

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

Board of Trustees Meeting
Tuesday, May 21, 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. Adoption/Amendment of Agenda** 6:01
- 3. Approval of Minutes** – March 19, 2024, Meeting ([Requested Action – Approve](#)) pg 3 6:02
- 4. Public Open Forum** 6:03
- 5. Financials** 6:07
 - 5.1 Bills (emailed) and Addendum (on table) ([Requested Action – Approve](#))
 - 5.2 Financial Reports (emailed) ([Requested Action – Accept](#))
 - 5.3 Auditor’s Report Summary by Creative Planning (BergankKDV) (verbal) ([Requested Action – Approve](#))
 - 5.4 Current Letter of Credit Designation ([Requested Action – Approve](#)) pg 7
- 6. Consent Agenda** ([Requested Action – Approve](#)) 6:15
 - 6.1 Arts & Cultural Heritage Fund FY2022 Completion Report pg 11
 - 6.2 Arts & Cultural Heritage Fund FY2025 Application pg 19
 - 6.3 Regional Library Basic System Support FY2025 Application pg 35
 - 6.4 MNLink Server Agreement pg 43
 - 6.5 Other
- 7. Communications** 6:16
 - 7.1 Other
- 8. Presentations** 6:16
 - 8.1 Library Youth Advisory Council (verbal)
 - 8.2 Other
- 9. Staff Reports** 6:30
 - 9.1 Executive Director’s Report pg 47
 - 9.2 Management Reports pg 49
 - 9.3 Building Reports pg 57
 - 9.4 First Quarter 2024 Strategic Plan Objectives & Key Results pg 61
 - 9.5 Other
- 10. Committee Reports** 6:40
 - 10.1 Finance Committee (verbal) ([Requested Action – Approve](#))
 - 10.2 Personnel Committee (verbal) ([Requested Action – Approve](#))
 - 10.3 Fund Development Committee (verbal)
 - 10.4 Central Minnesota Libraries Exchange Board (verbal)

11. Unfinished Business	6:50
11.1 Compensation Study Update (verbal)	
11.2 Other	
12. New Business	6:55
12.1 2025 Annual Preliminary Budget & Discussion pg 69	
12.2 Other	
13. Board Open Forum	7:05
14. Next Meeting – July 16, 2024, Board of Trustees	
15. Adjournment	7:10

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 19, 2024**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Jayne Dietz on Tuesday, March 19, 2024, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Wayne Bauernschmitt, Teresa Dahl, Tim Denny, Tina Diedrick, Jayne Dietz, Lisa Fobbe, Laura Kangas, Robert Kasper, Leigh Lenzmeier, Ed Popp, Jacey Wallace

Members Excused: Zurya Anjum, Melissa Fee, Lynn Grewing

GRRL Staff Present: Cara Langston, Karen Pundsack, Jay Roos, Jami Trenam, Patricia Waletzko, Nichol Wojcik

INTRODUCTION OF NEW BOARD MEMBER & OATH OF OFFICE

Sherburne County citizen representative Laura Kangas was introduced and welcomed. The Oath of Office was administered.

ADOPTION/AMENDMENT OF AGENDA

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

APPROVAL OF MINUTES

Ed Popp made a motion to approve the January 16, 2024, Board meeting minutes as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

PUBLIC OPEN FORUM

Peter Wilson from Sartell talked about various types of censorship. He shared thoughts on book donations, which ones the library accepts, and library book waiting lists. He also commented that children should not need to see obscene items.

Duane Lavigne from Sartell expressed opposition to sexually explicit books. He stated that rules, regulations, and the Constitution are established by scriptures and read a few Bible passages. He believes the books at the library and those kids are reading are sending them to hell.

FINANCIALS

Bills

Financial Reports

Leigh Lenzmeier made a motion to approve and accept the February and March bills, March bills addendum, and January and February financial reports as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Current Letter of Credit Designation

Lisa Fobbe made a motion to approve the current letter of credit designation as presented. Seconded by Ed Popp, the motion carried unanimously.

CONSENT AGENDA**2023 Minnesota Public Library Annual Report**

The 2023 Minnesota Public Library Annual Report was passed among the Board members. Bobby Kasper made a motion to approve the report as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

COMMUNICATIONS**Eagle Bend Expansion Open House**

All Board members were invited to the Eagle Bend open house on Saturday, April 13.

PRESENTATION**Diversity, Equity & Inclusion Efforts in Monticello**

Marla Scherber informed the Board that she is a Library Services Coordinator at the Monticello Public Library and has been with GRRL almost 18 years. She said what Monticello does is nothing special; diversity, equity, and inclusion is what they do every day, as do all GRRL libraries. Below are highlights from her slide presentation:

- Special months, holidays, or people are honored with displays.
- Diverse programming is offered; the collection is promoted.
- Monticello staff connects with their Spanish community, listens to patron requests, and gathers ideas from other libraries.
- They also connect with the Monticello Diversity Team and collaborate on programs to celebrate cultural diversity.
- Examples and photos were provided of partnerships with other organizations, programs, and library displays in Monticello.

Marla thanked the Board for allowing her to come and share the library's work with them.

STAFF REPORTS**Executive Director's Report**

Executive Director Karen Pundsack received notice that GRRL is officially in compliance with pay equity. She also read a letter from The St. Cloud Reading Room Society, which supported the system of steps put in place by the GRRL Board for collection development.

Board members Wayne Bauernschmitt and Leigh Lenzmeier attended Library Legislative Day with Associate Director – Collection Development Jami Trenam and Karen. The Board was informed of developments around book banning bills and a possible bill to remove the Master of Library and Information Science (MLIS) requirement for directors of Minnesota's regional public library systems.

Management Reports

Patron Services Supervisor Cara Langston stated the Library Youth Advisory Council met yesterday and was mostly run by the teens. They want to meet again on Friday to move forward with something for presentation at the May Board meeting. The group is excited and passionate.

Jami Trenam thanked everyone involved with the reconsideration process and for discussions over the past year. The Reconsideration Panel has been working, and it is gratifying to see process play out. She also provided digital library updates.

Building Reports

Jami Trenam is helping with southern building projects during a colleague's absence. She shared that furniture has been ordered for the new Howard Lake Library, the Annandale Library is being re-carpeted, the City of Elk River is interested in future flooring and shelving replacement, and a contractor for the Buffalo Library carpeting project will be voted on by the city council.

Following a Board member comment about Cold Spring, Cara Langston mentioned that work is being done to purchase the railroad-owned corner of the parcel for the future library, and there is a fundraising committee. Also, the Long Prairie Library windows will be replaced.

COMMITTEE REPORTS

Finance Committee

Jayne Dietz reported on the February meeting:

- Ed Popp was elected as chairperson for 2024.
- The fourth quarter 2023 financial report and 2025 budget process guidelines were approved.
- The St. Cloud Public Services Director and Assistant Public Works Director presented on the lighting project at the St. Cloud Public Library. The Committee approved \$48,000 for the project.
- GRRL's annual audit is taking place this week.

Ed Popp reported on this evening's meeting:

- The Committee approved a capital automation request for Horizon migration and a compensation study consultant.
- There was discussion about the 2025 Base Budget. Staff will increase the interest revenue line to \$300,000 in an effort to lower Wright County's increase to 2 percent or less.
- The St. Michael staffing department budget request was approved, which makes the hours increase part of the annual budget.

Ed Popp made a motion to approve the Finance Committee report as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

Personnel Committee

Jacey Wallace was elected as chairperson for 2024. She reported that the Committee approved the Information Technology department position descriptions and Library Assistant pilot project.

Jacey Wallace made a motion to approve the Personnel Committee report as presented. Seconded by Al Amdahl, the motion carried unanimously.

Central Minnesota Libraries Exchange (CMLE) Board

The CMLE Board is working on scholarship distributions and possibly changing the grant amounts that can be awarded. CMLE still needs a new location. Interim Executive Director Melissa Brechon, Karen Pundsack, and Jayne Dietz met with Resource Training & Solutions to discuss options. Melissa agreed to be part of a CMLE advisory board after her contract expires on June 30, 2024.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

GRRL Signatory Agreement Review

The GRRL Signatory Agreement is reviewed every three years. After brief discussion, no changes were suggested.

Grant Application Pre-Approval Request

Staff listening sessions were held at the St. Cloud Library (SCPL) following the parking lot security incident in February. Karen Pundsack stated that the need for a social worker in the library was heard from staff and gave examples from recent situations. She also learned about the need to develop social workers in our community. Given a current grant opportunity, Board pre-approval was requested for staff to submit an application to develop a possible social worker internship at SCPL.

Tina Diedrick asked if staff have been able to receive the assistance needed to process the SCPL security incident. Karen replied with action steps taken so far, including the crisis counselor from Sand Creek EAP who was available for staff appointments on March 11. Trauma-informed training for supervisors will be in May, and additional training may be incorporated at All Staff Day.

Significant discussion took place with many Board member questions and comments. Lisa Fobbe made a motion to pre-approve the grant application submission. Seconded by Ed Popp, the motion carried unanimously.

Memoranda of Agreement – Juneteenth and Automobile Usage

Library Services Coordinator Unit

General Unit

The Library Services Coordinator and General units voted to approve the Holidays and Automobile Usage agreements last week.

Ed Popp made a motion to approve the agreements for both units as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

BOARD OPEN FORUM

Jayne Dietz thanked Laura Kangas for joining the GRRL Board. Tina Diedrick shared that she is going to help shelve books in Annandale and reminded Board members to be sure to respect diversity as well as those that do not agree with you. Lisa Fobbe commented on the election to fill Representative Kurt Daudt’s vacated seat.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, May 21, 2024.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 7:21 p.m.

Jayne Dietz, President

Melissa Fee, Secretary



LETTER OF CREDIT NO. 2234-12889

Effective Date: May 08, 2024

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. 2234-12889 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 \$650,000.00 ("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@fhldm.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 June 10, 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: 

~~Head~~ Risk, Money Desk and Cash Analyst May 08, 2024
~~Title~~

Effective Date: May 08, 2024

LETTER OF CREDIT NO. 2234-12889

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. 2234-12889 (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: _____



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System, State Fiscal Year (SFY) 2022 Completion Report - Executive Summary Form

A report on projects paid for with SFY21 (July 1, 2021–June 30, 2022) ACHF funds

A completed Executive Summary Form includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY22
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Interim Progress Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Great River Regional Library

Summary Data:

Total number of projects: **212**

Total number of programs and/or events (if different than total number of projects): **n/a**

Total attendance/participation: **13,196**

Total number of partnerships: **89**

Total value of in-kind contributions: **n/a**

Total administrative costs: **n/a**

Total FTE hours: **n/a**

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2022 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

In early 2023, Great River Regional Library (GRRL) staff worked with Springboard for the Arts staff to complete a Request for Qualifications (RFQ) to add more “tools” to the Ready Go Art roster that would fulfill the requirements of Arts & Cultural Heritage Funding for libraries and other community events. Artists were asked to submit qualifications to Springboard for the Arts and two were selected and developed their events with the help of representatives from both organizations. The artists selected were Terrell X with his Collaboratory Outdoor Music Deck, a traveling stage for learning about human beatboxing and music mixing, and Nicole Rojas-Oltmanns and Monica Rojas with Art Book Circle, a way to explore the artistic

themes in books with hands-on projects and a deeper look at the artists' techniques and methods. Test events took place in the summer of 2023, with both The Collaboratory Outdoor Music Deck and Art Book Circle. Final events took place in the fall of 2023. A total of 116 attendees helped us try out Art Book Circle and 106 attended events for the Collaboratory Outdoor Music Deck. GRRL plans to work with both artists again in the summer of 2024.



