

1300 St. Germain Street West  
St. Cloud, MN 56301  
Telephone 320-650-2500 Fax 320-650-2501

**Board of Trustees Meeting**  
**Tuesday, January 17, 2023, 6:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

Public Open Forum—Total time: 10 minutes, each person limited to two minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up), and all parties are expected to display appropriate behavior.

1. Call to Order 6:00
2. Introduction of New Board Members & Oath of Office 6:01
3. Adoption/Amendment of Agenda 6:04
4. Election of 2023 Great River Regional Library Board Officers pg 3 6:05
  - 4.1 President
  - 4.2 Vice President
  - 4.3 Secretary
  - 4.4 Treasurer
  - 4.5 GRRL Board Standing Committees Appointments
5. Approval of Minutes 6:20
  - 5.1 November 15, 2022, Board Meeting (Requested Action – Approve) pg 7
  - 5.2 November 15, 2022, Finance Committee Meeting (Requested Action – Approve) pg 11
  - 5.3 November 15, 2022, Personnel Committee Meeting (Requested Action – Approve) pg 13
  - 5.4 November 29, 2022, Executive Committee Meeting (Requested Action – Approve) pg 15
6. Public Open Forum 6:22
7. Financials 6:26
  - 7.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
  - 7.2 Financial Reports (emailed) (Requested Action – Accept)
8. Consent Agenda 6:30
  - 8.1 Annual Financial Designations (Requested Action – Approve) pg 17
    - a. Designation of Associate Director of Accounting as Custodian of Library Funds
    - b. Designation of Bank Depositories
    - c. Acceptance of Current Letter of Credit
    - d. Designation of Signers on Bank Accounts
  - 8.2 Designation of Official Newspaper (Requested action – Approve) pg 25
  - 8.3 RLTA Priority 2 FY2023 Application (on table) (Requested action – Approve)
  - 8.4 Other
9. Communications 6:35
  - 9.1 BerganKDV Audit Engagement Agreement pg 27
  - 9.2 IRS 501(c)(3) Status Determination Letter pg 35

9.3 Minnesota Library Association Letter of Support	pg 37	
9.4 Minnesota Library Association 2023 Legislative Day & Priorities	pg 41	
9.5 2023 Meeting Schedule	pg 43	
9.6 Other		
10. Presentations		6:40
10.1 Exploring Potential Interests & Careers (EPIC) (verbal)		
11. Staff Reports		6:55
11.1 Executive Director's Report	pg 45	
11.2 Management Reports	pg 47	
11.3 Building Reports	pg 55	
11.4 Human Resources Reports	pg 57	
11.5 Summaries of 2022 Activity		
11.5.1 Unique Management	pg 65	
11.5.2 Revenue Recapture	pg 66	
11.6 Other		
12. Committee Reports		7:05
12.1 Central Minnesota Libraries Exchange Board (verbal)		
13. Unfinished Business		7:08
14. New Business		7:08
14.1 CRPLSA RLBSS Funding Request (Requested Action – Approve)	pg 67	
14.2 Proposed 2024 Budget Process Timeline (Requested Action – Approve)	pg 71	
14.3 Other		
15. Board Open Forum		7:12
16. Next Meetings: February 21, 2023, Board of Trustees Work Session		7:14
March 21, 2023, Board of Trustees		
17. Adjournment		7:15

## **GRRL Board of Trustees 2023 Officer Elections and Committee Appointments**

An officer may succeed himself/herself, provided, however, that a President or Vice President shall not serve more than two consecutive terms. Terms are annual.

### **Election of Board President**

**2022 President** – *Ed Popp (served one term)*

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

### **Election of Board Vice President**

**2022 Vice President** – *Leigh Lenzmeier (served one term)*

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

### **Election of Board Secretary**

**2022 Secretary** – *Zurya Anjum (served two terms)*

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

### **Election of Board Treasurer**

**2022 Treasurer** – *Wayne Bauernschmitt (served two terms)*

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

**Appointment of Executive Committee**

**2022 Executive Committee Members**

*Ed Popp, President*

*Leigh Lenzmeier, Vice President*

*Zurya Anjum, Secretary*

*Wayne Bauernschmitt, Treasurer*

*Lisa Fobbe, Past President*

*Gary Kneisl*

*Randy Winscher*

In accordance with the regional library agreement, an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

- 1. Set an annual operating budget and/or;
- 2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

This committee meets irregularly as needed.

**Appointment of Finance Committee**

**2022 Finance Committee Members**

*Leigh Lenzmeier, Chair*

*Wayne Bauernschmitt*

*Lisa Fobbe*

*Christine Husom*

*Gary Kneisl*

*Ed Popp*

*Randy Winscher*

The President shall appoint a Finance Committee to oversee GRRL’s fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than seven (7) voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

This committee meets most months the full Board meets; the meeting time is prior to the full Board.

**Appointment of Personnel Committee**

**2022 Personnel Committee Members**

*Melissa Fee, Chair*

*Al Amdahl*

*Jayne Dietz*

*Lynn Grewing*

*Ed Popp*

*Jacey Wallace*

*Randy Winscher*

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

This committee meets as needed; the meeting time is prior to the full Board.

**Appointment of Fund Development Committee**

**2022 Fund Development Committee Members**

*Jayne Dietz*

*Karen Pundsack, Executive Director*

*Mary Eberley*

*Breanne Fruth, Communications & Development Coordinator*

*Leigh Lenzmeier*

*Jonathan Lahr, Web Developer*

The President shall appoint a Fund Development Committee tasked with supporting the library’s fundraising activities and advancing fundraising at GRRL.

This committee meets quarterly.

**Appointment of Union Negotiations Committee**

**2022 Union Negotiations Committee Members**

*Ed Popp*

*Karen Pundsack, Executive Director*

*Randy Winscher*

*Ryan McCormick, Associate Director – Human Resources*

The President shall appoint a Union Negotiations Committee tasked with contract negotiations.

This team meets as needed. The Library Services Coordinator Unit and General Unit bargaining agreements expire at the end of 2025.

January 17, 2023

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 15, 2022**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, November 15, 2022, at 6:10 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Mary Eberley, Melissa Fee, George Fiedler, Lisa Fobbe, Lynn Grewing, Gary Kneisl, Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused: Jayne Dietz, Christine Husom, Jacey Wallace

GRRL Staff Present: Breanne Fruth, Ryan McCormick, Karen Pundsack, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Gary Kneisl made a motion to adopt the agenda as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**APPROVAL OF MINUTES**

Wayne Bauernschmitt made a motion to approve the September 20, 2022, Board minutes and November 1, 2022, Executive Committee minutes as presented. Seconded by George Fiedler, the motion carried unanimously.

**PUBLIC OPEN FORUM**

May Kay Huhne from St. Joseph discussed the book *It's Perfectly Normal* and expressed thoughts about its contents. She requested removal of the book from library shelves. She also asked questions about GRRL's collection decision process and referred to GRRL's selection responsibilities.

Sandy Klocker from Avon spoke about awareness of sex trafficking in St. Cloud and distributed a postcard to Board members and staff. She referred to the books *It's Perfectly Normal* and *Gender Queer*, commented about pornography, and expressed concerns. She also referred to GRRL's reply to her Request for Reconsideration form.

Mel Tadych from St. Cloud stated that indoctrination of children is a serious matter. He explained situations to support the comment and shared personal experiences.

**FINANCIALS**

**Bills**

Lisa Fobbe made a motion to approve the October and November bills and November bills addendum as presented. Seconded by Mary Eberley, the motion carried unanimously.

**Financial Reports**

Melissa Fee made a motion to accept the September and October financial reports as presented. Seconded by Al Amdahl, the motion carried unanimously.

**CONSENT AGENDA****Arts & Cultural Heritage Fund FY2020 Completion Report****All Staff Day Library Closure Request**

Mary Eberley made a motion to approve above consent agenda items as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

**COMMUNICATIONS**

There were no communication items.

**PRESENTATIONS****GRRL Year-End Campaign***GRRL Year-End Campaign*

Communications & Development Coordinator Breanne Fruth informed the Board this is GRRL's biggest annual fundraiser. The Board was encouraged to participate and be a leader in the year-end campaign. Envelopes and a GRRL pen were provided for each member. She added that Board participation, rather than dollar amount, is important as we are asked how the Board supports our work and fundraising.

Mary Eberley shared that it has been an honor to serve on the Fund Development Committee (FDC) and support the library's fundraising efforts. Prior to possibly leaving the FDC at the end of 2022, she would like to see GRRL finally obtain 501(c)(3) status and have 100 percent Board participation with this fundraiser. The FDC also needs membership participation from the Board and others.

Leigh Lenzmeier reiterated his suggestion from last year for Board members to contribute one or two meeting per diems.

**STAFF REPORTS****Executive Director's Report****Management Reports****Building Reports****Staff Recognition Report**

Executive Director Karen Pundsack provided an update about the delayed distribution of state Regional Library Basic System Support (RLBSS) funds. She was informed the needed adjusted net tax capacity (ANTC) figures have been received by the Department of Revenue. After data is updated, payments will be made.

**COMMITTEE REPORTS****Finance Committee***Third Quarter Financial Report**Designation for User Survey**Designation for Network Penetration Testing**2022 Budget Surplus as 2024 Budget Revenue*

Ed Popp reported that the Finance Committee discussed and approved the above items.

Randy Winscher made a motion to approve the Finance Committee report as presented. Seconded by George Fiedler, the motion carried unanimously.

**Personnel Committee***Executive Director Annual Evaluation – Closed Session*



Melissa Fee reported that the Personnel Committee met in closed session to conduct the performance review of Executive Director Karen Pundsack. Based on feedback from board members and Karen's direct reports, she exceeded performance in the six areas of review.

In response to a Board member request, Karen answered questions about next year's goals.

Melissa Fee made a motion to approve the Personnel Committee report as presented. Seconded by Zurya Anjum, the motion carried unanimously.

#### **Executive Committee**

Wayne Bauernschmitt reviewed the items addressed by the Executive Committee. He commented that Karen Pundsack shared policy update and revision details at the meeting.

#### **Fund Development Committee**

The FDC met on October 12. As part of the Year-End Campaign, Breanne Fruth stated committee members will be calling major donors to thank them for past participation and ask them to participate again. Each will receive a list from her in late November or early December to begin connecting with the major donors.

#### **Central Minnesota Libraries Exchange (CMLE) Board**

Zurya Anjum stated discussion at the last CMLE Board meeting included CMLE's office space lease and that they were obtaining legal counsel for next steps.

