LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL MONDAY, NOVEMBER 14, 2022 6:00 PM

1. Call to Order
2. Approval of the Minutes of the September 12, 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. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
   Micki OFlynn - SELCO Foundation
7. Friends of Buckham Memorial Library Plaza Discussion
8. Bequest Discussion - Review ***Draft Crandall Estate Fund of Buckham Memorial Library Investment and Spending Policy***
9. Strategic Planning Discussion
10. Other
11. Next Meeting Date
12. Adjournment

Minutes of the Monday, September 12, 2022 Meeting
Library Advisory Board

Buckham Library Great Hall

PRESENT: Jayne Spooner, (Chair), Melissa Kuhl (Vice Chair), Travis Davidson, Gordon Liu, Crystal Bauer, Keri Simon, Nevaeh Weeg, Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Jayne called the meeting to order at 6:00 p.m.

APPROVAL OF THE MINUTES: A motion was made by Crystal to approve the minutes of the August 8, 2022 meeting and a second by Travis. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- A brochure has been made highlighting the programs that the library offers and is available throughout the library.
- Last day of SRP was August 27th. We had 831 registered which was 549 more than 2021. 225 kids completed the program, 50 more than last year.
- Library is a distributor of COVID test kits which were donated by the Rice County Public Health. These kits are for ages 2 and up. The first day the kits were available, 54 kits were given away.
- A quote for the renovation of the balusters for the old entry steps will be brought to the City Council for approval on September 13th. If the weather does not permit the work to be completed this year, the funds will be carried over into 2023 to complete the work in the spring.
- On September 7th Delane attended an ALA Sensory Inclusion for Libraries webinar. The webinar shared information about sensory bags and a space in the library that could be set aside for a quiet place for people with sensory needs to take a break.
- First grade visits are coming back to the library and will start up again in October.
- Rice County Commissioner Galen Malecha requested that the Commissioners tour each of the Rice County Libraries. A tour for Buckham Library is scheduled for January 17. 2023.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that at the TAB meeting they talked about the new brochures, upcoming programs and the 3D printing class.

SELCO REPORT: Jayne had nothing new to report. Micki reported that the first $12,000 went into a CD for 60 months. The Board will leave the rest of the Sandra Thomas Estate money in the SELCO Foundation savings account for now according to the August 2022 meeting. Micki suggested that the Board may want to consider partnering with the Friends on shade structures for the Plaza.

BEQUEST DISCUSSION:

- Two more checks came in from the bequest, one for $238,812.06 and a second for $1,403.85. That brings the total bequest to $2,940,215.91.

- Delane is working on an investment and spending policy for the Crandall Estate Fund and will bring it to the Board in November for review.
- Delane will work with the City's Finance Director and Attorney on the policy and make sure the policy is clear that the money is not used for operational budgetary and CIP items.
- The Board would like to visit the Cannon Valley Makers with Chris Willock in Dundas as well as other makerspace/incubator facilities.

STRATEGIC PLANNING DISCUSSION: SELCO Executive Director Krista Ross will be here on October 10th to facilitate the Strategic Plan Workshop. The workshop will start at 5:00 p.m. and will include a light meal. The Library Advisory Board, the Friends of the Buckham Library Board, Administrator Tim Murray and other staff will be invited to participate. Krista will use the data from the needs assessment that SELCO facilitated and the marketing study to help guide the discussion. She will also be here on October 19th to facilitate a planning workshop for the library staff.
Friends of the Library Board will be having their own Strategic Plan Workshop on January 14, 2023. The Friends intend that their new strategic plan will build on the library's plan.

LONG-TERM MEETING ROOM REQUEST: Kaleidoscope has requested use of the Great Hall on Thursday afternoons during the school year. Gordon recused himself from this vote as he has a conflict of interest. Travis made a motion to accept the long-term meeting room request by Kaleidoscope and a second by Keri. All in favor. The motion carried.

OTHER: Mikki asked about the status of libraries around the country being shut down, people demanding books be taken off the shelves and libraries' liability insurances being revoked.

NEXT MEETING DATE: Monday, November 14, 2022, at 6:00 p.m., Great Hall, 2nd Floor

ADJOURNMENT: Meeting adjourned at 6:51 p.m.

Respectfully submitted,
Linda Hanson, Library Technician

Buckham Memorial Library

Crandall Estate Fund of Buckham Memorial Library
Investment and Spending Policy

PURPOSE
The purpose of this policy is to establish guidelines for investing and spending the Crandall Estate Fund of Buckham Memorial Library in a manner that allows the fund to be used to support the Library's values, mission and vision.

