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, July 18, 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** – May 16, 2023, Board Meeting (Requested Action – Approve)   pg 3   6:02
4. **Public Open Forum**   6:03
5. **Financials**   6:05
   5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
   5.2 Financial Reports (emailed) (Requested Action – Accept)
   5.3 Current Letter of Credit Designations (Requested Action – Approve)   pg 9
6. **Consent Agenda** (Requested Action – Approve)   6:10
   6.1 Regional Library Basic System Support FY2024 Revised Application   pg 17
   6.2 Arts & Cultural Heritage Fund FY2024 Application (on table)
   6.3 GRRL Board 2024 Meeting/Work Session Schedule   pg 25
   6.4 Other
7. **Communications**   6:13
   7.1 Other
8. **Presentations**   6:13
   8.1 St. Cloud State University – GRRL User Survey   pg 27
9. **Staff Reports**   6:28
   9.1 Executive Director's Report   pg 39
   9.2 Management Reports   pg 41
   9.3 Building Reports   pg 49
   9.4 Second Quarter 2023 Strategic Plan Objectives & Key Results   pg 53
   9.5 Human Resources Reports   pg 61
   9.6 Other
10. **Committee Reports**   6:40
    10.1 Finance Committee (verbal) (Requested Action – Approve)
    10.2 Personnel Committee (verbal) (Requested Action – Approve)
    10.3 Fund Development Committee (verbal)
    10.4 Collection Development Committee (verbal)
    10.5 Central Minnesota Libraries Exchange Board (verbal)

11. Unfinished Business   6:55
    11.1 GRRL 2024 Budget Proposal & Discussion (Requested Action – Approve)   pg 69
    11.2 Other
12. New Business   7:05
    12.1 GRRL Youth Advisory Council Proposal (Requested Action – Approve)   pg 79
    12.2 Financial Policy Revisions (Requested Action – Approve)   pg 83
    12.3 GRRL Bylaws & Fund Development Policy Revisions (Requested Action – Approve)   pg 89
    12.4 Library Services & Technology Act FY2024 Application (on table) (Requested Action – Approve)
    12.5 Other
13. Board Open Forum   7:15
14. Next Meeting – September 19, 2022, Board of Trustees   7:19
15. Adjournment   7:20

GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 16, 2023

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, May 16, 2023, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Zurya Anjum, Wayne Bauernschmitt, Tim Denny, Tina Diedrick, Jayne Dietz, Mary Eberley, Melissa Fee, George Fiedler, Lisa Fobbe, Lynn Grewing, Leigh Lenzmeier, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Al Amdahl

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

ADOPTION/AMENDMENT OF AGENDA
Executive Director Karen Pundsack requested item 12.1 New Cold Spring Library Site Discussion be moved to item 8. Presentations. Lisa Fobbe made a motion to adopt the agenda as amended. Seconded by Mary Eberley, the motion carried unanimously.

APPROVAL OF MINUTES
Zurya Anjum made a motion to approve the March 21, 2023, Board meeting minutes as presented. Seconded by Jayne Dietz, the motion carried unanimously.

Jayne Dietz made a motion to approve the March 21, 2023, Personnel Committee meeting minutes as presented. Seconded by Melissa Fee, the motion carried unanimously.

PUBLIC OPEN FORUM
Karen Ruprecht from St. Cloud stated that a person becomes desensitized if wrong is tolerated too long; truth is consistent. There are reasons why children under 18 are called minors and have restrictions. Their innocence is worth protecting. She asks the library not to ban books, but to locate books in an area restricted to parental supervision.

Mary Kay Huhne from St. Joseph commented on disturbing bills being passed in the state legislature. She talked about conference committee changes that added pro-pedophilia language to the public safety omnibus bill. She believes children are under attack and these books are part of the 2030 Agenda for Sustainable Development and hopes the Board finds it important to protect children.

Sandy Klocker from Avon thanked staff for meeting with her and others to go through GRRL policies. They had a very good discussion. She shared a copy of the reconsideration conference form with Board members. The request is not to ban books, but go through them and review policy. She would like a clear standard for the review and ordering of books. Sandy also referred to GRRL's Core Values, applying them to the community and children.

John Palmer from St. Cloud thanked the executive director and Leigh Lenzmeier for encouraging him to observe the book appeal process. He read an article headline and content excerpt which mentioned Bill

Gates, the World Health Organization, and others are working to normalize pedophilia around the world. The approach toward sex education is not grounded in community values. John believes there is undue burden on the executive director by not having established criteria or a process documenting how decisions are made. He hopes the Board will improve the library's materials selection process.

Patricia Becker from St. Augusta stated the library is not obligated to satisfy the curiosity of every user and every topic. People have figured out how to do inappropriate things without going to a library for a manual. She added there is no need for the library to carry these materials.

FINANCIALS
Bills
Financial Reports
Wayne Bauernschmitt made a motion to approve the April and May list of bills, May bills addendum, and March and April financial reports as presented. Seconded by Mary Eberley, the motion carried unanimously.

Auditor's Report by BerganKDV
Nancy Schulzetenberg from BerganKDV presented highlights from the 2022 GRRL audit results. GRRL received an unmodified or clean audit opinion. The one internal control finding was, again, lack of segregation of accounting duties, which is not unusual for GRRL's organization size. No findings were reported on the results of Minnesota Legal Compliance testing.

The 2022 revenues and expenses were reviewed; revenue was similar to 2021, and spending is consistent. Nancy answered Board member questions and thanked Karen Pundsack, Amy Anderson, and their team for being well prepared.

Randy Winscher made a motion to approve the 2022 GRRL audit report as presented. Seconded by Tina Diedrick, the motion carried unanimously.

CONSENT AGENDA
Minnesota Public Library Annual Report
Regional Library Basic System Support FY2024 Application
Mary Eberley made a motion to approve the consent agenda items as presented. Seconded by Jayne Dietz, the motion carried unanimously.

COMMUNICATIONS
There were no communications items.

PRESENTATIONS
New Cold Spring Library Site Discussion
Patron Services Supervisor Cara Langston introduced Cold Spring City Administrator Kris Dockendorf and Cold Spring City Council member Mike Fall.

Mike stated Cold Spring needs a new library, and they are finally ready to move forward. The city council decided to a build standalone library. A site has been found, and they are seeking GRRL Board agreement with the site before going to the city council. Kris handed out a map of the proposed site to the Board members. Mike added that Coldspring has agreed to donate the property. Discussion included questions and answers about lot size, square footage, and the city's timeline. Board consensus was positive and supportive with no objections to the site.

STAFF REPORTS
Executive Director's Report
Karen Pundsack provided several updates to the Executive Director's report including:
- The library user survey launched in April. The plan is to have final results from St. Cloud State University Survey for the Board to review in July.
- Last week, the $4 million proposal for Regional Library Basic System Support (RLBSS) was in the final version of the education bill. GRRL may see an increase in 2024 funding if it passes.
- The state legislature approved Juneteenth as a state holiday for 2024. It is not yet known if Juneteenth will be implemented this year.

Management Reports
Associate Director – Information Technology Jay Roos highlighted the American Rescue Plan Act (ARPA) project which added wireless access to regional library parking lots. As of Friday, May 5, installation of the access points is complete. The 12 locations had 132 uses in the first week.

Building Reports
Cara Langston informed the Board that the Swanville Library and museum building had water intrusion during this spring's snow melt. As a result of the damage, the city is watching for mold and looking into repair bids.

First Quarter 2022-2025 Strategic Plan Objectives & Key Results
Public technology services provided by GRRL, like our partnership with CareerForce or CentraCare, are being counted to see how often they take place. The Digital Library continues to surge. Circulation per open hour, total circulation increases, and new borrower numbers were reviewed. Fines free is slowly starting to show its value in library activity statistics.

Staff Recognition Report
Karen Pundsack commented that Technical Services Clerk Peggy Aschenbrenner celebrated her 40 years at GRRL with an ice cream social today. Last year's hiring was also pointed out as reflected in the number of one-year anniversaries.

Human Resources Annual Statistics
Turnover is higher than management would like to see but a reflection of current labor trends. There was brief discussion about applicant numbers.

COMMITTEE REPORTS
Finance Committee
First Quarter Financial Report
St. Cloud Public Library Chiller Discussion
2024 Preliminary Budget Proposal
o *2024 Signatory Share Factor Table – Zero Dollar Increase*
o *Annual Review of Unassigned Fund Balance*
The Finance Committee was informed about current certificate of deposit interest rates. Best efforts are being made to obtain good renewal rates. They also approved using approximately $40,700 more from reserves in the 2024 Budget to keep all counties at a zero dollar increase.

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

Central Minnesota Libraries Exchange (CMLE) Board
CMLE Executive Director Mary Jordan resigned effective May 5. As of June 30, CMLE will be out of their present location and needs to have a new fiscal agent. Their Executive Committee will meet to discuss three site options. East Central Regional Library Executive Director Carla Lydon, CMLE President Jayne Dietz, and Karen Pundsack have spent many hours taking care of CMLE business.

UNFINISHED BUSINESS
Board Member Job Description Revision
Based on feedback at the March meeting, language was added to the Board member job description stating GRRL's commitment to Diversity, Equity and Inclusion (DEI). Abiding by the GRRL Board Code of Conduct was also added as a responsibility. The DEI language and updated format align with GRRL's employee job descriptions.

Tina Diedrick made a motion to approve the Board member job description as presented. Seconded by Jayne Dietz, the motion carried unanimously.

NEW BUSINESS
New Cold Spring Library Site Discussion
This item was addressed earlier in the meeting.

Collection Development Committee Discussion
Ed Popp stated the Collection Development Committee will consist of staff and Board members. He appointed Lisa Fobbe, Lynn Grewing, and Wayne Bauernschmitt. This committee will report to the full Board similar to other special Board committees.

Karen Pundsack explained the Committee will look at collection development criteria and policy. She wants to be sure staff feel confident about decision making, have a consistent process for clear decisions, and have Board support. Comments were made about changes in the publishing industry and the number of collection questions that have come up.

Considerable discussion followed. Karen informed the Board that her goal is to have the collection development work done for Board discussion at the October work session. Feedback for the committee is welcome.

Jacey Wallace mentioned that Ms. Klocker, one of this evening's public open forum speakers, had hoped Board members would attend the late April reconsideration conference. She wanted to clarify that they were not there because of the process, rather than choosing not to attend.

Central Minnesota Libraries Exchange Board Appointments
Mary Eberley made a motion to approve the reappointment of Dorothy Kersten and Jayne Dietz and the appointment of Lynn Grewing to the CMLE Board. Seconded by Melissa Fee, the motion carried unanimously.

2024 Preliminary Budget Proposal & Discussion
Since this was the full Board's first review of the 2024 GRRL Budget, Karen Pundsack noted some of the changes from 2023. She informed them that the Finance Committee approved the 2024 Preliminary Budget with a zero dollar increase using an additional $40,711 from reserves. In July, the final budget will be presented to the Board for approval.

BOARD OPEN FORUM
There were no additional comments.

NEXT MEETING
The next Great River Regional Library Board of Trustees meeting will be Tuesday, July 18, 2023.

ADJOURNMENT
Ed Popp adjourned the meeting at 7:41 p.m.

_____   _____
Edward Popp, President   Zurya Anjum, Secretary

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

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-10081 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding $400,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.

2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.

3. If a Drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such Drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such Drawing. If a Drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the Drawing was not in accordance with the Letter of Credit, you may attempt to correct any such Drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.

4. As used herein "business day" shall mean any day other than a Saturday, Sunday, a day on which financial institutions in the State of Iowa are authorized or required by law to close or on which the Fed wire system of the Federal Reserve Board is closed for fund transfers.

5. Only you may make a Drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.

6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a Drawing which reduces the available balance hereunder, to $0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on September 05, 2023 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..

7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.

8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES

909 Locust Street

Des Moines, IA 50309

By: _____

Title: _____
Senior Risk, Money Desk and Cash Analyst   Jun 06, 2023

Effective Date: June 06, 2023

LETTER OF CREDIT NO. 2234-10081

EXHIBIT A

DRAWING CERTIFICATE

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-10081 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.

2. The amount of the Drawing when added to the amount of any other Drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.

3. Payment by the Bank pursuant to this Drawing shall be made by wire transfer in immediately available funds to_____, ABA Number _____, Account Number _____, Attention: _____, Re: _____.

IN WITNESS WHEREOF, this Certificate has been executed this _____ day of _____, 20___.

GREAT RIVER REGIONAL LIBRARY

By_____

Title:_____

<div align="right">
LETTER OF CREDIT NO. 2234-10151

Effective Date: June 15, 2023
</div>

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

Dear Sir/Madam:

    We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-10151 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding $50,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.

2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.

