



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, SEPTEMBER 14,
2026

6:00 PM

Call to Order/Approve Agenda

Approval of the Minutes

1. Approval of the Minutes of the August 10, 2026 meeting

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SMIF (formerly SELCO) Foundation Report - Sam Powell
 - Discussion about representation to the SMIF Foundation
2. SELCO Board Report - Sam Temple/Erin Lui

Other

1. Policy Review: *3D Printing* Policy. Please see attached for recommended changes.
2. 2027 Budget Update
 - Rice County Funding
 - City of Faribault Budget Process
3. Strategic Planning Update
 - Steering Committee Update

Next Meeting Date:

1. Instead of the October Library Advisory Board Meeting, the board will meet on October 26, 2026, at 6 pm in the Great Hall (second floor) for the Strategic Planning Workshop led by Library Strategies Consultant Nick Dimassis.

Adjournment



**Minutes of Monday, August 10, 2026, Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Melissa Kuhl (Secretary), Jane Spooner, Gordon Lui, Kate McGrogan, Sam Powell (Chair), Delane James (Library Director), Erin Lui (Friends Board Liaison).

CALL TO ORDER: Sam called the meeting to order at 6:03 p.m.

APPROVAL OF THE MINUTES: It was noted that the minutes had an error and should read, “Anneke called the meeting to order” instead of Sam, as he was not present at the July 13th meeting. A motion was made by Gordon to approve the corrected minutes of the July 13, 2026, meeting, and a second was made by Kate. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The summer library program’s Fun Friday wrapped up on August 7th with Will Sings Songs performing at Central Park. The Jolly Pops performance on July 31st was moved to the Great Hall because of heavy rain and thunderstorms. On August 6th, instead of storytime, the library hosted the legacy program, “P is for Parrot”. All programs were well attended. So far, 970 youth have signed up for the summer reading challenge and 222 have finished. A total of 888 books have been given as incentives.
- Trenten from the utilities department brought a backhoe for families to explore after the truck-themed storytime on July 30th.
- The 1st and 2nd graders from the FPS’s Summer STEAM visited the library on July 28th to turn in their reading & activity logs, pick their incentive books, and explore the library.
- The celebration of National Night Out on August 4th at Buckham Center was a big success. The library provided Mike Hildebrandt’s music group Relativity, and the Friends of Buckham Memorial and Artist Kate Langlais helped provide art on the plaza. The book bike was also stationed on the plaza.
- The library is hosting the SELS traveling exhibit INCLUDE. The exhibit explores the history of disability rights in Minnesota. It will be in the hallway adjoining the library and the community center until early September.
- The library will host a collection box for the Ruth’s House essential supplies drive. The library will share more details as they become available.
- U of M Master Gardener Lisa Reuvers will be presenting the program Put Your Garden to Bed on Saturday, August 29th at 10:30 am in the Great Hall.

Friends of Buckham Memorial Library Board Member Erin Lui shared the following news from the Friends:

- The Stories At Home initiative continues throughout August, with sessions being held at Buckham West.
- The Friends are sponsoring a series of Trivia Nights at Corks and Pints. The first night was held on Friday, August 7th, with approximately 30 participants.
- Friends board members tabled at Central Park during the Fun Fridays events at Central Park.

TEEN ADVISORY BOARD REPORT: Delane will reach out to Leighton Richter, who has shown interest in serving as the student Library Advisory Board Member.

SELCO REPORT:

SELCO Foundation – Sam Powell is unsure of the status of what was formerly the SELCO Foundation Board, as he has not been able to attend recent meetings. He is also not sure that he can continue representing the library with SMIF due to his busy schedule. Jayne asked for financial statements for the library's SMIF holdings. Sam said he would get those statements and forward them to the Board.

SELCO Board – Erin reported that Sam Temple will have new board member orientation for the SELCO board at the end of the month and would start attending meetings after that training.

OTHER:

1. **Policy Review:** The board discussed the *Data Privacy* Policy, and no changes were recommended at this time. Gordon moved to re-adopt the policy with no changes. Mel seconded. All in favor. The motion carried.
2. **2027 budget** – Delane reported that as of the most recent city budget work session, the preliminary levy numbers were coming in at a 16% increase. The biggest driver of the increase is personnel costs, with an anticipated 24% increase in medical insurance rates. At a recent work session, department heads presented discretionary items to the council for their consideration. Council and directors will continue to review all areas in an effort to reduce the preliminary levy. Delane will be presenting the library's annual funding request to the Rice County Commissioners on Tuesday, August 18th at 8:30 a.m. in the Commissioners Room at the Government Services Building.

