



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

**MONDAY, DECEMBER 8,
2025**

3:00 PM

Call to Order/Approve Agenda

Approval of the Minutes

1. Approval of the Minutes of the November 10, 2025, meeting

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SELCO Foundation Report
2. SELCO Board Report

Other

1. 2026 Budget

Next Meeting Date: January 12, 2026, Great Hall (second floor)

Adjournment

Approval of the Minutes



**Minutes of Monday, November 10, 2025, Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Sam Powell (Chair), Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Jayne Spooner, Gordon Lui, Langston Richter, Kate McGrogan, Delane James (Library Director), Linda Hanson (Library Technician)

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

APPROVAL OF THE MINUTES: A motion was made by Jayne to approve the minutes of the October 13, 2025, meeting, and a second was made by Gordon. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- Rice County's Minnesota GreenCorps held a Fix-It Clinic at the library on October 18th. Seventeen items were brought in to be fixed or mended. They were able to repair/mend 14 of those items.
- Every fall, all first-grade classes in Faribault visit the library. Young readers enjoy a tour of the library with story time, receive library cards, and check out books. This has been a tradition since around the 1970s.
- Staff were encouraged to dress up for Halloween. Several participated.
- A first-time puzzle competition was held at the library on November 3rd. A total of five teams and 20 people participated. It was a great success.
- City offices will be closed tomorrow, November 11th, for Veterans Day.
- Hometown Holidays will be held on December 4th. The Friends of the Library are inquiring about purchasing sensory bags to hand out at the Winter Fest on December 6th.
- Ivan & Mark Whillock would like to donate a bench in honor of their wife and mother, Mary Whillock. They would like it to be placed in front of the plaza. The bench would also use funds donated by Mikki O'Flynn to the Friends of Buckham Memorial Library.
- The library transformer had electrical problems. The electricians were able to re-route wires to keep it working. More work will need to be done on it, and the entire transformer may need to be replaced.
- The self-check machine is no longer able to take credit card payments. We were paying 3 times more in fees than we were taking in. Information staff are helping patrons learn how to pay online.
- SELCO is transitioning to a new app that comes with the Evergreen system. A banner announcing the change will begin on the old app starting December 1st.

TEEN ADVISORY BOARD REPORT: Langston reported on a new Pokeman Club starting soon and the organization of Book Buds.

SELCO REPORT:

SELCO Foundation – Sam informed the Board that all of our library’s SELCO Foundation funds have been switched to SMIF, and the Board needs to appoint someone to have access to the fund’s portal account.

Jayne made a motion that the SMIF Fund account access person is the library director under the direction of the Library Advisory Board, and a second was made by Langston. All in favor, the motion carried.

After further discussion, Anneke motioned that an amendment be made to the previous motion, stating that it would be the “current” library director and adding “for each transaction”. (The SMIF Fund account access person is the current library director under the direction of the Library Advisory Board for each transaction.) The motion was amended and approved by all members.

SELCO Board – Lisa was not in attendance. Delane reported that at the SELCO Advisory director’s meeting, Krista introduced a new bi-monthly listening session she will be hosting for library directors. The first session’s topic will be support and training needs. There was also a consensus to invest more time and money in building out the Evergreen ILS for better usability.

2026 BUDGET: The budget is being wrapped up, and there are no changes to the fees. The budget will be adopted by mid-December.

POLICY REVIEW – *Distribution of Free Materials Policy*: Delane talked about the proposed changes to the policy. A motion was made by Anneke to approve the revisions to the Distribution of Free Materials Policy. A second was made by Mel. All in favor. The motion carried.

OTHER: None

NEXT MEETING DATE: December 8, 2025, Great Hall (second floor)

ADJOURNMENT: A motion was made by Langston to adjourn the meeting, and a second was made by Anneke. All in favor. The motion carried. Meeting adjourned at 6:40 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,
Melissa Kuhl (Secretary)



Memorandum of Understanding SELCO Library Foundation and the (Local Library)

This memorandum of understanding outlines the recommended guidelines for the management of a sub-fund under the SELCO Library Foundation.