3. If a Drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such Drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such Drawing. If a Drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the Drawing was not in accordance with the Letter of Credit, you may attempt to correct any such Drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.

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6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a Drawing which reduces the available balance hereunder, to $0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on September 05, 2023 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..

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8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES

909 Locust Street

Des Moines, IA 50309

By: _____

Title: _____
Senior Risk, Money Desk and Cash Analyst   Jun 15, 2023

Effective Date: June 15, 2023

LETTER OF CREDIT NO. 2234-10151

EXHIBIT A

DRAWING CERTIFICATE

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1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.

2. The amount of the Drawing when added to the amount of any other Drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.

3. Payment by the Bank pursuant to this Drawing shall be made by wire transfer in immediately available funds to_____, ABA Number _____, Account Number _____, Attention: _____, Re: _____.

IN WITNESS WHEREOF, this Certificate has been executed this _____ day of _____, 20___.

GREAT RIVER REGIONAL LIBRARY

By_____

Title:_____

m 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: 35

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.

At a Glance – 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*).

Name of Participating Governmental Unit	2022 Dollar Amount Provided for OPERATING Purposes	
GRRL Signatories:		
Benton County	$ 524,116.00	
Morrison County	$ 489,542.00	
Sherburne County	$ 1,354,604.00	
Stearns County	$ 2,274,381.00	
Todd County	$ 333,969.00	
Wright County	$ 2,164,870.00	
GRRL cities with supplemental levy:		
City of Buffalo	$ 75,191.67	
City of Elk River	$ 98,036.61	
City of St. Cloud	$ 385,200.09	
GRRL cities without a supplemental levy, but a separate library line item in budget:		
City of Big Lake	$ 27,225.00	
City of Cold Spring	$ 1,018.00	
City of Delano	$ 838.02	
City of Eagle Bend	$ 267.25	
City of Little Falls	$ 46,210.09	
City of Monticello	$ 35,460.53	
City of Paynesville	$ 180.00	
City of Waite Park	$ 1,062.72	
GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:		
City of Foley	$ 1,000.00	
City of Sauk Centre	$ 26,537.14	
City of Staples	$ 22,048.08	

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: July 18, 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: July 18, 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	$1,912,810
Benefits	
Staff Development, Tuition and Other Reimbursements	
Total Personnel	**$1,912,810**
Total FTE Supported	**35**
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	**$1,912,810**

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

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

Board of Trustees 2024 Meeting Schedule

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

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

January 16 – Annual Meeting

February 20 – Work Session

March 19

April 16 – Work Session

May 21

June 18 –Work Session

July 16

August 20 – Work Session

September 17

October 15 – Work Session

November 19

December 17 – Work Session

July 18, 2023

GREAT RIVER REGIONAL LIBRARY SURVEY 2023 — EXECUTIVE REPORT

RESEARCH REPORT PREPARED BY ST. CLOUD STATE UNIVERSITY SURVEY CENTER

This report was prepared for the Great River Regional Library by the SCSU Survey Center.

Faculty directors:
Jim Cottrill, Professor of Political Science;
Ann S. Finan, Professor of Sociology;
Amanda Hemmesch, Professor of Psychology;
Sandrine Zerbib, Professor of Sociology

July 5, 2023

The St. Cloud State University Survey Center is a research institute housed in the School of Public Affairs Research Institute. The Survey Center's mission is to serve the academic community and public and nonprofit sector community through its commitment to high quality survey research and to provide education and experiential opportunities to researchers and students. The SCSU Survey Center maintains the highest ethical standards in its procedures and methods, and follows research guidelines outlined by AAPOR, the American Association for Public Opinion Research.

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METHODOLOGY AND RESULTS REPORT

The St. Cloud State University Survey Center conducted a study of Great River Regional Library (GRRL) current and former adult users in spring 2023. This is a report of the findings of that study.

METHODOLOGY: HOW WAS THE STUDY CONDUCTED?

Two data collection methods were implemented for this study, 1) an Internet/online survey using Qualtrics survey software, and 2) a telephone survey. Combined and after cleaning of the data, 5,320 individuals responded to the survey measuring attitudes and behaviors related to the library system. The final sample for this project included 5,320 participants: 5,108 completed the survey online and 212 completed the survey by telephone.

Recruitment of survey participants for this project was very successful. To remain as transparent as possible, and adhere with the American Association of Public Opinion Research (AAPOR) standards, SCSU Survey reports both cooperation and response rates. The cooperation rate according to AAPOR Cooperation Rate 3 is 54% for the telephone survey. The cooperation rate for the online survey is 92%. Overall, a total number of 5,320 completed surveys means that the margin of error is estimated to be +/- 1.3%.

Note that the small margin of error is driven by the large total number of completed surveys but that the bulk of the responses come from the online survey, which, unlike the telephone survey, offers fewer tools for ensuring the representativeness of the sample. Even though the sample drawn from email contact information was done randomly from the list of current and former users, those individuals who ended up opening the email link and started the survey might not represent the entire population of current and former GRRL users (e.g., they may be more motivated to participate than an average GRRL user).

This study was designed to learn more about current and former users of GRRL. While similar to the 2018 GRRL study we completed, in that data was collected from both online and telephone surveys, the sampling strategy differed between the two projects. In 2018 the goal was to compare users to non-users (drawn from a random sample of Central Minnesota telephone numbers), whereas the goal of the 2023 study was to compare current and former GRRL card holders (drawn from GRRL's database who may not have used GRRL services for more than a year). Because of these differences, it is not possible to directly compare results except for trends among library users. In other words, general levels of satisfactions among those groups can be compared not necessarily as longitudinal data results but as informative of the kinds of needs and interests those various subpopulations have.

In 2023, both samples – telephone and online – were drawn from a contact list provided by the GRRL system, including both current and former users of GRRL. The list included 92,615 contacts with telephone numbers and email information. After eliminating duplicate email addresses and telephone numbers from this contact list in order to prevent multiple responses from the same participants, the total sampling frame consisted of 76,056 potential participants/cases.

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Using the IBM SPSS 28 program (Statistical Package for the Social Sciences), 7% of the sampling frame was randomly drawn. The subsample of 5,177 cases provided the telephone numbers of potential telephone survey participants. The remaining 93%, or 70,879 cases, were uploaded into the Qualtrics GRRL survey project for an invitation to participate online.

TIMELINE

This study was conducted from January 2023 – June 2023. The study design and questionnaire were developed November 2022 – March, 2023. The GRRL survey project was approved by SCSU IRB on March 22nd 2023. Internet data collection occurred from April 25th through May 25th and telephone data collection occurred from April 3rd through April 17th. Data cleaning and analysis was conducted from May 15th, 2023 to June 30th, 2023.

In order to maximize contacts and ensure that populations who are more difficult to contact are included in the eventual dataset, data collection shifts for the telephone survey occurred at a variety of fays and times. Students called Monday through Thursday evenings from 4:30 to 9:30pm, on Saturday 11:00am – 4:00pm, and on Sunday between the hours of 3:00pm - 8:00pm. For the online survey, the equivalent effort to include more difficult to contact populations is in emailing follow-up requests/reminders, which are also scheduled to arrive in potential participants' email boxes at different times and days of the week, so as to draw attention from different kinds of email users.

SURVEY INSTRUMENT and SURVEY RESEARCH ETHICS

The survey instrument was similar for both contact methods (Qualtrics/online and telephone). The survey instrument was based on an updated version of the 2018 questionnaire by GRRL personnel in collaboration with the SCSU Survey Center Faculty Directors, who provided input in terms of the questionnaire construction and item wording. See Appendix I for complete questionnaire.

Telephone survey participants were contacted using a random subsample of GRRL's list of current and former users; Internet participants were contacted using the GRRL's own email contact list for library users (both current and former).

The Internet survey instrument, though identical in content to the telephone survey questionnaire, was drafted and formatted as an online survey instrument using Qualtrics. All online survey data was collected using the survey software Qualtrics. A Qualtrics project was created and email contacts were uploaded to the GRRL 2023 survey project. Only faculty co-directors/principal investigators had access to this Qualtrics project. An anonymous URL was generated for each individual email address in the sample, and then an email was sent inviting participation in the study and providing the URL link to access the survey. One follow-up invitation email to participate was sent to those potential participants who had not started the survey (i.e., had not opened their first email invitation). Note that this reminder eligibility process is done automatically by Qualtrics when requested by the faculty directors.

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Potential participants in the online survey received an email inviting them to participate. By clicking on the included link in the email, the first page of the Qualtrics survey opens, which includes the implied consent statement, then asking if participants would like to continue the survey. Participants could then choose to participate by selecting the "yes" button, opening the first substantive survey question. If participants chose not to participate, by selecting "no", Qualtrics opens the final "thank you for participating" message of the survey. Seventy-seven participants chose not to participate and were removed from the final data file used for the analysis. After completing the substantive survey items, participants who chose to participate were also thanked for their completion, and given information on how to contact the principal investigators for questions or for interest in results.

For the telephone survey, potential participants were read the implied consent statement (see questionnaire in Appendix 1) and, as is standard practice for telephone survey research, their continued participation in the survey interview was assumed to indicate their informed consent. All participants were asked to answer as truthfully as possible. If participants indicated that they did not want to answer a question, the survey callers were trained to skip the question. Participants were thanked at completion and student callers provided the SCSU Survey website link or email as requested. Potential participants may have been called up to five times until survey callers could identify the final disposition (busy, callback, refusal, partial participation, etc.). If a participant states that they do not want to participate then the telephone number of this participant is associated with the "refusal" disposition via CATI (Computer-Assisted Telephone Interviewing). Note that "hang up" does not translate to a refusal to participate. The refusal determination is based on potential participants having heard what the survey is about and being an eligible participant. The final dispositions and their respective tallies are then used in the computation of the cooperation rate.

Student callers are trained in the SCSU Survey Center lab and were paid student workers. Student callers are trained in survey data collection ethics, and sign an agreement to conduct the study following SCSU's Institutional Review Board's (IRB) ethical guidelines prior to collecting data (see "Ethics Sheet" attached). Student directors (supervising the survey calling shifts) receive additional formal training through the SCSU IRB in order to participate in the survey as trainers and supervisors of survey shifts. Student callers also learn about various dispositions they will have to select after each call to describe the status of the participant. Dispositions requiring more experience and expertise are always referred by callers to the more experienced Faculty or Student Directors, who then assign the appropriate disposition in the system.

The original contact list included names and other identifying information along with email addresses. Additionally, some email addresses are configured to reflect the owner's names (ex. john.e.jones@domain.com). In order to ensure participants' confidentiality, all information other than the email address was removed from the contact list before SCSU researchers used the contacts to send the initial and follow-up email invitation to the sample. There were no identifying features on the questionnaires that would indicate a particular household nor individual. The software system used for data collection, Qualtrics, collects IP addresses of the device on which the survey is taken, as well as rough location information. This information, like an email address, could be used to

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identify an individual participant. Therefore, we manually removed all IP addresses, email addresses, and all location data from the dataset before analysis, leaving only an anonymous dataset to be analyzed. All information is stored on password protected computers and password protected institutional cloud storage systems. Only the four principal investigators of this study (SCSU Survey co-directors) have access to the complete data file that included personal identifiers. The results are also provided as aggregate in order to ensure confidentiality.

TELEPHONE SURVEY

The Stephen Frank SCSU Survey Research Center (Survey Center) operates the CATI Lab on the SCSU campus. The CATI Lab, which stands for Computer Assisted Telephone Interviewing Lab, is equipped with 19 interviewer stations, each including a computer, a telephone, and a headset. In addition to the interviewer stations, there is the Supervisor Station, which is used to monitor the survey while it is in progress. The SCSU Survey has its own server designated solely for the use of the SCSU Survey.

The Survey Center is licensed to use Sawtooth Software's Sensus 6.0, a windows-based computer-assisted interviewing package. This program allows us to develop survey questionnaires while at the same time programming consistency checks and other quality control measures to ensure the most valid data. The instrument was pre-tested prior to interviewing to make certain that all equipment and programming was in working order and to verify that the questionnaire was clear.

All interview stations are networked for complete ongoing sample management. The Survey directors are able to review data for quality and consistency, and responses are entered directly into the computer by student callers. The calling system maintains full and detailed records, including the number of attempts made to each number and the disposition of each attempt. Participants whose disposition is categorized as "Soft refusal" (i.e. not adamant) were contacted again and many were converted to completions on the next attempt. Conversion of initial refusals to completions is more time consuming and therefore more costly, but the results are significantly better because the telephone sample better represents the larger population.

This sampling strategy resulted in 212 completed interviews for this study.

