



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

Board of Trustees Meeting
Tuesday, January 16, 2024, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

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

- 1. Call to Order 6:00
2. Introduction of New Board Members & Oath of Office 6:01
3. Adoption/Amendment of Agenda 6:06
4. Election of 2024 Great River Regional Library Board Officers pg 3 6:07
4.1 President
4.2 Vice President
4.3 Secretary
4.4 Treasurer
4.5 GRRL Board Standing Committees Appointments
5. Approval of Minutes – November 21, 2023 6:20
5.1 Board Meeting (Requested Action – Approve) pg 7
5.2 Finance Committee Meeting (Requested Action – Approve) pg 13
6. Public Open Forum 6:22
7. Financials 6:26
7.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
7.2 Financial Reports (emailed) (Requested Action – Accept)
8. Consent Agenda (Requested action – Approve) 6:28
8.1 Annual Financial Designations pg 17
a. Designation of Associate Director of Accounting as Custodian of Library Funds
b. Designation of Approved Depositories
c. Acceptance of Current Letter(s) of Credit
d. Designation of Authorized Account Signers on Bank Accounts
8.2 Designation of Official Newspaper pg 29
8.3 Pay Equity Report pg 31
8.4 Regional Library Telecom Aid: Priority 2 FY24 Application pg 33
8.5 Other
9. Communications 6:35
9.1 BergankDVK Audit Engagement Agreement pg 35
9.2 Minnesota Library Association 2024 Legislative Day & Priorities pg 47
9.3 2024 Meeting Schedule pg 49
9.4 Other

<b>10. Presentations</b>	6:37
10.1 Other	
<b>11. Staff Reports</b>	6:37
11.1 Executive Director’s Report pg 51	
11.2 Management Reports pg 53	
11.3 Building Reports pg 61	
11.4 Human Resources Reports pg 63	
11.5 Summaries of 2023 Activity	
11.5.1 Unique Management pg 73	
11.5.2 Revenue Recapture pg 75	
11.6 Other	
<b>12. Committee Reports</b>	6:50
12.1 Personnel Committee (verbal) (Requested Action – Approve)	
12.2 Central Minnesota Libraries Exchange Board (verbal)	
<b>13. Unfinished Business</b>	6:57
13.1 Farewell to Departing Member	
13.2 Other	
<b>14. New Business</b>	7:00
14.1 2025 Budget Process Timeline (Requested Action – Approve) pg 77	
14.2 Other	
<b>15. Board Open Forum</b>	7:05
<b>16. Next Meetings:</b> February 20, 2024, Board of Trustees Work Session	7:09
February 20, 2024, Finance Committee	
<b>17. Adjournment</b>	7:10

## **GRRL Board of Trustees 2024 Officer Elections and Committee Appointments**

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

### **Election of Board President**

**2023 President** – *Ed Popp (served two terms)*

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

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

**2023 Vice President** – *Leigh Lenzmeier (served two terms)*

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

### **Election of Board Secretary**

**2023 Secretary** – *Zurya Anjum (served three terms)*

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

### **Election of Board Treasurer**

**2023 Treasurer** – *Wayne Bauernschmitt (served three terms)*

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

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

**Appointment of Executive Committee**  
**2023 Executive Committee Members**

- Ed Popp, President*
- Leigh Lenzmeier, Vice President*
- Zurya Anjum, Secretary*
- Wayne Bauernschmitt, Treasurer*
- Tim Denny*
- Lisa Fobbe*
- Randy Winscher*

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

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

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

This committee meets as needed.

**Appointment of Finance Committee**  
**2023 Finance Committee Members**

- Randy Winscher, Chair*
- Wayne Bauernschmitt*
- Tim Denny*
- Tina Diedrick*
- Lisa Fobbe*
- Leigh Lenzmeier*
- Ed Popp*

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

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

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

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;

- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

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

**Appointment of Personnel Committee**

**2022 Personnel Committee Members**

*Melissa Fee, Chair*

*Al Amdahl*

*Jayne Dietz*

*Lynn Grewing*

*Ed Popp*

*Jacey Wallace*

*Randy Winscher*

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

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

**Appointment of Fund Development Committee**

**2023 Fund Development Committee Members**

*Zurya Anjum, GRRL Board*

*Karen Pundsack, Executive Director*

*Lisa Fobbe, GRRL Board*

*Breanne Fruth, Communications & Development Coordinator*

*Leigh Lenzmeier, GRRL Board*

*Jonathan Lahr, Web Developer*

*Constance Crane*

*Pat Hontos*

*Joanne Kudrna*

The President shall appoint two (2) to three (3) 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.

This committee meets quarterly.

**Appointment of Union Negotiations Committee**

**2023 Union Negotiations Committee Members**

*Ed Popp*

*Karen Pundsack, Executive Director*

*Randy Winscher*

*Ryan McCormick, Associate Director – Human Resources*

*Amy Anderson, Associate Director – Accounting*

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

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

January 16, 2024

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 21, 2023**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, November 21, 2023, at 6:04 p.m. in the St. Cloud Public Library Mississippi Room.

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

Members Excused: Al Amdahl, Tim Denny, Leigh Lenzmeier

GRRL Staff Present: Amy Anderson, Breanne Fruth, Karen Pundsack, Jami Trenam, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Randy Winscher made a motion to adopt the agenda as presented. Seconded by George Fiedler, the motion carried unanimously.

**APPROVAL OF MINUTES**

Wayne Bauernschmitt made a motion to approve the September 19, 2023, Board meeting minutes as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**PUBLIC OPEN FORUM**

Fox Watson from St. Cloud referred to the Request for Reconsideration process being considered this evening and read statements from American Library Association (ALA) Library Bill of Rights. As a community member, U.S. citizen, library patron, and LGBTQ community member, he has rights like others. The library has the responsibility to provide materials that represent him. He hoped the policy the Board chooses to adopt will reflect that the library and materials are for everyone.

Mary Kay Huhne from St. Joseph commented about the ALA, book banning, and the First Amendment. An analogy was shared to demonstrate part of a book can contaminate the whole. She said several state libraries are leaving ALA, and it is time for GRRL to formally cut ties with the organization. She added that we, the people, deserve better.

Sandy Klocker from Avon read an excerpt from the *St. Cloud Live* article titled "War on Words." She stated library administration has the responsibility to be transparent and accountable. The group never asked to ban books, moving is not banning, and the article did not paint true picture of their request. Comments were made about psychological damage to children caused by pornography, the World Economic Forum, and taxpayer funds for the library. She also displayed an imposed photo on the news article, making reference to the placement of *Gender Queer* and *It's Perfectly Normal* in the library.

Kathy Parsons from St. Cloud thanked the library Board and stated appreciation for their work and recent difficulties. She thanked library staff, supports the work on the policy, and hopes the library continues to pay attention to not having one group decide what everyone should read. With reference to the God's Children Are Not For Sale signs in the audience, she stated nobody who supports the process used now suggests they should be and added that things do not start in the public library.

Ariel Kirst from St. Cloud also thanked the Board members; their work means a lot to GRRL staff and library patrons. She stated the library is for everyone. Although the environment is very divisive right now, the Board is still here, and she is grateful for them.

## **FINANCIALS**

### **Bills**

#### **Financial Reports**

##### **Current Letter of Credit Designations**

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

Wayne Bauernschmitt made a motion to accept the August, September, and October financial reports as presented. Seconded by Mary Eberley, the motion carried unanimously.

Jayne Dietz made a motion to approve the current letter of credit designations as presented. Seconded by Melissa Fee, the motion carried unanimously.

## **CONSENT AGENDA**

There were no Consent Agenda items presented.

## **COMMUNICATIONS**

### *Arts & Cultural Heritage Fund (ACHF) FY2022 Interim Progress Report*

### *Minnesota Library Association (MLA) 2024 Legislative Priorities*

The ACHF interim progress report was for the Board's information and did not need approval. The legislative priorities were approved at the MLA conference in October. Our lobbyist will work on the priorities on behalf of MLA at the next state legislative session.

## **PRESENTATIONS**

### *Year-End Campaign & Planned Giving*

Communications & Development Coordinator Breanne Fruth presented on library fundraising, specifically the year-end campaign and planned giving efforts. She distributed a fundraising snapshot from the end of October 2023. The slide presentation included GRRL Fund Development Plan goals for 2023, information about planned gifts, and the purpose of the Year-End Campaign. She reviewed each in detail and talked about the benefits for donors. Library benefits include support for the goal to increase literacy among community members as well as the ability to connect people to materials and resources.

Current planned gifts to GRRL were highlighted. Project proposals using these funds will be approved by the Fund Development Committee to be sure the donor's intentions are honored. Breanne encouraged year-end giving and/or inclusion in an estate plan. Following questions and answers, Board members thanked her for the presentation.

## **STAFF REPORTS**

### **Executive Director's Report**

Executive Director Karen Pundsack explained the Human Resources transition status and complimented staff. She stated that open enrollment is complete and a new Associate Director – Human Resources has been hired.



