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

Board of Trustees Meeting
Tuesday, May 16, 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. **Adoption/Amendment of Agenda**   6:01
3. **Approval of Minutes from March 21, 2023**   6:02
    3.1 Board Meeting (Requested Action – Approve)   pg 3
    3.2 Personnel Committee Meeting (Requested Action – Approve)   pg 9
4. **Public Open Forum**   6:03
5. **Financials**   6:13
    5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
    5.2 Financial Reports (emailed) (Requested Action – Accept)
    5.3 Auditor's Report by BerganKDV (verbal) (Requested Action – Approve)
6. **Consent Agenda** (Requested Action – Approve)   6:25
    6.1 Minnesota Public Library Annual Report (on table)   pg 11
    6.2 Regional Library Basic System Support FY2024 Application   pg 13
    6.3 Other
7. **Communications**   6:26
    7.1 Other
8. **Presentations**   6:26
    8.1 Other
9. **Staff Reports**   6:26
    9.1 Executive Director's Report   pg 19
    9.2 Management Reports   pg 23
    9.3 Building Reports   pg 31
    9.4 First Quarter 2022-2025 Strategic Plan Objectives & Key Results   pg 33
    9.5 Staff Recognition Report   pg 41
    9.6 Human Resources Annual Statistics   pg 43
    9.7 Other
10. **Committee Reports**   6:40
    10.1 Finance Committee (verbal) (Requested Action – Approve)
    10.2 Central Minnesota Library Exchange Board (verbal)

11. Unfinished Business   6:45
      11.1 Board Member Job Description Revision (Requested Action – Approve)   pg 45
      11.2 Other
12. New Business   6:50
      12.1 New Cold Spring Library Site Discussion   pg 51
      12.2 Collection Development Committee Discussion   pg 53
      12.3 Central Minnesota Libraries Exchange Board Appointments (verbal) (Requested Action – Approve)
      12.4 2024 Preliminary Budget Proposal & Discussion   pg 55
      12.5 Other
13. Board Open Forum   7:10
14. Next Meeting – June 20, 2023, Board of Trustees   7:15
15. Adjournment   7:15

GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 21, 2023

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, March 21, 2023, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Tina Diedrick, Mary Eberley, Melissa Fee, George Fiedler, Lisa Fobbe, Leigh Lenzmeier, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Tim Denny, Jayne Dietz, Lynn Grewing

GRRL Staff Present: Brandi Canter, Karen Pundsack, Jami Trenam, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA
Ed Popp stated item 6.1 Minnesota Public Library Annual Report needs to be removed from the agenda. Lisa Fobbe made a motion to adopt the agenda as amended. Seconded by George Fiedler, the motion carried unanimously.

APPROVAL OF MINUTES
A Board member requested the January 17, 2023, Board meeting minutes be amended to clarify comments made by a public open forum speaker. The third paragraph, "Chuck Derry from Clearwater…" was replaced with the following paragraph: "Chuck Derry from the Gender Violence Institute in Clearwater provided sexual assault statistics and commented that the number of assaults against women could not be as high as it is without widespread cultural support. He spoke in favor of keeping books in the library as a resource to prevent this issue."

Mary Eberley made a motion to approve the Board meeting minutes as amended. Seconded by Lisa Fobbe, the motion carried unanimously.

PUBLIC OPEN FORUM
Sandy Klocker from Avon informed the Board that she cares about kids and went through the reconsideration process for *It's Perfectly Normal*. She talked about *Gender Queer* and statutes regarding this type of material. She stated internet chat porn sites can be accessed at the library and has reported this to the Stearns County sheriff and others. References were made to the packet of information she handed out, communications with GRRL management, and previous GRRL Board meetings. Sandy thanked the Board for their time and the ability to speak freely.

Mary Kay Huhne from St. Joseph stated she has been told these books fit within GRRL's collection policies and quoted GRRL policy and management's reply. She also talked about the ALA Library Bill of Rights, emphasizing that it is not a federal statute or law.

AnaMari DeLaurier from St. Cloud shared a personal story about sexual abuse of a family member. She commented about life-long issues that followed and how it is not appropriate to have these books in libraries and schools.

FINANCIALS
Bills
Financial Reports
Current Letter of Credit Designation
Zurya Anjum made a motion to approve the February and March bills, March bills addendum, January and February financial reports, and current letter of credit designation as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

CONSENT AGENDA
Minnesota Public Library Annual Report
This item was removed from the agenda for this month.

COMMUNICATIONS
2022 GRRL Annual Report
The 2022 Annual Report, prepared by the Communications & Development Department, will be used as a basis for presentations to GRRL's six county boards over the next couple months.

PRESENTATIONS
Fines Free
Lead Patron Services Supervisor Brandi Canter talked about GRRL moving to fines free in January 2022. She highlighted the benefits and stated that fines were an access barrier for families. The fines free actions and decisions timeline from June 2013 through November 2021 was reviewed. Brandi explained the huge, multi-department project implementation and mentioned staff involved. Information was also shared about the patron billing threshold and notice process.

Associate Director – Collection Development Jami Trenam talked about what staff thought would happen and what actually happened. She explained how the fines free implementation affected borrower numbers, overall circulation, the budget, and the collection. Additional results included an update to GRRL's billing process and improved borrower satisfaction. Jami also mentioned several related items that staff plan to work on next.

Discussion followed with many questions and positive comments from the Board.

STAFF REPORTS
Executive Director's Report
Management Reports
There is currently a backlog in the Sartell locker delivery system. A hiatus is in place until early to mid-April for patrons using Sartell as a pickup location, and there will be extra deliveries. The City of Sartell has been notified.

An update was given on library related bills being considered by state legislative committees. Board members were encouraged to reach out to legislators this week.

Executive Director Karen Pundsack talked about emails sent to Board members via the public website and how messages are submitted and received. Minnesota Statute 617.241 Obscene Materials and Performances was referred to in a recent email to the Board. Legal counsel was contacted for interpretation, and Karen shared the reply which agrees with GRRL interpretation. She added that no

GRRL collection items meet the statute criteria. There is a process to follow for people with concerns about objectionable collection items.

Board members discussed what action will be taken to address the public comments made this evening. Karen informed them of actions taken to date, explained the process for appeal and data requests, and requested direction from the Board about next steps.

After many comments and additional discussion, the Board asked Karen to reply to the speakers with clarification of GRRL's policies and processes. She is to inform them that the Board discussed the issues and needs them to follow policy. There also was consensus for her to provide the Board with more written information about GRRL's Collection and Internet policies and procedures.

Building Reports
The Howard Lake City Council did not meet to talk about the new library building bids. They will talk about them at a future meeting.

A letter was sent to the Cold Spring city administrator about space issues noted in GRRL Library Development Plans from 2016, 2019, and 2022. The city recently asked Patron Services Supervisor Cara Langston if GRRL allows the library to be in a leased space.

COMMITTEE REPORTS
Finance Committee
Proposed 2024 Base Budget
The proposed GRRL 2024 Base Budget yields a 1.49 percent increase from 2023. The signatory share factor table showed five of our six counties have a reduction in share amount for 2024. Committee consensus was for staff to calculate how much budget decrease would be needed for Sherburne County to have no signatory share increase. A decreased 2024 Budget option and the original proposed base budget will be presented at the May meeting. Because of this request, no action was taken.

2024 Department Budget Request – St. Michael Open Hours
In the 2022 Library Development Plan, the St. Michael Library was identified for an open hours increase. The 2024 Department Budget Request for one additional open hour with an approximate cost of $4,500 per year was approved by the Finance Committee as presented.

Capital Vehicle Expenditure Request
GRRL needs to replace the 2018 Transit van. The Finance Committee approved the Capital Vehicle Expenditure request, not to exceed $42,000.

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

Personnel Committee
Elect Personnel Committee Chairperson
Melissa Fee was elected as Personnel Committee Chairperson for 2023.

Human Resources 2023 Priorities & Staffing Overview
Associate Director – Human Resources Ryan McCormick presented information about the department, an overview of staffing, and department priorities for 2023.

Personnel Policy Update
Personnel policy Chapter 4J. Staff Recognition, which extends years of service recognition beyond 35 years, was approved by the Personnel Committee as presented.

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

Fund Development Committee (FDC)
Lisa Fobbe reported that the FDC met last week and welcomed new members Zurya Anjum and Lisa Fobbe. They reviewed the GRRL Fundraising Plan, goals, and 2022 data. The Committee will look at amending GRRL Bylaws now that GRRL has been approved for 501(c)(3) status. Summer Reading Program (SRP) sponsorships were reviewed. She suggested each Board member take a SRP sponsorship envelope to a local business and ask for support.

Central Minnesota Libraries Exchange (CMLE) Board
Karen Pundsack reported the CMLE Board met today with legal counsel to discuss the contract between CMLE and St. Cloud State University (SCSU). If CMLE moves to SCSU, there will need to be a hiring process for any CMLE staff positions. Many details remain, and the CMLE Board is proceeding cautiously. Brief discussion followed.

UNFINISHED BUSINESS
There was no unfinished business addressed at the meeting.

NEW BUSINESS
2022 Year-End Campaign Analysis
The Board reviewed the 2022 Year-End Campaign information.

Board Member Job Description Review
A Board member requested diversity-related language be incorporated in the Board member job description. Karen Pundsack will look into adding language similar to what was added to the GRRL position descriptions in 2022. An updated Board member job description will be brought to the Board in May for approval. No action was taken.

Fund Development Committee Member Job Description Review
Mary Eberley made a motion to approve the Fund Development Committee member job description as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

GRRL Board Code of Conduct Review
Leigh Lenzmeier made a motion to approve the GRRL Board Code of Conduct as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

GRRL Policy Updates
Administration
Administration policy Chapters 5A. Data Practices Policy for Data Subjects and 5B. Data Practices Policy for Members of the Public were updated to align the charges for data practices requests with actual GRRL costs. Lisa Fobbe made a motion to approve the Chapter 5. Data Practices policies as presented. Seconded by Mary Eberley, the motion carried unanimously.

Technology
Technology policy Chapter 6B. Equipment Protection is being removed since GRRL no longer has credit card terminals nor collects payment card data. Zurya Anjum made a motion to approve the Chapter 6. Payment Card Industry Data Security policy as presented. Seconded by Mary Eberley, the motion carried unanimously.

BOARD OPEN FORUM
A Board member pointed out that GRRL has a certificate of deposit held by a financial institution named Bank of China as shown in the management reports investments section. The request was made to invest more locally. Karen Pundsack explained the GRRL Deposit and Investment policy and will share the comments with Associate Director – Accounting Amy Anderson.

Several members wished everyone a Happy Easter.

NEXT MEETING
The next Great River Regional Library Board of Trustees meeting will be Tuesday, May 16, 2023.

ADJOURNMENT
Randy Winscher made a motion to adjourn the meeting at 7:59 p.m. Seconded by Al Amdahl, the motion carried unanimously.

_____   _____
Edward Popp, President   Zurya Anjum, Secretary

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GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
March 21, 2023

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The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, March 21, 2023, at 5:35 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Jayne Dietz, Melissa Fee, Jacey Wallace, Randy Winscher

Members Excused: Lynn Grewing, Ed Popp

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

ADOPTION OF AGENDA
Jayne Dietz made a motion to adopt the agenda as presented. Seconded by Al Amdahl, the motion carried unanimously.

APPROVAL OF MINUTES
The November 15, 2022, Personnel minutes were approved at the January 17, 2023, Board meeting.

ELECT PERSONNEL COMMITTEE CHAIRPERSON
Jayne Dietz nominated Melissa Fee for Chairperson. Randy Winscher seconded the nomination. There were no further nominations. All voted to elect Melissa Fee as Chairperson.