#### **UNFINISHED BUSINESS**

##### **Library Development Plan**

The Library Development Plan draft was discussed at the Board's October work session. Karen Pundsack pointed out updated text for an alternative service model that is not recommended and edits from the work session discussion. Next steps for this three-year plan are to contact the cities of Belgrade, Cold Spring, Sauk Centre, and Waite Park about facility improvements.

Zurya Anjum made a motion to approve the Library Development Plan as presented. Seconded by Mary Eberley, the motion carried unanimously.

##### **Elk River Open Hours Adjustment**

The City of Elk River and GRRL decided to discontinue the 5-year Additional Open Hours agreement effective January 1, 2023. Staff vacancies allowed adjustments to be made without impacting staff directly. GRRL worked with the city and patrons to determine a new open hours schedule.

##### **Executive Director Annual Evaluation Summary**

This summary was included in the Personnel Committee report.

##### **Labor Negotiations Discussion – Closed Session**

*Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03*

George Fiedler made a motion to close the Board meeting at 6:56 p.m. pursuant to Minnesota Statute 13D.03 Closed Meetings for Labor Negotiations Strategy. Seconded by Zurya Anjum, the motion carried unanimously.

Present for the closed session discussion were the Board members, Executive Director Karen Pundsack, Associate Director – Human Resources Ryan McCormick, and attorney Susan Hansen of Madden Galanter Hansen LLP via telephone.

The Board open meeting resumed at 7:18 p.m.

#### **NEW BUSINESS**

A Board member asked about next steps with information from the public open forum speakers. Karen Pundsack replied that Associate Director – Collection Development Jami Trenam has responded to people who submitted reconsideration request forms. The group was also informed of options to continue the reconsideration process. At this point, they have not moved ahead with an appeal. Brief discussion followed.

#### **Farewell to Departing Members**

Ed Popp recognized Wright County Commissioner Christine Husom for her year of service with the GRRL Board. Since she was not present, her certificate of appreciation will be mailed. He also recognized Todd County Commissioner Gary Kneisl for his year of service and presented the appreciation certificate.

#### **BOARD OPEN FORUM**

There were no additional comments.

#### **NEXT MEETING**

The next Great River Regional Library Board of Trustees meeting will be Tuesday, January 17, 2023. An Executive Committee meeting is scheduled for November 29, 2022.

#### **ADJOURNMENT**

Randy Winscher made a motion to adjourn the meeting at 7:30 p.m. Seconded by Lisa Fobbe, the motion carried unanimously.

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Edward Popp, President

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Zurya Anjum, Secretary

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
November 15, 2022**

The Great River Regional Library (GRRL) Finance Committee was called to order by Board President Ed Popp on Tuesday, November 15, 2022, at 5:04 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Lisa Fobbe, Gary Kneisl, Ed Popp, Randy Winscher

Members Excused: Christine Husom, Leigh Lenzmeier

GRRL Staff Present: Amy Anderson, Karen Pundsack, Jay Roos, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Lisa Fobbe made a motion to adopt the agenda as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

**APPROVAL OF MINUTES**

The July 19, 2022, minutes were approved at the September 20, 2022, Board meeting.

**THIRD QUARTER FINANCIAL REPORT**

Amy Anderson, Associate Director – Accounting, reviewed the third quarter financial report with the committee. Overall, revenue is 83.5 percent received. Interest rates have increased. Grant payments from the state are behind for fiscal year for FY22-23; initial payments are expected in November. Expenditures are 65 percent spent. Personnel, vehicle fuel, library automation, and materials budget lines were highlighted.

Following brief discussion about vehicle insurance and fuel expenses, Wayne Bauernschmitt made a motion to approve the third quarter financial report as presented. Seconded by Gary Kneisl, the motion carried unanimously.

**DESIGNATION FOR USER SURVEY**

Executive Director Karen Pundsack stated the St. Cloud State University (SCSU) Survey Center completed a GRRL user/non-user survey in 2018. This survey would be conducted similar to last time with reports to the Board and Leadership Support Team. She explained how GRRL used the information from 2018 and what we would like to know now. After the designation request was prepared, SCSU forwarded an estimate of about \$12,000.

Randy Winscher joined meeting at 5:13 p.m.

After comments and suggestions, Lisa Fobbe made a motion to approve the user survey designation with a cost not to exceed \$10,000. Seconded by Wayne Bauernschmitt, motion carried unanimously.

**DESIGNATION FOR NETWORK PENETRATION TESTING**

Jay Roos, Associate Director – Information Technology, informed the group that GRRL's last network penetration test was in 2020, and all findings have been corrected. The recommendation is to test

annually. This designation will begin the cycle, then funds will be incorporated in the next budget. After GRRL's firewall replacement in 2023, it will be a good time to test everything.

Randy Winscher made a motion to approve the network penetration testing designation as presented. Seconded by Gary Kneisl, motion carried unanimously.

#### **2022 BUDGET SURPLUS AS 2024 BUDGET REVENUE**

The 2022 Budget surplus is projected to be around \$300,000. Wayne Bauernschmitt made a motion to approve using the surplus funds as 2024 Budget revenue. Seconded by Lisa Fobbe, the motion carried unanimously.

#### **NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, January 17, 2023.

#### **ADJOURNMENT**

Ed Popp adjourned the meeting at 5:23 p.m.

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Leigh Lenzmeier, Chair

**GREAT RIVER REGIONAL LIBRARY  
PERSONNEL COMMITTEE MINUTES  
November 15, 2022**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, November 15, 2022, at 5:32 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Melissa Fee, Lynn Grewing, Ed Popp, Randy Winscher

Members Excused: Jayne Dietz, Jacey Wallace

GRRL Staff Present: Ryan McCormick, Karen Pundsack, Patricia Waletzko

**ADOPTION OF AGENDA**

Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Al Amdahl, the motion carried unanimously.

**APPROVAL OF MINUTES**

The July 19, 2022, minutes were approved at the September 20, 2022, Board meeting.

**EXECUTIVE DIRECTOR ANNUAL EVALUATION – Closed Session**

Randy Winscher made a motion to close the Personnel meeting at 5:33 p.m. pursuant to Minnesota Statute 13D.05, Subd. 3(a) – closed meeting for employee performance review. Executive Director Karen Pundsack's annual evaluation was for the period October 2021 through September 2022. Seconded by Ed Popp, the motion carried unanimously.

Present for the closed session were the Personnel Committee members, Karen Pundsack, and Associate Director – Human Resources Ryan McCormick.

The Personnel Committee open meeting resumed at 6:01 p.m.

**NEXT MEETING**

The next Great River Regional Library Personnel Committee meeting is to be determined.

**ADJOURNMENT**

Melissa Fee adjourned the meeting at 6:02 p.m.

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Melissa Fee, Chair

January 17, 2023

**GREAT RIVER REGIONAL LIBRARY  
EXECUTIVE COMMITTEE MINUTES  
November 29, 2022**

The Great River Regional Library (GRRL) Board Executive Committee meeting was called to order by President Ed Popp on Tuesday, November 29, 2022, at 12:05 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Lisa Fobbe, Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused: Zurya Anjum, Gary Kneisl

GRRL Staff Present: Amy Anderson, Ryan McCormick, Karen Pundsack, Patricia Waletzko

**COLLECTIVE BARGAINING UNIT AGREEMENTS**

**Library Services Coordinator Unit**

**General Unit**

The Library Services Coordinator Unit and General Unit Agreements were negotiated over the last couple months. They are similar, three-year agreements. Executive Director Karen Pundsack pointed out changes from the current agreements: dues deduction language, personal day addition, health insurance language and benefit options due to the employee benefit plan restructure. Details were provided about employee and employer insurance coverage changes and wage increases. There will be a benefit reopener in each of the next two years to review group health insurance increases and employer contributions.

The bargaining units and GRRL agreed to have the Labor Management Committee (LMC) meet in 2023 about mileage language changes. A Memorandum of Understanding regarding mileage will be completed for each unit after the LMC addresses the topic.

Leigh Lenzmeier made a motion to approve the AFSCME Council 65, Local 1345, Library Services Coordinator Unit and General Unit Agreements for the period January 1, 2023 through December 31, 2025, as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**NEXT MEETING**

The next Great River Regional Library Board of Trustees meeting will be Tuesday, January 17, 2023.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 12:13 p.m.

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Edward Popp, President

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Zurya Anjum, Secretary

January 17, 2023





## 2023 Annual Financial Designations

Submitted by Amy Anderson, Associate Director of Accounting

### BOARD ACTION REQUESTED

Information
  Discussion
  Action Requested

### RECOMMENDATION

Approve the 2023 depository designations, authorized account signers, and most recent letter of credit as detailed in the attached documents.

### BACKGROUND INFORMATION

Supporting Documents Attached

- Statement of Annual Financial Designations
- Letter of Credit No. 2234-9332 dated December 29, 2022, from FHLB on behalf of Bremer Bank, N.A.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$                      Funding Source:                      Budgeted:  Yes     No     N/A

### ACTION

Passed                       Failed                       Tabled



## Annual Financial Designations

**a. Designation of Associate Director of Accounting as Custodian of Library Funds**

The Associate Director of Accounting serves as Finance Manager. The Service Agreement, in Section 4.1 states the following:

*The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library.*

*The Board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements, and preparing financial statements.*

**b. Designation of Approved Depositories**

The following depositories have been designated for banking services of the Great River Regional Library System by the GRRL Board of Trustees:

Bremer Bank, N.A.	Savings Account Expense Checking Account Payroll Checking Account Petty Cash Checking Account Certificates of Deposit
MAGIC Fund	Liquid Savings Account Investments
Stearns Bank	Certificates of Deposit
Minnesota National Bank	Certificates of Deposit
Falcon National Bank	Certificates of Deposit
MAGNIFI Financial	Certificates of Deposit
Spire Credit Union	Certificates of Deposit
Trustone Financial Credit Union	Certificates of Deposit

Approval of these designations is required by the Board of Directors.

**c. Acceptance of Current Letter of Credit**

The following collateral amounts are assigned to Great River Regional Library by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, N.A.:

\$100,000.00 Letter of Credit #2234-9332 dated December 29, 2022

Acceptance of this document by the Board of Directors is required.

