



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

**MONDAY, FEBRUARY 9,
2026**

6:00 PM

Call to Order/Approve Agenda

Approval of the Minutes

1. Approval of the Minutes of the January 12, 2026 Meeting

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SELCO Foundation Report
2. SELCO Board Report

Other

1. Strategic Plan
2. Friends and Foundations Update

Next Meeting Date: March 9, 2026, Great Hall (second floor)

Adjournment



**Minutes of Monday, January 9, 2026 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Jayne Spooner, Gordon Lui, Kate McGrogan, Delane James (Library Director)

CALL TO ORDER: Anneke called the meeting to order at 6:01 p.m.

APPROVAL OF THE MINUTES: A motion was made by Gordon to approve the minutes of the December 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:

- The Noon Year's Eve was successful with families of toddlers and PreK children ringing in the new year at noon on December 31, 2025.
- Buckham Book Bingo kicked off on January 5, 2026. The first week, 200 people signed up to participate.
- Thank you to Anneke, Gordon and Langston for reapplying for new terms on the Library Advisory Board. The Board and Appreciation Dinner is Thursday, January 22nd at 6 pm at Viaduct Park.
- The Legal Kiosk will be installed in a first-floor study room on January 21st. The kiosk will be available when the library is open, and folks will be able to access legal assistance as well as attend virtual court hearings.
- Other projects for 2026 include:
 - Cleaning the remainder of the exterior of the library
 - Installing the memory bench in memory of Mary Whillock
 - Upgrading the elevator
 - New lighting in the 3rd floor makerspace
- The new SELCO app has been launched, and the old one has been deleted. The new app icon is teal colored.
- Storyteller Kevis Strauss will present a program called Amazing Animal Tales on Thursday, January 22nd at 10 a.m. in the Storytime Area.
- Ibrahim Khalif will present a program called Building Bridges Across Cultures on Thursday, January 29th at 6 p.m. in the Great Hall.
- Delane and some other department heads will meet with downtown business owners to discuss the possibility of a library makerspace in the downtown area.
- The next City Council Chat is at Viaduct Park on Wednesday, January 14th at 6 p.m. The CAC's Becky Ford will facilitate a listening session for Faribault residents on the topics of housing, environmental concerns, and employment opportunities.

TEEN ADVISORY BOARD REPORT: Langston was not present. No report

SELCO REPORT:

SELCO Foundation – Sam was not in attendance. No report

SELCO Board – Lisa was not in attendance. Delane read an email from Lisa to the Board related to advocacy and invited members to attend Library Legislative Day.

OTHER:

- 1. Strategic Planning** – Delane discussed the creation of a new strategic plan in 2026 and the importance of it aligning with the City’s new strategic plan. There is \$10,000 budgeted for strategic planning this year. Delane suggested investigating the Friends of St. Paul Public Library’s consulting group, Library Strategies. Both Delane and the Friends of Buckham Memorial Library have worked with Library Strategies, and they are well known internationally for helping libraries with strategic planning. The Board advised Delane to contact them for more information.

NEXT MEETING DATE: February 9, 2026, Great Hall (second floor)

ADJOURNMENT: The meeting was adjourned at 6:37 p.m.

Transcribed by Delane James.

Respectfully submitted,
Melissa Kuhl (Secretary)



STRATEGIC PLAN GOALS

2026 Proposed Priorities

OBJECTIVES

GOAL 1

Sustain What We've Built: Invest in Our Infrastructure, Parks, and Community Pride

▲ There is greater public buy-in and awareness around major infrastructure projects

Initiative 1. Use Polco to regularly engage public

Initiative 2. Use ArcGIS to visually communicate PW/infrastructure projects - Public Works, Engineering

▲ An all-hands approach is implemented to ensure stewardship of the City's many parks and green spaces

Initiative 3. Explore a flex role within Parks, PW

Initiative 4. Create system-wide volunteer opportunities for public spaces

▲ Anchor cross-departmental events in municipal parks & facilities

Initiative 5. Host more family friendly events in parks - All Departments

GOAL 2

Define the Next Chapter for the Faribault Community Center

▲ The City vets and picks a path forward for the Community Center

Initiative 6. Review costs surrounding the redevelopment of the Community Center at its current location- Parks and Recreation

Initiative 7. Embrace the synergy of the Buckham Center complex regardless of the decision on the Community Center

GOAL 3

Invest in Housing to Preserve Community

▲ Maximize land use around underutilized land within the city to support housing development