Children participate in the Art Book Circle test event at the St. Michael Public Library, summer 2023.



Artist Monica Cavanaugh Rojas interacts with a parent and children at the Art Book Circle event.



Participants at The Collaboratory Outdoor Music Deck at the Pierz Library, summer 2023.



Children get some one-on-one instruction with Terrell X on The Collaboratory Outdoor Music Deck at Pierz Library.

The Dollipops toured 30 libraries in the summer of 2023 with FY2022 funds. The event help kick off the Summer Reading Program for children, with high-energy music. There were 1,271 attendees at 30 events.



Children perform and sing along at the Dollipops concert for the Belgrade Public Library, summer 2023.

GRRRL worked with Cow Tipping Press and local partner WACOSA to bring writing classes for individuals with intellectual and developmental disabilities to our region. Two writing class series took place at the St. Cloud Public Library in 2023, with about 10 students in each six-week long class, culminating in a final book launch event at the end of each series. Writers each got a copy of their published work in the form of a book made by Cow Tipping Press, and copies are in the Great River Regional Library collection for checkout.



Full room for the Cow Tipping Press book launch event at the St. Cloud Public Library, summer 2023.



One of the writers reading his work at the Cow Tipping Press book launch event in summer 2023.

Signatures:

Signature _____

Printed Name **Karen Pundsack**

Regional Library System Administrator

Date **May 21, 2024**

Signature _____

Printed Name **Beth Ringsmuth Stolpman**

Report preparer (if not Regional Library System Administrator)

Date **May 21, 2024**

title	field_parent_project	body	field_appropriation_year	field_citation	field_funding_amount	field_measurable_proposed	field_measurable
							Branch staff planned various events based on local interest, including art workshops with local artists, author visits and history presentations, concerts, and other performing arts for all ages. Feedback is included for the report in the three categories below.
							Feedback from patrons
							Authors/literary arts & history - after June 30, 2023
							"Wonderful history. Funny, interesting." "Great stories about state parks." "Learned about MN state parks." "Remarkable and attractive, motivating, and inspiring overview of Minnesota." "Learned about symbolism in gravestones, cemeteries--history. Very easy to listen to speaker, stories, some jokes." "So many places to see in MN that I haven't been to." "I need to explore Minnesota more. Learned about a lot of interesting place to visit." "[Learned] a lot about the states, cities ethnicity and immigrants." "More appreciation for what our ancestors went through." "It was interesting to hear about the history behind all the landmarks. It helped me to appreciate various places in Minnesota."
							"Gave me the urge to go on the road." "[Learned much more detail than previous known of Nazi horrors." "[Learned] different authors have various and differing processes. Great humor, down to earth! Great presentation." "Great program with lots of hands-on experience." "Very informative and fun, loved how interactive it was."
Branch-planned ACHF events	Great River Regional Library ACHF Grant SFY 2021-SFY 2022	Branch staff planned various events based on local interest, including art workshops with local artists, author visits and history presentations, concerts, and performing arts for all ages. Feedback is included for the report in the three categories below.	2022	Minnesota Session Laws - 2021, 1st Special Session, Chapter 1, Article 4, Sec 2, Subd 5(a)	\$82,725.67	Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude]. Attendees are asked "If it was an educational program, please identify one thing you learned at this program" and "If it was an entertainment program, was your life enriched because of the program? If so, how?"	Art events and workshops - after June 30, 2023 "Let kids express their imagination." "My children really enjoyed creating! We loved this event!" "Fun class--I learned about water color painting." "[Learned how to make a snowy effect by sprinkling salt on watercolor that is wet. Always wanted to learn about watercolor painting. So glad for this opportunity. Grateful it was free too. Art brings joy to life. More watercolor and art classes!" "[Learned] how to be gracious with myself, relax and and enjoy." "Learned how to make mosaic art with a practical application--will use coasters at all. This was also fun and entertaining. I can do it again with friends." "Mosaic projects are relaxing. Art is important for balance." "I learned how to let loose and be creative." "Love that everyone does art and it turns out different!" "We enjoyed being creative and talking about/trying different techniques." "Peace, relaxation, and fun."
							Performing arts - after June 30, 2023
							"The kids were very entertained and excited." "Good respite from a busy day. Great show!" "It was funny. Kid says a 10/10." "Great to have kids involved." "[Learned] how to be a good friend. Made [the] whole family laugh. Loved it!" "Super cute and loved the message for kiddos." "Very entertaining. Great music." "Fun, relaxing, info about instruments." "We did learn about the hammered dulcimer! Music cheers us all." "Brought back many musical memories. Saw friends I don't see very often." "Bonding time with my son and friends." "Interactive for all ages and engaging for all. It was nice that it was short." "It was a great show. So funny!" "I grinned a lot." "I learned a couple new songs to sing with my little ones. It always helps to learn new songs. Keep the Legacy money coming!"

title	field_parent_project	body	field_appropriation_year	field_citation	field_funding_amount	field_measurable_proposed	field_measurable
							Authors/literary arts & history - after June 30, 2023 Minnesota author/photographer Doug Ohman toured throughout the year.
							"Good history, good humor, great storyteller." "Humorous--how we are all part of the community--this needs to continue." "Great personal stories--very human touch. Fantastic speaker! Well presented--great information." "Learned a lot, thanks." "Never heard about this in school. This was excellent!" "Learned some family history." "[Learned] many things about our ancestors coming to American. [Gave me] more appreciation for what our ancestors went through." "Great personal stories. Very human touch. Fantastic speaker!" "It was interesting to hear about the history behind the landmarks. It helped me appreciate various places in Minnesota." "Learned unique Minnesota history." "Remarkable and attractive, motivating and inspiring overview of Minnesota."
		Libraries hosted Mark Rivard, a skateboard artist in January and February. Minnesota author/photographer Doug Ohman toured libraries throughout the year. The Springboard for the Art/Ready Go Art collaboration led to two series of test events/final events with selected art tools Art Book Circle and the Collaboratory Outdoor Music Deck. Also, GRRL partnered with the St. Cloud Community and Technical College to bring the Page Foundation TESTIFY photography exhibit in the fall. Musicians Julie Johnson and Chris Ward toured in the late fall into December.		Minnesota Session Laws - 2021, 1st Special Session, Chapter 1, Article 4, Sec 2, Subd 5(a)	\$126,155.74	Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude]. Attendees are asked "If it was an educational program, please identify one thing you learned at this program" and "If it was an entertainment program, was your life enriched because of the program? If so, how?"	Art workshops - after June 30, 2023 Libraries hosted test events and final events selected art tools Art Book Circle and the Collaboratory Outdoor Music Deck from GRRL's collaboration with Springboard for the Art/Ready Go Art. Artists were given feedback about their mobile art tools after the test events to adjust them for the final events and were added to the Ready Go Art roster of artists. We also had a mini tour with Ready Go Art's Tiny School of Art & Design. "My children really enjoyed creating! We loved this event." "I had fun and learned a new way to make art! Fun, it didn't feel structured. Very nice!" "[Learned] how to use watercolor markers. Art always makes life better. Awesome event!" "My children really enjoyed creating!" "Just a fun time for family. Very interesting to learn and entertaining." "Was fun to watch. Kids enjoyed it." "Kids learned music counting, how to control body for sounds. . .and stage presence--confidence." "[Learned] how to make some classic beatbox sounds, a bit about rhythm. So fun to see kids involved!" "[Learned] about a new book [and the] way to do scratch art." "Learned more on how to draw. Was cool to do. Wonderful time and very positive on creating art."
Regionally-planned ACHF events	Great River Regional Library ACHF Grant SFY 2021-SFY 2022		2022				Performing arts - after June 30, 2024 Performers included children's musicians the Dollipops and musician Julie Johnson. "They gave a little history story with each song. It was very entertaining. Good musicians and storytellers." "Brightened my afternoon!" "I loved listening to the stories behind each song. They were so upbeat and enjoyable. Thank you for having this fun duo." "Loved the stories about early MN. Fun to hear original music. We all need to know our early history." "Fun toe-tapping music played by a variety of mandolins." "Interesting Minnesota history!" "I enjoyed the music and stories." "[Learned about] when roads were built--way back in the olden days. Great music." "Positive, enthusiastic and family-friendly activity." "Fun, well prepared. Talented singers." "Very fun and uplifting. Great energy for kids!" "Mood booster."



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

The regional library system named below applies for funds as authorized and provided for in [Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5](#).

A completed application, due May 31, 2024 at 5 p.m., includes:

- This narrative form including assurances with signature(s) (PDF)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name: Great River Regional Library

Address: 1300 West Saint Germain, Saint Cloud, MN 56301

Regional Library System Administrator Name: Karen Pundsack

Phone: 320-650-2512

Email: karenp@grrl.lib.mn.us

ACHF program coordinator name: Beth Ringsmuth Stolpman

Phone:

Email: bethr@grrl.lib.mn.us

Regional Library System Finance Manager: Amy Anderson

Phone:

Email: amya@grrl.lib.mn.us

Regional library system UEI Number: K869RN4FKEP3

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Chair, Regional Library System Governing Board

Regional Library System Administrator

Signature_____

Signature_____

Printed Name Jayne Dietz

Printed Name Karen Pundsack

Date May 21, 2024

Date May 21, 2024

ARTS AND CULTURAL HERITAGE FUND Regional Library System Grant Program Assurances

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

1. Use of Funds

Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of [Minnesota Rules, chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2. Terms of Acceptance

These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes 2021, [section 16B.97 Grants Management](#) and [section 16B.98 Grants Management](#) Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award

Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3. Grant Agreement Components

The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under [Minnesota Statutes, section 16B.97](#) except when superseded by specific instructions contained herein.

4. Payments

Payments will be distributed in ten equal payments beginning in fall 2024.

5. Program Reporting

Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

- a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2024 are due to MDE by September 30 of each year of the grant.
- b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2025 allocation, or by June 30, 2026, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.
- c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2025 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6. Financial Reporting

Financial Reporting Forms summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

- a) Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2024 – December 31, 2024	January 31, 2025
January 1, 2025 – March 31, 2025	April 30, 2025

Time period	Due date
April 1, 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – September 30, 2025	October 30, 2025
October 1, 2025 – December 31, 2025	February 1, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026	July 30, 2026

- b) The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7. Budget Revisions

The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8. Continuation of Future Funding

Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2024 ACHF funds.