HUMAN RESOURCES 2023 PRIORITIES & STAFFING OVERVIEW
Associate Director – Human Resources Ryan McCormick presented information about the department, an overview of staffing, and department priorities for 2023. He explained how staff changes have taken place over time, which has decreased GRRL's full time equivalent (FTE) number. Historical data was reviewed including turnover rate, substitute employees, and the number of positions with benefit packages. Brief information was provided for each 2023 priority.

Ryan informed the Board that the St. Cloud Friends of the Library provide gifts for staff being recognized for years of service. Currently, the recognition program ends at 35 years of service. There are staff members that have been with GRRL for more than 35 years. Because of this, the following policy update was proposed.

PERSONNEL POLICY UPDATE
Personnel policy Chapter 4J. Staff Recognition was updated to extend recognition for years of service beyond 35 years. Randy Winscher made a motion to approve the Chapter 4J. Staff Recognition policy as presented. Seconded by Jacey Wallace, the motion carried unanimously.

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

ADJOURNMENT
Melissa Fee adjourned the meeting at 5:47 p.m.

_____
Melissa Fee, Chair

May 16, 2023

m DEPARTMENT OF EDUCATION

2022 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Great River Regional Library
_____

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

_____

Signature and Date of Library Board President/City or County Representative

Edward Popp, President
_____

Printed Name of Library Board President/City or County Representative

_____

Signature and Date of Library Director

Karen Pundsack, Executive Director
_____

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us
Fax: 651-582-8752

May 16, 2023

**DEPARTMENT
OF EDUCATION**

REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2024 (July 1, 2023 – June 30, 2024) Application

A. Applicant Information

1. Regional public library system name and address:

Great River Regional Library 1300 W. St. Germain Street, St. Cloud, MN 56301

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Karen Pundsack Executive Director (320)650-2512 fax (320)650-2501 karenp@grrl.lib.mn.us

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

1995 BS, Mass Communication, News Editorial Emphasis, St. Cloud State University, St. Cloud, MN 2013 MLIS, University of Wisconsin-Milwaukee, Milwaukee, WI 1999–2002 Branch Librarian II, Great River Regional Library, Sauk Centre, MN 2002–2009 Branch Manager, Great River Regional Library, Albany 2009– 2015, Associate Director, Patron Services, Great River Regional Library, St. Cloud, MN 2014 Adjunct Reference Librarian, St. Cloud State University, St. Cloud, MN 2014– May 2015 Interim Executive Director, Great River Regional Library, St. Cloud, MN May 2015- Current Executive Director, Great River Regional Library, St. Cloud, MN

4. Number of FTE staff paid with RLBSS funds: 30

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

☐Organizational agreement(s) that are new or have been updated since the last application are attached.

☒There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide the most recent strategic plan.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

<u>At a Glance</u> – Please summarize your plans for State FY2024 in a few sentences:

Briefly describe the programs that will take place during FY2024, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program.
- How will this program contribute to your organization's mission and strategic plan goals?
- Who will be served by this program?
- Please describe this program's proposed activities.
- How will these activities help to achieve your program goal?

Activity: Resource sharing throughout the six-county region

GRRL Strategic Priority: Literacy

- Goal 1: Provide services to advance users' literacy skills.
  - Objective 2: Expand the eBook, eAudiobook and database collection.
  - Objective 3: Enhance the physical collection of library materials.

GRRL Strategic Priority: Access

- Goal 1: Expand efforts to make the library more welcoming and easier to access.
  - Objective 2: Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries.
  - Objective 4: Maximize accessibility of digital tools and library website.

GRRL Strategic Priority: Library Awareness

- Goal 1: Expand awareness of the library's role in the community.
  - Objective 1: Increase targeted advertising to reach a wider audience.
  - Objective 2: Increase awareness of digital tools.
  - Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board.
- Goal 2: Develop partnerships and collaboration with community organizations.
  - Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.

- o   Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.
- o   Objective 3: Increase presentations about library services to share information and gather feedback.

Activity: Provide a unified integrated library system experience for GRRL users

GRRL Strategic Priority: Operational Excellence

- Goal 2: Provide up-to-date library technology.
  - o   Objective 1: Have a formal library technology management plan, and make it available for all staff to consult.
  - o   Objective 2: Have a formal network security practices document for timely application of updates and patches.

Activity: Enhance communication among staff around the region and provide professional development opportunities.

GRRL Strategic Priority: Operational Excellence

- Goal 1: Enhance efforts to offer effective and welcoming library service.
  - o   Objective 1: Increase training to support access and awareness.
  - o   Objective 3: Have a formal assessment process for library programs and services.
  - o   Objective 4: Continue efforts to address diversity, equity & inclusion in the library.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2023, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

B. Assurances

The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.

2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B))*.*

3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).

4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).

5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.

7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Ed Popp
Chair, System Governing Board
Date: May 16, 2023

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Karen Pundsack
Regional Public Library System Administrator
Date: May 16, 2023

D. Attachments and Due Date

- FY 2023 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Monday, July 10, 2023**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

	Amount
Regional Library System Name: Great River Regional Library	
State Fiscal Year 2024	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	$1,638,000
Benefits	
Staff Development, Tuition and Other Reimbursements	
Total Personnel	**$1,638,000**
Total FTE Supported	**30**
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	**$0**
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	**$0**
Total Anticipated State Aid Expenditures	**$1,638,000**

Executive Director Report
May 2023

<u>User Survey</u>
In 2018, GRRL contracted with St. Cloud State University (SCSU) Survey Center to do a user/non-user survey for our region. In April, an updated version of the survey for the library was launched. The survey is being conducted by phone and email. In 2018, we reached out to both users and non-users. This time the survey will focus on current and previous library users. The response rate has been strong so we anticipate a good representation of viewpoints from the survey.

It is an objective under the Operational Excellence Strategic Priority to have a formal assessment process for library services. This comparison of data from the 2015 and 2018 user surveys helped to inform our current strategic plan. Results this year will help us evaluate progress and adjust services to align with what our patrons are looking for from the library.

Once the survey is completed, SCSU Survey Center will compile a formal report and present findings to the Leadership Team and GRRL Board.

<u>Diversity, Equity and Inclusion (DEI) Staff Convening</u>
A staff convening on Diversity, Equity and Inclusion at GRRL took place on Thursday, April 27 at the St. Cloud Public Library. Staff at all levels of the organization were invited to participate. Fifteen staff members gathered and talked about a variety of topics. The topics were generated by a short survey sent to all staff to give everyone a chance to participate in some way. General themes included defining DEI at GRRL, working with people with disabilities, collection/displays, and inclusive team culture.

This effort built on a model we successfully used in the past. In January 2020, about 30 staff members gathered to discuss how diversity, equity, and inclusion could guide GRRL's next strategic plan. It was a powerful, productive conversation with many tangible results.

In 2020, a DEI Workgroup was formed. The group completed many of the action steps identified from the January 2020 conversation. Efforts like fines free, PTO for aides, job description changes, cross-cultural communication training, and changes to catalog subject headings are several examples. This has helped the library intentionally welcome and serve the many different people in our communities.

Recommendations from these efforts are now part of the 2022-2025 GRRL Strategic Plan. Having DEI principles in our main guiding document shows the organization's commitment to be inclusive and embrace diversity. This includes a plan to establish a Diversity, Equity and Inclusion Team with a clearly defined role.

<u>County Presentations</u>
In March, April, and May, I presented on 2022 library activities to each county board. Several other staff joined me to tell the story of local library activities. Thanks to Library Services Coordinators Amanda Wehrspahn, Terri Deal-Hansen, Marisa George, Katie Teesdale, Marla Scherber, Nancy Bunting, Margot Berry, and Kateri Gruber as well as Patron Services Supervisor Jeannette Burkhardt. Kateri even brought along some interesting items from the collection to show and tell. We received positive press coverage following many of these presentations.

The Wright County presentation was in a workshop format, which was slightly different from past years. The conversation was a bit more in-depth. We received questions about GRRL's relationship with the Maple Lake library, which is a volunteer-led organization. One commissioner raised questions about whether to examine the idea of a Wright County library rather than be part of GRRL and wrote an editorial afterward. I have been fielding many questions from local stakeholders about this editorial and have been referring questions back to the commissioner.

Central Minnesota Libraries Exchange (CMLE)
Over the past month, I have spent significant time working on CMLE issues as the organization's treasurer. Since March, contract discussions have stalled with St. Cloud State University. In addition, the current fiscal host, cmERDC, is seeking to end their contract on June 30. Additionally, director Mary Jordan has resigned effective May 5.

Jayne Dietz also serves as the president for CMLE. She and I have worked as members of the CMLE Executive Committee to resolve issues related to their fiscal agency and lease contract. GRRL is responsible statutorily for governance of CMLE along with East Central Regional Library (ECRL). We have met with Tami Lee, Director of State Library Services, to discuss possible structural changes. We are exploring options with ECRL to determine the best next steps. ECRL Executive Director Carla Lydon and I will be working to repurpose, store, and dispose of CMLE equipment and furnishings over the next month.

Book Challenge
Over the past months, both Jami and I have spent significant time dealing with questions on various titles in the collection. In my 24 years at GRRL, we have received more of these questions and Requests for Reconsideration this year than any year before. At one point, Jami had five different titles under consideration simultaneously. It has been a challenge to balance these demands with the other pressing needs of the library.

On Friday, April 28, Jami and I met to hear concerns regarding *It's Perfectly Normal* from two individuals who had filed an appeal on their Requests for Reconsideration on this title. The individuals were offered separate meetings, but chose to attend together and share time. They also brought along an observer and recorded the conversation. We listened to their concerns and documented them. This is the first time since 2000 that a title challenge has risen to this level.

Given the volume of concerns being expressed and the varied titles being questioned, we are recommending a different course of action at the May GRRL Board meeting. Many of the questions hinge on the criteria and processes used to select and catalog library materials. We believe this warrants a deeper look at these processes.

Leadership Support Team (LST)
Over the past two months, the team met more frequently to spend time reviewing first quarter 2023 strategic plan progress and key metrics. Circulation for the first quarter was up in 14 libraries. The Digital Library continues to see strong growth – 29 percent higher than last year. New borrowers for 2023 are higher on a year-to-date basis than the previous three years. However, borrower numbers in all libraries except Kimball are lower than the same point in 2020. In May, the team will review the notes from the April 27 DEI staff convening and discuss next steps. LST will also hear a report from the 2023 SCSU User Survey team.

Highlighted Executive Director Activities since March Board Meeting

March 22 – Board follow-up meeting with Leadership Support Team

March 24 – MLA Financial Policy meeting

March 28 – Morrison County Board presentation

March 29 – Leadership Support Team meeting

March 30 – Council of Regional Public Library System Administrators in Brooklyn Center

March 31 – Council of Regional Public Library System Administrators in Brooklyn Center, MLA Executive
             Committee

April 4 – Todd County Board presentation

April 5 – Meeting with Commissioner Tina Diedrick about Collection Development policy

April 6 – MLA Financial Policy meeting

April 10 – Career Solutions Program Committee meeting

April 11 – Wright County Board presentation, CMLE Executive Committee meeting

April 13 – Stearns County Human Services Advisory Committee, St. Cloud Reading Room Society

April 17 – MLA Board of Directors meeting

April 18 – Stearns County Board presentation

April 19 – Leadership Support Team meeting

April 21 – Audit meeting, Labor Management Committee re: mileage

April 24 – Leadership Support Team meeting

April 25 – Meet with ECRL Executive Director Carla Lydon at cmERDC about CMLE property

April 27 – GRRL staff DEI convening

April 28 – Appeal meeting re: *It's Perfectly Normal*, meeting with State Librarian Tami Lee in Elk River re:
             CMLE, MLA Executive Committee meeting

May 1 – St. Cloud Reading Room Society No Worries Books committee

May 2 – Sherburne County Board presentation, CMLE Executive Committee meeting

May 3 – Leadership Support Team meeting

May 5 – Spring donor appreciation brunch

May 8 – Becker Friends of the Library meeting

May 11 – Stearns County Human Services Advisory Committee, St. Cloud Reading Room Society

May 15 – MLA Board of Directors meeting

May 16, 2023

Management Reports
May 2023

Amy Anderson
Associate Director – Accounting

<u>Accounting</u>
The 2022 annual audit has been completed. BerganKDV representatives will make a presentation at the May Board meeting. The Accounting department will continue to carry the material weakness finding regarding separation of duties. This finding indicates that the number of Accounting department staff is fewer than is recommended for risk aversion. To offset this finding, the Executive Director reviews and signs off on the monthly bank reconciliations. Also, bill payments are included with the monthly financials.

