# City Council Work Session
# Tuesday, March 18, 2025 at 6:00 PM
# Public Meeting Room

AGENDA

1. **Call to Order**
2. **Items for Discussion**
   A. Buckham Memorial Library Values, Mission and Vision
   B. Proposal for City Facilities Management
3. **Future Discussion**
4. **Adjournment**

*(The Council may meet as a group for dinner)*

Please contact the City Administrator's Office if you need special accommodations while attending this meeting.

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a accessibility@faribault.org.

Si aad u codsato dukumeentigan oo ku qoran luqad kale, fadlan e-mail u soo dir oo ku soo lifaaq dukumiintiga accessibility@faribault.org.

# Council Work Session Memorandum

| | |
|---|---|
| **TO:** | Mayor and City Council |
| **THROUGH:** | Jessica Kinser, City Administrator |
| **FROM:** | Delane James, Library Services Director |
| **MEETING DATE:** | March 18, 2025 |
| **SUBJECT:** | Buckham Memorial Library Values, Mission and Vision |

**Discussion:**

Staff would like to discuss the work done by the Library Advisory Board as they created the Library's new Values, Mission, and Vision Statements. We are also seeking feedback from the Council about these foundational statements.

**Attachments:**

1. Buckham Memorial Library Values, Mission, and Vision Presentation
2. Buckham Memorial Library Strategic Plan 2023-2025
3. Implementation Plan 2023-2025 page one
4. Buckham Memorial Library Values, Mission and Vision