### **Management Reports**

Karen Pundsack thanked Board President Ed Popp and all staff members who stepped up on All Staff Day to make it successful. Lynn Grewing stated appreciation for the de-escalation and security issues training for staff.

### **Building Reports**

The St. Cloud Library has new parking lot lights, thanks to the City of St. Cloud.

### **Third Quarter 2023 Strategic Plan Objectives & Key Results**

GRRL is still seeing some growth in total borrowers – now over 90,000. New borrower growth is not quite as strong as last year. Highlighted statistics included Digital Library usage and large branches that are beginning to see circulation increases. Key results sections were reviewed.

In response to a question about the Youth Advisory Council, Karen Pundsack replied there were 25 applicants, only Todd County was not represented. The council members are diverse and represent a good cross section of the region. Initially, the council will be limited to 12 members due to the virtual meeting environment. She mentioned there are a few challenges moving forward. The first meeting is being scheduled for the first week of December.

### **Staff Recognition Report**

GRRL is fortunate to have staff with longevity. Karen Pundsack expressed gratitude for those who come to work every day. Board members acknowledged Associate Director – Accounting Amy Anderson's upcoming 3-year anniversary.

### **Employee Engagement and Internal Communication Survey Summary**

A similar survey was conducted when Karen Pundsack began as Executive Director, and the most recent was done in 2019. The response rate was great. Most staff members are satisfied with communication; supervisors seem to be best source. After reviewing several statistics, Karen stated the plan for a focus group of those who provided their names to talk about the survey results. With regard to employee engagement, staff are satisfied with their work place and give their best effort every day. GRRL exceeds benchmarks in all but two areas. There clearly are areas where GRRL can grow. She pointed out the areas that could be improved – communication with senior leaders and trust between senior management and employees. To address the concern about those who replied that they strongly disagreed about a good relationship with their supervisor, management will look into tools supervisors need to develop relationships. Questions and discussion followed.

## **COMMITTEE REPORTS**

### **Finance Committee**

*Third Quarter Financial Report*

*GRRL 2023 Budget Projections*

*Opening Day Collections Capital Request*

*Fund Designation Requests*

- *2023 Budget Surplus as 2025 Budget Revenue*
- *Compensation Study*
- *Digital Library Content*
- *St. Michael Library Staffing*
- *Extended Access Pilot Project*

Randy Winscher reported there is a projected 2023 Budget surplus of approximately \$640,000. Interest rates for the MAGIC fund and certificates of deposit are doing well. He informed the Board of the fund

designation requests approved by the Finance Committee, and mentioned the compensation study and \$50,000 for Digital Library content individually.

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

### **Personnel Committee**

#### *Custodian Position Description Revision*

#### *Personnel Policies Revisions for Earned Sick and Safe Time*

- *Substitutes*
- *Paid Time Off (PTO) Plan*
- *Leaves of Absence*

#### *Executive Director Annual Evaluation – Closed Session*

Melissa Fee reported the Personnel Committee met on November 14 and approved the custodial position description revision and policy revisions related to Earned Sick and Safe Time. They also held a closed session to conduct the annual review of Executive Director Karen Pundsack. Melissa stated the stated performance review areas. Based on feedback from Board members and Karen's direct reports, she exceeded requirements in all areas.

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

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

Jayne Dietz reported that the CMLE Board will meet in December and begin reviewing mini-grant applications. The CMLE location in Cambridge is going well. A new Board member from Milaca has been appointed for next year. Karen Pundsack will be the vice president and Lynn Grewing will be the secretary. Lisa Fobbe thanked Jayne, Lynn, and Karen for their work on the CMLE Board.

### **UNFINISHED BUSINESS**

#### **Collection Development Policy Final Draft**

Mary Eberley made a motion to approve the Collection Development policy as presented. Wayne Bauernschmitt seconded the motion.

George Fiedler expressed concern about the policy. He referred to legal counsel statements during the October work session discussion and Minnesota Statutes that define obscene materials (617.41) and provide an exemption for public libraries (617.295). He questioned creating a policy and process when the library is limited with regard to what it can do. Karen Pundsack replied that items in the collection are selected using policy criteria and the lens of the time. GRRL needs a process to evaluate why materials are in the collection. George reiterated his concerns and asked for clarification. Karen stated that obscene content is not the only reason books are challenged. She explained the proposed process, adding that it cannot be said that something will never take place.

Tina Diedrick said she plans to vote against this policy, but appreciated the process and hard work to make the reconsideration process clear with steps and a timeframe. She believes the library can have materials that tell stories about everyone without including sexually explicit items.

Randy Winscher voiced his hope that the committee will look at GRRL's books and realize an external recommendation may be different from what GRRL considers appropriate for an age group or placement in the library.

Zurya Anjum commented about the emails received from the public. There have been strong opinions on both sides of the discussion, and it is good to hear thoughts from the public. She thanked those who sent emails to Board.

Significant discussion took place around the above Board member statements. Upon vote, the Collection Development policy was approved with George Fiedler and Tina Diedrick opposed.

**NEW BUSINESS**

**St. Michael Open Hours Adjustment**

This item was provided for Board information. The St. Michael Library open hours adjustment was a 2022 Library Development Plan recommendation and approved as part of the 2024 budget.

**Executive Director Annual Evaluation Summary**

The Executive Director Annual Evaluation summary was presented in the Personnel Committee report.

**Farewell to Departing Members**

Ed Popp recognized Randy Winscher and Mary Eberley who will reach their GRRL Board term limit at the end of 2023. They were also acknowledged by the Board and staff present. Photos were taken and each made comments about their years of service on the GRRL Board.

**BOARD OPEN FORUM**

Randy Winscher stated appreciation for serving on the GRRL Board and encouraged everyone to keep up the good work. Tina Diedrick thanked everyone for coming, participating in the conversation, and patience. She also wished all a Happy Thanksgiving. Lisa Fobbe thanked Randy and Mary for their service and commented on the strength of the Board’s citizen members. Ed Popp mentioned there might be another Board member not returning because Stearns County has to reduce their representation by one seat in 2024.

**NEXT MEETING**

The next Great River Regional Library Board of Trustees meeting will be Tuesday, January 16, 2024.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 7:28 p.m.

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Board President

\_\_\_\_\_  
Board Secretary



**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
November 21, 2023**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Randy Winscher on Tuesday, November 21, 2023, at 5:02 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Tina Diedrick, Lisa Fobbe, Ed Popp, Randy Winscher

Members Excused: Tim Denny, Leigh Lenzmeier

GRRL Staff Present: Amy Anderson, Jeannette Burkhardt, Karen Pundsack, Jami Trenam, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

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

**APPROVAL OF MINUTES**

The July 18, 2023, Finance Committee minutes were approved at the September 19, 2023, Board meeting.

**THIRD QUARTER FINANCIAL REPORT**

Miscellaneous receipts continue to average strong numbers and interest is much greater than expected for the year. For expenses, the Personnel line is at 70 percent of budget and mileage reimbursement continues to look like it will be overspent. Associate Director – Accounting Amy Anderson stated overall expenses are 70 percent spent against the 2023 Budget, which is 4.14 percent higher than 2022. Overall revenue is 83 percent received for the year, including a higher than anticipated Regional Library Basic System Support (RLBSS) funding allocation. The RLBSS funding formula was changed during the 2023 State legislative session. This means GRRL will have a more accurate number prior to setting our budget.

Following questions and answers, Tina Diedrick made a motion to approve the third quarter financial report as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**GRRL 2023 BUDGET PROJECTIONS**

A 2023 Budget surplus of approximately \$640,000 is anticipated. Contributing factors are interest recovery and greater RLBS funding from the State. Personnel spending at year-end will reflect the number of open positions. Amy Anderson noted which budget lines are expected to be overspent. Committee members asked questions and received answers about certificate of deposit investments and the building maintenance line.

**OPENING DAY COLLECTIONS CAPITAL REQUEST**

Associate Director – Collection Development Jami Trenam shared that GRRL likes to fill the collection of a new or remodeled library as a welcome back for patrons. The Eagle Bend Library remodel is scheduled to be complete in 2024; \$5,000 is being requested for new materials. The new Howard Lake Library is scheduled to open in June 2024; \$25,000 is being requested for new materials.

After several questions and discussion, Ed Popp made a motion to approve the Capital – Branch Development fund request for Eagle Bend. Seconded by Tina Diedrick, the motion carried unanimously.

Wayne Bauernschmitt made a motion to approve the Capital – Branch Development fund request for Howard Lake. Seconded by Tina Diedrick, the motion carried unanimously.

## **FUND DESIGNATION REQUESTS**

### **2023 Budget Surplus as 2025 Budget Revenue**

Similar to past years, a portion of the 2023 Budget surplus will be applied to the 2025 Budget to offset signatory contributions. Following questions, answers, and brief discussion, Ed Popp made a motion to approve the \$350,000 designation request as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

### **Compensation Study**

Executive Director Karen Pundsack stated she obtained compensation study estimates, which varied greatly. If approved, management will then look for an organization to conduct the compensation study. The requested amount would cover the study and implementation. After discussion, Lisa Fobbe made a motion to approve up to \$25,000 for this designation request as presented. Seconded by Ed Popp, the motion carried unanimously.