<u>Investments</u>
The savings account held at Bremer Bank was converted to a certificate of deposit (CD) in March. GRRL now holds four CDs at local financial institutions with a combined investment total of $1 million. The current savings rate for MAGIC liquid is 4.78 percent. As of April 30, the GRRL investment portfolio's average rate of return has increased to 4.33 percent from 2.93 percent in December 2022. There are 18 certificate maturities remaining in 2023. These developments align with the strategic plan objective to maximize library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Royal Business Bank, CA	03/16/2023	$248,000.00	0.40%	$978.22
Security Bank, TN	03/27/2023	$245,000.00	3.20%	$4,092.51
Tab Bank, UT	04/19/2023	$244,000.00	4.20%	$5,234.30
First Internet Bank of Indiana, IN	05/01/2023	$245,000.00	3.41%	$4,344.17
Minnesota National Bank, MN	03/19/2023	$250,000.00	0.61%	$1,437.84

Purchased and Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Royal Business Bank, CA	03/15/2024	$236,000.00	5.34%	$12,956.40
First Guaranty Bank, Hammond, LA	03/16/2023	$232,000.00	5.00%	$17,840.16
First Mid-Illinois Bank & Trust, IL	03/27/2023	$237,000.00	5.26%	$12,821.70
Minnesota National Bank, MN	07/22/2024	$250,000.00	3.85%	$ 9,796.67
Farmers & Merchants Union Bank	10/16/2023	$243,000.00	5.10%	$ 6,291.37
Tab Bank, UT	04/18/2024	$237,000.00	5.00%	$12,205.50
Bremer Bank, MN	12/20/2023	$250,000.00	3.85%	$ 9,764.85

<u>Letter of Credit</u>
GRRL holds Letter of Credit No. 2234-9645 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for $400,000, dated March 7, 2023.

Jeannette Burkhardt
Patron Services Supervisor

First Quarter Strategic Plan Progress
The Becker Library continued its annual hosting of the Becker Schools Art show. This is a huge event where the four art teachers select student art from the year to be displayed at the Becker Library. A one-night art reception is held and families, friends, and the community are invited to view the students' art. This is an ongoing collaboration with the school district.

The Buffalo Library held a few EDGE programs at the end of March and into the month of April. These programs included providing a Library Secrets class specifically for clients working at Functional Industries on March 29. On April 6, they held a program called "The Art of Holding Space." This program was for caregivers to help build a supportive caregiver community in Buffalo.

The Buffalo Library also was the host for a self-directed activity from the Consumer Financial Protection Bureau. This organization provided Money Monsters activity kits as a take'n'make the week of April 24-28 to help promote financial wellness for kids.

The St. Michael Library just held an EDGE program with Central Minnesota Jobs & Training Services (CMJTS). Staff from CMJTS presented a job search workshop to about five participants using the library's space and free WiFi and internet computers to assist job seekers with their search.

A local carpenter in the Monticello area constructed two new children's book bins for the library. These new bins will help ease the overflow of picture books at the Monticello Library.

Concerns Regarding Wright County Editorial
There have been concerns expressed to staff from patrons, Friends, local boards, and city officials about the editorial written by Wright County Commissioner Mike Kaczmarek. The editorial expresses an interest in possibly separating the Wright County libraries from the GRRL system. Staff have been asking people with concerns to write or call the commissioner with their comments and questions.

Brandi Canter
Lead Patron Services Supervisor

First Quarter Strategic Plan Progress
St. Cloud Public Library staff have worked hard to build collaborations that offer a wider array of services and programs for patrons. CareerForce provides employment help such as resume writing, job hunting, and how to make a good impression in an interview. Pathways4Youth offers basic health, housing, and employment support for youth ages 16 to 24 who are experiencing or at risk of homelessness. Together, these partners assisted 22 patrons over seven sessions at the library. Smaller libraries provide important assistance as well. Belgrade and Paynesville library staff provided Tech Time in-person assistance, offering together two programs attended by six patrons.

Staff continue to look for ways to make our programs and services more inclusive for families with special needs. Our largest success was the development of the Calming Room at the St. Cloud Library. This special space provides a private respite for children and their caregivers. If a child is overwhelmed, angry or anxious, this space can help them take a break. Our hope is that this makes the library a safer and more welcoming space for children with special needs.

We continued to work with staff to improve merchandising in the library. As a team, Patron Services Supervisors and the Patron Services Specialist worked with Human Resources to identify a single merchandising training that we want our staff to view. We did this because there is a plethora of trainings, some of which provide contradictory information. By using a single training across the region, we set a shared standard for merchandising as well as diversity and inclusiveness in displays. We then encouraged our Library Services Coordinators to require this goal as a training for staff.

Breanne Fruth
Communications & Development Coordinator

Locally Growin'
The Locally Growin' campaign is complete. This campaign runs throughout the month of March and is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches selected something specific to raise money for, i.e., a program or collection item. Our regional goal for Locally Growin' was $26,000, and we surpassed it reaching $28,982.88.

Several of our branches met their Locally Growin' goals. The branches that did not meet their goal can choose to purchase less, pursue half of their goal, or use their gift funds to bridge the gap. We look forward to what we are able to achieve and offer in our communities thanks to the generosity of our donors!

Branch	2023 Goal items	2023 Goal	Final Total
Albany	Playaway kits; cliprail art/picture hanging system	$750	$470.80
Annandale	program supplies	$400	$780.80
Becker	STEM circulating & non-circ items	$1,200	$419.35
Belgrade	snowshoes	$750	$752.90
Big Lake	STEM circulating & non-circ items	$300	$550.02
Buffalo	STEM kits for teens, teen trivia, pickleball kit, Play2Learn	$2,000	$2,230.45
Clearwater	Zoomobile visit; STEM programs	$1,000	$2,526.45
Cokato	Raptor Center; Playaway books	$750	$205.00
Cold Spring	Makerspace table	$1,000	$562.61
Delano	Summer programming	$2,000	$2,362.35
Eagle Bend	Play2Learn kits, Lucky Day adult books, activity playsets	$500	$1,000.90
Elk River	big books, shelving & bags for big books	$500	$320.60
Foley	Zoomobile visit	$500	$791.45
Grey Eagle	educational children's activities & books	$500	$324.35
Howard Lake	bookshelf signage for new library	$750	$520.00
Kimball	program supplies; hours magnets	$400	$505.00
Little Falls	children's area	$1,200	$668.93
Long Prairie	educational children's activities & books	$1,000	$661.90
Melrose	picture book bin	$1,000	$648.48
Monticello	STEM kits and supplies, books from National Book Award Nominees	$1,200	$1,151.17

Paynesville	Nintendo Switch gaming system, new board games	$750	$235.00
Pierz	Love Walker book set, Lucky Luke book set	$300	$186.45
Richmond	picture book bin	$1,000	$1,281.17
Rockford	creature feature funds: Zoomobile, Raptor Center, Reptile & Amphibian Zoo	$750	$1,101.00
Royalton	Zoomobile visit, children's play activity tower, educational children's activities	$1,000	$2,517.73
Sauk Centre	STEAM and nature programs	$1,000	$233.00
St. Cloud	Raptor Center, kids STEM creativity station	$1,500	$1,491.73
St. Michael	snowshoes	$1,500	$717.00
Staples	Play2Learn kits, adult & children's books, activity playsets	$700	$979.00
Swanville	children's programming and supplies	$250	$315.58
Upsala	STEAM and nature programs	$500	$151.19
Waite Park	outdoor and nature programs, try it yourself kits	$2,500	$2,270.10

Summer Reading Program Sponsorships

Also, we are seeking businesses and organizations for sponsors of GRRL's Summer Reading Program. Sponsorships are at the following levels: $500, $750, and $1,000. Sponsors of $1,000+, who notified us before April 4, received their business's logo on our book bags. The businesses featured on this year's book bags are Bernatello's Foods, Central MN Noon Optimist Club, ezbuy Bins, Jim's Auto Service, Kwik Trip, Infinite Eye Care, and St. Cloud Friends of the Library. We also have St. Cloud Industrial Products as a $750-level sponsor, and St. Michael-Albertville Women of Today, St. Cloud Moose Lodge #1400, and St. Cloud Kiwanis Club as $500-level sponsors. We will continue to accept sponsorships until June 1.

Communications

Communications & Development launched and began promoting NextReads in March. NextReads newsletters are curated by NoveList librarians to offer a diverse range of current and classic titles. Patrons can choose from 24 newsletters that highlight recent releases and buzz-worthy books across a variety of genres and age ranges. Interested in subscribing? Go to tinyurl.com/grrl-nextreads to see a list of newsletter options, view the latest issues, and subscribe to your interests.

In talking with organizations about sponsoring the Summer Reading Program (SRP), I have also had the opportunity to present at organizational meetings. I presented how SRP helps prevent the "summer slide" at the St. Cloud Kiwanis Club at the end of March.

We are preparing for local marketing efforts to promote the Summer Reading Program. Library Service Coordinators (LCSs) were given a selection to pick what best meets local interests. Marketing efforts will include sandwich board signs, banners, and boosted posts on social media. Radio ads will be on KASM, WJON, KFML, WYRQ, and KLTF throughout the month of June. Newspaper ads will be published in the Benton County News, Cold Spring Record, Elk River Star News, Hometown News, Patriot News, and Star Post in the beginning of June. One billboard will be on Highway 10 in Rice, on the way to Royalton. Another billboard will be north of Swanville on Highway 27, targeting Grey Eagle, Long Prairie, Swanville, and Little Falls.

Cara Langston
Patron Services Supervisor

Labor Management Committee
I was reappointed co-chair of the Labor Management Committee (LMC) when we reconvened on April 12. This was the first meeting since May 2022, and we are investigating mileage reimbursement. We meet again on April 23.

First Quarter Strategic Plan Progress
Northern libraries continue to support the strategic plan by offering EDGE programming and developing community partnerships. In recent months, many branches offered drop-in technology help. Other special events include:

- Hosting a MNSure Q&A (Cold Spring)
- Community Services led a Medicare information session (Little Falls)
- Central MN Dementia Community Action Network hosted a Dementia Caregivers Support Group (Long Prairie)
- Coffee with a Cop (Pierz)
- Open Mic Night invited Camphill Village (Sauk Centre)
- CareerForce visited to connect patrons with career services (Staples)

In addition, providing services to groups struggling to reach library buildings. Various branches continue reaching out to local assisted living, nursing homes, and preschools to contact groups who are unable to come to the library in person.

Ryan McCormick
Associate Director – Human Resources

First Quarter Strategic Plan Progress
Over the past few months, we have offered a number of staff trainings designed to support library access and awareness.

Patron Service Power Up is a one-day event focused on the professional aspects of providing public library service. It is intended for staff who work directly with the public and includes information on topics such as making the library a welcoming space, online resources, GRRL technology, impactful programming, and more. Formerly known as "Shadow Day," we have begun offering these trainings for the first time since 2019.

