



## LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, JULY 14, 2025

6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes of the June 9, 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](mailto: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. Remove *Mobile Hot Spot Lending* Policy as an official policy of Buckham Memorial Library, as this service is no longer offered. See attached policy
8. 2026 Budget
  - Library Donation Fund Finance Committee
  - Budget Process
  - Rice County Funding Request
9. Other
10. Next Meeting Date: August 11, 2025, Great Hall (second floor)
11. Adjournment



**Minutes of the Monday, June 9, 2025, Meeting  
Library Advisory Board**

Buckham Memorial Library Great Hall

**PRESENT:** Sam Powell (Chair), Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Kate McGrogan, Mikki O'Flynn (SELCO Foundation), Delane James (Library Director), Linda Hanson (Library Technician)

**CALL TO ORDER:** Sam called the meeting to order at 6:07 p.m.

**APPROVAL OF THE MINUTES:** A motion was made by Anneke to approve the minutes of the April 14, 2025 meeting, and a second was made by Kate. All in favor. The motion carried.

**REQUESTS TO BE HEARD:** None

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

- The Resolution in support of MINITEX Library Services was shared with SELCO Executive Director Krista Ross for advocacy purposes. Federal funding is no longer expected for MINITEX.
- The ILS migration still presents its challenges. We are currently in about six weeks, and the biggest challenge now is items that were lost before the migration.
- The library will no longer circulate hotspots. In 3 years, 20 hot spots have been lost or damaged.
- SLP brochures have been translated into Spanish. Staff are looking into having it translated into Somali as well.
- This Wednesday, June 11th, the city is hosting the 2<sup>nd</sup> session of the Residents' Academy at the library and community center.
- In the past month, storytime has hosted Faribault police and firefighters. The officers and firefighters talked with families and showed kids a police car and fire trucks.
- We are hosting mason bees this spring in the back garden. Leaf-cutter bees will be coming this summer.
- The Great Hall upgrades are completed. The sound system has been fine-tuned, and library staff have been trained.
- The new sensory-inclusive mobile sensory unit is here and is currently in the AV area near the history room.
- Everyone on the Library Board is invited to the Mayor's Reception on June 12.

**TEEN ADVISORY BOARD REPORT:** No report

**SELCO REPORT:**

**SELCO Foundation - Mikki**

The SELCO Foundation has contracted with Southern Minnesota Initiative Foundation (SMIF) to manage the libraries' funds going forward. Mikki will be stepping down from her role with

the SELCO Foundation, but plans to be at the July meeting. The Board will need to decide if the BML funds deposited in the SELCO Foundation will be transferred to SMIF or managed in another way.

**APPROVE AGREEMENT TO PARTICIPATE IN SELCO ILS – FY 2026:** A motion was made by Mel to approve the membership agreement, and a second was made by Kate. All in favor. The motion carried. Delane will send the agreement to the City Council for approval and signatures.

**LONG-TERM MEETING ROOM REQUEST – SOUTHERN MINNESOTA REGIONAL LEGAL SERVICES:** A motion was made by Anneke to approve the request, and a second was made by Kate. All in favor. The motion carried

**POLICY REVIEW: MEETING ROOM POLICY:** Delane reviewed the policy with the City Attorney's office, and the wording meets the goals of the Library Board. The attorney suggested several housekeeping edits related to changing the wording from "meeting room" to "Great Hall". We will not be making those edits at this time as occasionally, the Makerspace is also used by groups in cases of scheduling conflicts.

**STRATEGIC PLAN UPDATE:** Delane reviewed the Strategic Plan Update with the Board.

**2026 BUDGET:**

- The Library Donation Fund Finance Committee will meet before the July Board meeting to discuss items to include in the 2026 Budget from the Library Donation Fund.
- Because of problems with the new finance software, the City's audit has been pushed back. This has delayed the budget process.
- Renovation of the elevator will be included in the 2026 CIP
- A \$.50 per/hour increase for 13/hour per week staff members is being requested
- A COLA increase is expected for other staff members

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

**ADJOURNMENT:** A motion was made by Mel to adjourn the meeting, and a second by Anneke. All in favor. The motion carried. Meeting adjourned at 7:10.