**d. Designation of Authorized Account Signers on Bank Accounts**

The following persons are designated as account signers on the bank accounts held by Great River Regional Library:

- The newly elected President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Associate Director, Accounting
- Linda Treb, Accounting Specialist

Designation of these organization members as authorized account signers is required by the Board of Directors, and allows signers to sign checks and conduct banking transactions on behalf of the organization.



LETTER OF CREDIT NO. 2234-9332

Effective Date: December 29, 2022

Great River Regional Library  
amy@grrl.lib.mn.us  
1300 W St Germain St  
St Cloud, MN 56301  
Attention: Amy Anderson

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-9332 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$100,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.
2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.
3. If a Drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such Drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such Drawing. If a Drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the Drawing was not in accordance with the Letter of Credit, you may attempt to correct any such Drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.
4. As used herein "business day" shall mean any day other than a Saturday, Sunday, a day on which financial institutions in the State of Iowa are authorized or required by law to close or on which the Fed wire system of the Federal Reserve Board is closed for fund transfers.

5. Only you may make a Drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a Drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on March 07, 2023 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES  
909 Locust Street  
Des Moines, IA 50309

By:  \_\_\_\_\_

Risk, Money Desk and Cash Settlement Manager Dec 29, 2022  
Title: \_\_\_\_\_

Effective Date: December 29, 2022

LETTER OF CREDIT NO. 2234-9332

**EXHIBIT A**  
**DRAWING CERTIFICATE**

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-9332 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.
2. The amount of the Drawing when added to the amount of any other Drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.
3. Payment by the Bank pursuant to this Drawing shall be made by wire transfer in immediately available funds to \_\_\_\_\_, ABA Number \_\_\_\_\_, Account Number \_\_\_\_\_, Attention: \_\_\_\_\_, Re: \_\_\_\_\_.

IN WITNESS WHEREOF, this Certificate has been executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GREAT RIVER REGIONAL LIBRARY**

By \_\_\_\_\_

Title: \_\_\_\_\_





# Official Newspaper Designation for 2023

Submitted by Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Designate the *St. Cloud Times* as GRRL’s official newspaper for public announcements and legal notices.

## BACKGROUND INFORMATION

- Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in the years 2017 – 2022.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A
 Funding Source:
 Budgeted:  Yes  No  N/A

## ACTION

- Passed
  Failed
  Tabled

January 17, 2023

Sent via electronic mail.

January 6, 2023

Great River Regional Library,  
Board of Directors and Karen Pundsack, Director  
1300 West St. Germain Street  
St. Cloud, MN 56301

Dear Ms. Pundsack:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

**Summary of Engagement Terms:**

**Level of Attest Service:** Audit in accordance with *Government Auditing Standards* (Government Yellow Book Audit)

**Financial Statements:** Governmental activities and the General Fund

**Financial Reporting Framework:** Accounting principles generally accepted in the United States of America

**Period:** As of and for the Year Ended December 31, 2022

**Required Supplementary Information:** Management's Discussion and Analysis, Schedule of Library's and Non-employer's Proportionate Share of Net Pension Liability - Minnesota PERA, Schedule of Library's Contributions to Retirement Fund - Minnesota PERA

**Supplementary Information:**

- **Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules:** Opinion in relation to the financial statements as a whole
- **Introductory Section and Statistical Section of the Comprehensive Annual Financial Report:** N/A

**Attest Engagement Partner:** Nancy Schulzetenberg

**Fees:** We estimate that our fees for these services will be \$16,500 for the audit, and \$4,230 for non-audit services including accrual trial balances and preparation of the financial statements. If necessary, the fee for the federal single audit will range from \$3,000 - \$5,000, per program.

**Non-attest Services:** Preparation of the financial statements/schedule of federal awards, if applicable.

We appreciate the opportunity to be of service to you and believe this letter and the attached **audit engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and as further detailed in the attached **audit engagement agreement**, please acknowledge your acceptance by signing and returning it to us.

I have read, and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

*Nancy Schulzetenberg*

Nancy Schulzetenberg, Certified Public Accountant  
BerganKDV

Acknowledged by:

*Karen Pundsack*

Title: Executive Director



**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

**AUDIT SCOPE AND OBJECTIVES**

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, the supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the financial statements, or the other supplementary information appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

We will identify significant risks of material misstatement as part of our audit planning. Audit planning and plan modifications continue throughout the course of the audit, as such, identified risks will include those identified and communicated to you previously, including during the prior year, modified for additional significant risks identified and prior risks no longer considered significant. These significant risks and modifications will be communicated to you throughout the audit process. A complete summary of significant risks identified will be included in our communications letter, required communications to those charged with governance.

Our audit of the financial statements does not relieve you of your responsibilities.

**THIRD-PARTY SERVICE PROVIDERS**

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

**AUDIT PROCEDURES – INTERNAL CONTROL**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing

**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**AUDIT PROCEDURES – COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**OTHER SERVICES**

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements, that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

**INDEPENDENCE**

Professional and certain regulatory standards require us to be independent in the performance of our services in both fact and appearance. As such, we will not perform any management functions, make any management decisions, or perform any services or activities, without the appropriate safeguards, that would impair our independence.

You agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, financial statements, related notes, and any other non-attest services we provide. You will be required to acknowledge in the management representation letter the non-attest services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, and any other non-attest services we provide; you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

To ensure that our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, because we incur significant time and expense in hiring and training our personnel, if you hire any of our personnel who provided services to you in the preceding 12 months you agree to pay us a fee of 50% of that individual's annualized compensation.

**REPORTING**

We will issue a written report upon completion of our audit of the governmental entity's financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the governmental entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The attest engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

**FEES AND INVOICING**

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or disruptions in providing our services. If significant additional time is necessary, our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting or other regulatory standards will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

We commit staff and resources to your engagement at the time scheduled with you and your team. Failure to provide the required documentation and engagement support by the agreed upon due dates may result in an inconvenience fee of 25% of the base fee noted in the summary of engagement terms.

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees we may incur.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

**ENGAGEMENT ADMINISTRATION AND OTHER**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.



**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

The audit documentation for this engagement is the property of BergankDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BergankDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

**MANAGEMENT WRITTEN REPRESENTATIONS**

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

**DISPUTE RESOLUTION**

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

**AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties of conduct nonbinding mediation.

**LIMITATION OF LIABILITY**

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

**PREVAILING TERMS**

In the event of any conflicts or inconsistencies between the terms of this engagement agreement and summary of engagement terms, and any other contract or agreement, the terms and conditions of this agreement prevail.

**SEVERABILITY**

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

**POWER AND AUTHORITY**

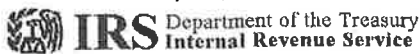
Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

**PEER REVIEW REPORT**

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at [www.BerganKDV.com](http://www.BerganKDV.com) or will be provided in alternate formats upon request.

January 17, 2023

Item 9.2



OGDEN UT 84201-0038

In reply refer to: 0150517243  
Dec. 15, 2022 LTR 4168C 0  
41-0976030 000000 00  
00018317  
BODC: SB

GREAT RIVER REGIONAL LIBRARY  
1300 W GERMAIN ST  
ST CLOUD MN 56301-3414

019049

Employer ID number: 41-0976030  
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Dec. 06, 2022, about your tax-exempt status.

We issued you a determination letter in FEBRUARY 2022, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're a private non-operating foundation as defined under IRC 509(a).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

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GREAT RIVER REGIONAL LIBRARY  
1300 W GERMAIN ST  
ST CLOUD MN 56301-3414

time).

Thank you for your cooperation.

Sincerely yours,



Cathy M. Snider, Operations Mgr.  
Accounts Management Op 3



December 20, 2022

The recent attention focused on the book entitled, *It's Perfectly Normal* by Robie H. Harris, prompts the Intellectual Freedom Committee of the Minnesota Library Association to extend its support to the Great River Regional Library (GRRL) and its dedication to making the widest range of materials available in their library, including this title.

*It's Perfectly Normal*, by Robie H. Harris and Michael Emberley, is meant to teach kids about sexual health, emotional health, and puberty. This nonfiction work has been fact-checked by pediatricians, biologists, and lawyers to make sure that the information is accurate and up to date. There is information not only about sex education but also about current issues about internet safety and sexting. The Mayo Clinic Medical Libraries has this work in its collection as well. The Harvard Medical School uses the 2021 edition, which is owned by GRRL, as a teaching tool for its students. In addition to violating the first amendment and young library patrons' rights to free speech, pulling this book would deprive its intended audience of access to information written with them in mind. This book belongs in the library, in the juvenile collection. It is an important part of the collection, especially for children's education on sexual health from a reliable source.

The Intellectual Freedom Committee furthers the growth, education, and progress of library workers, trustees, and the general public in their efforts to preserve intellectual freedom. Intellectual Freedom is the right of every individual to have access to information. In addition, it is an essential value of every library and a constitutional right. Libraries provide free access to and choice of materials, programs, and informational resources ([Minnesota Public Library Trustee Handbook, 2017](#)).

Efforts to ban books in both public and school libraries have increased in Minnesota and the United States recently. *It's Perfectly Normal* fits in with the juvenile nonfiction collection of the GRRL's library. In Article II of the Bylaws of the GRRL Board of Trustees, it states their purpose is, "to

promote the best possible use of all library resources in the area, to improve existing services, and to extend library service to those not previously served” (GRRL Bylaws, 2022). The book also aligns with [GRRL’s Collection Development Policy](#):

- Materials which contain unorthodox language or frank treatment of certain situations and which may be objectionable to some people may be selected if they provide accurate information and/or portray realistic or well-drawn characters and situations in the context of the genre.
- Materials are selected on the basis of the content as a whole and without regard to the personal history of the author, composer or producer. Each work is considered on its own merit.
- GRRL recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions such as religious, social, political or economic topics to enable patrons to make up their own minds about controversial subjects. Library materials will not be marked or identified by GRRL to show approval or disapproval of the contents. Materials will not be sequestered except for the purpose of protecting them from damage or theft. GRRL does not promulgate particular beliefs or views; nor is the selection of any given material equivalent to endorsement of the author’s views. GRRL tries to provide materials representing all approaches to public issues, including those of a controversial nature. GRRL is aware that one or more persons may take issue with the selection of any specific item, and will consider any expression of opinion by patrons. However, GRRL does not undertake the task of pleasing all patrons by the elimination of items selected after due deliberation under guidance of the policies expressed herein. To provide a resource where individuals may examine many points of view and make their own decisions is one of the most important purposes of any public library.
- Since GRRL has a responsibility to protect the rights of all patrons, it does not limit the scope of its collection; neither are materials placed in restricted areas because some

individuals may object to their accessibility. Although library staff offer guidance in the selection of materials, monitoring the reading and viewing of children is entirely the responsibility of their parents or legal guardians.