Organizational Orientation is required for all new staff to learn how public libraries function, how they are structured, and how different departments work together to serve our patrons. We have held two sessions so far this year, the first since 2021 and the first in-person since 2019.

Regional Staff Meetings are typically held twice each year. Library Services Coordinators are required to attend, and department heads may do so as well. The meetings cover topics of regional interest including new developments, training sessions, and table talks. Associate Directors are welcome to attend all sessions, and sometimes present on relevant topics.

Our recommended Merchandising Training teaches participants how to promote their library's collection effectively. It discusses the concept of visual merchandising and how libraries can apply it to encourage patrons to stay longer, check out more items, and come back sooner.

Summer Reading Program (SRP) Resource Fair is an annual event led by GRRL staff. It provides information on the year's SRP theme, planned regional activities, sample registration paperwork and artwork, and themed programming ideas.

Homeless Library Academy is part of an online learning platform that provides training in a range of areas including traumatic brain injury, service animals, de-escalation, and working with the homeless. GRRL initially received a grant to provide these trainings and certain courses were required for all patron services staff last year.

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Jay Roos
Associate Director – Information Technology

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ARPA Parking Lot Wireless
One of our American Rescue Plan Act (ARPA) projects was adding wireless access to library parking lots around the region. As of May 5, the installation is complete. The equipment provides a very strong connection in the parking lots. Libraries included are: Albany, Annandale, Becker, Big Lake, Buffalo, Cokato, Elk River, Kimball, Little Falls, Monticello, Royalton, and Staples.

Firewall Replacement
Information Technology (IT) staff are doing a region-wide firewall replacement this year. Our current firewalls are reaching their end-of-support. At the same time, the manufacturer's practice is to significantly ramp up the annual support contract price as the equipment gets older, and we have reached that point. Finally, there are vulnerabilities found in the VPN implementation in our current firewalls that are not able to be remediated without a wholesale change in technology. All of the new firewalls have been ordered and received. IT staff will begin planning the configuration and deployment with our reseller in late May. This replacement will be funded by current year Regional Library Telecommunications Aid (RLTA) Priority 2 funds and past year remaining RLTA funds.

Computer Replacements and Reloads
This year IT staff are reloading our public Internet and Public Access Catalog (PAC) computers to bring them up to the latest supported version of Windows 10. This version is the last Windows 10 to be released and will carry us forward for a number of years. We are also replacing one model of our Internet computers this year that has reached its five-year replacement date. At the same time, we are taking this opportunity to reduce the number of public Internet stations as patron activity shifts to personal mobile devices and using either a mobile data plan or our wireless. Patrons are less likely to use our public Internet stations now that we have ways for them to print on our equipment from any device.

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Jami Trenam
Associate Director – Collection Development

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Enhancing the Physical Collection – EPIC Kits
Our collaboration with the Exploring Potential Interests & Careers (EPIC) program has come to fruition! The EPIC Kit collection officially launched on March 17. We now have 14 kits representing different

industries. The kits expand the concept of EPIC beyond the annual one-day EPIC event in St. Cloud. Kids and families across central Minnesota can explore and experience career paths year round through hands-on activities and a binder with additional interactive resources. The kits checkout for three weeks and can be requested through our online catalog by searching for "EPIC kit."

The Health Science kit pictured below has been one of the most popular so far. It features a microscope with slides and an anatomical model. GRRL's partnership with EPIC is supported through American Rescue Plan Act (ARPA) funds.
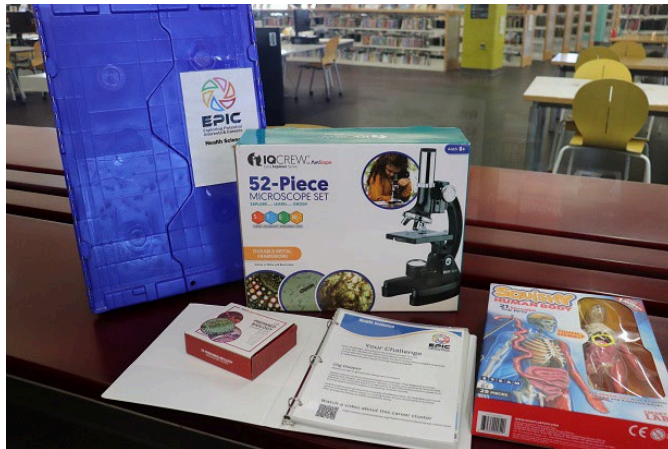
MNLINK Transition Task Force
The software that powers MNLINK, the statewide interlibrary loan system, will reach end-of-life in June 2024. Last spring, I was invited to participate in the MNLINK Transition Task Force, the group charged with recommending a replacement product. Over the course of the past year, we worked to develop, implement, and score a Request for Procurement. The finalists provided online demonstrations, and the products were tested for usability and accessibility. The Task Force made our recommendation in late April.

MNLINK has been running on the same software since 2004. No vendor offers the same exact features and functions of the current product. The process was thorough, and I feel confident in the recommendation. However, some automation functionality needs to be developed. We will likely see significant changes to both interlibrary loan service delivery and workflow. I offered to assist with implementation to be on the leading edge of the changes.

Book Challenges
Since January, I have received Requests for Reconsideration for five unique titles. Four are requests to remove a title, and one was a request to reconsider a title for addition to the collection. Multiple people have submitted forms for two of the titles under consideration for removal. I have fielded more requests in the past 12 months than I have in the past 8 years combined. It is notable that none of the titles under question were newly added to the collection in 2022 or 2023.

Many of the challenges question the criteria and processes used to select and catalog titles for the library collection. Given the marked increase in complaints as well as the changing landscape of publishing, Karen and I recommend a deeper look at the Collection Development policy, selection and cataloging criteria, and the Request for Reconsideration process.

May 16, 2023

Building Reports
May 2022

Jeannette Burkhardt
Patron Services Supervisor

Howard Lake
On Monday, April 17, the Howard Lake City Council voted to accept construction bids and move forward with a new library building for the City of Howard Lake. Construction will start as soon as the road restrictions have been lifted.

Delano/Rockford
Delano and Rockford libraries weathered the high Crow River levels this spring without any issues.

Elk River
One of the public bathrooms at the Elk River Library is currently unusable. There are some structural issues inside the wall that are causing the toilet to fall off the wall. Early estimates for repair are thought to be about $4,000.

Brandi Canter
Lead Patron Services Supervisor

Paynesville
In April, we met with city representatives, Friends of the Library members, and architects to discuss possible options for a tear-down and rebuild on the Washburne Court site. Two of the options were for a shared facility with the library and CURA Health. One option showed two separate buildings on separate lots. There was good conversation, but no decisions. In late April, the city council established an ad-hoc library committee to continue work on this project. GRRL will be represented on the committee.

St. Cloud
As of late April, the new chiller is operational. It was installed in October 2022, but unfortunately, the compressors were not working. Two compressors have been replaced so it is functional now.

St. Cloud staff and I have been working to improve security in the teen area. The space was built when teens often used GRRL Internet stations, so the lighting was purposely designed to be a little darker to make screen reading easier. Teens use the space differently now. Most have school-assigned devices so do not use our computers. Now, that darker space and shelving above eye-level makes the space difficult for staff to monitor and a favorite gathering spot for noisy, disruptive patrons.

The team is working to replace the six-foot shelves with lower ones. The change will provide direct sight lines into the study rooms. More "natural surveillance" will increase patrons' sense that they will get caught if they engage in problematic behaviors. We ordered desk lamps and plan to fill the long counter with games and jigsaw puzzles. Last month the team did a walk-through with Officer Nick Tylutki, our liaison with the St. Cloud Police Department. Officer Tylutki gave a few suggestions and praised our plans for adding visibility and positive activity into the space.

Cara Langston
Patron Services Supervisor

Cold Spring
The Cold Spring City Council appointed a library committee to investigate potential locations during their March 28 meeting. The committee moved quickly and visited the Kimball branch, took a tour, and spoke with several instrumental stakeholders on April 12. On April 24, the committee met with me and Library Services Coordinator Jason Kirchoff to discuss previous space needs analyses and potential building sites. They plan to present their preferred site during the May GRRL Board meeting.

Eagle Bend
Eagle Bend continues to make steady progress on the museum addition. Work happens based on material and construction staff availability. They still plan to complete work this spring.

Little Falls
The MNOSHA complaint regarding bats in the library was formally closed. To ensure accurate communication with the city, library staff now maintain a calendar tracking bat sightings. Bats were last seen in the library in late March, and no more recent activity has been detected.

Long Prairie
The new meeting room is now furnished with a conference table and chairs. We are already receiving positive feedback from community members and groups using the space.

Great River Regional Library			January	February	March	Q1 Cumulative
Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.	Owner	Baseline 2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Edge programs offered in libraries, in-person and virtual	Patron Services	66	19	13	14	46

Expand the eBook, eAudiobook and database collection.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Digital Library circulation increases	Collection Development	74,579	31,203	28,487	31,788	91,478
Active Digital Library users increase	Collection Development	17,645	7,520	7,434	7,881	22,835

Enhance the physical collection of library materials	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Key metric - Circulation/Open Hour by library increases	Collection Development	45	41	49	45	45
Key metric - Percent of dead materials by library declines	Collection Development	17.03%			14.94%	
Key metric - Number of collection check items by library declines	Collection Development	12,620			7,847	

Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Key metric - New resident borrowers by regional increase	Leadership Support Team	3,720	1,493	1,297	1432	4,222
Key metric - Total current resident borrowers by regional increase	Leadership Support Team	82,362 - 1/1/2023	82,129	82,241	82,107	82,107
Key metric - Items/checkout session by library increase	Leadership Support Team	6.5	6.3	6.3	6.0	6.3
Key metric - Circulation - physical materials	Leadership Support Team	597,904	192,795	188,106	220,923	601,824
Key metric - $ collected - Miscellaneous receipts	Accounting	$29,012.59	$8,887.69	$9,880.30	$13,556.87	$32,324.86

Have programs and services for patrons with special needs.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Programs and services offered in libraries	Lead Department: Patron Services/Human Resources	NA	5	4	3	12

Increase targeted advertising to reach a wider audience.	Owner	Baseline 1/31/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Regularly post on social media to followers about collections and services	Communications & Development	NA	collections & services highlighted: WiFi2GO, Grab & Go backpacks, Beanstack app, MN Writes MN Reads, printing services, large print books, hoopla for comic books, D&D kit, DVDs, Winter Reading Program	collections & services highlighted: Libby app, Beanstack app, MN Writes MN Reads, CDs, hoopla, Lucky Day collection, Winter Reading Program	collections & services highlighted: Beanstack app, NextReads, Libby app	
Number of e-newsletter subscribers	Communications & Development	4,864	5,829	5,927	4,089	

Great River Regional Library		January	February	March	Q1 Cumulative
E-newsletter open rate	Communications & Development	25.1%	37.2%	34.1%	43.79%	

Increase awareness of digital tools.	Owner	Baseline 1/31/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
New NextReads newsletters launched this quarter. Social media engagement averaged at 1,100. Clicks on database highlight link in e-newsletter is averaged at 26 clicks.	Communications & Development	NA	database highlight: Tumblebooks	database highlight: NoveList	database highlight: Libby	

Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner	Baseline 1/31/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA	NA	NA	Fines free presentation at GRRL Board meeting	

Build GRRL's culture of philanthropy.	Owner	Baseline 2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Board giving rate	Communications & Development	86%				26%
Staff giving rate	Communications & Development	15%				11%

