



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

**Board of Trustees Work Session**  
**Tuesday, February 20, 2024, 6:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

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|---|------|
| 1. Call to Order  | 6:00 |
| 2. 2022-2025 GRRL Strategic Plan Reports                                    | 6:01 |
| 2.1 Fourth Quarter 2023 Objectives & Key Results pg 3                       |      |
| 2.2 2023 Strategic Plan Progress pg 11                                      |      |
| 3. 2023 Fundraising Report pg 15  | 6:11 |
| 4. GRRL 2023 Annual Report (on table)                                       | 6:16 |
| 5. GRRL Board of Trustees Bylaws Review pg 17                               | 6:20 |
| 6. Central Minnesota Libraries Exchange Interim Director Presentation pg 27 | 6:30 |
| 7. Next Meeting – March 19, 2024  | 6:48 |
| 8. Adjournment  | 6:50 |

February 20, 2024

**GRRL 2022-2025 Strategic Plan Objectives and Key Results**  
**Total Borrowers by Library – Q4 2023**

<b>Library</b>	<b>1/1/2023</b>	<b>1/1/2024</b>	<b>Total change YTD</b>
Albany	2,028	2,335	307
Annandale	1,948	2,188	240
Becker	2,146	2,482	336
Belgrade	376	422	46
Big Lake	2,531	2,888	357
Buffalo	5,282	5,799	517
Clearwater	861	963	102
Cokato	1,321	1,402	81
Cold Spring	1,937	2,152	215
Delano	2,583	2,915	332
Eagle Bend	435	437	2
Elk River	8,791	9,989	1,198
Foley	1,267	1,561	294
Grey Eagle	335	332	(3)
Howard Lake	889	973	84
Kimball	760	870	110
Little Falls	3,734	4,268	534
Long Prairie	1,300	1,440	140
Melrose	971	1,216	245
Monticello	4,661	5,188	527
Paynesville	1,105	1,288	183
Pierz	1,144	1,231	87
Richmond	539	638	99
Rockford	1,148	1,286	138
Royalton	1,036	1,114	78
Saint Cloud	20,670	22,754	2,084
Saint Michael	8,007	9,376	1,369
Sartell Locker	460	652	192
Sauk Centre	1,528	1,635	107
Staples	1,586	1,765	179
Swanville	412	385	(27)
Upsala	447	463	16
Waite Park	2,452	2,639	187
<b>Region Total</b>	<b>84,690</b>	<b>95,046</b>	<b>10,356</b>

**GRRL 2022-2025 Strategic Plan Objectives and Key Results**  
**New Borrowers by Library – Q4 2023**

<b>Library</b>	<b>2023 YTD Q4 new borrowers</b>	<b>2022 YTD Q4 new borrowers</b>	<b>2021 YTD Q4 new borrowers</b>	<b>2020 YTD Q4 new borrowers</b>
Albany	418	374	261	101
Annandale	365	439	300	136
Becker	514	475	398	190
Belgrade	102	70	43	48
Big Lake	570	661	407	278
Buffalo	1,049	997	836	543
Clearwater	183	139	115	89
Cokato	217	232	227	133
Cold Spring	342	421	239	125
Delano	615	480	390	249
Eagle Bend	71	80	64	47
Elk River	2,161	2,040	1,621	1,113
Foley	383	255	196	106
Grey Eagle	33	43	41	21
Howard Lake	164	222	149	71
Kimball	161	142	173	28
Little Falls	810	798	616	284
Long Prairie	248	247	237	91
Melrose	294	160	158	74
Monticello	1,042	972	641	478
Paynesville	312	201	167	82
Pierz	182	360	115	65
Richmond	126	119	64	34
Rockford	263	228	172	107
Royalton	189	187	188	79
Saint Cloud	4,714	4,703	3,189	2,246
Saint Michael	2,051	1,812	1,478	848
Sartell	298	176	135	114
Sauk Centre	264	273	518	240
Staples	410	376	226	231
Swanville	32	89	46	19
Upsala	56	68	27	97
Waite Park	451	415	254	173
<b>Region Total</b>	<b>19,090</b>	<b>18,254</b>	<b>13,691</b>	<b>8,540</b>