CRANDALL ESTATE FUND OBJECTIVES
The objectives of the Crandall Estate Fund are to preserve the value of the assets of the Fund, provide a stable source of income to support the Library's aspirational needs, achieve long-term growth of the Fund in accordance with the direction from the Library Advisory Board and approval from the City Council as appropriate and to incur costs appropriate and reasonable to the abovementioned.

FUND AUTHORITY
The Library Advisory Board with the approval from the City Council will retain overall responsibility for maintaining and implementing this policy. A Finance Committee of the Library Advisory Board, authorized by the Board, shall be comprised of the Board Chair, the Library Director, and two Board members at large.

The Committee shall identify, implement and monitor an investment and expenditure strategy for the Fund consistent with this policy and appropriate to the aspirational and long-term needs of the Library, considering recommendations from the City of Faribault's Finance Director and other relevant factors such as economic conditions, expected income return, budget-to-actual projections, budgeted distribution, and preservation of the Fund.

The Finance Committee shall:

- Work alongside the Finance Director who will directly manage the Fund assets;
- At least semi-annually, review the investment portfolios of the Fund's assets, including a review of asset allocation and return;
- At least annually, meet with the Finance Director to review investment strategy and portfolio performance;
- Determine the allocation of Fund assets;
- Work with the Library Advisory Board and the Library Director to recommend appropriate amounts of withdrawals from the Fund to meet the supplemental needs of the Library as described in *Spending Objectives & Strategies* of this policy;
- Present reports to the Library Advisory Board at least semi-annually, providing an overview of investment strategy, asset allocation, and return.

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INVESTMENT OBJECTIVES & STRATEGY
Fund assets may be invested in fixed income instruments at the discretion of the Library Advisory Board with assistance from the Library Director and Finance Director. Three sub funds will be created from the total original gift from the Crandall Estate and shall be set up as follows:

1. Permanent Endowment Sub Fund
    a. Thirty-three percent (33%) of the total original gift from the Crandall Estate Fund of Buckham Memorial Library will become permanently endowed funds intended to be "generation neutral" – both a resource to benefit *present* users of the Library and a permanent fund that will be available to benefit *future* Library users.

2. Library Upgrade Sub Fund
    a. Thirty-three percent (33%) of the total original gift will be used to upgrade the current library space. These upgrades will be will be directed by the Library Advisory Board with approval from City Council.

3. Makerspace Incubator Sub Fund
    a. Thirty-three percent (33%) of the total original gift will be used to equip, but not construct, a makerspace incubator in what is currently the City of Faribault's Community Center should a new community center be constructed.

If a new community center is not constructed, this final 33% of the total original gift will be equally divided between the Permanent Endowment Sub Fund and the Library Upgrade Sub Fund.

While the sub funds may be invested in common portfolios, the Permanent Endowment Sub Fund, the Library Upgrade Sub Fund and the Makerspace Incubator Sub Fund will be accounted for separately, sharing in the investment earnings and current value of the Crandall Estate Fund based on their respective percentages of the Fund's total value.

SPENDING OBJECTIVES & STRATEGIES
Distributions from the Crandall Estate Fund shall be made to meet the supplemental needs of the Library and to fulfill its mission, but in an amount that permits the Permanent Endowment Sub Fund to be maintained over the long term.

It is the Library's objective to distribute annually not more than four percent (4%?) of a trailing twelve-quarter average of the Permanent Endowment Sub Fund, as measured by the balance at the end of each of the proceeding twelve quarters, of the Permanent Endowment Sub Fund's total fair market asset value. If approved by the Library Advisory Board, a distribution from the Permanent Endowment Sub Fund in excess of the four percent (4%?) amount may be made in a year where necessary to meet unusual expenses.

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Distributions from the Library Upgrade Sub Fund and the Makerspace Incubator Sub Fund will be made in accordance with the direction of the Library Advisory Board with approval from City Council.

ANNUAL BUDGET

The Library Director shall develop a Crandall Estate Fund Expenditure Budget and shall annually present it to the Library Advisory Board for adoption at the Board's June meeting for the following calendar budget year. All expenditures from the Fund must be made in accordance with the adopted Crandall Estate Fund Expenditure Budget unless otherwise specifically authorized by the Library Advisory Board.

-Draft November 2022

DRAFT

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