### **Digital Library Content**

Jami Trenam informed the Committee that Digital Library usage is trending 27 percent over last year. The St. Cloud State University user study indicated patron interest in this area. Currently, it is difficult to keep up with the demand; she referred to a \$75,000 wish list from GRRL patrons. In reply to a question, Jami explained the Digital Library content process and added that there is little regulation on e-content. Discussion followed. No motion was made for the \$100,000 designation request.

Lisa Fobbe made a motion to approve \$75,000 for this designation request. Seconded by Wayne Bauernschmitt, the motion failed with Wayne and Lisa voting in favor. Tina Diedrick, Ed Popp and Randy Winscher were opposed.

Ed Popp made a motion to approve \$50,000 for this designation request. Seconded by Tina Diedrick, the motion carried unanimously.

### **St. Michael Library Staffing**

Patron Services Supervisor Jeannette Burkhardt requested \$8,000 to increase the St. Michael Library staff with a new Senior Library Assistant position. Wayne Bauernschmitt made a motion to approve this designation request as presented. Seconded by Tina Diedrick, the motion carried unanimously.

### **Extended Access Pilot Project**

Executive Director Karen Pundsack explained this request to move forward a concept from the 2022 Library Development Plan. Dollars would be designated for a three-year pilot project of a Bibliotheca service model. Using a specialized entrance door, GRRL patrons could scan their library card to access specific services in a library without staff present. Following discussion, Wayne Bauernschmitt made a motion to approve this \$50,000 designation request as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**NEXT MEETING**

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

**ADJOURNMENT**

Randy Winscher adjourned the meeting at 6:00 p.m.

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Finance Committee Chair







## 2024 Financial Designations

Submitted by Amy Anderson, Associate Director – Accounting

### BOARD ACTION REQUESTED

Information

Discussion

Action Requested

### RECOMMENDATION

Approve the 2024 depository designations, authorized account signers, and most recent letters of credit as detailed in the attached documents.

### BACKGROUND INFORMATION

Supporting Documents Attached

- Statement of Annual Financial Designations
- Letter of Credit No. 2234-11385 dated December 06, 2023, from FHLB on behalf of Bremer Bank, N.A.
- Letter of Credit No. 2234-11597 dated December 28, 2023, from FHLB on behalf of Bremer Bank, N.A.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted:  Yes  No  N/A

### ACTION

Passed

Failed

Tabled



## Annual Financial Designations

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

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

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

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

**b. Designation of Approved Depositories**

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

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

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

**c. Acceptance of Current Letters of Credit**

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

- \$625,000.00 Letter of Credit #2234-11385 dated December 06, 2023
- \$ 50,000.00 Letter of Credit #2234-11597 dated December 28, 2023

Acceptance of these documents by the Board of Trustees is required.

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

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

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

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



LETTER OF CREDIT NO. 2234-11385

Effective Date: December 06, 2023

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

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-11385 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 \$625,000.00 ("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 January 05, 2024 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

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

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

Risk, Money Desk and Cash Settlement Manager Dec 06, 2023  
Title: \_\_\_\_\_

Effective Date: December 06, 2023

LETTER OF CREDIT NO. 2234-11385

**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. 2234-11385 (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: \_\_\_\_\_





LETTER OF CREDIT NO. 2234-11597

Effective Date: December 28, 2023

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. 2234-11597 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.
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 January 05, 2024 (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:  \_\_\_\_\_

Lead Risk, Money Desk and Cash Analyst Dec 28, 2023  
Title \_\_\_\_\_

Effective Date: December 28, 2023

LETTER OF CREDIT NO. 2234-11597

**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. 2234-11597 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

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

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

**GREAT RIVER REGIONAL LIBRARY**

By \_\_\_\_\_

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



# Official Newspaper Designation for 2024

Submitted by Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

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

## BACKGROUND INFORMATION

- Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in the years 2017 – 2023.

## FINANCIAL IMPLICATIONS

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

## ACTION

- Passed
  Failed
  Tabled

January 16, 2024





Minnesota Pay Equity Management System - Great River Regional Library(24-No Submission)

Home

Utilities

Go To

Log Out

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Great River Regional Library
1300 West St. Germain Street
St. Cloud

Jurisdiction Type: OTH - Other

Table with 4 columns: Name, Title, Phone, Email. Row 1: Karen Pundsack, Executive Director, 320-650-2512, karenp@grrl.lib.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Other (specify)

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240

Factor Evaluation System

characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.

3. An official notice has been posted at:

Employee Area at all GRRL locations (prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by: Great River Board of Trustees (governing body) (\*less than 60 characters) (chief elected official)(\*less than 60 characters) (title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
approval by governing body
all information is complete and accurate, and
all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

\$6,680,867.02 is the annual payroll for the calendar year just ended December 31.

Save Changes Sign & Submit Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.





## Regional Library Telecom Aid: Priority 2 Application (FY23)

FY23 Priority 2 funds can support eligible expenses incurred from July 1, 2023 to June 30, 2024. Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

Please submit this form as a PDF to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) no later than **January 15, 2024**

System Name:

Date Submitted:

	Description	Total Budgeted	Brief Description
Content	<b>Content Subscriptions</b> <i>annual Overdrive fees</i>		
	<b>Library Resources</b> <i>Overdrive materials</i>		
Non-E-Rate Equipment	<b>Individual Devices</b> <i>tablets, computers, hotspots without service</i>		
	<b>Operational Devices</b> <i>copier, printer, self-check</i>		
	<b>Networking Equipment</b> <i>server, redundant lines</i>		
	<b>Tech Supplies</b> <i>hotspot cases, USB drives</i>		
Subscriptions	<b>Data Plans</b> <i>hotspot data plans, off-site internet service</i>		
	<b>Service Subscriptions</b> <i>Zoom, website hosting</i>		
	<b>Software Licenses</b> <i>MS Office, Deep Freeze</i>		
Miscellany	<b>Professional Services</b> <i>web design, tech repair</i>		
	<b>Category 2</b> <i>see <a href="#">FCC eligible services list</a></i>		





# Engagement Agreement

## GOVERNMENTAL AUDIT | YELLOW BOOK

Sent via electronic mail.

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

Name	Address
Great River Regional Library	1300 West St. Germain Street St. Cloud, MN 56301
Contact Name	Agreement Date
Karen Pundsack, Director	January 5, 2024
Contact Email	
karenp@grrl.lib.mn.us	

### SUMMARY OF ENGAGEMENT TERMS

Level of Service
Audit in accordance with <i>Government Auditing Standards</i> (Governmental Yellow Book)
Financial Statements
Governmental activities and the General Fund
Financial Reporting Framework
Accounting principles generally accepted in the United States of America
Reporting Period
December 31, 2023
Required Supplementary Information
Management's Discussion and Analysis, Schedule of Library's and Non-employer's Proportionate Share of Net Pension Liability - Minnesota PERA, Schedule of Library's Contributions to Retirement Fund - Minnesota PERA



Supplementary Information	
<b>Combining and Individual Fund Financial Statements, Supplemental Schedules and Other Schedules</b>	Opinion in relation to the financial statements as a whole
<b>Introductory Section and Statistical Section of the Annual Comprehensive Financial Report</b>	
Engagement Partner	
Nancy Schulzetenberg	
Fees	
We estimate that our fees for these services will be \$17,750 for the audit, and \$4,550 for non-audit services including accrual trial balances and preparation of the financial statements. If necessary, the fee for the federal single audit will range from \$3,500 - \$5,500, per program.	
Nonattest Services Performed by BerganKDV	
Preparation of the financial statements/schedule of federal awards, if applicable.	
Nonattest Services Performed by Creative Planning*	

\* Creative Planning, LLC and its affiliates (Creative Planning) and BerganKDV practice under an alternative practice structure in accordance with the AICPA Code of Professional Conduct and other applicable laws, regulations, and professional standards. BerganKDV is an independent, separately governed and licensed CPA firm that provides audit and attest services to its clients. Creative Planning provides wealth management, tax, business consulting, financial, and other professional services to its clients. Creative Planning is not a licensed CPA firm. See alternative practice structure below for additional details.

### AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the governmental entity’s basic financial statements. Such information, although not a part of the basic financial statements, is



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

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

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

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



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

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

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

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

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

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding



sources, customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

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

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

### **AUDIT PROCEDURES - INTERNAL CONTROL**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **AUDIT PROCEDURES - COMPLIANCE**

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

### **RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and



ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

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

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

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

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary





information, including its form and content, is fairly presented in accordance with financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

## **OTHER MANAGEMENT RESPONSIBILITIES**

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

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

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

## **ALTERNATIVE PRACTICE STRUCTURE**

Creative Planning, LLC and its affiliates (Creative Planning) and BerganKDV operate under an alternative practice structure in accordance with the AICPA Code of Professional Conduct and other applicable laws, regulations, and professional standards. BerganKDV provides audit and attest services and is closely aligned with Creative Planning that provides other professional (nonattest) services. Pursuant to a services agreement with Creative Planning, BerganKDV leases professional and administrative staff, both of which are employed by Creative Planning, to support BerganKDV's performance of audit and attest engagements. The professional and administrative staff leased under the services agreement will be under the direct control and supervision of BerganKDV, which is solely responsible for the professional performance of audit and attest engagements.

As identified in the summary of engagement terms, Creative Planning, which is not a licensed CPA firm, may provide permitted nonattest services, which are not covered under this agreement. BerganKDV, Creative Planning, and its affiliates will share confidential client information with each



other to assist in the performance of those services. Your acceptance and signing of this agreement are also your consent for BerganKDV, Creative Planning, and its affiliates to share your information to provide you those services.

## OTHER SERVICES

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

BerganKDV and/or Creative Planning may provide other nonattest services, as identified in the summary of engagement terms. These services may not be fully covered under this agreement and may be billed separately under other agreements with you.

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

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could potentially impair our independence.

## INDEPENDENCE

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

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

To ensure our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any BerganKDV and Creative Planning personnel.



## REPORTING

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

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

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

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

## FEES

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



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

## AUDIT DOCUMENTATION

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

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

## MANAGEMENT WRITTEN REPRESENTATIONS

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

## PEER REVIEW REPORT

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

## PROFESSIONAL SERVICES TERMS AND CONDITIONS

The parties agree that this Engagement Letter/Agreement incorporates the Professional Services Terms and Conditions (the "Terms") (collectively, the "Agreement"), all of which shall remain



confidential between Client and BerganKDV. By signing this Engagement Letter/Agreement, Client acknowledges and agrees that Client has had an ample opportunity to review the terms contained in the Agreement. Client further agrees that Client has had the opportunity to obtain legal counsel and through Client’s own determination, with or without counsel, accepts this Agreement.

The undersigned represent and warrant they are authorized signers for their respective organizations.

Executed by BerganKDV:	Acknowledged and Accepted by:
<i>Nancy Schulzetenberg</i>	<i>Karen Pundsack</i>
Title:	Title:
Shareholder	Executive Director





## Engagement Agreement - Creative Planning

Final Audit Report

January 05, 2024

Created:	January 05, 2024
By:	eSignRequest@creativeplanning.com(eSignRequest@creativeplanning.com)
Status:	ESigned
Transaction ID:	QGADGC82UX9M3CXHJRT215CYR4
Documents:	ELGYB - BKDV A&A Engagement Letter-Governmental Yellow Book.pdf

### "Engagement Agreement - Creative Planning" History

-  Document emailed to (karenp@grrl.lib.mn.us) for signature  
1/5/2024 16:14:51 PM Central Standard Time
-  Document viewed by (karenp@grrl.lib.mn.us)  
1/5/2024 17:35:25 PM Central Standard Time - IP address: 64.8.190.125
-  Document e-signed by (karenp@grrl.lib.mn.us)  
Signature Date: 1/5/2024 17:36:28 PM Central Standard Time - IP address: 64.8.190.125
-  Document Signed  
1/5/2024 17:36:28 PM Central Standard Time

## 2024 Legislative Priorities

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- **Support Intellectual Freedom and Equitable Access to Resources**
  
- **Support Lifelong Learners by Improving Minnesota’s Library and School Services**
  - By continuing to have open conversations regarding MCMT statute changes, including tying future funding increases to the Basic Education Formula.
  - By expanding educational services and improving prospects for incarcerated individuals through improved library service.
  - By strengthening State Library Services’ ability to support libraries by defining a public library, creating a school library content specialist position, introducing state funding for the Minnesota Braille and Talking Book Library, and providing funding for data collection and services.
  - By maintaining Local Government Aid (LGA) and County Program Aid to help local governments sustain quality library services.
  - By continuing to have open conversations regarding library Maintenance of Effort (MOE) with the League of Minnesota Cities (LMC) and Association of Minnesota Counties (AMC).
  
- **Assist Library Communities in Securing Safe & Accessible Facilities**
  - By investing in infrastructure to repair, modernize, and construct public library facilities, including increasing the maximum grant amount to \$2M and improving support for the grant process.
  - By investing in products that support safe use of public library spaces including menstrual products and opioid antagonists.
  - By authorizing local governmental units to prohibit or restrict possession of dangerous weapons, ammunition, or explosives in public libraries.
  
- **Expand Broadband and Digital Equity for All Minnesotans**
  - By expanding resources that enable every Minnesota resident to have access to the highest quality online resources.
  - By supporting initiatives and investment in broadband to ensure affordable, high-capacity internet access is available to all Minnesotans.
  - By ensuring eBooks and eAudiobooks are available for libraries to purchase and lend to library users and such availability equitably balances the rights and privileges of readers, authors, and publishers.
  - By partnering with the Minnesota Department of Health to secure grant funding for public libraries to support local telehealth needs.







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



## **Executive Director Report January 2024**

### Leadership Support Team (LST)

The Leadership Support Team will be meeting more frequently in Q1 2024 to establish priorities for the coming year. The team reviewed our ground rules and let the rules stand as written. We are in the process of updating the 2024 staff meeting and training schedule. We also reviewed Q4 2023 strategic plan progress and key metrics. A full report will be given to the GRRL Board at the February 20th work session.

In January, we identified the top priorities for each department and talked about organizational priorities for the year. It was agreed that all departments share the goal of empowering staff and focusing on Operational Excellence in 2024.

Other meeting topics included programming tiers and expectations based on user survey results, Information Technology penetration test findings and phishing test findings. We also reviewed the grants vision, which was updated to align with the current strategic plan.

### Staff Survey

We held a small focus group of staff members who included their name as part of the fall Staff Engagement and Internal Communication survey results. We shared the survey results with them and talked about how to improve communication and trust within the organization. The survey highlighted the importance of direct supervisor communication with their staff. Ensuring each department holds at least two staff meetings per year will be a focus area for 2024. We will also work to build supervisors' skills in leading meetings. GRRL is an information-heavy organization. One area of improvement will be paring down policies and procedures to eliminate outdated content and improve findability.

### Human Resources (HR) Transition

We welcomed Nichol Wojcik as the new Associate Director, Human Resources, in December. She has jumped into her responsibilities quickly and is learning the role with great enthusiasm.

It was a challenging time in November and December with minimal coverage in the HR department due to a leave of absence and the Associate Director vacancy. Special thanks to Amy Anderson, Erin Mallo, Patricia Waletzko, and Tracy Dullinger for their collaboration to keep HR processes moving ahead. We managed to keep hiring moving forward through December. Open enrollment was completed for all staff. We also prepared for the many changes that came from Minnesota Earned Sick and Safe Time requirements.

### Council of Regional Public Library System Administrators (CRPLSA)

CRPLSA met online in December and heard a presentation from Ken Behringer on the history of library Maintenance of Effort (MOE) law. Ken is retired MELSA director as well as former GRRL director and was

instrumental in shaping the law when it was developed. The law changed during the 2008 economic downturn and this has impacted public library funding differently across the state. The information was timely as we received questions from the City of Buffalo about how to meet their library MOE for 2023.

Highlighted Executive Director Activities since November Board Meeting

Nov. 22 – LST Board follow-up meeting

Nov. 28 – LST meeting, virtual meeting with Buffalo city staff about MOE

Nov. 30 – Virtual meeting with State Librarian about MOE, virtual meeting with MN DHS about Governor’s MLK celebration, MLA Executive Committee meeting

Dec. 6 – MLA budget prep meetings (virtual)

Dec. 7 – CRPLSA online meeting

Dec. 8 – MLA budget prep meetings (virtual)

Dec. 11 – Day One for Associate Director – HR Nichol Wojcik

Dec. 13 – CMLE meeting

Dec. 14 – Stearns County Human Services Advisory meeting

Dec. 18 – MLA Board of directors meeting

Dec. 20 – LST meeting

Dec. 27 – Staff survey focus group meeting

Jan. 3 – LST meeting

Jan. 4 – Create CommUNITY Advisory Board meeting

Jan. 8 – Career Solutions Program Committee meeting

Jan. 9 – Meeting with CMLE interim director Melissa Brechon

Jan. 10 – LST meeting

## Management Reports January 2024

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

### Accounting

Quarter four ended with an operating surplus of \$547,195.96. This amount is after the four approved fund designations for a compensation study, expanded digital library content, staffing in St. Michael, and an extended access pilot project. On December 31, 2023, revenues were 104.06 percent received. Expenses were 97.27 percent of the yearly budget. From the surplus, \$350,000 will become part of the non-signatory revenue lines of the 2025 budget, as approved at the November 2023 Board meeting.