### October 2023 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Oct 2023	Circ/Hour Oct 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
Albany	6,932	771	42	39	9.0%	64,943	71,464	-9.1%
+ Annandale	4,055	739	34	27	25.2%	35,118	32,638	7.6%
Becker	4,495	798	32	31	4.9%	46,243	46,951	-1.5%
Belgrade	684	154	8	8	-5.5%	7,882	8,211	-4.0%
+ Big Lake	4,546	741	33	31	7.0%	48,316	48,043	0.6%
+ Buffalo	12,983	2,244	65	64	2.7%	136,201	135,531	0.5%
+ Clearwater	2,409	448	23	16	39.5%	24,591	21,944	12.1%
Cokato	3,357	557	26	27	-5.0%	37,386	43,408	-13.9%
Cold Spring	4,845	735	31	34	-7.0%	57,884	58,754	-1.5%
+ Delano	7,088	1,113	38	38	0.3%	74,523	73,854	0.9%
Eagle Bend	1,529	230	15	20	-22.2%	15,085	19,223	-21.5%
+ Elk River	16,788	2,510	84	81	3.1%	176,643	176,269	0.2%
Foley	3,634	547	24	27	-10.7%	40,321	41,746	-3.4%
Grey Eagle	792	158	9	7	27.5%	7,660	9,919	-22.8%
Howard Lake	2,082	345	16	18	-10.3%	21,869	28,089	-22.1%
Kimball	1,571	315	17	16	8.4%	16,965	17,287	-1.9%
+ Little Falls	6,836	1,369	36	38	-5.4%	72,061	69,263	4.0%
Long Prairie	3,300	673	21	21	-1.1%	33,570	35,952	-6.6%
+ Melrose	8,927	613	79	78	0.7%	102,295	89,115	14.8%
Monticello	10,581	1,747	59	60	-2.0%	116,104	119,310	-2.7%
+ Paynesville	1,969	430	14	12	21.3%	20,330	20,224	0.5%
+ Pierz	1,741	420	16	14	14.7%	20,045	19,934	0.6%
Richmond	1,088	215	11	13	-15.1%	12,528	14,436	-13.2%
Rockford	2,742	510	20	24	-15.1%	31,808	38,105	-16.5%
Royalton	1,409	261	15	14	8.4%	15,381	16,121	-4.6%
Saint Cloud	39,452	6,644	160	162	-1.1%	424,910	435,980	-2.5%
+ Saint Michael	16,423	2,541	85	80	6.1%	183,863	177,298	3.7%
+ Sauk Centre	5,464	738	37	33	11.2%	57,390	54,490	5.3%
Staples	3,949	766	25	26	-2.2%	42,939	44,151	-2.7%
+ Swanville	528	137	5	6	-12.6%	6,860	4,935	39.0%
Upsala	1,948	301	19	26	-27.5%	25,934	27,386	-5.3%
+ Waite Park	6,383	1,327	49	44	10.5%	62,658	62,566	0.1%
Sartell Locker	1,207	230				9,926	11,043	-10.1%
<b>Total</b>	<b>191,737</b>	<b>31,327</b>	<b>40</b>	<b>40</b>	<b>-1.9%</b>	<b>2,050,232</b>	<b>2,073,640</b>	<b>-1.1%</b>
Total								
+ OverDrive	32,596					315,186	247,767	27.2%

+ Indicates an increase in YTD circulation total over last year

## November 2023 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Nov 2023	Circ/Hour Nov 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
Albany	6,378	725	40	42	-4.5%	71,321	78,062	-8.6%
+ Annandale	3,257	634	29	24	19.2%	38,375	35,468	8.2%
Becker	4,336	756	32	27	16.4%	50,579	50,675	-0.2%
Belgrade	694	165	8	6	27.4%	8,576	8,731	-1.8%
+ Big Lake	3,921	695	29	31	-6.2%	52,237	52,160	0.1%
+ Buffalo	12,635	2,098	65	64	0.5%	148,836	148,101	0.5%
+ Clearwater	2,188	429	22	19	19.0%	26,779	23,839	12.3%
Cokato	2,724	503	22	24	-11.3%	40,110	46,334	-13.4%
Cold Spring	5,011	776	33	39	-14.4%	62,895	64,379	-2.3%
+ Delano	6,749	999	38	37	3.1%	81,272	80,291	1.2%
Eagle Bend	941	178	11	20	-47.0%	16,026	21,097	-24.0%
+ Elk River	14,978	2,405	77	73	6.4%	191,621	191,075	0.3%
Foley	3,620	490	25	33	-24.3%	43,941	45,242	-2.9%
Grey Eagle	689	174	7	10	-23.1%	8,349	10,767	-22.5%
Howard Lake	1,906	318	15	20	-24.4%	23,775	30,509	-22.1%
Kimball	1,314	249	14	16	-10.7%	18,279	18,712	-2.3%
+ Little Falls	6,564	1,332	36	36	0.0%	78,625	75,720	3.8%
Long Prairie	3,052	666	20	22	-9.5%	36,622	39,325	-6.9%
+ Melrose	8,618	639	80	87	-8.0%	110,913	98,481	12.6%
Monticello	9,941	1,664	57	61	-6.8%	126,045	129,794	-2.9%
+ Paynesville	1,621	378	12	13	-4.6%	21,951	21,884	0.3%
+ Pierz	1,893	420	17	15	12.7%	21,938	21,474	2.2%
Richmond	928	219	10	12	-13.8%	13,456	15,513	-13.3%
Rockford	2,966	492	22	28	-21.2%	34,774	41,869	-16.9%
Royalton	1,295	241	14	19	-26.3%	16,676	17,744	-6.0%
Saint Cloud	37,299	6,335	158	171	-7.6%	462,209	476,188	-2.9%
+ Saint Michael	15,573	2,386	82	83	-2.1%	199,436	192,960	3.4%
+ Sauk Centre	5,588	720	39	37	7.0%	62,978	59,600	5.7%
Staples	4,086	726	27	27	0.3%	47,025	48,199	-2.4%
+ Swanville	567	130	6	6	8.1%	7,427	5,471	35.8%
Upsala	2,138	320	21	26	-16.3%	28,072	29,966	-6.3%
Waite Park	5,910	1,281	45	51	-11.6%	68,568	68,840	-0.4%
Sartell Locker	1,061	223				10,987	12,194	-9.9%
<b>Total</b>	<b>180,441</b>	<b>29,766</b>	<b>37</b>	<b>39</b>	<b>-3.6%</b>	<b>2,230,673</b>	<b>2,260,664</b>	<b>-1.3%</b>
Total								
+ OverDrive	31,805					346,991	272,888	27.2%
+ Indicates an increase in YTD circulation total over last year								