Transcribed by Linda Hanson

Respectfully submitted,  
Melissa Kuhl (Secretary)



## MOBILE HOTSPOT LENDING POLICY

In fulfilling its desire to provide the Faribault community with access to information and educational resources, Buckham Memorial Library circulates mobile Wi-Fi hotspots. This policy establishes how and under what circumstances patrons may borrow and use the Library's mobile Wi-Fi hotspots. By checking out a mobile Wi-Fi hotspot, the patron agrees to adhere to the following policy.

In order to borrow a hotspot, patrons must:

- be 18 years of age or older
- have a valid library card in good standing

The loan period for checking out a hotspot is 7 days. Hotspots are not eligible for renewal or request. Overdue hotspots will be deactivated. In order for other patrons to have an opportunity to check out a hotspot, there is a two-day waiting period before patrons returning a hotspot may check out another hotspot if there is one available. The first time a hotspot is returned late, the patron's hotspot borrowing privileges will be suspended for 1 week. The second time a patron returns a hotspot late, the patron's hotspot borrowing privileges will be revoked. A \$50 replacement fee will be charged for lost and damaged hotspots.

Hotspots are to be returned to the Circulation Desk inside the library, not the outside book drop.

Any attempt to alter data or the configuration of library hotspots is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost of \$50. The library reserves the right to refuse service to patrons who abuse equipment.

Checkout of a hotspot is limited to one per household at any given time.

The patron borrowing the hotspot assumes responsibility for its ethical and legal use. Buckham Memorial Library is not responsible for information accessed using a hotspot or for personal information shared over the Internet. Hotspot users are encouraged to use safe and responsible Internet practices. Using the hotspot for illegal activity or to access any online content determined to be illegal or obscene according to federal, state, or municipal law, or by local community standards, will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Parents and guardians are responsible for providing guidance and monitoring their children's use of all Library resources and facilities, including the Internet via library hotspots. When using the Internet at the Library, state and federal law prohibits minors from accessing materials considered to be "harmful to minors". The law also prohibits minors from disclosing, using, or disseminating personal information about themselves without written authorization of their parent or legal guardian.

Hotspot internet service is provided by T-Mobile. Users understand that when accessing the Internet through loaned hotspots, they are accessing the internet through T-Mobile's network and not Buckham Memorial Library's network. Use of the loaned hotspot is also subject to T-Mobile's Terms and Conditions, which are available at:

[www.t-mobile.com/responsibility/legal/terms-and-conditions](http://www.t-mobile.com/responsibility/legal/terms-and-conditions)

No guarantee can be made that the borrower will be able to make a wireless connection. Service area, network availability, coverage and quality may vary based on a number of factors, including network capacity, terrain, weather, and the devices being used. Outages and interruptions in service may occur, and speed of service varies. Devices also have varying speed capabilities and may connect to different networks depending on technology. Even within coverage areas and with broadband-capable devices, network changes, traffic volume, outages, technical limitations, signal strength, obstructions, weather, public safety needs, and other conditions may impact speeds and service availability.

Borrowers may contact the library's Information Desk (507-334-2089) for assistance with the library hotspots. The library is not able to assist with any connection problems that are due to the settings of patron devices or the status of the T-Mobile network.

**The patron borrowing the hotspot assumes responsibility for the physical condition of the equipment on loan, as well as any and all issues or damages resulting from use of the hotspot kit. Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures). The patron borrowing the hotspot agrees to return it (as well as the case, USB cord, and power adapter) in the same condition in which they were checked out.**

Revised and readopted by the Library Advisory Board, August 2022



July 2, 2025

Sara Folsted, Rice County Administrator  
Government Services Building  
320 Third Street NW  
Faribault, MN 55021

Dear Ms. Folsted:

Enclosed please find the supporting material associated with Buckham Memorial Library's funding request for 2026. The enclosed supporting documents include information about some of the Library's latest activities and details about how the County's dollars are being put to good use. You will find key performance measures, highlights of recent accomplishments, the Library's projected 2026 budget, and goals for 2026.

The City of Faribault continues to strive to attract and retain quality employees. These strides have a budgetary impact, and the Library's personnel expenses are expected to increase by more than \$40,000 in 2026. Because of these rising personnel costs, Buckham Memorial Library respectfully requests a 4% increase (an additional \$9,135) for a total funding request of **\$237,518** for **2026**.