# Values, Mission & Vision

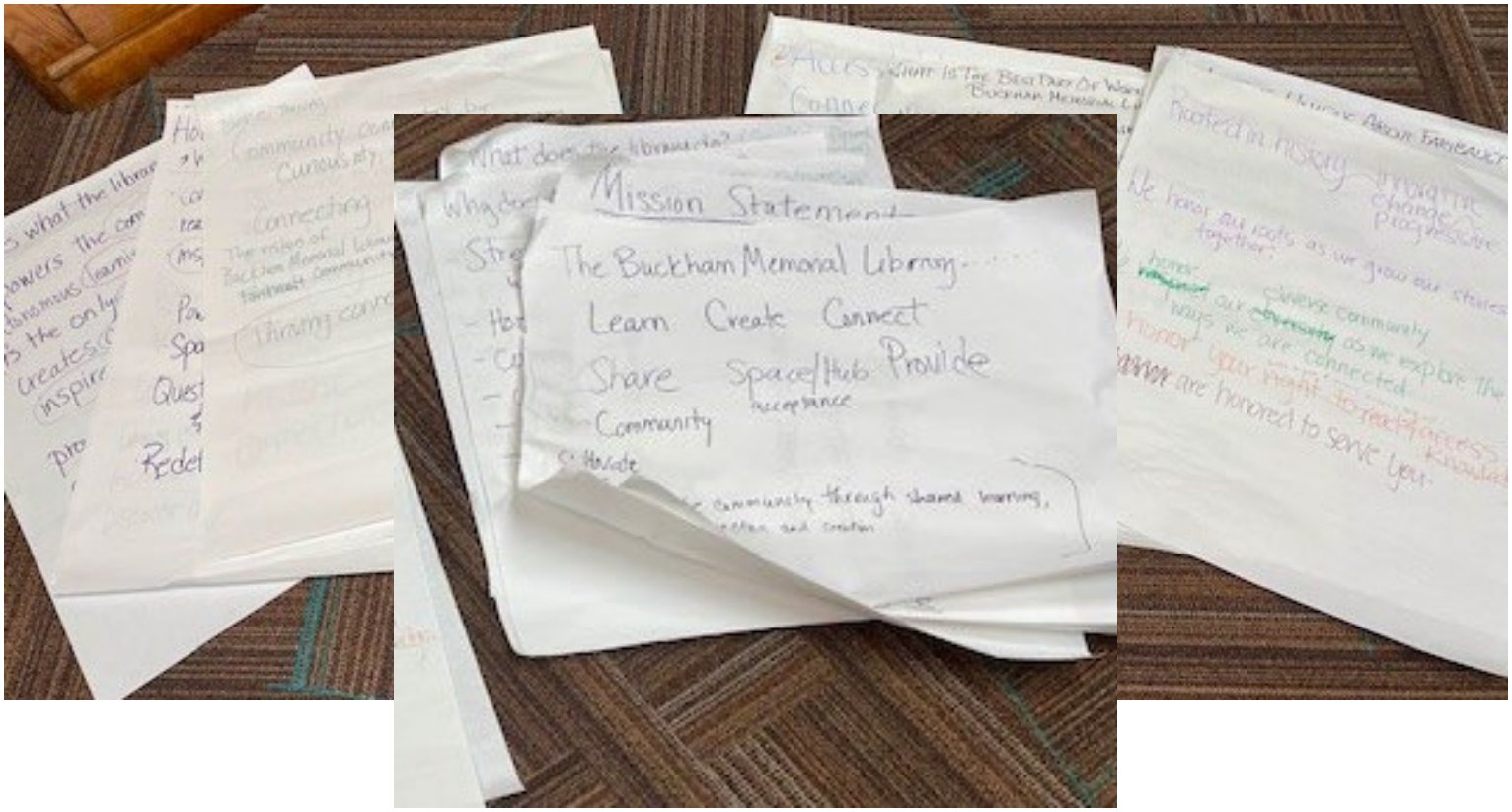
## BUCKHAM MEMORIAL LIBRARY

# Strategic Plan 2023-2025

Focus Area: Mission, Vision, and Core Values

Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community

# Workshops facilitated by Krista Ross



# Values Workshop

Workshop held on
October 9, 2023

Values adopted by the
Library Advisory Board
on February 12, 2024

destination
improving
welcoming to all
knowledgable director
community involvement
centrally located
community spirit
moving forward
stories
freedom to read
Responsive to needs
Sharing
top-notch customer service
roots
revitalization of community
unique
embrace change
embracing new technology
exciting things happening
accessible
customer first
Small city with a lot to offer
beautiful
Introducing people to something new
adopt
a lot to offer
Values
growth
history
friendship
fun
Athens of the West
unifier
diverse community
good communication
bring new people to town
exploring new ideas
access for all
relationship with community
Inclusive
historic
welcoming
open to all ideas
innovativie
connected
needs met
progressive
service

# Buckham Memorial Library Values:

- We honor our roots as we grow our stories together.
- We honor our diverse community as we explore the ways we are connected.
- We honor your right to pursue knowledge and ensure access for all.
- We are honored to assist you.

# Mission Workshop

Workshop held on
June 10, 2024

Mission Statement
adopted by the Library
Advisory Board on
August 12, 2024

Mission
people with disabilities
non-readers
Sharing
learn
library without borders
believe in access to information
tipping point
freedom
English language learners
centrally located
come together as a community
honor the community
innovative
Small city with a lot to offer
revitalization of community
community
good communication
Inclusive
programming
readers
facilitate learning
access for all
free
unsheltered
centralizing shared resources
safe space
all who pursue knowledge
exploration of new things
discovery
bring new people to town
community gathering space
connect people and information
community hub
being easily accesible
community depends on it
outreach
families
cultivate
strengthen community
freedom to read
diverse community
welcoming to all
core to democracy
connections
connect
creation
acceptance
small city with a lot of diversity
knowledge
equalizer
history

# Our Mission:

Buckham Memorial Library cultivates community through shared learning, connections, and creation.

# VISION

Workshop held on January 13, 2025

Vision Statement adopted by the Library Advisory Board on February 10, 2025

Vision
library is cultural hub of community
for some it's the only resource
build habit of learning
exploration
pursue knowledge
community
accessible to everybody
autonomous learning resource
everyone thrives in the way that's best for them
variety of materials and programs
space where people can connect
increased agency and optimism
question information
community comes together instead of being divided
historic
variety of viewpoints
safe place
accurate information
discover own path
reach
creativity
established
diverse
sharing
welcoming
engaging community
diversity
sharing
redefine what a library is
power of dialogue
curiosity
truth
thriving
how people engage with information
pride in community
empower the community
creates community
connections
bridging divisiveness
inspire
serve
open dialogue
learn
inspires learning

# Our Vision:

A thriving, connected community

# Next steps

Thank you!