## December 2023 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Dec 2023	Circ/Hour Dec 2022	CPH % Change	YTD 2023	YTD 2022	% Change YTD
Albany	6,155	693	39	41	-3.6%	77,476	84,693	-8.5%
+ Annandale	2,943	604	26	27	-3.0%	41,318	38,151	8.3%
Becker	3,684	699	28	27	4.6%	54,263	54,331	-0.1%
+ Belgrade	707	153	8	6	28.5%	9,283	9,256	0.3%
+ Big Lake	4,053	677	30	27	10.0%	56,290	55,981	0.6%
+ Buffalo	10,976	1,920	58	53	10.5%	159,812	158,454	0.9%
+ Clearwater	1,825	373	19	19	-1.9%	28,604	25,718	11.2%
Cokato	2,463	451	21	21	-0.5%	42,573	49,057	-13.2%
Cold Spring	4,884	740	33	35	-5.2%	67,779	69,844	-3.0%
+ Delano	5,780	993	33	31	7.6%	87,052	85,905	1.3%
Eagle Bend	874	154	10	15	-31.0%	16,900	22,452	-24.7%
+ Elk River	14,032	2,277	74	64	16.3%	205,653	204,474	0.6%
Foley	3,206	471	22	24	-9.4%	47,147	48,758	-3.3%
Grey Eagle	571	144	6	8	-19.9%	8,920	11,511	-22.5%
Howard Lake	1,813	311	15	14	5.6%	25,588	32,239	-20.6%
Kimball	1,468	262	16	14	15.6%	19,747	19,982	-1.2%
+ Little Falls	5,915	1,267	33	33	-1.0%	84,540	81,992	3.1%
Long Prairie	3,239	629	22	21	7.0%	39,861	42,499	-6.2%
+ Melrose	10,437	576	99	91	9.1%	121,350	108,506	11.8%
Monticello	8,702	1,546	51	50	3.2%	134,747	138,428	-2.7%
+ Paynesville	1,512	368	11	10	10.6%	23,463	23,261	0.9%
+ Pierz	1,661	371	15	14	8.6%	23,599	23,099	2.2%
Richmond	971	215	11	9	19.5%	14,427	16,353	-11.8%
Rockford	2,414	419	19	22	-12.3%	37,188	44,621	-16.7%
Royalton	1,055	224	12	13	-12.0%	17,731	19,035	-6.9%
Saint Cloud	35,645	6,024	153	150	2.1%	497,854	512,734	-2.9%
+ Saint Michael	13,793	2,191	74	71	3.9%	213,229	206,875	3.1%
+ Sauk Centre	5,585	742	40	35	14.4%	68,563	64,690	6.0%
Staples	3,432	659	24	25	-4.8%	50,457	51,981	-2.9%
+ Swanville	571	92	7	7	-11.2%	7,998	6,159	29.9%
Upsala	2,032	285	20	25	-19.5%	30,104	32,338	-6.9%
Waite Park	5,759	1,228	46	44	4.2%	74,327	74,762	-0.6%
Sartell Locker	1,091	224				12,078	13,288	-9.1%
<b>Total</b>	<b>169,248</b>	<b>27,982</b>	<b>35</b>	<b>35</b>	<b>-1.0%</b>	<b>2,399,921</b>	<b>2,431,427</b>	<b>-1.3%</b>
Total								
+ OverDrive	33,414					380,405	299,366	27.1%

+ Indicates an increase in YTD circulation total over last year





<b>Great River Regional Library</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Q4 Cumulative</b>
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Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.	Owner	Baseline 2022	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Edge programs offered in libraries, in-person and virtual	Patron Services	66	18	22	26	66