Increase donor support of the library.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Donors retained	Communications & Development	17	188	38	243	697
Donor retention rate	Communications & Development	13%	15%	18%	23%	57%
Donors acquired	Communications & Development	130	14	13	144	171
Fund Development Plan progress	Communications & Development	NA	Complete the 2022 Year-End Campaign	NA	hold Locally Growin' campaign over-the-desk to increase donor acquisition	

Increase training to support access and awareness.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Patron Service Power Up attendees	Human Resources	0	0	0	14	14
Organizational Orientation attendees	Human Resources	0	0	46	0	46
Regional Staff Meeting attendees	Human Resources	34	0	0	36	36
Merchandising training attendees	Human Resources	3	1	0	5	6
Summer Reading Program Resource Fair attendees	Human Resources	25	0	22	16	38
Homeless Library Academy attendees	Human Resources	347	19	22	22	63

Maximize library financial investment options.	Owner	Baseline Q1/2022	Status 1/31/2023	Status 2/28/2023	Status 3/31/2023	Q1 2023 - Cumulative
Number of accounts with new financial institutions established	Accounting	22 investments, 3 with local banks	22 investments, 3 with local banks	22 investments, 3 with local banks	24 investments, 4 with local banks	Q1 Ending CD # - 24
Key metric - Overall CD Portfolio rate of return	Accounting	2.93%	3.43%	3.77%	4.26%	Q1 Average = 3.59%

GRRL 2022-2025 Strategic Plan Objectives and Key Results
Total Borrowers by Library – Year over Year

Library	1/1/2023	1/1/2022	1/1/2021	1/1/2020	Total change 2023-2020	Add percent change
Albany	2,028	2,096	2,260	2,611	(583)	-22%
Annandale	1,948	1,827	1,974	2,274	(326)	-14%
Becker	2,146	2,091	2,151	2,554	(408)	-16%
Belgrade	376	401	470	490	(114)	-23%
Big Lake	2,531	2,310	2,400	2,700	(169)	-6%
Buffalo	5,282	5,453	5,919	6,750	(1,468)	-22%
Clearwater	861	871	945	1,039	(178)	-17%
Cokato	1,321	1,370	1,408	1,554	(233)	-15%
Cold Spring	1,937	1,953	2,161	2,433	(496)	-20%
Delano	2,583	2,783	2,945	3,259	(676)	-21%
Eagle Bend	435	487	516	582	(147)	-25%
Elk River	8,791	8,864	9,688	10,729	(1,938)	-18%
Foley	1,267	1,293	1,401	1,670	(403)	-24%
Grey Eagle	335	317	350	378	(43)	-11%
Howard Lake	889	814	803	971	(82)	-8%
Kimball	760	682	569	664	96	14%
Little Falls	3,734	3,724	4,005	4,753	(1,019)	-21%
Long Prairie	1,300	1,409	1,515	1,750	(450)	-26%
Melrose	971	979	1,027	1,184	(213)	-18%
Monticello	4,661	4,790	5,432	6,295	(1,634)	-26%
Paynesville	1,105	1,152	1,342	1,682	(577)	-34%
Pierz	1,144	955	1,073	1,265	(121)	-10%
Richmond	539	516	535	637	(98)	-15%
Rockford	1,148	1,225	1,378	1,611	(463)	-29%
Royalton	1,036	1,007	932	1,058	(22)	-2%
Saint Michael	8,007	7,609	7,456	8,217	(210)	-3%
Sartell Locker	460	378	450	366	94	26%
Sauk Centre	1,528	1,551	1,692	1,718	(190)	-11%
St. Cloud	20,670	21,721	25,243	29,958	(9,288)	-31%
Staples	1,586	1,611	1,801	2,079	(493)	-24%
Swanville	412	388	396	451	(39)	-9%
Upsala	447	506	578	650	(203)	-31%
Waite Park	2,452	2,403	2,556	2,769	(317)	-11%
Region Total	**84,690**	**85,536**	**93,371**	**107,101**	**(22,411)**	**-21%**

GRRL 2022-2025 Strategic Plan Objectives and Key Results
New Borrowers by Library – Q1 2023

Library	2023 Q1 new borrowers	2022 Q1 new borrowers	2021 Q1 new borrowers	2020 Q1 new borrowers
Albany	71	47	42	40
Annandale	73	61	38	38
Becker	67	85	57	69
Belgrade	13	19	10	17
Big Lake	106	101	69	84
Buffalo	259	211	164	167
Clearwater	36	37	25	26
Cokato	43	48	42	56
Cold Spring	80	70	34	46
Delano	132	91	74	100
Eagle Bend	20	22	13	26
Elk River	554	447	321	385
Foley	63	40	22	38
Grey Eagle	7	16	11	6
Howard Lake	23	62	26	29
Kimball	42	36	36	12
Little Falls	155	179	172	107
Long Prairie	67	49	31	30
Melrose	49	25	29	23
Monticello	247	198	110	195
Paynesville	52	54	22	29
Pierz	32	30	28	19
Richmond	20	20	11	13
Rockford	60	43	32	36
Royalton	29	52	13	33
Saint Cloud	1,115	991	555	1,060
Saint Michael	388	386	223	257
Sartell	71	51	41	24
Sauk Centre	52	42	25	68
Staples	147	86	40	131
Swanville	10	24	12	8
Upsala	22	11	5	71
Waite Park	117	86	44	37
Region Total	**4,222**	**3,720**	**2,377**	**3,280**

January 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Jan 2023	Circ/Hour Jan 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	5,634	701	34	40	-14.2%	5,634	6,207	-9.2%
+	Annandale	2,949	656	24	23	2.4%	2,949	2,600	13.4%
	Becker	3,739	673	26	29	-10.7%	3,739	3,864	-3.2%
	Belgrade	608	140	6	8	-16.9%	608	678	-10.3%
+	Big Lake	4,721	756	33	31	6.7%	4,721	4,114	14.8%
	Buffalo	12,278	2,163	59	66	-10.9%	12,278	12,722	-3.5%
	Clearwater	2,077	402	19	21	-10.1%	2,077	2,139	-2.9%
	Cokato	3,509	563	27	31	-14.3%	3,509	3,877	-9.5%
+	Cold Spring	5,640	761	35	34	2.6%	5,640	5,083	11.0%
+	Delano	7,011	1,045	37	36	2.2%	7,011	6,354	10.3%
	Eagle Bend	1,610	233	15	22	-31.8%	1,610	2,050	-21.5%
+	Elk River	16,233	2,418	78	72	8.9%	16,233	14,684	10.5%
	Foley	3,895	527	25	27	-9.2%	3,895	3,959	-1.6%
	Grey Eagle	761	138	8	11	-30.1%	761	1,033	-26.3%
	Howard Lake	2,158	357	16	19	-14.2%	2,158	2,328	-7.3%
	Kimball	1,449	277	15	19	-16.9%	1,449	1,706	-15.1%
+	Little Falls	6,659	1,374	34	35	-2.7%	6,659	6,349	4.9%
	Long Prairie	3,636	668	22	26	-13.7%	3,636	3,804	-4.4%
+	Melrose	9,091	582	76	83	-8.1%	9,091	8,980	1.2%
	Monticello	10,648	1,753	58	65	-11.0%	10,648	11,054	-3.7%
	Paynesville	1,756	411	12	14	-11.1%	1,756	1,810	-3.0%
	Pierz	1,920	387	17	18	-9.5%	1,920	2,057	-6.7%
	Richmond	1,071	238	11	12	-9.7%	1,071	1,080	-0.8%
	Rockford	3,077	464	22	26	-14.5%	3,077	3,369	-8.7%
+	Royalton	1,306	257	14	13	6.7%	1,306	1,173	11.3%
	Saint Cloud	39,791	6,584	157	170	-7.7%	39,791	40,069	-0.7%
+	Saint Michael	16,526	2,438	81	80	1.8%	16,526	15,035	9.9%
+	Sauk Centre	5,137	741	34	35	-4.5%	5,137	4,923	4.3%
	Staples	4,278	751	26	29	-9.7%	4,278	4,301	-0.5%
+	Swanville	615	192	6	5	21.4%	615	448	37.3%
+	Upsala	3,661	329	34	27	26.2%	3,661	2,712	35.0%
+	Waite Park	6,117	1,239	44	46	-3.4%	6,117	5,875	4.1%
	Sartell Locker	885	161				885	1,144	-22.6%
	Total	**190,446**	**30,379**	**41**	**44**	**-7.0%**	**190,446**	**187,581**	**1.5%**
+	Total OverDrive	31,203					31,203	23,992	30.1%

+ Indicates an increase in YTD circulation total over last year

February 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Feb 2023	Circ/Hour Feb 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	5,777	640	40	43	-5.7%	11,411	12,591	-9.4%
+	Annandale	2,778	668	26	26	3.3%	5,727	5,315	7.8%
+	Becker	3,977	651	33	31	8.5%	7,716	7,711	0.1%
	Belgrade	568	169	7	9	-23.8%	1,176	1,442	-18.4%
+	Big Lake	4,373	703	36	33	8.8%	9,094	8,299	9.6%
+	Buffalo	12,536	2,190	72	64	13.1%	24,814	24,379	1.8%
	Clearwater	1,962	379	23	21	5.3%	4,039	4,180	-3.4%
	Cokato	3,374	527	33	33	-1.1%	6,883	7,817	-11.9%
+	Cold Spring	4,986	723	40	37	8.9%	10,626	10,328	2.9%
+	Delano	6,870	994	46	39	18.1%	13,881	12,868	7.9%
	Eagle Bend	1,368	242	17	21	-20.0%	2,978	3,717	-19.9%
+	Elk River	16,012	2,314	92	80	15.6%	32,245	29,934	7.7%
+	Foley	4,033	524	32	28	14.6%	7,928	7,761	2.2%
	Grey Eagle	635	145	8	14	-43.9%	1,396	2,220	-37.1%
	Howard Lake	2,182	347	21	0	0.0%	4,340	4,744	-8.5%
	Kimball	1,567	285	19	20	-4.5%	3,016	3,346	-9.9%
+	Little Falls	7,126	1,380	43	36	21.6%	13,785	12,529	10.0%
	Long Prairie	3,263	672	25	24	2.6%	6,899	7,152	-3.5%
+	Melrose	9,123	553	94	83	12.9%	18,214	17,476	4.2%
	Monticello	10,475	1,641	71	64	10.0%	21,123	21,546	-2.0%
	Paynesville	1,852	388	16	16	-2.3%	3,608	3,852	-6.3%
+	Pierz	2,159	443	23	18	28.0%	4,079	3,999	2.0%
+	Richmond	1,263	228	16	13	18.7%	2,334	2,224	4.9%
	Rockford	2,876	434	25	28	-11.0%	5,953	6,882	-13.5%
	Royalton	1,314	250	16	18	-8.2%	2,620	2,728	-4.0%
+	Saint Cloud	38,349	6,114	190	168	12.8%	78,140	77,943	0.3%
+	Saint Michael	15,680	2,329	93	85	9.3%	32,206	30,228	6.5%
+	Sauk Centre	5,272	730	42	38	9.2%	10,409	9,981	4.3%
+	Staples	4,225	783	32	29	8.3%	8,503	8,406	1.2%
+	Swanville	674	168	8	4	136.0%	1,289	755	70.7%
+	Upsala	2,764	366	29	28	5.9%	6,425	5,321	20.7%
+	Waite Park	5,567	1,170	53	42	24.4%	11,684	10,982	6.4%
	Sartell Locker	978	163				1,863	2,367	-21.3%
	Total	**185,958**	**29,313**	**49**	**46**	**7.6%**	**376,404**	**371,023**	**1.5%**
+	Total OverDrive	28,487					59,690	45,950	29.9%

