



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, JULY 13, 2026

6:00 PM

Call to Order/Approve Agenda

Approval of the Minutes

1. ► Approval of the Minutes of the June 8, 2026 meeting

Requests to be Heard

Director's Report

Teen Advisory Board Report

SELCO Report

1. SELCO Foundation Report
2. SELCO Board Report
 - A. ► Appoint new SELCO Board Member Sam Temple & Erin Lui, Friends of Buckham Memorial Library Liason
 - Approve the Fiscal Year 2027 Agreement to Participate in the SELCO Integrated Library System

Other

1. 2027 Budget
Strategic Planning Update

Next Meeting Date: August 10, 2026, Great Hall (second floor)

Adjournment



**Minutes of Monday, June 8, 2026, Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Sam Powell (Chair), Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Gordon Lui, Langston Richter, 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 Gordon to approve the minutes of the May 11, 2026, meeting, and a second was made by Anneke. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- Delane handed out Summer Library programs to the board members. She stated that 361 signed up on the first day. This includes youth who signed up at the Safe Summer Kickoff.
- After Storytime on May 7th, the Fire Department visited and brought two fire vehicles, including the new firetruck. On June 4th, the Police visited Storytime with two officers and 2 squad cars. Kids got to talk to the firefighters and officers and explore their vehicles.
- Deni tabled at Faribault Public School's Community Unity Day on Friday, May 15th, at the Middle School with Desirea from the Friends of Buckham Memorial Library.
- On Wednesday, May 20th, representatives from Rice County Habitat for Humanity held a "Habichat: where homeownership begins with community" at the library from 4-6 p.m. and will be here on Saturday, June 13th, from 1-3 p.m.
- The library received a donation of a microscope with two boxes of slides. It can connect to a computer and camera or be used as a stand-alone instrument.
- Bike to the Library Week began on May 18th and continued till the end of the month, due to inclement weather.
- Library staff and the Friends of Buckham Memorial Library attended Safe Summer Kickoff on June 4th at North Alexander Park. The Book Bike made an appearance, and youth could sign up for the summer reading challenge that evening.
- Mixed Nuts "Treasure Beyond Measure" show was held on June 5th in the Great Hall. 60 people were in attendance.
- Delane updated the board on the direction the Council would like to take regarding the community center and wanted to know if the board wants to wait for the new director before starting the strategic plan. We would be able to do a virtual process with Library Strategies or Delane could talk to Krista from SELCO. The board agreed they would like to start the strategic planning process this year with Library Strategies virtually.
- Midwest Art Conservation Center has been hired to examine the murals for an estimate on restoration costs for budgeting.
- Mayors' Heritage Day Reception is this Thursday, June 11th, from 5-7 pm at Central Park.

TEEN ADVISORY BOARD REPORT: Langston reported that the Teen Advisory Board talked about the Summer Library Program and Book Buddies.

SELCO REPORT:

SELCO Foundation – Sam had nothing new to report.

SELCO Board – Lisa was not in attendance. Delane reported that she talked to the Friends of the Library Board members about representing the library as a SELCO Board member. We are waiting to hear back if there is any interest.

OTHER:

1. **2027 budget** – Both the Rice County Funding Request and the City 2027 budget are due at the end of June. From the Library Donation Fund, the Board agreed to budget \$60,000 for the 3rd floor and \$30,000 for a portable study room. The Board agreed that funds to clean the Greek murals should come from the Capital Improvement Plan.
2. **Long-Term Meeting Room Request: Moms in Prayer** – A motion was made by Anneke to approve the meeting room request, and a second was made by Gordon. All in favor. The motion carried.
3. **Policy Review:** The Board had further discussion about AI as it relates to the library's *Collection Development* Policy. It was suggested in the future, phrasing similar to the language in SELCO's Shared ILS Committee's policy that unauthorized items will not be added to the shared catalog to the library's policy.

NEXT MEETING DATE: July 13, 2026, Great Hall (second floor)

ADJOURNMENT: A motion was made by Anneke to adjourn the meeting, and a second was made by Mel. All in favor. The motion carried. Meeting adjourned at 6:45 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,
Melissa Kuhl (Secretary)



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

This Agreement to Participate in the SELCO Integrated Library System (the “**Agreement**”) is made as of the _____ day of _____, 2026, by and between the Southeastern Libraries Cooperating, a non-profit corporation organized under Minnesota Statutes Chapter 317A, also designated as a regional public library system under Minnesota Statutes § 134.20 (hereinafter referred to as “**SELCO**”), and _____ (hereinafter referred to as the “**Participating Library**”).

Article I. Purpose (Mission/Vision)

1.1 SELCO, as one of twelve regional public library systems in Minnesota, is responsible for strengthening, improving, and promoting library services in its eleven-county region. It fulfills this purpose through its mission of *supporting libraries through the delivery of professional expertise and sustainable services*.