The American Library Association created a Library Bill of Rights. We stand by this document. These first four articles are especially relevant to our current situation.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

The Library Bill of Rights extends into schools and minors' rights. Educators and library staff choose materials that help children develop their knowledge, critical thinking skills, and role in civil society and we fully support them in this pursuit. We encourage parents to read and discuss books with their children, knowing they may well reflect or possibly challenge your family's values. Discussions such as this allow families to connect with each other over important subjects and build deeper relationships. Each family is different and will not approach the material in the same way. It's critical that First Amendment rights be protected for all communities and families.

A reminder from the [Minnesota Public Library Trustee Handbook, 2017](#), that, “Intellectual freedom requires libraries to resist all efforts to censor library resources. Censors pressure public institutions, like libraries, to suppress and remove from public access information they judge inappropriate or dangerous so that no one else has the chance to read or view the material and make up their own minds about it ([Minnesota Public Library Trustee Handbook, 2017](#)).” The Intellectual Freedom Committee encourages the public and the Great River Regional Library Board to trust the professional opinions of its library staff and Director who recommend the item remains in the juvenile nonfiction collection of their library.

Respectfully,

The Intellectual Freedom Committee of the Minnesota Library Association [mnlibraryassociation.org](http://mnlibraryassociation.org)

Kate Eidem  
Intellectual Freedom Committee



## **2023 Minnesota Library Association (MLA) Legislative Priorities (DRAFT)**

- **Support Lifelong Learners by Improving Minnesota’s Library and School Services**
  - By securing increased funding and a corresponding formula change for Minnesota’s 12 regional public library systems to provide the essential and stable support needed by citizens, students, and lifelong learners to reach their educational, personal, and professional goals.
  - By defining a school library media center to increase student and classroom teacher access to licensed library media specialists and to improve student academic achievement.
  - By securing increased funding for Minnesota’s seven multicounty multitype library systems to provide continuous support for school, academic and special library staff.
  - By supporting Minnesota Department of Education/State Library Services policy language recommendations contained in the 2022 MDE policy bill.
  
- **Assist Library Communities in Securing Arts & Cultural Programming and Safe & Accessible Facilities**
  - By supporting Arts & Cultural Heritage funding for regional public library systems to ensure arts, arts education, and Minnesota history and cultural heritage access.
  - By partnering with the Minnesota Department of Health (MDH) to secure grant funding for libraries to support local telehealth needs.
  - By maintaining Local Government Aid (LGA) and County Program Aid to help local governments sustain quality library services.
  - By advocating for investment in infrastructure to repair, modernize, and construct library facilities to ensure safe, accessible, and welcoming library spaces.
  - By continuing to have open conversations regarding library Maintenance of Effort (MOE) with the League of Minnesota Cities (LMC) and Association of Minnesota Counties (AMC).
  
- **Expand Broadband and Digital Equity for All Minnesotans**
  - By expanding resources for the Electronic Library of Minnesota and other Open Educational Resource platforms that enable every resident of the state of Minnesota to have access to the highest quality online resources, including research databases, career prep tools, and more.
  - By maintaining Regional Library Telecommunication Aid (RLTA) funding and exploring new spending guidelines to secure equitable high speed connections for K-12 school and public libraries.
  - By supporting initiatives and investment in broadband to ensure affordable, high-capacity internet access is available to all Minnesotans.
  
- **Protect Intellectual Freedom and Equitable Access to Resources**
  - By monitoring and addressing legislation impacting public and school libraries and by protecting intellectual freedom by opposing library censorship.

January 17, 2023



1300 St. Germain Street West  
St. Cloud, Minnesota 56301  
Telephone 320-650-2500 Fax 320-650-2501

## **Board of Trustees 2023 Meeting Schedule**

### **St. Cloud Public Library at 6:00 p.m.**

The scheduled dates are the third Tuesday of each month, notice pursuant to Minn. Statute 13D.04, Subd. 1.  
Special meetings are outside of the regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 2.

January 17 – Annual Meeting

February 21 – Work Session

March 21

April 18 – Work Session

May 16

June 20 – Work Session

July 18

August 15 – Work Session

September 19

October 17 – Work Session

November 21

December 19 – Work Session

January 17, 2023

## Executive Director Report January 2023

### Leadership Support Team (LST)

The Leadership Support Team will be meeting more frequently in first quarter 2023 to establish goals and targets for the coming year. The team reviewed our ground rules and let the rules stand as written. We updated the 2023 staff meeting and training schedule. We also reviewed fourth quarter 2022 strategic plan progress and key metrics. A full report will be given to the GRRL Board at the February 21st work session.

The team is focusing on 2023 organizational, department and personal priorities. We read Harvard Business Review articles on strategy and execution to frame the conversation. LST will continue to review progress on 2022-2025 strategic plan objectives to create targets and a timeline for 2023.

### 501(c)(3)

We received official notice from the Internal Revenue Service (IRS) that GRRL has obtained 501(c)(3) non-profit status. This is a dual status for GRRL. We continue to be recognized as a 509(a) entity. It has taken several years to obtain the status. We needed to submit the application materials twice due to a break in communication with the IRS during the pandemic. Obtaining this status was a goal initially set in the 2018 Fundraising Plan. Next steps will be reviewing bylaws, policies and internal processes to see what needs to change to best leverage this new status.

### SCSU User Survey

We started conversations with St. Cloud State University (SCSU) Survey Center to conduct the 2023 User survey. The survey will repeat some questions from the 2018 User/Non-user survey for comparison. We will also dive more deeply into learning more about borrower retention. We want to understand better why people use the library and choose not to return. We aim to launch the survey in early spring.

### TESTIFY Exhibit

Patron Services Specialist Beth Ringsmuth Stolpman and I are working with Georgi Page from the Page Education Foundation. Our goal is to extend access to an exhibit called TESTIFY. The idea for this exhibit extension began at the Minnesota Library Association conference in October where retired Minnesota Supreme Court Justice Alan Page was a keynote speaker.

TESTIFY is an Americana collection from Alan and Diane Page. It features art and artifacts regarding race relations in the 19<sup>th</sup> through 21<sup>st</sup> centuries. The exhibit will be featured at the Minneapolis Central Library in February and March. The exhibit extension will be made available in Central Minnesota through Arts & Cultural Legacy funding. We are working with local partners and libraries statewide to make the exhibit accessible across the state.

### Highlighted Executive Director Activities since November Board Meeting

November 16 – St. Cloud Chamber Government Affairs, LST Board follow-up meeting, State Library Services interviews

November 21 – State Library Services interview follow-up, MLA Board of Directors

November 23 – Elk River branch visit with PSS Jeannette Burkhardt

November 29 – GRRL Executive Committee

November 30 – Leadership Support Team  
December 1 – Minnesota Chamber policy tour, State Library Services interview, Benefits Open Enrollment meeting  
December 2 – Benefits Open Enrollment meeting  
December 6 – Create CommUNITY Advisory Board  
December 7 – MLA Legislative Committee, CRPLSA online meeting  
December 8 – Howard Lake building meeting  
December 14 – St. Cloud Chamber legislative preview  
December 15 – St. Cloud Quarterly Business Review, RLTA planning meeting  
December 21 – Leadership Support Team meeting  
December 28 – SCSU Survey prep meeting  
January 4 – MLA Legislative Committee  
January 5 – SCSU survey prep  
January 6 – EPIC Career Kit delivery  
January 9 – Career Solutions Program Committee meeting  
January 10 – MLA Subunit orientation  
January 11 – CMLE meeting  
January 12 – Leadership Support Team meeting  
January 17 – MLA Board of Directors meeting

## Management Reports January 2023

**Amy Anderson**  
**Associate Director – Accounting**

### Financials

Quarter four ended with an operating surplus of \$407,350. This amount is after removal of the approved fund designation for the library user survey in 2023. On December 31, 2022, revenues were 101.53% received, and expenses were 96.92% of the yearly budget. The surplus will become part of the non-signatory revenue lines of the 2024 budget, as approved at the November 2022 Finance Committee meeting.

### Investments

On December 31, 2022, the interest rates for Bremer and MAGIC savings were 1.24% and 4.22%, respectively. The GRRL portfolio currently has 22 certificates of deposit (CD). Three are invested with local institutions. This is an increase of 13 accounts from December 2021. The CD portfolio interest rate rose by 2.65% during 2022. There are two remaining investment maturities in January. This is in line with our strategic plan objective to maximize library financial investment options.

### Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Cgf Community Bank, Lutherville, MD	11/22/2022	\$248,000.00	0.70%	\$1,559.34
Blue Sky Bank, OK	12/07/2022	\$247,000.00	1.85%	\$2,436.16
American Plus Bank, CA	12/07/2022	\$248,000.00	1.45%	\$1,956.82
Cibc, MI	12/19/2022	\$248,000.00	0.75%	\$1,651.07
Financial Federal Savings Bank, Memphis	01/03/2023	\$248,000.00	0.85%	\$1,834.52

### Purchased and Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
First National Bank of McGregor, TX	11/22/2023	\$238,000.00	4.65%	\$11,424.00
Mission National Bank, CA	06/05/2023	\$244,000.00	4.70%	\$5,835.95
T Bank, TX	12/07/2023	\$238,000.00	4.82%	\$11,826.60
Preferred Bank, CA	06/20/23	\$244,000.00	4.75%	\$5,928.87
Cornerstone Bank, NE	09/18/2023	\$241,000.00	4.75%	\$8,767.78
Global Bank, NY	12/21/2023	\$238,000.00	4.80%	\$11,781.00
Financial Federal Savings Bank, TN	07/03/2023	\$244,000.00	4.75%	\$5,896.11

### Letter of Credit

Letter of Credit No. 2234-9332 was issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank issued for \$100,000 and dated December 30, 2022.

**Jeannette Burkhardt**  
**Patron Services Supervisor**

Staffing

Hiring continues to be a challenge throughout the region. We conducted interviews in November with Monticello and Delano Library Services Coordinators (LSCs) to fill Library Assistant positions at both locations. The southern portion of the region now has nine Library Assistant Substitutes. There are currently open assistant positions in Buffalo and Cokato. These positions will be posted this month.

