



Minutes from the Madison Public Library Board of Trustees Meeting May 17, 2022

Board President John Nelson called the meeting to order.

Board Members in Attendance: John Nelson, Loretta Chandler, Kelli Wollmann, Laura Reed, and Carrie Studer via Zoom. A quorum was present.

Lisa Martin was present as secretary.

Martin requested that the agenda be amended to put new business at the top of the agenda. This change allowed to the board to welcome Reed first and gave Jeff Veltkamp from the South Dakota Community Foundation, visiting at the invitation of Martin, to make his presentation to the board first.

Nelson proposed the amendment. Chandler made the motion and Wollmann seconded. The motion passed.

Reed was welcomed to the board.

Martin explained that the MPL was given a gift from Marjorie Haskins, a long ago resident of Madison, music lover, and patron of the library. Nancy Sabbe was aware of the gift and expected that the library would receive around \$5,000. Martin received the gift in a form of a check in late April. The amount of the check is \$92,812.40. According to the letter from Wells Fargo Wealth & Investment Management dated 11/18/21, this gift is "to be administered by the Board of Trustees of the Madison Public library with an emphasis on music and music appreciation items in and for the Library: this [sic] to include audio and/or audio visual materials; it being my wish an [sic] desire that the Library provide for and promote and enhance the appreciation of all type of music but with the particular emphasis on classical music."

With such a generous donation, Martin felt that the board would benefit from a couple of options on what can be done with the gift.

Option 1: put the gift in the MPL Gift Account and find programs and the board can write checks as it sees fit.

Option 2: The Board can start and manage an Endowment Fund with the knowledge and work of the board.

Option 3: Jeff Veltkamp presented the services of the South Dakota Community Foundation (SDCF). The SDCF is a statewide community foundation which works with donors, nonprofits and community leaders to strengthen philanthropy. The MPL would have to use the city to help with disbursements per the rules of the SDCF. Martin contacted both the city administrator, Jameson Berreth, and city finance officer Sonya Wilt who both indicated that this would be acceptable.

The MPL gift would go into a donor directed fund, specifically an Agency Endowment. The Board would take in the gift and direct the SDCF how to disburse the profits made from the principle. Other points Veltkamp made:

- The principle is a permanent investment.
- The fees charged by SDCF are less than 1% annually.
- SDCF has no set up fees.
- SDCF uses Vanguard.
- Distribution rate is 4.5% annually.
- There can be multiple distributions through the year.
- Distributions must be made every 3 years or the Board must contact SDCF.
- SDCF will come to board meetings to explain as needed and to help the board find more ways to grow the investment.

Veltkamp's Power Point slides are attached at the end of these minutes.

Martin asked for a vote to put the check into the Library Gift Account until the board made it decision. Chandler made a motion to put the gift into the library account. Reed seconded. The motion passed.

Martin presented a new collection Library of Things: yard games for check out. Games in the summer would be a good test run as the library tries to expand its library of things—the library assistants have more time to work and if there are problems, the demand for the games will drop and the temperature does. It was also noted that the sale of the art prints allows for the room for these new items, showing the community that the library collections are dynamic.

Reed made a motion to create a new collection of things. Wollmann seconded. The motion passed.

Wollmann made a motion to accept the minutes of the 4.19.22 trustees meeting. Reed seconded and the motion passed.

Reed made a motion to accept the bills. Studer seconded and the motion passed.

Martin reported on the activities in the library including book Clubs, two presentations, and a Family Fun Night.

Martin presented the changes she would like to see in the Circulation Policy. Those changes are attached to this report. Wollman made a motion to accept the changes as presented. Reed seconded and the motion passed.

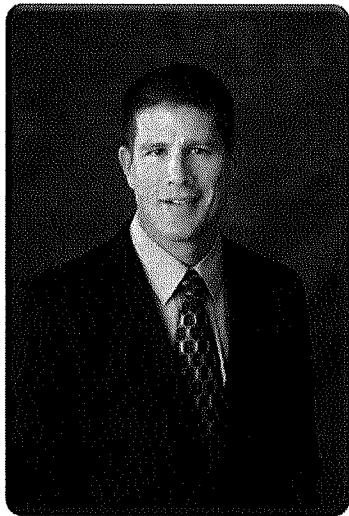
Martin explained that the plan to move the collections on the east side of the library is still in the plans and thanks the board for their patience as the library has attended to Summer Reading.