- Gather feedback and questions from the City Council
- The City Council adopts the Library's Values, Mission, and Vision
- Incorporate Values, Mission, and Vision into library documents and practices
- Use these foundational statements to guide the work of the Library

# Buckham Memorial Library Strategic Plan 2023-2025

**Focus Area: Mission, Vision and Core Values**
Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community
Objectives:

1. Review current mission statement to reflect the needs of the community
2. Create a vision statement to guide the library's future
3. Articulate the core values that represent the library's priorities and deeply held beliefs

**Focus Area: Outreach and Partnerships**
Goal: The Library is embedded in community activities
Objectives:

1. Build partnerships within the community to maximize impact
2. Provide library services outside of the library building
3. Create a dynamic communication and engagement plan

**Focus Area: Infrastructure**
Goal: Community goals and needs are reflected in the building and staff.
Objectives:

1. Explore the creation of a new makerspace
2. Develop a plan to update the library's virtual presence
3. 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:

1. Provide opportunities for community members to interact with each other
2. Expand and highlight diversity in the collections
3. Build a platform of inclusive programming

# Implementation Plan
# Buckham Memorial Library Strategic Plan 2023 - 2025

| Focus Areas & Goals | Objectives | Implementation Tasks | Timeframe | Lead |
|---|---|---|---|---|
| **Focus Area: Mission, Vision and Core Values** | | | | |
| Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community | 1. Review current mission statement to reflect the needs of the community | a) Convene a group of appropriate stakeholders to review the current mission statement and proposed any needed revisions | 2023 | Library Board Chair, Library Director |
| | | b) Work with the Library Advisory Board and City Council to approve mission statement | 2023 | Library Advisory Board, Library Director |
| | | c) Incorporate mission statement into library documents, practices, etc. | 2023 | Librarians |
| | | | | |
| | 2. Create a vision statement to guide the library's future | a) Convene a group of appropriate stakeholders to create a vision statement for the library | 2024 | Library Board Chair, Library Director |
| | | b) Work with the Library Advisory Board and City Council to approve vision statement | 2024 | Library Advisory Board, Library Director |
| | | c) Incorporate vision statement into library documents, practices, etc. | 2024 | Librarians |
| | | | | |
| | 3. Articulate the core values that represent the library's priorities and deeply held beliefs | a) Convene a group of appropriate stakeholders to create a list of core values for the library | 2023 | Library Board Chair, Library Director |
| | | b) Work with the Library Advisory Board and City Council to approve the library's core values | 2023 | Library Advisory Board, Library Director |
| | | c) Incorporate core values into library documents, practices, etc. | 2023 | Librarians |
| | | | | |

**Buckham Memorial Library Values:**

- We honor our roots as we grow our stories together.
- We honor our diverse community as we explore the ways we are connected.
- We honor your right to pursue knowledge and ensure access for all.
- We are honored to assist you.

- *Adopted by the Library Advisory Board 2/12/24*

**Our Mission:**

Buckham Memorial Library cultivates community through shared learning, connections, and creation.

- *Adopted by the Library Advisory Board 8/12/24*

**Our Vision:**

A thriving, connected community

-Adopted by the Library Advisory Board 2/10/25

# Council Work Session Memorandum

**TO:** Mayor and City Council
**THROUGH:** Jessica Kinser, City Administrator
**FROM:**
**MEETING DATE:** March 18, 2025
**SUBJECT:** Proposal for City Facilities Management

---

**Discussion:**
As mentioned at the March 4th work session, the Parks and Recreation Director job description that has now been posted does not include the duties related to management of all City facilities. Over the last two weeks, we have had discussions as part of the leadership team and with staff members and have come up with the following proposal for the remainder of 2025. To understand the proposal, first a review of the current set-up of facilities management is necessary.