Community Collaborations

The following are city-sponsored events that had local library involvement:

- The Becker Library participated in Santa's Breakfast by opening an hour early and providing 100 Take/Make kits for kids.
- The Delano Library participated in Crow River Christmas with window display vignettes based on the books, *Stranger in the Woods* by Carl R. Sams II and Jean Stoick and Robert Frost's *Stopping by Woods on Snowy Evening*.
- The St. Michael Library participated in the community WinterFest. The library reopened for three additional hours on December 3, 2022, for this event.
- The Becker, Big Lake and Monticello libraries all worked with local organizations, WorkForce and CentraCare, to bring instructional programs to the libraries for the public. These programs are part of the Edge Assessment goals in the strategic plan.

Locally Grown' Preparation

All libraries are preparing for the local fundraising campaign of Locally Growin' and setting fundraising goals at each location. Several libraries are planning to raise funds for special collection item kits, such as Pickleball equipment, snowshoes, Play2Learn toys for checkout and play panel activity centers/pieces.

**Brandi Canter**  
**Lead Patron Services Supervisor**

Programming with Added Community Value

The 2022-2025 Strategic Plan includes a goal to increase programs about digital skills, health and wellness, and economic development. GRRL locations offered over 100 of these programs in the second half of 2022. Of those, over 85% were digital skills – mostly drop-in Tech Tips. In these programs, patrons set up time for one-on-one help with their devices or online help.

In November and December, we offered programs with CentraCare health to help patients navigate MyChart, the health system's patient care portal. These were offered in communities with CentraCare facilities – eight programs between St. Cloud, Melrose, Monticello, Paynesville, Sauk Centre, and Long Prairie. We also offered programs with local WorkForce Centers to offer people the chance to learn more about employment resources and opportunities.

Public Services Team Update

The Public Services Team (PST) is regional and local staff who develop and review procedures we use to serve the public. After a break in 2020 and 2021, PST restarted in mid-2022. We meet every other month with representation from libraries around the region. The team seeks to make our procedures more findable, understandable, and usable for staff and thus improve the customer service experience for our patrons.



One of our current projects is to update the skills checklist used by new public services staff. These checklists guide learning the methods and processes for everything from registering new library cards to processing a damaged music CD. With recent changes like going fines free and software updates, there are many training topics that need to be updated and adapted.

The team is also updating procedures that front-line staff use for offsite library card registrations. These procedures provide avenues for GRRL staff to work with collaborative partners to get library cards for students, people in residential care facilities, and more.

**Breanne Fruth**  
**Communications & Development Coordinator**

Fundraising

Great River Regional Library’s 2022 Year-End Campaign began in October and runs through January 31, 2023. The campaign timeline is as follows:

- October: appeal letter mailed to Board of Trustees and Friends of the Library members; email to GRRL staff from Executive Director
- November: appeal letter mailed to donors from the past three years
- December: donor newsletter *Currents* mailed; “Reading Fundraiser” in the Beanstack tracker app (used to log reading and join reading challenges)
- January: reminder letter mailed to donors who have not yet given to the campaign

Current Campaign Totals (12/28/22)

	<b>2022 Goals</b>	<b>Current Totals</b>
Dollar Amount	\$86,000	\$56,919
Number of Donors	1,075	594
Board Participation	100%	80%
Staff Participation	15%	6%
Avg. Gift	\$80	\$95

Karen sent out an email on Monday, December 5, about her personal gift match for staff. Quoted from her email: "We aim to reach at least 15% staff participation this year and are currently at 1%. To help us achieve this goal, I personally will match every staff donation with a \$15 contribution up to \$600 this year. Any size donation counts – nothing is too big or small. Building a culture of philanthropy is one of our strategic plan objectives. Your contribution signifies how GRRL’s staff are committed to being a trusted source of information in Central Minnesota." As of Dec. 28, we had 16 staff members who accepted Karen's staff match challenge, totaling a \$240 match.

During the month of December, our reading challenge on the Beanstack app (where library users can log their reading, get book recommendations from librarians, and join reading challenges) was “Reading Fundraiser.” This gave Beanstack users the added opportunity to participate in GRRL’s Year-End Campaign through the app. When the campaign is completed, we will receive a check from Zoobean

**2023 Adult & Teen Winter Reading Program**  
January 3 through February 28

# Read for a Better World



- Keep track of your reading.
- Earn online badges.
- Make reading a habit.
- Get book recommendations.



Register at your library and enter drawings for prizes.  
Earn digital badges by registering online at [griver.beanstack.org](https://griver.beanstack.org)

**Explore...Learn...Connect...at [griver.org](https://griver.org)**

(parent company of Beanstack) from all those that donated. The campaign concluded on December 31, and we raised \$281 from 14 donations. We had 55 readers participate in the challenge, and 74,355 minutes were read.

The donor newsletter, *Currents*, is mailed out twice a year. Donors from the past year received their winter edition early this December. This edition included the following topics: detail on our Beanstack app, Summer Reading Program (SRP) sponsor highlight: Central Minnesota Noon Optimist, consider a meaningful planned gift, Reading Fundraiser in Beanstack, 2022 Year-End Campaign, and recognition for the 2022 SRP sponsors. You may find the Winter 2022 *Currents* issue here:

<https://griver.org/currents-newsletter>

Preparations begin for the Locally Growin' campaign in March 2023. This spring fundraiser is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches will select something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their branch and help raise money toward a tangible goal. I offered Zoom calls to Library Services Coordinators who had questions or wanted to brainstorm before determining their plans.

The department is also working on sponsorship forms to offer businesses for the 2023 SRP. This year, we will offer sponsorships of \$500, \$750, and \$1,000 to businesses to support local children and summer reading. This sponsorship opportunity will begin in February for local businesses and corporations.

### Communications

Our 2023 Winter Reading Program marketing began early January. LSCs chose their local marketing approach that would best fit their communities. Radio ads are featured on WJON, KASM, and KEYL/KXDL. Facebook boosted ads are on the following branch Facebook pages: Annandale, Becker, Big Lake, Cold Spring, Kimball, Monticello, and Waite Park. Newspaper ads are featured in *Bonanza Valley Voice*, *Wright County Journal Press*, *The Drummer*, *Patriot News*, *Enterprise Dispatch*, *Independent News Herald*, *Elk River Star News*, *Hometown News*, *Herald Journal*, *Morrison County Record*, *Star Post*, *Paynesville Press*, *Cold Spring Record*, *Crow River News*, *Sauk Centre Herald*, *Staples World*, and *Long Prairie Leader*.

**Cara Langston**  
**Patron Services Supervisor**

### Programming

In recent months, northern library branches have had success with collaborative winter events in the libraries. Many branches enjoyed Andrew Walesch, a Legacy performer, and his seasonal music performances. Long Prairie hosted the Grey Eagle Community Hand Bell Choir, and it holds the distinction of being one of the most well attended programs in recent memory with standing room only.

### Community Collaborations

Several branches participated and collaborated in local Chamber of Commerce or city events. The Richmond branch collaborated with the city's Tremendous event. Even with deteriorating weather, around 300 people stopped by the Richmond Library for refreshments and music. Melrose staff counted close to 700 people who visited the library for the Chamber's Holiday Kick Off event. Pierz Library participated in the city's Saint Nick Night and offered story time and a craft to 275 people. Staff across branches were excited to collaborate with community members for these events and welcome amazing numbers of people through their doors.

### Staffing

Staffing challenges seem likely to continue into the new year. In the past few months, we have been able to fill several Library Assistant positions that had proved difficult to fill. Some needed extended or multiple searches. While we are hopeful that we will return to a slower rate of hiring in the northern branches, we also acknowledge that this has taken more of everyone's time than it has in the past.

**Ryan McCormick**  
**Associate Director – Human Resources**

### Recruitment and Staff Retention

We continue working through the post-Covid employment turnover. In 2022, GRRL saw 44 employee terminations and 53 new hires or rehires (compared with 48 terminations and 44 hires in 2021). The labor market remains tight. We are grateful for the new staff who have brought their talents to GRRL and for those existing staff who have opted to stay.

With so many new faces and the ever-changing nature of public librarianship, training is a departmental priority for 2023. We will evaluate our Orientation Program and associated trainings to ensure they are meeting the needs of staff.

### Payroll/Benefits

Open enrollment was held December 1-9. As in the past few years, employees used the online Ease platform to make their elections. This year's process was a bit different, however. We had a structural change away from the benefit credit and toward employer-paid single coverage health insurance, long-term disability insurance, and life insurance for employees working over 30 hours per week. With a short timeline and new staff in both the Human Resources and Accounting departments, the undertaking was a learning experience and not without some bumps. However, we have remained on track. I am very appreciative of Amy Anderson's knowledge and tenacity throughout the process.

This year we are again contracting with a third party vendor to prepare our 2022 1094/1095 forms for Affordable Care Act (ACA) reporting to the Internal Revenue Service (IRS). The arrangement will make electronic reporting much easier and quicker. Funding will come from the HRIS budget line.

**Jay Roos**  
**Associate Director – Information Technology**

### American Rescue Plan Act (ARPA) Meeting Room Equipment

The ARPA meeting room project consists of three basic parts: telemeeting laptops, projector carts and meeting room TVs. The meeting room TVs have all been installed. Those TVs will provide a modern

display for patrons and staff to use to conduct normal or virtual meetings. The laptop portion will make laptops available at libraries with study rooms for patrons for virtual meetings. Information Technology (IT) has developed scripts, policies and settings in our management systems to secure and maintain the laptops. A group of staff has met to plan and discuss procedures for staff and communication to patrons about the use of those laptops. The procedures and equipment will be tested in a couple of locations before rolling out everywhere. The projector carts are being delivered by IT staff one at a time so basic training can be provided. The projectors are being placed in libraries where a meeting room exists, no projector currently exists and the room is managed by the library.

Penetration Test Mediation

One of the findings in our penetration test was the presence of obsolete operating systems. We have spent the year upgrading or retiring most of those servers. Recently, one of our Computer Systems Analysts undertook two significant migrations for both our help desk and backup software servers. Those migrations eliminated obsolete instances of Windows server from our environment. However, the work is not done, and we expect to spend a significant amount of time upgrading servers in 2023. In addition to a small number of already obsolete operating systems, Windows Server 2012 will become obsolete in October of this year. So we will be moving to migrate those servers as well.