### Investments

On December 31, 2023, the interest rates for MAGIC savings were 5.49 percent. There are 25 certificates of deposit (CD) in the GRRL portfolio. Four are invested with local institutions. This is an increase of three accounts from December 2022. The CD portfolio interest rate rose by 2.34 percent during 2023. There are two investment maturities in January. These outcomes align with Goal 1 of the Strategic Plan Priority of Operational Excellence and the objective to maximizing library financial investment options.

### *Matured CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
First National Bank of McGregor, TX	11/22/2023	\$238,000	4.65%	\$11,424.00
Bank of China, NY	11/13/2023	\$240,000	4.90%	\$ 9,031.89
T Bank, TX	12/07/2023	\$238,000	4.82%	\$11,828.60
Global Bank, NY	12/21/2023	\$238,000	4.95%	\$11,781.00

### *Purchased and Renewed CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
Nexbank, TX	08/12/2024	\$239,000	5.60%	\$10,240.99
R Bank, TX	11/13/2024	\$236,000	5.66%	\$13,711.60
Schertz Bank & Trust, TX	11/21/2024	\$236,000	5.60%	\$13,570.00
T Bank, TX	12/07/2024	\$236,000	5.62%	\$13,617.20
Cornerstone Bank, NE	06/18/2025	\$231,000	5.35%	\$18,970.48

### *Letters of Credit*

Letters of Credit Nos. 2234-11385 and 2234-11597 were issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank. They are issued for \$625,000 and \$50,000 and dated December 6, 2023, and December 28, 2023, respectively.

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

Staffing

Hiring continues throughout the southern libraries of the region. Currently, there are openings in Cokato/Howard Lake, Delano, Monticello, and St. Michael. The Monticello and St. Michael libraries will be exploring the Senior Library Assistant position during 2024. This position within GRRL is intended to add capacity to the libraries. It will free up the Library Services Coordinator (LSC) for more outreach potential. It can provide some supervisory experience to the person in that role so the step into an LSC position is not so great.

Programming

All libraries are planning for the upcoming Locally Growin' fundraising event that will take place in March 2024. Staff are deciding what purchases will be made using the funds raised. For some, this will mean increasing existing "specialty" collections such as Playaways, Wonder and Vox books, Grab and Go kits, or Pickleball equipment.

Programming that meets the EDGE benchmarks is ongoing with all locations having COVID tests available for the public. Delano/Rockford libraries provided digital resource classes for library users interested in learning how to use the database Family Search. Staff from these two libraries also shared digital and physical resources with the 6<sup>th</sup> and 8<sup>th</sup> grade classes for History Day projects.

Buffalo continues to collaborate with the Community Center, Central MN Jobs and Training, the Historical Society, Master Gardeners, and the astronomy club. A new collaboration that started during the last quarter of 2023 is with Impact Children's Academy. Staff have visited 4-5 times across a variety of grade levels.

Try It Yourself night was a successful program hosted at the Buffalo Library. It highlighted the special collections GRRL has to offer. Patrons were able to look at/touch/try out Try It Yourself telescopes, Pickleball kits, EPIC kits, Grab and Go kits, just to name a few.

Rockford received a \$1,500 donation from the Rockford Lions to offer "Creature Features" at the library in 2024. Examples of "Creature Feature" programs include The Raptor Center, MN Zoomobile, and Snake Discovery Center.

Several libraries also took part in citywide organized Christmas/Winter Fest celebrations including Becker, Delano, Rockford, and St. Michael. This allowed the libraries to reach hundreds of participants with library activities and information.

Library in the News

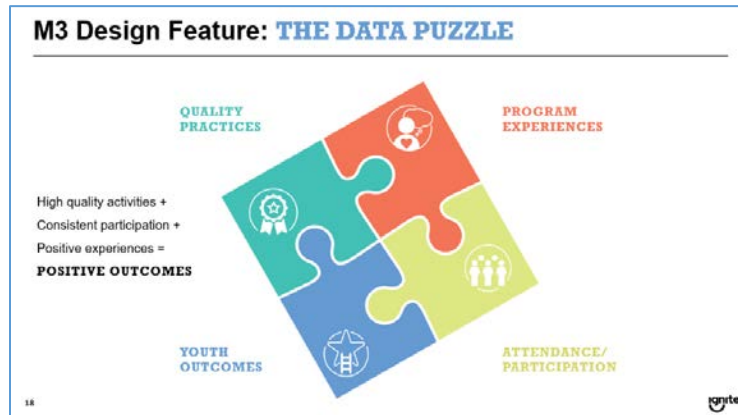
The Buffalo Library was featured in *The Drummer*. LSC Katie Teesdale presented a report to the city council, and the newspaper covered the information.

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

M3 Huddle Facilitator Training

On December 6, I attended an M3 Huddle Facilitator Training with Patron Services Supervisor Cara Langston and Patron Services Specialist Beth Ringsmuth Stolpman. M3 stands for Making Meaning with

Multiple Data Sets. Ignite Afterschool developed the process as a science-based method for evaluating the effectiveness of youth programming as part of a continuous improvement model.



The M3 Huddle integrates sources such as the Quality Matters Toolkit, which is a foundation for the new GRRL programming standards. Participants will assess data from four areas that are key to program excellence, as illustrated on the left.

Several other regional staff and I have attended M3 Huddles presented by United Way/Partners for Student Success. Having three trained facilitators means

that we will be able to bring this process to our front-line staff as well. We are planning our first Huddle for fall 2024, to repeat on an annual or biannual basis. We believe this will help us bring fun, engaging, high quality programming to youth around the region.

Beanstack Reading Challenges Continue to Engage with Patrons

Library patrons continue to enjoy the online reading challenges we provide through Beanstack. GRRL staff develop challenges that coincide with in-person challenges like the Summer Reading Program, and we have challenges that are only available online. The “Year in Reading” challenge encourages patrons to explore different genres and topics, as well as completing fun activities. There are thematic challenges like the “Kids Bingo Reading Challenge,” “Native American Heritage Month Challenge,” “Hallow-Read,” and more. Staff ensure there is always a challenge going on for both kids and adults.

As we start our fifth year of providing Beanstack for patrons to track their reading and enjoy different challenges, we looked back to evaluate how many patrons are using the service. The graph below shows how many patrons have signed up for various challenges.

Beanstack Challenge Name	2020	2021	2022	2023
Year in Reading	865	476	537	599
1000 Books before Kindergarten	NA*	NA*	342	321
Summer Reading Challenge	698	1,523	1,596	1,499
Winter Reading Challenge	892	531	524	573
Other challenges	2,657	1,435	1,676	1,903
<b>Total Participation</b>	<b>5,112</b>	<b>3,965</b>	<b>4,675</b>	<b>4,895</b>

The 2020 amounts were particularly high because for many patrons this was the only way they could engage with the library during our COVID closure. As you can see, in the last three years our signups have been increasing, even as we build back our in-person services.

*\* GRRL has offered 1000 Books before Kindergarten for many years. In 2022, regional staff developed an online component using Beanstack to provide an alternative way for families to track their reading.*

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

Fundraising

The 2023 Year-End Campaign continues and runs through January 31, 2024. GRRL's Year-End Campaign is a fundraising effort to benefit the regional library system as a whole, funding innovative services such as the Beanstack app and Try It Yourself Kits, while also expanding the digital library to meet patron demand. Donors who have not yet given are to receive a reminder letter mailed to them in early January.

GRRL staff are challenged with a matching gift! An anonymous staff donor will match up to \$1,000. Staff are encouraged to participate and show their support. With the matching gift challenge, the impact of a staff gift is doubled. We are close to reaching the match as staff currently total \$919.

Current Campaign Totals (1/3/24):

	<b>2023 Goals</b>	<b>Current Totals</b>
Dollar Amount	\$90,000	\$70,028
Number of Donors	1,170	705
Board Participation	100%	60%
Staff Participation	15%	7.5%
Avg. Gift	\$77	\$195

The donor newsletter, *Currents*, is mailed out twice a year. Donors from the past year received their winter edition in early December. This edition included the following topics: details on the new Play2Learn toy collection that started in Paynesville, donor highlight: Gwen Kranz, consider a meaningful planned gift, 2023 Year-End Campaign, and recognition for the 2023 Summer Reading Program sponsors. You may find the Winter 2023 Currents issue here: <https://griver.org/currents-newsletter>.

Preparations began for the Locally Growin' campaign in March 2024. This spring fundraiser is a local fundraising effort where 100 percent of the funds raised remain with their respective library. LSCs will select something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their library and help raise money toward a tangible goal. I offered zoom calls in December to LSCs who had questions or wanted to brainstorm before determining their plan.

The department is also working on sponsorship forms to offer businesses for the 2024 Summer Reading Challenge (SRC). This year, we will offer sponsorships of \$500, \$750, and \$1,000 to businesses to support local children and summer reading. This sponsorship opportunity will begin in January for local businesses and corporations. Businesses that give at the \$1,000 before the end of March will have their logo featured on the back of book bags that are distributed to each child upon registration.