Southern Minnesota Initiative Foundation (SMIF) is the fiscal host of the SELCO Library Foundation. SMIF will work with the SELCO Library Foundation and sub-funds to establish the guidelines and expectations of the management of the fund. The sub-funds will fall under the umbrella of the SELCO Library Foundation. This practice helps build credibility for both organizations and promotes collaboration in the local community.

1. The legal relationship of the **sub-fund** is with SMIF, a 501(c)3 tax exempt organization, and is described in the contract “Declaration Establishing a Fund.”
2. The **SELCO Library Foundation** board of Directors must approve the **sub-funds** prior to the entering into an agreement with SMIF.
3. It is strongly recommended that a member of the **SELCO Library Foundation** board of directors sits on the **sub-fund** board of directors for one year after documents are signed as space is available on the **SELCO Library Foundation board**.
4. The **SELCO Library Foundation** will have access to all financial and promotional material of the **sub-fund**. It is recommended that the **sub-fund** provide the **SELCO Library Foundation** with updates on its fundraising plans and distributions of funds.
5. The **sub-fund** must appoint a board member/library director to be the point person for accessing financial information from the **SELCO Library Foundation’s** online platform.
6. Any changes to the fundraising and distribution of funds, agreed upon in the origination of the **sub-fund**, must be approved by the board of the **SELCO Library Foundation** prior to SMIF’s approval.
7. The **sub-fund** will present its activities at least annually to the **SELCO Library Foundation’s** board.
8. All promotional material of the **sub-fund** must include reference to the **SELCO Library Foundation** and SMIF. Examples can be provided.
9. The **SELCO Library Foundation** and SMIF will include the **sub-fund** in its promotional material related to its Community Fund.





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Southern Minnesota Initiative Foundation is an Equal Opportunity Lender

All parties agree to the information above and this document has been approved by the **sub-fund** Board or Directors and the **SLECO Library Foundation** board of Directors

SLECO Library Foundation
President

Sub-fund
Board Chair

SMIF
Vice President of Philanthropy & Community Vitality



Local Library Board Gofund Training

Southern Minnesota Initiative Foundation & SELCO Library
Foundation partnership

Welcome!

SELCO Library Foundation

- Burt Svendsen - chair
- David Foster – vice chair
- Mary Schneider – Treasurer
- Sam Powell
- Larry Gifford
- Charles Sparks
- Stuart Gross

(SELCO@smifoundation.org)

Southern Minnesota Initiative Foundation (SMIF)

