



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, APRIL 11, 2022

6:00 PM

1. Call to Order
2. Approval of the Minutes of the March 14, 2022 meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. djames@ci.faribault.mn.us / (507) 384-0526
4. Election of Officers (Chair and Vice Chair)
5. Director's Report
6. Teen Advisory Board Report
7. SELCO Report
Jayne Spooner - SELCO Board Member update
Micki O'Flynn - SELCO Foundation Investment Options
8. Review *Hours Policy*, *Display and Distribution of Free Material Policy* and *Data Privacy Policy*. Staff are not suggesting changes at the time. Please refer to your Policy Manual for the latest versions of these policies.
9. Review Library's City Annual Report
10. Bequest Discussion
11. Other
12. Next Meeting Date: May 9, 2022, 6:00 p.m. Shattuck-St. Mary's School, WeCreate Center
13. Adjournment



**Minutes of the Monday, March 14, 2022 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner (Vice-Chair), Keri Simon, Melissa Kuhl, Gordon Liu, Nevaeh Weeg, Delane James (Library Director), Linda Hanson (Library Technician) Heather Slechta (Assistant to the City Administrator)

CALL TO ORDER: Jayne called the meeting to order at 6:05 p.m.

Delane made an addition to the Agenda. Meeting Room Request will be discussed after the Annual Report.

SWEARING IN OF BOARD MEMBERS: Heather Slechta, Assistant to the City Administrator was in attendance to swear in Gordon Liu, Jayne Spooner, Keri Simon and Nevaeh Weeg.

APPROVAL OF THE MINUTES: A motion was made by Keri to approve the minutes of the February 14, 2022 meeting and a second by Gordon. All in favor. The motion carried.

REQUESTS TO BE HEARD: No requests to be heard.

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

- A new book, *The Snowy Day* by Ezra Jack Keats, was installed in the StoryWalk Central the first week of February. Staff are planning on installing a new story in April and will continue rotating books every couple of months.
- The SELCO Regional Needs Assessment has put together 2 focus groups which will be meeting this Thursday. A total of about 40 names were submitted. Thanks to Gordon for submitting names of potential participants.
- The Rochester Chromebooks program is going well. There have been 2 Chromebooks checked out to our patrons so far.
- SELCO hosted a Zoom meeting with Senator Jasinski on February 28th as part of MLA's Library Legislation Week. Jayne and Delane both participated in the meeting.
- Both annual reports are finished. The Board will vote tonight on the approval of the state report. The City report will be shared with the Board at our next meeting and with City Council on April 5th.
- Library Circ Aide David Gulland was promoted to Library Receptionist. Matthew Cook will fill the Circ Aide position. Approximately 30 applications were submitted.
- On March 1st a pop-up flute and harp concert was held in the Adult Section of the Library. This concert was made possible by the Minnesota Arts Legacy Program.
- Pollinator Adventure a spring break camp collaboration between the Paradise Center for the Arts, River Bend Nature Center and the Community School will be held in the Great Hall on March 23rd. Lisa Reuvers will lead the program.

- The annual Edible Books Festival is coming up. It will be held online. Registration forms need to be submitted by March 28th and photos of entries by March 31st. Entries will be posted the week of April 4th. Vote online for your favorite.
- Chione Quintet, Shoua and the Northern Lights, a storytelling library legacy program will be held on the Friend's Library Plaza on June 2nd at 1:00 pm.
- About 20 Adult Basic Education students are visiting the library on March 17th to get library cards. They will apply online before hand and pick them up that day.
- Deni & Delane will be meeting with ECFE staff on March 23rd to talk about collaborating.
- The Library has applied for 2 Library Legacy author tours to take place in May & June.
- The early childhood literacy toys and games have been put back out on the floor.
- Staff are currently in the process of creating Adventure Kits that patrons can check out.
- Delane contacted the Minnesota DNR about State Park passes. The Public Library State Park Pass program is currently full but Delane requested that our library be put on the waiting list.
- The library "Book Trike" Bookmobile has been ordered. It is an e-assist trike and will need a little bit of customization of the box with paint and logo once it is delivered. The Public Works Department is willing to help with the customization. The company will deliver the trike to the library, set it up and train staff on usage and safety. A United Way grant was applied for to help with the cost.
- The City Finance Department wants to figure out a way to write off accounts with lost books dating back to 1984. Delane is asking other library directors on how they handle lost book accounts and will work with finance on deciding a cut off date. Delane is proposing a 5-year time frame.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that they talked about the Edible Book Festival and looked at all the current programs/resources on the library's Facebook page.

