



## LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, APRIL 13, 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

#### ► Election of Officers (Chair, Vice Chair, and Secretary)

1. Library Donation Fund Finance Committee

#### ► Appoint new SELCO Board Member

### Director's Report

### Teen Advisory Board Report

### SELCO Report

1. SELCO Foundation Report - Sam
2. SELCO Board Report - Lisa

#### ► Approve 2026 SELS Agreement

1. Approve SELS Agreement

### Other

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

**Next Meeting Date: May 11, 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 1, 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 22<sup>nd</sup> at 6 pm at Viaduct Park.
- The Legal Kiosk will be installed in a study room on first floor on January 21<sup>st</sup>. 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 3<sup>rd</sup> floor makerspace
- The new SELCO app has been launched, and the old one has been sunset. The new app icon is teal colored.
- Storyteller Kevis Strauss will present a program called Amazing Animal Tales on Thursday, January 22<sup>nd</sup> at 10 a.m. in the Storytime Area.
- Ibrahim Khalif will present a program called Building Bridges Across Cultures on Thursday, January 29<sup>th</sup> 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 14<sup>th</sup> 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)

## **SELS - Southeast Library System Membership Agreement**

Libraries signing this agreement seek to improve library service to their users by participating in the Southeast Library System (SELS). Minnesota Statute, section 134.351, authorizes the establishment of multi-county, multi-type library systems for the purpose of sharing resources among all types of libraries. SELS is designated as the multitype system for libraries in Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona Counties.

It is understood that the undersigned wishes to participate in the SELS multitype system with no membership fee and agrees to the following terms and conditions.

- I. Each member library agrees to:
  - A. Maintain a bibliographically organized collection of materials that are available for reading, listening, and/or viewing by its clients.
  - B. Share resources with other SELS members
  - C. Provide relevant information about its library resources, staffing, and hours of service. Maintain regular contact with SELS staff to keep contact information current for the library, and allow for such information to be made public. .
  - D. Maintain financial support of its own library at a level which in no way is reduced because of participation in SELS.
  - E. Abide by the membership requirements adopted by the SELCO/SELS Board of Directors and given in the SELS Bylaws. Proposed changes in the bylaws will be distributed to all SELCO/SELS Board members before any Board action.
  
- II. The programs and services of SELS will be based on the availability of funds appropriated by the State Legislature. Every attempt to provide the listed services will be made; however, SELS retains the right to modify the range of services. SELS will:
  - A. Provide professional development opportunities, including continuing education opportunities, training workshops, special programs, and other professional development events to SELS members at little or no cost.
  - B. Offer grants and scholarships to assist members in their special needs
  - C. Assist in the maintenance of resources on the SELS Website for member libraries, including an online directory of member libraries, staff, and contact information.
  - D. Keep members informed of services and programs
  - E. Provide members an opportunity to be involved in strategic planning.

This membership agreement shall be effective upon approval of the SELCO/SELS Board of Directors, and will remain in effect until July 1, 2029, except that either party may terminate membership in SELS with sixty (60) days of written notice.

If a library chooses to terminate its membership in SELS, all materials, equipment, and other items received from SELS, or items borrowed from other participating libraries, will be promptly returned. Libraries terminating their membership in SELS can make no claims against SELS.

*Mary Schneider*

2026/04/01

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Signature of SELCO/SELS Board President

Date

---

Name of Library

Type of Library (academic, public, school, special)

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Address

City

County

Zip

---

Signature and Title of Authorized Institutional Office or Chair of Board

Date

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Signature of Librarian

## 2025 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

**Please print the name of the library submitting this form below.**

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**Name of Library**

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

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**Signature and Date of Library Board President/City or County Representative**

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**Printed Name of Library Board President/City or County Representative**

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**Signature and Date of Library Director**

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**Printed Name of Library Director**

**Please return this signed form by mail, email, or fax to:**

State Library Services  
Minnesota Department of Education  
400 NE Stinson Blvd  
Minneapolis, MN 55413

Email: [verena.getahun@state.mn.us](mailto:verena.getahun@state.mn.us)

Fax: 651-582-8752



**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.

## 2025 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2025, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2025.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