1.2 In 2019, the Resource Sharing and Technology/Technology Policy Joint Committee created the following vision statement for the SELCO Integrated Library Service (“**ILS**”):

Horizon Libraries are forward-thinking, innovative members who work to maximize local resources by engaging with fellow members to share their unique collections and ideas to better serve their communities.

1.3 The ILS is library management software designed to track items owned, patrons who have borrowed, fees applied, and generally automate tasks around acquiring, borrowing, and lending a library’s collection. This Agreement is intended to define the parameters of the ILS offered by SELCO to the Participating Library. Generally, the ILS supports the sharing of materials, ideas, staff resources, and costs to support, maintain, and provide innovative library services to the region's communities. This is best achieved if all participants understand their rights and responsibilities and have a mutual understanding of expectations of each other.

Article II. Participation in the SELCO ILS Service

2.1 The SELCO ILS is available to all SELCO member public libraries who choose to participate.

2.2 By signing this Agreement, the Participating Library acknowledges and agrees to adhere to the following philosophical concepts:

- (a) The SELCO Evergreen ILS is a resource shared by all participating libraries. No one library owns the database.



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- (b) The success of the shared resource requires active participation and engagement from all participating libraries. Active participation and engagement include:
 - (i) staying up to date with current ILS functionality, issues, and projects; and
 - (ii) sharing knowledge and perspectives with SELCO and other participants.
- (c) The responsibility for maintaining a quality database lies with both SELCO and the participating libraries. A quality database includes complete and accurate patron and bibliographic records.
- (d) The decisions made concerning the SELCO Evergreen ILS will be based on an understanding of the situation of member libraries and will be as fair as possible to all.

2.3 The Participating Library shall receive the following benefits in connection with its participation:

- (a) Efficient use of available resources to achieve more collectively than is possible individually by sharing the cost of ILS maintenance fees and expenses for staffing required to maintain the database.
- (b) Increased access to materials beyond the local library collection for library patrons, both regional and statewide library collections.
- (c) Stronger relationships and connections between participating libraries.

2.4 The Participating Library further acknowledges that although each member library is operated by a separate local governmental unit or board, which retains authority over any policy decisions for internal library operations and the handling of local funds, participation in the SELCO ILS requires the Participating Library and all other participating members to give up a small amount of autonomy to receive the benefits of participation. The Participating Library agrees to adhere to best practices and adjustments of local workflows to accommodate changes in ILS functionality.

Article III. Rights and Responsibilities

3.1 **Individual Libraries.** The Participating Library acknowledges all libraries that participate in the ILS share responsibility for the ILS's success. As such, the Participating Library agrees, as follows:



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3.1.1 General.

- (a) To follow the philosophical concepts outlined in Article II above.
- (b) Accept and comply with the provisions of contractual agreements made by SELCO on behalf of member libraries, including SELCO's contract with Equinox ([Equinox Agreement](#)), and accept responsibility for the acts of its own employees related to these matters (i.e., maintain the confidentiality of system proprietary software).
- (c) Be a [member in good standing](#) of SELCO
- (d) Acknowledge that the Participating Library is sharing staff resources with other member libraries, and that library initiatives involving the ILS must include appropriate SELCO staff in the planning stages.
- (e) Contact SELCO with questions, problems, and concerns regarding the ILS.

3.1.2 Fees.

- (a) Pay the Participating Library's portion of the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Participate in the process outlined [here](#) that determines how the Total ILS Service Cost is distributed among the participating libraries.

3.1.3 ILS Shared Decision Making.

- (a) Provide input, ensure the Participating Library's perspective is shared, and keep up to date with conversations and issues, either directly or through the Participating Library's assigned representatives.
- (b) Provide active and continuing participation and collaboration in developing certain settings and best practices.
- (c) Follow the Appeal Process, detailed [here](#).
- (d) Follow the Conflict Resolution, detailed [here](#).



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3.1.4 Technology.

- (a) Be responsible for procuring and maintaining all necessary hardware, software, peripherals, and connectivity in order to access the ILS, adhering to the minimum requirements outlined [here](#).
- (b) Ensure correct use of ILS clients and related applications on local computers.

3.1.5 Training.

- (a) Ensure the Participating Library's personnel are trained on the ILS and its usage, including, but not limited to, conforming to adopted rules, policies, and best practices for the operation of the ILS through the shared decision-making committee.
- (b) Maintain, document, and train staff on any local decisions, workflows, and policies, ensuring they conform to the rules, policies, and best practices adopted through the shared decision-making committee.
- (c) Collaborate with SELCO staff to solve technical issues beyond the Participating Library's level of expertise.