The next board meeting will be June 21 at 5:15 in the Madison Public Library Meeting Room.

There were no public comments and no one waiting to enter into the room for comment.

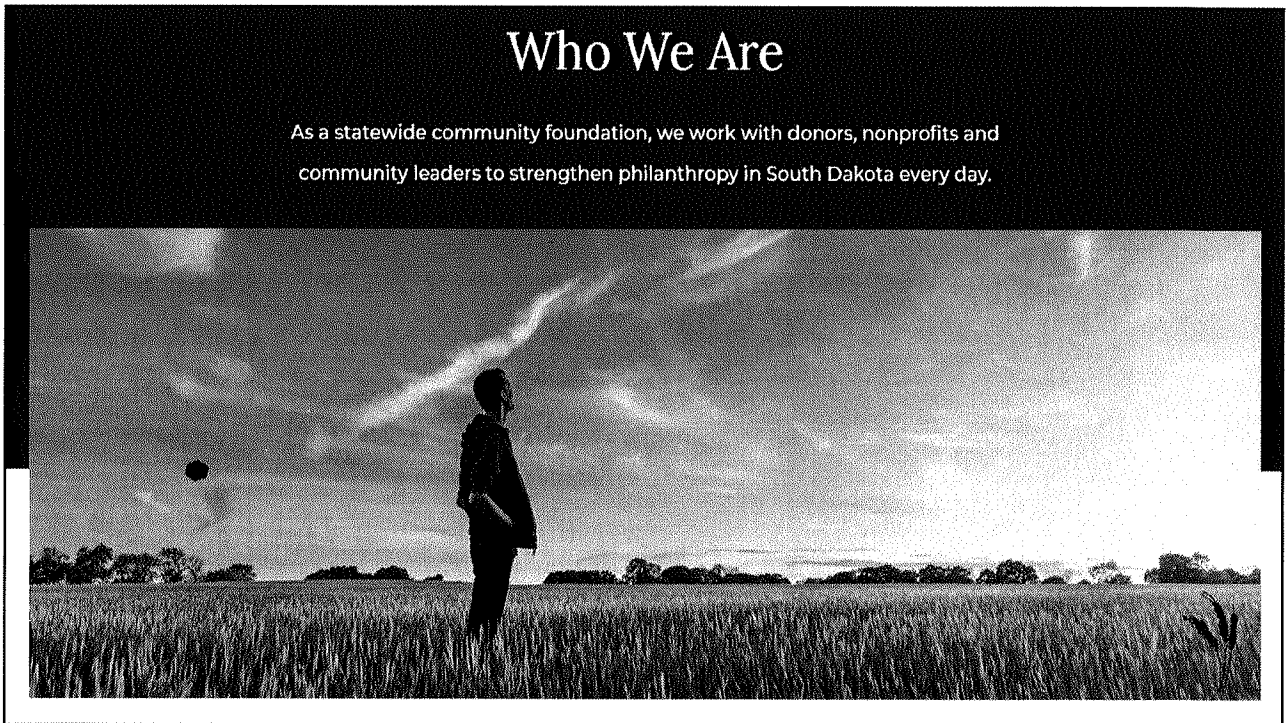
The meeting was adjourned.