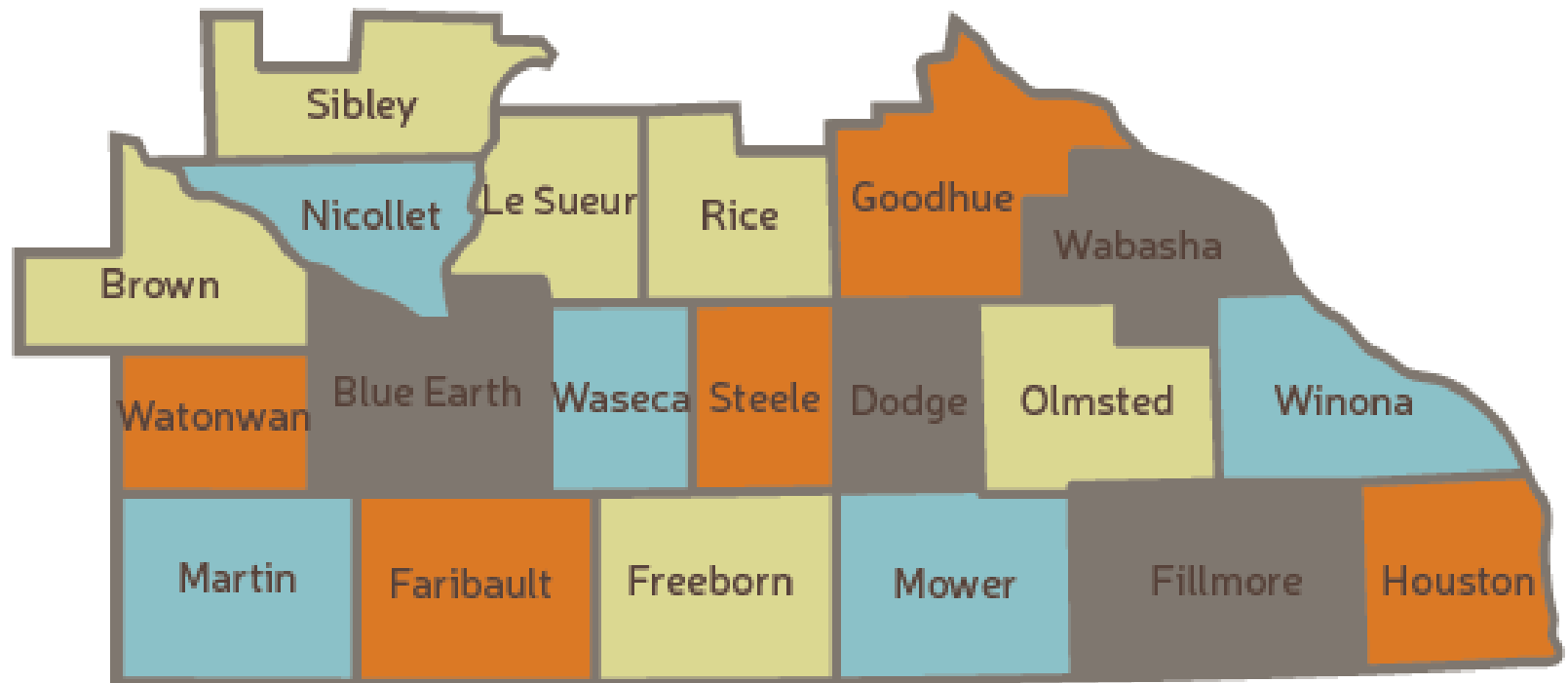
- Alissa Oeltjenbruns
- Forest Ward



- Overview of SMIF and our role, relationship to the SELCO Library Foundation
- How will this all work:
 - Sending in donations
 - Submitting requests for disbursements
 - Viewing fund balances (gofund overview)
- Questions

SMIF: Who are we?

\$178 million invested since 1986



Serving 20 counties, 175 communities and one Native nation



Focus Areas

Early Childhood

Entrepreneurship

**Community
Vitality & Small
Towns**



Community Vitality

\$1.4 million or more invested annually



BE Welcoming, Blue Earth | Small Town Grant

Grants for small town growth and vitality

256 gallons of paint from Paint the Town Grant awarded last year.

\$206,000 to 23 communities through Small Town Grant last year.

\$300,000 to 22 communities through the Taylor Rural Improvement Grant last year



Elmore mural

Affiliate Funds

- **SMIF partners** with 155 Affiliate Funds.
- Investing over \$20 million for local benefit.
- SMIF acts as the fiscal host, managing all reporting with the IRS and is audited annually.