9. Discontinuation of Participation

If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. ([Minn. R. 3530.0200, subp. 4, C](#) (2013))

10. Cancellation

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee’s program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a

pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.

- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11. Conditions of Payment

- a) The Grantee must comply with the [Minnesota Constitution, article XI, section 15](#), and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) Payments to individuals: The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12. Amendments

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13. Civil Rights Act

The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations ([Minn. R. 3530.0200, subp. 4, D](#) (2013)).

14. Internet Safety

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 489, article 6, section 27\(a\)](#) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 492, article 1, section 49.5A](#), and has adopted a policy to prohibit library users from using the

library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of [Minnesota Statutes 2021, section 617.241](#).

15. Audits

An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year ([Minn. R. 3530.1200 \(2013\)](#)).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date (Minn. Stat. 16B.98, subd. 8 (2021)).

State and Federal Audits

The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. [Minnesota Statutes 2021, section 16C.05, subdivision 5](#) requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under [Minnesota Statutes 2021, section 16B.98, subdivision 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records

The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16. Subgrantees/Subcontractor/Consultant Services

If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of [Minnesota Statutes 2021, section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2021, section 177.41 through 177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18. Use of Works and Documents

Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19. Publicity

Any publicity regarding the subject matter of this grant contract must comply with [Laws of Minnesota 2011, 1st Spec. Sess., chapter 6, article 5, section 5](#) which amended [Minnesota Statutes 2021, section 129D.17, subdivision 2\(g\)](#) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21. Government Data Practices

The Grantee and the State must comply with [Minnesota Statutes 2021, section 13 Government Data Practices](#) as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of [Minnesota Statutes 2021, section 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22. Data Disclosure

Under [Minnesota Statutes 2021, section 270C.65](#) and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23. Worker's Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes 2021, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

26. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of

- embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
 4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

27. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

28. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

29. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

30. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Minnesota Statutes Chapter 363A. Human Rights](#)

31. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

32. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

33. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes, section 201.162](#), Duties of State Agencies for the complete statute.

34. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

35. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

36. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

37. Contracting – Nongovernmental Entities

Pursuant to Minnesota Statute 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

38. Evidence-Based Education Grant Report

[Minnesota statute 127A.20](#) requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to section [3.195](#).

39. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- f. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the OGAN, other award document and relevant legislation.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

7. Please describe how your regional library system anticipates using its state fiscal year 2025 ACHF allocation to achieve the goals of the ACHF legislation, which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

8. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes

No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used: GRRL uses some ACHF funds (up to 2.5%) to offset time spent by administrative staff on activities related to offering these events/projects, including advertising/promotion creation, accounting, and planning time.

9. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes

No

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

10. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the Legislative Guide. These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the Legacy website. Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF Legislative Guide.

GRRL provides surveys at every program/event, which ask specific question to gather attendees' changes in attitude, behavior, knowledge, etc. because of Arts & Cultural Heritage programs; feedback

is reviewed regularly and compiled in both the interim progress report and final report for ACHF. GRRL administrative staff also review program plans developed by branch staff to ensure they meet the expected outcomes of the funding.

11. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Thank you for completing the FY2025 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**
State Fiscal Year 2025 (July 1, 2024-June 30, 2025)



Regional library system name: Great River Regional Library

Full-time equivalents (FTE) funded with ACHF : 0

Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF.

Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY25 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Administration (2.5%)	\$5,477.21	
Other (auto sums from info entered below)	\$213,611.21	
TOTAL	\$219,088.42	

Other estimated expenses (will be included above)	FY25 Estimated Expenditures	Notes
Contracted services	\$207,611.21	
Personnel	\$6,000.00	
Subgrants	\$0.00	
<i>(Other--please specify; insert rows as needed)</i>	\$0.00	
Total Other	\$213,611.21	



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2025 (July 1, 2024 – June 30, 2025) Application

A. Applicant Information

1. Regional public library system name and address:

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

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

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

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

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

4. Number of FTE staff paid with RLBSS funds: 36.57

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

- Organizational agreement(s) that are new or have been updated since the last application are attached.
- There are no updates to organizational agreements.

6. Strategic Plan:

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

7. Proposed Program Activities:

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

At a Glance – Please summarize your plans for State FY2025 in a few sentences:

Briefly describe the programs that will take place during FY2025, using the format below.

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

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

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

Activity: Resource sharing throughout the six-county region

GRRL Strategic Priority: Literacy

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

GRRL Strategic Priority: Access

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

GRRL Strategic Priority: Library Awareness

- Goal 1: Expand awareness of the library’s role in the community.
 - Objective 1: Increase targeted advertising to reach a wider audience.
 - Objective 2: Increase awareness of digital tools.
 - Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board.
- Goal 2: Develop partnerships and collaboration with community organizations.
 - Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.
 - Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.
 - Objective 3: Increase presentations about library services to share information and gather feedback.

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

GRRL Strategic Priority: Operational Excellence

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

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

GRRL Strategic Priority: Operational Excellence

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

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2024, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

		2023	
		Dollar Amount	
		Provided for	
Name of Participating Governmental Unit		OPERATING Purposes	
<u>GRRL Signatories:</u>			
Benton County		\$	555,284.00
Morrison County		\$	525,918.00
Sherburne County		\$	1,458,405.00
Stearns County		\$	2,368,582.00
Todd County		\$	356,739.00
Wright County		\$	2,336,022.00
<u>GRRL cities with supplemental levy:</u>			
City of Buffalo		\$	78,772.46
City of Elk River		\$	111,337.10
City of St. Cloud		\$	406,789.94
<u>GRRL cities without a supplemental levy, but a separate library line item in budget:</u>			
City of Big Lake		\$	30,297.00
City of Cold Spring		\$	929.00
City of Delano		\$	886.16
City of Eagle Bend		\$	225.21
City of Little Falls		\$	47,671.21
City of Monticello		\$	41,746.55
City of Paynesville		\$	159.00
City of Waite Park		\$	2,298.33
<u>GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:</u>			
City of Foley		\$	1,000.00
City of Sauk Centre		\$	29,452.25
City of Staples		\$	24,809.03

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

NA

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

NA

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

Remodel: Eagle Bend Public Library, 127 E. Main Box 238 Eagle Bend, MN 56446

B. Assurances

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

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

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

Signature:

Printed Name: Jayne Dietz

Chair, System Governing Board

Date: May 21, 2024

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

Signature:

Printed Name: Karen Pundsack

Regional Public Library System Administrator

Date: May 21, 2024

D. Attachments and Due Date

- FY 2025 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Sunday, June 30, 2024**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

Regional Library System Name: Great River Regional Library		
State Fiscal Year 2025		
Proposed Budget		
		Amount
Personnel Expenses		
	Salaries and Wages	\$1,891,103
	Benefits	
	Staff Development, Tuition and Other Reimbursements	
	Total Personnel	\$1,891,103
	Total FTE Supported	36.57
Operating Expenses		
	Telephone (voice and data)	
	Telecommunications	
	Computer Software and Software Licensing	
	Other Technology Equipment	
	Printing and Copying	
	Postage and Delivery	
	Travel and Mileage	
	Rent	
	Operating Leases or Rentals	
	Utility Services	
	Repairs and Maintenance Services	
	Insurance	
	Dues and Memberships	
	Audit	
	Board expenses, including per diem	
	Materials and Supplies	
	Other (please specify)	
	Total Operating Expenses	\$0
Program Expenses		
	Consulting Fees/Fees for Services	
	Services Purchased from Other MN Joint Powers Agencies	
	Automation System	
	Delivery	
	Vehicles	
	Equipment	
	Travel and Mileage	
	Scholarships/Direct Member support	
	Library Materials and Collections	
	Communications and Marketing	
	Staff Development	
	Materials and Supplies	
	Workshops and Events	
	Other Contracted services	
	Food and Beverages	
	Other (please specify)	
	Total Program Expenses	\$0
	Total Anticipated State Aid Expenditures	\$1,891,103

MNLINK AGREEMENT

July 1, 2024 through June 30, 2029

This MNLINK Library Agreement is between the State of Minnesota, acting through its Minitex Information Network (Minitex), having its principal place of business at the University of Minnesota, Wilson Library, Room 60, 309 19th Avenue South, Minneapolis, MN 55455-0439, and Great River Regional Library, 1300 West Saint Germain Street, Saint Cloud, MN 56301 (“Organization”). This Agreement is effective July 1, 2024 through June 30, 2029. Organization and Minitex are collectively referred to herein as “Parties” in singular or plural usage, as required by context.

Definitions:

Minitex means an Information and Resource Sharing program of the State of Minnesota acting through its Minnesota Office of Higher Education and the University of Minnesota Libraries.

MNLINK means a statewide discovery and interlibrary loan system that links Minnesota’s rich library resources. It allows patrons to place interlibrary loans for materials and to access electronic content.

MNLINK Library means Organizations that meet established criteria and allow their materials to be accessible for interlibrary loan.

Organization means the library organization, city, county or other entity that is a party to this Agreement and operates the MNLINK service, which is the subject of this Agreement.

1) Organization Obligations upon designation as MNLINK Library:

- Conforms to MNLINK Membership and Technology requirements.
- Manages the workflow for interlibrary loan borrowing and lending requests, including lending of materials included on the library’s catalog to patrons authenticated by MNLINK, subject to:
 - Statewide interlibrary loan policies and procedures established by Minitex and the Department of Education, State Library Services;
 - Such restrictions as the library may place on the loan of materials consistent with established policies and practices
- Appointment of a member to the MNLINK Operations Committee and any similar groups that may be established.
- If the Organization cannot meet their responsibilities, such as not lending materials through the MNLINK site, not uploading records, or not providing Z39.50 and NCIP access to their local system, the Minitex Associate Director will reach out to help address the issue. If the Organization is unable or unwilling to continue to meet MNLINK requirements, the library may be removed from the MNLINK service
- The Organization is expected to have staff to support library operations, engage with the Minitex resource sharing program, and support both borrowing and lending services.

2) Minitex obligations:

- Administer the MNLINK discovery and interlibrary loan system for the benefit of all participating libraries.

- Contract with vendor for hosting of the MNLINK discovery and interlibrary loan system following University of Minnesota purchasing procedures.
- Management of search of electronic resources available through the Minitex network.
- Management of authenticated patron placement of interlibrary loan requests via MNLINK for materials of other participating MNLINK libraries subject to:
 - Statewide interlibrary loan policies and procedures established by Minitex and the Department of Education, State Library Services;
 - Such restrictions as the library may place on the loan of materials consistent with established policies and practices
- Establishment of the MNLINK Operations Committee and any similar groups that may be required.
- Consultation with the MNLINK Operations Committee prior to adopting any new policies or procedures.
- Work with the vendor/s providing the MNLINK software to implement enhancements, bug fixes and general improvements.
- Provide training to all MNLINK member library staff on a regularly scheduled basis. Provide options for training on an as needed basis for new staff.