Sartell Internet

Since the library locker system was installed in Sartell, we have subscribed to internet service through the State of Minnesota. Recently, the City of Sartell arranged a point-to-point network connection that runs from the locker to the St. Cloud library. IT staff worked with our firewall vendor to reconfigure the equipment and utilize the new connection securely. This arrangement allows the city to manage their costs without sacrificing patron privacy.

**Jami Trenam  
Associate Director – Collection Development**

Expanding the Digital Library

Digital library use continues to soar – the digital collection is GRRL’s second highest circulating branch.

In order to expand the digital library and meet increased usage, the materials budget doubled in 2022 compared to 2021. We accomplished the increase by dedicating \$100,000 of fundraised dollars to the digital library. We also realigned the physical materials budget to match circulation patterns.

While the budget doubled, the dollars did not spread as far as one might expect. First, the average cost per copy increased significantly in both eBook and eAudio format. Second, patrons check out more eAudiobooks than eBooks, and the audio format tends to cost twice as much as the eBook.

	<b>Digital Library Cost per Copy</b>		
	<b>Dollars Spent</b>	<b>Copies Purchased</b>	<b>Cost per Copy</b>
2021	\$154,160	5,755	\$26.79
2022	\$308,081	6,687	\$46.07

Despite the increased cost, the total size of the collection still grew, although modestly. More publishers adopted a metered access model: the license for the copy expires after a period of time or a certain number of uses. This means the growth rate of the collection does not match the pace of spending.

**Digital Library Collection Size**

	<b>eBook</b>	<b>eAudio</b>	<b>Total Collection</b>
2021	16,691	7,694	24,385
2022	17,287	10,631	27,918

Enhancing the Physical Collection of Library Materials

A large part of enhancing the physical collection is collection management, also known as weeding. In November, each library received customized weeding assignments to target the materials on their shelves most in need of evaluation. I create the assignments by analyzing the circulation of specific collections at each library. In December, I offered three Q&A sessions through Zoom to help staff run the reports needed in CollectionHQ to complete their assignments.

In November and December, I worked closely with Patron Services and Information Technology staff. We developed custom strategies to better address collection management in locations undersized for their activity (Waite Park and Cold Spring).

January 17, 2023

## Building Reports January 2023

### Brandi Canter Lead Patron Services Supervisor

#### Paynesville

There have been no recent developments on the Washburne Court renovation proposal as the city continues to work out details with the building owner.

#### Foley

The recarpeting project went smoothly and efficiently. By removing a little-used coat rack, the city was able to expand the available space for the children's collection. The repurposing of approximately 30 square feet made a huge difference in flow and layout. Patrons and staff appreciate the fresh, clean look.



*Foley Public Library children's collection -  
Former closet area is at top right.*

#### St. Cloud

A power failure on December 22, 2022, affected the building's fire-monitoring panel, parking lot lights, and the outdoor open sign. Electricians told us that a lighting panel for the exterior lights might have caused the issue. They hardwired the panel to breakers to get the main functions back up and running.

After the outage, we learned the fire-monitoring notices failed as well. These notifications go to a call-monitoring company, which results in phone calls to key staff. It did not send out a notice until 4:30 Christmas morning (low battery warning). While nothing was wrong with the fire-monitoring panel for alarms and sprinklers inside the building, the system is too old for current telecommunication technology. Therefore, the notices are not reliably making it to the call-monitoring company.

The City of St. Cloud plans to upgrade lighting at the St. Cloud Public Library in 2024. We are working closely with Brian Schoenecker, Assistant Public Works Director, about our electrical and lighting challenges and upgrade needs.

### Jeannette Burkhardt Patron Services Supervisor

#### Annandale

The Annandale Library experienced about a week of no heat December 17, 19, and morning of the 20th. The city had to order a part that did not arrive until the morning of December 20. Annandale re-opened that day for the afternoon hours. The heating issues seem to have been resolved.

#### Buffalo

A redesign for the Buffalo Library is moving forward as part of Buffalo's downtown revisioning project for 2040. On January 4, Library Services Coordinator (LSC) Katie Teesdale, Jami Trenam, the Buffalo Library Board chair, and I met with city administration and BKV Group architects to review a proposed

renovation/expansion to the library. The proposed library plan was submitted to the task force for review. Their recommendations will be shared with the Buffalo City Council later in January.

#### Howard Lake

The Howard Lake City Council met on Wednesday, December 14 to review the changes made to the new Howard Lake Library building plan by BKV Group. The city council consented with the changes and cost savings and will be putting the new plan out for bids in March. The Senior Center has indicated they would like to donate their remaining funds toward the library project also.

#### Elk River

The City of Elk River has been working on patching and painting walls in the Elk River Library. The wall color in the children's area is no longer available, so the LSC chose a new, brighter orange color to liven up that area.

Elk River has been experiencing issues with the alarm system going off unexpectedly. The LSC has been in contact with the alarm company. The recommendation was to continue to monitor the situation.

### **Cara Langston Patron Services Supervisor**

#### Cold Spring

The city is still in initial stages of planning a fire hall at the Granite Landing site and will be moving forward with an additional environmental assessment before purchasing the site. Like previous plans, the fire hall building will be the first phase of city building and/or relocation process for the fire department, city administration, police, and library. No additional discussions have taken place regarding the library or the current city building.

#### Eagle Bend

The exterior of the museum expansion is up, and the contractor is waiting on a plumbing inspection to continue with the interior of the building. Knowing that obtaining materials and state inspections can take time, the contractor's rough estimate is that the interior will take approximately two months to finish after he gets approval on the plumbing. In addition, the city continues to seek additional sources of funding to pay for the expansion. The city administrator recently applied for a grant that would fund the construction of a meeting/programming room in the addition.

#### Little Falls

Snow and ice removal has caused issues several times for patrons getting in and out of the building. The Library Service Coordinator is in contact with the city to find a solution.

#### Sauk Centre

Recent snowfall caused drifts near the sidewalk that impede our delivery drivers' ability to unload items safely. This could result in missed delivery of patron holds and other materials in the future. In addition, staff report patron difficulties accessing the library through drifts as well, especially patrons using mobility devices.



**Staff Recognition Report**

2023 – Quarter 1

January 1 – March 31

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>Supervisor</b>	<b>Celebration Date</b>	<b>Years of Service</b>
Paula	O'Connor	Grey Eagle/Long Prairie	Wehrspann, Amanda	1/29/2023	1
Timothy	Corcoran	GRRL - Distribution	Christensen, Heavenly	1/31/2023	1
Katerina	Wells	St. Cloud - Circulation	Blotkamp, Eric	2/22/2023	1
Becky	Aanerud	Monticello	Scherber, Marla	2/24/2023	1
Allison	Arndt	Elk River	Lundstrom, Lori	2/28/2023	1
Trudy	Laffer	Grey Eagle/Long Prairie	Wehrspann, Amanda	3/9/2023	3
Teresa	Foy	Buffalo	Teesdale, Katie	3/9/2023	3
Jan	Bothun	Monticello	Scherber, Marla	1/29/2023	5
Betty	Helget	Clearwater/Foley	Kuelbs, Shelly	2/12/2023	5
Karen	Weeres	Monticello	Scherber, Marla	2/14/2023	15
DeeAnn	Brost	GRRL - Collection Development	Nummela, Elizabeth	1/26/2023	25

**Retirements**

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>Supervisor</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Joseph	Floeder	Delano/Rockford	Jacobs, Theresa	12/9/2022	9

**Promotion Report**  
2022 – Quarters 3 and 4  
(July-December)

Last Name	First Name	Hire Date	Job Title	Department	Supervisor	Promotion Effective Date	Previous Job Title	Previous Department
Anderson	Amy	12/7/2020	Associate Director – Accounting	GRRL - Accounting	Pundsack, Karen	5/15/2022	Accounting Coordinator	GRRL - Accounting
Bean	Heather	8/8/2022	Library Associate	St. Cloud	Vig, Neil	8/8/2022	AmeriCorps VISTA	GRRL - Patron Services
Burkhardt	Jeannette	1/2/2007	Patron Services Supervisor	GRRL – Patron Services	Pundsack, Karen	10/3/2022	Library Services Coordinator	Becker/Big Lake
Jungroth	Jessica	5/20/2019	Technical Services Clerk	GRRL- Collection Development	Getz, Chris	8/8/2022	Technical Services Aide	GRRL – Collection Development
Mallo	Erin	6/2/2021	Payroll Generalist	GRRL – Accounting	Anderson, Amy	7/27/2022	Payroll Generalist – Intern	GRRL - Accounting
McCormick	Ryan	4/14/2014	Associate Director – Human Resources	GRRL – Human Resources	Pundsack, Karen	8/8/2022	Patron Services Supervisor	GRRL – Patron Services
Zellgert	Suki	5/7/2018	Technical Services Clerk	GRRL – Collection Development	Getz, Chris	8/8/2022	Technical Services Aide	GRRL – Collection Development

**New Hire Report**  
2022 – Quarters 3 and 4  
(July-December)

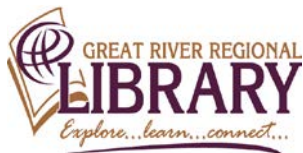
Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Johannes	Mary	7/11/2022	Custodian	St. Cloud	Vig, Neil
Czech	Mary	7/11/2022	Library Assistant	Albany/Melrose	Hannon, John
Lunning	Maiya	7/14/2022	Library Assistant	Cokato/Howard Lake	Wilson, Nicole
Bjellos	Caroline	7/25/2022	Library Aide	Monticello	Scherber, Marla
Balo	Luo	8/8/2022	Distribution Aide	GRRL - Distribution	Christensen, Heavenly
Filkins	Seamus	8/8/2022	Distribution Aide	GRRL - Distribution	Christensen, Heavenly
Zierden	Amber	8/8/2022	Distribution Aide	GRRL - Distribution	Christensen, Heavenly
Haliburton	Mary	8/8/2022	Library Assistant	Becker/Big Lake	Barry, Margot
Theis	Christina	9/6/2022	Library Associate	St. Cloud	Vig, Neil
Thole	Jane	9/20/2022	Library Assistant	Grey Eagle/Long Prairie	Wehrspann, Amanda
Staples	Lissa	10/3/2022	Library Assistant	Waite Park	Munz, Ellen
Winkelman	Amanda	10/3/2022	Circulation Aide	St. Cloud	Blotkamp, Eric
Siltman	Porter	10/3/2022	Circulation Aide	St. Cloud	Blotkamp, Eric
Smith	Tammy	10/3/2022	Library Aide	Monticello	Scherber, Marla
Trigg	Greta	10/3/2022	Library Assistant	Sauk Centre/Upsala	George, Marisa
Bergren	Austin	10/6/2022	Custodian	St. Cloud	Vig, Neil
Hague	Jacqueline	10/20/2022	Library Aide	Elk River	Lundstrom, Lori
Hauge	McKenna	10/20/2022	Library Aide	Elk River	Lundstrom, Lori
Sevre	Maggie	11/1/2022	Library Aide	Elk River	Lundstrom, Lori
Barry	Margot	11/14/2022	Library Services Coordinator	Becker/Big Lake	Burkhardt, Jeannette
Ziegler	Meghan	12/12/2022	Library Assistant	Little Falls/Swanville	Bruggenthies, Cindy
Decker	Dez	12/19/2022	Library Assistant	Delano/Rockford	Jacobs, Theresa
Zachman	Gael	12/30/2022	Library Aide	Annandale/Kimball	Asfeld, Carla

