



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, APRIL 14, 2025

6:00 PM

1. Call to Order
2. Approval of the Minutes of the March 10, 2025 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. Election of Officers (Chair and Vice Chair)
5. Director's Report
6. Teen Advisory Board Report
7. SELCO Report
 - SELCO Foundation Report - Micki
 - SELCO Board Report - Lisa
 - ILS Migration Update - Delane
8. Approve SELCO Public Library Membership Agreement 2025
9. Adopt 2025 Buckham Memorial Library Resolution in Support of the Minitex Library Services
10. Policy Review: *Meeting Room* Policy. Please see the attachment for proposed changes to this policy
11. 2026 Budget
 - Library Donation Fund Finance Committee
 - Budget Process
12. Other
13. Next Meeting Date: June 9, 2025, Great Hall (second floor) **(May 12, 2025 Meeting Cancelled)**
14. Adjournment



**Minutes of the Monday, March 10, 2025 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Jayne Spooner (Chair), Melissa Kuhl (Vice Chair), Anneke Musselman, Gordon Lui, Sam Powell, Kate McGrogan, Mikki O'Flynn (SELCO Foundation), 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 Sam to approve the minutes of the February 10, 2025, meeting and a second by Anneke. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- Several programming opportunities coming up are:
 - Seed Library opens on March 20th
 - Live Peregrine Falcon Presentation with Naturalist Jackie Fallon, March 24th at 3:00
 - Tabletop Miniature Paint and Take presented by Bob is on March 25th from 2-4
 - Lisa Reuvers (master gardener) will be hosting "Waking Up Your Garden" March 29th at 10:30 in the Great Hall
 - Testify: Americana Slavery to Today – the Diane & Alan Page collection will be at the library from April 1-23
 - A Fix-It Clinic along with the Rice County Green Corps will be coming May 17th
- Minnesota's Hooded History – The Ku Klux Klan in 1920s Minnesota program was well attended with over 100 people in attendance. Nancy Vaillancourt tailored the program toward Faribault and surrounding area. People took notes, asked many questions and were extremely engaged. The program was scheduled to last 1 hour but lasted almost 2 hours. All feedback was positive with requests for more programming like this in the future. Audrey Helbling wrote an enlightening story about the program in her Minnesota Prairie Roots blog.
- At our next meeting in April officers will be elected.
- The May 2025 meeting is cancelled.
- ILS system training continues. The Go Live date is May 1st.
- Buckham Book Bingo is going strong with 354 people who have signed up.
- At the next City Council work session on March 18th, Delane will be presenting the library's new Values, Mission and Vision statements.
- The Great Hall acoustic tiles are on order.
- Delane is finalizing the paperwork with the vendor for the tower clock repairs.

TEEN ADVISORY BOARD REPORT: None

SELCO REPORT: SELCO Foundation - Mikki

- A CD is coming due March 27 of \$11,000 plus interest. Gordon made a motion to take this CD and move money from savings to make a new CD equal to \$17,000. Sam seconded the motion. All in favor. The motion carried.

SELCO Board report. Lisa was not present, but Jayne reported.

- Lisa and Jayne went to Library Legislative Day at the State Capital. They met with senators and representatives from the SELCO region and talked about the needs of libraries, including:
 - At least \$900,000 in the bonding bill for construction
 - More funding for MINITEX due to potential cuts at the federal level that could lead to cutting statewide delivery and ELM Resources.

APPROVE 2024 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT: A motion was made by Gordon to approve the annual report and a second by Sam. All in favor. The motion carried.

NEXT MEETING DATE: April 14, 2025, Great Hall (second floor)

ADJOURNMENT: A motion was made by Mel to adjourn the meeting and a second by Kate. All in favor. The motion carried. Meeting adjourned

