Makers was wonderful and informative. CVM has an affordable membership of \$25.00 per month.

OTHER: None

NEXT MEETING DATE: Monday, December 9, 2024, at 6 p.m., Great Hall (second floor).

ADJOURNMENT: Meeting adjourned at 7 p.m.

Respectfully submitted,
Linda Hanson
Library Technician



Kaleidoscope
Art, Conversations, and Support for LGBTQ+ Youth and Allies

KaleidoscopeByFaith@gmail.com

To the Library Advisory Board:

My name is Faith Jameson. I am a graduate of South Central College and a proud graduate of Faribault High School. Having grown up in this community, I can attest to the unique challenges faced by many LGBTQ+ youth in this area. The harrowing journey from youth to adolescence and eventual adulthood is further complicated by the lack of LGBTQ+ resources and support.

I created Kaleidoscope to meet this need. **Kaleidoscope is a weekly LGBTQ+ group designed for and by young people in Rice County.** Kaleidoscope incorporates art, conversation, education, and support for both LGBTQ+ members and allies, and aims to provide all young people with the tools they need to learn, grow, and embrace their identities in a positive way.

Kaleidoscope was able to meet at the Buckham Memorial Library the last couple of years and it was the perfect location. Students, guests, and myself very much enjoyed the welcoming environment the library contributed to Kaleidoscope. **Would the library be open to hosting Kaleidoscope again?**

Kaleidoscope meets on Thursdays from 3:45pm-4:45pm, following the Faribault Public School calendar (no meetings on school holidays, breaks, snow days, etc.) This year, our first meeting will be Thursday, September 12th 2024 and we will end on June 12th 2025.

Buckham Memorial Library has always been my dream location for Kaleidoscope. As the stalwart champion for inclusion, community, knowledge, and growth, I can think of no better place to host our little group. Thank you for considering this request and helping to support our local young people.

Sincerely,

Faith Jameson
Founder and Director of Kaleidoscope



Buckham Memorial Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
*See also the Buckham Memorial Library's policies on **Gifts/Donations***

- I. SELECTION OF MATERIALS**
- II. DESELECTION OF MATERIALS**
- III. REQUESTS FOR RECONSIDERATION OF MATERIALS**
- IV. APPENDIX: LIBRARY BILL OF RIGHTS**

I. SELECTION OF MATERIALS

The Buckham Memorial Library strives to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning, and love of reading.

Functions of the Library:

- acquire, organize, and provide books and other relevant materials
- ensure access to information resources throughout the nation and around the world
- serve our public with expert and caring assistance
- reach out to all members of our community

A place for culture, education, and recreation, Buckham Memorial Library is delighted to serve as a welcoming place and gathering point for the community. The Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects.

SELECTION RESPONSIBILITY AND BUDGET

Selection and purchase of library materials rests with the Library director, who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

Before the beginning of each budget year, the director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult and children's fiction, nonfiction, reference, periodicals, audiovisual materials, etc.). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

TYPES OF MATERIALS ACQUIRED

Materials will be selected based on positive reviews in professional journals and/or actual examination and evaluation of materials. Popular demand (bestsellers, school bibliographies, local interest) may also be used as the criterion for selection. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the

community for items to be considered for purchase are welcomed and encouraged, but all materials must meet selection criteria.

The Buckham Memorial Library does not attempt to acquire textbooks that support local curricula, but may acquire general textbooks (e.g., math or language guides, ACT or SAT study guides, etc.) for use by the public. Multiple copies of popular books (e.g., bestsellers) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, audiovisual, magazines, electronic resources, digital material, online resources, etc.). Generally, only one copy of materials in non-print formats (DVD, CD, e-book, etc.) will be purchased unless long-term high demand is anticipated. Audiovisual materials will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the Library may choose not to select it if its format is not durable enough to withstand repeated circulation, or if it would require excessive staff time to maintain.

The Buckham Memorial Library strives to have a collection that reflects the diversity of the population it serves. To that end, part of the collection development budget will be allocated to purchase materials in the preferred language of residents who are not native speakers of English. Non-English materials considered for purchase will be evaluated as much as possible under the same guidelines and policies used for English-language materials. Citizen recommendations are always welcome and appreciated.

Objections to items in the collection should be made in writing to the Library director. (See the Buckham Memorial Library's *Requests for Reconsideration of Materials Policy*.) Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's Deselection of Materials policy (below).

II. DESELECTION OF MATERIALS

Materials that no longer fit the stated service roles of the Library will be withdrawn from the collection. This may include materials that contain obsolete information or are no longer used. Damaged materials (especially water-damaged materials) will be withdrawn for reasons of usability and hygiene. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library director or designated staff. When necessary, local specialists may be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with federal, state, and local law, which permits discarding into the trash, recycling of paper, or transfer to the Library's used book sale channels. Discarded library materials may be given to other area libraries or non-profit organizations at the discretion of the Library director. Unsalable and unwanted discarded library materials may be offered to the general public for free.

III. REQUESTS FOR RECONSIDERATION OF MATERIALS

The Buckham Memorial Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the Library in the ongoing process of collection development and maintenance.

The Buckham Memorial Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects. **The Library is bound by MN Statute 134.51 which says that “A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.”** Individuals may take issue with Library materials, **programs, and displays** that do not support their tastes and views; however, no one person or group of individuals has the right to tell others what they can or cannot read, **listen to**, or view.

Staff is available to discuss concerns and identify alternate materials that may be available. If a patron’s concern is not satisfied through discussion with staff, a written *Request for Reconsideration of Materials* form may be submitted to the Library director. Copies of the form are available at the Reference Desk. If a patron’s concern is not resolved through contact with the Library director, the patron may then submit the *Request for Reconsideration of Materials* form to the Library Advisory Board for a final ruling.

The Buckham Memorial Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the Library’s collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Rice County and hold a valid borrower’s card. The Library director will respond to the patron’s request for reconsideration in writing within thirty (30) days of receipt. The response will indicate the action to be taken and reasons for the action. An item will only be evaluated for reconsideration once in ~~a twelve-month period~~ **three years**.

*Originally Approved by the Library Advisory Board, 2/2001
Draft 11/2024*

REQUEST FOR RECONSIDERATION OF MATERIALS

Return this form to the attention of the Library director.

Title: _____

Author/Producer: _____

PUBLISHER: _____ PUB. DATE: _____

TYPE OF MATERIAL: _____ Book _____ Magazine _____ CD
_____ Video/DVD _____ Book on Tape or CD _____ Other (specify): _____

What is your concern in regard to:

_____ Printed Material _____ Video/Audio Recording _____ Electronic Resource
_____ Other _____

Request initiated by:

Patron Name: _____ Organization Name: _____

Are you representing yourself or your organization? _____ Myself _____ Organization _____

Address: _____ Email: _____

Phone: _____ Library card#: _____

1. What brought this resource to your attention?
2. Specifically, to what do you object? Please cite specific pages, scenes, etc. Continue on a separate sheet of paper if necessary and attach.
3. Did you read, watch, or review, the entire resource or material ~~book (or listen to/view the entire item)?~~
4. What do you feel might be the result of reading, hearing, or seeing this material?
5. ~~Is there anything you like about this material?~~
6. Have you read or seen professional reviews of this item? Please attach copies if available.
7. What alternative item do you recommend that provides adequate information on the subject?
8. Have you read Buckham Memorial Library's Collection Development Policy and supporting documents?

Signature of complainant

Date

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.