SELCO REPORT: Jayne reported that the SELCO Board is looking into the possibility of switching the beginning of SELCO's fiscal year from July to January. This is due to fee increases that usually occur at the beginning of the year and SELCO ends up covering them till the July fiscal year.

APPROVAL OF THE MINNESOTA PUBLIC LIBRARY ANNUAL REPORT 2021: After Delane went through some highlights of the report a motion was made by Keri to approve the Minnesota Public Library Annual Report 2021 and a second by Melissa. All in favor. The motion carried.

MEETING ROOM REQUEST: Meeting room request was made by Minnesota Department of Human Services Direct Care and Treatment (MN-DHS/DCT) to use the Great Hall bi-monthly April-September 2022. Starting time 9:00 am-4:30 pm with up to 25 people in attendance. A motion was made by Gordon to approve the meeting room request and a second by Neveah. All in favor. Motion carried.

BEQUEST DISCUSSION: City Administrator Tim Murray is planning to have a discussion with Council during their retreat on April 19th about their interest in building a new Community Center. That discussion will help guide the Library Board as we move forward with the bequest planning discussions. Delane contacted Shattuck-St Mary's about touring their WeCreate Makerspace to gather ideas and is waiting for a reply.

STRATEGIC PLANNING PROCESS: Krista Ross has agreed to facilitate the creation of the library's new Strategic Plan. Krista recommends hosting a stakeholders workshop in the late summer or fall so SELCO's Needs Assessment and the marketing audit result can be included in the planning.

OTHER: None

NEXT MEETING DATE: Monday, April 11, 2022, at 6:00 p.m. location T.B.A.

ADJOURNMENT: At 7:05 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

DATA PRIVACY POLICY

PATRON ACCOUNT INFORMATION

Library staff will ensure the privacy of borrower records by verifying the identity of the borrower before discussing items on the record. Borrowers who request information about their record, either in person or especially by telephone, may be asked to verify any and all of the following: address, telephone number, dates of birth, state I.D. number. Parents or guardians may inquire about the status of their minor children's records. Each borrower has the right to be fully informed of all materials and fines on his/her own record.

According to Minnesota Statutes 13.40 subdivision 2 – Private Data for Library Borrowers, the following data is private and may not be disclosed for other than library purposes except pursuant to a court order:

- (1) data that link a library patron's name with materials requested or borrowed by the patron, or that link a patron's name with a specific subject about which the patrons has requested information or materials; or
- (2) data in applications for borrower cards, other than the name of the borrower

Library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discover procedures or legislative investigatory power.

RESERVED MATERIALS

Minnesota Statutes 13.40 subdivision 2 – Private Data for Library Borrowers, states the following with regards to reserves:

A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Library patrons are also advised of the Buckham Memorial Library's policy on library cards: That patrons must have their library card in hand in order to check out materials and take them out of the building (see Buckham Memorial Library *Circulation Policy*, section VI. Checking Out Materials). If picking up materials for a family member, a patron must have either the card in hand on which the reserve was placed OR the official notice listing the library card number.

Approved by the Library Advisory Board, 2/2001, Reviewed and readopted 10/2017



Buckham Memorial Library

Display and Distribution of Free Materials Policy *Including Brochures, Flyers, 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. 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.

Approved by the Library Advisory Board, 3/2008, Reviewed and readopted 6/2015



Buckham Memorial Library

Hours Policy

Buckham Memorial Library is open to the public during the following hours:

MONDAY:	9:00am – 8:00pm
TUESDAY:	9:00am – 8:00pm
WEDNESDAY:	9:00am – 8:00pm
THURSDAY:	9:00am – 8:00pm
FRIDAY:	9:00am – 5:00pm
SATURDAY:	9:00am – 5:00pm
SUNDAY:	Closed

HOLIDAY CLOSED DATES

Buckham Memorial Library closes early (at 5:00pm) on New Year's Eve. The Library and City offices are closed all day on the holidays listed below. When a holiday falls on a Sunday, the Library is closed the following Monday. Some changes may occur from year to year. Check the Library's Web site or call 507-334-2089 for the most up-to-date information on Holiday closures.