3) Default

If Organization fails to maintain its MNLINK obligations under this Agreement, Minitex may consider Organization to be in default, unless such failure has been caused by an unforeseeable event, outside of Organization's reasonable control. Minitex agrees to give Organization written notice of such default. Organization will have ten (10) days from the receipt of such notice to provide a plan of action that is acceptable to Minitex to cure the default.

If Organization fails to meet its obligations, Minitex may consider Organization to be in default, unless such failure has been caused by an unforeseeable event, outside of Organization's reasonable control. Minitex will work with Organization to help address the issue. If the issue is not addressed within sixty (60) days, Minitex agrees to give Organization written notice of such default. Organization will have thirty (30) days from the receipt of such notice to provide a plan of action that is acceptable to Minitex to cure the default.

4) Term and Termination

This Agreement shall be effective on July 1, 2024 and shall expire on June 30, 2029, unless earlier terminated. Either Party may terminate this Agreement upon sixty (60) calendar day's written notice to the other Party.

Neither party will incur additional financial obligations pursuant to this Agreement upon receipt of notice of termination or giving notice of termination.

5) Audit Rights

As required by Minn. Statutes Section 16.05, Subd. 5, the Organization shall maintain books, records, and documents that are relevant to the performance of this Agreement. Such books, records and documents of Organization as well as its accounting procedures and practices that are relevant to the performance of this Agreement, shall be subject to the examination and audit of the University and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of six (6) years from the end of this contract.

6) Government Data Practices Act

Each party will comply with the Minnesota Government Data Practices Act as it applies to all data provided by the University and as it applies to all data created, gathered, generated or acquired in accordance with this Agreement.

7) Assignability

This Agreement may not be assigned by either party without the prior written consent of the other party.

8) Disputes

- a) **Dispute Resolution.** The parties will attempt to settle any claim or controversy arising from this Agreement through consultation and negotiation in good faith and a spirit of cooperation. If those attempts fail, the dispute will be mediated by a mediator chosen jointly by Organization and University within thirty (30) calendar days after notice by one of the parties demanding non-binding mediation. Neither party may unreasonably withhold consent to the selection of a mediator. Subject to available funding, Organization and University will share the cost of mediation equally. The parties may by mutual agreement complete some specified but limited discovery about the dispute. The parties may also replace mediation with some other form of non-binding Alternate Dispute Resolution (ADR) procedure. Nothing in this section shall prevent University from terminating this Agreement for a material breach or for convenience.
- b) **Unresolved Disputes.** Any dispute that cannot be resolved between the parties through negotiation or mediation within two (2) months after the date of the initial demand for non-binding mediation may then be submitted by either party to Minnesota District Court in the Fourth judicial district or to the United States District Court for the District of Minnesota for matters otherwise within its jurisdiction. Each party consents to jurisdiction over it by such a court. The use of any ADR procedures will not be considered under the doctrine of laches, waiver, or estoppels to affect adversely the rights of either party. Either party may resort to the judicial proceedings described in this paragraph prior to the expiration of the two-month ADR period if: (a) good faith efforts to attempt resolution of the dispute under these procedures have been unsuccessful or (b) interim relief from the court is necessary to prevent serious and irreparable injury to such party or any of its affiliates, agents, employees, customers, suppliers, or subcontractors.
- c) **Performance While Dispute is Pending.** Notwithstanding the existence of a dispute, the parties shall continue without delay to carry out all of their responsibilities under this Agreement, which are not affected by the dispute. If a party fails to continue without delay to perform its responsibilities under this Agreement, in the accomplishment of all undisputed work, any additional costs incurred by the other parties as a result of such failure to proceed shall be borne by the responsible party.

9) Indemnification

Subject to the Minnesota Tort Claims Act, in the performance of this Agreement by the Organization, each party will be solely responsible for any claims or causes of action to the extent caused by Organizations.

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the other party’s sole negligence. Each party will notify the other promptly upon having reason to believe a claim or cause of action has been, or is likely to be made, against the responsible party. The responsible party will defend or settle the claim or action at its expense, and the non-responsible party will fully cooperate in such defense or settlement. The responsible party will make no settlement that may affect the non-responsible party’s operations without the non-responsible party’s express, written permission.

10) Entire Agreement

This Agreement constitutes the entire agreement of the parties regarding the subject matter of this Agreement and supersedes all previous negotiations, representations, agreements and understandings, whether written or oral, between the parties relating to such subject matter. This Agreement between the parties shall be independent of and have no effect upon any other contracts of either party.

Organization:

The Organization certifies that the appropriate person(s) has/(have) executed the Agreement on behalf of the Organization as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____ Date: _____

By: _____

Title: _____ Date: _____

Minitex:

By: _____
(Minitex Director)

Title: _____ Date: _____

Executive Director Report May 2024

Leadership Support Team (LST)

LST has continued to meet more often to coordinate the many projects happening this year. The MNLINK transition, building and carpeting projects are taking significant time from multiple departments.

The team also spent time discussing how best to move forward with what we have learned from the recent security incidents in St. Cloud and the threats that happened in other libraries earlier this year. St. Cloud staff shared thoughts in listening sessions held as follow-up to the recent parking lot shooting. Safety & Wellness Team also received staff suggestions related to this. They will begin work on updating safety procedure manuals. We also offered trauma-informed training for supervisors in May.

Breanne Fruth, Communications & Development Coordinator, shared updates to the External Communication Plan. This document helps to unify messaging across departments. We are also looking into what we can do to improve document control. We aim to make procedures and forms more consistent across the region and make sure old information is archived.

We also discussed *Strengthsfinder* and how it could be applied at GRRL. Brandi Canter, Lead Patron Services Supervisor, discussed insights from a book on organizational leadership. Jami Trenam, Associate Director – Collection Development, shared highlights from the Public Library Association conference.

LST also reviewed first quarter 2024 key metrics and strategic plan progress. We continue to see year-over-year increases in borrower numbers, but they have not yet reach pre-pandemic levels in most libraries. Only Big Lake, Howard Lake, Kimball, Melrose, Richmond, Royalton, St. Michael and Sartell have the same or more borrowers than first quarter 2020. Physical circulation is down a little regionally compared with last year (-4.3 percent); twelve libraries have slight increases in circulation. The Digital Library continues to see strong growth (25.4 percent).

County Presentations

Over the past two months, I presented annual library activities at all six county boards. Library Services Coordinators Cathy Perish, Amanda Wehrspann, Margot Barry, Hilary Dawson, Shelly Kuelbs, Carla Asfeld, Marisa George, Terri Deal-Hansen and Amanda Jones presented with me in their respective counties. It is a great opportunity to raise awareness of library services and answer questions from our county commissioners. Local media also covered many of these presentations.

Council of Regional Public Library System Administrations (CRPLSA)

I attended the CRPLSA meeting at Metropolitan Library Service Agency (MELSA) at the beginning of April. We met with Director of State Library Services Tami Lee, Minitex Director Maggie Snow and MLA lobbyist Sam Walseth. Two regional systems are seeking new directors. Northwest Regional Library has appointed Megan Lysford as interim director. Scott Vrieze retired from MELSA this month. The MELSA director MLIS educational requirements are a topic this legislative session. After there is clarity on this issue, I would expect their director search to begin. Susan Marschalk of Strategic Consulting and Coaching has been appointed as interim director.

Highlighted Executive Director Activities since March Board Meeting

March 20 – LST Board follow-up meeting, CMLE board meeting
March 22 – Youth Advisory Council meeting
March 26 – 1:1 orientation with TS Librarian Lorie Wuolu
March 27 – CRPLSA FY25 budget meeting
March 28 – LST meeting, HRIS demo
April 1 – Meeting with Stearns County Human Services
April 2 – Todd County presentation with LSCs Cathy Perish and Amanda Wehrspann, Sherburne County presentation with LSCs Margot Barry and Hilary Dawson
April 3 – Fund Development Committee, HRIS demo
April 4-5 – CRPLSA meeting in South St. Paul
April 8 – Career Solutions Program Committee meeting
April 9 – Wright County presentation
April 11 – LST meeting, Stearns County Human Services Advisory Board, St. Cloud Reading Room Society
April 13 – Eagle Bend open house, Dine & Dialogue at St. Cloud Public Library
April 16 – Benton County presentation
April 17 – LST meeting
April 19 – Staff small group meeting in St. Cloud with AD-HR Nichol Wojcik
April 24 – Meet at Albany library with MCIT insurance adjuster and Albany City Administrator Gary Winkels
April 25 – LST meeting, Staffing work group
April 26 – Public Libraries Division Day training online
April 30 – Staff small group meetings in Sauk Centre and St. Cloud with AD-HR Nichol Wojcik
May 1 – HRIS demo
May 2 – Create CommUNITY Advisory board
May 3 – St. Cloud Chamber Connection, Youth Advisory Council meeting
May 6 – Meeting with Fund Development Committee member Joanne Kudrna
May 7 – Supervisor training
May 8 – Organization Orientation presentations
May 9 – LST meeting, Stearns County Human Services Advisory Council
May 10 – CRPLSA bylaws meeting, Extended Access site visit in Becker
May 13 – Youth Advisory Council meeting
May 15 – MCIT training, Donor Appreciation event
May 17 – Meeting with LSC Marla Scherber and Minitex director Maggie Snow

Management Reports May 2024

Amy Anderson
Associate Director – Accounting

Accounting

The 2023 annual audit is completed. Creative Planning (formerly BerganKDV) representatives will present at the May Board meeting. The Accounting department continues to carry the material weakness finding regarding separation of duties. This finding indicates that the number of Accounting department staff is fewer than is recommended for risk aversion. To offset this finding, the Executive Director reviews and signs off on the monthly bank reconciliations. Also, bill payments are included with the monthly financials.

Investments

On April 30, the current savings rate for MAGIC liquid was 5.30 percent. Seventeen certificate maturities remain in 2024. This aligns with the strategic plan objective to maximize library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Royal Business Bank, CA	03/15/2024	\$236,000.00	5.34%	\$12,956.40
Cibc, IL	03/18/2024	\$240,000.00	5.20%	\$ 9,568.44
Tab Bank, UT	04/18/2024	\$237,000.00	5.10%	\$12,205.50
First Mid Bank, IL	03/26/2024	\$237,000.00	5.26%	\$12,821.70
First Internet Bank, IN	04/30/2024	\$236,000.00	5.34%	\$12,963.48

Purchased and Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Solera National Bank, CO	04/07/2025	\$237,000.00	5.10%	\$12,510.68
Texas Heritage Bank, TX	04/17/2025	\$237,000.00	5.05%	\$12,391.53
Gbc International Bank, CA	10/02/2025	\$232,000.00	5.05%	\$17,666.96
Maplemark Bank, TX	10/12/2025	\$232,000.00	5.05%	\$17,666.96
Cibm Bank, WI	04/21/2025	\$237,000.00	5.13%	\$12,616.45
Crossfirst Bank, KS	01/27/2025	\$239,000.00	5.20%	\$ 9,528.57

Letter of Credit

GRRL holds Letters of Credit No. 2234-12603 and 2234-12697 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for \$700,000 and \$50,000, dated April 5 and April 18, 2024.