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### Comments

Do you have anything to share about 2025 at your library?
No

## CONTACT INFORMATION

G01) Library Name	Faribault: Buckham Memorial Library
G02) Regional System/Sequence Number	S0700
G03) Regional Public Library System	SELCO
G04) Street Address	11 Division Street East
G05) Location is a change from 2024 Data	No
G06) City	Faribault
G07) ZIP Code	55021
G08) Mailing Address	11 Division Street East
G09) City	Faribault
G10) ZIP Code	55021
G11) County	Rice
G12) Phone	507-334-2089
G13) Library Web Address	<a href="https://ci.faribault.mn.us/248/Library">https://ci.faribault.mn.us/248/Library</a>
G14) Director's Name	Delane R. James
G15) Director's Phone	507-384-0526
G16) Director's Extension	526
G17) Director's E-mail Address	djames@faribaultmn.gov

## Report Filer

G18) Name of Person Who Prepared This Report	Delane R. James
G19) Phone	507-384-0526
G20) E-mail	djames@faribaultmn.gov

## IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Multi-Place, overlap
G26) Did the legal service area boundary change?	No

## VISITS, REFERENCE, USERS

Data Element	2025 Data	2024 Data
P01) Population of the Legal Service Area	32,536	34,000
P02) Registered Users – Residents	12,904	11,900
P03) Registered Users – Reciprocal	570	753
<b>P04) Total Registered Users</b>	<b>13,474</b>	<b>12,653</b>
P05) Year in Which Registered User Records Were Last Purged	2025	2024
P06) Visits	94,000	94,731
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	9,098	11,795
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P08) Public Internet Computer Sessions	5,413	7,258
P09) Public Internet Computer – Usage Type	P08 tallies Internet usage exclusively	P08 tallies Internet usage exclusively
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	10,173	8,745
P63) Wireless Sessions Reporting Method	Annual Count	Annual Count
P32) Website Visits	26,512	25,917

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	2025 Data	2024 Data
P13) Children’s Circulation	50,318	39,145
P14) Adult Circulation	49,977	44,772
P15) Physical Circulation (No Age Designation)	405	459
<b>P16) Total Physical Circulation</b>	<b>100,700</b>	<b>84,376</b>
P69) Physical Circulation – Not Print or Audiovisual	405	459

**Did your library offer automatic renewal for any physical materials in 2025?** Yes

P17a) E-book Circulation	10,173	9,831
P17b) E-serial Circulation	181	0
P18a) E-audio Circulation	13,628	9,645
P18b) E-video Circulation	1,413	0
<b>P19) Total Downloadable Circulation</b>	<b>25,395</b>	<b>19,476</b>
<b>P20) Total Circulation</b>	<b>126,095</b>	<b>103,852</b>

## Interlibrary Loan

Data Element	2025 Data	2024 Data
P11) ILL Provided to Other Libraries	14,980	14,225
P12) ILL Received from Other Libraries	11,335	9,591

## PROGRAMS

In 2025, did your library offer in-person offsite programs? Yes

In 2025, did your library offer live virtual programs? Yes

### In-Person Programs

Data Element	2025 Data	2024 Data
P82) In-Person Programs for Ages 0-5	41	46
P83) In-Person Programs for Ages 6-11	18	20
P84) In-Person Programs for Young Adults	70	29
P85) In-Person Programs for Adults	168	208
P86) In-Person Programs for All Ages	196	139
P75) Total Onsite In-Person Programs	476	415
P81) Total Offsite In-Person Programs	17	27

### In-Person Program Attendance

Data Element	2025 Data	2024 Data
P105) Attendees at In-Person Programs for Ages 0-5	1,641	1,502
P106) Attendees at In-Person Programs for Ages 6-11	309	633
P107) Attendees at In-Person Programs for Young Adults	195	173
P108) Attendees at In-Person Programs for Adults	3,345	2,837
P109) Attendees at In-Person Programs for All Ages	3,948	3,882
P98) Total Onsite Attendance	7,763	7,417
P104) Total Offsite Attendance	1,675	1,610

### Live Virtual Programs

Data Element	2025 Data	2024 Data
P87) Live Virtual Programs Intended for Ages 0-5	50	40
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	50	40

