



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, MARCH 9, 2026

6:00 PM

Call to Order/Approve Agenda

Approval of the Minutes of January 12, 2026

1. Minutes of January 12, 2026

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SELCO Foundation Report
2. SELCO Board Report

Other

1. Strategic Planning Update - Delane
2. Approve the 2025 Minnesota Public Library Annual Report - Delane
3. Discuss Artificial Intelligence as it relates to the library's Collection Development Policy. (Please see the attached policy.) - Delane and Board

Next Meeting Date: April 13, 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)



Buckham Memorial Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
*See also the Buckham Memorial Library's policies on **Gifts/Donations***

- I. SELECTION OF MATERIALS**
- II. DESELECTION OF MATERIALS**
- III. REQUESTS FOR RECONSIDERATION OF MATERIALS**
- IV. APPENDIX: LIBRARY BILL OF RIGHTS**

I. SELECTION OF MATERIALS

The Buckham Memorial Library strives to 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, lifelong learning, and love of reading.

Functions of the Library:

- acquire, organize, and provide books and other relevant materials
- ensure access to information resources throughout the nation and around the world
- serve our public with expert and caring assistance
- reach out to all members of our community

A place for culture, education, and recreation, Buckham Memorial Library is delighted to serve as a welcoming place and gathering point for the community. The Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects.

SELECTION RESPONSIBILITY AND BUDGET

Selection and purchase of library materials rests with the Library director, who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

Before the beginning of each budget year, the director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult and children's fiction, nonfiction, reference, periodicals, audiovisual materials, etc.). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

TYPES OF MATERIALS ACQUIRED

Materials will be selected based on positive reviews in professional journals and/or actual examination and evaluation of materials. Popular demand (bestsellers, school bibliographies, local interest) may also be used as the criterion for selection. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the

community for items to be considered for purchase are welcomed and encouraged, but all materials must meet selection criteria.

The Buckham Memorial Library does not attempt to acquire textbooks that support local curricula, but may acquire general textbooks (e.g., math or language guides, ACT or SAT study guides, etc.) for use by the public. Multiple copies of popular books (e.g., bestsellers) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, audiovisual, magazines, electronic resources, digital material, online resources, etc.). Generally, only one copy of materials in non-print formats (DVD, CD, e-book, etc.) will be purchased unless long-term high demand is anticipated. Audiovisual materials will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the Library may choose not to select it if its format is not durable enough to withstand repeated circulation, or if it would require excessive staff time to maintain.

The Buckham Memorial Library strives to have a collection that reflects the diversity of the population it serves. To that end, part of the collection development budget will be allocated to purchase materials in the preferred language of residents who are not native speakers of English. Non-English materials considered for purchase will be evaluated as much as possible under the same guidelines and policies used for English-language materials. Citizen recommendations are always welcome and appreciated.

Objections to items in the collection should be made in writing to the Library director. (See the Buckham Memorial Library's *Requests for Reconsideration of Materials Policy*.) Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's Deselection of Materials policy (below).

II. DESELECTION OF MATERIALS

Materials that no longer fit the stated service roles of the Library will be withdrawn from the collection. This may include materials that contain obsolete information or are no longer used. Damaged materials (especially water-damaged materials) will be withdrawn for reasons of usability and hygiene. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library director or designated staff. When necessary, local specialists may be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with federal, state, and local law, which permits discarding into the trash, recycling of paper, or transfer to the Library's used book sale channels. Discarded library materials may be given to other area libraries or non-profit organizations at the discretion of the Library director. Unsalable and unwanted discarded library materials may be offered to the general public for free.

III. REQUESTS FOR RECONSIDERATION OF MATERIALS

The Buckham Memorial Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the Library in the ongoing process of collection development and maintenance.

The Buckham Memorial Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects. The Library is bound by MN Statute 134.51 which says that “A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.” Individuals may take issue with Library materials that do not support their tastes and views; however, no one person or group of individuals has the right to tell others what they can or cannot read, listen to, or view.

Staff is available to discuss concerns and identify alternate materials that may be available. If a patron’s concern is not satisfied through discussion with staff, a written *Request for Reconsideration of Materials* form may be submitted to the Library director. Copies of the form are available at the Reference Desk. If a patron’s concern is not resolved through contact with the Library director, the patron may then submit the *Request for Reconsideration of Materials* form to the Library Advisory Board for a final ruling.

The Buckham Memorial Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the Library’s collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Rice County and hold a valid borrower’s card. The Library director will respond to the patron’s request for reconsideration in writing within thirty (30) days of receipt. The response will indicate the action to be taken and reasons for the action. An item will only be evaluated for reconsideration once in three years.

*Originally Approved by the Library Advisory Board, 2/2001
Revised and Approved by the Library Advisory Board, 12/2024*

REQUEST FOR RECONSIDERATION OF MATERIALS

Return this form to the attention of the Library director.

Title: _____

Author/Producer: _____

What is your concern in regard to:

____ Printed Material ____ Video/Audio Recording ____ Electronic Resource

____ Other _____

Request initiated by:

Patron Name: _____

Address: _____ Email: _____

Phone: _____ Library card #: _____

1. What brought this resource to your attention?

2. Specifically, to what do you object? Please cite specific pages, scenes, etc. Continue on a separate sheet of paper if necessary and attach.

3. Did you read, watch, or listen to the entire resource or material?

4. What do you feel might be the result of reading, hearing, or seeing this material?

5. Have you read or seen professional reviews of this item? Please attach copies if available.

6. What alternative item do you recommend that provides adequate information on the subject?

7. Have you read Buckham Memorial Library's Collection Development Policy and supporting documents?

Signature of complainant

Date

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.