



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, AUGUST 10, 2026

6:00 PM

Call to Order/Approve Agenda

Approval of the Minutes

1. Approval of the Minutes of the July 13, 2026 meeting

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SELCO Foundation Report - Sam Powell
2. SELCO Board Report - Sam Temple/Erin Lui

Other

1. Policy Review: *Data Privacy* Policy. No changes recommended at this time. (Please see attached policy.)
2. 2027 Budget
3. Strategic Planning Update
 - Timeline
 - Steering Committee Recruitment
 - Background Materials

Next Meeting Date: September 14, 2026, Great Hall

Adjournment



**Minutes of Monday, July 13, 2026, Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Jane Spooner, Gordon Lui, Kate McGrogan, Langston Richter, Lisa Reuvers (SELCO Board), Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Sam 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 June 8, 2026, meeting, and a second was made by Mel. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The Seed Women Traveling Exhibit is being featured in the hallway between the library and the community center. The exhibit is sponsored by SELS (Southeastern Library System) and was produced by Minnesota Digital Library and the Andersen Horticultural Library.
- An art preservationist from the Minnesota Art Conservation Center examined the Greek murals in the Great Hall. The approximate cost for cleaning and restoring will be \$18,000, which will be requested through the 2027 maintenance budget.
- Delane added \$20,000 from the Library Donation Fund for 2027 for a possible collaboration with the Northfield Public Library to share their bookmobile. On Wednesday, July 15th, NPL staff will bring the bookmobile to our library's monthly staff meeting for a tour and to share information about the bookmobile. Finance Director Kindra Papenfus and City Administrator Jessica Kinser have also been invited to this meeting.
- Erin Lui talked about the \$30,000 Blandin Grant the Friends of the Library received to support the Stories at Home project. The project goal is to collect stories from residents to create zines. The Friends are currently holding writing sessions at Buckham West twice a month.
- FCTV created a promo video about the Friends of the Library supporting the Summer Library Program. The video features the first summer library performer, Tuey the Juggler, who performed at Central Park on Friday, June 26th.
- After the June 18th dog-themed story time, a staff member brought Labrador puppies outside in front of the library plaza for kids and families to enjoy.
- 919 SRP logs have been handed out, including 53 in Spanish. So far, 60 youths have finished the challenge and collected their 4 incentive books.
- The Faribault Public School's Summer STEAM students will visit the library at the end of July to collect their summer library challenge incentive books.

TEEN ADVISORY BOARD REPORT: Langston reported that 4 members attended. TAB talked about the success of the Summer Library Reading Program. They also discussed programs that are coming up at Central Park and gave suggestions for upcoming movies to show at the library.

SELCO REPORT:

SELCO Foundation – Sam was not in attendance.

SELCO Board –

- Lisa gave a presentation on her computer about the work the SELCO Advocacy Committee had been working on that included pie charts showing how libraries receive their funding and how the funds are being used.

Delane reported that on June 23rd Cheryl Hill from SELCO visited our library for a listening session about the challenges of the ILS system and any changes and additions we would like going forward. Delane, Allyn, Deni, and Bob participated in the session.

► Appoint new SELCO Board Member Sam Temple & Erin Lui, Friends of the Library Liaison
A motion was made by Jayne to appoint Sam Temple as Buckham's SELCO Board Member and Erin Lui as the Friends Liaison. A second was made by Langston. All in favor. Motion carried.

► Approve the Fiscal Year 2027 Agreement to Participate in the SELCO Integrated Library System (These will now be on an annual basis.) A motion was made by Gordon to approve the agreement; a second was made by Mel. All in favor. Motion carried.

OTHER:

1. **2027 budget** – Delane submitted the Rice County Funding Request on June 23rd. She requested a 4% increase, which is the same as last year's request. Delane will be presenting the library's request to the Rice County Commissioners on August 18th at 8:30 a.m. She also has submitted the city budget with no major increases and had her first budget meeting today.
2. **Strategic Planning Update** – The initial Library Strategies consultant is no longer able to lead our library's strategic planning process. Another consultant from Library Strategies, Nick Dimassis, Director of the Beloit Public Library, is excited to lead our project. The process will take approximately 5 months and will take place virtually.