### Live Virtual Attendance

Data Element	2025 Data	2024 Data
P110) Live Virtual Views of Programs for Ages 0-5	408	463
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	408	463

## Total Programs (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P90) Total Programs for Ages 0-5	91	86
P91) Total Programs for Ages 6-11	18	20
P52) Total Programs for Young Adults	70	29
P53) Total Programs for Adults	168	208
P92) Total Programs for All Ages	196	139
<b>P54) Total Programs</b>	<b>543</b>	<b>482</b>

## Total Program Attendance (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P113) Total Attendance at Programs for Ages 0-5	2,049	1,965
P114) Total Attendance at Programs for Ages 6-11	309	633
P56) Total Attendance at Programs for Young Adults	195	173
P57) Total Attendance at Programs for Adults	3,345	2,837
P115) Total Attendance at Programs for All Ages	3,948	3,882
<b>P58) Total Program Attendance</b>	<b>9,846</b>	<b>9,490</b>

## SELF-DIRECTED AND SUMMER LEARNING

### Summer Learning

Type(s) of summer learning programs	<b>Both reading and learning programs</b>
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	<b>Yes</b>
U03) Children, 6 to 11 years old	<b>Yes</b>
U04) Young adults, 12 to 18 years old	<b>Yes</b>

### Self-Directed Activities

Data Element	2025 Data	2024 Data
P49) Number of Self-Directed Activities	96	44
P50) Participation in Self-Directed Activities	4,978	2,907

## HOURS OF PUBLIC SERVICE

Data Element	2025 Data	2024 Data
H08) Weekly Hours of Regular Service	60.00	60.00
H09) Weekly Hours of Seasonal Service	0.00	0.00
H12) Annual Public Service Hours	2,994	2,991

## FACILITIES

Data Element	2025 Data	2024 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	4	4
F12) Staff Internet Computers	29	29
F13) Public Internet Stationary Computers	14	14
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	14	14
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	127	115

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	2025 Data	2024 Data
S01) Total ALA/MLS Librarian FTE	3.00	3.00
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	3.00	3.00
S04) Total Other Staff FTE	8.54	8.54
<b>S05) Total Paid Staff FTE</b>	<b>11.54</b>	<b>11.54</b>

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$59.28	\$81.29
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head	\$42.25	\$57.94
S12) Other Librarian		
S13) Technology Support	\$23.09	\$31.68
S14) Library Support Staff	\$16.00	\$27.78
S15) Administrative Support Staff		
S16) Pages	\$14.00	\$17.00

### Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
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# COLLECTIONS

## Physical Materials

Data Element	2025 Data	2024 Data
C01) Print Materials (Books and Periodicals)	<b>82,087</b>	<b>75,635</b>
C02) Audio Materials, Physical	<b>5,950</b>	<b>6,511</b>
C03) Video Materials, Physical	<b>6,747</b>	<b>6,591</b>
C04) Multi-format Materials	<b>230</b>	<b>56</b>
C05) Other Physical Materials	<b>460</b>	<b>61</b>
<b>C06) Total Physical Materials</b>	<b>95,474</b>	<b>88,854</b>
C07) Print Serial Subscriptions	<b>130</b>	<b>130</b>

## Electronic Materials

Data Element	2025 Data	2024 Data
<b>E-SERIALS</b>		
Does the library provide access to e-serials licensed <b>locally</b> ?	Yes	No
Does the library provide access to e-serials licensed <b>regionally</b> ?	No	No
Does the library provide access to e-serials licensed <b>statewide</b> at no/minimal cost to the library?	No	No
<b>E-BOOKS</b>		
Does the library provide access to e-books licensed <b>locally</b> ?	Yes	No
Does the library provide access to e-books licensed <b>regionally</b> ?	Yes	Yes
Does the library provide access to e-books licensed through <b>eBooks Minnesota</b> ?	Yes	Yes
<b>E-AUDIO</b>		
Does the library provide access to e-audio licensed <b>locally</b> ?	Yes	No
Does the library provide access to e-audio licensed <b>regionally</b> ?	Yes	Yes
Does the library provides access to e-audio licensed <b>statewide</b> at no/minimal cost to the library?	No	No
<b>E-VIDEO</b>		
Does the library provide access to e-video licensed <b>locally</b> ?	Yes	No
Does the library provide access to e-video licensed <b>regionally</b> ?	No	No
Does the library provide access to e-video licensed <b>statewide</b> at no/minimal cost to the library?	No	No
<b>RESEARCH DATABASES</b>		
Does the library provide access to research databases licensed <b>locally</b> ?	Yes	Yes
Does the library provide access to research databases licensed <b>regionally</b> ?	No	No
Does the library provide access to research databases licensed through <b>eLibrary Minnesota (ELM)</b> ?	Yes	Yes
<b>ONLINE LEARNING PLATFORMS</b>		
Does the library provides access to online learning platforms licensed <b>locally</b> ?	Yes	Yes
Does the library provide access to online learning platforms licensed <b>regionally</b> ?	No	No
Does the library provide access to online learning platforms licensed through <b>eLibrary Minnesota (ELM)</b> ?	Yes	Yes