Jeannette Burkhardt
Patron Services Supervisor

Staffing

Recruitment and hiring continues throughout the southern branches of the region. Openings remain in Cokato/Howard Lake, Delano, Rockford, St. Michael, Annandale/Kimball, Becker/Big Lake and Buffalo.

The pilot floating Library Assistant positions for the northern and southern branches have been filled. Patron Services Supervisor (PSS) Cara Langston and I have been working to put together schedules and

training for this new position. The goal of this position is to help staff the desks when regular library staff is out for an extended period and to help, from a more regional perspective, manage the collection at the local level.

Extended Access Pilot Project

Executive Director Karen Pundsack, Associate Director – Information Technology Jay Roos, Library Services Coordinator (LSC) Hilary Dawson and I met with a representative from Bibliotheca to explore the feasibility of using Open+ at the Becker Library to extend open hours. The Becker Library is in a shared facility with the Becker Community Center. The Community Center is open from 5 a.m. to 9 p.m. Monday through Friday, 8 a.m. to 8 p.m. Saturday and 12 to 6 p.m. on Sunday (except during the summer). The Open+ platform has the potential to allow patrons to access the Becker Library during the hours the Community Center is open to the community.

Staffing Work Group

The Staffing Work Group started assessing staffing across the region in February, and that work is continuing. One of our tasks is updating the staffing calculator. The staffing calculator is the tool used to help determine what staffing levels should be in each position of the library. This tool has been in place since 2010 when the GRRL Board approved it.

In 2022 and 2023, the staffing calculator was used to determine total staffing needs. As job applicants decreased, we moved to posting library aide positions as library assistant positions with fewer hours. One of the next steps for the work group is to evaluate how this shift has affected staff retention levels.

Monticello Literacy Initiative

The Monticello School District has put together a reading initiative called “Monticello Rally to Read” which was featured in the *Star Tribune* on April 7. LSC Marla Scherber was invited to participate in this initiative. The first meeting was held on February 15. The goal of the community-wide initiative is to ensure every child reads proficiently by third grade. Marla has been active in sharing what programs, handouts and materials the library already has in place to help parents, caregivers and teachers with this initiative. For example, she shared the Early Literacy Calendar put together by one of our Patron Services Librarians. The ECFE and Head Start directors were ecstatic to see this piece and requested it be sent to them on a monthly basis to share with their families. Head Start also wanted more information about 1,000 Books Before Kindergarten to share with their families.

Summer Reading Challenge

All libraries are gearing up for the Summer Reading Challenge (SRC). Many LSCs have arranged visits to local schools to talk about the challenge and others are putting together videos for teachers to use in their classrooms to inform students of the reading opportunities available at the local libraries. Other outreach opportunities with the local schools are also taking place.

Buffalo LSC Katie Teesdale was approached at an outreach event by a seventh grade student who asked what the library table was all about. She explained that she was from the library down by the lake, asked if the student had a library card and if he knew about the SRC. When the student replied “no”, she gave the student a library card application and a SRC bookmark with explanations about both. As the student walked away, she heard him say, “Wow! That is pretty cool!”

Becker Art Show and Outreach

The Becker Library hosted the Becker Schools Art Show. Well over 100 people attended the open house event. Colleen Austin was available on the harp to provide background music and encouraged kids to try playing the harp. It was a great community involvement and outreach event for Becker.

Staff at the Big Lake Library have attended many community and school outreach events this spring including:

- Independence Elementary School held a STEM Night event with over 400 people in attendance.
- Rise up and Read program took place at Liberty Elementary where staff promoted the library's upcoming SRC and issued 19 new library cards with over 30 kids and adults in attendance for each day of the event.

Other Outreach

LSC Theresa Jacobs made a very successful presentation at the Delano Chamber of Commerce luncheon on April 18. The presentation was featured in the *Delano Herald Journal*. She highlighted Wi-Fi hot spots, printing and databases, along with mentioning how the library creates a safe space for people to use the internet, check out books, read the newspaper and do business work.

The Monticello Library hosted 300 Kindergarten kids, provided library card applications, promoted the SRC, and staff answered questions about how the library and librarians work.

The Rockford Library has grown Wednesday storytimes over the course of the year. The program started with five attendees and has grown to 20 to 30 attendees.

Brandi Canter Lead Patron Services Supervisor

Patron Notifications

On May 1, we started a six-month trial of email notification to patrons who have items three days overdue. These emails are sent by Unique using a new product, MessageBee, that provides a more attractive and flexible notice. We made the change in part due to the increased postage costs. We hope that by emailing patrons at 3-days overdue we will reduce the number of 10-day overdue letters. In addition, as of July 1, 2024, we will no longer use postal mail to send notices for requested items. Patrons will only receive these notices by phone or email. This change is due to both the increasing postage cost and significantly longer delivery times. Too often, by the time a patron receives the notice letter, their requested item has already expired.

Public Services Team

The Public Services Team (PST) is investigating ways we might expand access among community members who do not have official photo identification (ID). This effort is inspired, in part, by the experiences of staff in Todd County who are unable to provide library cards to adults in local Amish communities. GRRL Patron Service policies are clear on proof of identity: "Adults applying for full access to digital and physical resources must provide proof of identification (picture identification is mandatory) and current street address." Many Amish adults, as part of their religious observance, are unable to get photo IDs. While Minnesota does provide imageless IDs, in practice, it is likely that only the head of household would get one. This leaves many adults without the needed proof of identity to get a library card.

We have been working with Cara Langston, PSS for the northern region. Cara has researched the issue and found that Todd County has the largest Amish population in Minnesota. This growing demographic was estimated at 1,520 in 2023 by the Young Center for Anabaptist and Pietist Studies. Amish adults are able to secure bank loans, hunting licenses and more without photo IDs. PST is looking at what other agencies do to find alternatives for verifying identity. We hope to bring a policy change recommendation to Leadership Support Team (LST) by fall.

Delivery Evaluation and Planning Work Group

In user surveys, feedback forms, and comments across the desk, patrons tell us they value the GRRL collection and their ability to easily request items across the region. This is a key facet of providing great public service and aligns with GRRL's Logic Model outcomes of increased access to and utilization of library materials.

Some aspects of doing that work are getting more challenging. For example, it is difficult to find affordable new or used vans to replace aging vehicles in our fleet. Rising costs and staffing challenges have led most other Minnesota library systems to outsource their delivery services. The Delivery Work Group will evaluate changes in our delivery loads and the tools and technologies we might use to keep our service patron-focused, flexible and efficient in the future.

Automated Materials Handling System and Collection Security Work Group

There have been huge technological changes in how libraries process incoming and outgoing materials. This work group will assess how we might use that technology in the future. Automated materials handling systems (AMHS) are machines that move and scan materials. We have an AMHS we call Wally at the St. Cloud library to process both local and regional materials. Wally is getting old and less reliable, and new systems are much more adaptable to changing needs.

Radio Frequency Identification (RFID) is a technology that we do not have at GRRL. The “Collection Security” part of the work group consists of looking into whether we should change that. Libraries use RFID by attaching a small electronic tag to a collection item in place of a barcode. A scanner reads the tag to check the item out or back in. Processing materials in this way would mean that staff would not have to process items individually. For example, they could use a scanner wand to quickly check in a full stack (or even cart) of items. RFID might also allow us to expand into new service models, such as allowing access to parts of a library outside of staffed hours through Bibliotheca’s Open+ (a separate Open+ work group is looking into that technology).

**Breanne Fruth
Communications & Development Coordinator**

Fundraising

The 2024 Locally Growin' campaign is complete. This campaign runs throughout the month of March and is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches selected something specific to raise money for, i.e., a program or collection item. Our regional goal for Locally Growin’ was \$28,000. We were close to reaching it with a total of \$27,301.22.

Library	2024 Goal items	2024 Goal \$ Amount	Final Total
Albany	Wonderbooks	\$750	\$396.02
Annandale	Wonderbooks and Playaways	\$750	\$357.47
Becker	Wonderbooks, Pickleball kits, program toys	\$1,000	\$807.82
Belgrade	Animal program, art program	\$850	\$377.65
Big Lake	Wonderbooks and Playaways	\$500	\$1,461.45
Buffalo	Audio read alongs, sensory calming kits, STEM kits	\$2,000	\$931.95
Clearwater	Wonderbooks and juvenile book series	\$1,200	\$3,382.47
Cokato	Wonderbooks	\$500	\$490.00
Cold Spring	Try It Yourself kits	\$750	\$1,513.27

Delano	Wonderbooks and sensory calming kits	\$2,000	\$648.60
Eagle Bend	Wild Things Zoo and books	\$600	\$418.92
Elk River	Play2Learn kits	\$500	\$994.98
Foley	juvenile book series, Try It Yourself pickleball kit	\$750	\$752.00
Grey Eagle	Wonderbooks	\$300	\$370.00
Howard Lake	New collection to the new library	\$750	\$586.45
Kimball	petting zoo	\$500	\$515.00
Little Falls	Play2Learn kits and children's room items	\$1,000	\$643.45
Long Prairie	Pine Grove Zoo programs	\$750	\$495.47
Melrose	Wonderbooks	\$500	\$400.73
Monticello	Wonderbooks	\$1,200	\$717.97
Paynesville	Wonderbooks	\$500	\$483.35
Pierz	Board games	\$250	\$384.03
Richmond	Try It Yourself kits	\$1,000	\$791.02
Rockford	Wonderbooks and sensory calming kits	\$750	\$801.38
Royalton	Wonderbooks, Play2Learn kits, juvenile book series	\$1,200	\$2,516.45
Sauk Centre	Try It Yourself Kits snowshoes	\$600	\$0
St. Cloud	Magic & comedy performance, snowshoe kits, pickleball kits	\$1,500	\$1,415.39
St. Michael	Wonderbooks and Play2Learn kits	\$1,000	\$1,523.09
Staples	Wild Things Zoo and books	\$800	\$595.50
Swanville	Lane Walker and Lucky Luke book sets	\$250	\$25.44
Upsala	Try It Yourself kits birdwatching	\$250	\$51.45
Waite Park	Read along picture books	\$2,200	\$2,452.45

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

In addition, we are seeking businesses and organizations for sponsors of GRRL’s SRC. Sponsorships are at the following levels: \$500, \$750, and \$1,000. Sponsors of \$1,000+, who notified us before March 29, received their business’s logo on our book bags. The businesses featured on this year’s book bags are Associated Wholesale Grocers, Bernatello’s Foods, Central MN Noon Optimist Club, Evenson Decker, P.A., Garage Door Store, St. Cloud Area Sertoma Club, and St. Cloud Friends of the Library. We also have St. Michael-Albertville Women of Today, Belgrade Steel Tank Co., Inc., and an anonymous donor as \$500-level sponsors. Here is a digital proof of our book bags:



Donors will receive their biannual print newsletter by mail in May. This edition features the makerspace in Cold Spring, highlights from the Eagle Bend expansion open house and anniversary celebration, addition of the visionary-level donors to the “giving club” (donor acknowledgment), scholar-level donor highlight of Lindsay Neumann, and an invitation to support the SRC.