QUALTRICS ONLINE SURVEY

A total of 70,486 emails were sent to potential participants on April 25, 2023. Among those, 3202 emails bounced, 751 email failed, 5638 surveys were started, and 5203 participants finished the survey. On May 1st 62,910 potential participants were reminded about participating in the online survey. The final number of completed surveys was 5,199 after cleaning up the data and removing practice mode/testing surveys. Another step of the cleaning was to delete 77 online surveys in which the potential participant had declined to participate in the survey. A few more cases were deleted because they were too young (this survey requires to be an adult of age 18 or older) or because they were duplicate survey participants.

The final online completed survey sample consists of 5,108 total cases.

WEIGHTING

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The dataset for this study was not weighted.

The gender distribution of the final sample was heavily tilted towards women and the age distribution was proportionally older. When we have information about the gender distribution or the age distribution of the population, we are able to adjust for differences with the sample using a method called weighting. This process, simply put, provides a heavier weight to answers from participants underrepresented and a lighter weight to answers from participants overrepresented in the sample. In other words, each participant no longer counts as one person but may count as less than one or more than one. In a general survey of Minnesotans, we could, for instance, use the Census population reports and use those percentages as guidelines for our weighting process.

In this study, the population we are inferring about is the population of GRRL current and former users. However, in this study's case, we do not have access to the gender or age composition of the GRRL population as GRRL does not collect gender or age information about card applicants. We have reasons to believe that the population itself consists of a mostly women and older individuals. It would be therefore methodologically problematic to weight the data to match a fictitious gender or age distribution. Data was not weighted for this project because demographic characteristics of GRRL's population of current and former users are not available.

We believe that the current survey answers are representative of the GRRL population for few reasons:

- the demographic distributions are similar between the telephone and the online survey;
- the gender distribution for participants in our state surveys is typically heavily overrepresented by men who are more likely to answer cell telephone calls than women;
- women are traditionally more likely to take on family domestic labor and we believe more likely setting up and managing a library card/membership.

Note that in terms of the analysis, it is still possible to compare men and women's answers on all questions of the survey. When statistical differences are found, we will indicate caution in interpreting overall responses on those questions. For instance, if we find some gender differences in satisfaction level with a particular service/program offered by GRRL, we will caution about the use of the results for that particular question overall. It may mean that the satisfaction level could in fact be higher or lower in case we overrepresented women in our study.

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SAMPLE CHARACTERISTICS

The information in this section is the demographic characteristics of the sample.

SAMPLE CHARACTERISTICS		FULL SAMPLE	CURRENT USERS	FORMER USERS
Gender	Women	78.6%	79.1%	73.3%
	Men	20.8%	20.3%	25.4%
Race	White	96.7%	96.9%	95.0%
	People of color	3.3%	3.1%	5.0%
Age	18 – 24	2.6%	2.2%	6.2%
	25 – 44	26.3%	26.2%	27.1%
	45 – 64	35.9%	35.3%	40.6%
	Over 65	35.2%	36.2%	26.0%
Education	High school graduate or less	8.0%	7.7%	11.0%
	College degree or some college	59.2%	59.1%	60.3%
	Education beyond bachelor's degree	32.8%	33.3%	28.7%
Households with children		31.5%	31.8%	28.8%
Households with disabilities		17.1%	16.7%	20.4%

EXECUTIVE SUMMARY: KEY FINDINGS

OVERALL SATISFACTION

Before dividing the sample into current and former GRRL users, basic demographic analyses of overall satisfaction were conducted. Overall satisfaction with GRRL was high: 52% of the total sample rated GRRL as 'excellent', 35% as 'very good,' 9% as 'good,' 3% as 'fair,' and 1% as 'poor.'

There were demographic differences in overall satisfaction. Regarding age, approximately 80% of participants in each age group (18-24 years old, 25-44, 45-64, and 65+) rated their satisfaction as 'excellent' or 'very good,' but participants in the 25-44- and 45–64-year-old age groups were more likely to rate their satisfaction as 'fair' or 'poor' than the youngest and oldest age groups. Households with at least one child under the age of 18 were also more likely to rate their overall satisfaction as 'fair' or 'poor.'

Women reported higher overall satisfaction than men, and white participants reported higher satisfaction than participants of color. Comparing households with and without disabilities, those without disabilities reported higher overall satisfaction with GRRL than households with disabilities.

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Participants from Sherburne and Wright counties reported lower overall satisfaction than participants from other counties in the GRRL service area. For each of these demographic comparisons, though, the 'less satisfied' groups were small, representing less than 5% of participants. Finally, current users rated their satisfaction with GRRL higher than former users: while both groups' most frequent response to the overall satisfaction item was 'excellent,' former users were more likely than current users to rate their satisfaction as 'good,' 'fair,' or 'poor.'

As another measure of global satisfaction, participants were asked how likely they are to recommend GRRL, with responses ranging from 1 (never recommend) to 10 (certain to recommend). The majority of participants were very likely to recommend GRRL: 71% of the sample responded to this question with '10 - certain to recommend.' Only 6% of the overall sample responded with a rating of 7 or lower.

CURRENT GRRL USERS

Current GRRL users were asked questions about the GRRL services they used in the past year, as well as questions about their satisfaction with those services. GRRL users tended to use services regularly. The majority of users (51%) said that they used library services 11 or more times in the past year, whereas approximately 16% reported using the library 7-10 times, 16% 4-6 times, and 13% reported using the library 1-3 times per year or less.

The most frequently used library locations reported in the survey included

- St. Cloud (32% of users),
- Elk River (11%),
- Waite Park (8%),
- Buffalo (8%),
- Monticello (7%), and
- St. Michael (8%).

The most used locations are in larger population centers, although some of the smaller towns saw a surprising amount of use. We specifically asked about use of the Sartell 2Go Locker service. Two and a half percent of users reported using the Sartell 2Go Locker; of those, 79% were somewhat or very satisfied with it. This represents a notable increase in satisfaction among Sartell 2Go Locker users since 2018.

Participants were asked which services they used during their most recent library visit. The most frequently used services were

- use of reserve services for picking up books (68%),
- browsing the collection (59%), and
- using express checkout stations (48%);

only about 5% of current GRRL users reported using curbside services on their last visit.

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Participants were also asked to select which three library services they use the most. The most frequently used services were

- checking out books and magazines (79% of users),
- using the library catalog or website (36%), and
- checking out digital materials (e.g., e-books, e-audio, and streaming; 33%).

Fewer users identified checking out BluRay/DVD/VHS (17%), CDs (7%), or kits (3%), and using library computers/printers/copiers (9%), study rooms (7%), wifi with their own device (4%), and electronic databases (2%).

Seven percent of participants attended children's programs, 1% attended teen programs, and 6% attended programs for adults. Many participants reported using other services/programs, including attending meetings, book clubs, classes, and events at libraries, asking staff for help, purchasing and donating items from the Friends of the Library bookstore, browsing, checking out specialty items (e.g., parks pass), using computers/internet/copiers/printers, picking up items requested online, reading, card renewal, using study/meeting rooms.

When asked about library displays, 76% of users noticed library displays on their last visit. Some aspects of displays that were memorable were: advertising/information about events and activities (generally and specifically for children), books grouped by themes, new books, books for sale, and artwork. Participants liked that displays were informative, creative, colorful, attractive, and seasonal.

Overall, satisfaction with GRRL services was high among current users. When asked how likely they were to recommend the library to a friend, with 10 representing that they were certain to recommend it, 73% of participants answered '10' and 95% provided a rating of 8 or higher. Among users, 88% can be classified as 'promoters' (rating GRRL as either 9 or 10), and 2% can be classified as 'detractors' (rating GRRL as 6 or less). More current users can be classified as promoters in 2023 than in the last survey (2018).

The majority of current users rated their overall satisfaction with GRRL as excellent (54%) or very good (35%). Only 3% of current users in this survey rated GRRL as fair or poor. Overall satisfaction with GRRL was high across the counties in the service area – 52% of participants from Benton county rated GRRL as 'excellent,' as did 63% of participants from Morrison, 52% of participants from Sherburne, 55% of participants from Stearns, 62% of participants from Todd, and 52% of participants from Wright county. Half of the current users who reported that they live in another county or outside Minnesota rated GRRL as 'excellent.'

The survey also asked about satisfaction with specific services. The most common response to most of these questions was 'I do not use this service,' typically selected by 40-60% of the participants (except for items asking about books and magazines and the website or online catalog, which most current users reported using in the past year). For each specific service, the majority of participants who used that service were somewhat or very satisfied with it. The highest satisfaction was with traditional books (70% of participants who used books were very satisfied), the website

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and online catalog (50% of people who used these were very satisfied), and the digital library (30% of people who used this were very satisfied).

This questionnaire also included questions about other aspects of current users' experiences with GRRL. Most current users learned about library activities through in-library promotions (56%) or social media (20%). The majority of users (79%) reported that they were very easily able to access GRRL services; fewer than 2% of participants reported that it was not easy to access library services. In general, participants reported that library services met their needs very well (81%) and that they felt very welcome at the library (87%). Satisfaction with library staff during their last visit was also very high: 90% of current users reported that they were very satisfied with their interactions with library staff.

When comparing sample characteristics from 2023 to the study from 2018, there are some substantial differences, likely a result of the different study design rather than reflecting major changes in library patronage. The 2023 study includes a higher percent of women, and a higher percentage of households with children. There were some changes in library services used when comparing the current survey to the previous one, for example, more users reported using digital library offerings and the catalog/website, and fewer users reported checking out DVDs/BluRay/VHS and CDs. Measures of current users' satisfaction remained stable or have improved since the last survey, which is impressive given the potential impact of the COVID-19 pandemic on library use and satisfaction.

FORMER GRRL USERS

Young adults (ages 18-24), men, people of color, and households with disabilities were more likely to be former GRRL users compared to people who are older, women, white, and do not report disabilities. These demographic differences between current and former users may reflect the uneven recovery from the COVID-19 pandemic that started in 2020. It is also worth noting that, since this group consists of individuals who have not necessarily "opted in" to the group, many participants categorized as "former users" for the purposes of this study may well see themselves as active library supporters.

Participants who responded that they did not use a library service in the past year were asked why their use has lapsed and about what would encourage them to use these services again. The most commonly reported reasons for not using GRRL services were that non-users

- felt they did not need the services (21%),
- bought their own materials (14%),
- it was difficult to access the library (e.g., parking, transportation, location, hours; 10%), or
- the library did not have what they needed (6%).

A small percentage (3% or less) of former users reported that previous poor experiences, not feeling welcome, taking too long to get what they needed, staff being unable to answer their questions, lack of interest in programs offered, or safety concerns prevented them from using

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GRRL services. Approximately 50% of former users reported an 'other' reason for not using GRRL services.

Open-ended responses suggest that former users had a variety of reasons for not maintaining their GRRL cardholder status. Many former users reported using online services, like Libby or Kindle, which reduced their need to visit physical library locations. Other open-ended responses suggest that some former users moved, became too busy, or developed health issues that prevent them from using GRRL services.

When asked about what would encourage them to use GRRL services again, former users suggested

- locations closer to home (20% of former users),
- later hours (13%),
- Sunday hours (10%),
- different services (8%),
- earlier hours (3%), or
- different programs (2%).

There were a variety of responses to the open-ended questions about programs, services, or other factors that would attract former users back to GRRL. 23% of former users selected 'other' when asked what might encourage them to return to the library. Open-ended responses suggest that more current/popular options (and shorter wait times for accessing them) could bring former users back to GRRL. This was especially true for digital content, like ebooks and audiobooks, though participants also wanted more options for DVDs.

Another set of responses focused on other services the library could offer like community 3D printers, cricut machines, makerspaces, and more art programs. Parents requested more options for children's programming, especially for older children (e.g., 8-13 years old) and outside of standard business hours (e.g., evenings and weekends); similarly, some participants thought that programming for adults, like book clubs, could bring them back to the library. Changes to some services may also attract former users, like being able to renew library cards online and changing late fee policies or adding flexibility for paying fees. Finally, some users wanted more advertising or information about library services and events, perhaps through online communication like in Libby or via email.

Because former users were sampled from the GRRL card holder list, they were also asked about their satisfaction with GRRL services. Former users also rated GRRL favorably: 38% said that their overall satisfaction with the library was 'excellent' and an additional 35% rated the library as 'very good.' 68% of former users in this sample can be classified as 'promoters' (rating GRRL as either 9 or 10), whereas 11% of non-users can be classified as 'detractors' (rating GRRL as 6 or less).

Many former users reported using online services, like Libby or Kindle, which reduced their need to visit physical library locations. Other open-ended responses suggest that some former users moved, became too busy, or developed health issues that prevent them from using GRRL services.