3.1.6 Resource Sharing.

- (a) Lend library materials to patrons of all participating libraries according to the SELCO Region's [Borrower Privileges](#) document.
- (b) Participate in interlibrary loan services among SELCO Evergreen Libraries and MNLINK.
- (c) Conform to rules, policies, and best practices for the operation of the ILS established through the shared decision-making committee.
- (d) Maintain standards and practices of collection development and avoid major reductions in acquisitions with the intent of relying on the collections of other participating SELCO Evergreen Libraries.



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3.1.7 Access.

- (a) Restrict the operation of the ILS to the Participating Library's authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with the Participating Library's third-party vendors protect against misuse and security breaches of patron data.

3.2 **SELCO.** SELCO also shares responsibility for the success of the ILS with the Participating Library and other participants. SELCO will undertake the following:

3.2.1 Administration/General.

- (a) Adhere to the philosophical concepts outlined above in Article II.
- (b) Establish, administer, and negotiate a contractual agreement with ILS vendor(s) for products and services. The contract can be found here: [Equinox Agreement](#).
- (c) Communicate with ILS vendor(s) and remain up to date on all offered vendor training and product overviews.
- (d) Provide qualified staff to administer the ILS and serve as technical advisers.
- (e) Modify the ILS to ensure its sustainability for the region.
- (f) Provide timely notifications of modifications to member libraries.
- (g) Provide a [Help Desk](#) for participants to contact SELCO staff with questions, problems, and concerns regarding the ILS that allows for a timely response.
- (h) Prioritize staff resources for products and services that are accessible, utilized, or needed by the region as a whole.



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- (i) Consider requests for implementation of products and services not accessible, utilized, or needed by the region as a whole, as staff resources allow.

3.2.2 Fees & Costs.

- (a) Determine the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Provide timely and clear notice of ILS fees to member libraries based on the process outlined [here](#).

3.2.3 ILS Shared Decision Making.

- (a) Regularly update the Participating Library on ongoing ILS activities.
- (b) Provide opportunities for member libraries to guide areas of the ILS.
- (c) Collaborate with member libraries in developing certain settings and best practices.
- (d) Be the custodian of documents related to shared ILS decision-making.
- (e) Follow the Appeal Process, detailed [here](#).
- (f) Follow the Conflict Resolution process, detailed [here](#).

3.2.4 **Technology.** Procure and maintain all necessary hardware, software, peripherals, and connectivity to administer the ILS.

3.2.5 Training.

- (a) Provide training and training resources to the Participating Library on the use of the ILS, adhering to the principles outlined [here](#).
- (b) Provide a [list of expected competencies](#) for library staff using the ILS.



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3.2.6 Resource Sharing.

- (a) Provide delivery services to facilitate resource sharing and interlibrary loans.
- (b) Be a designated MNLINK Gateway, executing and administering the responsibilities outlined in the MNLINK server site agreement found here: [MNLINK Server Site Agreement](#).

3.2.7 Access.

- (a) Restrict the operation of the ILS to authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with SELCO's third-party vendors protect against misuse and security breaches of patron data.

Article IV. Member Libraries Together. The success of the ILS depends on the cooperation and engagement of participating libraries together as a unit. The Participating Library, together with the other participating libraries, will:

- (a) Identify a committee or other designated group to guide the operation of the ILS.
- (b) Work closely with SELCO staff for the operation of the ILS.
- (c) Establish its own structure, procedures, and processes.
- (d) Establish rules, policies, and other best practices for the operation of the ILS.
- (e) Enforce the adopted rules, policies, and best practices.
- (f) Maintain and follow the Appeal Process for decisions made, detailed [here](#).
- (g) Maintain and follow the Conflict Resolution process, detailed [here](#).



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Article V. Term of Agreement. The term of this Agreement is for one (1) year, commencing on July 1, 2026. By signing this Agreement, the Participating Library commits to the full term of this Agreement. Notwithstanding the foregoing, if the Participating Library eliminates its physical collection or closes permanently, this Agreement may be terminated before the end of the one (1) year term upon the written agreement of SELCO and the Participating Library.

Failure to sign and return this Agreement within thirty (30) days of the stated deadline will result in the termination of access to the service.

[SIGNATURES TO FOLLOW]



AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

IN WITNESS WHEREOF, the undersigned have executed this Agreement to Participate in the SELCO Integrated Library System as of the day and year first written above.

SELCO:

SOUTHEASTERN LIBRARIES COOPERATING, a
Minnesota nonprofit corporation

By: Krista L Ross

Name: Krista L Ross

Title: Executive Director

PARTICIPATING LIBRARY:

[Name]

By: _____

Name: _____

Title: _____

Address:

