



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, JUNE 9, 2025

6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes of the April 14, 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. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
 - SELCO Foundation Report - Micki
 - SELCO Board Report - Lisa
 - ILS Migration Update - Delane
7. Approve Agreement to Participate In SELCO ILS - FY 2026
8. Long-Term Meeting Room Request - Southern Minnesota Regional Legal Services
9. Policy Review Update: *Meeting Room* Policy - Delane
10. Strategic Plan Update
11. 2026 Budget
 - Library Donation Fund Finance Committee
 - Budget Process
12. Other
13. Next Meeting Date: July 14, 2025, Great Hall (second floor)
14. Adjournment



**Minutes of the Monday, April 14, 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), Lisa Reuvers (SELCO Board), Delane James (Library Director), Linda Hanson (Library Technician)

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 March 10, 2025, meeting, and a second was made by Sam. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

ELECTION OF OFFICERS (Chair and Vice Chair): Jayne nominated Sam for Chair. Sam consented. There were no further nominations. Kate seconded the nomination. All in favor. The nomination was carried.

Mel nominated Anneke for Vice Chair. Anneke consented. There were no further nominations. Kate seconded the nomination. All in favor. The nomination was carried.

Kate nominated Mel for Secretary. Mel consented. There were no further nominations. Anneke seconded the nomination. All in favor. The nomination was carried.

Sam took over the meeting from here.

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

- New employees/open positions:
 - The library has a new receptionist, Marit Hoerger.
 - Kindra Papenfus will be starting April 28th as the new finance director.
 - Parks and Recreation Director Paul Peanasky will be retiring on May 16th. The city received 40 applications for the open Parks & Recreation Director position. 12 people were offered 12 interviews via Zoom in the first round. Those interviews are currently in progress.
- Buckham Book Bingo was a resounding success. We had 357 patrons sign up, with 102 who completed their sheets.
- Delane was guest speaker at the AAUW meeting on March 24th. She talked about challenges across the country and locally regarding book banning and intellectual freedom.
- IMLS federal department will no longer receive funding. All employees are on furlough.
- The library's Values, Mission and Vision statements were presented to the City Council at the last meeting. The council adopted them.
- City of Faribault hired a consultant to help with strategic planning. The first workshop was held in the Great Hall on April 1st.

- Two programs were presented by Master Gardener Lisa Reuvers in the Great Hall. On March 29th, Lisa presented Waking Up Your Garden and on April 12th Pollinator Gardening.
- Spring Break programming went well. Will Sings Songs had to cancel due to illness but is rescheduled for May 30th.
- A Tabletop Miniature Paint and Take makerspace will be held once a month, led by Bob.
- Our Seed Library opened on March 20th.
- The acoustic panels and lighting are finished in the Great Hall. A podium will be coming, and then the Hearing Loop system will be programmed.
- The library will host the SELCO Library Legacy Exhibit Testify: Americana Slavery to Today, the Diane & Alan Page collection from March 31-April 23.

TEEN ADVISORY BOARD REPORT: Langston reported that TAB is hosting Book Buds again. Also, at the meeting, they were brainstorming on how to recruit new members into TAB.

SELCO REPORT:

SELCO Foundation - Mikki

Micki reported that SELCO will no longer facilitate and manage the funds in the SELCO Foundation. They are investigating other organizations that specialize in managing non-profit foundations. Representatives from the 18 participating libraries will review the proposals from these organizations. In the meantime, when CDs mature, they will sit in savings until the next quarterly meeting.

SELCO REPORT: SELCO Board - Lisa

Lisa reported on:

The ILS migration

Loss of federal funding to MINITEX. They have enough funds to last through the end of June. SELCO Strategic Mid-plan evaluations and Bylaws

ILS Migration Update – Delane reported that:

- MNLINK delivery system was suspended on April 10.
- As of April 14, items cannot be added to the catalog
- As of April 28, circulation will be suspended in Horizon, and we will use an offline circulation program
- The Evergreen ILS goes live on May 1

APPROVE SELCO PUBLIC LIBRARY MEMBERSHIP AGREEMENT 2025: A motion was made by Jayne to approve the membership agreement, and a second was made by Gordon. All in favor. The motion carried.