I look forward to talking with you and the Commissioners on Tuesday, August 5<sup>th</sup> about the exceptional library services the County provides through Buckham Memorial Library. Thank you for championing excellent library services in Rice County.

Sincerely,

Delane James  
Library Services Director

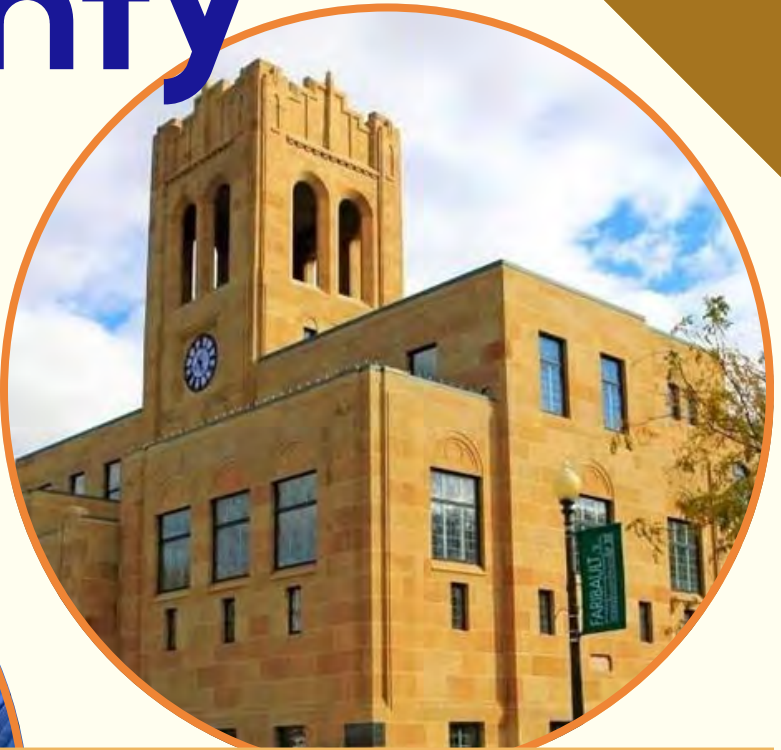
Enclosures

Cc: Paula O'Connell, Chief Financial Officer, Rice County  
Jessica Kinser, City Administrator, City of Faribault  
Kindra Papenfus, Finance Director, City of Faribault

2026

Buckham Memorial Library

# Rice County Funding Request



Our Vision:  
A thriving, connected community.



# Mission & Values



## Our Mission:

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



## 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.



By creating and promoting easy access to a vast array of information, ideas, and shared resources,

**Buckham Memorial Library** supports an informed citizenry, lifelong education, and a love of reading.



The Library has a staff of 21 (11.54 FTE) and provides library services to the City of Faribault and the surrounding townships in Rice County.

Buckham Memorial Library is a SELCO (Southeastern Libraries Cooperating) Regional Library System member.

## **The Library provides the following services:**

- Circulation (Physical & Electronic Materials)
- Education & Enrichment
- Reference & Information
- Technology & Internet
- Digital Resources
- Makerspace
- Interlibrary Loan
- Outreach
- Technical Services



# By the Numbers

**94,731**  
visits

**88,854**  
physical items in the  
collection

**110,555**  
collection use

**684**  
programs offered

**18,747**  
program attendance

**77%**  
rate library services  
as excellent or good



# Recent Activities



- Completed upgrades to the Great Hall, including a hearing loop system, acoustic treatments, audio/visual equipment, and lighting
- Creation and adoption of new Values, Mission, and Vision Statements
- Installation of a Mobile Sensory Unit
- Launched the film streaming service, Kanopy
- New partnerships with 4-H, River Bend Nature Center and Southern Minnesota Regional Legal Services

# Goals for 2026



- Create and adopt a new library strategic plan in alignment with the City's new strategic efforts
- Modernize the library's elevator
- Continue to launch new makerspace opportunities, including laser printing
- Pursue a bookmobile outreach partnership with the Northfield Public Library
- Create communication and engagement goals and objectives.