Communications

Our 2024 Winter Reading Challenge marketing began in early January. LSCs chose their local marketing approach that would best fit their communities.



Radio ads are featured on AM 1240 WJON, AM 1150 KASM, AM 960 KLTF, and Spirit 92.9 FM KKJM. Facebook boosted ads are on the following branch Facebook pages: Richmond, St. Michael, Monticello, Buffalo, Cokato, Howard Lake, Waite Park, and Becker.

Newspaper ads are featured in the *Cold Spring Record*, *Hometown News*, *Sauk Centre Herald*, *Tri-County News*, *Annandale Advocate*, *Independent News Herald*, *Staples World*, *Morrison County Record*, *Paynesville Press*, *Bonanza Valley Voice*, *Long Prairie Leader*, *Patriot News*, *Star Post*, *Elk River Star News*, *Benton County News*, *Crow River News*, and *Wright County Journal Press*.

**January 2 through February 29  
Adult & Teen Winter Reading Challenge**

**• PERCHED ON READING •**  
**WINTER READING CHALLENGE**

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

**GREAT RIVER REGIONAL LIBRARY**  
1-833-GET-GRRL  
*Explore...Learn...Connect...*

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

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

**Cara Langston  
Patron Services Supervisor**

Youth Advisory Council

The first Youth Advisory Council met on December 5. Nine teens from across the region attended via Zoom and eagerly participated. Conversation covered why they are interested in the group, the feelings they associate with the library and books, and questions about how the library works. They were all curious and eager to get to work. With the help of interested GRRL coworkers, I will set up the next meeting where we plan to cover council positions and discuss potential ways teens can be involved.

Programming Standards

This fall and early winter, I continued to visit libraries across the northern part of our region to talk through new programming standards with staff. This has meant conversations emphasizing program quality over quantity, planning, and reflection. I am excited to bring LSCs together next fall for an M3 Huddle where we can all discuss program evaluation together.

Libraries in the News

Northern libraries were in the news for December. The *Star Post* covered the Melrose Library’s new picture book bins purchased through the Locally Growin’ campaign. The book bins allow readers of all ages to more easily flip through picture books. Local staff worked to create a comfortable and accessible children’s reading area that invites people to linger.

In Eagle Bend, the *Independent News Herald* highlighted a donation from the Klemek family in honor of Darlene Klemek. New large print Amish and inspirational fiction was purchased in her memory through this gift. Her family says that given her love of reading, this is the ideal memorial.



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

Firewall Replacement

Information Technology (IT) staff have substantially completed our region-wide firewall replacement from 2023. All firewalls are now installed. However, a decreasing number of minor issues remain that IT staff are troubleshooting with the vendor and manufacturer. Both IT and the vendor are looking forward to closing this project out.

Internet Computer Replacement

In late 2023, we purchased replacements for 80 public internet computers and 11 laptops for our travelling public lab. We are preparing those machines and are beginning to deploy them around the region. All 32 locations will receive at least one new computer from this batch. This replacement also includes a reduction of 40 internet stations region-wide as more patrons rely on their own mobile devices both inside and outside of the library.

Software Deployment and Updates

The IT department has selected a replacement for our aged, unsupported, and archaic software deployment solution. The new system will be easier to use on a day-to-day basis and have better reporting of the status of our deployed software. This will allow IT staff to more quickly deploy software updates, which may include security fixes.

**Jami Trenam**  
**Associate Director – Collection Development**

Enhancing the Physical Collection of Library Materials

Have you ever walked into a library without a specific title in mind, just hoping to discover something new to read? While the Dewey Decimal System and row after row of orderly books on shelves keeps the library organized, it can be overwhelming to folks who simply want to browse the shelves!

Patron Services Specialist Beth Ringsmuth Stolpman and I have encouraged staff to experiment with retail merchandising techniques. Books have attractive colors to entice readers for a reason. Placing books on shelves with the cover art facing out encourages patrons to stay awhile and “shop the shelves.” Staff and patrons respond positively to these experiments. In 2024, we plan to implement merchandising at all locations to encourage a more welcoming environment for browsing. Beth is compiling a guidebook for best practices, and we plan to work with the Patron Services Supervisors and Human Resources to provide training.

Expanding the Digital Library

ConsumerReports.org access will be available to GRRL patrons in 2024! Consumer Reports (CR) is arguably the world's largest nonprofit product testing organization. While many people know Consumer Reports as a brand name, folks may not realize CR accepts no outside advertising and no free test samples. Access to ConsumerReports.org will provide patrons up to date, unbiased reviews in a familiar, easy to use format. Behind the scenes, preparations have started, and I expect the resource will be available to patrons by the end of January.

**Nichol Wojcik**  
**Associate Director – Human Resources**

New Faces in Human Resources (HR)

The Human Resources department has gone through several changes in the past few months.

We welcomed Administrative Assistant Tracy Dullinger in early October. As of December 8, I am the new Associate Director of Human Resources. I come to GRRL with a Bachelor of Science in Psychology and a Master of Science in Industrial/Organizational Psychology. I also have over 11 years of HR experience as an HR Manager and an HR Generalist in private sector food manufacturing. I am diving in head first to learn about GRRL and the difference between private and public sector policies and procedures.

Priorities for the first quarter of 2024 include onboarding for Tracy and me, as well as reassigning duties between HR department staff. I am also working to update and streamline current HR processes.

COVID seems to be back in full force with new staff cases reported almost every day. We will continue to work through new processes for finding subs. With the implementation of Earned Sick and Safe Time, we can no longer require employees to find their own subs.



## **Building Reports January 2024**

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

#### Paynesville

As reported on WJON on December 26, the City of Paynesville approved the purchase of the Washburne Court property for a new library and other development. The current plan would be for the city to repurpose the building and build a stand-alone library on the empty lot behind it. The site is close to downtown and within easy walking distance to daycares, a school, and residential areas. The city's Ad Hoc Library Board will continue to meet to develop plans. Local Library Services Coordinator Kateri Gruber and I are liaisons on the board. Mayor Shawn Reinke stated that it would likely be spring 2025 before the city would break ground on a new building.

#### St. Cloud

The front windows of the library are favored sites for spiders and insects, a fact that has elicited multiple complaints. Some patrons even reached out to GRRL Board members with their concerns. St. Cloud Patron Services Coordinator Neil Vig and I have shared these concerns with the City Public Works. Our custodial staff have cleaned what they are able to reach, and the city is planning to do a full cleaning this spring. They will also use a pesticide to cut down on the number of insects and spiders in that area.

The City of St. Cloud continues to evaluate proposals for the lighting system upgrade to the library. One proposal, if approved, could start before spring. In addition to installing a new control system, the project would replace all remaining florescent bulb fixtures with LED lights. One quarter of the building already has LED light fixtures, which were installed in fall 2016.

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

#### Annandale

The new HVAC unit was installed in December. The Annandale Library will conduct a carpeting project this winter.

#### Buffalo

The City of Buffalo approved funds to install new carpet in the Buffalo Library sometime in 2024.

#### Delano

The City of Delano repaired the keypad for the front door, updated the lighting over the basement stairs, and marked each step with caution tape.

#### Howard Lake

Progress continues on the new Howard Lake Library building.

#### Monticello

The City of Monticello will be conducting a carpeting and painting project during the fall of 2024.

Rockford

The cracked window that was reported in November has been repaired.

St. Michael

The City of St. Michael reupholstered 14 chairs for the St. Michael Library.

**Cara Langston  
Patron Services Supervisor**

Eagle Bend

Contractors are busy moving the building addition forward. The local museum moved into the addition early December opening up space for work in its previous location. New carpet was installed in the newly opened area, and we will be moving incrementally toward re-carpeting the entire library space. In addition, a new book drop is functional and the old exterior book drop closed and repaired. Because the previous book drop opened directly into the library and staff workspace, this improvement helps to moderate the temperature at the circulation desk, helping to keep staff and patrons warm. Unfortunately, there was not time for the contractor to add a walkway to the book drop before winter. So, for now the walk is dirt. We are excited to continue collaborating with the city and its contractors through the carpeting process and the continued electrical and network work.

Grey Eagle

The city of Grey Eagle retrofitted the lights in the library to LEDs. It made a noticeable difference in the ambient noise of the library by fixing the high-pitched buzz produced by the old lights. The library space is noticeably brighter, too. The city also fixed a faulty dead lock on the front door. Now staff can move in and out of the building without fear of accidentally locking the door.

Long Prairie

The city is exploring window replacements for the library building.