ADOPT 2025 BUCKHAM MEMORIAL LIBRARY RESOLUTION IN SUPPORT OF THE MINITEX LIBRARY SERVICES: A motion was made by Gordon to approve the Resolution in support of MINITEX library services, and a second was made by Anneke. All in favor. The motion carried.

POLICY REVIEW: MEETING ROOM POLICY – Please see the attachment for proposed changes to this policy. A motion was made by Anneke to approve the meeting room policy with changes, and a second was made by Jayne. A discussion was held, and an agreement was made for more changes. Anneke amended the motion. Jayne second. All in favor. The motion carried.

2026 BUDGET:

The Library Donation Fund Finance Committee will include Sam (Chair), Jayne, and Anneke.
The Budget Process is pushed back due to the finance software not being correctly set up.

NEXT MEETING DATE: June 9, 2025, Great Hall (second floor) (**May 12, 2025, meeting cancelled**)

ADJOURNMENT: A motion was made by Gordon to adjourn the meeting, and a second by Jayne. All in favor. The motion carried. Meeting adjourned at 7:20.

Transcribed by Linda Hanson

Respectfully submitted,
Melissa Kuhl (Secretary)



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

This Agreement to Participate in the SELCO Integrated Library System (the "**Agreement**") is made as of the _____ day of _____, 20____, by and between the Southeastern Libraries Cooperating, a non-profit corporation organized under Minnesota Statutes Chapter 317A, also designated as a regional public library system under Minnesota Statutes § 134.20 (hereinafter referred to as "**SELCO**"), and _____ (hereinafter referred to as the "**Participating Library**").

Article I. Purpose (Mission/Vision)

1.1 SELCO, as one of twelve regional public library systems in Minnesota, is responsible for strengthening, improving, and promoting library services in its eleven-county region. It fulfills this purpose through its mission of *supporting libraries through the delivery of professional expertise and sustainable services.*

1.2 In 2019, the Resource Sharing and Technology/Technology Policy Joint Committee created the following vision statement for the SELCO Integrated Library Service ("**ILS**"):

Horizon Libraries are forward-thinking, innovative members who work to maximize local resources by engaging with fellow members to share their unique collections and ideas to better serve their communities.

1.3 The ILS is library management software designed to track items owned, patrons who have borrowed, fees applied, and generally automate tasks around acquiring, borrowing, and lending a library's collection. This Agreement is intended to define the parameters of the ILS offered by SELCO to the Participating Library. Generally, the ILS supports the sharing of materials, ideas, staff resources, and costs to support, maintain, and provide innovative library services to the region's communities. This is best achieved if all participants understand their rights and responsibilities and have a mutual understanding of expectations of each other.

Article II. Participation in the SELCO ILS Service

2.1 The SELCO ILS is available to all SELCO member public libraries who choose to participate.

2.2 By signing this Agreement, the Participating Library acknowledges and agrees to adhere to the following philosophical concepts:

- (a) The SELCO Evergreen ILS is a resource shared by all participating libraries. No one library owns the database.



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- (b) The success of the shared resource requires active participation and engagement from all participating libraries. Active participation and engagement include:
 - (i) staying up to date with current ILS functionality, issues, and projects; and
 - (ii) sharing knowledge and perspectives with SELCO and other participants.
- (c) The responsibility for maintaining a quality database lies with both SELCO and the participating libraries. A quality database includes complete and accurate patron and bibliographic records.
- (d) The decisions made concerning the SELCO Evergreen ILS will be based on an understanding of the situation of member libraries and will be as fair as possible to all.

2.3 The Participating Library shall receive the following benefits in connection with its participation:

- (a) Efficient use of available resources to achieve more collectively than is possible individually by sharing the cost of ILS maintenance fees and expenses for staffing required to maintain the database.
- (b) Increased access to materials beyond the local library collection for library patrons, both regional and statewide library collections.
- (c) Stronger relationships and connections between participating libraries.