**Current State**
At present, the Parks and Recreation Director oversees three positions related to facilities management:

- Custodian - Police Department and Public Works Facility (wages and benefits budgeted in Police)
- Custodian - Community Center and Library (wages and benefits are split 50/50 between departments)
- Maintenance Engineer - City Hall (budgeted as its own department)

The three positions handle the day-to-day items at the noted facilities, including cleaning, trash, snow removal, etc., and work cooperatively together on larger projects where more than one person is required. This includes anytime someone needs to use a ladder as well as larger projects like stripping the gym floors at the Community Center. During the spring/summer/fall months, each employee takes on responsibility for cleaning bathrooms at different park facilities as part of their regular duties. One Custodian and the Maintenance Engineer both have boiler licenses and coordinate daily checks (including weekends) of the boiler at the Washington Rec Center as part of their regular duties as well.

The Parks and Recreation Director manages the time-off requests/absences for the 3 employees. The Parks and Recreation Director

also processes most bills for the expenses at the different facilities. Outside of personnel, the Parks and Recreation Director provides daily monitoring of the HVAC systems at all facilities through a remote system. This position has also been the holder of all knowledge of facility warranties, repairs and other knowledge, which will not be replaceable. The City also maintains two contracts for electrical and plumbing services to be provided citywide, which any department can initiate for their own issues.

**Proposal for Facilities Management**

The proposed changes to facilities management seek to decentralize the current system. In talking with long-term staff members, it was decentralized prior to Paul getting assigned the management duties as part of the Parks and Recreation Director position. Essentially, the department(s)/management in each City facility will take on responsibility for their facility and any maintenance personnel at the facility.

The Parks and Recreation Director/Department would still oversee the Custodian at the Community Center/Library. The Custodian at the Police Department would report to a Police Captain and continue to work at this facility and Public Works. The Maintenance Technician at City Hall will report to the HR Director. The three proposed supervisors have expressed a desire and willingness for this arrangement and have committed to work cooperatively together to help cover absences (planned and unplanned) as well as projects where two or more individuals are needed.

The Maintenance Engineer will do a daily check of the HVAC systems remotely to see if there are any issues before they are reported by a staff member and serve as a point of contact for HVAC concerns before calling the City's service provider for greater assistance. If this aspect becomes too much, it is possible to have requests go straight to the service provider but with a per hour cost for their work.

The largest proposed change would be to hire the State Crew from MN Department of Human Services for the 2025 outdoor season to add the maintenance of the bathrooms at White Sands Dog Park, the Central Park Bandshell, Jefferson and Wapacuta Park. This will allow for the maintenance staff to stay at their respective locations. The list of things to do is certainly never complete at each facility. This will provide staff members with the ability to focus on their assigned facility and for the supervisors to provide the appropriate oversight. From a budgetary standpoint, this will create additional costs for the parks budget. However, the Parks budget has not covered portions of the City staff in the past, so there is no true cost comparison. A contract for services results in a fair allocation of resources for the work that needs to be done to keep the City's facilities and public spaces well maintained.

Paul has one last major assignment before retirement, which will be necessary for the success of the City moving forward. He has a significant amount of information that is in his head and/or in his office. Each facility needs a building manual that contains all the important information related to systems and warranties and contacts for those systems. The goal is to have a citywide facilities setup where anyone could walk into the building, pull the binder, and know who to reach out to for assistance/service.

Ideally the proposed changes would go in effect before Paul's retirement on May 16th in order to see what issues we encounter while Paul is still here. If the Mayor and Council are in favor of trying out the above proposal, there is no action that would be required at this time.

**2026 and Beyond**

The conversation about what to do in future years requires discussion sooner rather than later. If the proposed setup has issues that really cannot be addressed in a decentralized approach, there would need to be discussion with the Council about a Facilities Manager position as part of the 2026 budget or looking to find similar services through a contractual arrangement as well. At this time, staff is open to change and understanding what does and does not work well under the new/old facilities maintenance/management approach.

**Attachments:**