Communications

We are preparing for local marketing efforts to promote the SRC. LCSs were given a selection to pick what best meets local interests. Marketing efforts will include sandwich board signs, banners, and boosted posts on social media. Radio ads will be on KASM 1150 AM and WJON 1240 AM throughout the month of June. Newspaper ads will be published the first publication of June in *the Annandale Advocate*, *Benton County News*, *Cold Spring Record*, *Elk River Star News*, *Independent News Herald*, *Patriot News*, *Sauk Centre Herald*, *Staples World*, *Star Post*, *Tri-County News*, and *Wright County Journal Press*.

Back by popular demand, we are hosting a Library Card Design Contest in the month of June. This contest was held in 2018 and 2020 and was very well received by the public. Artists of all ages are welcome to submit their design to be featured on a library card. Anyone living in GRRL’s service area may enter. Artwork will be judged on creativity, design, and the message of “Why do you love your library?” Three winners will be chosen, one from each of the following categories: youth (ages 0-12), teen (ages 13-19), and adult (ages 20+). The form featuring the contestant’s design may be submitted as a hard copy in-person at their local GRRL location, sent by mail, or a digital copy may be emailed. The submission deadline is June 30, 2024. Our plan is to have the winning designs printed and available at all locations in September for Library Card Sign-Up Month.

Here are the winners from our past contest in 2020:



Cara Langston
Patron Services Supervisor

Youth Advisory Council

Representatives of the Youth Advisory Council will present to the GRRL board in May. During their March meeting, the members suggested and created questions for a teen survey. They shared a QR code with friends and a paper copy and QR code with the libraries they represent. During the May meeting, after obtaining a few responses, the group decided to leave the survey open for the summer and revisit the results in the fall.

Summer Reading Challenge

Northern branches are prepping for SRC, and we look forward to welcoming kids and families into the library for summer programming. Part of preparation for the SRC involves school visits. Staff from Little Falls, Long Prairie, Pierz, Sauk Centre, and Swanville all welcomed groups of students into the library to get library cards. Other community outreach and collaboration include an Open Mic event in Sauk

Centre with Camphill Village, a Staples presentation to the local Rotary Club, and Long Prairie hosting the D-Can Alzheimer's Support meeting.

Jay Roos

Associate Director – Information Technology

Internet Computer Replacement

In late 2023, we purchased replacements for 80 public internet computers and 11 laptops for our travelling public lab. 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. The roll out of new machines is nearly complete with only two locations remaining.

MNLINK ReShare Migration

Information Technology had a role in ensuring the success of the MNLINK ReShare migration. The new interlibrary loan (ILL) software communicates with our integrated library system (ILS), Horizon, using a protocol called NCIP. Our legacy NCIP service was updated to properly interface with ReShare. However, there were multiple issues with the NCIP software experienced by libraries across the state. We, along with counterparts from Hennepin County, worked closely with our common vendor to pursue and test fixes to the NCIP software. At this time, the communication between ReShare and Horizon is largely successful. However, it is early enough that some materials have not completed a full loan cycle yet. We continue to monitor for issues in as yet untested processes.

MessageBee Notifications

GRRL has begun our first email notification sent through the Unique MessageBee notification service. As of May 1, we have begun notifying patrons by email when they have materials three days overdue. It is our expectation that providing an email overdue notice at three days overdue will result in fewer overdue letters being mailed at 10 days overdue.

While GRRL already sends email through our Horizon ILS, the format of the messages are text only and therefore not very appealing. We are also limited by the capabilities of our ILS on what types of notices we are able to send. With the MessageBee service, we can be more flexible about what types of notices we can create and send. Over time, we expect to transition all of our email notices to the service.

Jami Trenam

Associate Director – Collection Development

MNLINK Platform Change

MNLINK is our statewide interlibrary loan service. MNLINK's platform reached its end of life and was no longer supported, so this spring we needed to transition to a completely new software. Minitex and library staff across the state collaboratively planned for the change over the past year. This was a tremendous undertaking as most of Minnesota's public libraries, colleges and universities lend material using MNLINK. While the transition has been bumpy, there have been minimal disruptions to patrons.

The new look and feel of MNLINK officially launched April 30. We temporarily reduced the number of MNLINK requests to five per library card. We will re-evaluate the limit in June after winding down the old system and developing workflows for the new software.

Enhancing the Physical Collection: Eagle Bend, Elk River

The GRRL Board designated \$5,000 of capital funds for new materials at Eagle Bend for the expansion project in November 2023. We launched a new collection of read-along books and provided a mix of classic and new titles at the Eagle Bend Expansion and Anniversary celebration in April.

Margot Barry, Elk River LSC, had a vision to create more welcoming layout of the shelves. Stage one of the refresh wrapped up in April; we will look at the Children's area in the fall. Patrons love the additional seating areas in the stacks and the areas to browse new materials. Kudos to the efforts of the staff and volunteers at the Elk River branch, and the dedication of the Elk River Public Works department – the Elk River Library looks fantastic!

Public Library Association Conference

I traveled to Columbus, Ohio to attend the Public Library Association conference in early April. Highlights included attending a user session for collectionHQ, discovering ideas to update new hire training, and visiting with other library professionals to exchange ideas. Funding was provided through a grant from the Central Minnesota Libraries Exchange (CMLE).

Nichol Wojcik

Associate Director – Human Resources

Staffing

It has been a busy few months in the Human Resources (HR) department. We continue to have open positions and are working to make strategic decisions about what positions to fill and in what order. We are looking at staffing compared to the staffing calculator, current staff schedules and overall library and patron needs before we make the decision to fill positions.

Small Group Staff Meetings

In April, Karen and I provided three opportunities for interested staff to meet with us in small groups. I was able to introduce myself and meet employees I had not yet had a chance to interact with and talk about some of the projects going on in the department. I found the meetings to be very productive, and I think the staff members that participated enjoyed them as well.

Supervisor Training

On May 7, we held training for all supervisory staff. We had three sessions during our time together. Trauma Informed Training and Working with Employees with Mental Health Concerns were provided by Sand Creek, our Employee Assistance Program (EAP) provider. In the afternoon, MCIT did a session on types of leaves of absence and when to contact HR. We were very fortunate to have received a grant from CMLE to pay for the training.

Social Workers at St. Cloud Public Library

Starting May 20, we will have a social worker from Stearns County Human Services HOME team in the library for 10 hours a week. Their initial schedule will be Monday & Wednesday from 10 a.m. to 2 p.m. and Thursday from 1 to 3 p.m. Depending how the initial hours go, we may be able to expand the hours either with Stearns County or possibly Benton & Sherburne counties and the Veterans Administration may also be able to provide staff. We are very excited to start this partnership to serve a need for both our staff and patrons.

Building Reports May 2024

Brandi Canter
Lead Patron Services Supervisor

Belgrade

Unfortunately, late April rainstorms brought water intrusion again at the front of the building where the city completed repairs last fall. We have notified the city and they are looking into it.



A crew of local students from the Belgrade-Brooten-Elrosa School District adopted the library for their school day of service. In just an hour, they cleaned every shelf and put all the books back in proper order. A bonus crew washed the front windows. Staff appreciate all the local help and support!

Paynesville

The city continues to work on securing the lot where they hope to build a new library. The ad hoc library board invited BKV Architects and the Contegrity Group to attend their April meeting and give preliminary information about their services with library design and construction. Jami Trenam, Associate Director – Collection Development, will be joining me at the ad hoc library board May meeting to discuss our process in determining space recommendations for various parts of the collection. Also this month, the Friends of the Library will be hosting an open house at the library to display the ad hoc board's favorite designs by the North Dakota State University students.

St. Cloud

The lighting replacement project was completed with minimal hiccups. Patrons and staff alike seem happy with the improvement.

In April, we received a Site Security Assessment from our liaison with the St. Cloud Police Department, Officer Nicholas Tylutki. Based on staff concerns and observed security issues, Officer Tylutki made recommendations for removal or significant trimming of tall shrubs on the southeast corner of the building and bushes along West Saint Germain Street. Both of these changes would result in better sight lines, thus removing possible "area[s] of concealment for perpetrators of criminal activity."

Patron Services Coordinator Neil Vig and I presented Officer Tylutki's recommendations to the St. Cloud Library Board, and they voted unanimously to approve. We will continue to work with our contacts at the city as they determine a plan and timeline for these actions.

Cara Langston
Patron Services Supervisor

Albany

On Tuesday, April 23, an early morning fire broke out in the Albany City Hall police garage. Luckily, a closed fire door prevented the spread of fire and kept smoke and soot out of the library space. The city administrator quickly alerted library staff. Karen Pundsack and City Administrator Gary Winkels met with MCIT's adjuster who determined there was no remediation needed in the library space. The city promptly arranged cleaning of public spaces in the city building. This meant staff were able to be in the building and begin curbside service on Monday, April 29, and open the library for in-person visits on Friday, May 3.

Eagle Bend

Eagle Bend staff hosted a celebratory open house on Saturday, April 13. Patrons enjoyed cookies and coffee and admired the interior work. The Great River Children's Museum hosted a kite project for visiting children.

Little Falls

An electric surge damaged electrical systems across Little Falls on Tuesday, April 30. The library closed for two days while the city called in electricians to access the damage. Staff were cleared to reopen to the public on Thursday, May 2. GRRL Information Technology staff continue to access the damage to library equipment. A printer and several surge protectors were damaged and replaced. Some city-owned equipment, such as the elevator, remains inoperative.

Long Prairie

City workers replaced windows in the library in April. An overflowing sink caused water damage to public spaces of the building last month. The city cleaned carpets in the entire building, including the library, as part of the restoration process.

Sauk Centre

Recent spring storms caused water intrusion in the library. Staff used office supplies to seal where water came in around rotted areas in upstairs windows. In the basement, water came through emergency exits.

Jeannette Burkhardt
Patron Services Supervisor

Annandale

Parking lots surrounding the Annandale Library will be maintained and resurfaced from June 3 to 7. The library will only have access from Cherry Street. Delivery will be held in St. Cloud until the drivers have access to the library again the following week. Patrons may call and ask for curbside pickup for accessibility.

Buffalo

The City of Buffalo approved new carpeting for the Buffalo Library. Hiller has been approved as the contractor for the project. This company will do the work in the overnight hours, therefore, limiting

disruption to library service for patrons and staff. Hiller does not discontinue their carpets or colors. This will make any future expansion much easier.