2.4 The Participating Library further acknowledges that although each member library is operated by a separate local governmental unit or board which retains authority over any policy decisions for internal library operations and the handling of local funds, participation in the SELCO ILS requires the Participating Library and all other participating members to give up a small amount of autonomy to receive the benefits of participation. The Participating Library agrees to adhere to best practices and adjustments of local workflows to accommodate changes in ILS functionality.

Article III. Rights and Responsibilities

3.1 **Individual Libraries.** The Participating Library acknowledges all libraries that participate in the ILS share responsibility for the ILS's success. As such, the Participating Library agrees, as follows:



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3.1.1 General.

- (a) To follow the philosophical concepts outlined in Article II above.
- (b) Accept and comply with the provisions of contractual agreements made by SELCO on behalf of member libraries, including SELCO's contract with Equinox ([Equinox Agreement](#)), and accept responsibility for the acts of its own employees related to these matters (i.e., maintain the confidentiality of system proprietary software).
- (c) Be a member in good standing of SELCO
- (d) Acknowledge that the Participating Library is sharing staff resources with other member libraries, and that library initiatives involving the ILS must include appropriate SELCO staff in the planning stages.
- (e) Contact SELCO with questions, problems, and concerns regarding the ILS.

3.1.2 Fees.

- (a) Pay the Participating Library's portion of the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Participate in the process outlined [here](#) that determines how the Total ILS Service Cost is distributed among the participating libraries.

3.1.3 ILS Shared Decision Making.

- (a) Provide input, ensure the Participating Library's perspective is shared, and keep up to date with conversations and issues, either directly or through the Participating Library's assigned representatives.
- (b) Provide active and continuing participation and collaboration in developing certain settings and best practices.
- (c) Follow the Appeal Process, detailed [here](#).
- (d) Follow the Conflict Resolution, detailed [here](#).



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3.1.4 Technology.

- (a) Be responsible for procuring and maintaining all necessary hardware, software, peripherals, and connectivity in order to access the ILS, adhering to the minimum requirements outlined [here](#).
- (b) Ensure correct use of ILS clients and related applications on local computers.

3.1.5 Training.

- (a) Ensure the Participating Library's personnel are trained on the ILS and its usage, including, but not limited to, conforming to adopted rules, policies, and best practices for the operation of the ILS through the shared decision-making committee.
- (b) Maintain, document, and train staff on any local decisions, workflows, and policies, ensuring they conform to the rules, policies, and best practices adopted through the shared decision-making committee.
- (c) Collaborate with SELCO staff to solve technical issues beyond the Participating Library's level of expertise.

3.1.6 Resource Sharing.

- (a) Lend library materials to patrons of all participating libraries according to the SELCO Region's [Borrower Privileges](#) document.
- (b) Participate in interlibrary loan services among SELCO Evergreen Libraries and MNLINK.
- (c) Conform to rules, policies, and best practices for the operation of the ILS established through the shared decision-making committee.
- (d) Maintain standards and practices of collection development and avoid major reductions in acquisitions with the intent of relying on the collections of other participating SELCO Evergreen Libraries.



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3.1.7 Access.

- (a) Restrict the operation of the ILS to the Participating Library's authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with the Participating Library's third-party vendors protect against misuse and security breaches of patron data.

3.2 **SELCO.** SELCO also shares responsibility for the success of the ILS with the Participating Library and other participants. SELCO will undertake the following:

3.2.1 Administration/General.

- (a) Adhere to the philosophical concepts outlined above in Article II.
- (b) Establish, administer, and negotiate a contractual agreement with ILS vendor(s) for products and services. The contract can be found here: [Equinox Agreement](#).
- (c) Communicate with ILS vendor(s) and remain up to date on all offered vendor training and product overviews.
- (d) Provide qualified staff to administer the ILS and serve as technical advisers.
- (e) Modify the ILS to ensure its sustainability for the region.
- (f) Provide timely notifications of modifications to member libraries.
- (g) Provide a [Help Desk](#) for participants to contact SELCO staff with questions, problems, and concerns regarding the ILS that allows for a timely response.
- (h) Prioritize staff resources for products and services that are accessible, utilized, or needed by the region as a whole.