+ Indicates an increase in YTD circulation total over last year

March 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Mar 2023	Circ/Hour Mar 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	6,552	752	37	43	-14.7%	17,963	20,312	-11.6%
+	Annandale	3,200	728	26	24	9.3%	8,927	8,266	8.0%
	Becker	4,546	768	31	32	-3.7%	12,262	12,526	-2.1%
	Belgrade	640	176	6	9	-32.6%	1,816	2,325	-21.9%
+	Big Lake	5,127	881	34	34	1.6%	14,221	13,345	6.6%
+	Buffalo	15,305	2,652	71	65	9.4%	40,119	38,629	3.9%
	Clearwater	2,407	450	22	22	-0.4%	6,446	6,662	-3.2%
	Cokato	4,037	642	29	34	-15.2%	10,920	12,614	-13.4%
+	Cold Spring	6,116	860	36	35	3.8%	16,742	16,218	3.2%
+	Delano	8,140	1,211	41	39	5.0%	22,021	20,695	6.4%
	Eagle Bend	1,730	259	18	21	-16.6%	4,708	5,962	-21.0%
+	Elk River	18,706	2,809	86	79	8.9%	50,951	48,455	5.2%
	Foley	4,279	596	26	28	-4.9%	12,207	12,259	-0.4%
	Grey Eagle	864	182	8	11	-28.5%	2,260	3,384	-33.2%
	Howard Lake	2,344	376	17	24	-30.9%	6,684	8,063	-17.1%
	Kimball	1,777	359	17	17	-1.0%	4,793	5,037	-4.8%
+	Little Falls	8,054	1,604	39	36	9.0%	21,839	19,990	9.2%
	Long Prairie	3,896	778	23	23	1.2%	10,795	11,094	-2.7%
+	Melrose	10,686	670	88	67	32.3%	28,900	25,685	12.5%
	Monticello	12,711	2,106	65	66	-0.7%	33,834	34,348	-1.5%
	Paynesville	2,098	446	14	14	-1.1%	5,706	5,974	-4.5%
+	Pierz	2,235	489	17	17	-0.1%	6,314	6,142	2.8%
	Richmond	1,245	246	12	15	-16.8%	3,579	3,721	-3.8%
	Rockford	3,447	547	23	31	-24.8%	9,400	11,496	-18.2%
	Royalton	1,795	321	17	19	-12.0%	4,415	4,711	-6.3%
	Saint Cloud	45,870	7,459	172	172	0.5%	124,010	124,110	-0.1%
+	Saint Michael	18,489	2,847	87	89	-2.5%	50,695	49,363	2.7%
+	Sauk Centre	5,687	827	36	36	0.7%	16,096	15,628	3.0%
	Staples	4,425	819	26	28	-4.7%	12,928	13,135	-1.6%
+	Swanville	762	160	8	3	184.2%	2,051	1,039	97.4%
+	Upsala	2,931	392	26	27	-4.5%	9,356	8,335	12.2%
+	Waite Park	7,002	1,465	48	46	3.3%	18,686	17,671	5.7%
	Sartell Locker	1,230	191				3,093	3,657	-15.4%
	Total	**218,333**	**35,068**	**45**	**45**	**-1.1%**	**594,737**	**590,851**	**0.7%**
+	Total OverDrive	31,788					91,478	70,790	29.2%

+ Indicates an increase in YTD circulation total over last year

May 16, 2023

Staff Recognition Report
2023 – Quarter 2
April 1 – June 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Cara	Norling	Albany/Melrose	Hannon, John	4/20/2023	1
Brenda	Stang	St. Cloud - Patron Services	Mallo, Chris	5/2/2023	1
Meagan	Henry	St. Cloud - Patron Services	Mallo, Chris	5/3/2023	1
Liz	Hittle	Monticello	Scherber, Marla	5/5/2023	1
Chris	Viney	St. Cloud - Circulation	Blotkamp, Eric	5/16/2023	1
Innocent	Okose	Information Technology	Roos, Jay	6/1/2023	1
Tamara	Radke	St. Cloud - Circulation	Blotkamp, Eric	6/1/2023	1
Katie	Teesdale	Buffalo	Burkhardt, Jeannette	6/6/2023	1
Andrea	Nelson	St. Cloud - Circulation	Backen, Rosanna	5/7/2023	5
Suki	Zellgert	CD - Technical Services	Getz, Chris	5/7/2023	5
Kayla	Dickhoff	Belgrade/Paynesville	Gruber, Kateri	6/18/2023	5
Sunday	Nelson	Eagle Bend/Staples	Perish, Cathy	6/18/2023	5
Kateri	Gruber	Belgrade/Paynesville	Canter, Brandi	5/6/2023	10
Nancy	Boeckers	St. Michael	Bunting, Nancy	6/17/2023	10
Caron	Lage	Waite Park	Canter, Brandi	6/9/2023	15
Peggy	Aschenbrenner	CD - Technical Services	Getz, Chris	5/16/2023	40

Human Resources Annual Statistics
January – December 2022

Year	Turnover	Separations	Average Employees	New Hires	Promo/ Transfers	Applications	Interviews
2004	10.13%	23	227	48	NA	440	103
2005	16.59%	37	223	60	NA	1029	211
2006	12.55%	29	231	50	NA	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27	8	935	154
2010	17.24%	45	261	41	16	1090	190
2011	15.27%	40	262	42	7	937	255
2012	15.66%	44	281	41	9	769	266
2013	23.83%	61	256	27	22	**	273
2014	12.86%	34	264	41	15	360*	85*
2015	13.66%	37	271	38	13	558	212
2016	18.33%	50	273	46	14	569	207
2017	18.06%	50	277	52	8	542	212
2018	14.51%	40	276	41	6	481	178
2019	16.50%	45	273	40	8	484	178
2020	20.00%	50	250	16	19	373	103
2021	20.34%	48	236	45	3	509	199
2022	19.67%	47	239	58	13	468	184

*2014 Applications and interviews are calculated from April 1 – December 31, 2014 with the implementation of ADP Applicant Tracking Module.

**2013 - 14 open positions were carried over and filled in 2014. 2013 numbers are estimates due to HRMS software conversion.

May 16, 2023

~~JOB TITLE:~~ MEMBER OF THE
GREAT RIVER REGIONAL LIBRARY BOARD OF TRUSTEES

Date Approved: ~~————~~ May 10, 2011; reviewed April 18, 2017~~, &~~ March 16, 2021

Date of Last Revision: May 16, 2023

~~Authority: Minnesota Revised Statutes section 134.20~~

~~Summary: Members of the Great River Regional Library Board of Trustees provide direction and vision for the organization.~~

SUMMARY

Members of the Great River Regional Library Board of Trustees provide direction and vision for the organization.

This job description is a guide outlining the responsibilities of GRRL Board of Trustees members. The GRRL Board reserves the right to revise job responsibilities as needed to conform to Minnesota law and the most current version of the GRRL Bylaws.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where everyone is treated respectfully and valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

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PRIMARY RESPONSIBILITIES

Basic Responsibilities of GRRL Board of Trustees:

- Determine mission, vision and purpose. Also periodically review the mission and vision statements to ensure they accurately reflect the library's goals and purposes given the demands of the patrons served.

-
- Adopt bylaws and policies as appropriate to fulfill the regional library purpose.
- Work to ensure adequate financial resources are secured for the organization to fulfill its mission, vision and purpose.
-
- Protect assets and provide proper financial oversight by developing the annual budget and ensuring that proper financial controls are in place.
-
- Select, support and evaluate the director. The board should employ the best qualified person for the position of director. The board should ensure that the director has the moral and professional support he or she needs to further the goals of the organization.
-
- Ensure effective planning by actively participating in overall strategic plan process and monitoring the plan's goals.
-
- Ensure legal compliance and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
-
- Enhance the organization's public standing. The board should clearly articulate the organization's accomplishments to the public and work to garner support from the community.
-
- Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Individual GRRL Board Member Responsibilities:
- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Abide by the GRRL Board Code of Conduct.
- Serve on board committees and offer to take on special assignments or appointments.
- Make a personal financial contribution to the organization as personal situations allow.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
-
- Keep up-to-date on significant developments in the library field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special or burdensome individual requests of the staff except through the director. Adhere to appropriate board member/staff roles.

- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics desired for GRRL Board Members:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.

- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.

- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the substantive program areas of the library.

- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.

MEMBER OF THE
GREAT RIVER REGIONAL LIBRARY BOARD OF TRUSTEES

Date Approved: May 10, 2011; reviewed April 18, 2017, March 16, 2021
Date of Last Revision: May 16, 2023

SUMMARY

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- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special or burdensome individual requests of the staff except through the director. Adhere to appropriate board member/staff roles.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics desired for GRRL Board Members:
- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the substantive program areas of the library.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.

GREAT RIVER REGIONAL LIBRARY
Explore...learn...connect...

New Cold Spring Library Site

Submitted by Cara Langston, Patron Services Supervisor

BOARD ACTION REQUESTED

☐ Information   ☒ Discussion   ☐ Action Requested

RECOMMENDATION

Cold Spring is considering the purchase of a site for a standalone library building. Members of the Library Leadership Team (LST) reviewed the site location and it shows potential. We are looking forward to architectural drawings that show how the library and parking will fit on the site.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

The Cold Spring Library was determined to be in need of improvements due to accessibility and space in the current and previous Library Development Plans. The most recent letter addressing these building challenges was delivered to Cold Spring at the request of the GRRL Library Board. The Cold Spring City Council tasked a committee with investigating potential sites for a standalone branch. That committee proposed the below location for discussion.
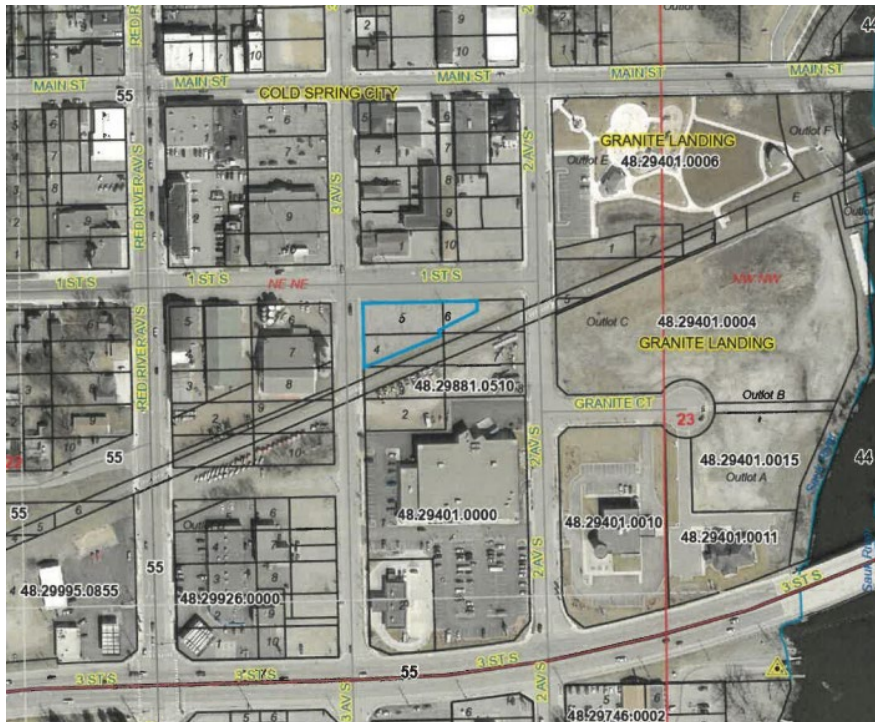
FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

Collection Development Committee

Submitted by Karen Pundsack, Executive Director
Jami Trenam, Associate Director – Collection Development

BOARD ACTION REQUESTED

☐ Information   ☒ Discussion   ☐ Action Requested

RECOMMENDATION

We recommend the GRRL Board President appoint two or three GRRL Trustees to a committee that includes Collection Development and Technical Services staff. The committee would review library materials selection criteria, cataloging practices, and the Request for Reconsideration process.