*Wabasha-Kellogg Area Community Foundation
funds free pool passes for kids*

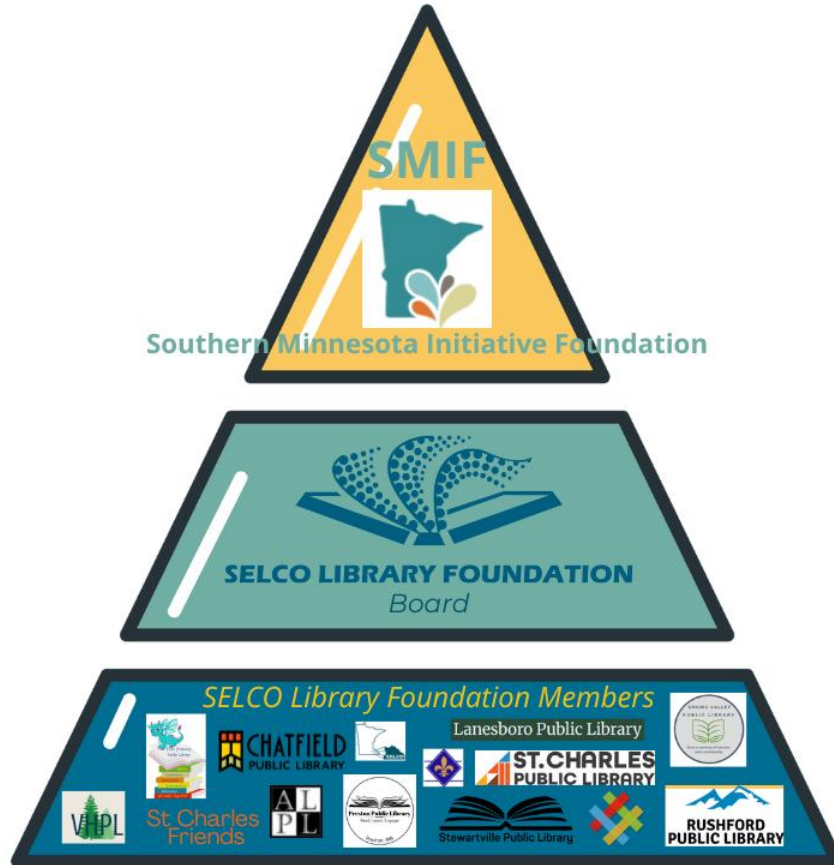
SELCO Library Foundation

- The SELCO Library Foundation is a fund of SMIF that supports public libraries throughout southeastern Minnesota by providing a structured, managed way for donors to contribute to library causes.
- Mission: To provide support and promote growth for our community libraries within the region.