Respectfully submitted, Lisa Martin

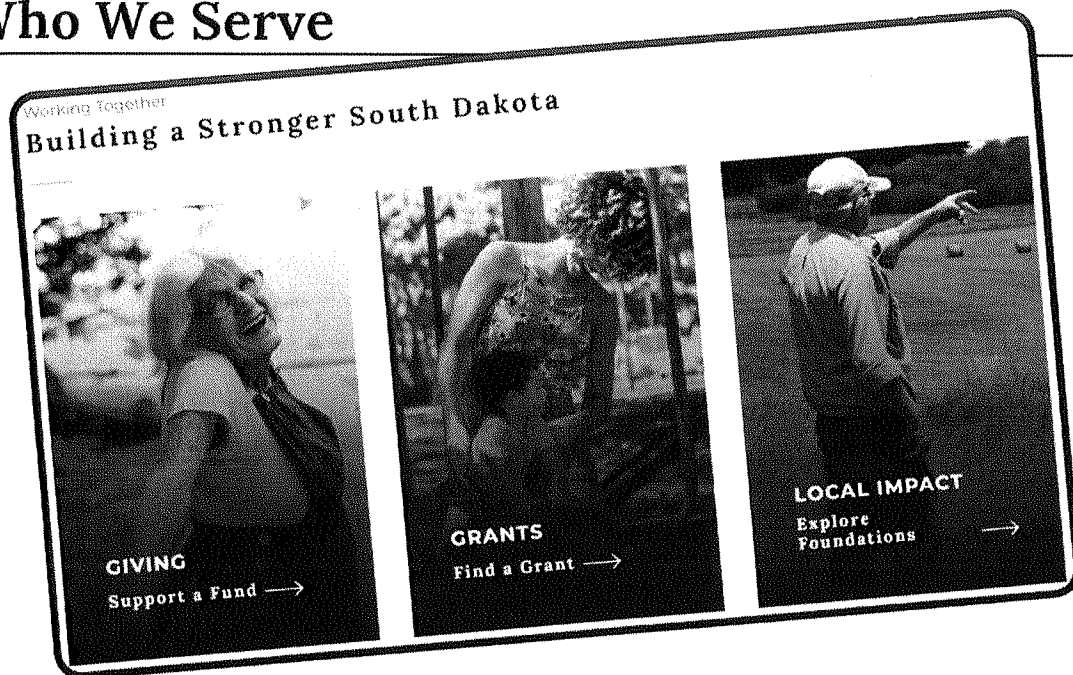


Jeff Veltkamp, MBA, CFRE, CGPA
Director of Development
South Dakota Community Foundation





Who We Serve



Two Arms of the Foundation

Unrestricted Grantmaking (SDCF Directed)

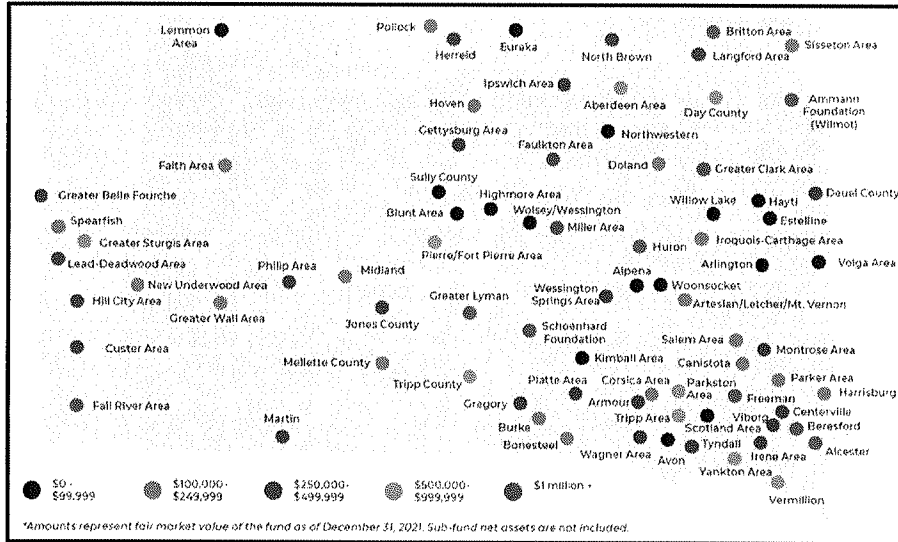
- Community Innovation Grants*
- Nonprofit Savings Account Grants
- Field of Interest Grants

Administration of Funds (Donor Directed)

- Agency Endowments
- Community Savings Accounts
- Designated
- Donor Advised
- Field of Interest
- Scholarship



Community Savings Account Map



**80
Communities**

*Through local guidance,
the money raised in your
community, stays in
your community.*