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Executive Director Report
July 2023

<u>Leadership Support Team (LST)</u>
The team reviewed the preliminary results of the St. Cloud State University (SCSU) User Survey. Over 5,000 responses were received by phone and email, an extraordinarily strong response rate. The top library locations used by respondents included St. Cloud (28%), Elk River (10%), St. Michael (7%), Waite Park (7%), Monticello (6%) and Little Falls (4%). Respondents could select more than one library as an option. Over half said they visit the library 11 or more times per year. The collection continues to be a main reason why people come to the library. Over half picked up an item on reserve and/or browsed the library collection on their last visit. Overall satisfaction with the library was high.

Jonathan Lahr, web developer, reviewed a few areas of the staff website to decide what portions need to be migrated and what could be left behind. Several parts of the staff website are customized and migrating the content will not be worth the time it takes to move it. For example, the Daily News archives have a lot of outdated information and can make search results confusing. Since this content would take a lot of time to move, we opted to leave it behind.

LST discussed gift fund purchasing. With several sizable donations that came through this past year, we need a process to manage larger, designated funds. We want to promote the best use of the gifts and donations received. The Fund Development Committee discussed this at their meeting as well. Amy Anderson has made changes to the gift fund spreadsheet to make it easier to track donations and expenditures for each fund. Projects from the larger planned gifts will go through an approval process with the Fund Development Committee. For local gifts, the Patron Services Supervisors will be more involved with the gift funds for their branches.

<u>Diversity, Equity & Inclusion (DEI) staff meetings</u>
LST reviewed the input gathered from the April 27 DEI staff convening. Attendance from branch staff was not as representative as we have seen in other small group meetings. We have opted to offer this session as a small group meeting in the northern and southern parts of the region this summer. We hope to give a wider range of staff the opportunity to share their insights on diversity, equity and inclusion efforts at the library.

<u>Highlighted Executive Director Activities since May Board Meeting</u>
May 17 – LST Board follow-up meeting, Reading Room No Worries Books committee
May 18 – Central Minnesota Libraries Exchange (CMLE) Executive Committee meeting
May 22 – Meeting re: CMLE with Resource Training & Solutions
May 23 – Labor Management Committee
May 24 – CRPLSA online meeting
May 25 – LST meeting
May 26 – CMLE Executive Committee meeting, MLA Executive Committee meeting
June 5 – Meeting and confer with Ryan McCormick and AFSCME representatives
June 6 – CMLE Executive Committee meeting, GRRL Collection Development Committee
June 7 – St. Cloud Chamber Legislative Wrap Up
June 14 – CMLE Board meeting
June 15 – Meeting with Minitex Director Maggie Snow

June 20 – Labor Management Committee, MLA Board of Directors meeting
June 21 – Fund Development Committee, LST meeting
June 27 – GRRL Collection Development Committee
June 28 – Meeting with auditor
June 30 – St. Cloud Chamber at the library, MLA Executive Committee meeting
July 7 – Meeting with City of St. Cloud
July 11 – MLA Strategic Planning Kick Off Call, GRRL Collection Development Committee
July 12 – DEI small group staff meeting – Grey Eagle
July 17 – MLA Board of Directors meeting

Management Reports
July 2023

Amy Anderson
Associate Director – Accounting

<u>Accounting</u>
The fines-free policy has eliminated the need for accounting to devote blocks of time to the patron refund process. Prior to eliminating late fees, the large number of checks issued to patrons for overpayment(s) of late fees required a separate account for tracking. The need for this separation is no longer necessary. For this reason, the patron refund account was closed at the end of May.

Sustained growth in fund development has led to a need to differentiate the types of gifts made to the organization by patrons and community members. Two fund accounts named Gift Funds Designated and Gift Funds Regional are included on the financials Fund Balance Activity report. This correlates with broader discussions about how GRRL can be the best steward of the gifts and donations it receives.

The organization's third-party auditor met to discuss ways to improve the ongoing material weakness finding of the lack of segregation of accounting duties. Historically, the organization has determined the cost of hiring additional staff exceeds the derived benefit of a reduced audit finding. A review of the current accounting and payroll processes received positive feedback. Suggestions that can further strengthen oversight and access will be implemented throughout the rest of the year.

The auditor reviewed financial policies Chapter 14. Fixed Assets and Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings. Both have significant suggested updates that will reflect the organization's current practices and GASB requirements. The acceptance of the proposed policy edits are included in the July agenda.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
First Internet Bank, IN	05/01/23	$245,000	3.41%	$ 4,344.17
West Pointe Bank, WI	05/16/23	$244,000	2.85%	$ 5,414.79
New Omni Bank, CA	05/22/23	$245,000	1.83%	$ 4,877.58
Mission National Bank, CA	06/05/23	$244,000	4.70%	$ 5,835.95
Preferred Bank, CA	06/20/23	$244,000	4.75%	$ 5,928.87

Purchased and Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
First Southeast Bank, MN	05/15/24	$237,000	5.00%	$12,205.50
First Internet Bank, IN	04/30/24	$236,000	5.34%	$12,963.48
Cibc, IL	03/18/24	$240,000	5.20%	$ 9,568.44
West Pointe Bank, WI	06/20/24	$237,000	5.25%	$12,833.06

Letters of Credit
GRRL holds Letters of Credit Nos. 2234-10081 and 2234-10151 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for $400,000 and $50,000, respectively. The dates of the letters are June 6 and June 15, 2023. Both are referenced as collateral against the balances held at Bremer Bank on June 30, 2023.

Investments
The current savings rate for MAGIC liquid is 5.12 percent. As of June 30, 2023, the GRRL investment portfolio's average rate of return has increased to 4.65 percent from 2.93 percent in December 2022. There are 16 certificate maturities remaining in 2023. These developments align GRRL's strategic plan objective of maximizing library financial investment options.

Jeannette Burkhardt
Patron Services Supervisor

Summer Reading Program Highlights
Many branches had staff visit the neighboring schools to discuss the Summer Reading Program with students in May. Those efforts paid off, based on the responses branches saw when sign-up for the program started. Some of the branches also had some additional help from the Friends of the Library to make the kick-off event even more special.

Rockford hosted an ice cream truck as a kick off to the Summer Reading Program. The library saw approximately 300 people at the Rockford Library during the kickoff event.

Friends of the Becker Library handed out summer ice cream treats to kids signing up for the Summer Reading Program on Monday, June 5, between 4:00 and 6:00 p.m. Staff at the branch signed up 150 kids for SRP in the 2 hour window.

Becker also had a sticker mosaic that was used as an incentive to sign up and return slips. As of Wednesday, June 28, the mosaic is complete! Becker has used sticker mosaics as incentives for the past five years, and this is the fastest it has ever been completed.
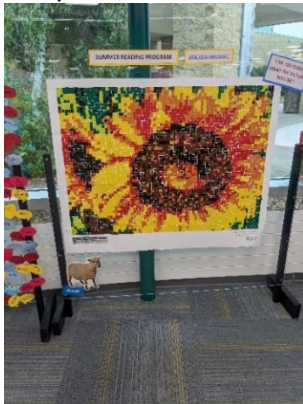
Community Partnership
The Big Lake Library is a Community Partner with the 4th grade classes at the Independence Elementary STEM School. The school is located across the street from the library. In the May parent newsletter, the Big Lake Library was the highlighted Community Partner. The library sponsored the musical group, Sonic

Escape, and the kids were allowed to walk over and participate with group, learning about the instruments that were used, what it is like to travel the world playing music for all ages, and to hear a variety of music.

Collection Updates
The staff in Cokato successfully moved the Juvenile Non-Fiction back into its own section within the Juvenile collection. It appears the collection is seeing an increased circulation due to this move.

The Buffalo Library staff successfully weeded and refined the Juvenile Non-Fiction section of the library. This clean-up refreshed the section and opened up space for more merchandizing of the local collection.

Reading/Tutor Pilot Program
The Fund Development Committee gave approval in June to move forward with a proposed reading/tutor program. This program would use some of the Marcile Carlson planned gift as the funding source, and the Elk River Library would be the pilot location for the program.

Brandi Canter
Lead Patron Services Supervisor

Community Collaborations
By collaborating with local community organizations, our libraries continue offer services beyond what would otherwise be possible. St. Cloud Library is again working with the YES Network to provide free

lunches for kids ages 0 to 17, Monday through Friday. Meals are provided by YES Network and served by St. Cloud library volunteers with the support of local and regional staff. In its first two weeks, we have served between 35 and 55 kids per day. CareerForce and Pathways 4 Youth continue to host regular drop-in opportunities at the St. Cloud Library as well. St. Cloud and Clearwater staff also provided outreach at community events such as ISD 742's Family Literacy Night, the Promise Neighborhood's community event, and the Clear Valley Business Association expo.

More Inclusive Programming
Staff in many locations have worked to make their regular programming more inclusive for patrons with special needs. At our Paynesville storytimes, the staff programmer worked closely to build a connection with a child with disabilities. The boy uses an app on his phone to help people understand his words. His mother recently shared that he loves storytime and has an easier time with the app after all the practice he has had at the library.

Literacy Leadership VISTA
Our two-year Library Leadership (LL) VISTA project will close on August 14; however, its impact will be felt for some time. Aden Osman is our current LL VISTA. For nearly a year, he has been building on the work of our first LL VISTA, Heather Bean. Their work has centered on programming at GRRL. Aden's role has been to:
- Formalize GRRL program standards,
- Develop a template for take-home literacy activities for pre-K through first graders and their caregivers, and
- Update the staff web page devoted to programming resources and best practices.

Aden and Heather have both been huge assets for GRRL. We are thrilled with the work they have done.

At our September Regional Staff Meeting, the Patron Services Supervisors and Specialist will present the updated GRRL program standards to coordinators and others. In many cases, existing programming already meets these standards. Where it does not, we will work with staff to make improvements. Best of all, there will be a training track for current and new GRRL staff who wish to offer programs. This will ensure that program quality region-wide meets expectations around literacy, active learning, participant engagement, and continuous evaluation and improvement.

Breanne Fruth
Communications & Development Coordinator

Fundraising
Our fundraising efforts for GRRL's Summer Reading Program (SRP) are complete. We raised funds for SRP through business sponsorships, an invitation to give on our website homepage, and solicitation in our quarterly donor newsletter, *Currents*. Sponsorships are at the following levels: $500, $750, and $1,000. Sponsors of the $1,000-level are Bernatello's Foods, Central MN Noon Optimist Club, EZBuy Bins, Jim's Auto Service, Kwik Trip, Infinite Eye Care, St. Cloud Friends of the Library, and an anonymous donor. We also have St. Cloud Industrial Products as a $750-level sponsor, and St. Michael-Albertville Women of Today, Melrose Women of Today, St. Cloud Moose Lodge #1400, St. Cloud Kiwanis Club, Lions Club of Motley, and a few anonymous donors as $500-level sponsors. Our goal for this campaign was $12,000, or at least 12 sponsors. We surpassed our goal by reaching $15,043!

August is National Make a Will Month. We are sharing books and guides to check out in the library catalog and promoting our planned giving brochure. We will be sharing this on our website homepage, in our monthly newsletter, and in our quarterly newsletter to our Friends of the Library groups.

Friends Meet Friends
Friends Meet Friends is scheduled for Wednesday, September 13, at the Foley Public Library. Friends of the Library members from the Great River Regional Library and East Central Regional Library regions are invited. Save the dates were mailed earlier this month and formal invitations will be emailed and mailed in the month of August. The event will be held over lunchtime and provide the opportunity for Friends to network, learn from each other, and hear from a speaker.

Communications
We are brainstorming how we would like to promote September Library Card Sign-Up Month this year. In years past, we have held a library card design contest, a staff "Card Your Friends" challenge, and regional "Get or Renew Your FREE Library Card" marketing.

Appreciate & Celebrate Team
The Appreciate & Celebrate Team organized a spring blossoming photo contest for staff. Library staff were invited to share their spring photos of flowers or gardening from the end of May through June 17. Staff are now voting on their favorite-shared picture. The branch who submitted the photo with the highest vote will receive bragging rights and recognition.

Cara Langston
Patron Services Supervisor

Summer Reading Program
It is a busy summer with northern branches working on the Summer Reading Program (SRP) and offering programs and services supporting the strategic plan. Many northern branches anecdotally report seeing a substantial upswing in kids, families, and SRP participation.

2023 Strategic Plan Progress
Cold Spring, Eagle Bend, Richmond, and Staples continue offering monthly computer and technology help. Sauk Centre's Open Mic Night brought in residents from the local Camp Hill for a playing, signing, and listening event. Long Prairie also began working with CareerForce. Staples continues hosting CareerForce drop in events as well.

In addition, I am currently in conversation with the Todd County Attorney to add recommended legal resources into local Todd County GRRL branches. Discussions are ongoing about what this collaboration will look like, and it has the potential to expand access to legal resources in Todd County.