Expand the eBook, eAudiobook and database collection.	Owner	Baseline Q4/2022	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Digital Library circulation increases	Collection Development	77,409	32,596	31,805	33,414	97,815
Active Digital Library users increase	Collection Development	20,347	8,420	8,435	8,654	25,509

Enhance the physical collection of library materials.	Owner	Baseline Q4/2022	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Key metric - Circulation/Open Hour by library increases	Collection Development	42	40	37	35	37 avg
Key metric - Percent of dead materials by library declines	Collection Development	15.56%			14.64%	
Key metric - Number of collection check items by library declines	Collection Development	8,108			6,556	

Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline Q4/2022	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Key metric - New resident borrowers by regional increase	Leadership Support Team	3,432	1,395	1,112	1,078	3,585
Key metric - Total current resident borrowers by regional increase	Leadership Support Team	82,171	91,412	91,879	92,151	92,151
Key metric - Items/checkout session by library increase	Leadership Support Team	6.27	6.10	6.06	6.03	6.04
Key metric - Circulation - physical materials	Leadership Support Team	559,192	193,349	182,299	171,377	547,025
Key metric - \$ collected - Miscellaneous receipts	Accounting	\$21,662	\$6,413	\$9,919	\$7,615	\$23,947

Increase targeted advertising to reach a wider audience.	Owner	Baseline	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Regularly post on social media to followers about collections and services	Communications & Development	NA	posts on Banned Books Week, Fall into Reading challenge on Beanstack, hoopla streaming, Personalized Book Pick by librarians, Ancestry access, MN Writes MN Reads, Try It Yourself Kits	posts on Native American Heritage Month on Beanstack, large print books, children's picture books, NaNoWriMo and MN Writes MN Reads	posts on hoopla streaming, Hanukkah and Kwanzaa books, Binge Boxes, music, cookbooks	
Number of e-newsletter subscribers	Communications & Development	5,743	4,613	4,609	4,596	
E-newsletter open rate	Communications & Development	33%	50%	45%	45%	

Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner	Baseline	Status 10/31/2023	Status 11/30/2023	Status 12/31/2023	Q4 2023 - Cumulative
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA				

<b>Build GRRL's culture of philanthropy.</b>	<b>Owner</b>	<b>Baseline 2022</b>	<b>Status 10/31/2023</b>	<b>Status 11/30/2023</b>	<b>Status 12/31/2023</b>	<b>Q4 2023 - Cumulative</b>
Board giving rate	Communications & Development	86%				66%
Staff giving rate	Communications & Development	15%				14%

  

<b>Increase donor support of the library.</b>	<b>Owner</b>	<b>Baseline Q4/2022</b>	<b>Status 10/31/2023</b>	<b>Status 11/30/2023</b>	<b>Status 12/31/2023</b>	<b>Q4 2023 - Cumulative</b>
Donors retained	Communications & Development	18	38	488	211	382
Donor retention rate	Communications & Development	36%	59%	54%	56%	61%
Donors acquired	Communications & Development	19	6	16	17	39
Fund Development Plan progress	Communications & Development	NA		Presentation to GRRL Board of Trustees	FDC calls to major donors	

  

<b>Increase training to support access and awareness.</b>	<b>Owner</b>	<b>Baseline Q3/2023</b>	<b>Status 10/31/2023</b>	<b>Status 11/30/2023</b>	<b>Status 12/31/2023</b>	<b>Q4 2023 - Cumulative</b>
Organizational Orientation attendees	Human Resources	0	0	0	0	0
Regional Staff Meeting attendees	Human Resources	33	0	0	0	0
Merchandising training attendees	Human Resources	7	0	0	0	0
All Staff Day attendees	Human Resources	0	208	0	0	0
Homeless Library Academy attendees	Human Resources	33				23

  

<b>Maximize library financial investment options.</b>	<b>Owner</b>	<b>Baseline Q4/2022</b>	<b>Status 10/31/2023</b>	<b>Status 11/30/2023</b>	<b>Status 12/31/2023</b>	<b>Q4 2023 - Cumulative</b>
Number of accounts with new financial institutions established	Accounting	18 investments, 3 with local banks	24 investments, 4 with local banks	25 investments, 4 with local banks	25 investments, 4 with local banks	Q4 Ending # of CD = 25
Key metric -Overall CD Portfolio rate of return	Accounting	1.53%	5.09%	5.18%	5.27%	Q4 average = 5.17%

## GRRL 2023 Strategic Plan Progress

### STRATEGIC PRIORITY: LITERACY

#### OUR COMMUNITIES DEVELOP A STRONG CULTURE OF LITERACY

##### GOAL 1: PROVIDE SERVICES TO ADVANCE USERS' LITERACY SKILLS.

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###### **Objective 1: Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.**

Library locations collaborated with local and regional partners to provide programs and services. MN Pollution Control Agency created a "Save your food" self-directed activity. Other collaborations included programs on basic computer help, Medicare, Dementia caregiver support, CareerForce and Pathways 4 Youth services, domestic abuse, local government, online marketing, and teeth health.

