



## **LIBRARY ADVISORY BOARD AGENDA**

**THE GREAT HALL**

**MONDAY, NOVEMBER 10,  
2025**

**6:00 PM**

### **Call to Order/Approve Agenda**

### **Approval of the Minutes**

1. Approval of the Minutes of the October 13, 2025, meeting

### **Requests to be Heard**

### **Director's Report**

### **Teen Advisory Board Report**

### **SELCO Report**

1. SELCO Foundation Report
2. SELCO Board Report

### **Other**

1. 2026 Budget
2. Policy Review: *Distribution of Free Materials* Policy. Please see the attachment for proposed changes to this policy

**Next Meeting Date: December 8, 2025, Great Hall (second floor)**

### **Adjournment**



**Minutes of Monday, October 13, 2025, Meeting  
Library Advisory Board**

Buckham Memorial Library Great Hall

**PRESENT:** Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Jayne Spooner, Gordon Lui, Langston Richter, Delane James (Library Director), Linda Hanson (Library Technician)

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

**APPROVAL OF THE MINUTES:** A motion was made by Mel to approve the minutes of the September 8, 2025, meeting, and a second was made by Jayne. All in favor. The motion carried.

**REQUESTS TO BE HEARD:** None

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

- Delane received a last-minute long-term meeting room request that she would like to add to the agenda.
- Recently, the library has had 4 job openings. A receptionist, a circulation aide, and two page positions. They have been filled and are completing their training.
- Diane DeLaet has created an endowment for the library with the Faribault Foundation endowment. Delane met with Diane and Executive Director Laura Bock to discuss accessing funds for library needs each year.
- September 26<sup>th</sup> Delane was the guest on Gordy Kosfeld's morning show on KDHL.
- The three librarians attended the MLA Conference in St. Cloud on October 9<sup>th</sup>-10<sup>th</sup>. Some of Delanes sessions included information about collaborating with the local agricultural community, virtual reality for seniors, and services for justice-involved individuals or former inmates and their families.
- The library's main book vendor, Baker & Taylor, is going out of business. Delane is looking into Ingram as a replacement vendor.
- Linda tabled at the Crown, Cork & Seal Employee Resource fair on October 9<sup>th</sup>.
- Recently the city's Leadership Team participated in a strategic planning workshop, visited the mosque for a conversation with local Muslim leaders, and enjoyed a bus tour of Faribault's city departments. A bus tour of city departments is currently being developed for new employees.
- On October 2<sup>nd</sup>, DNR Naturalist Andrew Wendt presented a program called Scaly Not Scary – Minnesota's Snakes.
- Lessons from Cambodia – Healing a Broken Country was presented on September 18<sup>th</sup> by Dr. Martha Brown.

- Rice County is partnering with the Minnesota GreenCorps to hold a Fix-It Clinic at the library on October 18<sup>th</sup>.

**TEEN ADVISORY BOARD REPORT:** Langston reported about the Scaly Not Scary program and that the Teen Advisory Board enjoyed a movie day.

**SELCO REPORT:**

**SELCO Foundation** – Delane reported that there will be a Foundation meeting on November 20<sup>th</sup>.

**SELCO Board** – Lisa not in attendance.

**LONG-TERM MEETING ROOM REQUEST – Kaleidoscope & Moms in Prayer:**

A motion was made by Mel to approve the long-term meeting room request from Kalediscope. A second was made by Langston. All in favor. The motion carried.

A motion was made by Jayne to approve the long-term meeting room request from Moms in Prayer. A second was made by Gordon. All in favor. The motion carried.

**2026 BUDGET:** On September 23<sup>rd</sup>, the City Council approved a preliminary budget. It will include a 10.4% increase to the levy. Homeowners will see about a 4% increase in their taxes. The Library Donation Fund budget, the CIP, and the fee schedule will be included in upcoming Council work sessions.

**BYLAWS REVIEW – Please see attached Bylaws and Chapter 13 of City Code for reference in this review:** Delane wanted the board to be aware that the bylaws need to be reviewed. Delane will talk with the City Administrator about what was discussed at the recent Council work session and how it might impact the bylaws.

**OTHER:** None

**NEXT MEETING DATE:** November 10, 2025, Great Hall (second floor)

**ADJOURNMENT:** A motion was made by Mel to adjourn the meeting, and a second was made by Jayne. All in favor. The motion carried. Meeting adjourned at 6:41 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,  
Melissa Kuhl (Secretary)



## Buckham Memorial Library

### **Display and Distribution of Free Materials Policy** ***Including Brochures, Flyers, and Posters, ~~and Periodicals~~***

All items for display or distribution must be presented to the library director or the director's designee for approval. Library staff will date items and decide where to place them. Items left or posted without approval will be removed and discarded.

Items that may be posted or distributed at the Buckham Memorial Library include flyers, brochures, leaflets, periodicals (newspapers or magazines), and pamphlets that provide information about nonprofit civic, educational, cultural, or recreational organizations and events. Display space is limited. Materials that advertise programs or projects of a personal or commercial nature may not be distributed in the library. **See ~~DONATED PERIODICALS~~ section below for more information on periodicals specifically.**

Items may be displayed for a maximum of 30 days. Library staff will remove items that have expired or that have been posted for 30 days. The library director may make exceptions, especially in the case of City of Faribault and Rice County informational materials. Items removed will be discarded; library staff cannot return posters and flyers that have been displayed. **The Library does not display literature related to political campaigns and/or individual candidates ~~may be displayed for 30 days preceding an election.~~**

When space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed items. Consideration will also be given to following priorities: Buckham Memorial Library's materials; Buckham Center materials; City of Faribault and Rice County; Faribault public and private schools; Faribault and Rice County nonprofit organizations; local civic, cultural, and recreational events. If necessary, the Library's *Collection Development and Maintenance Policy* will provide further guidance for whether or not an item will be placed in the Library.

#### **~~DONATED PERIODICALS~~**

~~Donated periodicals will not be entered into the library's automation system and will not be checked in or out by library staff. No attempt will be made to maintain back issues. A sticker will be placed on each copy indicating that it is a donation. A sign will be placed in the distribution area stating: "Buckham Memorial Library provides this space for donated periodicals upon approval of the library director. Buckham Memorial Library does not pay for or maintain subscriptions to these periodicals."~~

~~Donations will be accepted providing the following specifications are met:~~

- ~~1. The periodical must be a regularly published magazine or newspaper that is offered to the public for information purposes only, at no charge to the library.~~
- ~~2. A sample issue of the publication must be submitted to the library director.~~
- ~~3. The publication must be typeset and reproduced in a clear, legible manner.~~
- ~~4. The space allocated for donated periodicals is limited. When space is full, those wishing to donate periodicals will be placed on a waiting list and notified as space becomes available. In order to provide opportunities for others, the Library may discontinue providing space for a specific periodical after 6 months. Each donated periodical title will only be considered once in a twelve-month period.~~
- ~~5. Failure to adhere to these written specifications will result in the immediate removal of the periodical.~~

## **DISCLAIMER**

Posting or display of items does not indicate endorsement of the issues, events, or services promoted by those materials. Buckham Memorial Library reserves the right to revise or change this Policy at any time.

*Draft 11/25*