Labor Management Committee
The Labor and Management Committee (LMC) continues to meet and discuss the mileage policy. We are working to find common ground and hope to recommend simplified policy language.

Ryan McCormick
Associate Director – Human Resources

Staffing
Hiring continues to be a focus in Human Resources, with the Aide position being the biggest source of turnover. However, we have seen fewer terminations this year, compared to last, so hopefully staffing is beginning to stabilize. We have also seen staff members promoted to positions of greater responsibility this year, notably into Library Assistant and Library Services Coordinator roles.

Training to Support Patron Needs
Many of GRRL's training programs were paused during the pandemic. With so many new hires, we continue working through the backlog of training needs. Twenty-three staff members attended Patron Services Power Up in May. This training, led by GRRL staff, focuses on customer service and is intended to help new staff strengthen their skills. Many longer-serving staff members would likely benefit from this content as well. We are planning to offer the training at this year's All Staff Day on October 9.

Jay Roos
Associate Director – Information Technology

Firewall Replacement
Information Technology (IT) staff are doing a region-wide firewall replacement this year. Our current firewalls are reaching their end-of-support in a few years. 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 received. IT staff are working with our reseller to create a configuration standard that can be swapped in for our current firewalls with minimal disruption. This initial planning stage takes significant effort to ensure the process goes smoothly when we reach the production stage. Remote libraries will most likely be replaced first and Saint Cloud replaced last to minimize the potential for region-wide disruption. This replacement will be funded by current year RLTA Priority 2 funds and past year remaining RLTA funds.

Telecom Changes
Our telecom cooperative's telecommunications contract came up for renewal this year. The State of Minnesota IT Services agency won the contract. As a result, very little will change for day-to-day operations. However, 12 libraries are getting new providers for their "last mile" connections. This is resulting in a number of trips around the region to first allow the vendor to do a site visit and then later to return to do the install. Fortunately, because we are still with the State of Minnesota we are not needing to replace network routers this time around.

Events and Room Reservation
Web Developer Jonathan Lahr and Patron Services Specialist Beth Ringsmuth Stolpman are working to set up and train staff on our new SpringShare system for events calendars and meeting/study room reservations. Our current software is very out-of-date and no longer maintained by the software vendor. That also means it is not secure in our modern Internet environment – though we have taken steps to

mitigate potential attacks. Staff are working to ensure we can move from one system to the other without causing disruptions during Summer Reading Program events.

Jami Trenam
Associate Director – Collection Development

Enhancing the Physical Collection of Library Materials
This year, I began providing branches with monthly collection maintenance assignments tailored for the needs of each library. Halfway through the year, staff report that the assignments are useful to target the items most in need of evaluation due to low usage. We have used the custom reports to make progress on special projects in some locations. For example, I worked with Library Services Coordinator (LSC) Nicole Wilson in Cokato on her goal to create space in the children's area for Non-Fiction. I also worked with LSC Katie Teesdale in Buffalo to adjust the children's shelving to hold oversized books.

In the second quarter, several new collection items hit the shelves, including the EPIC Career Exploration kits and talking picture books in Becker and Belgrade. We also started to experiment with new ways to circulate the Juvenile Fiction collection. In late April, we added some very popular Juvenile Fiction series that are not available for request. The intent is to increase the chances that some of these high-demand titles are on the shelf for kids to enjoy without waiting.

Collection Development Committee and Requests for Reconsideration
The Collection Development Committee started meeting in June. I am grateful to work with an eager group of staff and board members to improve our collection development policies and practices. The work of this committee may change the Request for Reconsideration process. Pending Requests for Reconsideration, and any received during the review, are on hold. Those who have submitted a Request will receive a response indicating that Great River Regional Library is currently reviewing the process and no action will be taken until the review is complete. There are currently four titles with pending Requests for Reconsideration.

Building Reports
July 2022

Jeannette Burkhardt
Patron Services Supervisor

Becker
A new entrance to the Becker Community Center/library parking lot has been created to coincide with the new senior housing duplexes and apartment building being constructed between the Pebble Creek Golf Course and the Becker Community Center/library. The driveway entrance is still located on Sherburne Avenue, but is further down the road.

Elk River
Elk River staff discovered the library roof is leaking. This discovery was made on Saturday, June 23, after Elk River received some rain. No library materials were damaged, but there is some water damage to the wood paneling on one of the main pillars in the library. City maintenance was called and someone arrived before the library closed. Maintenance did take a look at the interior of the building and determined a roofing company needed to come out for a better evaluation. The roofing company was out on June 24 and patched four areas that were determined to be the possible sources of the leaking. The company also told city maintenance that the roof needs to be replaced soon.

The bathroom that was reported as "out of order" in May remains unavailable for public use. The city was going back out for bids and more information about the infrastructure.

Howard Lake
Work has started on the new Howard Lake Library building.

From City Administrator Nick Haggenmiller:
New Library Project
I have joked that I will believe this project will actually move forward when I receive my first overdue notice. Still, if you've been through the heart of town, you will see WE ARE UNDERWAY!! Utilities are being connected by NuLook Contracting this week and by best guesses they are actually running at least a few days, if not a week or more, ahead of schedule. Soil corrections are also underway and largely complete. You may recall soil boring yielded A LOT of debris left over from the former school. This appears to not be quite as bad as expected as well. We need to take these wins, but not rest on haunches because this project will be bumpy. I should be clear, it will likely be bumpy because of unforeseen circumstances that are largely out of our control. I have also said, we have a solid project team that I continue to be impressed with as we move forward. Biweekly project meetings start next week; more involved updates will come later. As a reminder, we opted against a ceremonial groundbreaking. Life is busy around this little Hamlet, and to pull that off well, we need time and people...two things we don't have enough of right now. We will have a nice ribbon cutting at the completion of the project. Finally, I will be in Chicago with our design team presenting at the American Library Association national conference in Chicago at the end of the month on the project. Note the soft flex that hopefully tells you, this project is something pretty special.

Brandi Canter
Lead Patron Services Supervisor

Paynesville

The new city-appointed library board held its inaugural meeting on June 20. The board will provide input to the council about the location and plan for a new library project. Membership on the board includes the mayor, city administrator, Friends of the Library members, members of the Paynesville Community Foundation, and citizen representatives. Library Services Coordinator (LSC) Kateri Gruber and I serve as advisory members.

On June 28, the board met with architects for a report on the Washburne Court site. CURA Health is no longer interested in a shared-use facility, so the library would be a standalone building. This eliminates space efficiencies for areas like lobby, restrooms, and meeting rooms. Next step: Kateri, Jami Trenam and I will work directly with the architect to identify possible ways to reduce the plan's square footage.

St. Cloud

The biggest news is that the chiller replacement is finally complete and all parts are working properly. As temperatures have soared recently, we are very grateful.

Waite Park

The city was quick to fix a roof leak in mid-June, and once again, staff were so grateful for our public works crew. We also continue working with them to get a mailbox at the library so that staff do not have to drive across town to empty the post office box.

Cara Langston
Patron Services Supervisor

Albany

Long-time City Administrator Tom Schneider is retiring at the end of June after 35 years of service.

Cold Spring
The city is waiting on the results of a Phase I Environmental Assessment on the proposed site for a standalone library. In the current location, the air-conditioning went out over the weekend and was repaired.

Eagle Bend
Eagle Bend construction progress slowed during this spring and early summer. Work continues to happen based on material and construction staff availability. In addition, a new city administrator, James Gaida, recently started.

Little Falls
The elevator sensor has been repaired, and it is again fully functional. While there were no bats found in the library in April or May, city and library staff report finding bats on several occasions in June.

Great River Regional Library		April	May	June	Q2 Cumulative

Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.	Owner	Baseline 2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 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 Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Digital Library circulation increases	Collection Development	74,331	30,745	30,849	31,723	93,317
Active Digital Library users increase	Collection Development	18,076	7,822	7,844	7,978	23,644

Enhance the physical collection of library materials	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Key metric - Circulation/Open Hour by library increases	Collection Development	42 avg	40	39	49	45
Key metric - Percent of dead materials by library declines	Collection Development	16.13%			14.31%	
Key metric - Number of collection check items by library declines	Collection Development	7.55%			6.84%	

Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Key metric - New resident borrowers by regional increase	Leadership Support Team	5,836	1,780	1,958	2,504	6,242
Key metric - Total current resident borrowers by regional increase	Leadership Support Team	82,302	84,435	86,126	88,422	88,422
Key metric - Items/checkout session by library increase	Leadership Support Team	6.28	6.03	5.88	5.78	6.06
Key metric - Circulation - physical materials	Leadership Support Team	626,912	195,675	192,963	235,517	624,155
Key metric - $ collected - Miscellaneous receipts	Accounting	$25,250	$10,095	$8,902	$10,022	$29,019

Have programs and services for patrons with special needs.	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Programs and services offered in libraries	Lead Department: Patron Services/Human Resources	NA	7	4	9	20

Increase targeted advertising to reach a wider audience.	Owner	Baseline 1/31/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Regularly post on social media to followers about collections and services	Communications & Development	NA	poetry month challenge on Beanstack app, One Book One Minnesota book club, Hallmark movies on hoopla, Easter books, database Chilton, Earth Day books, National Library Week promotions	Slice of Reading challenge on Beanstack app, try it yourself knitting, database AtoZdatabases, Minnesota Author Project, Mother's Day books, NextReads newsletters, try it yourself telescopes	Summer Reading Program, database Pronunciator, Year in Reading challenge on Beanstack app, grilling cookbooks	
Number of e-newsletter subscribers	Communications & Development	4,864	4,054	4,039	4,027	
E-newsletter open rate	Communications & Development	25.1%	44.6%	42.78%	41.75%	

Increase awareness of digital tools.	Owner	Baseline 1/31/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
	Communications & Development	NA	database highlight: Chilton	database highlight: AtoZdatabases	database highlight: Pronunciator	

Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner	Baseline 1/31/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA	NA	NA	Youth Advisory Council proposal prepared for July Board meeting	

Build GRRL's culture of philanthropy.	Owner	Baseline 2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Board giving rate	Communications & Development	86%				26%
Staff giving rate	Communications & Development	15%				11%

Increase donor support of the library.	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Donors retained	Communications & Development	109	91	9	9	109
Donor retention rate	Communications & Development	24%	54%	56%	57%	57%
Donors acquired	Communications & Development	36	40	11	2	53
Fund Development Plan progress	Communications & Development	NA			Completed 2023 Summer Reading Program sponsorship campaign	

Increase training to support access and awareness.	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Patron Service Power Up attendees	Human Resources	0	0	23	0	23
Organizational Orientation attendees	Human Resources	0	0	0	0	0
Regional Staff Meeting attendees	Human Resources	0	0	0	0	0
Merchandising training attendees	Human Resources	5	3	0	0	3
Summer Reading Program Resource Fair attendees	Human Resources	0	0	0	0	0
Homeless Library Academy attendees	Human Resources	281	9	20	14	43

Maximize library financial investment options.	Owner	Baseline Q2/2022	Status 4/30/2023	Status 5/31/2023	Status 6/30/2023	Q2 2023 - Cumulative
Number of accounts with new financial institutions established	Accounting	13 CD, 3 with local institutions	25 CD, 4 with local institutions	24 CD, 4 with local institutions	24 CD, 4 with local institutions	24 CD, 4 with local institutions
Key metric -Overall CD Portfolio rate of return	Accounting	0.83%	4.33%	4.61%	4.65%	Q2 Average = 4.53%

GRRL 2022-2025 Strategic Plan Objectives and Key Results
Total Borrowers by Library – Q2 2023

Library	1/1/2023	7/1/2023	Total change YTD
Albany	2,028	2,247	219
Annandale	1,948	2,109	161
Becker	2,146	2,366	220
Belgrade	376	407	31
Big Lake	2,531	2,759	228
Buffalo	5,282	5,654	372
Clearwater	861	909	48
Cokato	1,321	1,373	52
Cold Spring	1,937	2,089	152
Delano	2,583	2,744	161
Eagle Bend	435	437	2
Elk River	8,791	9,524	733
Foley	1,267	1,537	270
Grey Eagle	335	343	8
Howard Lake	889	910	21
Kimball	760	843	83
Little Falls	3,734	4,096	362
Long Prairie	1,300	1,406	106
Melrose	971	1,168	197
Monticello	4,661	5,016	355
Paynesville	1,105	1,249	144
Pierz	1,144	1,248	104
Richmond	539	610	71
Rockford	1,148	1,248	100
Royalton	1,036	1,091	55
Saint Cloud	20,670	21,775	1,105
Saint Michael	8,007	8,821	814
Sartell Locker	460	571	111
Sauk Centre	1,528	1,586	58
Staples	1,586	1,675	89
Swanville	412	412	0
Upsala	447	473	26
Waite Park	2,452	2,559	107
Region Total	**84,690**	**91,255**	**6,565**