The roof has been leaking in the young adult area of the library again. This seems to be an ongoing issue. Roofers were out to swap the drain flashing to see if this will fix the problem. The plumbers will come back out and replace the pipe insulation when the roofers have completed their work.

Cokato

Some electrical maintenance was done at the Cokato library the week of April 29 to May 4.

Elk River

The Elk River Library completed a major shift of the adult fiction and non-fiction areas. Moving shelves and collection shifting has improved accessibility and line of sight at the library. After some weeding of the juvenile non-fiction section, there will be some shifting in the children's area as well.

The teen area of the Elk River Library has received new flooring. It matches the flooring that runs throughout the library and replaces the cork flooring that was original to the building when it was built.

Other flooring, shelving and roofing needs will be coming up for replacement in the next couple of years.

Howard Lake

Progress continues to be made on the new Howard Lake Library building. There are delays on shelving and Internet installation. The building will be open on June 22 for community tours during Good Neighbor Days, but the library will not be ready for business. Grand opening is planned for September.

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

Library	1/1/2024	1/1/2023	1/1/2022	1/1/2021	1/1/2020	Total change 2024-2020	Add percent change
Albany	2,335	2,028	2,096	2,260	2,611	(276)	-12%
Annandale	2,188	1,948	1,827	1,974	2,274	(86)	-4%
Becker	2,482	2,146	2,091	2,151	2,554	(72)	-3%
Belgrade	422	376	401	470	490	(68)	-16%
Big Lake	2,888	2,531	2,310	2,400	2,700	188	7%
Buffalo	5,799	5,282	5,453	5,919	6,750	(951)	-16%
Clearwater	963	861	871	945	1,039	(76)	-8%
Cokato	1,402	1,321	1,370	1,408	1,554	(152)	-11%
Cold Spring	2,152	1,937	1,953	2,161	2,433	(281)	-13%
Delano	2,915	2,583	2,783	2,945	3,259	(344)	-12%
Eagle Bend	437	435	487	516	582	(145)	-33%
Elk River	9,989	8,791	8,864	9,688	10,729	(740)	-7%
Foley	1,561	1,267	1,293	1,401	1,670	(109)	-7%
Grey Eagle	332	335	317	350	378	(46)	-14%
Howard Lake	973	889	814	803	971	2	0%
Kimball	870	760	682	569	664	206	24%
Little Falls	4,268	3,734	3,724	4,005	4,753	(485)	-11%
Long Prairie	1,440	1,300	1,409	1,515	1,750	(310)	-22%
Melrose	1,216	971	979	1,027	1,184	32	3%
Monticello	5,188	4,661	4,790	5,432	6,295	(1,107)	-21%
Paynesville	1,288	1,105	1,152	1,342	1,682	(394)	-31%
Pierz	1,231	1,144	955	1,073	1,265	(34)	-3%
Richmond	638	539	516	535	637	1	0%
Rockford	1,286	1,148	1,225	1,378	1,611	(325)	-25%
Royalton	1,114	1,036	1,007	932	1,058	56	5%
Saint Cloud	22,754	20,670	21,721	25,243	29,958	(7,204)	-32%
Saint Michael	9,376	8,007	7,609	7,456	8,217	1,159	12%
Sartell Locker	652	460	378	450	366	286	44%
Sauk Centre	1,635	1,528	1,551	1,692	1,718	(83)	-5%
Staples	1,765	1,586	1,611	1,801	2,079	(314)	-18%
Swanville	385	412	388	396	451	(66)	-17%
Upsala	463	447	506	578	650	(187)	-40%
Waite Park	2,639	2,452	2,403	2,556	2,769	(130)	-5%
Region Total	95,046	84,690	85,536	93,371	107,101	(12,055)	-13%

GRRL 2022-2025 Strategic Plan Objectives and Key Results
New Borrowers by Library – Q1 2024

Library	2024 Q1 new borrowers	2023 Q1 new borrowers	2022 Q1 new borrowers	2021 Q1 new borrowers	2020 Q1 new borrowers
Albany	69	71	47	42	40
Annandale	69	73	61	38	38
Becker	98	67	85	57	69
Belgrade	18	13	19	10	17
Big Lake	125	106	101	69	84
Buffalo	312	259	211	164	167
Clearwater	54	36	37	25	26
Cokato	51	43	48	42	56
Cold Spring	92	80	70	34	46
Delano	155	132	91	74	100
Eagle Bend	19	20	22	13	26
Elk River	636	554	447	321	385
Foley	59	63	40	22	38
Grey Eagle	7	7	16	11	6
Howard Lake	52	23	62	26	29
Kimball	28	42	36	36	12
Little Falls	271	155	179	172	107
Long Prairie	54	67	49	31	30
Melrose	45	49	25	29	23
Monticello	243	247	198	110	195
Paynesville	40	52	54	22	29
Pierz	34	32	30	28	19
Richmond	20	20	20	11	13
Rockford	69	60	43	32	36
Royalton	57	29	52	13	33
Saint Cloud	1,236	1,115	991	555	1,060
Saint Michael	504	388	386	223	257
Sartell	87	71	51	41	24
Sauk Centre	82	52	42	25	68
Staples	74	147	86	40	131
Swanville	12	10	24	12	8
Upsala	24	22	11	5	71
Waite Park	139	117	86	44	37
Region Total	4,835	4,222	3,720	2,377	3,280

January 2024 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Jan 2024	Circ/Hour Jan 2023	CPH % Change	YTD 2024	YTD 2023	% Change YTD
+ Albany	6,008	808	36	36	2.1%	6,008	5,634	6.6%
Annandale	2,773	717	23	25	-6.8%	2,773	2,949	-6.0%
+ Becker	4,398	816	31	27	15.1%	4,398	3,739	17.6%
+ Belgrade	730	173	8	7	22.9%	730	608	20.1%
+ Big Lake	4,730	809	34	34	-2.0%	4,730	4,721	0.2%
+ Buffalo	14,174	2,531	70	62	13.2%	14,174	12,278	15.4%
+ Clearwater	2,388	474	23	20	11.7%	2,388	2,077	15.0%
Cokato	3,023	573	23	28	-16.5%	3,023	3,509	-13.9%
Cold Spring	4,917	865	32	37	-13.4%	4,917	5,640	-12.8%
Delano	6,775	1,132	37	39	-4.9%	6,775	7,011	-3.4%
Eagle Bend	1,218	185	13	16	-19.5%	1,218	1,610	-24.3%
+ Elk River	17,467	2,872	87	82	6.0%	17,467	16,233	7.6%
Foley	3,872	570	25	26	-1.9%	3,872	3,895	-0.6%
Grey Eagle	659	151	7	8	-15.2%	659	761	-13.4%
Howard Lake	1,862	352	15	17	-13.7%	1,862	2,158	-13.7%
+ Kimball	1,762	324	20	17	16.2%	1,762	1,449	21.6%
+ Little Falls	6,843	1,456	36	36	0.6%	6,843	6,659	2.8%
Long Prairie	3,170	671	20	23	-12.3%	3,170	3,636	-12.8%
Melrose	8,934	710	80	80	-0.8%	8,934	9,091	-1.7%
Monticello	10,438	1,814	58	61	-3.6%	10,438	10,648	-2.0%
Paynesville	1,646	430	12	13	-6.3%	1,646	1,756	-6.3%
Pierz	1,677	407	15	17	-15.3%	1,677	1,920	-12.7%
Richmond	944	251	10	11	-10.9%	944	1,071	-11.9%
Rockford	2,868	493	21	23	-9.5%	2,868	3,077	-6.8%
+ Royalton	1,366	252	15	14	2.4%	1,366	1,306	4.6%
Saint Cloud	38,568	6,909	156	164	-4.6%	38,568	39,791	-3.1%
Saint Michael	15,478	2,671	77	85	-9.6%	15,478	16,526	-6.3%
+ Sauk Centre	5,871	880	40	35	15.1%	5,871	5,137	14.3%
Staples	4,193	788	27	28	-2.0%	4,193	4,278	-2.0%
+ Swanville	709	119	7	6	18.9%	709	615	15.3%
Upsala	2,100	371	20	36	-44.3%	2,100	3,661	-42.6%
+ Waite Park	6,525	1,333	51	47	8.3%	6,525	6,117	6.7%
+ Sartell Locker	1,325	229				1,325	885	49.7%
Total	189,411	33,136	42	44	-2.9%	189,411	190,446	-0.5%
Total								
+ OverDrive	38,985					38,985	31,203	24.9%

+ Indicates an increase in YTD circulation total over last year

February 2024 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Feb 2024	Circ/Hour Feb 2023	CPH % Change	YTD 2024	YTD 2023	% Change YTD
+ Albany	6,183	881	40	39	2.9%	12,191	11,411	6.8%
+ Annandale	3,073	670	29	26	9.6%	5,846	5,727	2.1%
+ Becker	4,776	846	36	32	14.6%	9,174	7,716	18.9%
+ Belgrade	647	164	8	7	11.1%	1,377	1,176	17.1%
+ Big Lake	4,589	772	35	34	1.0%	9,319	9,094	2.5%
+ Buffalo	13,291	2,366	70	69	1.0%	27,465	24,814	10.7%
+ Clearwater	2,151	434	22	22	0.4%	4,539	4,039	12.4%
Cokato	3,248	610	26	31	-16.0%	6,271	6,883	-8.9%
Cold Spring	5,080	814	34	37	-10.3%	9,997	10,626	-5.9%
Delano	6,217	1,051	35	43	-18.8%	12,992	13,881	-6.4%
Eagle Bend	1,307	232	14	16	-10.7%	2,525	2,978	-15.2%
+ Elk River	16,327	2,600	85	87	-2.8%	33,794	32,245	4.8%
Foley	3,691	571	26	30	-15.0%	7,563	7,928	-4.6%
Grey Eagle	637	167	7	7	-4.1%	1,296	1,396	-7.2%
Howard Lake	1,692	364	14	0	0.0%	3,554	4,340	-18.1%
+ Kimball	1,351	289	16	19	-13.8%	3,113	3,016	3.2%
Little Falls	6,440	1,422	35	41	-14.1%	13,283	13,785	-3.6%
Long Prairie	3,070	683	21	23	-10.4%	6,240	6,899	-9.6%
+ Melrose	9,290	662	87	89	-2.9%	18,224	18,214	0.1%
Monticello	10,228	1,785	60	68	-11.0%	20,666	21,123	-2.2%
Paynesville	1,749	405	13	15	-12.0%	3,395	3,608	-5.9%
Pierz	1,743	433	15	22	-29.2%	3,420	4,079	-16.2%
Richmond	1,174	264	13	15	-13.3%	2,118	2,334	-9.3%
Rockford	2,500	463	19	24	-19.8%	5,368	5,953	-9.8%
+ Royalton	1,648	286	17	15	16.2%	3,014	2,620	15.0%
Saint Cloud	37,199	6,637	158	180	-12.5%	75,767	78,140	-3.0%
+ Saint Michael	16,929	2,687	88	88	0.1%	32,407	32,206	0.6%
+ Sauk Centre	5,273	845	38	40	-4.3%	11,144	10,409	7.1%
+ Staples	4,843	909	33	30	9.2%	9,036	8,503	6.3%
+ Swanville	737	127	8	8	2.2%	1,446	1,289	12.2%
Upsala	1,783	310	19	29	-35.5%	3,883	6,425	-39.6%
+ Waite Park	6,096	1,222	47	48	-3.1%	12,621	11,684	8.0%
+ Sartell Locker	688	64				2,013	1,863	8.1%
Total	185,650	32,035	44	47	-7.9%	375,061	376,404	-0.4%
Total								
+ OverDrive	36,524					75,509	59,690	26.5%