Recommended changes would be submitted to the GRRL Board for the October 2023 work session for review and consideration.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

- Since January 2023, GRRL has received Requests for Reconsideration for five unique titles. Four are requests to remove a title, and one was a request to reconsider a title for addition to the collection. Multiple people have submitted forms for two of the titles under consideration for removal. Staff have fielded more requests in the past 12 months than Jami has in the past 8 years combined. It is notable that none of the titles under question were newly added to the collection in 2022 or 2023.
- Two individuals have appealed their initial Requests for Reconsideration for one title. It has been 23 years since GRRL has received a complaint at this level.
- Given the volume of concerns being expressed and the varied titles being questioned, deeper reflection on these processes are warranted. Many of the questions received hinge on the criteria and processes used to select and catalog library materials.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

2024 Annual Preliminary Budget

Great River Regional Library Board of Trustees

Great River Regional Library
2024 Annual Budget Proposal Summary

Operating Revenue Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Budget Proposal Summary
Signatory Revenue	$ 7,075,801.00	$ 7,141,483.00	$ 7,600,950.00	$ 7,524,826.00
Non Signatory Revenue	2,374,127.90	2,709,618.70	2,406,560.00	2,643,550.00
Operating Revenue Total	$ 9,449,928.90	$ 9,851,101.70	$ 10,007,510.00	$ 10,168,376.00
Dollar Change		$ 401,172.80	$ 156,408.30	$ 160,866.00
Percent Change		4.25%	1.59%	1.61%

Operating Expenditure Budget				
Personnel	$ 7,300,082.31	$ 7,394,430.67	$ 7,962,400.00	$ 8,152,040.00
Services & Contracts	494,722.36	587,205.55	587,490.00	572,740.00
Commodities	77,078.40	71,185.34	79,800.00	73,700.00
Fleet	42,019.15	69,184.18	60,500.00	68,500.00
Library Materials	955,932.29	961,370.00	967,370.00	971,370.00
Equipment	7,739.05	4,780.68	5,500.00	6,000.00
Contingency	386.00	288.35	400.00	400.00
Automation	253,769.83	312,068.26	350,750.00	323,626.00
Operating Expenditure Total	$ 9,131,729.39	$ 9,400,513.03	$ 10,014,210.00	$ 10,168,376.00
Dollar Change		$ 268,783.64	$ 613,696.97	$ 154,166.00
Percent Change		2.94%	6.53%	1.54%

Capital Revenue Budget				
Signatory Capital Revenue Total	$ 95,680.00	$ 30,000.00	$ 30,000.00	$ 30,000.00
Dollar Change		$ (65,680.00)	$ -	$ -
Percent Change		-68.65%	0.00%	0.00%

Capital Expenditure Budget				
Total Capital	$ 14,172.80	$ 79,504.19	$ 30,000.00	$ 30,000.00
Dollar Change				$ -
Percent Change				0.00%

Revenue Budget	$	10,198,376.00
Expenditure Budget	$	10,198,376.00
Balanced	$	-

Great River Regional Library
2024 Annual Budget Proposal

Operating Revenue Budget	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
County					
Benton	524,738.00	524,116.00	555,284.00	(14,468.00)	$ 540,816.00
Morrison	496,290.00	489,542.00	525,918.00	(6,081.00)	$ 519,837.00
Sherburne	1,342,114.00	1,354,605.00	1,458,405.00	7,844.00	$ 1,466,249.00
Stearns	2,269,717.00	2,274,381.00	2,368,582.00	(55,544.00)	$ 2,313,038.00
Todd	326,428.00	333,969.00	356,739.00	(6,476.00)	$ 350,263.00
Wright	2,116,514.00	2,164,870.00	2,336,022.00	(1,399.00)	$ 2,334,623.00
Subtotal - Signatory	$ 7,075,801.00	$ 7,141,483.00	$ 7,600,950.00	$ (76,125.00)	$ 7,524,826.00
Dollar Change		$ 65,682.00	$ 459,467.00		$ (76,124.00)
Percent Change		0.93%	6.43%		-1.00%

Non-Signatory	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
FY State Aid - RLBSS	1,604,284.03	1,637,874.23	1,600,000.00	38,000.00	1,638,000.00
St. Cloud Reimbursement	94,911.68	81,088.94	100,000.00	(15,000.00)	85,000.00
City of Elk River	10,600.00	10,875.00	-	-	-
City of Sartell	19,352.16	18,500.00	18,500.00	1,500.00	20,000.00
Unassigned Fund Balance (2022 Surplus)	350,000.00	315,218.00	313,860.00	93,490.00	407,350.00
Unassigned Fund Balance (Cash Reserves)	-	401,080.00	230,000.00	(70,000.00)	160,000.00
Patron Receipts (Formerly Miscellaneous Receipts)	213,863.17	105,268.29	86,000.00	19,000.00	105,000.00
United Way/PFSS	1,760.00		-	-	
Interest	40,930.31	96,508.74	30,000.00	170,000.00	200,000.00
ILL Delivery	6,200.00	6,200.00	6,200.00	-	6,200.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	10,840.00	9,315.00	-	-	-
Revenue Fund	14,386.55	20,690.50	15,000.00	-	15,000.00
Sub Total - Non Signatory	$ 2,374,127.90	$ 2,709,618.70	$ 2,406,560.00	$ 236,990.00	$ 2,643,550.00
Dollar Change		$ 335,490.80	$ (303,058.70)		$ 236,990.00
Percent Change		14.13%	-11.18%		9.85%

	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
Operating Revenue Total	$ 9,449,928.90	$ 9,851,101.70	$ 10,007,510.00	$ 160,865.00	$ 10,168,376.00
Dollar Change		$ 401,172.80	$ 156,408.30		$ 160,866.00
Percent Change		4.25%	1.59%		1.61%

Capital Revenue Budget	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
County					
Benton	7,096.00	2,202.00	2,192.00	(36.00)	$ 2,156.00
Morrison	6,711.00	2,056.00	2,076.00	(4.00)	$ 2,072.00
Sherburne	18,148.00	5,690.00	5,756.00	90.00	$ 5,846.00
Stearns	30,692.00	9,554.00	9,348.00	(126.00)	$ 9,222.00
Todd	4,413.00	1,403.00	1,408.00	(12.00)	$ 1,396.00
Wright	28,620.00	9,095.00	9,219.00	88.00	$ 9,308.00
Capital Revenue Total	$ 95,680.00	$ 30,000.00	$ 30,000.00	$ -	$ 30,000.00
Dollar Change		$ (65,680.00)	$ -		$ -
Percent Change		-68.65%	0.00%		0.00%

	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
Operating & Capital Revenue Total	$ 9,545,608.90	$ 9,881,101.70	$ 10,037,510.00	$ 160,864.00	$ 10,198,376.00
Dollar Change		$ 335,492.80	$ 156,408.30		$ 160,866.00
Percent Change		3.51%	1.58%		1.60%

Great River Regional Library
2024 Annual Budget Proposal

Operating Expenditure Budget

4100 Personnel	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
Subtotal Personnel	$ 7,300,082.31	$ 7,394,430.67	7,962,400.00	$ 189,640.00	$ 8,152,040.00
Total - Personnel	$ 7,300,082.31	$ 7,394,430.67	$ 7,962,400.00	$ 189,640.00	$ 8,152,040.00
				Dollar Change	$ 189,640.00
				Percent Change	2.38%

4200 Services and Contracts	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
210 Regional Board Meetings	6,888.48	6,552.71	7,000.00	(200.00)	6,800.00
211 Staff Development Svcs.	17,897.82	18,541.43	24,500.00	-	24,500.00
213 All Staff Day Training	-	7,310.59	7,300.00	-	7,300.00
220 Library Memberships	1,719.00	3,683.50	5,000.00	-	5,000.00
235 Patron Contact Svcs.	48,694.78	63,231.98	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	89,128.95	100,044.44	100,000.00	5,000.00	105,000.00
246 Insurance	38,151.00	90,144.00	40,150.00	-	40,150.00
248 Catalog Svcs.	91,242.87	91,792.12	115,000.00	(21,000.00)	94,000.00
250 Audit	19,150.00	20,830.00	22,000.00	3,000.00	25,000.00
253 Public Licensing Svcs.	4,587.00	4,587.00	4,590.00	-	4,590.00
260 Telephone Svcs.	29,425.25	31,000.00	31,000.00	-	31,000.00
265 Delivery Svcs.	1,003.10	2,057.61	1,750.00	450.00	2,200.00
271 Equip. Rental & Repair	22,783.30	26,748.46	25,500.00	2,000.00	27,500.00
280 Marketing & Communications	39,622.60	29,797.83	31,000.00	-	31,000.00
288 Sales Tax	3,233.66	3,849.00	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs.	69,484.37	69,665.08	86,200.00	-	86,200.00
291 Legal Svcs.	5,665.00	10,851.85	16,000.00	(4,000.00)	12,000.00
293 System Directors Fund	6,045.18	6,517.95	6,500.00	-	6,500.00
Total Services & Contracts	$ 494,722.36	$ 587,205.55	$ 587,490.00	$ (14,750.00)	$ 572,740.00
				Dollar Change	$ (14,750.00)
				Percent Change	-2.51%

Operating Expenditure Budget

4300 Commodities	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
310 Supplies	64,284.94	58,588.03	63,800.00	(4,100.00)	59,700.00
330 Postage	12,793.46	12,597.31	16,000.00	(2,000.00)	14,000.00
Total Commodities	$ 77,078.40	$ 71,185.34	$ 79,800.00	$ (6,100.00)	$ 73,700.00
				Dollar Change	$ (6,100.00)
				Percent Change	-7.64%

Great River Regional Library
2024 Annual Budget Proposal

4400 Fleet Vehicles	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
420 Fleet Fuel	9,308.12	26,050.16	23,000.00	4,000.00	27,000.00
430 Fleet Vehicle Insurance	3,572.00	3,830.50	4,000.00	-	4,000.00
440 Fleet Repairs, Tires & Maint.	10,540.42	14,099.12	11,500.00	-	11,500.00
460 Staff Travel	18,598.61	25,204.40	22,000.00	4,000.00	26,000.00
Total Vehicle	$ 42,019.15	$ 69,184.18	$ 60,500.00	$ 8,000.00	$ 68,500.00
Dollar Change					$ 8,000.00
Percent Change					13.22%

4500 Library Materials	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
510 Print	556,635.11	538,664.62	558,500.00	1,500.00	560,000.00
520 Periodicals	50,514.90	52,969.92	52,000.00	-	52,000.00
540 Media	105,156.24	89,989.02	130,000.00	(40,000.00)	90,000.00
560 Electronic Svcs.	243,626.04	279,746.44	226,870.00	42,500.00	269,370.00
Total Library Materials	$ 955,932.29	$ 961,370.00	$ 967,370.00	$ 4,000.00	$ 971,370.00
Dollar Change					$ 4,000.00
Percent Change					0.41%

Operating Expenditure Budget

4600 Equipment	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
610 Operating Equipment	6,023.84	4,278.92	3,300.00	1,200.00	4,500.00
630 Small Equipment	1,715.21	501.76	2,200.00	(700.00)	1,500.00
Total Equipment	$ 7,739.05	$ 4,780.68	$ 5,500.00	$ 500.00	$ 6,000.00
Dollar Change					$ 500.00
Percent Change					9.09%