GRRL 2022-2025 Strategic Plan Objectives and Key Results
New Borrowers by Library – Q2 2023

Library	2023 YTD Q2 new borrowers	2022 YTD Q2 new borrowers	2021 YTD Q2 new borrowers	2020 YTD Q2 new borrowers
Albany	275	237	144	54
Annandale	217	253	153	59
Becker	301	307	253	101
Belgrade	66	35	17	20
Big Lake	323	390	217	133
Buffalo	564	495	389	260
Clearwater	85	66	44	43
Cokato	131	135	90	70
Cold Spring	210	279	144	69
Delano	289	239	196	125
Eagle Bend	41	41	29	31
Elk River	1,177	1,004	757	517
Foley	288	134	84	53
Grey Eagle	23	27	22	10
Howard Lake	75	136	67	33
Kimball	96	83	101	14
Little Falls	482	502	341	127
Long Prairie	148	136	100	42
Melrose	209	71	67	35
Monticello	563	502	288	240
Paynesville	194	101	78	40
Pierz	126	170	63	25
Richmond	79	82	25	22
Rockford	149	104	85	44
Royalton	119	131	36	36
Saint Cloud	2,352	2,232	1,313	1,288
Saint Michael	1,112	988	769	335
Sartell	151	88	65	58
Sauk Centre	119	127	81	109
Staples	240	197	104	140
Swanville	17	41	30	8
Upsala	35	35	13	75
Waite Park	208	188	113	68
Region Total	**10,464**	**9,556**	**6,278**	**4,284**

April 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Apr 2023	Circ/Hour Apr 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	5,590	695	36	39	-8.0%	23,553	26,776	-12.0%
+	Annandale	2,953	681	26	24	5.4%	11,880	11,214	5.9%
	Becker	4,183	714	31	30	1.9%	16,445	16,752	-1.8%
	Belgrade	909	178	10	6	63.7%	2,725	2,923	-6.8%
+	Big Lake	4,682	772	35	32	8.5%	18,903	17,885	5.7%
+	Buffalo	13,059	2,326	67	64	4.9%	53,178	51,465	3.3%
	Clearwater	2,084	416	20	21	-1.6%	8,530	8,841	-3.5%
	Cokato	3,055	575	24	30	-20.3%	13,975	16,631	-16.0%
+	Cold Spring	6,051	802	40	33	22.8%	22,793	21,340	6.8%
+	Delano	6,714	1,035	38	38	-1.4%	28,735	27,806	3.3%
	Eagle Bend	1,336	233	14	21	-33.2%	6,044	7,963	-24.1%
+	Elk River	16,024	2,547	81	79	3.1%	66,975	65,423	2.4%
	Foley	3,570	572	24	26	-5.3%	15,777	16,232	-2.8%
	Grey Eagle	715	180	8	10	-25.8%	2,975	4,421	-32.7%
	Howard Lake	1,950	348	15	20	-22.3%	8,634	10,691	-19.2%
	Kimball	1,705	310	19	17	8.3%	6,498	6,784	-4.2%
+	Little Falls	6,908	1,508	38	36	5.7%	28,747	26,776	7.4%
	Long Prairie	3,181	636	21	22	-4.9%	13,976	14,529	-3.8%
+	Melrose	10,723	637	97	76	27.1%	39,623	34,349	15.4%
	Monticello	10,816	1,857	61	62	-0.9%	44,650	45,697	-2.3%
	Paynesville	1,892	392	14	12	15.0%	7,598	7,693	-1.2%
+	Pierz	1,954	449	17	15	11.0%	8,268	7,986	3.5%
	Richmond	1,203	245	13	15	-14.3%	4,782	5,169	-7.5%
	Rockford	3,021	496	22	28	-20.8%	12,421	15,311	-18.9%
	Royalton	1,378	261	15	20	-29.1%	5,793	6,717	-13.8%
	Saint Cloud	41,241	7,059	170	172	-1.6%	165,251	167,387	-1.3%
+	Saint Michael	16,995	2,651	89	85	4.0%	67,690	66,305	2.1%
+	Sauk Centre	5,605	755	39	35	12.7%	21,701	20,847	4.1%
	Staples	3,594	705	24	28	-14.2%	16,522	17,436	-5.2%
+	Swanville	822	186	9	5	60.9%	2,873	1,550	85.4%
+	Upsala	2,454	360	24	29	-17.0%	11,810	11,463	3.0%
+	Waite Park	6,336	1,292	48	42	13.8%	25,022	23,449	6.7%
	Sartell Locker	899	188				3,992	4,927	-19.0%
	Total	**193,602**	**32,061**	**40**	**41**	**-2.4%**	**788,339**	**790,738**	**-0.3%**
+	Total OverDrive	30,745					122,223	94,327	29.6%

+ Indicates an increase in YTD circulation total over last year

May 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour May 2023	Circ/Hour May 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	6,534	964	38	39	-2.9%	30,087	33,193	-9.4%
+	Annandale	3,291	718	26	25	6.3%	15,171	14,161	7.1%
	Becker	4,218	750	29	30	-3.0%	20,663	20,892	-1.1%
+	Belgrade	916	218	10	6	56.7%	3,641	3,476	4.7%
+	Big Lake	4,381	737	30	30	2.1%	23,284	22,000	5.8%
+	Buffalo	12,571	2,383	59	57	4.7%	65,749	62,900	4.5%
+	Clearwater	2,672	458	24	17	43.0%	11,202	10,608	5.6%
	Cokato	3,567	587	26	31	-15.7%	17,542	20,739	-15.4%
+	Cold Spring	5,787	925	36	34	5.6%	28,580	26,581	7.5%
+	Delano	6,814	1,048	35	33	6.9%	35,549	33,951	4.7%
	Eagle Bend	1,492	219	15	19	-19.7%	7,536	9,653	-21.9%
+	Elk River	15,439	2,524	74	69	6.1%	82,414	80,257	2.7%
	Foley	4,174	747	26	25	5.1%	19,951	20,052	-0.5%
	Grey Eagle	679	169	7	11	-36.6%	3,654	5,416	-32.5%
	Howard Lake	1,948	367	15	18	-19.3%	10,582	12,970	-18.4%
	Kimball	1,599	292	16	16	-0.9%	8,097	8,299	-2.4%
+	Little Falls	6,917	1,387	35	32	10.0%	35,664	32,781	8.8%
	Long Prairie	2,819	654	17	24	-27.0%	16,795	18,225	-7.8%
+	Melrose	10,344	638	88	80	9.6%	49,967	43,387	15.2%
	Monticello	10,114	1,732	54	61	-11.2%	54,764	56,540	-3.1%
	Paynesville	1,725	466	12	14	-12.5%	9,323	9,582	-2.7%
+	Pierz	1,695	391	14	15	-5.7%	9,963	9,678	2.9%
	Richmond	1,376	302	14	14	-2.2%	6,158	6,506	-5.3%
	Rockford	2,821	453	19	27	-28.6%	15,242	19,044	-20.0%
	Royalton	1,442	309	15	16	-9.9%	7,235	8,220	-12.0%
	Saint Cloud	39,225	6,765	152	163	-6.9%	204,476	207,733	-1.6%
+	Saint Michael	16,472	2,739	80	77	4.0%	84,162	81,454	3.3%
+	Sauk Centre	5,576	746	37	33	12.0%	27,277	25,660	6.3%
	Staples	3,874	735	24	26	-7.8%	20,396	21,432	-4.8%
+	Swanville	711	159	7	4	65.4%	3,584	1,967	82.2%
+	Upsala	2,311	316	21	23	-7.5%	14,121	13,825	2.1%
+	Waite Park	6,070	1,248	45	42	5.1%	31,092	29,014	7.2%
	Sartell Locker	1,042	201				5,034	6,133	-17.9%
	Total	**190,616**	**32,347**	**39**	**38**	**2.6%**	**978,955**	**976,329**	**0.3%**
+	Total OverDrive	30,849					153,072	118,499	29.2%

+ Indicates an increase in YTD circulation total over last year

June 2023 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour June 2023	Circ/Hour June 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
	Albany	7,770	1,164	46	48	-5.0%	37,857	41,417	-8.6%
+	Annandale	3,670	873	31	34	-9.5%	18,841	18,217	3.4%
	Becker	5,865	1,070	41	41	0.2%	26,528	26,866	-1.3%
+	Belgrade	944	198	10	10	-1.5%	4,585	4,414	3.9%
+	Big Lake	5,534	1,001	38	39	-1.4%	28,818	27,575	4.5%
+	Buffalo	14,539	2,808	71	72	-1.3%	80,288	77,918	3.0%
+	Clearwater	2,839	563	27	23	17.7%	14,041	13,065	7.5%
	Cokato	4,944	837	36	42	-14.8%	22,486	26,456	-15.0%
+	Cold Spring	6,837	1,110	42	46	-9.5%	35,417	34,180	3.6%
+	Delano	8,927	1,436	46	45	4.4%	44,476	42,455	4.8%
	Eagle Bend	1,449	214	15	21	-30.8%	8,985	11,748	-23.5%
+	Elk River	19,640	3,260	94	89	6.7%	102,054	100,084	2.0%
	Foley	4,765	745	30	31	-1.0%	24,716	24,744	-0.1%
	Grey Eagle	783	204	8	11	-31.8%	4,437	6,598	-32.8%
	Howard Lake	2,563	434	19	25	-22.6%	13,145	16,307	-19.4%
+	Kimball	1,998	430	20	18	11.6%	10,095	10,090	0.0%
+	Little Falls	8,114	1,733	41	40	3.8%	43,778	40,680	7.6%
	Long Prairie	3,353	783	21	25	-16.4%	20,148	22,310	-9.7%
+	Melrose	11,708	836	101	81	25.0%	61,675	52,918	16.5%
	Monticello	13,459	2,245	72	71	1.6%	68,223	69,926	-2.4%
	Paynesville	2,554	640	18	16	7.5%	11,877	11,957	-0.7%
+	Pierz	2,380	548	19	19	0.6%	12,343	12,073	2.2%
	Richmond	1,700	416	17	19	-8.3%	7,858	8,398	-6.4%
	Rockford	3,554	612	25	29	-13.7%	18,796	23,280	-19.3%
	Royalton	1,882	347	18	19	-4.6%	9,117	10,250	-11.1%
	Saint Cloud	46,540	7,912	183	188	-2.9%	251,016	256,208	-2.0%
+	Saint Michael	22,448	3,804	110	105	4.9%	106,610	103,061	3.4%
+	Sauk Centre	6,481	957	42	41	2.4%	33,758	31,909	5.8%
	Staples	4,744	875	30	30	0.9%	25,140	26,253	-4.2%
+	Swanville	745	214	8	7	13.1%	4,329	2,646	63.6%
+	Upsala	2,679	348	25	27	-6.5%	16,800	16,689	0.7%
	Waite Park	4,378	1,527	31	48	-35.5%	35,470	35,804	-0.9%
	Sartell Locker	936	172				5,970	7,132	-16.3%
	Total	**230,722**	**40,316**	**48**	**49**	**-2.6%**	**1,209,677**	**1,213,628**	**-0.3%**
+	Total OverDrive	31,723					184,795	143,121	29.1%

+ Indicates an increase in YTD circulation total over last year

Staff Recognition Report
2023 – Quarter 3
July 1 – September 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Mary	Christen Czech	Albany/Melrose	Hannon, John	7/11/2023	1
Mary	Johannes	St. Cloud - Custodial	Vig, Neil	7/11/2023	1
Caroline	Bjellos	Monticello	Scherber, Marla	7/25/2023	1
Heather	Bean	St. Cloud - Patron Services	Vig, Neil	8/8/2023	1
Seamus	Filkins	Distribution	Schmitt, Kyle	8/8/2023	1
Mary	Haliburton	Becker/Big Lake	Dawson, Hilary	8/8/2023	1
Amber	Zierden	Distribution	Schmitt, Kyle	8/8/2023	1
Christina	Theis	St. Cloud - Patron Services	Vig, Neil	9/6/2023	1
Janie	Thole	Grey Eagle/ Long Prairie	Wehrspann, Amanda	9/19/2023	1
Jen	Randall	Clearwater/Foley	Kuelbs, Shelly	7/27/2023	3
Hilary	Dawson	Becker/Big Lake	Burkhardt, Jeannette	7/2/2023	5
Breanne	Fruth	Communications & Development	Pundsack, Karen	7/16/2023	5
Paul	Nord	Delano/Rockford	Jacobs, Theresa	7/16/2023	5
Hua	Shen	Delano/Rockford	Jacobs, Theresa	7/1/2023	10
Jason	Kirchoff	Coldspring/ Richmond	Langston, Cara	7/8/2023	10
Alexandria	Kelton	CD - Technical Services	Getz, Christopher	8/5/2023	10
Ashley	Jozelic	St. Michael	Bunting, Nancy	7/30/2023	15
Sharon	Verchota	Delano/Rockford	Jacobs, Theresa	8/25/2023	20