Multiple locations also worked with the MN Health Department to facilitate handing out free COVID-19 test kits. Local career support organizations and health care service providers shared information about laptops available in the library for telehealth appointments, job interviews, and other needs.

###### **Objective 2: Expand the eBook, eAudiobook and database collection.**

We experimented with new licensing models to handle titles with large hold queues more efficiently. Analysis of St. Cloud State University (SCSU) survey revealed patrons want more choices and shorter wait times for digital materials.

###### **Objective 3: Enhance the physical collection of library materials.**

Patron Services Supervisors (PSS) and the Associate Director – Collection Development held in-person collection development training in Monticello, Big Lake, and Becker quarterly. A custom plan was created for Buffalo and Eagle Bend. A Dashboard report of 2022 circulation and top collections was created for each PSS. New talking book formats were introduced: Wonderbooks (Belgrade) and Vox books (Becker). EPIC kits were launched.

### STRATEGIC PRIORITY: ACCESS

#### ALL USERS FEEL WELCOME AT THE LIBRARY AND CAN EASILY ACCESS LIBRARY SERVICES

##### GOAL 1: EXPAND EFFORTS TO MAKE THE LIBRARY MORE WELCOMING AND EASIER TO ACCESS.

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###### **Objective 2: Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries.**

User/Non-user survey results showed that many patrons recalled seeing local displays. Survey participants commented about the displays being engaging, colorful, interesting and informative. Coordinators report that they continue to focus on varying and refreshing displays to increase the likelihood of patrons finding something they want to take home. Staff intentionally display collection materials that are relevant for a wide range of ages and interests. These efforts sometimes include

shifting whole collections to improve visibility, right size a collection, or take advantage of patron use patterns.

Library staff continue to look for ways to integrate a diverse array of authors and topics into their day-to-day merchandising. In Monticello, a special display of MN Book Award winners included many DEI titles. In Belgrade, a "Staycation" display featured authors from a variety of backgrounds for fun, relaxing reads. In Paynesville, a cookbook display included titles to support a wide range of dietary needs. In addition, regional staff are working on a GRRL merchandising handbook for release in 2024.

**Objective 3: Have programs and services for patrons with special needs.**

Regionally, programs included bi-weekly visits from Functional Industries to check out materials (Buffalo), an outreach art class at the senior center (Delano), Open Mic night designed around the needs of seniors and people with disabilities (Sauk Centre), and including examples of adaptive crochet hooks at a library program (Buffalo). Efforts also included art classes for seniors, hosting an Alzheimer's support group, bringing together local musicians and adults with disabilities, and a region-wide collaboration with EveryMeal to distribute free food.

**STRATEGIC PRIORITY: LIBRARY AWARENESS**  
**COMMUNITY MEMBERS VIEW THE LIBRARY AS A TRUSTED INSTITUTION**  
**IN WHICH TO MEET AND EXCHANGE VIEWS**

**GOAL 1: EXPAND AWARENESS OF THE LIBRARY'S ROLE IN THE COMMUNITY.**

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**Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board.**

GRRL Board added the Youth Advisory Council formally in July. September board meeting included a presentation on website updates for accessibility. Management reports included updates on DEI efforts, including DEI staffing convening and efforts to make library displays more representative.

**Objective 4: Build GRRL's culture of philanthropy.**

Two new GRRL Board members joined the committee and replaced long-standing members. Year-End (YE) Campaign totals were shared with the GRRL Board in February/March. Presented to GRRL Board on the importance of board participation in YE campaign and information on planned giving. Two additional major donors have agreed to join the committee, starting with volunteer tasks in November.

**GOAL 2: DEVELOP PARTNERSHIPS AND COLLABORATION WITH COMMUNITY ORGANIZATIONS.**

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**Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.**

In Upsala, a book club is offered monthly offsite at an assisted living facility. A monthly Open Mic collaboration between Sauk Centre Library and Camphill Village – Camphill provides transportation to the library for residents.

Staff use a variety of methods to expand access for patrons who cannot visit the library on their own. In Delano, a senior housing facility transports residents to the library for monthly art programming, and staff deliver books to a preschool twice a month. In Eagle Bend and Pierz, collaboration with Meals on Wheels means that books are sent to homebound participants. In Grey Eagle, a volunteer transports bags of requested large print books to a local housing community. St. Cloud library staff provide donated and withdrawn materials to Wright County jail.

In Monticello, staff worked with two senior living facilities to arrange materials deliveries and co-hosted Legacy music programs with the senior center. In Royalton, staff collaborate with the local preschool program to bring story times to young students, and in Belgrade, a similar program brought an interactive presentation to middle schoolers. Staff are exploring partnership with Sherburne County Resource Center in Big Lake.

**Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.**

Multiple libraries have worked with community partners on this goal. Examples include:

- Functional Industries on how to use the library,
- Catholic Charities on online fraud and scams,
- County-based community services on Medicare,
- CareerForce and Workforce Centers on job searching, resume writing, etc.,
- Local police and sheriff's office on fentanyl and mental health,
- Pathways 4 Youth on resources, skills building for youth experiencing, or at risk of, homelessness,
- Ongoing collaboration with Great River Children's Museum to provide programs and experiential STEM activities at GRRL libraries,
- Collaborative programming with Dementia Community Action Network,
- Delano Citizen Academy,
- Delano & Rockford Senior Center,
- Camphill Village for adults with disabilities,
- Wright County Public Health department,
- Farmers and Merchants State Bank for program on financial fraud,
- MN/ND Chapter of the Alzheimer's Association,
- Outreach to local assisted living facility,
- Project Lifeline installed at the St. Cloud Public Library as a partnership with Stearns County Human Services to pilot the project.

**Objective 3: Increase presentations about library services to share information and gather feedback.**

Presentations to Little Falls and Royalton Friends groups, Elk River and Belgrade city councils, Buffalo and Monticello Rotary Clubs, Sauk Centre Northern Lights Senior Group. Tabling at community expos and events including Buffalo ECFE resource fair, St. Cloud ISD 742 Family Literacy Night, Promise Neighborhood Community Event, and Rockford Business Expo.

Executive Director and area staff presentations to the six county boards regarding library activities and 2024 budget. At the local level, in Big Lake, staff presented information to Early Childhood and Family Education participants. The Buffalo Library Services Coordinator (LSC) visited the local Lions and Impact Academy. In Delano, a reporter for the New Delano Herald Journal toured the library and staff provided information on services for seniors and new telemeeting services. In Grey Eagle, the LSC gave a presentation to the Todd County Council on Aging.

**STRATEGIC PRIORITY: OPERATIONAL EXCELLENCE**  
WE USE RESOURCES EFFECTIVELY AND ANTICIPATE FUTURE NEEDS

**GOAL 1: ENHANCE EFFORTS TO OFFER EFFECTIVE AND WELCOMING LIBRARY SERVICE.**

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**Objective 1: Increase training to support access and awareness.**

All Staff Day was held in October. Included sessions on teen brain development and de-escalation techniques.

**Objective 2: Improve recruitment processes and job descriptions.**

Six job descriptions updated into new, more inclusive format for the Custodian, Communications & Development department, Associate Director – Human Resources and Administrative Assistant.

**Objective 3: Have a formal assessment process for library programs and services.**

Contracted with SCSU Survey Center to administer user survey in April. Preliminary SCSU survey results discussed with Leadership Team in May. Final presentation held at the July GRRL Board meeting. Staff internal communication and engagement survey conducted in August. Staff survey summary shared with the GRRL board. Focus group of staff members met in December to discuss results. Leadership Support Team discussed importance of supervisor communication and department staff meetings as an emphasis.

Programming standards developed using the GRRL Logic Model and the Quality Matters Toolkit as guides. Information shared with LSCs at the September Regional Staff meeting. Programming huddles held with staff in October to explain the principles shared at the staff meeting. Three Patron Services staff members attended M3 Huddle facilitator training in December. Plans in place to gather data to evaluate at a GRRL M3 Huddle in fall 2024.

**Objective 4: Continue efforts to address diversity, equity & inclusion in the library.**

In April, Diversity, Equity & Inclusion (DEI) staff convening attended by 16 staff. Due to minimal branch staff participation, a second DEI staff convening took place in a branch setting later in the year.

DEI small group meetings were held in Monticello and Grey Eagle. The Youth Advisory Council was approved by the GRRL board in July. The council member position was posted in September. The Youth Advisory Council held its first meeting in December 2023.



## Great River Regional Library Fundraising in 2023

### 2023 Year-End Campaign

	<u>2023 Goals</u>	<u>Final Totals</u>
<u>Dollar Amount</u>	\$90,000	\$75,927
<u>Number of Donors</u>	1,170	879
<u>Board Participation</u>	100%	80%
<u>Staff Participation</u>	15%	11%
<u>Avg. Gift</u>	\$77	\$86

<b>Major Fundraising Area or Activities</b>	<b>2021 Actuals</b>	<b>2022 Actuals</b>	<b>2023 Goals</b>	<b>2023 Actuals</b>
Year-End Campaign	\$87,724	\$63,693	\$90,000	\$75,927
Locally Growin'	\$23,161	\$26,330	\$26,000	\$28,932
SRP appeal	\$10,771	\$10,025	\$12,000	\$15,043
Major individual donations	\$51,469*	\$110,140*	\$35,000*	\$31,567*
Memorial/tribute gifts	\$4,575	\$7,769	\$8,000	\$9,028
Grants/foundation support	\$146,444	\$19,821	\$130,000	\$9,397
Planned gifts	\$3,800	\$158,000	\$8,000	\$204,453
Misc. activities / General (minus FOL)	\$9,066	\$19,130	\$5,000	\$26,540
<b>TOTALS</b>	<b>\$285,541</b>	<b>\$304,768</b>	<b>\$279,000</b>	<b>\$369,320</b>

\*pulled from campaigns







# GRRR Board of Trustees Bylaws Review

Submitted by Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Review GRRR Board of Trustees Bylaws.