Respectfully submitted,
Linda Hanson
Library Technician

Go Live Week's Plan



Date	System Used	Check Ins	Check Outs	Renewals	New Patrons	Patron Account Changes	Bills
Sat, 4/26	Horizon	Old Process	Old Process	Old Process	Old Process	Old Process	Old Process
Sun, 4/27	Horizon	Old Process	Old Process	Old Process	Old Process	Old Process	Old Process
Mon, 4/28	Offline version New live system	Wait, store in back	Use offline system	Wait till Thursday	Wait till Thursday	Wait till Thursday	Wait till Thursday
Tues, 4/29	Offline version New live system	Wait, store in back	Use offline system	Wait till Thursday	Wait till Thursday	Wait till Thursday	Wait till Thursday
Weds, 4/30	Offline version New live system	Wait, store in back	Use offline system	Wait till Thursday	Wait till Thursday	Wait till Thursday	Wait till Thursday
Thurs, 5/1 <i>Before Opening</i>	Full version New live system	Check items in after checkouts processed	Process transactions from 4/28 - 4/30	Wait till checkouts processed	Wait till checkouts processed	Wait till checkouts processed	Wait till checkouts processed
Thurs, 5/1 <i>After Opening</i>	Full version New live system	Use new system!	Use new system!	Use new system!	Use new system!	Use new system!	Use new system!



SELCO – Southeastern Libraries Cooperating Public Library Membership Agreement

This Agreement is made between the _____ Library (hereinafter referred to as the "Library"), which seeks to improve library service to its users by participating in Southeastern Libraries Cooperating (hereinafter referred to as "SELCO"). SELCO is a non-profit corporation organized under Minnesota Statutes 317A designated as a regional public library system and recognized in Minnesota Statutes 134.20. SELCO's purpose, as specified in Minnesota Statutes 134.34, is to strengthen, improve, and promote library services in the participating areas. The Library must meet certain minimum requirements for location, financial support, and service hours as stated in the SELCO Bylaws to qualify for membership.

I. Library Membership Requirements. In consideration for no membership fee, the Library, as identified in Minnesota Statutes 134.001 and 134.07, wishes to participate in SELCO and agrees to the following terms and conditions. The Library agrees to:

- A. Operate according to the requirements for public libraries in Minnesota Statutes Chapter 134.
- B. Maintain a bibliographically organized collection of materials that are available for reading, listening, and/or viewing by its users.
- C. Share resources consistent with its current circulation policies. For example, the Library may not borrow material types it is not willing to lend to its users.
- D. Provide relevant information about its resources, programming, staffing, and hours of services, as well as contact information for the Library, and allow for such information to be published in both print or electronic format.
- E. Work towards the development of shared bibliographic information or other contributions that are mutually agreed upon by the Library and SELCO.
- F. Maintain financial support of its own library at a level, which in no way is reduced because of participation in SELCO.
- G. Charge a non-resident fee, not less than the fee established, from time to time, by SELCO's Board of Directors, to all users not residing within or paying property taxes in the State of Minnesota.
- H. Provide full, accessible, and non-discriminatory service to regional residents, participate in regional resource sharing, and accept the terms of the Reciprocal Borrowing Compact.
- I. Promptly pay, when due, any dues, fees, or assessments set by SELCO's Board of Directors.
- J. Have a representative attend two-thirds of the Advisory Committee meetings held during the fiscal year.
- K. Participate in the SELCO Integrated Library System (ILS) or maintain a separate ILS. Notification must be given to the SELCO Board of Directors of any intentions to purchase or create a new separate ILS from the SELCO ILS. Any direct system-to-system connection between ILS in the region requires an agreement between the members on appropriate technology, costs, and procedures, as well as determining financial responsibilities.
- L. Complete and submit an annual report as required by the State of Minnesota.
- M. Participate in the SELCO strategic planning process.

II. SELCO Responsibilities. SELCO programs and services will be based on the available funds appropriated by the State Legislature. Every attempt to provide the services listed below will be made; provided, however, SELCO retains the right to modify the range of services. SELCO will:

- A. Provide professional development opportunities, including continuing education opportunities, training workshops, special programs, and other professional development events at little or no cost.
- B. Offer grants and scholarships to assist members in their special needs.
- C. Host member Websites, if desired.
- D. Provide professional resources for member libraries, including an online directory of member libraries, staff, and contact information.
- E. Enhance resource sharing and support reciprocal borrowing.
- F. Provide regional delivery service.
- G. Keep members informed of services and programs through appropriate notifications and meetings.
- H. Administer a relevant strategic plan based on member input
- I. Provide advocacy support for member libraries, if desired.
- J. Administer special grant funds.