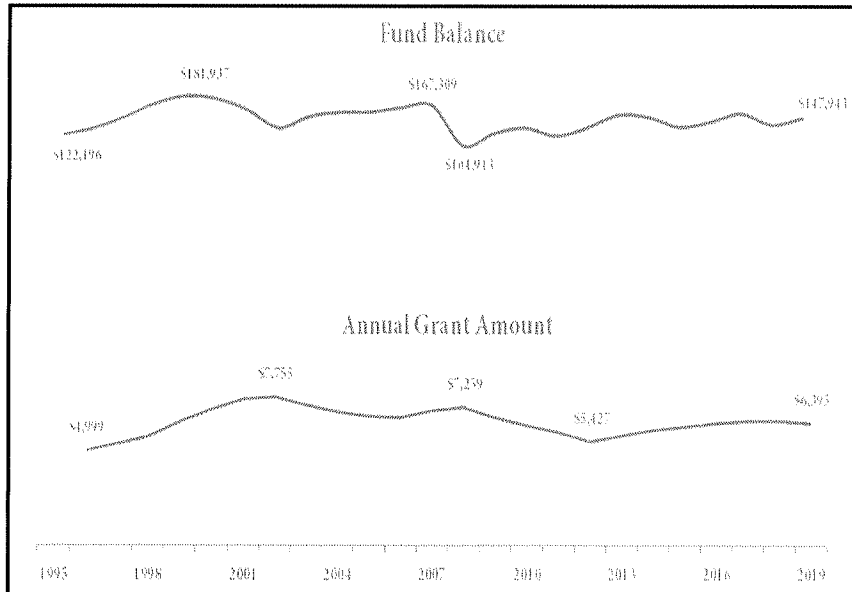


Investment Objective

- ✓ **Protect Investment**
- ✓ **Steady Income**
- ✓ **Grow Fund**



Example Fund



- \$100,000 endowment fund started with the SDCF in 1995
- Fund experienced all real gains and losses
- 1% (or less) administration fee was applied
- 100 percent of its available funds were distributed each year.
- \$155,273 in grants distributed
- \$47,943 growth after distribution and fees



SDCF Expertise

- IRA Rollover Gifts
- Bequest
- Beneficiary Designation
- Charitable Gift Annuity (CGA)
- Charitable Remainder Trust (CRT)
- Charitable Lead Trust (CLT)
- Life Estate Reserved/Retained Life Estate
- Bargain Sale
- Current Gifts of Complex Assets



Listening To Our Donors

Allowing Real Estate to Benefit Nonprofits

Growing for Good Land Management Program



PROGRAM BENEFITS

-  Tax deductions are maximized. Capital gains tax is reduced or eliminated.
-  Local communities benefit through continued tax revenue and farm operations.
-  Charities of your choice receive perpetual support.



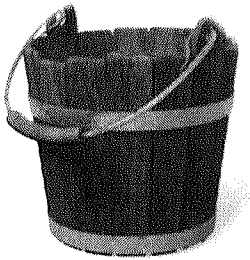
Your Planned Giving Partner

**Including
charity in
your estate
plan can
have a BIG
IMPACT!**

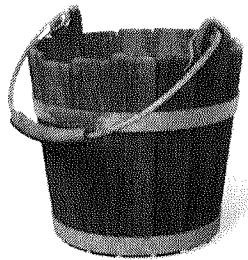


Estate Planning 101

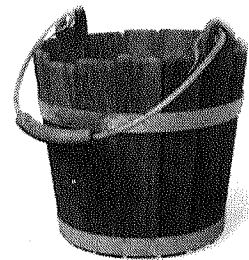
Family



Charity



Government



You get to pick two!



SDCF Advantage

- **Pooling investments**
- **Investment expertise**
- **Highly personalized service**
- **No setup fees**
- **Challenge grants opportunities**
- **Expertise to accept a wide variety of assets**
- **Increased development capacity**
- **Expanded donor base**



SDCF Advantage

- Working on your behalf with Advisors
- Donor Advised Funds
- Connecting donors to your mission
- Partnering with our fund holders to do more
- Leadership in times of disaster
- Sharing our partnerships/connections with you



Questions



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SOUTH DAKOTA **COMMUNITY FOUNDATION**



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Circulation Policy

There is a large investment of public funds in the Library's collection. Rules are established to provide all patrons with an equal opportunity to use the materials and to protect the collections from damage or abuse.

Loan and Renewal Periods

	Checkout Period	Renewal Period	Item Limits
Books	4 weeks	Once, for 4 weeks	20
New Books	2 weeks	Once, for 2 weeks	20
Magazines	1 week	None	6
Kids Magazines	4 weeks	None	6
Audiobooks	4 weeks	Once, for 4 weeks	6
DVDs, Blu-rays, and Video games	1 week	Once, for 1 week	4
Interlibrary Loans	Varies	Varies	6
WiFi Hotspots	1 week	Once, for 1 week	1
Library of Things	1 week	Once, for 1 week	1

Renewing Materials

May be Renewed	May Not be Renewed
Books	Magazines
New Books	DVDs, Blu rays, and Video Games
Audiobooks	Art Prints
Magazines	
DVDs, Blu rays, and Video Games	
WiFi Hotspots	
Library of Things	

Item Limits

Patrons may have a total of 20 items checked out at any time. That total may include no more than:

- ~~2 Art Prints, 1 Library of Things item,~~
- 1 WiFi Hotspot,
- 6 Magazines,
- 6 Audiobooks, and/or
- 4 DVDs, Blu-Rays, and/or Video Games.