# 2026 PROJECTED BUDGET



| 2026 Projected Revenue              | Amount              |
|-------------------------------------|---------------------|
| Rice County                         | 237,518.00          |
| Use Fees                            | 10,000.00           |
| City of Faribault                   | 1,166,767.00        |
| <b>Total 2026 Projected Revenue</b> | <b>1,414,285.00</b> |

| 2026 Projected Expenditures              |                        |
|------------------------------------------|------------------------|
| Full-Time Employees                      | 559,792.00             |
| Overtime                                 | 2,228.00               |
| Part-Time Employees                      | 204,859.00             |
| Temporary Employees                      | 100,359.00             |
| Holiday                                  | 642.00                 |
| Vacation Buyback                         | 5,440.00               |
| Sick Leave Buyback                       | 4,996.00               |
| Other Pay                                | 655.00                 |
| PERA                                     | 65,071.00              |
| FICA                                     | 54,497.00              |
| Medicare                                 | 12,744.00              |
| Health Insurance                         | 86,732.00              |
| HSA Contribution                         | 3,937.00               |
| Dental Insurance                         | 2,979.00               |
| Life Insurance                           | 1,788.00               |
| Disability Insurance                     | 1,174.00               |
| Workers' Compensation Insurance          | 4,617.00               |
| Supplies                                 | 12,600.00              |
| Books                                    | 80,000.00              |
| Periodical Magazine Newspaper            | 13,000.00              |
| Audio Visual                             | 16,500.00              |
| Building Supplies                        | 800.00                 |
| Minor Equipment & Small Tools            | 14,200.00              |
| Auditing & Accounting Services           | 2,154.00               |
| Expert & Professional Services           | 9,500.00               |
| Software Maintenance & Support           | 5,570.00               |
| On-Line Resources                        | 28,000.00              |
| Training & Education                     | 2,000.00               |
| Tuition Reimbursement                    | 15,000.00              |
| Telephone                                | 900.00                 |
| Postage                                  | 1,000.00               |
| Other Communications                     | 54,800.00              |
| Travel Expense                           | 1,200.00               |
| Advertising                              | 200.00                 |
| Insurance & Bonds                        | 12,301.00              |
| Vehicle Equip & Mach Repairs             | 1,500.00               |
| Extraordinary Maintenance                | 16,000.00              |
| Rents                                    | 10,000.00              |
| Bank Fees & Charges                      | 2,000.00               |
| Dues and Subscriptions                   | 2,400.00               |
| Taxes & Licenses                         | 150.00                 |
| <b>Total 2026 Projected Expenditures</b> | <b>\$ 1,414,285.00</b> |

## 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,<br>Library Director    | COMPLETE    | <ul style="list-style-type: none"> <li>• Mission Statement written</li> </ul>                                                                           |
| Work with the Library Advisory Board and City Council to approve mission statement                                   | Library Advisory Board,<br>Library Director | COMPLETE    | <ul style="list-style-type: none"> <li>• Adopted by the Library Advisory Board on 8/12/24</li> <li>• Adopted by City Council on 3/25/25</li> </ul>      |
| Incorporate mission statement into library documents, practices, etc.                                                | Librarians                                  | IN PROGRESS | <ul style="list-style-type: none"> <li>• Librarians are working on incorporating mission statement into documents, practices, training, etc.</li> </ul> |
| Convene a group of appropriate stakeholders to create a vision statement for the library                             | Library Board Chair,<br>Library Director    | COMPLETE    | <ul style="list-style-type: none"> <li>• Vision Statement written</li> </ul>                                                                            |
| Work with the Library Advisory Board and City Council to approve the library's vision statement                      | Library Advisory Board,<br>Library Director | COMPLETE    | <ul style="list-style-type: none"> <li>• Adopted by the Library Advisory Board on 2/10/25</li> <li>• Adopted by City Council on 3/25/25</li> </ul>      |