## POLICIES/PLANS

Data Element	2025 Data	2024 Data
D01) Strategic Plan	<b>2023</b>	<b>2023</b>
D02) Disaster Plan	<b>2024</b>	<b>2024</b>
D03) Policy Manual	<b>2025</b>	<b>2024</b>
D04) Records Retention Schedule	<b>2021</b>	<b>2021</b>
D05) Building Accessibility Plan	<b>None</b>	<b>None</b>
D06) Technology Plan	<b>2025</b>	<b>2024</b>
D07) Internet Acceptable Use Policy	<b>2023</b>	<b>2023</b>
D09) Collection Development Policy	<b>2024</b>	<b>2024</b>
D08) Overdue Fine Policy?	<b>No</b>	<b>No</b>

## COMMUNITY ENGAGEMENT

### Outreach Services

Data Element	2025 Data	2024 Data
Adult Basic Education	<b>Yes</b>	<b>Yes</b>
Adult Literacy Organization	<b>Yes</b>	<b>Yes</b>
Early Childhood Organization	<b>Yes</b>	<b>Yes</b>
Correctional Facility	<b>Yes</b>	<b>Yes</b>
Cultural Communities	<b>Yes</b>	<b>Yes</b>
Service to Homebound	<b>Yes</b>	<b>Yes</b>
School (K12)	<b>Yes</b>	<b>Yes</b>
Senior-Centered Organization	<b>Yes</b>	<b>Yes</b>
Workforce Development	<b>Yes</b>	<b>Yes</b>
Youth Development Organization	<b>Yes</b>	<b>Yes</b>
Arts Organization	<b>Yes</b>	<b>Yes</b>
Disability Organization	<b>Yes</b>	<b>Yes</b>
Homeschool Organization	<b>Yes</b>	<b>Yes</b>
Veterans Organization	<b>Yes</b>	<b>Yes</b>
Social Services Organizations	<b>Yes</b>	<b>Yes</b>
Other	<b>na</b>	

### Community Partnerships

Data Element	2025 Data	2024 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	<b>Yes</b>	<b>Yes</b>
O13a) Communicative: <b>Yes</b> O13b) Cooperative: <b>Yes</b> O13c) Collaborative: <b>Yes</b>		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	<b>Yes</b>	<b>Yes</b>

## Volunteers

Data Element	2025 Data	2024 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	<b>Yes</b>	<b>Yes</b>
O20) Total Number of Volunteers	<b>8</b>	<b>24</b>
O21) Total Number of Volunteer Hours	<b>163</b>	<b>105</b>

## BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	<b>Yes</b>
I02) Are this library's trustees elected or appointed officials?	<b>Appointed</b>
I03) Is this library's board of trustees the governing authority or advisory?	<b>Advisory</b>
I04) Does this library have a foundation?	<b>Yes</b>
I05) Foundation name	<b>SELCO Foundation</b>
I06) Does this library have a Friends group?	<b>Yes</b>
I07) Friends group name	<b>Friends of Buckham Memorial Library</b>