## Staff Recognition Report

2024 - Quarter 1

January 1 - March 31

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Cassandra	Raff	Clearwater/Foley	Kuelbs, Shelly	3/6/2024	1
Maiya	Lunning	Buffalo	Teesdale, Katharine	3/7/2024	1
Christina	Heitz	Cokato/Howard Lake	Wilson, Nicole	3/13/2024	1
Judy	Mumford-Torres	Cokato/Howard Lake	Wilson, Nicole	3/20/2024	1
Dan	Rentz-Vogtlin	Waite Park	Jones, Amanda	3/21/2024	1
Soph	Lohman	St. Cloud - Circulation	Backen, Rosanna	1/11/2024	3
Nathan	Braaten	Eagle Bend/Staples	Perish, Cathy	3/22/2024	3
Tiffany	Person	Grrl - Collection Development	Nummela, Elizabeth	2/11/2024	5
Chris	Church	St. Cloud - Circulation	Backen, Rosanna	2/11/2024	5
Cara	Langston	Grrl - Patron Services	Pundsack, Karen	3/25/2024	5
Til	Muggli	Little Falls/Swanville	Bruggenthies, Cindy	2/24/2024	10
Deanna	Folkerds	Buffalo	Teesdale, Katharine	2/28/2024	10
Jenni	Dickinson	Becker/Big Lake	Honer-Dawson, Hilary	1/7/2024	15
Nan	Stenseth	Annandale/Kimball	Asfeld, Carla	1/12/2024	15
Nancy	Bunting	St. Michael	Burkhardt, Jeannette	1/27/2024	15
Tresa	Wangsness	St. Cloud - Patron Services	Vig, Neil	1/28/2024	15
Mollee	Schoenfelder	Becker/Big Lake	Honer-Dawson, Hilary	2/3/2024	15
Steven	Lex	Grrl - Information Technology	Roos, Jayme	1/22/2024	20
Karen	Pundsack	Grrl - Administration		2/3/2024	25

**Promotion Report**  
 2023 - Quarters 3 and 4  
 July - December

<b>Last Name</b>	<b>First Name</b>	<b>Hire Date</b>	<b>Job Title</b>	<b>Department</b>	<b>Supervisor</b>	<b>Promotion Effective Date</b>	<b>Previous Job Title</b>	<b>Previous Department</b>
Hague	Jackie	10/19/2022	Library Assistant	Elk River Branch Services	Barry, Margot	7/18/2023	Library Aide	Elk River
Winkelman	Amanda	10/3/2022	Library Associate	St Cloud Circulation	Backen, Rosanna	11/27/2023	Circulation Aide	St Cloud Circulation



**New Hire Report**  
 2023 - Quarters 3 and 4  
 July - December

Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Agyekum	Keegan	08/07/2023	Library Assistant	Elk River Branch Services	Barry, Margot
Burton	Kimberly	10/30/2023	Library Assistant	St. Michael Branch Services	Bunting, Nancy
Clayborn	Gina	11/27/2023	Library Assistant	Eagle Bend/Staples Branch Services	Perish, Cathy
Dullinger	Tracy	10/02/2023	Administrative Assistant	Grrl - Human Resources	Pundsack, Karen
Gomez	Ibett	07/25/2023	Library Assistant	Elk River Branch Services	Barry, Margot
Gronau	Diana	09/18/2023	Library Associate	St. Cloud - Circulation	Backen, Rosanna
Hougo	Sommer	09/11/2023	Library Assistant	Delano/Rockford Branch Services	Jacobs, Theresa
Huss	Brianna	07/28/2023	Circulation Aide	St. Cloud - Circulation	Blotkamp, Eric
Johnson	Ashley	07/24/2023	Distribution Aide	Grrl - Distribution	Schmitt, Kyle
Klaphake	Madelyn	09/26/2023	Library Assistant	Sauk Centre/Upsala Branch Services	George, Marisa
Kucera	Symone	09/11/2023	Library Aide	Delano/Rockford Branch Services	Jacobs, Theresa
Kupari	Deborah	11/28/2023	Library Aide	St. Michael Branch Services	Bunting, Nancy
LaBrec	Launa	11/27/2023	Library Aide	Elk River Branch Services	Barry, Margot
Larson	Maria	10/17/2023	Library Aide	Monticello Branch Services	Scherber, Marla
Mahowald	Lindsay	10/30/2023	Library Assistant	St. Michael Branch Services	Bunting, Nancy
McGarvey	Grayce	10/30/2023	Library Assistant	St. Michael Branch Services	Bunting, Nancy
O'Donnell	Jane	11/28/2023	Library Aide	St. Michael Branch Services	Bunting, Nancy
Oleen	Dawn	10/11/2023	Library Aide	Elk River Branch Services	Barry, Margot
Pekuri	Fiina	08/28/2023	Library Aide	Delano/Rockford Branch Services	Jacobs, Theresa
Popma	Sara	09/19/2023	Collection Development Clerk	Grrl - Collection Development	Trenam, Jami
Roberts	Barbara	10/17/2023	Library Aide	Monticello Branch Services	Scherber, Marla
Wilson	Nicholas	10/10/2023	Library Aide	Elk River Branch Services	Barry, Margot
Wojcik	Nichol	12/11/2023	Associate Director-Human Resources	Grrl - Human Resources	Pundsack, Karen

**Rehires**

Last Name	First Name	Rehire Date	Rehire Positon and Location	Terminated Position and Location	Termination Date
McCormick	Ryan	12/11/2023	Library Assistant SUB, Waite Park	Associate Director-Human Resources	12/9/2023
Lage	Caron	12/11/2023	Library Assistant SUB, Clearwater/Foley	Library Assistant - Waite Park	10/20/2023

**Termination Report**

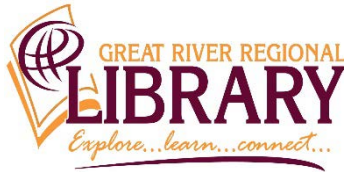
2023 - Quarters 3 and 4

July - December

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Ahmadi	Shokria	07/22/2023	Library Associate	St. Cloud	Backen, Rosanna	10/05/2021	1 year, 9 months
Loewen	Olivia	08/05/2023	Library Aide	Annandale/Kimball	Asfeld, Carla	09/27/2021	1 year, 10 months
Parker	Se-Ri	08/10/2023	Summer Library Aide	St. Cloud	Laing, Connie	06/02/2021	0 year, 2 months
Rittmann	Natalie	08/10/2023	Summer Library Aide	St. Cloud	Laing, Connie	06/01/2023	0 year, 2 months
Schindler	Hannah	08/10/2023	Summer Library Aide	St. Cloud	Laing, Connie	06/01/2023	0 year, 2 months
Wiger	Hannah	08/12/2023	Summer Library Aide	St. Michael	Bunting, Nancy	06/02/2022	0 year, 2 months
Plocher	Carol	08/18/2023	Library Assistant	Buffalo	Teesdale, Katharine	06/01/1992	5 years, 8 months
Hamblet	Abigail	08/23/2023	Library Aide	Delano/Rockford	Jacobs, Theresa	10/19/2018	4 years, 10 months
Bjellos	Caroline	08/24/2023	Library Aide	Monticello	Scherber, Marla	07/25/2022	1 year, 0 month
Jungroth	Jessica	08/24/2023	Technical Services Clerk	Great River Regional Library	Getz, Christopher	05/20/2019	4 years, 3 months
Sevre	Maggie	09/01/2023	Library Aide	Elk River	Barry, Margot	11/01/2022	0 year, 10 months
Anderson	Patricia	09/05/2023	Library Assistant	St. Michael	Bunting, Nancy	10/23/2017	5 years, 10 months
Jewison	Melissa	09/22/2023	Library Assistant	Eagle Bend/Staples	Perish, Cathy	09/28/2015	7 years, 11 months
Watson	Fox	09/28/2023	Library Associate	St. Cloud	Backen, Rosanna	10/19/2020	2 years, 11 months
Stang	Brenda	10/06/2023	Library Associate	Great River Regional Library	Mallo, Chris	05/02/2022	1 year, 5 months
Nord	Paul	10/28/2023	Library Aide	Delano/Rockford	Jacobs, Theresa	07/16/2018	5 years, 3 months
Bergren	Austin	11/10/2023	Custodian	St. Cloud	Vig, Neil	10/06/2022	1 year, 1 month
Oleen	Dawn	11/17/2023	Library Aide	Elk River	Barry, Margot	10/11/2023	0 year, 1 month
McKim	Maren	11/24/2023	Library Aide	St. Michael	Bunting, Nancy	03/08/2021	2 years, 8 months
Hittle	Elizabeth	12/08/2023	Library Assistant	Monticello	Scherber, Marla	05/05/2022	1 year, 7 months
McCormick	Ryan	12/09/2023	Assoc. Director Human Resources	Great River Regional Library	Pundsack, Karen	04/14/2014	9 years, 10 months
McGarvey	Grayce	12/19/2023	Library Assistant	St Michael	Bunting, Nancy	10/30/2023	0 year, 2 months
Henry	Meagan	12/30/2023	Library Associate	St Cloud	Mallo, Chris	05/03/2022	1 year, 7 months