| Implementation Task                                                                                                                             | Lead                                        | Status      | Notes                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incorporate vision statement into library documents, practices, etc.                                                                            | Librarians                                  | IN PROGRESS | <ul style="list-style-type: none"> <li>Librarians are working on identifying incorporating vision statement into documents, practices, training, etc.</li> </ul>                                |
| Convene a group of appropriate stakeholders to create a list of core values for the library                                                     | Library Board Chair,<br>Library Director    | COMPLETE    | <ul style="list-style-type: none"> <li>Values written</li> </ul>                                                                                                                                |
| Work with the Library Advisory Board and City Council to approve the library's core values                                                      | Library Advisory Board,<br>Library Director | COMPLETE    | <ul style="list-style-type: none"> <li>Adopted by the Library Advisory Board on 2/12/24</li> <li>Adopted by City Council on 3/25/25</li> </ul>                                                  |
| Incorporate core values into library documents, practices, etc.                                                                                 | Librarians                                  | IN PROGRESS | <ul style="list-style-type: none"> <li>Librarians are working on incorporating values into documents, practices, training, etc.</li> </ul>                                                      |
| Coordinate services with other community partners                                                                                               | Librarians                                  | ONGOING     | <ul style="list-style-type: none"> <li>Minnesota DNR</li> <li>Mayo Clinic History &amp; Heritage</li> <li>FPS- Community Ed/ ELL</li> <li>River Bend Nature Center</li> <li>4H</li> </ul>       |
| Explore partnering with state, county and city social service agencies to provide the library as a location for interactions with their clients | Librarians                                  | ONGOING     | <ul style="list-style-type: none"> <li>Rice County Public Health</li> <li>Community Action Center</li> <li>Healthy Communities Initiative</li> <li>Homelessness Prevention Taskforce</li> </ul> |

| Implementation Task                                                                                                  | Lead                                              | Status      | Notes                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Determine which community events, celebrations, etc. in which the library could participate                          | Librarians                                        | ONGOING     | <ul style="list-style-type: none"> <li>Heritage Days Parade</li> <li>Safe Summer Kickoff</li> </ul>                                                                       |
| Expand making library materials available at multiple locations throughout the community using the Buckham Book Bike | Librarians                                        | ONGOING     | <ul style="list-style-type: none"> <li>Friday Performers in the Park</li> <li>Investigating partnership with NPL's Bookmobile</li> </ul>                                  |
| Explore expanding library programming to various locations throughout the community                                  | Children's Librarian<br>Public Services Librarian | IN PROGRESS | <ul style="list-style-type: none"> <li>AAUW</li> <li>Crown Cork and Seal</li> <li>Realife Cooperative</li> <li>Rice County Historical Society</li> </ul>                  |
| Evaluate existing communication efforts                                                                              | Library Director                                  | ONGOING     | <ul style="list-style-type: none"> <li>Review of two previous communication audits in progress</li> <li>Digital signage, brochure and resource bookmarks added</li> </ul> |
| Determine communication goals and objectives                                                                         | Librarians                                        | IN PROGRESS | <ul style="list-style-type: none"> <li>Translation of marketing materials in Spanish and Somali</li> </ul>                                                                |
| Create outcomes for communication and engagement                                                                     | Librarians                                        | IN PROGRESS | <ul style="list-style-type: none"> <li>Identifying translation resources</li> <li>Engage translators</li> </ul>                                                           |

| Implementation Task                                                                                                                               | Lead                                        | Status       | Notes                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conduct research to determine the demographics of likely "makers" and maker programs/equipment of interest                                        | Library Advisory Board,<br>Library Director | MOVE FORWARD | <ul style="list-style-type: none"> <li>Planning of new community center and new library makerspace have been put on hold</li> </ul>                                         |
| Visit and research other makerspaces in Minnesota                                                                                                 | Library Advisory Board                      | ONGOING      | <ul style="list-style-type: none"> <li>Library Advisory Board and staff toured Cannon Valley Makers on 9/9/24</li> </ul>                                                    |
| Create a concept plan for the makerspace that addresses space, funding, policies, programs/equipment offered and potential community partnerships | Library Advisory Board,<br>Library Director | MOVE FORWARD | <ul style="list-style-type: none"> <li>Planning of new community center and new library makerspace have been put on hold</li> </ul>                                         |
| Conduct an audit of the library's virtual presence from the user's point of view                                                                  | Library Director                            | NOT STARTED  | <ul style="list-style-type: none"> <li>Evaluation of the library's virtual presence is ongoing</li> <li>Formal audit not started</li> </ul>                                 |
| Research best practices for library websites                                                                                                      | Library Director                            | ONGOING      | <ul style="list-style-type: none"> <li>Research on best practices for library websites is ongoing in partnership with SELCO and the City's Communication Manager</li> </ul> |
| Research best practices for library online catalogs                                                                                               | Library Director with assistance from SELCO | COMPLETE     | <ul style="list-style-type: none"> <li>New SELCO catalog - Aspen</li> <li>New SELCO App</li> <li>Migrated to new ILS System</li> </ul>                                      |