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# FINANCIAL DATA

## Operating Revenue

Data Element	2025 Data	2024 Data
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	\$1,175,415	\$1,010,234
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,175,415	\$1,010,234
<b>County</b>		
R04) County Direct	\$228,383	\$228,390
R05) County Indirect	\$0	\$0
R06) County Total	\$228,383	\$228,390
<b>Other Local Government</b>		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,403,798	\$1,238,624
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
<b>FEDERAL</b>		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct	\$4,347	\$1,807
R21) Regional System Indirect	\$38,790	\$35,090
R22) Regional System Operating Revenue Total	\$43,137	\$36,897
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct	\$0	\$539
R24) Multicounty, Multitype Indirect	\$590	\$152
R25) Multicounty, Multitype Operating Revenue Total	\$590	\$691
R26) Other Operating Direct	\$0	\$0
R27) Other Operating Indirect	\$0	\$752
R28) Other Operating Total	\$0	\$752
R29) Total Regional and Other Operating Revenue	\$43,727	\$38,340
<b>R30) Total Operating Revenue</b>	<b>\$1,447,525</b>	<b>\$1,276,964</b>

## Operating Expenditures

Data Element	2025 Data	2024 Data
<b>Personnel Expenditures</b>		
E01) Salaries & Wages	\$830,713	\$721,537
E02) Employee Benefits	\$225,673	\$200,773
E03) Total Personnel Costs	\$1,056,386	\$922,310
<b>Collection Expenditures</b>		
E04) Print Materials	\$85,731	\$86,431
E05) Electronic Materials Electronic Books (E-books)	\$6,682	\$8,057
E06) Electronic Collections	\$16,301	\$27,086
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$22,983	\$35,143
E09) Other Materials - Audio & Video Physical Materials	\$13,960	\$15,651
E10) Other Materials - Other Physical Materials	\$0	\$0
E11) Other Materials Expenditures Total	\$13,960	\$15,651
E16) Physical Materials Expenditures Total	\$99,691	\$102,082
E12) Total Collection Expenditures	\$122,674	\$137,225
<b>Other Operating Expenditures</b>		
E13) Other Operating Expenditures	\$224,738	\$179,089
<b>E14) Total Operating Expenditures</b>	<b>\$1,403,798</b>	<b>\$1,238,624</b>
E15) Expenditures Equal To or Less than Income?		Yes

## Capital Revenue

Data Element	2025 Data	2024 Data
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct	\$44,424	\$127,791
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$44,424	\$127,791
<b>County</b>		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
<b>Other Local Government</b>		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$44,424	\$127,791
<b>STATE</b>		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
<b>FEDERAL</b>		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0

R47) Total Federal Government Capital Revenue	\$0	\$0
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
<b>R58) Total Capital Revenue</b>	<b>\$44,424</b>	<b>\$127,791</b>

## Capital Expenditures

<b>EC01) Total Capital Expenditures</b>	<b>\$44,424</b>	<b>\$127,791</b>
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## In-Kind

Data Element	2025 Data	2024 Data
<b>In-Kind Operating Contributions</b>		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$11,022	\$11,670
R62) Total In-Kind Operating Contributions		
<b>In-Kind Contributions by Expenditure Area</b>		
EKA01) Personnel	\$2,282	\$1,470
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$2,282	\$1,470
<b>In-Kind Capital Contributions</b>		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

## ANNOTATIONS

P06), Visits

This value is correct. dj--2026-03-12

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*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*

**2025 Minnesota Public Library Annual Report – Location-Specific**

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2025, unless otherwise specified.

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**CONTACT INFORMATION**

G01m) Library Name	<b>Faribault: Buckham Memorial Library</b>
G02m) Regional System/Sequence Number	<b>S0700</b>
G03m) Regional Public Library System	<b>SELCO</b>
G05m) Location is a change from 2024 Data	<b>No</b>
G04m) Street Address	<b>11 Division Street East</b>
G06m) City	<b>Faribault</b>
G07m) ZIP Code	<b>55021</b>
G12m) Phone	<b>507-334-2089</b>
G08m) Mailing Address	<b>11 Division Street East</b>
G09m) City	<b>Faribault</b>
G10m) ZIP Code	<b>55021</b>
G11m) County	<b>Rice</b>