Initiative 8. Develop an infill lot strategy- CED, Engineering

Initiative 9. Explore the creation of a land trust - Administration

▲ Direct resources toward stabilization of existing housing stock

Initiative 10. Empower existing homeowners to rehabilitate & reinvest in existing housing stock

Initiative 11. Explore incentives for landlords who reinvest in their properties without significant increase in rent

GOAL 4

Future-proof the workforce by being the city that Cares for Its People

▲ Wrap arms around current state of workforce in City

Initiative 12. Identify turnover rates by department - HR

Initiative 13. Re-engage staff on the NES - Administration

▲ Market career opportunities in Faribault as a place to start a career in public service

Initiative 14. Explore matching student loan payments to deferred comp

Initiative 15. Re-imagine marketing of positions to tell the Faribault story

▲ Offer strategic benefits that help Faribault employees to feel valued beyond their wages

Initiative 16. Explore creative retention & longevity benefits



STRATEGIC PLAN GOALS

OBJECTIVES

GOAL 5

**You Belong Here:
Advancing Youth
Leadership and
Building Community
Connections**

▲ Engage youth intentionally in local government

Initiative 17. Form a Youth Advisory Commission

Initiative 18. Develop a Youth in Government Program

▲ Develop technology-free opportunities for youth in Faribault to connect

Initiative 19. Expand low-cost programming in City public spaces geared towards teens- Library/Parks and Rec

Initiative 20. Launch a Faribault Summer Passport

GOAL 6

**Build Pride, Inclusion,
and Trust in Every
City Interaction**

▲ Elevate community pride for residents and staff members

Initiative 21. Explore a hometown pride campaign with the Chamber - Administration

Initiative 22. Expand the employee onboarding process to explore assets outside of their department - Administration

▲ Correct misinformation and lead with civility

Initiative 23. Continue to build on the Council Chats' success through short-form videos - Administration

Initiative 24. Expand communications teams staffing - Administration

Initiative 25. Continue training on communications best practices - Administration

▲ Ensure that accessing City government is easy and representation is equitable

Initiative 26. Review board and commission application and reappointment process - Administration

Initiative 27. Improve development/redevelopment processes - Administration

GOAL 7

**Set the Standard
for Professionalism
Through Service**

▲ Excellent customer service is accessible and respectful for all

Initiative 28. Explore language access technology- Library

Initiative 29. Explore the creation of an employee recognition program

Initiative 30. Implement "How You Say It" training - Administration

▲ Train in tense interactions and have a plan for managing them

Initiative 31. Train management in de-escalation and set the expectation for managers - Fire/Safety Committee

Initiative 32. Provide managers with resources on how to remove or redirect disruptive individuals

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	<ul style="list-style-type: none"> Mission Statement written
Work with the Library Advisory Board and City Council to approve mission statement	Library Advisory Board, Library Director	COMPLETE	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Values written
Work with the Library Advisory Board and City Council to approve the library's core values	Library Advisory Board, Library Director	COMPLETE	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Librarians are working on incorporating values into documents, practices, training, etc.
Coordinate services with other community partners	Librarians	ONGOING	<ul style="list-style-type: none"> 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	ONGOING	<ul style="list-style-type: none"> Rice County Public Health Community Action Center Healthy Communities Initiative Homelessness Prevention Taskforce Southern Minnesota Regional Legal Services Reach Justice - Legal Kiosk Project