Strategic Planning Update –

- **Timeline-** The steering committee will have a kickoff meeting after the Labor Day holiday. Nick Dimassis plans on coming to the library in person on October 26-27. The board agreed to change their October meeting to the 26th instead of the 12th so Nick can meet with the board during his visit. The goal is to have the completed plan adopted by the Library Advisory Board on December 14th and bring the plan to City Council to adopt on January 12th.
- **Steering Committee Recruitment-** So far, Delane has recruited Chuck Thiele, Natalie Halverson, and Jenn Korbel for the steering committee. She has one outstanding request to a community member who works with youth. The board suggested other possible recruits for the steering committee. Also, Jayne and Gordon stepped forward to represent the board on the committee.
- **Background Materials-** Delane talked about the 3 documents shared with the board that outlined the charge of the steering committee, suggestions for the committee, and community members to include in focus groups and interviews. Also included was a list of documents to share with Library Strategies in preparation for the strategic planning process.

NEXT MEETING DATE: September 14, 2026, Great Hall (second floor)

ADJOURNMENT: Meeting adjourned at 6:31 p.m.

Transcribed by Delane James, Library Services Director.

Respectfully submitted,
Melissa Kuhl (Secretary)



Buckham Memorial Library

3D PRINTING POLICY

Buckham Memorial Library desires to offer the Faribault community access to emerging technologies such as 3D printers to inspire interest in design and help patrons bring their creations to life. The Library's 3D printer is intended for educational and hobbyist uses. This policy establishes how and under what circumstances patrons may use the Library's 3D printer.

Buckham Memorial Library's 3D printer is available to library patrons to make three-dimensional objects in ~~PLA biodegradable~~ plastic using a design that is uploaded from a digital computer file. Patrons must have a valid Buckham Memorial Library card in order to request a 3D print.

- I. Buckham Memorial Library's 3D printer may be used only for lawful purposes. No one will be permitted to use the Library's 3D printer to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection. Buckham Memorial Library is not responsible for the improper or illegal use of any printed 3D files submitted for printing. It is the library patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. Buckham Memorial Library does not claim to control the copyright for submitted 3D print files. It is the patron's obligation to determine and satisfy copyright or other use restrictions when submitting a 3D file for the Library to print on the patron's behalf. Patrons are reminded that reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright holders.
- II. The library reserves the right to refuse any 3D print request.
- III. The library doesn't guarantee the success of any print. Submitted files may fail to print. Also, patrons may see imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. These imperfections can often be minimized with fine sand paper or other tools.

- IV. Cost: There will be a charge of 10 cents per gram of filament used in the printing process. ~~3D printing costs will be charged as a fee to the patron's account.~~ Prints must be paid for before they are released to the patron. Prints must be paid for before new requests for 3D printing will be accepted.
- V. Patrons will be notified when their prints are ready. The Library is not liable for prints not picked up within 14 days of notification.
- VI. Only designated Buckham Memorial Library staff will have hands-on access to the 3D printer.

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3D PRINTING PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
 - a. The 3D printer can be used with basic knowledge of **Computer-Aided Design Computer Assisted Drawing** (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance. The Library suggests TinkerCAD, a free online software program.
 - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format and imported into the free online slicing software Cura.
 - c. Digital designs also are available from various file-sharing databases such as Thingiverse.com and **Printables.com**.
- II. Submitting a design for printing:
 - a. Patrons must complete and submit an online 3D Printing Request Form. These forms are available at the Library's website www.faribault.org/library.
 - b. If there is high demand, the Library may limit the number of files printed for each person or entity.
 - c. The files will be prepared for printing in Cura software Library staff. At this point Library staff will be able to determine the cost of printing the file. The patron will be notified by email of the cost to print the model and will be asked for approval to proceed. Once Library staff receive approval, the model will be added to the printing queue. Files will be printed on a first-come first-serve basis.
 - d. Wait/pickup time: Items may be picked up at the Circulation Desk. It is sometimes difficult to estimate exact **wait print** times.
 - e. Prints must be paid for before they are released to the patron.
- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.

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