Promotion Report
2023 – Quarters 1 and 2
January – June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor	Promotion Effective Date	Previous Job Title	Previous Department
Lunning	Maiya	7/14/2022	Library Assistant	Buffalo	Teesdale, Katie	3/7/2023	Library Assistant Substitute	Cokato/ Howard Lake
Barry	Margot	11/14/2022	Library Services Coordinator	Elk River	Burkhardt, Jeannette	5/29/2023	Library Services Coordinator	Becker/ Big Lake
Decker	Dez	12/12/2022	Library Assistant	Delano/ Rockford	Jacobs, Theresa	6/5/2023	Library Assistant Substitute	Delano/ Rockford
Wigham	Wendi	10/28/2021	Library Assistant	Belgrade/ Paynesville	Gruber, Kateri	6/5/2023	Library Aide	Cold Spring/ Richmond
Dawson	Hilary	7/2/2018	Library Services Coordinator	Becker/ Big Lake	Burkhardt, Jeannette	6/12/2023	Library Assistant	Elk River

New Hire Report
2023 – Quarters 1 and 2
January – June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Raff	Cassandra	3/6/2023	Library Assistant	Clearwater/Foley	Kuelbs, Shelly
Heitz	Christina	3/13/2023	Library Assistant	Cokato/Howard Lake	Wilson, Nicole
Mumford-Torres	Judy	3/20/2023	Library Assistant	Cokato/Howard Lake	Wilson, Nicole
Rentz-Vogtlin	Dan	3/21/2023	Library Aide	Waite Park	Jones, Amanda
Dunbar	Nancy	4/3/2023	Library Assistant	Waite Park	Jones, Amanda
Yurczyk	Maria	4/3/2023	Library Assistant	Albany/Melrose	Hannon, John
Knese	Eric	4/10/2023	Driver	GRRL – Distribution	Schmitt, Kyle
Botz	Becky	5/15/2023	Circulation Aide	St. Cloud	Blotkamp, Eric
Schmitt	Kyle	5/15/2023	Senior Distribution Assistant	GRRL – Distribution	Backen, Rosanna
Malik	Fatima	5/16/2023	Library Assistant	Grey Eagle/Long Prairie	Wehrspann, Amanda
White	Kassidy	5/16/2023	Circulation Aide	St. Cloud	Blotkamp, Eric
Jonas-Abel	Jennifer	5/17/2023	Library Aide	Little Falls/Swanville	Bruggenthies, Cindy
Jones	Amanda	5/17/2023	Library Services Coordinator	Waite Park	Canter, Brandi
Rittmann	Natalie	6/1/2023	Summer Library Aide	St. Cloud	Laing, Connie
Schindler	Hannah	6/1/2023	Summer Library Aide	St. Cloud	Laing, Connie
Skinner	Allison	6/27/2023	Library Aide	Elk River	Barry, Margot
Myles	Katie	6/27/2023	Library Assistant	Becker/Big Lake	Dawson, Hilary

Rehires					
Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Parker	Se-Ri	6/5/2023	Summer Library Aide, St. Cloud	Summer Library Aide, St. Cloud	8/11/2022
Wiger	Hannah	6/5/2023	Summer Library Aide, St. Michael	Summer Library Aide, St. Michael	9/13/2022
Sorenson	Hannah	6/20/2023	Library Aide, Elk River	Library Aide, Elk River	8/12/2021

Termination Report
2023 – Quarters 1 and 2
January – June

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Brost	DeeAnn	1/26/2023	Collection Development Clerk	GRRL – Collection Dev	Nummela, Elizabeth	1/26/1998	25 years
Laffer	Trudy	2/3/2023	Library Aide	Grey Eagle/Long Prairie	Wehrspann, Amanda	3/09/2020	2 years, 10 months
Wander	Lukas	2/3/2023	Senior Library Aide	Belgrade/Paynesville	Gruber, Kateri	7/17/2017	5 years, 6 months
Coulombe	Beth	2/10/2023	Library Assistant	Cokato/Howard Lake	Wilson, Nicole	6/20/2022	7 months
Siltman	Porter	3/6/2023	Circulation Aide	St. Cloud	Blotkamp, Eric	10/03/2022	5 months
Dukowitz	Chuck	3/10/2023	Driver Substitute	GRRL – Distribution	Schmitt, Kyle	7/31/2017	5 years, 7 months
Parks	Todd	3/17/2023	Driver	GRRL – Distribution	Schmitt, Kyle	7/15/2019	3 years, 8 months
Treb	Linda	3/17/2023	Accounting Specialist	GRRL – Accounting	Anderson, Amy	12/18/2017	5 years, 2 months
Christensen	Heavenly	3/24/2023	Senior Distribution Assistant	GRRL - Distribution	Backen, Rosanna	2/27/2017	6 years
Munz	Ellen	4/3/2023	Library Services Coordinator	Waite Park	Canter, Brandi	2/28/2022	1 year, 1 month
Starcher	Tammy	4/6/2023	Library Aide	Annandale/Kimball	Asfeld, Carla	6/17/2022	9 months
Hague	McKenna	4/14/2023	Library Aide	Elk River	Barry, Margot	10/19/2022	5 months
Lundstrom	Lori	4/18/2023	Library Services Coordinator	Elk River	Burkhardt, Jeannette	4/26/2022	11 months
Hilyar	Christy	5/4/2023	Library Assistant	Delano/Rockford	Jacobs, Theresa	6/1/2022	11 months
Balo	Luo	5/19/2023	Distribution Aide	GRRL – Distribution	Schmitt, Kyle	8/8/2022	9 months
Atwood	Heather	5/25/2023	Library Assistant	Becker/Big Lake	Dawson, Hilary	1/6/2014	9 years, 4 months
Derner	Brooke	5/31/2023	Library Assistant Substitute	Elk River	Barry, Margot	12/27/2022	5 months
Weikert	Kimberly	6/2/2023	Circulation Aide	St. Cloud	Blotkamp, Eric	11/29/2021	1 year, 6 months
Arndt	Allison	6/6/2023	Library Aide	Elk River	Barry, Margot	2/28/2022	1 year, 3 months
Jonas-Abel	Jennifer	6/10/2023	Library Aide	Little Falls/Swanville	Bruggenthies, Cindy	5/17/2023	0 months
Fuhrmann	Sophia	6/15/2023	Library Assistant	Elk River	Barry, Margot	6/1/2021	2 years
Trigg	Greta	6/17/2023	Library Assistant	Sauk Centre/Upsala	George, Marisa	10/3/2022	8 months
Smith	Tammy	6/26/2023	Library Aide	Monticello	Scherber, Marla	10/4/2022	8 months
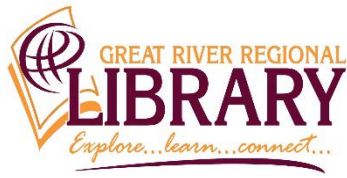
Exit Interview Summary

January – June 2023

Area of Question	Summary of Responses
What did you enjoy most about your position?	- Finding information - Getting to know my coworkers and patrons - Co-workers - The people and the work itself - Flexibility - Finding ways to improve procedures - Having a quiet environment to work in - Librarian duties - Organizing, friendly environment - My coworkers - Programming
What would you have changed about the position?	- Scanable technology on forms - Nothing - Time card - Nothing, just wished it paid more - NA - Move position to different department - Nothing - More full-time staff at location - NA - Pay - A more even split of opening and closing shifts, having health insurance
Supervisor	- Wonderful and so supportive - Works well at her job - The best, always helpful - Great, excellent - Great communicator - Strong leader who works hard and supports staff - Not a good fit, boundary concerns - Very knowledgeable and capable - Made me feel welcome and appreciated - Good - Had a few of them, positives and negatives
Co-workers	- Always a collaboration - Got along very well - Enjoy them all - Good - Okay - Didn't have any - Love them and the environment they create - Most were amazing - Enjoyed working with them - Good

	▪ For the most part, made some wonderful connections and learned a lot from them
Benefits utilized	▪ PTO, medical, dental, vision, PERA ▪ PTO ▪ PTO, Holiday Pay ▪ NA ▪ PERA ▪ NA ▪ PTO ▪ Appreciate the two Personal Holidays ▪ NA ▪ PTO ▪ PERA, PTO, vision
Benefits to be offered	▪ Reasonable health insurance for all employees ▪ Nothing I can think of ▪ NA ▪ NA ▪ NA ▪ Compensate full-time, Medicare-eligible employees for their premium since they are HSA ineligible ▪ None ▪ Generous for full-time staff, but should have more full-time staff ▪ NA ▪ NA ▪ All employees, including part-time, should be offered health coverage
Wage rates	▪ Okay ▪ Could be higher ▪ Pretty low ▪ Meh ▪ Low ▪ Starting wages are too low, especially in lower ranges ▪ Could be more ▪ Not comparable to metro-area libraries, very low for Aides and Drivers ▪ Fair, for the work ▪ Wish it was higher ▪ Aides should be paid more
Training	▪ Help others know how their job correlates to other jobs in the library ▪ Sufficient ▪ Great, patient supervisor ▪ Good ▪ Okay ▪ Staff struggle in some areas and need more training ▪ Liked it ▪ Good ▪ Excellent ▪ Good

	▪ Helpful and beneficial tools should be required for all staff
Morale in dept/branch	▪ Fabulous in my department ▪ Seemed pretty good ▪ Very good ▪ Great ▪ Average ▪ My department is great, but absenteeism and different levels of accountability in other areas affected my work ▪ Tension between supervisor and coworker was hard ▪ Brought down by two individuals ▪ Excellent ▪ Good ▪ Team-like morale is fundamental to a library's success
Work hours	▪ Perfect for me ▪ Good enough ▪ What I was looking for ▪ Good ▪ Okay ▪ Great ▪ As advertised ▪ Good ▪ Flexible ▪ Wish I could work full-time ▪ Flexibility helps share the load
Working conditions	▪ Excellent ▪ No complaints ▪ No complaints ▪ Fine ▪ Okay ▪ Great in my department ▪ Good ▪ Good ▪ Excellent ▪ Good ▪ GRRL needs fair disciplinary procedures, more flexibility with overtime, and to provide development opportunities for part-time staff
Reasons for leaving?	▪ Retirement ▪ Lack of career growth ▪ Anticipated move out of state ▪ Not enough money, other jobs ▪ Compensation ▪ Current insurance plan with high deductibles, loss of HSA contribution, telecommuting practice, lack of accountability ▪ Job with more hours ▪ Dealing with other people's personal challenges ▪ Personal reasons ▪ Hourly wage ▪ Struggles with supervisor, position with more hours and better pay

Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator	1	2
Library Assistant	1	6
Library Aide/Circulation Aide	6	9
Distribution Staff	1	4
Patron Services/Circulation Public Service		
Administration / Office Support	1	1
Library Support Staff	1	1
Substitute Staff		

Please Note:

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

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

2024 Annual Budget Proposal

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	$ 7,484,115.00
Non Signatory Revenue	2,374,127.90	2,709,618.70	2,406,560.00	2,684,261.00
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	(17,394.00)	$ 537,890.00
Morrison	496,290.00	489,542.00	525,918.00	(8,893.00)	$ 517,025.00
Sherburne	1,342,114.00	1,354,605.00	1,458,405.00	(89.00)	$ 1,458,316.00
Stearns	2,269,717.00	2,274,381.00	2,368,582.00	(68,058.00)	$ 2,300,524.00
Todd	326,428.00	333,969.00	356,739.00	(8,371.00)	$ 348,368.00
Wright	2,116,514.00	2,164,870.00	2,336,022.00	(14,030.00)	$ 2,321,992.00
Subtotal - Signatory	$ 7,075,801.00	$ 7,141,483.00	$ 7,600,950.00	$ (116,836.00)	$ 7,484,115.00
Dollar Change		$ 65,682.00	$ 459,467.00		$ (116,835.00)
Percent Change		0.93%	6.43%		-1.54%

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	(29,289.00)	200,711.00
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	$ 277,701.00	$ 2,684,261.00
Dollar Change		$ 335,490.80	$ (303,058.70)		$ 277,701.00
Percent Change		14.13%	-11.18%		11.54%

	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%

Great River Regional Library
2024 Annual Budget Proposal

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
		$ 6,517.95	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 $ 7,484,115

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%

GRRL Administration Policy Addition to Establish a Youth Advisory Council

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information   ☐ Discussion   ☒ Action Requested

RECOMMENDATION

Approve changes to Administration Chapter 3. Community Relations policy to add 3G. Library Youth Advisory Council and Youth Advisory Council Member job description.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Change Administration Chapter 3. Community Relations policy to add 3G. Library Youth Advisory Council
- Youth Advisory Council Member job description

A formal youth advisory council would help create a formal way of garnering input from middle school- and high school-aged youth. This would provide a leadership opportunity for youth in the region. It would also expand GRRL's diversity, equity and inclusion efforts by intentionally reaching out to an underserved audience. Elevate the voice of youth in developing library services was a goal set by the GRRL Board for the Executive Director last year. Youth would be provided per diem or mileage reimbursements, similar to GRRL Board members. Actual costs will vary on participation, but likely could be absorbed within the existing budget line. The proposal is modeled after similar youth advisory groups for other agencies in the area.