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"> Heritage Days Parade Safe Summer Kickoff Winterfest
Expand making library materials available at multiple locations throughout the community using the Buckham Book Bike	Librarians	ONGOING	<ul style="list-style-type: none"> Friday Performers in the Park Investigating partnership with NPL's Bookmobile
Explore expanding library programming to various locations throughout the community - <i>New City SP encourages more programming in parks.</i>	Children's Librarian Public Services Librarian	IN PROGRESS	<ul style="list-style-type: none"> Crown Cork and Seal AAUW & Realife Cooperative Rice County Historical Society SLP at Central Park Mobile Sensory Station @ Viaduct Park for Winterfest/Friends partnership
Evaluate existing communication efforts	Library Director	ONGOING	<ul style="list-style-type: none"> Review of two previous communication audits in progress Digital signage, brochure and resource bookmarks added
Determine communication goals and objectives	Librarians	IN PROGRESS	<ul style="list-style-type: none"> Translation of marketing materials in Spanish and Somali
Determine engagement goals and objectives	Librarians	IN PROGRESS	<ul style="list-style-type: none"> Identifying outreach opportunities
Create outcomes for communication and engagement	Librarians	IN PROGRESS	<ul style="list-style-type: none"> 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 The library director will participate in the City SP-driven Community Campus Work Group.	MOVE FORWARD	<ul style="list-style-type: none"> Planning of new community center and new library makerspace have been put on hold
Visit and research other makerspaces in Minnesota	Library Advisory Board	ONGOING	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Planning of the new community center and new library makerspace has been put on hold Met w/downtown business owners about the possibility of an off-site makerspace
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"> Evaluation of the library's virtual presence is ongoing Formal audit not started
Research best practices for library websites	Library Director	ONGOING	<ul style="list-style-type: none"> Research on best practices for library websites is ongoing in partnership with SELCO and the City's Communication Manager City website upgrade in progress
Research best practices for library online catalogs	Library Director with assistance from SELCO	COMPLETE	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> This service will need to be included in a future budget
Implement usability plan	Library Director	MOVE FORWARD	<ul style="list-style-type: none"> This will be initiated after creation of usability plan
<p>Explore ways for the library to host community member-led groups and activities</p> <p>Friends SP includes providing complementary cultural programming</p>	Librarians	IN PROGRESS	<ul style="list-style-type: none"> 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	ONGOING	<ul style="list-style-type: none"> Minnesota Hooded History Professor Joseph Mbele Dr. Martha Brown Ibrahim Khalif
Curate exhibitions or displays of arts or crafts by local artists	Librarians	ONGOING	<ul style="list-style-type: none"> Partners for Pollinators Exhibit Kate Langlais Drawing Exhibit Diane & Alan Page Testify Exhibit RCHS Wish Wall-250 anniversary nation-wide initiative
Conduct a diversity audit of the library collection	Children's Librarian & Public Services Librarian	NOT STARTED	<ul style="list-style-type: none"> 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	ONGOING	<ul style="list-style-type: none"> Displays in various sections of the library End cap displays
Create a plan to increase availability of e-content	Library Director	ONGOING	<ul style="list-style-type: none"> Worked with SELCO to increase digital budget Reviewing local content Capped Hoopla cost per item Added Kanopy locally
Evaluate current programming schedule	Children's Librarian & Public Services Librarian	ONGOING	<ul style="list-style-type: none"> Public Service & Children's Librarian continuously review Many new programs added and different timing tried
Expand intergenerational program offerings	Librarians	ONGOING	<ul style="list-style-type: none"> 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	ONGOING	<ul style="list-style-type: none"> Mayor's Reception, Storytime, Concerts, Crandall Reception Umbrellas & planters added by Friends
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"> 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 Added Mobile Sensory Station Library Specific sensory training launched

\$10,000 Strategic Planning for Small Libraries



What the Process Includes

One consultant, with project management support from the Library Strategies home office. Most of the activities will be conducted virtually, but the project fee includes up to \$500 in travel costs.

- Community survey, built on a template provided by Library Strategies and customized for your community through up to two rounds of revision
- Staff survey, built on a template provided by Library Strategies and customized for your staff through up to two rounds of revision
- Three community focus groups and up to six 1-on-1 interviews between consultant and key community stakeholders
- Fitted, actionable strategic plan crafted by the lead consultant (in active consultation with library leadership), including 3-6 overarching *goal* areas and *strategies* to advance each
- Work plan template for implementing goals and strategies
- Two 2-hour meetings with the Steering Committee and up to four 1-hour meetings between consultant and library project lead

Library Leadership/Staff Responsibilities

- Schedule all meetings (including community focus groups) and provide a note-taker to assist the consultant at each session
- Collect and upload background materials requested by the consultant for review
- Recruit a community Steering Committee to oversee and aid the process, using guidelines provided by Library Strategies
- Lead promotional efforts supporting the community survey, with coaching provided by Library Strategies
- Issue the staff survey to all employees of the library
- Suggest edits to the proposed Strategic Plan and shepherd its final approval through the board of directors or other governing body

Library Strategies Responsibilities

- Provide agendas and lead meetings
- Review background documents
- Provide community and staff survey tools, raw data sets, and one-page reports summarizing key findings from both
- Lead three virtual focus groups and provide one-page summary report
- Conduct up to six virtual 1-on-1 interviews and provide one-page summary report
- Draft, design, and finalize Strategic Plan
- Present key takeaways and plan in front of the board of directors or other governing body, if desired