For example, a patron could check out 1 Library of Things item, 1 WiFi hotspot, 6 Magazines, 6 Audiobooks, and 4 DVDs for a total of 18 items. They would then be able to check out up to 2 books to hit the total limit of 20 items.

Teachers may borrow more materials for class use.

Overdue Items

~~Overdue fines on books, audiobooks, and magazines are \$0.05 per day per item up to a maximum of \$2.00 per item. Fines on DVDs, Blu-rays, Video games, and Art Prints are \$0.50 per day per item up to a maximum of \$2.00 per item.~~

~~One overdue notice is sent via email one week after the item is due. A second overdue notice is mailed through the United States Postal Service two weeks after an item is due. A bill for the replacement cost of the item will be sent one month after the item is due. Should the item be returned, the replacement cost will be waived.~~

Overdue Materials Courtesy reminders are sent to email addresses before items are due, per the patron's instructions. If items are not returned, overdue notices will be sent via email one, two, and three weeks after the due date. If items are still not returned after four weeks overdue, a notice that includes the replacement cost of the item will be mailed to the patron.

If the item is returned in good condition after this notice is sent, this replacement fee will be removed from the patron's account. If items are not returned after this notice, additional overdue notices that include the replacement cost of the item will be mailed to the patron on a monthly basis until items are returned.

If items are subsequently returned in good condition, the replacement cost charges will be waived. If items are not returned the patron is responsible for paying the replacement cost of the item. If an item is not returned, the library will accept a replacement copy purchased by the patron. After a patron has been billed for the replacement cost of the item, if the patron reports the item "lost" he/she must make arrangements for payment of the replacement cost immediately in order to keep circulation privileges.

Grace Period

~~The first seven days after a book, audiobook, or magazine is due is considered a grace period. If items are returned within that time, no overdue fines are assessed. On the eighth day, fines begin accumulating from the day the items first became overdue.~~

- For example, if a book is due on the 3rd of the month and is returned on the 10th, there will be no overdue fines. If that same book is returned on the 14th, there will be overdue fines for the last seven days for a total of \$3.50.

There is no grace period for DVDs, Blu-rays, Video Games, Art Prints, or Wi-Fi Hotspots.

Damaged and Lost Items

In general, wear-and-tear damages sustained through normal use will incur no penalties. Wear-and-tear occurring through misuse or negligence will be charged as follows:

1. If the damage is repairable, no charges will be assessed. Any additional occurrences will be cause for the withdrawal of borrowing privileges at the discretion of the Library Director.
2. If the damage is unrepairable and necessitates replacement of the item, the charge will be equal to the current retail price of the item. Patrons will be allowed to keep damaged materials after they pay for replacing them and after the library staff has withdrawn the item from the Library's collection.

If a patron pays for a replacement of a lost or damaged item, no overdue fines will be charged for that item. If a patron returns an item that has been lost after they have paid for the replacement, the cost of the item minus the overdue fine will be refunded to them.

Holds

A patron may reserve an item that is not yet finished processing or is on loan to another patron by placing it "On Hold." This request may be made by phone, in person, or through computer access. Patrons will be notified by telephone, email, or mail when the reserved item is available. This item will be held for seven days; if the item is not picked up within that time, it will be loaned to the next patron on the waiting list or returned to the shelf, whichever is applicable.

DVDs, Blu-Rays, Video Games, and Art Prints may not be placed on hold.

A patron may have up to 6 holds on their card at any one time.

Interlibrary Loans

Interlibrary Loan privileges are available to all registered patrons allowing them to borrow materials from other libraries through MPL. The Madison Public Library follows the state and national interlibrary loan codes.

- Further documentation about South Dakota ILL Codes can be found on the South Dakota State Library's website [here](#). Further documentation regarding United States ILL Codes can be found on the Reference and User Service Association's division of the American Library Association's website [here](#).