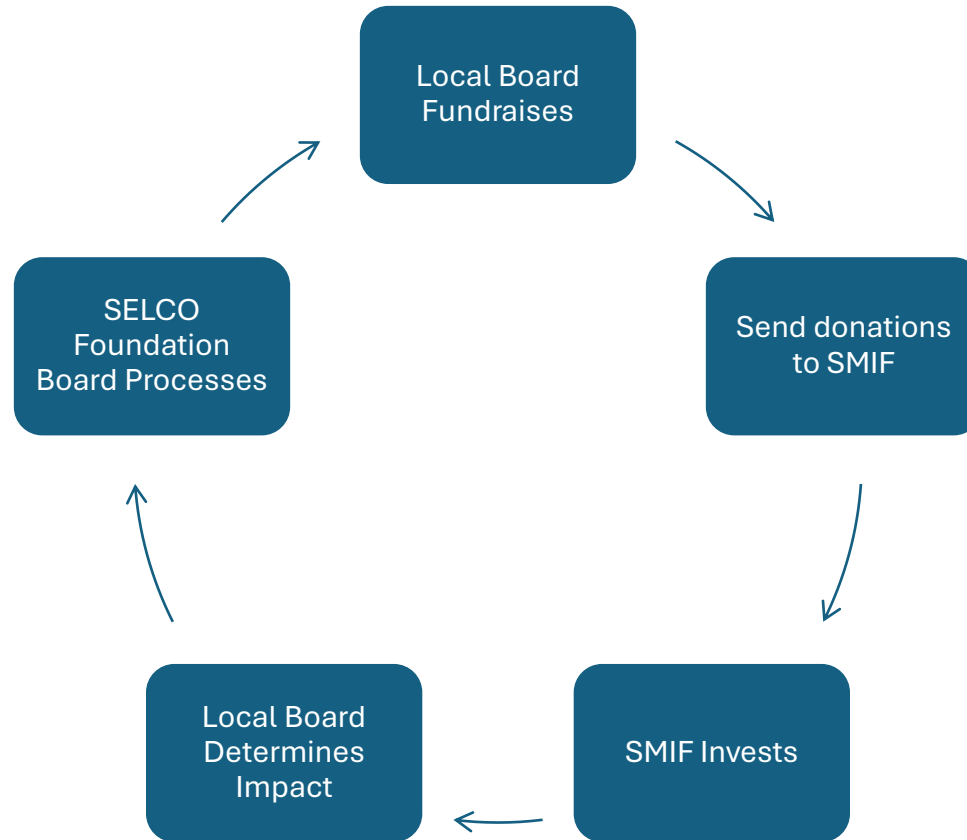


SELCO LIBRARY FOUNDATION





How does this work?



Roles

Local Library Board's Role

- Raise funds, clearly noting contributions will be invested in your fund with SELCO Library Foundation.
- Decide where to invest back within the library.

SELCO Library Foundation's Role

- Verify all needed information required by IRS is collected.
- Resource to local library boards for fundraising, granting, expertise.

SMIF's Role

- Fiscal host, managing all filings with the government and audited annually.
- Handle all the investing. Comingle funds for maximum return.