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- (i) Consider requests for implementation of products and services not accessible, utilized, or needed by the region as a whole, as staff resources allow.

3.2.2 Fees & Costs.

- (a) Determine the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Provide timely and clear notice of ILS fees to member libraries based on the process outlined [here](#).

3.2.3 ILS Shared Decision Making.

- (a) Regularly update the Participating Library on ongoing ILS activities.
- (b) Provide opportunities for member libraries to guide areas of the ILS.
- (c) Collaborate with member libraries in developing certain settings and best practices.
- (d) Be the custodian of documents related to shared ILS decision-making.
- (e) Follow the Appeal Process, detailed [here](#).
- (f) Follow the Conflict Resolution process, detailed [here](#).

3.2.4 **Technology.** Procure and maintain all necessary hardware, software, peripherals, and connectivity to administer the ILS.

3.2.5 Training.

- (a) Provide training and training resources to the Participating Library on the use of the ILS, adhering to the principles outlined [here](#).
- (b) Provide a [list of expected competencies](#) for library staff using the ILS.



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3.2.6 Resource Sharing.

- (a) Provide delivery services to facilitate resource sharing and interlibrary loans.
- (b) Be a designated MNLINK Gateway, executing and administering the responsibilities outlined in the MNLINK server site agreement found here: [MNLINK Server Site Agreement](#).

3.2.7 Access.

- (a) Restrict the operation of the ILS to authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with SELCO's third-party vendors protect against misuse and security breaches of patron data.

Article IV. Member Libraries Together. The success of the ILS depends on the cooperation and engagement of participating libraries together as a unit. The Participating Library, together with the other participating libraries, will:

- (a) Identify a committee or other designated group to guide the operation of the ILS.
- (b) Work closely with SELCO staff for the operation of the ILS.
- (c) Establish its own structure, procedures, and processes.
- (d) Establish rules, policies, and other best practices for the operation of the ILS.
- (e) Enforce the adopted rules, policies, and best practices.
- (f) Maintain and follow the Appeal Process for decisions made, detailed [here](#).
- (g) Maintain and follow the Conflict Resolution process, detailed [here](#).



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Article V. Term of Agreement. The term of this Agreement is for one (1) year, commencing on July 1, 2025. By signing this Agreement, the Participating Library commits to the full term of this Agreement. Notwithstanding the foregoing, if the Participating Library eliminates its physical collection or closes permanently, this Agreement may be terminated before the end of the one (1) year term upon the written agreement of SELCO and the Participating Library.

[SIGNATURES TO FOLLOW]



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

IN WITNESS WHEREOF, the undersigned have executed this Agreement to Participate in the SELCO Integrated Library System as of the day and year first written above.

SELCO:

SOUTHEASTERN LIBRARIES COOPERATING, a
Minnesota nonprofit corporation

By: Krista L Ross

Name: Krista L Ross

Title: Executive Director

PARTICIPATING LIBRARY:

[Name]

By: _____

Name: _____

Title: _____

Address:



WINONA OFFICE

66 East Third Street, Suite 204

Winona, MN 55987-3466

Telephone: (507) 454-6660

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Website: www.smrls.org • Email: winona@smrls.org

Submitted Via Email

June 4, 2025

Buckham Memorial Library Advisory Board
C/O Delane James, Library Director
Buckham Memorial Library
11 Division Street E
Faribault, MN 55021

RE: Long Term Meeting Room Request

Dear Advisory Board Members,

My name is Jenna Saverynski, I am the outreach coordinator for Southern Minnesota Regional Legal Services (SMRLS). SMRLS is the oldest regional legal aid organization in the state of Minnesota. We provide free civil legal services to low-income people and seniors across 33 counties in Southern Minnesota.

Although our organization has been around for quite some time, we are continuously looking at ways to reach community members who may benefit from our services. I have begun an initiative in Southeastern Minnesota focused on making legal information more accessible. This includes presentations geared toward the public on various civil legal topics such as housing law, family law, consumer law, and more.