**VISITS, REFERENCE, USERS**

Data Element	2025 Data	2024 Data
P01m) Population of the Legal Service Area	<b>32,536</b>	<b>34,000</b>
P02m) Registered Users – Residents	<b>12,904</b>	<b>11,900</b>
P03m) Registered Users – Reciprocal	<b>570</b>	<b>753</b>
<b>P04m) Total Registered Users</b>	<b>13,474</b>	<b>12,653</b>
P06m) Visits	<b>94,000</b>	<b>94,731</b>
P07m) Reference Transactions	<b>9,098</b>	<b>11,795</b>

P08m) Public Internet Computer Sessions	<b>5,413</b>	<b>7,258</b>
P09m) Public Internet Computer Sessions – Usage Type	<b>P08m tallies Internet usage exclusively</b>	<b>P08m tallies Internet usage exclusively</b>
P10m) Wireless Sessions	<b>10,173</b>	<b>8,745</b>

## CIRCULATION

Data Element	2025 Data	2024 Data
P13m) Children’s Circulation	<b>50,318</b>	<b>39,145</b>
P14m) Adult Circulation	<b>49,977</b>	<b>44,772</b>
P15m) Physical Circulation (No Age Designation)	<b>405</b>	<b>459</b>
<b>P16m) Total Physical Circulation</b>	<b>100,700</b>	<b>84,376</b>

## PROGRAMS, ATTENDANCE, ACTIVITIES

### Onsite In-Person Programs

Data Element	2025 Data	2024 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	<b>41</b>	<b>40</b>
P71m) Onsite In-Person Programs Intended for Ages 6-11	<b>18</b>	<b>19</b>
P72m) Onsite In-Person Programs Intended for Young Adults	<b>70</b>	<b>29</b>
P73m) Onsite In-Person Programs Intended for Adults	<b>164</b>	<b>200</b>
P74m) Onsite In-Person Programs Intended for All Ages	<b>183</b>	<b>127</b>
<b>P75m) Total Onsite Programs</b>	<b>476</b>	<b>415</b>

### Onsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	<b>1,641</b>	<b>1,310</b>
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	<b>309</b>	<b>563</b>
P95m) Attendees at Onsite In-Person Programs for Young Adults	<b>195</b>	<b>173</b>
P96m) Attendees at Onsite In-Person Programs for Adults	<b>3,059</b>	<b>2,505</b>
P97m) Attendees at Onsite In-Person Programs for All Ages	<b>2,559</b>	<b>2,866</b>
<b>P98m) Total Onsite In-Person Attendance</b>	<b>7,763</b>	<b>7,417</b>

### Offsite In-Person Programs

Data Element	2025 Data	2024 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	<b>0</b>	<b>6</b>
P77m) Offsite In-Person Programs Intended for Ages 6-11	<b>0</b>	<b>1</b>
P78m) Offsite In-Person Programs Intended for Young Adults	<b>0</b>	<b>0</b>
P79m) Offsite In-Person Programs Intended for Adults	<b>4</b>	<b>8</b>
P80m) Offsite In-Person Programs Intended for All Ages	<b>13</b>	<b>12</b>
<b>P81m) Total Offsite Programs</b>	<b>17</b>	<b>27</b>

### Offsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	192
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	70
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	286	332
P103m) Attendees at Offsite In-Person Programs for All Ages	1,389	1,016
<b>P104m) Total In-Person Offsite Attendance</b>	<b>1,675</b>	<b>1,610</b>

### Self-Directed Activities

Data Element	2025 Data	2024 Data
P49m) Self-Directed Activities	96	44
P50m) Participation in Self-Directed Activities	4,978	2,907

### FULL-TIME-EQUIVALENT STAFF

Data Element	2025 Data	2024 Data
S01m) ALA/MLS Librarian FTE	3.00	3.00
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	3.00	3.00
S04m) Other Staff FTE	8.54	8.54
<b>S05m) Total Paid Staff FTE</b>	<b>11.54</b>	<b>11.54</b>

### Volunteers

Data Element	2025 Data	2024 Data
O16m) Number of Teen Volunteers	6	8
O17m) Number of Adult Volunteers	2	16
O18m) Number of Teen Volunteer Hours	82	7
O19m) Number of Adult Volunteer Hours	81	98
<b>O20m) Total Number of Volunteers</b>	<b>8</b>	<b>24</b>
<b>O21m) Total Number of Volunteer Hours</b>	<b>163</b>	<b>105</b>