| 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 | <ul style="list-style-type: none"> <li>This service will need to be included in a future budget</li> </ul>                                                                                          |
| Implement usability plan                                                                               | Library Director                                 | MOVE FORWARD | <ul style="list-style-type: none"> <li>This will be initiated after creation of usability plan</li> </ul>                                                                                           |
| Explore ways for the library to host community member-led groups and activities                        | Librarians                                       | IN PROGRESS  | <ul style="list-style-type: none"> <li>Norwegian knitting class</li> <li>Drawing and painting classes</li> <li>4H Youth Activities</li> <li>Gardening classes</li> <li>Sewing makerspace</li> </ul> |
| Create a series of community conversations on topics relevant to the community                         | Librarians                                       | ONGOING      | <ul style="list-style-type: none"> <li>Minnesota Hooded History</li> <li>Professor Joseph Mbele</li> <li>Dr. Martha Brown</li> </ul>                                                                |
| Curate exhibitions or displays of arts or crafts by local artists                                      | Librarians                                       | ONGOING      | <ul style="list-style-type: none"> <li>Parnters for Pollinators Exhibit</li> <li>Kate Langlais Drawing Exhibit</li> <li>Diane &amp; Alan Page Testify Exhibit</li> </ul>                            |
| Conduct a diversity audit of the library collection                                                    | Children's Librarian & Public Services Librarian | NOT STARTED  | <ul style="list-style-type: none"> <li>Evaluation and addition of diverse material is done on an ongoing basis</li> <li>Formal audit not a current staff priority</li> </ul>                        |

| Implementation Task                                                                                                                      | Lead                                             | Status  | Notes                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Explore ways to bring attention to various sections of the library collection                                                            | Librarians                                       | ONGOING | <ul style="list-style-type: none"> <li>Displays in various sections of the library</li> <li>End cap displays</li> </ul>                                                                                                                                   |
| Create a plan to increase availability of e-content                                                                                      | Library Director                                 | ONGOING | <ul style="list-style-type: none"> <li>Working with SELCO to increase digital budget</li> <li>Contribution to Overdrive/Libby increased</li> <li>Reviewing local content</li> </ul>                                                                       |
| Evaluate current programming schedule                                                                                                    | Children's Librarian & Public Services Librarian | ONGOING | <ul style="list-style-type: none"> <li>Public Service &amp; Children's Librarian continuously review</li> <li>Many new programs added and different timing tried</li> </ul>                                                                               |
| Expand intergenerational program offerings                                                                                               | Librarians                                       | ONGOING | <ul style="list-style-type: none"> <li>Fun Fridays at Central Park</li> <li>Stitch A Bit</li> <li>Sewing Makerspace</li> <li>3D Printing Lab</li> <li>Mintature Figure Painting</li> </ul>                                                                |
| Explore ways to use the Library Plaza for programming                                                                                    | Librarians                                       | ONGOING | <ul style="list-style-type: none"> <li>Mayor's Reception, Storytime, Concerts, Crandall Reception</li> <li>Umbrellas &amp; planters added by Friends</li> </ul>                                                                                           |
| Explore opportunities for people who are deaf, hard of hearing, blind, visually impaired and community members with other sensory needs. | Librarians                                       | ONGOING | <ul style="list-style-type: none"> <li>Library became Sensory Inclusive Certified with staff trained, sensory bags offered, quiet area created, signage installed &amp; app added</li> <li>American Sign Language added to Mango Languages app</li> </ul> |

# Buckham Memorial Library

Please update and return with your 2026 Request for appropriation

Contact: Ms. Delane James

Title: Director

Address: 11 Division St East

Faribault, MN 55021

Email: [djames@faribaultmn.gov](mailto:djames@faribaultmn.gov) (Please note email address change.)

Phone#: 507-334-2089

I prefer to make my presentation to the

County Board on Tuesday, August 5th.