III. Compliance with Public Library Membership Requirements. All member libraries, including the Library, must comply with the membership requirements to be members in good standing and to receive the benefits of SELCO services.

If the Library fails to adhere to a membership requirement, it will be considered out of compliance. Upon Library's noncompliance, the SELCO Executive Director will meet with the Library Director to create a plan to return to compliance. This plan will be presented to the SELCO/SELS Board of Directors for approval.

The Library's failure to resolve issues of compliance will result in termination of its membership as described in Section IV below.

IV. Termination. The Library may voluntarily terminate its membership upon sixty (60) days prior written notice to SELCO.

Upon the termination of Library's SELCO membership, the Library will promptly return all materials, equipment, and other items received from SELCO within the last three years. Library will also promptly return any items borrowed from other participating libraries and pay any owning library for any lost or damaged items.

Termination of its membership shall not relieve the Library of any current financial obligations.

Subject to the provisions of Section III above, the SELCO Board of Directors will, at its meeting, by a two-thirds ($\frac{2}{3}$) vote of those present and voting (assuming a quorum), terminate the Library's membership upon its failure to come back into compliance with any requirement of this Agreement. Notice of such meeting shall specifically state that such termination shall be one of the items of business to be considered at the meeting.

V. Indemnification. To the extent permitted by law, the Library and SELCO agree to indemnify and hold each other and its officers, Board members, agents, and employees harmless from any liability, loss, or damage it may suffer as a result of claims, demands, costs or judgments against it arising out of the activities to be carried out pursuant to the obligations of this Agreement.

This Membership Agreement shall commence July 1, 2025, and automatically renew each year.

IN WITNESS WHEREOF, the undersigned have executed this Membership Agreement as of the latest of the dates set forth below.

Name of Library

City

County

Signature and Title of Library Board Chair or Authorized Local Government Official

Date

Signature of Library Director

Date

Mildred A. Halverson

3-10-2025

Signature of SELCO/SELS Board President

Date



*State of Minnesota
County of Rice*

Buckham Memorial Library Advisory Board

RESOLUTION IN SUPPORT OF THE MINITEX LIBRARY SERVICES

Whereas, Minitex provides invaluable library services that enhance access to a vast collection of resources for patrons and libraries across Minnesota;

Whereas, Minitex facilitates access to a collection of more than 10 million resources from Minnesota's public, academic, and special libraries, available to patrons and libraries in every corner of the state via MNLINK.org;

Whereas, Minitex supports eLibrary Minnesota, a collection of education and research online resources essential to the success of Minnesota learners from grade school through graduate school, which was searched 55 million times last year;

Whereas, Minitex contributes to the digitization of historical content from Minnesota's cultural heritage organizations, with the Minnesota Digital Library containing 60,000 items that depict history from all 87 Minnesota counties and are sourced from the collections of 204 historical societies, libraries, archives, and cultural organizations from across the state;

Whereas, Minitex supports Minnesota's statewide ebook collection, eBooksMN.org, which offers nearly 10,000 books to readers of all ages with no need for checkouts or returns and allows most Minnesota K-12 schools to add all 10,000 books to their local collections;

Whereas, Minitex supports library staff with continuing education to collectively meet the educational needs of Minnesota residents at every stage of life;

Therefore, be it resolved, that the Buckham Memorial Library Advisory Board fully supports Minitex Library Services and recognizes the critical role they play as our partner in providing equitable access to information, fostering educational success, and preserving Minnesota's rich cultural heritage.

Be it further resolved, that the Buckham Memorial Library Advisory Board commits to support advocacy for continued funding and support for Minitex Library Services to ensure these vital resources remain available to all Minnesotans.

Date Adopted:

**Buckham Memorial Library
Advisory Board**

, Chair

ATTEST:

Delane R. James, Library Services Director



Buckham Memorial Library

MEETING ROOM POLICY

CONTENTS

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The City of Faribault's Buckham Memorial Library is happy to provide the meeting room for public use. This Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting room. A copy of this Policy, and a copy of the Meeting Room Request Form, will be given to each group requesting use of the meeting room. The Library welcomes comments and suggestions for improving this service to the community.