## BACKGROUND INFORMATION

Supporting Documents Attached

- GRRR Board of Trustees Bylaws

GRRR reviews the Board of Trustees Bylaws annually. Recommended changes would be brought forward for consideration at the March 2024 GRRR Board meeting.

## FINANCIAL IMPLICATIONS

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

## ACTION

Passed
  Failed
  Tabled



# Bylaws of the Great River Regional Library Board of Trustees

## Article I. Name

This organization shall be called "The Board of Trustees of the Great River Regional Library" existing by virtue of the provisions of Section 134.20 of the Laws of the State of Minnesota and the Regional Library Agreement and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement. Great River Regional Library is organized exclusively for educational purposes including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

## Article II. Purpose

The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.

## Article III. Board of Trustees

### Section 1. Number and Qualification

The board is composed of 15 members as appointed by their respective County Boards of Commissioners according to the provisions of the regional service agreement and representing the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright.

Any party with two or fewer trustees is allowed to have an official alternate who in the absence of the official delegate may be seated and have the right to vote. This alternate will be paid per diem by GRRL when voting.

### Section 2. Term of Office

The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed. A trustee may serve a total of three three-year terms for a total of no more than nine years of service.

A trustee who has served nine years or a total of three full terms may be reappointed after a one-year lapse of membership.

### Section 3. Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:

1. resigns as trustee; or
2. is removed by the appointing authority for misconduct or neglect; or
3. ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the library.

Resignation shall be effective upon delivery in writing to the President of the board and the governing body of the appointing party. The governing body of a party may remove a trustee appointed by such party for misconduct or neglect. Trustees who are appointed by virtue of their elected office may be replaced if not re-elected.

#### **Section 4. Disqualifications, Vacancies**

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Library Executive Director. Upon receipt of such notification, the position shall be declared vacant.

A trustee may be terminated from the board due to excess absences, three consecutive meetings without sufficient reason or without any notification. When any trustee fails to attend at least three consecutive meetings of the board, the board may declare his/her position vacant.

It shall be the duty of the President to notify the appointing governing body of the vacancy. Vacancies on the board shall be reported to the governing body of the party whose appointed trustee has left office and shall be filled for the unexpired term.

### **Article IV. Officers**

#### **Section 1.**

Officers of the board shall be chosen at the regular annual meeting of the board and shall be as follows: President, Vice President, Secretary and Treasurer to serve until successors shall be elected and qualified. An officer may succeed himself, provided, however, that a President or Vice President shall not serve more than two consecutive terms.

#### **Section 2. Vacancies**

If a vacancy occurs in an office, the board shall select a successor to the office at the next regular meeting who shall serve until the next annual meeting.

#### **Section 3. Duties of Officers**

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.

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.

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

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.

## **Article V. Meetings**

### **Section 1. Regular Meetings**

A schedule of the regular meetings of the GRRL board shall be kept on file at GRRL's administrative office in St. Cloud, Minnesota. The schedule shall include the date, time and location of the meetings. The schedule of meetings shall also be posted on the principal bulletin board of GRRL located at the St. Cloud Public Library. The regular meetings shall be held in January, March, May, July, September and November. The annual meeting shall be held in January and the schedule of regular meetings for the coming year shall be determined at the September meeting and re-affirmed at the annual meeting. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a special meeting.

### **Section 2. Special Meetings and Work Sessions**

Special meetings and work sessions of the Board of Trustees may be called by the President or upon written request of three members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting or work session and the purpose for which called shall be given each member of the Board of Trustees or Executive Committee at least three days in advance of the meeting.

Written notice of the date, time, place and purpose of the special meeting or work session shall be placed on the principal bulletin board of GRRL located at the St. Cloud Public Library at least three days before the date of the meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings or work sessions with GRRL at least three days before the date of the meeting.

### **Section 3. Quorum**

A quorum for transaction of business shall consist of a simple majority of the membership.

## **Section 4. Order of Business**

The order of business at regular meetings shall be as follows:

- Call to order
- Adoption of agenda
- Approval of minutes
- Public Open Forum
- Approval of bills
- Approval of financial reports
- Consent Agenda
- Communications
- Presentations
- Staff Reports
- Report of committees
- Unfinished business
- New business
- Board Open Forum
- Adjournment

## **Section 5. Parliamentary Authority**

Robert's Rules of Order, latest revised edition, may be used as a guide to govern the order and procedure of the board for all matters not otherwise covered by these bylaws.