**Retirements**

Last Name	First Name	Department	Supervisor	Retirement Date	Years of Service
Miller	Konda	Cokato/Howard Lake	Wilson, Nicole	09/22/2023	20 years, 3 months
Lage	Caron	Waite Park	Jones, Amanda	10/20/2023	15 years, 4 months
Gross	Sharon	Monticello	Scherber, Marla	11/16/2023	18 years, 2 months
Aschenbrenner	Margaret	Great River Regional Library	Getz, Christopher	11/24/2023	40 years, 6 months
Bergeson	Janet	Great River Regional Library	Getz, Christopher	12/08/2023	38 years, 9 months
Stommes	Chuck	Great River Regional Library	Schmitt, Kyle	12/29/2023	26 years, 8 months



## Exit Interview Summary

July - December 2023

Area of Questions	Summary of Responses
<p><b>What did you enjoy most about your position?</b></p>	<p>Making a contribution                      Helping patrons                      Helping patrons &amp; creating displays                      Helping patrons                      The people                      Opportunities for problem solving                      NA                      Variety of tasks                      Helping patrons                      Working with patrons                      Loved everything about my job                      Tasks &amp; flexible schedule                      Making shelves look nice                      People I worked with                      Patrons                      Flexibility &amp; variety of tasks                      Close to home and allows me to keep up with school work                      Working with patrons                      Working with patrons                      Working independently</p>
<p><b>What would have changed about the position?</b></p>	<p>PTO Policy                      NA                      Schedule past closing to give us time to clean up, etc.                      More hours                      Nothing                      NA                      NA                      EPR goals become redundant over time                      More hours/flexible schedule                      Having staff work in different departments on a regular basis for crosstraining                      Needs to be full-time with benefits and more upward mobility                      Morale of the department                      More involvement with the collection &amp; displays                      Hours were sometimes hard on the family                      Subs should get step increases &amp; recognized for years of service                      Better pay                      More freedom to move between branches</p>

	<p>Having more things to do Hours NA</p>
<b>Supervisor</b>	<p>Easy to get a long with Great Great Fantastic Best I ever had Spectacular, polite, thoughtful, encouraging Excellent Got along fine Excellent Great, supportive and kind Good, caring person Great to work for Great Best boss I ever had Amazing and a good listener Great, understanding &amp; kind I liked my supervisor Great Wonderful Enjoyed working with them</p>
<b>Co-workers</b>	<p>I will miss them immensely Great Created an amazing work environment Wonderful, best group I've ever worked with Supportive and capable Couldn't have asked for better Excellent I will miss them Helpful, friendly &amp; knowledgeable Very helpful The best people on earth Mostly good Loved them all Family, an excellent team Wonderful, helpful and appreciative Great I liked my co-workers Great Good Fun, easy to work with &amp; helpful</p>
<b>Benefits utilized</b>	<p>All PTO</p>

	<p>PTO          PTO, PERA          NA          All          NA          PTO          PTO &amp; PERA          NA          PTO &amp; PERA          All          PTO          PTO, FSA, PERA          HRA          PERA          NA          NA          NA          NA</p>
<p><b>Benefits to be offered</b></p>	<p>NA          NA          NA          NA          Benefits are great, but we should have more benefits eligible positions          NA          NA          Better raises          Benefits seem comparable to other jobs of this type          NA          NA          Longevity pay          NA          Have the HSA not be limited          Great for regular staff, subs should get benefits too          NA          NA          NA          They are good now          Better pay</p>
<p><b>Wage Rates</b></p>	<p>Satisfied for self but others could use an adjustment          NA          Great          NA          Generally low          Below average to average</p>

	<p>NA          Raises are inadequate          Reasonable          Reasonable          Unacceptably low          More complex jobs should be paid more          Wish they were higher          Fair          Could be more competitive          Far too low for aides          Alright          Good          Good          Low</p>
<p><b>Training</b></p>	<p>Limited opportunities          NA          Something was always available          NA          Good          Stellar          NA          Adequate          Train new hires on one desk at a time          Online training is very good          Fine          Sufficient          Some trainings didn't apply to me          Good          Comprehensive          Good          Accomplishes the task of conveying information          Would have liked training in shelving books          More shelving training          Good</p>
<p><b>Morale in department/branch</b></p>	<p>Pretty Good          NA          Great          NA          Good          Very High          NA          Being short staffed wears on everyone          Stable          NA          Low among public-facing staff</p>

	<p>Mostly toxic                  Super great                  Excellent                  Amazing                  Good                  Good                  Good                  Good                  Good</p>
<p><b>Work Hours</b></p>	<p>I like the flexibility                  NA                  Excellent                  Wish more hours were available                  Good                  Fair                  NA                  Fine                  Full time for associate position would be helpful                  I had a really good schedule                  Not enough hours                  Great                  Okay, wish Saturdays were more flexible                  Fair                  Great &amp; flexible                  Good                  Good                  Good                  Good                  Good</p>
<p><b>Working Conditions</b></p>	<p>Okay                  NA                  Great                  NA                  Good                  Far exceeded expectations                  NA                  Fine other than being short-staffed                  Reasonable                  NA                  Sometimes safety concerns are not addressed in a timely manner                  NA                  Just fine                  Great                  Wonderful</p>

	<p>Good                  Perfect for my situation as a student                  Good                  Good                  Good</p>
<b>Reasons for leaving?</b>	<p>Retirement                  Full time job                  Moving out of state                  Full time job                  More time with family                  Offered a position in previous field I could not pass up                  Personal                  Too physical &amp; spending more time with family                  Seeking more hours                  Moving out of state &amp; starting school                  Pay is not enough to live on and there is no opportunity to move to a higher paying position with more hours                  Retirement &amp; tired of toxic environment of some employees                  Starting school                  Full time job                  Health                  Going to college                  Moving for college                  Temporary position                  Job ending                  Family Situation</p>

<b>Responses Submitted</b>	<b>Number of Responses</b>	<b>Number of separations</b>
Library Services Coordinator	--	--
Library Assistant	5	9
Library Aide/Circulation Aide	7	11
Distribution Staff	--	--
Patron Services/Circulation Public Service	4	3
Administration/Office Support	2	2
Library Support Staff	2	3
Substitute Staff	--	--

**Please Note:**

*The number of responses may vary from the number of separations for two reasons:*

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





**Great River Recovery by Quarter:**

**Jan 1 - Mar 31, 2023**

<b>Accounts Submitted:</b>	<b>398</b>
<b>Dollars Submitted:</b>	<b>\$37,961.83</b>
Cash Recovery:	\$3,059.29
Material Recovery:	\$16,352.78
Waives:	\$492.66
<b>Recovery Total:</b>	<b>\$19,904.73</b>

**Total Invoice Amount: \$3,920.30**

**Total ROI: 5:1**  
**Asset ROI: 5:1**

**Apr 1 - Jun 30, 2023**

<b>Accounts Submitted:</b>	<b>305</b>
<b>Dollars Submitted:</b>	<b>\$28,454.24</b>
Cash Recovery:	\$1,884.51
Material Recovery:	\$10,945.13
Waives:	\$258.00
<b>Recovery Total:</b>	<b>\$13,087.64</b>

**Total Invoice Amount: \$3,004.25**

**Total ROI: 4:1**  
**Asset ROI: 4:1**

**Jul 1 - Sep 30, 2023**

<b>Accounts Submitted:</b>	<b>403</b>
<b>Dollars Submitted:</b>	<b>\$34,444.15</b>
Cash Recovery:	\$2,014.60
Material Recovery:	\$13,213.45
Waives:	\$55.00
<b>Recovery Total:</b>	<b>\$15,283.05</b>

**Total Invoice Amount: \$3,969.55**

**Total ROI: 4:1**  
**Asset ROI: 4:1**

**Oct 1 - Dec 31, 2023**

<b>Accounts Submitted:</b>	<b>820</b>
<b>Dollars Submitted:</b>	<b>\$73,136.11</b>
Cash Recovery:	\$3,091.38
Material Recovery:	\$22,703.99
Waives:	\$110.00
<b>Recovery Total:</b>	<b>\$16,282.96</b>

**Total Invoice Amount: \$8,077.00**

**Total ROI: 2:1**  
**Asset ROI: 3:1**

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



## Revenue Recapture, Minnesota Department of Revenue

1/1/2023 - 12/31/2023

Accounts Reviewed in 2023:	47
Accounts Submitted in 2023:	37
Dollars Submitted in 2023:	\$ 9,073.40
Cash Recovery (incl. from older accounts submitted):	\$ 7,282.84
Material or Cash Recovery:	\$0.00
<b>Recovery Total:</b>	<b>\$ 7,282.84</b>
Total Outstanding from previous accounts submitted:	\$ 41,927.41
Percentage of Recovery:	-
Database cost:	\$ 2,279.88
Total ROI:	<b>3:1</b>



### Great River Regional Library 2025 Budget Process Timeline

	January	February	March	April	May	June	July
GRRL Board reviews and adopts 2025 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2025 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Associate Director - Accounting.							
Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.							
Finance Committee adopts preliminary budget and shares recommendations with full GRRL Board.							
Full GRRL Board adopts 2025 final budget.							