Disclaimer

Use of the Library meeting room does not imply Buckham Memorial Library or City of Faribault endorsement or approval of the group, the meeting, or the ideas presented at the meeting. No announcement, press release, flyer or other promotion should state or imply Library or City endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers or other promotions should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings. A copy of any publicity material shall be sent to the Library prior to an event.

Description of the Meeting Room

The meeting room (the Great Hall) can accommodate up to ninety (90) people. It is accessible by stairs and by elevator. The Great Hall is equipped with 8 folding tables and 75 chairs. A sink and handicapped-accessible restrooms are also available just off of the Great Hall.

Room Availability

All groups, whether governmental, for-profit or nonprofit, cultural, educational, charitable, or recreational, are invited to use the Library's meeting room. Library staff will make every effort to accommodate these groups; however, the Library reserves the right to make scheduling adjustments based on the Library's needs, or, in case of a conflict, according to the following order of priority:

1. **Library Programs** that involve the efforts of Library staff
2. **Local Government** meetings/programs (official meetings/programs of the City of Faribault or Rice County agencies or departments)
3. Classes, workshops, or seminars, offered through nonprofit educational institutions
4. Programs of an educational, cultural, or civic nature, prepared for the public
5. Business/organizational meetings of nonprofit organizations
6. Other

Scheduling the Meeting Room

A representative of each organization wishing to reserve the meeting room should contact the Library to receive a copy of this *Meeting Room Policy*, which outlines responsibilities and requirements pertaining to use. At that time, library staff or group representative will fill out a *Meeting Room Request Form* and the organization's representative will sign it. **The organization's representative must be 18 years old or older.** A copy of the completed *Meeting Room Request Form* will be retained by the organization and by the Library.

Make reservations by either calling or visiting the Library during regular Library hours. Library staff will maintain a calendar of reservations and will reserve use of the meeting room. Advance reservations for meeting room use including signed request form are required at least two (2) days prior to the meeting date. In the case of long-term meeting room requests, a request will be considered at the next regularly scheduled monthly Library Advisory Board meeting. (*See Procedure for Consideration of Long Term Meeting Room Requests.*)

Hours

The meeting room is available for use during the following hours:

- | | |
|-----------------------|---------------------|
| 9:00 a.m. – 7:30 p.m. | Monday - Thursday |
| 9:00 a.m. – 4:30 p.m. | Friday and Saturday |

Several groups may be using the Library's meeting room during any given day. All groups must vacate the meeting room by their agreed-upon ending time. Set up, take down and clean up must take place during the hours stated above.

Usage Fees

Fees are charged to for-profit commercial or business users. Fees are also charged to any organization (including nonprofits) generating revenues from or during use of the Library's meeting room. This includes revenues generated from sales, admission, attendance charges, fees, or tuition. Make checks out to **Buckham Memorial Library**. The meeting room usage fee is \$30 prepaid and \$40 billed for each four hour period of time with a minimum fee of \$30.

Please note these fees only apply to groups generating revenues as described above. Nonprofit organizations shall not be charged a fee when collecting ordinary annual dues or when selling such miscellaneous items as the organization's calendars, date books, etc., provided that such activity is incidental to the purpose of the meeting.

Nonprofit organizations may generally use the facilities free of charge. If a group is not being charged a fee but wishes to make a donation to the Library, please make checks payable to “Friends of Buckham Memorial Library.”

Available Equipment

The following items may be available for use in the meeting room: white board and screen. Requests for equipment are taken at the time the room reservation is made. See **Description of the Meeting Room** above for available tables and chairs.

Wireless Internet Access

Groups and individuals may bring their own wireless-enabled laptop/notebook computer or other wireless device to use in the Library. The Library is providing wireless access to the Internet via a DSL line. Periodically there are problems with any Internet connection and the Library does not guarantee its wireless connection.

Arrangement/Cleanup of Rooms

Each group is responsible for its own furniture arrangements. Please remember to allow sufficient time to arrange the room to your liking.

Groups using Library meeting rooms must leave the room arrangement in its original configuration. It is the responsibility of the organization to arrange the room to its own specifications and to clean up after the use of the room, generally leaving it as it was found. Groups using the sink area on the second floor will be responsible for leaving it in a clean, sanitary condition. The Library makes every effort to keep the rooms in a sanitary condition, but custodial staff are not available during most of the Library’s hours of operation. Groups using rooms during the afternoon and evening periods are responsible for any minor cleanup they feel is necessary prior to their meeting. Cleaning supplies are available in the sink area of the Great Hall.