New Year's Day	Independence Day
MLK Jr. Holiday	Labor Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day, Day after Thanksgiving
	Christmas Eve & Christmas Day

-Revised and approved by the Library Advisory Board, September 2017

2022 POLICY REVIEW CALENDAR

POLICY	LAST REVIEWED	NEXT REVIEW
Circulation	December 2021	2024
Data Privacy	October 2017	2020
Display and Distribution of Free Materials	November 2017	2020
Hours	September 2017	2020
Internet	January 2018	2021
Wireless	January 2018	2021
Service to Residential Institutions	April 2018	2021
Meeting Room	October 2021	2024
Collection Development	October 2021	2024
Patron Behavior	February 2019	2022
Children in the Library	February 2019	2022
Friends of the Library	August 2019	2022
Gifts and Donations	April 2019	2022
3D Printing	January 2020	2023

BUCKHAM MEMORIAL LIBRARY

Library Services Department

PRIMARY SERVICES

Under the direction of the Library and Communications Director, the primary services provided by this department are:



- Circulation and Online Resources
- Interlibrary Loan
- Technical Services
- Reference and Information
- Technology and Makerspace
- Adult Services
- Children's and Youth Services
- Outreach

Buckham Memorial Library strives to educate, inform, enrich, and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, life-long education, and love of reading. An ambitious team of professional librarians, trained technicians and support staff are dedicated to helping our customers obtain the information and services they need.

HIGHLIGHTS and ACTIVITIES

Overdrive Digital Magazines

Patrons can now access more than 3,000 digital magazine subscriptions from SELCO's Overdrive collection. These digital magazines are available instantly with no waiting lists or circulation caps. Previously, Buckham Library had collaborated with a handful of other regional libraries to offer a collection of several dozen magazines. The recent acquisition of Zinio (our former vendor) by Overdrive (SELCO's eBook and eAudiobook vendor) made this great increase to the region's digital magazine collection possible. Digital magazines available in this collection include US Weekly, National Geographic, Good Housekeeping, Vanity Fair, Rolling Stone and thousands more. Patrons can access this digital magazine collection from the library's webpage.

Futures School Library Cohort

Children's Librarian Deni Buendorf and Library Director Delane James participated in a library cohort of Futures School on April 6th -8th. During the three-day workshop, Delane and Deni learned how to use a strategic foresight framework to create scenarios for a more resilient future. The cohort was sponsored by Minnesota State Library Services and the Connecticut State Library.

Mobile Hotspots

At their June meeting, the Library Advisory Board approved the new Mobile Hotspot Policy. As a pilot project, the library is circulating 9 mobile hotspots and is reserving 1 hotspot for programming usage. Patrons must be at least 18 years old to check out a hotspot. Hotspots can be checked out for 1 week. When a hotspot becomes overdue, the device is deactivated and a lost fee is placed on the patron's account. Patrons are limited to one hotspot per household.

Fine Free

After the fine free discussion with City Council during the July 20th Work Session, staff began preparing to eliminate late fines in 2022. Staff worked closely with the SELCO Regional Library system to make the necessary changes to the ILS system. Also, staff prepared a marketing program to announce the change and encourage new and former patrons to visit the library.

Marketing Audit

Margot Barry, a St. Kate's Master of Library and Information Science Candidate, conducted a marketing audit for Buckham Memorial Library as a semester-long independent study during the fall semester of 2021. Ms. Barry graduated from Shattuck in the 1980's and still has connections with Faribault. Upon completion of the project, the library received a final report, including data collected, analysis of SWOT results, and recommendations. Information from this audit will help guide future marketing decisions. Data from the surveys will be used when the new strategic plan is created in 2022.



Friends' Library Plaza Project

The first phase of the Library Plaza project is near completion. Some touch-up surface work to the front face of the social steps is planned for the spring of 2022. In 2021, the Friends of Buckham Memorial Library donated an additional \$24,100 to cover the cost of a change order for the coating that was applied to the concrete on the entire plaza area. Also, in 2021, the lighting, railings, trees and sod were installed. The Friends purchased furniture for the Plaza that was delivered in October and is being stored in the old

Lockerby building. The furniture will be installed in the spring of 2022. The Friends are currently planning the next phase of the project and are looking at working with community partners to add shade structures and planters to the plaza.