- Strive for a return of 7% on our invested funds.

Requesting a Disbursement

Local Library Board

- Send meeting minutes approving and supporting documentation to the SELCO Library Foundation.
- Supporting documents include: invoices, receipts, grant application.
- Email minutes accepted

SELCO Library Foundation Board

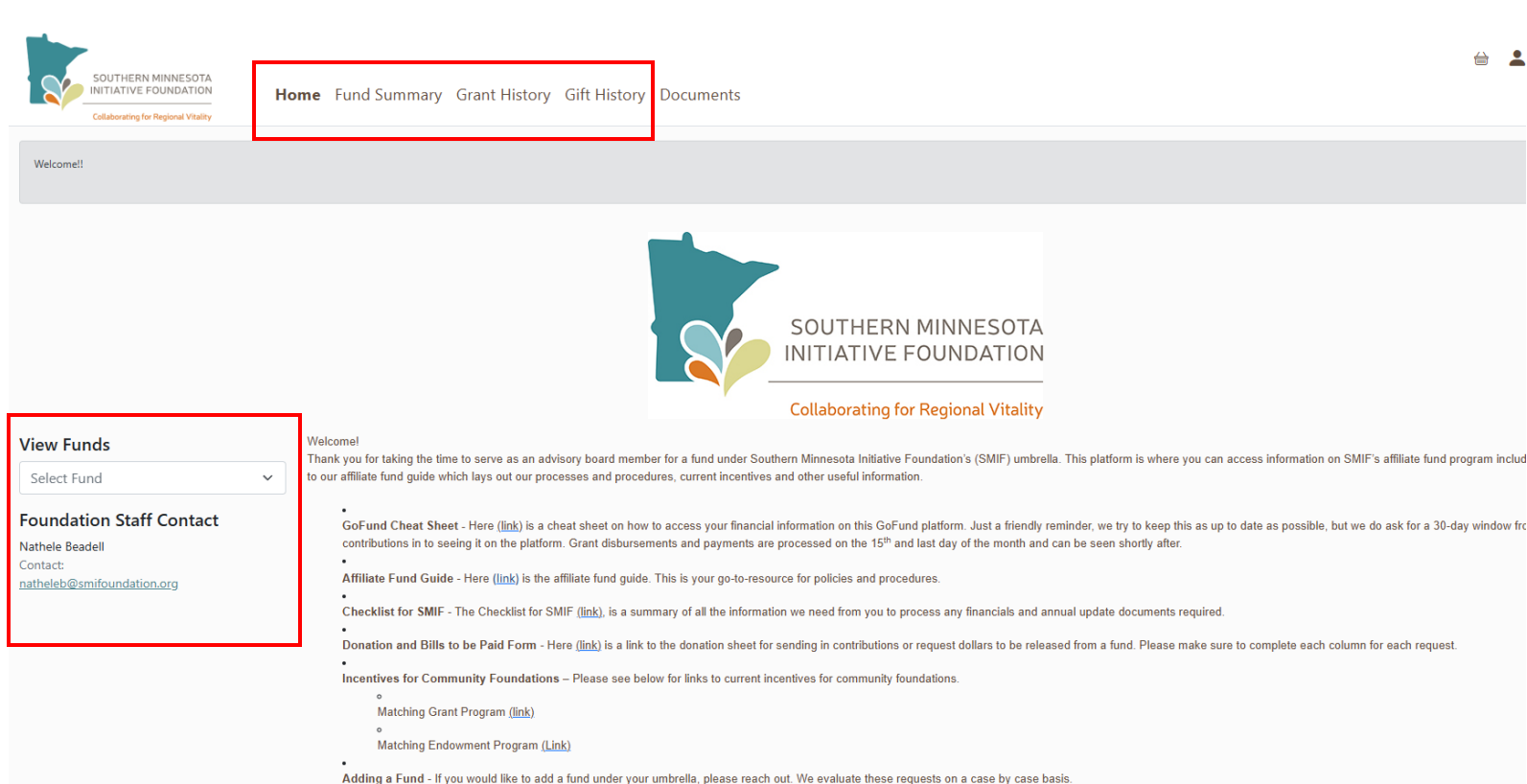
- Review request for documentation needed per IRS standards.
- Upon completion of review submit to SMIF.
- SMIF will send check. Checks are cut twice a month on the 15th and last day.