Refreshments

Refreshments are permitted in the meeting room at Buckham Memorial Library. No alcoholic beverages are allowed in Library meeting room or on library premises. If refreshments and/or nonalcoholic beverages are served, the tables and chairs must be cleaned afterward by the user group (as well as the carpets if necessary). Some cleaning supplies are available in the sink area adjoining the Great Hall. All utensils, coffee pots, coffee, beverages, and refreshments must be provided by the group.

Catering Supplies

When a group has arranged for catering, all supplies must either be removed by the group or picked up by the caterer on the same day as the reservation. Caterers may deliver and pick up supplies only during regular Library hours (*see Hours* above).

Storage

The Library provides no space for the storage of an organization’s equipment, supplies, records or other memorabilia.

Damage to the Room

Organizations using the meeting room are responsible for the supervision of the activity and its participants. Each organization reserving the meeting room is responsible for any and all damage to library property or equipment incurred during the use of the facility.

Messages

Library staff will notify groups over the Library paging system of any incoming phone calls **only** in case of emergencies.

Parking

Parking is available in parking lots on the east (off Willow Street) and south (off 1st Street SW) sides of the Library as well as in front of the Library.

Long Term Meeting Room Requests

Organizations that desire to maintain a regular schedule of meetings (i.e., weekly or monthly) at the Library must first request and have such ongoing meetings approved by the Library Advisory Board.

Procedure for Consideration of Long Term Meeting Room Requests

1. Requests must be sent in writing to the Buckham Memorial Library Advisory Board, c/o of the Library Director.
2. Requests should specify day, time, and frequency of meeting, estimated number attending the meeting, the group's purpose/function as well as the name of the group making the request and a contact person.
3. The Library Advisory Board will consider the request at its next monthly meeting. The Board may choose to ask a representative of the group to appear in person to make the request.
4. Library staff will inform the group of the status of its request and make arrangements for the use of the meeting room.
5. All requests are subject to the Buckham Memorial Library *Meeting Room Policy*, and all groups must have a completed *Meeting Room Request Form* on file.
6. The Advisory Board will generally review long-term requests lasting more than one year on an annual basis.

Revised and approved by the Library Advisory Board, October 2021

Draft April 2024



Buckham Memorial Library Meeting Room Request Form

Library staff will keep a copy of the completed and signed form on file.

NAME OF ORGANIZATION REQUESTING THE ROOM: _____

CHARGE PER SESSION (\$30.00) or NON-PROFIT AGENCY/GROUP (no charge)

CONTACT PERSON: _____ PHONE NUMBER _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DATE OF MEETING: _____ NUMBER OF PEOPLE _____

START TIME: _____ END TIME: _____

ADDITIONAL NOTES:

Organization agrees to the following:

FURNITURE ARRANGEMENTS AND SETUP: Each organization is responsible for its own furniture arrangements and setup. Organizations may arrange furniture and set up for meetings only during regular Library hours.

REFRESHMENTS: Refreshments are permitted in the meeting rooms. No alcoholic beverages are allowed in Library meeting rooms or on Library premises. If refreshments are served, the organization is responsible for cleaning tables, chairs, and floors if needed. Any utensils, coffee pots, beverages, and refreshments must be provided by the organization. When an organization has arranged for catering, all supplies must be removed by the organization or picked up by the caterer on the same day as the reservation. Caterers may deliver and pick up supplies only during regular Library hours.

CLEAN-UP/DAMAGE: Organizations/persons using the meeting rooms are responsible for the supervision of the activity and its participants. Each organization reserving a meeting room is responsible for any and all damage to library property or equipment incurred during the use of the facility. It is the responsibility of the organization to arrange the room to its own specifications and then to clean up after the use of the room, generally leaving it as it was found. No helium balloons are allowed in the meeting room.

VACATING THE ROOM: All groups must vacate the meeting room no later than their agreed-upon end time.

SIGNATURE: _____ DATE _____

PRINT NAME _____