The Friends of Buckham Memorial Library hosted a successful dedication celebration for the Library Plaza on Sunday, August 22nd. The celebration included speakers and a ribbon cutting. Approximately 150 people enjoyed the festivities and music by the Pan Handlers Steel Drum Band and the Longtime Gone Blue Grass Band. The Friends provided cake and bottled water and food was available to purchase.

Outdoor improvements

As part of the Community Center parking lot project, the downspouts near the main entrance of the library were re-routed and connected to the storm sewer system. This will help prevent ice buildup and slippery conditions near the library's entrance during the winter months.

A new concrete pad was poured and book-shaped bike racks were installed near the library plaza and front entrance.

A new hood for the outdoor book return was fabricated and installed by the Public Works Department.

Storywalk on Central Completed

After road construction was completed, the remaining 4 storywalk enclosures were installed on the first block of Central Avenue. Staff are rotating new books in the storywalk every few months.

Buckham Memorial Library's Storywalk on Central was featured by the Association of Bookmobile and Outreach Services during their first ever Storywalk Week, November 15-19, 2021. The Association of Bookmobile and Outreach Services is a nonprofit organization that serves to support and encourage bookmobile and library outreach services worldwide.

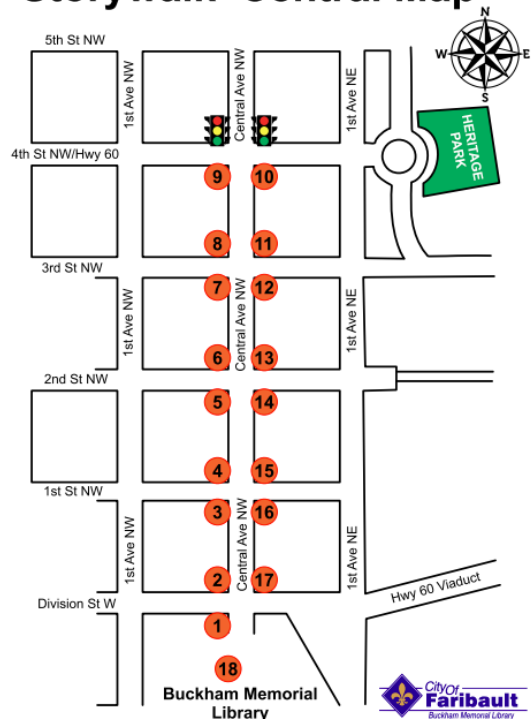
Faribault Reads

Children's Librarian Deni Buendorf and Library Director Delane James worked with Faribault Cradle to Career community partners on a city-wide campaign, Faribault Reads. This initiative's goal is to create a community of readers and develop a love of reading in every child. The campaign launched July 1st and included lawn signs, social media posts, posters, events, activities and a website with information about how everyone can help foster a love of reading in Faribault.

Sustainable Options for Library Discards

The Library Advisory Board updated the Collection Development policy to allow for more sustainable options when disposing of discarded materials including expanded seller options, giving to non-profit organizations and giving away unsalable items to the public.

Storywalk® Central Map



Robert L. Crandall Estate

Proceeds from the Estate of Robert L. Crandall, valued at \$2.7 million, were distributed to the City of Faribault for the benefit of Buckham Memorial Library. The use of these gift funds is undesignated.



According to his obituary, Mr. Crandall spent many hours at the Buckham Memorial Library studying and reading books on investing. The City Council, the Library Advisory Board, and staff will work together to ensure that these gift funds are used to make a positive and lasting impact for the citizens of Faribault.

At their December 14, 2021 regular meeting, Council adopted a resolution to create a Special Revenue fund for safe keeping and investing the money from the Crandall Bequest. The money will stay in the Special Revenue fund for an 18-month planning period. During the planning period, the Library Advisory Board, staff and City Council will create a spending and investment policy and a first project proposal. After the initial planning period, a permanent fund will be created for the Crandall bequest money.