**Rehires**

Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Kapphahn	Angie	11/15/2022	Library Assistant SUB, Elk River	Library Assistant, Becker/Big Lake	7/2/2022
Derner	Brooke	12/27/2022	Library Assistant SUB, Elk River	Library Assistant, Monticello	10/26/2022

**Termination Report**  
2022 – Quarters 3 and 4  
(July-December)

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Allen	Heather	7/8/2022	Library Assistant	Little Falls/Swanville	Bruggenthies, Cindy	3/9/2022	0 years, 4 months
Way	Olivia	7/15/2022	Library Associate	St. Cloud	Vig, Neil	11/18/2021	0 years, 8 months
Sauve	Caitlin	7/22/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	6/14/2021	1 year, 1 month
Zongo	Delaine	8/1/2022	Library Associate	St. Cloud	Vig, Neil	9/9/2019	2 years, 11 months
Stang	Marileah	8/5/2022	Summer Library Aide	St. Cloud	Laing, Connie	5/31/2022	0 years, 2 months
Agre	Nicole	8/12/2022	Summer Library Aide	St. Cloud	Laing, Connie	6/2/2021	1 year, 2 months
Parker	Si Re	8/12/2022	Summer Library Aide	St. Cloud	Laing, Connie	6/2/2021	1 year, 2 months
Wolters	Clair	8/17/2022	Library Assistant	Sauk Centre/Upsala	George, Marisa	8/12/2019	3 years, 0 months
Wiger	Hannah	8/31/2022	Summer Library Aide	St. Michael	Bunting, Nancy	6/2/2022	0 years, 3 months
Yusuf	Sadia	9/2/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	6/1/2022	0 years, 3 months
Purdy	Audrey	9/10/2022	Library Aide	Elk River	Lundstrom, Lori	1/4/2021	1 year, 9 months
Downer	Kayla	10/14/2022	Library Assistant	Cokato/Howard Lake	Wilson, Nicole	6/17/2013	9 years, 4 months
Pudlick	Sheila	11/10/2022	Library Aide	Albany/Melrose	Hannon, John	7/15/2019	3 years, 4 months
Nevala	Kathy	11/28/2022	Library Assistant	Buffalo	Teesdale, Katie	6/20/2016	6 years, 5 months
Weldon	Cathy	12/4/2022	Library Aide	Waite Park	Munz, Ellen	4/25/2006	16 years, 8 months
Pahl	Elizabeth	12/9/2022	Senior Library Aide	Clearwater/Foley	Kuelbs, Shelly	2/26/2018	4 years, 10 months
Converse	Karen	12/17/2022	Library Aide	Little Falls/Swanville	Bruggenthies, Cindy	9/14/2015	7 years, 3 months



## Exit Interview Summary

July – December, 2022

Area of Question	Summary of Responses
<p><b>What did you enjoy most about your position?</b></p>	<ul style="list-style-type: none"> <li>▪ Learning something new</li> <li>▪ Getting to know regular patrons; co-workers are fun to be around</li> <li>▪ Interaction with patrons</li> <li>▪ Reader advisory, programs and interaction with patrons</li> <li>▪ Patrons, coworkers, atmosphere</li> <li>▪ Working with families and kids; liked doing craft preparations</li> <li>▪ Helping people, recommending books; subbing at different branches</li> <li>▪ Co-workers, environment, the books</li> <li>▪ Working with patrons in finding materials, creating crafts and events for all ages, making displays and showing off special parts of the library. Also, coworkers and how much everyone works as a team.</li> <li>▪ Forming new relationships and friendships with coworkers and patrons.</li> <li>▪ The variety of work.</li> <li>▪ The variety of duties and the diversity of my coworkers.</li> </ul>
<p><b>What would you have changed about the position?</b></p>	<ul style="list-style-type: none"> <li>▪ Nothing</li> <li>▪ FT hours and benefits; need to offer a living wage</li> <li>▪ Nothing – loved it</li> <li>▪ More hours, full time opportunities, overtime opportunities</li> <li>▪ Nothing</li> <li>▪ Hours were mostly evening so there was less patron interaction</li> <li>▪ Nothing</li> <li>▪ Nothing</li> <li>▪ NA</li> <li>▪ I originally wished for more technology responsibilities and exposure, but it turned out customer service was very fun and rewarding.</li> <li>▪ Full-time opportunities for Library Assistants.</li> <li>▪ Less hours per week/shorter shifts.</li> </ul>
<p><b>Supervisor</b></p>	<ul style="list-style-type: none"> <li>▪ Friendly, easy to talk to</li> <li>▪ OK</li> <li>▪ So great! Flexible, clear expectations, supportive</li> <li>▪ Always available for questions &amp; assistance, respected everyone’s needs</li> <li>▪ Good</li> <li>▪ Very kind and helpful; Always quick to respond</li> <li>▪ I enjoyed working for them</li> <li>▪ Knowledgeable about libraries, values patrons</li> <li>▪ Great, caring, great leader</li> <li>▪ My supervisors have all been excellent</li> <li>▪ No special feelings one way or another.</li> <li>▪ A very capable leader for our team and a gifted collaborator for community outreach.</li> </ul>
<p><b>Co-workers</b></p>	<ul style="list-style-type: none"> <li>▪ Good teachers, all are friendly</li> <li>▪ Love all of them</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Great! Very helpful and open</li> <li>▪ The best part of this job – everyone willing to help others</li> <li>▪ Good</li> <li>▪ A great resource and always willing to help</li> <li>▪ Helpful</li> <li>▪ Friendly and helpful</li> <li>▪ Love them</li> <li>▪ They are the best coworkers I have ever had at any job!</li> <li>▪ One of the best staff that I’ve ever worked with.</li> <li>▪ Each person brought their special gifts and interests to the job and made for a well-rounded and effective team.</li> </ul>
<p><b>Benefits utilized</b></p>	<ul style="list-style-type: none"> <li>▪ None</li> <li>▪ PTO</li> <li>▪ N/A</li> <li>▪ PTO, dental, vision</li> <li>▪ Good</li> <li>▪ N/A</li> <li>▪ None</li> <li>▪ None</li> <li>▪ PERA</li> <li>▪ PTO, PERA</li> <li>▪ PTO, PERA</li> <li>▪ None</li> </ul>
<p><b>Benefits to be offered</b></p>	<ul style="list-style-type: none"> <li>▪ They offer enough</li> <li>▪ Not sure</li> <li>▪ N/A</li> <li>▪ None</li> <li>▪ None</li> <li>▪ N/A</li> <li>▪ None</li> <li>▪ N/A</li> <li>▪ I think they offer great ones</li> <li>▪ Some kind of basic or even partial health insurance.</li> <li>▪ No preference.</li> <li>▪ N/A</li> </ul>
<p><b>Wage rates</b></p>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ Starting wage of \$17/hr is too low for degree holders. I would love to work here for a really long time, but I quite literally cannot afford to.</li> <li>▪ Great</li> <li>▪ Fair for position</li> <li>▪ Good</li> <li>▪ A bit low compared to many places that are hiring</li> <li>▪ Ok</li> <li>▪ Low</li> <li>▪ Good</li> <li>▪ Okay. I understand why they must be low, but a living wage would be better for everyone.</li> <li>▪ Good.</li> <li>▪ Have steadily increased over my years at GRRL.</li> </ul>

<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ OK</li> <li>▪ Great</li> <li>▪ Constantly learning on the job; as long as others are willing to help teach, it's fine</li> <li>▪ Good</li> <li>▪ Beneficial and went over a majority of what I needed to know</li> <li>▪ NA</li> <li>▪ Adequate for position</li> <li>▪ Online can be hard, but great information</li> <li>▪ The online training program and annual staff day were great.</li> <li>▪ Overly complicated for Library Assistant position.</li> <li>▪ A good variety was made available.</li> </ul>
<p><b>Morale in dept/branch</b></p>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ I think offering FT employment and a thriving wage could solve the lack of coverage and help retain staff</li> <li>▪ Great</li> <li>▪ Could be better. Everyone seems tired and overworked, but asked to do more and more</li> <li>▪ Good</li> <li>▪ Most showed kindness and were grateful for the work I was doing; everyone was very helpful</li> <li>▪ Good</li> <li>▪ Good, most of the time</li> <li>▪ Wonderful, great team!</li> <li>▪ Our branch has always been gifted with good, even high, morale.</li> <li>▪ Good</li> <li>▪ Very good</li> </ul>
<p><b>Work hours</b></p>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ Should offer FT hours and share Saturday hours.</li> <li>▪ Great</li> <li>▪ Need FT opportunities. Without reliable hours, it's hard to make a living</li> <li>▪ Good</li> <li>▪ Working more hours and more day time hours would be better</li> <li>▪ Alright</li> <li>▪ Good</li> <li>▪ Great</li> <li>▪ For me personally, the part-time hours were great.</li> <li>▪ Fair</li> <li>▪ While everyone would be open to more hours, the environment is such that people choose to stay.</li> </ul>
<p><b>Working conditions</b></p>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ Staff is great</li> <li>▪ Great</li> <li>▪ Sometimes scary as women staff with no security.</li> <li>▪ Good</li> <li>▪ Good</li> <li>▪ NA</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Great</li> <li>▪ Great</li> <li>▪ With our high morale and good working relationships, conditions were very good.</li> <li>▪ Good</li> <li>▪ Most everyone works fairly flexible hours with short shifts, so we are able to come in with full energy to address the tasks at hand, and feel free to utilize our creativity and vision to contribute to the services and programming at this location.</li> </ul>
<b>Reasons for leaving?</b>	<ul style="list-style-type: none"> <li>▪ FT job elsewhere</li> <li>▪ I want to work for a company that values my time more and offers benefits.</li> <li>▪ Family commitment that interferes with open/working hours.</li> <li>▪ Moving &amp; I need more hours or FT work</li> <li>▪ Got a FT job</li> <li>▪ Summer position</li> <li>▪ Time – have full time job</li> <li>▪ Family schedule</li> <li>▪ Spouse’s job changed hours, and lost childcare</li> <li>▪ Retirement</li> <li>▪ Not enough full-time opportunities with GRRL</li> <li>▪ Family and personal health</li> </ul>

<b>Responses Submitted</b>	<b>Number of Responses</b>	<b>Number of Separations</b>
Library Services Coordinator		
Library Assistant	5	5
Library Aide/Circulation Aide	5	11
Distribution Staff		
Patron Services/Circulation Public Service	2	2
Administration / Office Support		
Library Support Staff		
Substitute Staff		

**Please Note:**

The number of responses may vary from the number of separations for two (2) reasons:

1. GRRL does not require the completion of an Exit Interview Form by staff leaving the organization
2. Responses are often received after an employee has left the organization. Therefore, some responses may be reported in this reporting period but the actual separation occurred prior to this reporting period OR some responses may not have been received as of the date this summary was prepared.