Viewing Fund Balance - Gofund

How to access:

- To access GOfund, click [here](#). Or go to smifoundation.org and click on gofund in the upper right corner.
- To access your funds, select the dropdown on the left side of the page under view funds.

Navigation of GoFund Portal



The screenshot shows the top navigation bar of the GoFund Portal. The navigation menu includes 'Home', 'Fund Summary', 'Grant History', 'Gift History', and 'Documents'. The 'Home' link is highlighted with a red box. Below the navigation bar is a grey banner with the text 'Welcome!'. The main content area features the Southern Minnesota Initiative Foundation logo and tagline 'Collaborating for Regional Vitality'. On the left side, there is a 'View Funds' section with a dropdown menu labeled 'Select Fund' and a 'Foundation Staff Contact' section for Nathele Beadell, with contact information: 'Contact: natheleb@smifoundation.org'. The main content area contains a 'Welcome!' message and a list of links for various resources, including a 'GoFund Cheat Sheet', 'Affiliate Fund Guide', 'Checklist for SMIF', 'Donation and Bills to be Paid Form', 'Incentives for Community Foundations', and 'Adding a Fund'.

Home Fund Summary Grant History Gift History Documents

Welcome!

SOUTHERN MINNESOTA INITIATIVE FOUNDATION
Collaborating for Regional Vitality

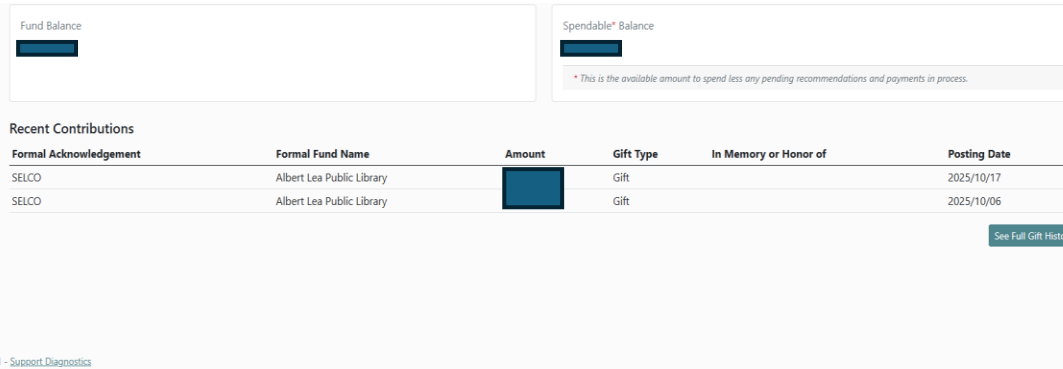
View Funds
Select Fund

Foundation Staff Contact
Nathele Beadell
Contact:
natheleb@smifoundation.org

Welcome!
Thank you for taking the time to serve as an advisory board member for a fund under Southern Minnesota Initiative Foundation's (SMIF) umbrella. This platform is where you can access information on SMIF's affiliate fund program included in our affiliate fund guide which lays out our processes and procedures, current incentives and other useful information.

- **GoFund Cheat Sheet** - Here ([link](#)) is a cheat sheet on how to access your financial information on this GoFund platform. Just a friendly reminder, we try to keep this as up to date as possible, but we do ask for a 30-day window for contributions in to seeing it on the platform. Grant disbursements and payments are processed on the 15th and last day of the month and can be seen shortly after.
- **Affiliate Fund Guide** - Here ([link](#)) is the affiliate fund guide. This is your go-to-resource for policies and procedures.
- **Checklist for SMIF** - The Checklist for SMIF ([link](#)), is a summary of all the information we need from you to process any financials and annual update documents required.
- **Donation and Bills to be Paid Form** - Here ([link](#)) is a link to the donation sheet for sending in contributions or request dollars to be released from a fund. Please make sure to complete each column for each request.
- **Incentives for Community Foundations** - Please see below for links to current incentives for community foundations.
 - Matching Grant Program ([link](#))
 - Matching Endowment Program ([Link](#))
- **Adding a Fund** - If you would like to add a fund under your umbrella, please reach out. We evaluate these requests on a case by case basis.

- Fund Summary – Shows the most recent donations into the fund, and payments out of the fund.



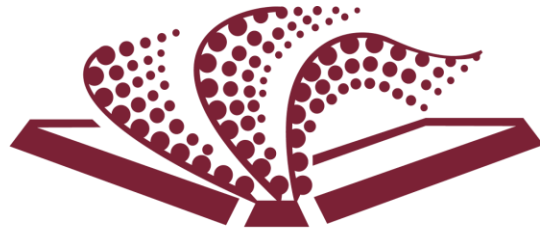
- Fund Statement – a full list where you can view transactions for a specified date range
- Grant History – list of payments that have gone out for grants, bills, or other payments taken from the fund

Questions?



Future of the SELCO Library Foundation

- Currently providing oversight for member library accounts.
- In the future will help libraries in the region:
 - Fundraise
 - Education on best practices and successful models
 - Expertise in managing City vs. SELCO Library Foundation fund difference
- Depends on you! We would welcome insights on:
 - What impact should we focus on in our region?
 - How should the SELCO Library Foundation invest? (Endowment or Not)
 - What should our grant rounds be focused on to best support local libraries?
- Come to our next board meeting! December 15, 5:00pm at SELCO



SELCO LIBRARY FOUNDATION

Collaborating for Regional Vitality



Next Steps

Local Library Boards

- Complete MOU if not done.
- Send contact information for those who should have access to gofund to SELCO@smifoundation.org.
Limit of 2 per board.
- Appoint a member to apply to sit on the SELCO Library Foundation board.
- Determine date for SELCO Library Foundation representative to attend upcoming board meeting.

SELCO Foundation & SMIF

- Send out donation form and gofund cheat sheet.
- Get appropriate personnel access to gofund once contact information is received.



Contact

Burt Svendsen (SELCO@smifoundation.org)

Alissa Oeltjenbruns (alissao@smifoundation.org)

Forest Ward (forestw@smifoundation.org)