## **Article VI. Committees**

### **Section 1.**

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.

### **Section 2.**

Special committees for the study and investigation of special problems may be appointed by the President.

**Section 3.**

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.

**Section 4.**

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 recommendations of the Finance Committee will be advisory only - all final budgeting decisions are reserved to the full Board of Trustees at a meeting properly called for that purpose.

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.

**Section 5.**

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

**Article VII. Duties of the Board**

The duties of trustees consist of carrying out the powers given them by Minnesota State Statutes and the regional library service agreement. It is their duty and responsibility to:

1. Determine the policy of the library system to ensure the highest possible degree of operating efficiency.
2. Select and appoint a competent Library Executive Director.

3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.
6. Maintain positive public relations related to Board decisions and actions.
7. Review the Great River Regional Library signatory agreement every three (3) years.

## **Article VIII. Library Executive Director**

### **Library Executive Director**

The Library Executive Director shall be considered the executive officer of the board and shall have sole administration of the Library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library service to the public; and for the operation of the Library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings except when excused.

### **Evaluation**

On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Executive Director.

## **Article IX. Limitations**

No member of the board or immediate relative of a board member shall be considered for staff employment. No member of the board or immediate relative of a board member shall use for personal use or profit the resources, business, finances or contracts of the library that are not intended for personal use or profit.

## **Article X. Travel and Per Diem**

### **Section 1. Travel**

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate to be determined by board action and reviewed periodically or at current air transportation rates, if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc., as permitted by state or federal law.

### **Section 2. Mileage**

Board members will be reimbursed for actual mileage to attend library related meetings at a per mile rate to be determined by board resolution and reviewed periodically or at current air transportation rates if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc.



### **Section 3. Per Diem**

Board members may receive a per diem payment, as permitted by state or federal law, for attendance at regular board meetings, special board meetings, executive committee meetings, special committee meetings, and conferences at a rate to be determined by board action and reviewed periodically.

### **Section 4. Other**

Other expenses incurred by Board members related to service on the GRRL Board which are not otherwise addressed in these by-laws should be pre-authorized by the Board to be eligible for reimbursement as permitted by state or federal law.

## **Article XI. Dissolution**

Upon the dissolution of Great River Regional Library, assets shall be distributed to its respective counties for a public purpose, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of GRRL is located. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

## **Article XII. Amendments**

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

## **Article XIII. Precedence**

Where these bylaws conflict with state and federal statutes or regulations, or with the library service agreement, said statutes and regulations shall have precedence.

## **Amendment History**

Adopted September 10, 1985

Amended September 10, 1996; May 11, 1999; July 13, 1999; May 9, 2000; May 13, 2003; May 9, 2006; November 10, 2009; March 15, 2011; May 10, 2011; November 15, 2011; September 16, 2014; September 15, 2015; July 18, 2017; September 18, 2018; March 15, 2022; July 18, 2023



## CENTRAL MINNESOTA LIBRARIES EXCHANGE (CMLE)

### **What is CMLE?**

Central Minnesota Libraries Exchange is one of seven Minnesota Multitype library systems created in 1979 through Minnesota Statutes 134.351-134.353.

### **What does CMLE do?**

CMLE offers services and support to public, academic, special librarians and school media center professionals/staff within twelve counties located in the central part of the state: Aitkin, Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd and Wright.

Services include coordination of training, cooperative programs, enhancing communication, providing professional grants and encouraging cooperative services.

### **Funding comes from State Library Service, MN Department of Education.**

Current annual budget: \$269,767 (increased in 2024)

In addition to this annual budget the seven multitype systems in 2024 were awarded a onetime appropriation of \$1M to be used for “activities associated with increasing the number of licensed library media specialist, including but not limited to conducting a census of licensed library media specialist currently working in MN Schools.”

**Governance:** A citizen Board governs CMLE with citizen representation from Great River Regional Library, East Central Regional Library, Academic, Special and School Libraries. (9 persons). This Board is responsible to oversee the work of the multitype in its structure (hiring a director), financial oversight, policymaking and advocacy.

**Where is CMLE?** Office and Fiscal Management located in Cambridge, MN

Currently CMLE has an agreement with East Central Regional Library which provides office space for the Interim Director and serves as the Fiscal Agent. Both the Interim Director and ECRL contracts end in June, 2024.

Interim Director was hired to work with the fiscal host on organizing and implementing clear fiscal management, establish Board meeting agendas and attend all meetings, provide bi weekly updates to all Board members on activities, represent CMLE at professional state and organizational meetings and provide professional input the future direction of CMLE.

Questions???