STAFF

Library & Communications Director	Delane James, MLS (2003)
Public Services Librarian	Allyn McColley, MLIS (1996)
Children’s Librarian	Deni Buendorf, MLIS (2013)
Library Technicians	Linda Hanson (2001), Bob Latchaw (2019) Lisa Reuvers (1995), Caitlin Boran (2021)
Library Receptionists	Marlene Sammon (1993), Paula Hildebrandt (1999), Julie Bruessel (2012), Derek Herauf (2014), Lisa Stadler (2017)
Circulation Aides	Julia Arnold (2021), David Gulland (2021), Jody Wunderlich (2021), Henry Lu (2021)
Processor/Mending Aide	Linda Turgeon (2018)
Pages	Brenda Neuman (2002), Isaac Alcala (2021), Teagan Watkins (2020), Katie Johannsen (2020)

Total Full-Time Equivalent Library Staff

11.54

2021 Library Advisory Board: Travis Davidson, Chair, Jayne Spooner, Vice Chair, Melissa Kuhl, Crystal Bauer, Keri Simon, Isabell O’Connor, Nevaeh Weeg, Student Board Member

SELCO Board Representative: Jayne Spooner

2021 Friends of Buckham Memorial Library Board: Brianna Bauernfeind, President, Greg Thibodeau, Treasurer/Secretary, Stephanie Tywater-Christiansen, Vice President, Kathy Sandberg, Past President, Mary Kubes, Elizabeth Daniels, Micki O’Flynn, Pat Raftery, Sue LeMieux, Bethany Schweisthal, Shari VanDerVeen, Angie Ramirez, Damian Pinada.



WORKLOAD DATA

	2019	2020	2021
Total Library Circulation (# Items)	160,404	79,727	92,181
Physical Circulation-Faribault City	88,287	34,731	43,017
Physical Circulation-Rural Rice County	33,778	15,613	19,173
Physical Circulation-Outside Rice County	17,895	5,000	8,986
Digital Circulation	20,444	24,383	21,005*
Interlibrary Loan (# Items)	27,902	16,286	23,795
Reference Questions	12,310	9,627	8,858
Internet Use (# People)	13,440	2,622	2,782
Public Wireless Use (# Sessions)	16,194	5,125	4,963
Program Attendance (# People)	20,536	23,114	20,932
Visits	139,393	35,148	52,502
Active Borrowers	18,426	16,171	14,818**

**Does not include 4,115 eBooks and eAudiobooks Faribault patrons checked out from Rochester Public Library's Overdrive collection through a reciprocal borrowing agreement.*

*** Additionally, 369 Faribault residents without physical library cards received access to Overdrive with an instant digital card.*

ADDITIONAL SERVICE DATA RELATED TO THE COVID-19 PANDEMIC

Minimal Contact Pickups

- Lobby Pickup continued until May 14, 2021 when self-service Hold Shelf Pickup began inside the library near the entrance.
- Hold Shelf Pickup is popular and the library has continued offering this service.

Month	2020	2021
January	-	780
February	-	782
March	-	859
April	-	718
May	64	568
June	144	691
July	214	654
August	218	656
September	237	728
October	300	684
November	566	652
December	795	584
Total Minimal Contact Pickups	2,538	8,356



Browsing Visits

- After dialing back in-person services in mid-November of 2020, Browsing Visits resumed when the library reopened to the public on January 19, 2021.
- Browsing Visits were phased out on May 14, 2021 when the library stopped tracking those visits.

Month	2020	2021
January	-	149
February	-	320
March	-	640
April	-	820
May	-	605
June	128	-
July	506	-
August	618	-
September	486	-
October	458	-
November	252	-
Total Browsing Appointments	2,448	2,534



Circulation and Online Resources

In 2021:

- 10,732 borrowers lived inside the Faribault city limits.
- 3,126 borrowers lived in rural Rice County, Northfield and Lonsdale.
- 960 borrowers lived in other parts of Minnesota (mostly in Steele, Le Sueur, Hennepin, Dakota and Goodhue Counties)
- 43,017 physical items were checked out by Faribault residents.
- 19,173 physical items were checked out by rural Rice County, Northfield and Lonsdale residents.
- 8,986 physical items were checked out by borrowers living outside of Rice County.

In addition to physical items checked out, borrowers checked out and downloaded online materials including eBooks, eAudiobooks, interactive picture books, and digital magazines. The Library also offers online language learning software, live online homework help and live online career assistance.