**Great River Recovery by Quarter:**

**Jan 1 - Mar 31, 2022**

<b>Accounts Submitted:</b>	<b>288</b>
<b>Dollars Submitted:</b>	<b>\$10,865.01</b>
Cash Recovery:	\$6,960.07
Material Recovery:	\$9,846.11
Waives:	\$1,751.01
<b>Recovery Total:</b>	<b>\$18,557.19</b>

**Total Invoice Amount: \$2,577.60**

**Total ROI: 7:1**

**Asset ROI: 7:1**

**Apr 1 - Jun 30, 2022**

<b>Accounts Submitted:</b>	<b>251</b>
<b>Dollars Submitted:</b>	<b>\$12,759.55</b>
Cash Recovery:	\$3,790.32
Material Recovery:	\$11,915.57
Waives:	\$788.72
<b>Recovery Total:</b>	<b>\$16,494.61</b>

**Total Invoice Amount: \$2,421.95**

**Total ROI: 7:1**

**Asset ROI: 6:1**

**Jul 1 - Sep 30, 2022**

<b>Accounts Submitted:</b>	<b>359</b>
<b>Dollars Submitted:</b>	<b>\$31,115.64</b>
Cash Recovery:	\$4,547.40
Material Recovery:	\$10,375.18
Waives:	\$1,260.01
<b>Recovery Total:</b>	<b>\$16,182.59</b>

**Total Invoice Amount: \$3,536.15**

**Total ROI: 5:1**

**Asset ROI: 4:1**

**Oct 1 -Dec 31, 2022**

<b>Accounts Submitted:</b>	<b>543</b>
<b>Dollars Submitted:</b>	<b>\$43,613.51</b>
Cash Recovery:	\$2,263.46
Material Recovery:	\$15,980.17
Waives:	\$1,137.87
<b>Recovery Total:</b>	<b>\$16,282.96</b>

**Total Invoice Amount: \$5,348.55**

**Total ROI: 3:1**

**Asset ROI: 3:1**

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

## Revenue Recapture Minnesota Department of Revenue

1/1/2022 - 12/31/2022

<b>Accounts Reviewed in 2022:</b>		54
<b>Accounts Submitted in 2022:</b>		46
<b>Dollars Submitted in 2022:</b>	\$	13,509.67
<b>Cash Recovery (incl. from older accounts submitted):</b>	\$	6,753.40
<b>Material or Cash Recovery:</b>		\$0.00
<b>Recovery Total:</b>	\$	6,753.40
<b>Total Outstanding from previous accounts submitted:</b>	\$	46,521.24
<b>Percentage of Recovery:</b>		-
<b>Database cost:</b>	\$	2,279.88
<b>Total ROI:</b>		<b>3:1</b>



# Council of Regional Public Library System Administrators Regional Library Basic System Support Funding Request 2023

Submitted by Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Approve the following resolution:

“The GRRL Board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.”

## BACKGROUND INFORMATION

Supporting Documents Attached

- Council of Regional Public Library System Administrators RLBSS Funding Request 2023

The Council of Regional Public Library System Administrators (CRPLSA) recently passed a proposal for a change in state library funding. All systems are presenting the information to their regional library boards for consideration. The goal is to receive unanimous support from all regional public library system boards in order to move the proposal forward for the 2023 legislative session.

- The last change to the Regional Library Basic System Support (RLBSS) funding formula was in 2009. RLBSS funding has increased only once in 20 years.
- Current state funding is \$13.57 million divided among the 12 regional public library systems through the following formula: Population 57.5%, Area 12.5%, Base 5%, and Equalization 25%.
- Equalization is a function of population and adjusted net tax capacity and is unpredictable.
- The proposal would request the following changes:
  - A request to increase RLBSS funding.
  - A proportional shift of a portion of the Equalization formula factor to Base.
  - Moving the calculation date earlier to have the allocation amounts known prior to July 1 when many library systems set their budgets.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A      Funding Source:      Budgeted:  Yes    No    N/A

## ACTION

- Passed
  Failed
  Tabled



## Council of Regional Public Library System Administrators RLBSS Funding Request 2023

The Council of Regional Public Library System Administrators (CRPLSA) proposes a funding request to the MN State Legislature as part of the appropriation sessions, which occur in the odd-numbered years. After the required unanimous agreement by CRPLSA members present, the proposal is taken to the twelve regional public library boards for their approval. If all boards approve the measure, it is then taken to the MN State Legislature as a formal request for funding.

### Timeline

The Council of Regional Public Library System Administrators will be presenting this document to the regional library system boards in December 2022 and January 2023. If approved by all boards, the request will be made to the 2023 MN State Legislature. If a funding request and formula change are granted, RLBSS funds will be appropriated according to the new funding formula for FY2024. A chart similar to the one below will be released in August or September of 2023 by State Library Services.

### Proposed Resolution:

The Great River Regional Library Board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.

### Proposal

The goal for increased RLBSS funding is to stabilize the formula incrementally and build toward more sustainable funding. The proposal for the 2023 Legislature requests an increase to RLBSS funds as well as a change to the current formula. The formula change shifts funds from the Equalization factor to increase the Basic System Services factor.

This is intended to shift funding to support basic operations in all public library systems and to lessen the volatility of the formula. The Council of Regional Public Library System Administrators propose and working incrementally to shift the formula over time. Ideally, public library system funding would increase to support the inflationary increases in costs to deliver services.

In addition, the proposal requests that the formula be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. On December 7, 2022, according to their bylaws, the Council of Regional Public Library System Administrators presented at the meeting voted unanimously in favor of the recommendation. The charts below demonstrate the proposed formula change impact. The charts below demonstrates the changes resulting from a \$4 million per year increase to RLBSS.

Proposed Revisions to RLBS Formulas Factors (\$4 million/10% Shift from Equalization to Base)

Population from State Demographer: August 2021											Current RLBS Allocation:		\$ 13,570,000		
ANTC from Dept of Revenue: August 2021											Recommended New Funding:		4,000,000		
											Recommended Total Funding:		\$ 17,570,000		
Current Factor	Population: 57.50%			Area: 12.50%		Basic: 15.00%		Equalization: 15.00%			Columns added to State Library version				
	\$10,102,750			\$2,196,250		\$2,635,500		\$2,635,500			(Theoretical increase to FY2024 table)				
System	2021 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	System % of FY23 RLBS Allocation	Estimated FY24	Actual FY23	\$ change FY2022 to FY 2023		
Arrowhead	312,549	5.46%	551,211	22.28%	489,287	8.33%	219,625	18.73%	493,689	10.56%	1,753,811	1,433,140	320,671		
East Central	186,316	3.25%	328,586	6.50%	142,725	8.33%	219,625	13.17%	346,995	6.06%	1,037,931	822,249	215,682		
Great River Regional	504,983	8.82%	890,587	6.18%	135,619	8.33%	219,625	25.31%	666,979	12.34%	1,912,810	1,673,975	238,836		
Kitchigami	177,880	3.11%	313,709	8.77%	192,688	8.33%	219,625	8.09%	213,121	5.01%	939,143	679,944	259,198		
Lake Agassiz	149,292	2.61%	263,291	9.43%	207,100	8.33%	219,625	5.94%	156,487	4.41%	846,503	599,107	247,397		
MELSA	3,188,185	55.65%	5,622,676	3.50%	76,863	8.33%	219,625	11.35%	299,018	37.24%	6,218,182	5,053,056	1,165,126		
Northwest	46,138	0.81%	81,369	7.03%	154,341	8.33%	219,625	2.75%	72,387	2.36%	527,722	320,299	207,423		
Pioneerland	161,729	2.82%	285,225	7.82%	171,725	8.33%	219,625	1.76%	46,379	3.45%	722,954	467,711	255,243		
Plum Creek	116,913	2.04%	206,187	7.33%	161,081	8.33%	219,625	0.00%	-	2.51%	586,894	340,198	246,696		
SELCO	520,639	9.09%	918,198	8.49%	186,379	8.33%	219,625	12.17%	320,770	9.64%	1,644,972	1,307,782	337,190		
Traverse des Sioux	233,993	4.08%	412,670	6.44%	141,475	8.33%	219,625	0.75%	19,674	3.93%	793,444	533,315	260,129		
Viking	129,872	2.27%	229,042	6.24%	136,968	8.33%	219,625	0.00%	-	2.50%	585,635	339,226	246,409		
<b>Total</b>	<b>5,728,489</b>	<b>100%</b>	<b>\$ 10,102,750</b>	<b>100%</b>	<b>\$ 2,196,250</b>	<b>100%</b>	<b>\$ 2,635,500</b>	<b>100%</b>	<b>\$ 2,635,500</b>	<b>100%</b>	<b>\$ 17,570,000</b>	<b>\$ 13,570,000</b>	<b>\$ 4,000,000</b>		

### Great River Regional Library 2024 Budget Process Timeline

	January	February	March	April	May	June	July
GRRL Board reviews and adopts 2024 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2024 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Associate Director - Accounting.							
Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.							
Finance Committee adopts preliminary budget and shares recommendations with full GRRL Board.							
Full GRRL Board adopts 2024 final budget.							