### LIBRARY COLLECTION

Data Element	2025 Data	2024 Data
C01m) Print Materials (Books and Periodicals)	82,087	75,635
C02m) Audio Materials, Physical	5,950	6,511
C03m) Video Materials, Physical	6,747	6,591
C04m) Multi-format Materials	230	56
C05m) Other Physical Materials	460	61
<b>C06m) Total Physical Materials</b>	<b>95,474</b>	<b>88,854</b>
C07m) Print Serial Subscriptions	130	130

## PUBLIC SERVICE HOURS

### Daily Hours

Data Element	2025 Data	2024 Data
H01m) Monday	11.0	11.0
H02m) Tuesday	11.0	11.0
H03m) Wednesday	11.0	11.0
H04m) Thursday	11.0	11.0
H05m) Friday	8.0	8.0
H06m) Saturday	8.0	8.0
H07m) Sunday	0.0	0.0

### Seasonal Daily Hours

Data Element	2025 Data	2024 Data
H19m) Monday		
H20m) Tuesday		
H21m) Wednesday		
H22m) Thursday		
H23m) Friday		
H24m) Saturday		
H25m) Sunday		

### Number of Weeks Open to the Public

Data Element	2025 Data	2024 Data
H15m) Weeks Library was Open with Regular Service	52	52
H27m) Weeks Library was Open with Seasonal Service		
<b>H11m) Weeks Library was Open</b>	<b>52</b>	<b>52</b>

### Weekly Hours Open to the Public

Data Element	2025 Data	2024 Data
H08m) Weekly Hours of Regular Service	60.00	60.00
H09m) Weekly Hours of Seasonal Service		

### Annual Hours Open to the Public

Data Element	2025 Data	2024 Data
H12m) Annual Public Service Hours	2,994	2,991
H20m) Non-Staffed Service Hours at this Location?	No	No

## FACILITIES

### Outlet Types

Data Element	2025 Data	2024 Data
F05m) Outlet Type Code	<b>Central Library</b>	<b>Central Library</b>
F06m) Number of Bookmobiles	<b>0</b>	<b>0</b>

### Buildings

Data Element	2025 Data	2024 Data
F07m) Facility Type	<b>M</b>	<b>M</b>
F08m) Square Feet	<b>19,950</b>	<b>19,950</b>
F09m) Year Built	<b>1929</b>	<b>1929</b>
F10m) Latest Year Remodeled	<b>1994</b>	<b>1994</b>
F11m) Previous Year(s) Remodeled		

### Computers

Data Element	2025 Data	2024 Data
F12m) Staff Internet Computers	<b>29</b>	<b>29</b>
F13m) Public Internet Stationary Computers	<b>14</b>	<b>14</b>
F14m) Public Internet Mobile Devices for On-Site Use	<b>0</b>	<b>0</b>
F15m) Public Internet Computers/Devices	<b>14</b>	<b>14</b>

### Internet Connections

Data Element	2025 Data	2024 Data
F16m) Fiber Optic to Library Building	<b>Yes</b>	<b>Yes</b>
F17m) Category 6 Wiring within Library?	<b>None of the above</b>	<b>None of the above</b>
F19m) Typical Internet Download Speed for Public Computers	<b>50.1 Mbps - 100 Mbps</b>	<b>50.1 Mbps - 100 Mbps</b>
F21m) Typical Internet Upload Speed for Public Computers	<b>10.0 Mbps - 15.0 Mbps</b>	<b>10.0 Mbps - 15.0 Mbps</b>
F22m) Number of Outlets with Wi-Fi Available to Public	<b>Yes</b>	<b>Yes</b>

### Meeting Rooms

Data Element	2025 Data	2024 Data
F23m) Meeting Room Available for Public Use	<b>Yes</b>	<b>Yes</b>
F24m) Non-Library Sponsored Events	<b>127</b>	<b>115</b>

## LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	<b>Yes</b>
I07/I07m) Friends Group Name	<b>Friends of Buckham Memorial Library</b>

**ANNOTATIONS**

P07m), Reference Transactions

11,164 was the 2023 stat for reference transactions.

9,864 should have been the stat for 2024. dj--2026-02-11

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