Interlibrary Loan

As part of the SELCO Regional Library System, Buckham Memorial Library loans to and borrows from other libraries in the region. If an item is not available in the SELCO system, requests can be placed at other libraries within the state through the MNLink Gateway. In 2021, our patrons borrowed 572 items outside of the SELCO region. The Library loaned 967 items to borrowers of outside our system. Buckham Memorial Library participates in the Minnesota Reciprocal Borrowing Compact, which allows borrowers to use their library cards at any other participating library in the state.

Buckham Library was a net lender for the fiscal year ending June 30, 2021. As a net lender, the library loaned more items to other libraries in our region than it borrowed from other libraries. SELCO Libraries that are net lenders receive an annual dividend to help encourage sharing of resources within the region. The amount of the dividend received was \$3,172.08.

Reference and Information

Questions come to the Information Desk and the Children’s and Youth Information Desk via email, telephone, mail and in person. In 2020, a good deal of reference work was performed via email, online form and over the phone. Most frequently, patrons request assistance with technology and placing holds on library materials. Information staff also assist patrons in using the Library’s microfilm reader to access local newspapers and census records dating back to 1856. In 2021, staff performed 18 research requests related to genealogy and historical newspaper articles from people living outside of Minnesota. Also, Faribault patrons used the microfilm reader 60 times in 2021.

Technical Services

Technical Services is responsible for maintaining the library’s collection including collection development, acquisitions, cataloging and inventory control.

In 2021:

- The Library's physical collection contained 89,753 items including 75,238 books, 1,138 periodicals, 52 pieces of equipment and 13,325 audiovisual items.
- The library also maintained 153 magazine subscriptions and 10 newspaper subscriptions.
- Staff ordered, cataloged and processed 7,094 new books, DVDs, music CDs, audiobooks, magazines and other materials.
- Staff performed a continuous inventory of the Library's collection.

The Library also offers online resources that are available at the Library or from the Library's website. These resources include searchable full text newspapers and magazine articles, encyclopedias, animated picture books, and resources for readers, genealogists, job seekers and students of all ages.

Technology and Makerspace

The Library has a total of 14 public Internet computer stations. The Library is a free wireless hotspot with access on each of the Library's three floors.

The Library's Makerspace equipment includes laptop computers, iPads, 3D printers, coding robots, virtual reality systems, sewing machines, a vinyl cutter, a laser engraver, ukuleles and a piano. Take and Make kits are available for patrons to pick up at the library and work on at home. In 2021, patrons enjoyed ukulele, gardening, sewing and paper crafting kits.



Adult Services

In 2021, the Library offered a variety of educational opportunities for adults. Programs were delivered in-person, online or remotely. Total participation for Adult programming was 7,614 at 148 programs.

Program Type	# of Programs	Participants
Electronic Literacy Programs	12	91
Kits Given	23	506
Online Library Programs	68	6,401
In-Person Library Programs	22	559
Tours	4	10
3D Printing Instruction	9	29
Obit/Research Service	10	18
Total	148	7614



Children's and Youth Services

In 2021, the library offered 351 educational programs for young people and their families with a total of 13,318 participants. Children's and youth programs were delivered in-person, online or remotely.

Program Type	# of Programs	Participants
Baby Bags Distributed	1	50
B&B and P&P Mixer	2	21
Books & Brownies	8	34
Dungeons and Dragons	10	65
Fairy Tale Fridays	44	1507
Other Programs	42	1651
Outreach/Visits to Schools/ Presentations	23	540
Pizza and Pages	8	38
Storytime	142	7676
Summer Performer Programs	15	695
Summer Reading Sign-up	4	282
Summer Reading Prizes Given	3	185
Teen Advisory Board (TAB)	12	52
The Weekly Read	37	522
Total	351	13,318

Outreach

Outreach includes delivery and programs to care facilities and other institutions such as the Minnesota Correctional Facility and the Rice County Jail. Also included in outreach are the scheduling and use of the Library's meeting room and community collaborations.

In 2021:

- The Library processed 78 requests for Minnesota Correctional Facility and Rice County Jail inmates.
- The Library used the meeting room & the Makerspace 40 times for a total of 233 users.
- The community used the meeting room 23 times for a total of 216 users.