We would love to be able to offer a rotating list of topics at Buckham Memorial Library each month. At this point, I am proposing the first Friday of the month from 11-12, beginning in September. In addition to the presentation, we will also provide additional written legal information in multiple languages. If an individual wishes to speak to us about a legal issue we are having, we will make every effort to do an "intake" on the spot and get them into our system for potential advice or representation.

I do not yet have an estimate as to how many people expect at each presentation. It could be 5, it could be 20. Of course, the more people we can reach, the better.

Thank you so much for your consideration. If you have any questions, please let me know. You may email me at jenna.saverynski@smrls.org. My direct dial number is (507) 349-1003.

Sincerely,

SOUTHERN MINNESOTA REGIONAL
LEGAL SERVICES, INC.

A handwritten signature in black ink that reads "Jenna Saverynski". The script is cursive and fluid.

Jenna Saverynski
Outreach Coordinator

Enc: Meeting Room Request Form

Focus Area: Mission, Vision, Core Values



- **Goal:** The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community
 - **Objectives:**
 - Review current mission statement to reflect the needs of the community
 - Create a vision statement to guide the library's future
 - Articulate the core values that represent the library's priorities and deeply held beliefs

Focus Area: Outreach and Partnership



- **Goal:** The Library is embedded in community activities
 - **Objectives:**
 - Build partnerships within the community to maximize impact
 - Provide library services outside of the library building
 - Create a dynamic communication and engagement plan

Focus Area: Infrastructure



- **Goal:** Community goals and needs are reflected in the building and staff
 - **Objectives:**
 - Explore the creation of a new makerspace
 - Develop a plan to update the library's virtual presence
 - 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:**
 - Provide opportunities for community members to interact with each other
 - Expand and highlight diversity in the collections
 - Build a platform of inclusive programming

MEASURING PROGRESS

Implementation Task	Lead	Status	Notes
Convene a group of appropriate stakeholders to review the current mission statement and propose any needed revisions	Library Board Chair, Library Director	COMPLETE	Mission Statement written
Work with the Library Advisory Board and City Council to approve mission statement	Library Advisory Board, Library Director	COMPLETE	- Adopted by the Library Advisory Board on 8/12/24 - Adopted by City Council on 3/25/25
Incorporate mission statement into library documents, practices, etc.	Librarians	IN PROGRESS	Librarians are working on incorporating mission statement into documents, practices, training, etc.
Convene a group of appropriate stakeholders to create a vision statement for the library	Library Board Chair, Library Director	COMPLETE	Vision Statement written
Work with the Library Advisory Board and City Council to approve the library's vision statement	Library Advisory Board, Library Director	COMPLETE	- Adopted by the Library Advisory Board on 2/10/25 - Adopted by City Council on 3/25/25

Implementation Task	Lead	Status	Notes
Incorporate vision statement into library documents, practices, etc.	Librarians	IN PROGRESS	Librarians are working on identifying incorporating vision statement into documents, practices, training, etc.
Convene a group of appropriate stakeholders to create a list of core values for the library	Library Board Chair, Library Director	COMPLETE	Values written
Work with the Library Advisory Board and City Council to approve the library's core values	Library Advisory Board, Library Director	COMPLETE	- Adopted by the Library Advisory Board on 2/12/24 - Adopted by City Council on 3/25/25
Incorporate core values into library documents, practices, etc.	Librarians	IN PROGRESS	Librarians are working on incorporating values into documents, practices, training, etc.
Coordinate services with other community partners	Librarians	ON GOING	- Minnesota DNR - Mayo Clinic History & Heritage - FPS- Community Ed/ ELL - River Bend Nature Center 4H
Explore partnering with state, county and city social service agencies to provide the library as a location for interactions with their clients	Librarians	ON GOING	- Rice County Public Health - Community Action Center - Healthy Communities Initiative - Homelessness Prevention Taskforce