FINANCIAL IMPLICATIONS

Estimated Cost: $ 3,600   Funding Source: GRRL Operating Budget
Budgeted: ☐ Yes   ☒ No   ☐ N/A

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

100 Administration Chapter 3. Community Relations

3G. Library Youth Advisory Council

The Library Youth Advisory Council serves as the voice of young people across the region. The council provides input on ways to increase the use and awareness of the library for youth.

The council is comprised of middle school and high school aged students from each community within the GRRL service area. Each county will have at least two youth representatives on the council. Council members are appointed by the GRRL Board to serve a one-year, renewable term. The council meets at least once per quarter.

The Youth Advisory Council will:

- Discuss how to improve current library services and programs for youth
- Propose new library services and programs to benefit young people
- Present recommendations to GRRL administration and Board

Council members are eligible for travel and per diem reimbursements consistent with the rules set forth for Board members in GRRL bylaws.

Approved Date: 07/18/23
Effective Date:
Revised Date:

LIBRARY YOUTH ADVISORY COUNCIL MEMBER

Date Approved: TBD

SUMMARY

Members of the Library Youth Advisory Council serve as the voice of young people across the region. The council provides input on ways to increase the use and awareness of the library for youth.

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.

PRIMARY RESPONSIBILITIES

Basic Responsibilities of Youth Advisory Council members:
1. Serve as a spokesperson for the needs of youth in their community.
2. Prepare for and participate in council meetings.
3. Share input on how to improve current library services and programs for youth.
4. Propose new library services and programs to benefit young people.
5. Present recommendations to GRRL administration and Board.

QUALIFICATIONS

- Middle or high school age
- An interest in the public library
- Enjoy working with people from diverse backgrounds
- Ability to work as a positive team member
- Enthusiastic and willing to take initiative
- Available to attend meetings at least quarterly

COMMITMENT

The Library Youth Advisory Council will meet at least once per quarter. Members will serve a one year, renewable term.

Financial Policy Revisions

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information   ☐ Discussion   ☒ Action Requested

RECOMMENDATION

Approve Financial policy revisions to Chapter 14. Fixed Assets and Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Mark up and clean versions of Financial policy Chapters 14. Fixed Assets and 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

The organization's third-party auditor recommended changes to policy verbiage that reflect the organization's current processes and GASB requirements. Policy updates reflect a revised fixed asset life cycle for library materials, (books, periodicals, and media formats). Changes include updated asset categories and lifecycles. Additions include considerations for donated materials and equipment, and acquisitions of aggregate purchases. Clarity is provided for specifics of the person(s) responsible for determining fixed asset values and lifecycles.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

300 Financial

Chapter 14. Fixed Assets

~~A fixed asset is defined as an item with a value of at least $1,000 at the time of acquisition with an expected longevity of one year or more. Certain equipment will be capitalized and placed on the fixed asset list even though the original cost is less than $1,000. Examples of such equipment include but are not limited to the following: computers, printers, projectors, copiers.~~

<u>A fixed asset is any organizational property valued at $1,000 or more at the time of acquisition. The expected lifecycle of fixed assets is at least one year. The aggregate value of a purchase is considered when determining application of the fixed asset policy.   Examples of such purchases would be desktop or laptop computers, printers, projectors, copiers and library materials.</u>

The life<u>cycles used to determine depreciation</u> ~~of a fixed asset has an expected life~~ are as follows:

- Books – 10 <u>-15</u> years

- Periodicals – ~~5~~ <u>1</u> year~~s~~

- <u>Library</u> Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10 <u>- 20</u> years

- Furniture <u>and Fixtures</u> – 10 - 25 years

- <u>Operating</u> Equipment – 5 years

- <u>Computer Equipment – 5 years</u>

- <u>Fleet</u> Vehicles – 5 years

- <u>Desktop</u> Software & Licenses – 5-10 years

<u>The library keeps a centralized list of fixed assets. The list is adjusted annually for acquisitions and disposals as part of the third-party audit.</u> The library will depreciate fixed assets ~~on the~~ <u>using the</u> straight-line depreciation method. <u>The asset's original value is reduced by</u> the same amount of depreciation ~~will be taken~~ each year ~~over the estimated life period.~~ <u>during its pre-determined lifecycle.</u>

<u>Asset values include the purchase price, shipping, delivery and set-up charges. Values also include permanent enhancements or equipment affixed to the original asset. Donated library materials and other equipment additions booked to fixed assets use the asset's acquisition value.</u>

~~A~~ <u>F</u>ixed asset~~s~~ ~~will~~ remain on the ~~list of assets until it becomes extinct based on the above schedule or when the item no longer has value due to other circumstances~~ <u>organization's asset listing until one of the following:</u>

- <u>The end of the asset's lifecycle as determined by operational disposal</u>
- <u>The asset becomes obsolete or destroyed</u>
- <u>Is determined to be non-functional by a member of the Leadership Support Team.</u>

Fixed assets ~~will be~~ <u>are</u> disposed <u>of</u> in accordance with the library's <u>financial</u> policy <u>Chapter 15</u>: Disposal of Obsolete Equipment, Materials, Software and Furnishings.

Approved Date: 11/12/02
Effective Date:
Revised Date: 06/09/09, 3/16/21, <u>07/18/23</u>

Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

Disposal of obsolete and non-functional equipment, library materials, software and furnishings ~~by GRRL staff may be~~ is done with authorization ~~of the~~ of the responsible department head ~~responsible for the item(s).~~ An itemized list of all disposed equipment library materials, software and furnishings is available ~~disposed should be maintained~~ for inventory and audit purposes. ~~Material, equipment, software and furnishings to be disposed may be donated to non-profit organizations or sold by auction or other means if possible, or recycled in a manner consistent with state law and local regulations. The Accounting Coordinator must be notified of all disposals.~~

~~An itemized list of all equipment disposed should be maintained for inventory and audit purposes.~~ This ~~itemized~~ list ~~of disposed items will be presented~~ is sent to accounting no less than annually and is available for inspection ~~upon request from the GRRL Auditor or from the~~ by the organization's management team, third-party auditor and GRRL Board of Trustees.

Acceptable disposal methods include:

- Donations to non-profit organizations
- Sold by auction
- Trade-in against new assets(s)
- Recycled in a manner consistent with state and local laws and regulations

~~The Disposal Schedule to be followed is~~: The lifecycle of fixed assets are as follows:

- Books – 10 -15 years

- Periodicals – ~~5~~ 1 year~~s~~

- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10 - 20 years

- Furniture and Fixtures – 10 - 25 years

- Operating Equipment – 5 years

- Computer Equipment – 5 years

- Fleet Vehicles – 5 years

- Desktop Software & Licenses – 5-10 years

Ideally, at the time of disposal, the item should have no book value. The responsible department head, (with consultation of a member of the Leadership Support Team), determines any exception(s).

Approved Date:
Effective Date:
Revised Date: 03/20/07, 03/20/18, 03/19/19, 03/16/21, 07/18/23

300 Financial

Chapter 14. Fixed Assets

A fixed asset is any organizational property valued at $1,000 or more at the time of acquisition. The expected lifecycle of fixed assets is at least one year. The aggregate value of a purchase is considered when determining application of the fixed asset policy. Examples of such purchases would be desktop or laptop computers, printers, projectors, copiers and library materials.

The lifecycles used to determine depreciation are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10-20 years
- Furniture and Fixtures – 10 - 25 years
- Operating Equipment – 5 years
- Computer Equipment – 5 years
- Fleet Vehicles – 5 years
- Desktop Software & Licenses– 5-10 years

The library keeps a centralized list of fixed assets. The list is adjusted annually for acquisitions and disposals as part of the third-party audit. The library will depreciate fixed assets using the straight-line depreciation method. The asset's original value is reduced by the same amount of depreciation each year during its pre-determined lifecycle.

Asset values include the purchase price, shipping, delivery and set-up charges. Values also include permanent enhancements or equipment affixed to the original asset. Donated library materials and other equipment additions booked to fixed assets use the asset's acquisition value.

Fixed assets remain on the organization's asset listing until one of the following:

- The end of the asset's lifecycle as determined by operational disposal
- The asset becomes obsolete or destroyed
- Is determined to be non-functional by a member of the Leadership Support Team.

Fixed assets are disposed of in accordance with the library's financial policy Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings.

Approved Date: 11/12/02
Effective Date:
Revised Date: 06/09/09, 3/16/21, 07/18/23

Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

Disposal of obsolete or non-functional equipment, library materials, software and furnishings is done with authorization of the responsible department head. An itemized list of all disposed equipment, library materials, software and furnishing is available for inventory and audit purposes. This list is sent to accounting no less than annually and is available for inspection by the organization's management team, third-party auditor and GRRL Board of Trustees.

Acceptable disposal methods include:

- Donations to non-profit organizations
- Sold by auction
- Trade-in against a new asset(s)
- Recycled in a manner consistent with state and local laws and regulations

The lifecycle of fixed assets are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10-20 years
- Furniture and Fixtures – 10 - 25 years
- Operating Equipment – 5 years
- Computer Equipment – 5 years
- Fleet Vehicles – 5 years
- Desktop Software & Licenses– 5-10 years

Ideally, at the time of disposal, the item should have no book value. The responsible department head, (with consultation of the Leadership Support Team), determines any exception(s).

Approved Date:
Effective Date:
Revised Date: 03/20/07, 03/20/18, 03/19/19, 03/16/21, 07/18/23

GRRL Bylaws and Fund Development Policy Revisions

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information   ☐ Discussion   ☒ Action Requested

RECOMMENDATION

Revise GRRL Fund Development policy to formally recognize 501(c)(3) status in policy. Update GRRL Bylaws and Fund Development policy to formalize the structure and function of the Fund Development Committee.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- GRRL Bylaws Article VI. Committees, Section 5 addition
- Chapter 2. Fund Development Policy revisions

The GRRL Fund Development Committee has existed in a variety of forms for over the past eight years. The current Fund Development Committee job description was approved in 2019 as part of the recommendations from the Fund Development audit in 2018. Now that GRRL has attained formal 501(c)(3) status, formalizing how Board members are appointed to the committee and membership of the committee should be incorporated into policy.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

Bylaws of the Great River Regional Library Board of Trustees
Article VI. Committees

Section 5.

The President shall appoint two to three GRRL Board members to the Fund Development Committee whose duties shall be advance fundraising for Great River Regional Library and help build increased financial support from external resources.

800 Communications & Fund Development
Chapter 2. Fund Development

Introduction

Great River Regional Library (GRRL) qualifies to receive tax deductible contributions under section 509(a)(1) and 501(c)(3) of the Internal Revenue Service Code. The mission of GRRL Fund Development is to:

1. Provide financial support to improve and enhance its services.
2. Realize the library mission to inspire Central Minnesota residents to Explore, Learn and Connect,
3. Achieve its vision to be the Neighborhood Gateway: Inspiring Central Minnesota to shape the future through exploration, knowledge and connection.

Approved Date: 03/26/06
Effective Date: 03/26/06
Revised Date: 05/11/10, 03/15/11, 03/20/12, 07/17/18, 07/18/23

Chapter 2A. Fund Development Committee

The Fund Development Committee supports the Library's fundraising activities and advances fundraising at GRRL. The committee consists of members of the GRRL Board, the Executive Director, Communications & Development Coordinator and donors. Committee members participate in fundraising efforts, take on assigned volunteer tasks and monitor planned giving funds. The committee presents fundraising information and makes recommendations on fundraising to the GRRL Board of Trustees. Committee members are eligible for travel and per diem reimbursements consistent with the rules set forth for Board members in GRRL bylaws.

Approved Date: 07/18/23
Effective Date:
Revised Date:

Chapter 2BA. Gift Solicitation/Grant Application

Chapter 2CB. Gift Acceptance

Chapter 2DC. Equipment Donation

Chapter 2ED. Gift Receipting

Chapter 2FE. Gift Recognition

Chapter 2GF. Discontinuing Contact Upon Request