Collaboration and Community Outreach

The Library strives to reach people who may not be aware of the services the Library offers. In 2021, staff collaborated with many outside agencies to help serve our growing and diverse community. Some of the opportunities for outreach and organizations the Library collaborated with included:

Amy Simso Dean	Godfather's Pizza
A Touch of Magic Entertainment	Graylyn "Brodini" Morris
AVID (Faribault Middle School)	Healthy Communities Initiative
Big Brothers Big Sisters (BBBS)	Jefferson Elementary School
Cannon River Mobile Home Park	Kaleidoscope
Cannon River STEM School	Kevin Strauss
Cannon River Watershed Partnership	Knollwood Courts Mobile Home Park
City of Faribault	Lincoln Elementary School

David Borka (Santa)	Lalo's Lunchbox
Dazzling Dave	Llewellyn Worldwide
District One Hospital	Margo Barry, St. Kate's MLIS Candidate
Divine Mercy Catholic School	McKinley Early Childhood Family Ed. Center
Evergreen Estates	Milestone Senior Living
Fareway Foods	Minnesota Braille and Talking Book Library
Faribault Area Chamber of Commerce	Minnesota Children's Museum
Faribault Community School	Minnesota Department of Education
Faribault Cradle to Career	Minnesota Library Association
Faribault Daily News	National Eagle Center
Faribault Diversity Coalition	Nerstrand Elementary School
Faribault Education Center	Papa Murphy's Pizza
Faribault Engineering Department	Pleasantview Estates
Faribault Fire Department	Rice County Chemical Health Coalition
Faribault Food Shelf	Rice County Public Health
Faribault High School	River Bend Nature Center
Faribault Lutheran School	Roosevelt Elementary School
Faribault Middle School	Science Tellers
Faribault Parks & Recreation	SELCO
Faribault Public Works Department	Seed Savers
Faribault Senior Center – Buckham West	Siam's Music of the Congo
Faribault Youth Investment	State Library Services – MN
FCTV	Talewise, fka ScienceTellers
Randall Ferguson	Tuey Wilson, Comic Stunt Juggler
Four Seasons Apartment Complex	University of MN Master Gardeners
Friends of Buckham Memorial Library	YALSA



COMMUNICATIONS

Library Services Department

PRIMARY SERVICES

Communications Services manages, assists, and administers the City's webpage, social media and other communications channels, while also improving internal and external communications.

HIGHLIGHTS and ACTIVITIES

- Established a 150th Anniversary Logo for the commemoration of the City's Incorporation with feedback from the City Council.
- Presented for the first time to the City Council during its annual retreat the Social Media for Elected Officials guidelines as identified and individualized by the League of Minnesota Cities.
- Resumed printing of the Buckham Bulletin in the Fall of 2021 after going strictly digital for much of the pandemic.



- Partnered with the IT Department to install, on-board and publicize the video of the new Mural located across the street from City Hall.
- Partnered with Assistant to the City Administrator to establish and make web changes for the unveiling of CivicClerk.

- Continued efforts – with substantial help from CivicClerk – to ensure the City’s website is ADA accessible.
- Led the accessibility training at the Minnesota Clerks Association conference to educate about the importance of complying with ADA laws.
- Built out a new webpage for Parks and Recreation as part of its transition to CivicRec.

WORKLOAD DATA

	2019	2020	2021
Communication Team Meetings	30	41	38
Staff and Council Trainings	2	1	1
Social Media Accounts Administered	13	13	16
Social Media Following: City of Faribault Facebook Page Likes/Follows	1,452	1,805	2,503
Website Page Visits	235,612	272,262	282,855
Website Page Views	371,453	411,298	463,102
Website Unique Page Views	290,002	318,931	364,878
Website Downloads	1,162,240	607,384	358,498
Website Unique Downloads	941,754	463,016	277,657*

**Due to updated software, CivicClerk, there was a large decrease in downloads, and that will likely continue. With our previous process for meeting packets, through Agenda Center, the most user-friendly way to access meeting documents was to download the packet, or each individual memos/items. Now, all of the documents uploaded/built in CivicClerk are web-based, and as such, don't need to be downloaded.*

STAFF

Brad Phenow, Communications Coordinator, Parks and Recreation
 Delane James, Library & Communications Director, Buckham Memorial Library



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