4700 Contingency	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
910 Contingency	386.00	288.35	400.00	-	400.00
Total Contingency	$ 386.00	$ 288.35	$ 400.00	$ -	$ 400.00
Dollar Change					$ -
Percent Change					0.00%

Great River Regional Library
2024 Annual Budget Proposal

Operating Expenditure Budget

4800 Automation	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
932 Maintenance	176,545.77	208,351.68	187,850.00	(20,474.00)	167,376.00
933 Equipment	68,831.73	57,426.88	96,000.00	(5,400.00)	90,600.00
935 Professional Services	995.00	2,142.75	2,000.00	-	2,000.00
936 Software	7,397.33	44,146.95	64,900.00	(1,250.00)	63,650.00
Total Automation	**$ 253,769.83**	**$ 312,068.26**	**$ 350,750.00**	**$ (27,124.00)**	**$ 323,626.00**
			Dollar Change		$ (27,124.00)
			Percent Change		-7.73%
Total Operating Expenditure Budget	**$ 9,131,729.39**	**$ 9,400,513.03**	**$ 10,014,210.00**	**$ 154,166.00**	**$ 10,168,376.00**
			Dollar Change		$ 154,166.00
			Percent Change		1.54%
			Revenue Budget		$ 10,168,376.00
			Expenditure Budget		$ 10,168,376.00
			Balanced		$ -

Capital Expenditure Budget

5000 Capital	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Budget Proposal
710 Automation	-	-	-	-	-
720 Branch Development	8,340.00	16,031.44	-	-	-
730 Equipment	5,832.80	-	-	-	-
740 Fleet Vehicle	-	63,472.75	30,000.00	-	30,000.00
Total Capital	**$ 14,172.80**	**$ 79,504.19**	**$ 30,000.00**	**$ -**	**$ 30,000.00**
			Dollar Change		$ -
			Percent Change		0.00%
Total Operating & Capital Expenditure Budget	**$ 9,145,902.19**	**$ 9,480,017.22**	**$ 10,044,210.00**	**$ 154,166.00**	**$ 10,198,376.00**
			Dollar Change		$ 154,166.00
			Percent Change		1.53%
			Revenue Budget		$ 10,198,376.00
			Balanced		$ -

Great River Regional Library
2024 Signatory Share Factor Table

Formula:	1/3 Population	1/3 Registered Borrowers	1/3 Net Tax Capacity
	33%	33%	33%

Operating
$ 7,524,826

County	Population	% Population Share	$ Population Share	Registered Users	% Users Share	$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	$ 205,191	5,737	6.98%	$ 175,122	$ 46,855,850	6.40%	$ 160,502	7.19%	$ 540,816	$ 13.13	1.15%
Morrison	34,041	6.76%	$ 169,520	6,439	7.84%	$ 196,551	$ 44,889,345	6.13%	$ 153,766	6.91%	$ 519,837	$ 15.27	1.16%
Sherburne	98,924	19.64%	$ 492,631	14,718	17.91%	$ 449,268	$ 153,075,445	20.90%	$ 524,351	19.49%	$ 1,466,249	$ 14.82	0.96%
Stearns	159,301	31.63%	$ 793,301	26,006	31.65%	$ 793,835	$ 211,914,987	28.94%	$ 725,902	30.74%	$ 2,313,038	$ 14.52	1.09%
Todd	25,263	5.02%	$ 125,807	3,577	4.35%	$ 109,188	$ 33,650,607	4.60%	$ 115,268	4.65%	$ 350,263	$ 13.86	1.04%
Wright	144,948	28.78%	$ 721,825	25,694	31.27%	$ 784,311	$ 241,862,916	33.03%	$ 828,487	31.03%	$ 2,334,623	$ 16.11	0.97%
Total	503,681	100%	$ 2,508,275	82,171	100%	$ 2,508,275	$ 732,249,150	100.00%	$ 2,508,275	100%	$ 7,524,826	$ 14.94	1.03%
	2021			2022			2022						
Weight	33.33%			33.33%			33.33%						

Capital
$ 30,000

County	Population	% Population Share	$ Population Share	Registered Users	% Users Share	$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	$ 818	5,737	6.98%	$ 698	$ 46,855,850	6.40%	$ 640	7.19%	$ 2,156	$ 0.05	0.0046%
Morrison	34,041	6.76%	$ 676	6,439	7.84%	$ 784	$ 44,889,345	6.13%	$ 613	6.91%	$ 2,072	$ 0.06	0.0046%
Sherburne	98,924	19.64%	$ 1,964	14,718	17.91%	$ 1,791	$ 153,075,445	20.90%	$ 2,090	19.49%	$ 5,846	$ 0.06	0.0038%
Stearns	159,301	31.63%	$ 3,163	26,006	31.65%	$ 3,165	$ 211,914,987	28.94%	$ 2,894	30.74%	$ 9,222	$ 0.06	0.0044%
Todd	25,263	5.02%	$ 502	3,577	4.35%	$ 435	$ 33,650,607	4.60%	$ 460	4.65%	$ 1,396	$ 0.06	0.0041%
Wright	144,948	28.78%	$ 2,878	25,694	31.27%	$ 3,127	$ 241,862,916	33.03%	$ 3,303	31.03%	$ 9,308	$ 0.06	0.0038%
Total	503,681	100%	$ 10,000	82,171	100%	$ 10,000	$ 732,249,150	100%	$ 10,000	100%	$ 30,000	$ 0.06	0.0041%

County	2024 Operating	2024 Capital	2024 Total	County	2023 Operating	2023 Capital	2023 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	$ 540,816	$ 2,156	$ 542,971	Benton	$ 555,284	$ 2,192	$ 557,476	Benton	$ (14,468)	$ (36)	$ (14,506)	-2.602%
Morrison	$ 519,837	$ 2,072	$ 521,910	Morrison	$ 525,918	$ 2,076	$ 527,994	Morrison	$ (6,081)	$ (4)	$ (6,085)	-1.153%
Sherburne	$ 1,466,249	$ 5,846	$ 1,472,095	Sherburne	$ 1,458,405	$ 5,756	$ 1,464,161	Sherburne	$ 7,844	$ 90	$ 7,933	0.542%
Stearns	$ 2,313,038	$ 9,222	$ 2,322,260	Stearns	$ 2,368,582	$ 9,348	$ 2,377,930	Stearns	$ (55,544)	$ (126)	$ (55,670)	-2.341%
Todd	$ 350,263	$ 1,396	$ 351,660	Todd	$ 356,739	$ 1,408	$ 358,147	Todd	$ (6,476)	$ (12)	$ (6,487)	-1.811%
Wright	$ 2,334,623	$ 9,308	$ 2,343,931	Wright	$ 2,336,022	$ 9,220	$ 2,345,242	Wright	$ (1,399)	$ 88	$ (1,308)	-0.056%
Total	$ 7,524,826	$ 30,000	$ 7,554,826	Total	$ 7,600,950	$ 30,000	$ 7,630,950	Total	$ (76,124)	$ -	$ (76,124)	-0.998%

*Includes the approved budget request for St. Michael

Great River Regional Library
2024 Signatory Share Factor Table
Zero Dollar Increase

Formula:	1/3 Population	1/3 Registered Borrowers	1/3 Net Tax Capacity
	33%	33%	33%

Operating
$ 7,484,115

County	Population	% Population Share	$ Population Share	Registered Users	% Users Share	$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	$ 204,081	5,737	6.98%	$ 174,175	$ 46,855,850	6.40%	$ 159,634	7.19%	$ 537,890	$ 13.05	1.15%
Morrison	34,041	6.76%	$ 168,603	6,439	7.84%	$ 195,488	$ 44,889,345	6.13%	$ 152,934	6.91%	$ 517,025	$ 15.19	1.15%
Sherburne	98,924	19.64%	$ 489,965	14,718	17.91%	$ 446,837	$ 153,075,445	20.90%	$ 521,514	19.49%	$ 1,458,316	$ 14.74	0.95%
Stearns	159,301	31.63%	$ 789,009	26,006	31.65%	$ 789,540	$ 211,914,987	28.94%	$ 721,975	30.74%	$ 2,300,524	$ 14.44	1.09%
Todd	25,263	5.02%	$ 125,126	3,577	4.35%	$ 108,597	$ 33,650,607	4.60%	$ 114,644	4.65%	$ 348,368	$ 13.79	1.04%
Wright	144,948	28.78%	$ 717,920	25,694	31.27%	$ 780,068	$ 241,862,916	33.03%	$ 824,005	31.03%	$ 2,321,992	$ 16.02	0.96%
Total	503,681	100%	$ 2,494,705	82,171	100%	$ 2,494,705	$ 732,249,150	100.00%	$ 2,494,705	100%	$ 7,484,115	$ 14.86	1.02%
	2021			2022			2022						
Weight	33.33%			33.33%			33.33%						

Capital
$ 30,000

County	Population	% Population Share	$ Population Share	Registered Users	% Users Share	$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	$ 818	5,737	6.98%	$ 698	$ 46,855,850	6.40%	$ 640	7.19%	$ 2,156	$ 0.05	0.0046%
Morrison	34,041	6.76%	$ 676	6,439	7.84%	$ 784	44,889,345	6.13%	$ 613	6.91%	$ 2,072	$ 0.06	0.0046%
Sherburne	98,924	19.64%	$ 1,964	14,718	17.91%	$ 1,791	153,075,445	20.90%	$ 2,090	19.49%	$ 5,846	$ 0.06	0.0038%
Stearns	159,301	31.63%	$ 3,163	26,006	31.65%	$ 3,165	211,914,987	28.94%	$ 2,894	30.74%	$ 9,222	$ 0.06	0.0044%
Todd	25,263	5.02%	$ 502	3,577	4.35%	$ 435	33,650,607	4.60%	$ 460	4.65%	$ 1,396	$ 0.06	0.0041%
Wright	144,948	28.78%	$ 2,878	25,694	31.27%	$ 3,127	241,862,916	33.03%	$ 3,303	31.03%	$ 9,308	$ 0.06	0.0038%
Total	503,681	100%	$ 10,000	82,171	100%	$ 10,000	$ 732,249,150	100%	$ 10,000	100%	$ 30,000	$ 0.06	0.0041%

County	2024 Operating	2024 Capital	2024 Total	County	2023 Operating	2023 Capital	2023 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	$ 537,890	$ 2,156	$ 540,045	Benton	$ 555,284	$ 2,192	$ 557,476	Benton	$ (17,394)	$ (36)	$ (17,432)	-3.127%
Morrison	$ 517,025	$ 2,072	$ 519,097	Morrison	$ 525,918	$ 2,076	$ 527,994	Morrison	$ (8,893)	$ (4)	$ (8,898)	-1.685%
Sherburne	$ 1,458,316	$ 5,846	$ 1,464,162	Sherburne	$ 1,458,405	$ 5,756	$ 1,464,161	Sherburne	$ (89)	$ 90	$ 0	0.000%
Stearns	$ 2,300,524	$ 9,222	$ 2,309,746	Stearns	$ 2,368,582	$ 9,348	$ 2,377,930	Stearns	$ (68,058)	$ (126)	$ (68,184)	-2.867%
Todd	$ 348,368	$ 1,396	$ 349,765	Todd	$ 356,739	$ 1,408	$ 358,147	Todd	$ (8,371)	$ (12)	$ (8,382)	-2.340%
Wright	$ 2,321,992	$ 9,308	$ 2,331,300	Wright	$ 2,336,022	$ 9,220	$ 2,345,242	Wright	$ (14,030)	$ 88	$ (13,939)	-0.594%
Total	$ 7,484,115	$ 30,000	$ 7,514,115	Total	$ 7,600,950	$ 30,000	$ 7,630,950	Total	$ (116,835)	$ -	$ (116,835)	-1.531%

*Includes the approved budget request for St. Michael