Implementation Task	Lead	Status	Notes
Determine which community events, celebrations, etc. in which the library could participate	Librarians	ON GOING	- Heritage Days Parade - Safe Summer Kickoff
Expand making library materials available at multiple locations throughout the community using the Buckham Book Bike	Librarians	ON GOING	- Friday Performers in the Park - Investigating partnership with NPL's Bookmobile
Explore expanding library programming to various locations throughout the community	Children's Librarian Public Services Librarian	IN PROGRESS	- AAUW - Crown Cork and Seal - Realife Cooperative - Rice County Historical Society
Evaluate existing communication efforts	Library Director	ON GOING	- Review of two previous communication audits in progress - Digital signage, brochure and resource bookmarks added
Determine communication goals and objectives	Librarians	IN PROGRESS	Translation of marketing materials in Spanish and Somali
Create outcomes for communication and engagement	Librarians	IN PROGRESS	- Identifying translation resources - Engage translators

Implementation Task	Lead	Status	Notes
Conduct research to determine the demographics of likely "makers" and maker programs/equipment of interest	Library Advisory Board, Library Director	MOVE FORWARD	Planning of new community center and new library makerspace have been put on hold
Visit and research other makerspaces in Minnesota	Library Advisory Board	ON GOING	Library Advisory Board and staff toured Cannon Valley Makers on 9/9/24
Create a concept plan for the makerspace that addresses space, funding, policies, programs/equipment offered and potential community partnerships	Library Advisory Board, Library Director	MOVE FORWARD	Planning of new community center and new library makerspace have been put on hold
Conduct an audit of the library's virtual presence from the user's point of view	Library Director	NOT STARTED	- Evaluation of the library's virtual presence is ongoing - Formal audit not started
Research best practices for library websites	Library Director	ON GOING	Research on best practices for library websites is ongoing in partnership with SELCO and the City's Communication Manager
Research best practices for library online catalogs	Library Director with assistance from SELCO	COMPLETE	- New SELCO catalog - Aspen - New SELCO App - Migrated to new ILS System

Implementation Task	Lead	Status	Notes
Engage a consultant to conduct a usability audit and create a usability plan (indoor & outdoor spaces)	Library Director	MOVE FORWARD	This service will need to be included in a future budget
Implement usability plan	Library Director	MOVE FORWARD	This will be initiated after creation of usability plan
Explore ways for the library to host community member-led groups and activities	Librarians	IN PROGRESS	- Norwegian knitting class - Drawing and painting classes 4H Youth Activities - Gardening classes - Sewing makerspace
Create a series of community conversations on topics relevant to the community	Librarians	ON GOING	- Minnesota Hooded History - Professor Mbele - Martha
Curate exhibitions or displays of arts or crafts by local artists	Librarians	ON GOING	- Parnters for Pollinators Exhibit - Kate Langlais Drawing Exhibit - Diane & Alan Page Testify Exhibit
Conduct a diversity audit of the library collection	Children's Librarian & Public Services Librarian	NOT STARTED	- Evaluation and addition of diverse material is done on an ongoing basis - Formal audit not a current staff priority

Implementation Task	Lead	Status	Notes
Explore ways to bring attention to various sections of the library collection	Librarians	ON GOING	- Displays in various sections of the library - End cap displays
Create a plan to increase availability of e-content	Library Director	ON GOING	- Working with SELCO to increase digital budget - Contribution to Overdrive/Libby increased - Reviewing local content
Evaluate current programming schedule	Children's Librarian & Public Services Librarian	ON GOING	- Public Service & Children's Librarian continuously review - Many new programs added and different timing tried
Expand intergenerational program offerings	Librarians	ON GOING	- Fun Fridays at Central Park - Stitch A Bit - Sewing Makerspace 3D Printing Lab - Mintature Figure Painting
Explore ways to use the Library Plaza for programming	Librarians	ON GOING	- Mayor's Reception, Storytime, Concerts, Crandall Reception - Weather often a challenge - Umbrellas added by Friends
Explore opportunities for people who are deaf, hard of hearing, blind, visually impaired and community members with other sensory needs.	Librarians	ON GOING	- Library became Sensory Inclusive Certified with staff trained, sensory bags offered, quiet area created, signage installed & app added - American Sign Language added to Mango Languages app