NEXT MEETING DATE: August 10, 2026, Great Hall (second floor)

ADJOURNMENT: Meeting adjourned at 6:33 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,
Melissa Kuhl (Secretary)



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 4/2022



Strategic Planning Process Background Materials Wishlist

Below is a list of reports, statistics and other background materials that would be valuable to the Library Strategies consulting team as we seek to learn more about your Library and its role within the community you serve. Many items are not truly *essential*, and in some cases the document or information may not even exist. On the other hand, note that this list is not exhaustive! If you are aware of other sources that would offer useful background to the consultants, and these documents are readily accessible, please share those as well.

Library

- Current library statistics (e.g., budget and expenditures, collection development and circulation, programming data, etc.)
- Archived data sources informing the above, covering at least the past 3-5 years
- Previous strategic plan(s), if applicable
- Other long-range planning documents which inform internal Library decision-making (e.g., building maintenance, technology, staffing, marketing)
- Complete budgets for the past 3 years
- Write-ups concerning past surveys or other community engagement exercises conducted by or on behalf of the Library in the last ~5 years
- Short history of the library, with an especial emphasis on capital reinvestments like renovations and expansions
- Recent, representative PR and marketing samples
- Foundational governing documents (inc. bylaws) and all board and staff policies (especially if deemed dated or incomplete)
- Board minutes for the past 6-12 months, if readily available
- Organizational chart and other documents pertaining to staff deployments
- Complete board lists for Library and Friends/Foundation of the Library (as applicable)
- Friends/Foundation bylaws, memorandum of agreement with Library, recent budgets, representative marketing materials, etc. (where applicable)

Community

- Comprehensive plan and/or other long-range planning documents relating to City/County priorities
- Economic development forecasts prepared by City/County
- Demographic projections, if available in formats and/or with levels of detail beyond what is easily publicly accessible



Buckham Memorial Library | Strategic Planning

Steering Committee Charter

The **role** of the Steering Committee includes:

- Serving as advisors to Library Strategies in the planning and execution of the planning project – particularly the community engagement components;
- Identifying key stakeholder groups to be represented at focus groups / retreats;
- Brainstorming specific individuals from stakeholder groups to participate in those activities, and playing a secondary role with the invitation/RSVP process.
- Helping Library Strategies frame the design of the focus groups or forums
(e.g., *What do we want to know at the end of the community engagement phase?*
What information is critical to share with participants before or at the sessions?);
- Reviewing and commenting on timetable, written deliverables, and proposed tweaks to original methodology – if and as the need arises.

Time commitment for Steering Committee members:

- Max. four group meetings (each <2 hours, most or all virtual)
- Review community questionnaire tool, principally over email, and promote this valuable public input opportunity (1.5 hours) **N/A**
- Focus group or forum scoping and invitee brainstorming (1-2 hours)
- One or two rounds of review to key written deliverables (TBD)

Projected time commitment: 8-12 hours

STEERING GROUP + INTERVIEWEE CANDIDATE SUGGESTIONS

Library Strategies recommends recruiting volunteers who represent a cross-section of your community. This diversity of perspective and lived experience ensures rich discussion and useful takeaways. If possible, seek a blend of:

- Library usage habits (regular library users, semi-regular/occasional users, and nonusers)
- Ages and life stages (seniors, working-age adults, adults with young children in the home, 20-somethings, and even teens)
- Racial and ethnic backgrounds (ideally, in line with demographic data for the patron base your library serves)
- Socioeconomic statuses
- Lengths of residency in your community (from well-connected ‘lifers’ to new residents)

Specific participant profiles of particular value include those listed below. Note that you are NOT asked to check all boxes, and that this rundown is merely a point of departure. Other promising candidates may occur to you, and can be added to the list at your discretion.

- Local elected officials (ex., mayor, county commissioner, aldermen)
- City/Village department heads (ex., communications/marketing, parks & rec)
- School administrators (ex., principal, superintendent)
- K-12 teachers
- Representative from the homeschooling community
- Area business leaders/representatives
- Liaisons from community organizations with allied missions (ex., homeless shelters, adult basic education programs)
- Representatives from local philanthropic community (ex., community foundation)
- Liaisons from area cultural or arts organizations (ex., historical society)
- Leaders in / representatives from active civic groups (ex. Rotary, Kiwanis)
- Religious leaders
- Friends of the Library (no more than 1-2)
- Former library trustees (but preferably not the whole of the *current* board)