+ Indicates an increase in YTD circulation total over last year

March 2024 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Mar 2024	Circ/Hour Mar 2023	CPH % Change	YTD 2024	YTD 2023	% Change YTD
+ Albany	7,062	989	43	37	14.9%	19,253	17,963	7.2%
Annandale	1,927	445	16	26	-38.3%	7,773	8,927	-12.9%
+ Becker	4,820	860	35	31	13.7%	13,994	12,262	14.1%
+ Belgrade	830	183	8	6	30.3%	2,207	1,816	21.5%
Big Lake	4,688	831	33	34	-3.4%	14,007	14,221	-1.5%
+ Buffalo	14,632	2,554	72	71	2.2%	42,097	40,119	4.9%
+ Clearwater	2,668	492	25	22	16.1%	7,207	6,446	11.8%
Cokato	3,239	571	25	29	-15.5%	9,510	10,920	-12.9%
Cold Spring	4,613	801	29	36	-18.3%	14,610	16,742	-12.7%
Delano	7,178	1,107	38	41	-7.1%	20,170	22,021	-8.4%
Eagle Bend	1,380	199	15	18	-17.7%	3,905	4,708	-17.1%
+ Elk River	17,563	2,825	86	86	-0.1%	51,357	50,951	0.8%
Foley	3,543	554	23	26	-12.9%	11,106	12,207	-9.0%
Grey Eagle	536	168	5	8	-32.9%	1,832	2,260	-18.9%
Howard Lake	1,982	409	15	17	-9.7%	5,536	6,684	-17.2%
+ Kimball	1,705	349	17	17	-1.2%	4,818	4,793	0.5%
Little Falls	6,839	1,476	36	39	-8.9%	20,122	21,839	-7.9%
Long Prairie	2,811	638	18	23	-22.7%	9,051	10,795	-16.2%
Melrose	8,627	606	76	88	-14.3%	26,851	28,900	-7.1%
Monticello	11,063	1,890	60	68	-10.6%	31,729	33,834	-6.2%
Paynesville	1,724	355	12	14	-14.9%	5,119	5,706	-10.3%
Pierz	1,602	395	13	17	-21.8%	5,022	6,314	-20.5%
Richmond	1,326	273	14	12	11.9%	3,444	3,579	-3.8%
Rockford	2,926	514	21	23	-9.0%	8,294	9,400	-11.8%
+ Royalton	1,476	281	15	17	-9.4%	4,490	4,415	1.7%
Saint Cloud	40,569	6,930	162	172	-6.3%	116,336	124,010	-6.2%
Saint Michael	18,011	2,823	88	87	1.7%	50,418	50,695	-0.5%
+ Sauk Centre	5,250	818	35	36	-2.8%	16,394	16,096	1.9%
+ Staples	4,132	812	27	26	0.6%	13,168	12,928	1.9%
+ Swanville	622	120	7	8	-12.3%	2,068	2,051	0.8%
Upsala	2,157	366	20	26	-24.4%	6,040	9,356	-35.4%
+ Waite Park	6,439	1,349	47	48	-0.6%	19,060	18,686	2.0%
Sartell Locker	185	0				2,198	3,093	-28.9%
Total	194,125	32,983	42	46	-7.0%	569,186	594,737	-4.3%
Total								
+ OverDrive	39,208					114,717	91,478	25.4%

+ Indicates an increase in YTD circulation total over last year

Great River Regional Library		January	February	March	Q1 Cumulative	
Expand the eBook, eAudiobook and database collection.	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Digital Library circulation increases	Collection Development	91,478	38,985	36,524	39,208	114,717
Active Digital Library users increase	Collection Development	22,835	9,624	9,526	9,742	28,892
Enhance the physical collection of library materials	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Key metric - Circulation/Open Hour by library increases	Collection Development	45	42	44	42	42
Key metric - Percent of dead materials by library declines	Collection Development	14.94%			14.28%	
Key metric - Number of collection check items by library declines	Collection Development	7,847			5,850	
Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Key metric - New resident borrowers by regional increase	Leadership Support Team	4,222	1,784	1,465	1,586	4,835
Key metric - Total current resident borrowers by regional increase	Leadership Support Team	82,795	93,030	93,607	94,028	94,028
Key metric - Items/checkout session by library increase	Leadership Support Team	6.26	5.70	5.80	5.88	5.79
Key metric - Circulation - physical materials	Leadership Support Team	601,824	189,411	185,650	194,125	569,186
Key metric - \$ collected - Miscellaneous receipts	Accounting	\$32,325	\$8,974	\$12,142	\$14,053	\$35,169
Increase targeted advertising to reach a wider audience.	Owner	Baseline 3/31/2024	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Regularly post on social media to followers about collections and services	Communications & Development	NA	posts on Winter Reading Challenge, Disney DVDs, book clubs, GRCCM partnership	posts on NextReads, romance novels on hoopla, database Pronunciator, Winter Reading Challenge	posts on Beanstack challenge Growing Readers, resources for taxes, database LinkedIn Learning, Year in Reading challenge on Beanstack, children's Ramadan books, Try It Yourself ukuleles, audio read-along books, children's Easter books	
Number of e-newsletter subscribers	Communications & Development	4,089	4,583	4,568	4,557	
E-newsletter open rate	Communications & Development	43.79%	41.29%	41.29%	45.48%	

Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner		Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA			Monticello LSC shared local community and everyday diversity efforts	

Build GRRL's culture of philanthropy.	Owner	Baseline 2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Board giving rate	Communications & Development	26%				26%
Staff giving rate	Communications & Development	11%				6%

Increase donor support of the library.	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Donors retention rate	Communications & Development	57%	61%	61%	60%	61%
Donors acquired	Communications & Development	171	15	5	96	116
Fund Development Plan progress	Communications & Development	NA	Completed 2023 Year-End Campaign	Sent winter newsletter to Friends of the Library	Held annual Locally Growin' campaign	

Increase training to support access and awareness.	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Patron Service Power Up attendees	Human Resources	14				0
Organizational Orientation attendees	Human Resources	46				0
Regional Staff Meeting attendees	Human Resources	36		39		39
Merchandising training attendees	Human Resources	6				3
Summer Reading Program Resource Fair attendees	Human Resources	38		32		32
Homeless Library Academy attendees	Human Resources	63				42

Maximize library financial investment options.	Owner	Baseline Q1/2023	Status 1/31/2024	Status 2/29/2024	Status 3/31/2024	Q1 2024 - Cumulative
Number of accounts with new financial institutions established	Accounting	Q4 Ending # of CD = 25	23	22	19	Q1 Ending # of CD = 19
Key metric -Overall CD Portfolio rate of return	Accounting	Q4 average = 5.17%	5.28%	5.28%	5.28%	Q1 Average = 5.28%



2025 Annual Preliminary Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2025 Annual Preliminary Budget Summary**

Operating Revenue Budget	2022 Actual	2023 Actual	2024 Budget	2025 Annual Preliminary Budget Summary
Signatory Revenue	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,520,286.00	\$ 7,560,244.00
Non Signatory Revenue	2,709,618.70	2,813,180.19	2,643,550.00	2,935,300.00
Operating Revenue Total	\$ 9,851,101.70	\$ 10,414,130.19	\$ 10,163,836.00	\$ 10,495,544.00
	Dollar Change	\$ 563,028.49	\$ (250,294.19)	\$ 331,708.00
	Percent Change	5.72%	-2.40%	3.26%

Operating Expenditure Budget				
Personnel	\$ 7,394,430.67	\$ 7,646,509.84	\$ 8,152,040.00	\$ 8,443,300.00
Services & Contracts	587,205.55	606,302.00	572,740.00	585,045.00
Commodities	71,185.34	81,178.59	73,700.00	73,700.00
Fleet Vehicles	69,184.18	67,183.73	68,500.00	73,100.00
Library Materials	961,370.00	967,370.00	971,370.00	976,000.00
Equipment	4,780.68	3,000.87	6,000.00	6,000.00
Contingency	288.35	337.46	400.00	400.00
Automation	312,068.26	362,051.74	323,626.00	338,000.00
Operating Expenditure Total	\$ 9,400,513.03	\$ 9,733,934.23	\$ 10,168,376.00	\$ 10,495,544.00
	Dollar Change	\$ 333,421.20	\$ 434,441.77	\$ 327,168.00
	Percent Change	3.55%	4.46%	3.22%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -	\$ 5,000.00
	Percent Change	0.00%	0.00%	16.67%

Capital Expenditure Budget				
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -	\$ 5,000.00
	Percent Change	-	-	16.67%

Revenue Budget	\$ 10,530,544.00
Expenditure Budget	\$ 10,530,544.00
Balanced	\$ -

**Great River Regional Library
2025 Annual Preliminary Budget**

Operating Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
County					
Benton	524,116.00	555,284.00	\$ 540,489 00	(3,540 00)	\$ 536,949 00
Morrison	489,542.00	525,918.00	\$ 519,523 00	4,082 00	\$ 523,605 00
Sherburne	1,354,605.00	1,458,405.00	\$ 1,465,365 00	(7,918 00)	\$ 1,457,447 00
Stearns	2,274,381.00	2,368,582.00	\$ 2,311,643 00	(15,371 00)	\$ 2,296,272 00
Todd	333,969.00	356,739.00	\$ 350,052 00	3,429 00	\$ 353,481 00
Wright	2,164,870.00	2,336,022.00	\$ 2,333,214 00	59,276 00	\$ 2,392,490 00
Subtotal - Signatory	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,520,286.00	\$ 39,958.00	\$ 7,560,244.00
	Dollar Change	\$ 459,467.00	\$ (80,664.00)		\$ 39,958.00
	Percent Change	6.43%	-1.06%		0.53%

Non-Signatory	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
FY State Aid - RLBSS	1,637,874.23	1,673,974.56	1,638,000 00	253,100 00	1,891,100 00
St. Cloud Reimbursement	81,088.94	49,668.18	85,000 00	7,000 00	92,000 00
City of Elk River	10,875.00	-	-	-	-
City of Sartell	18,500.00	18,500.00	20,000 00	500 00	20,500 00
Unassigned Fund Balance (2023 Surplus)	315,218.00	313,860.00	407,350 00	(57,350 00)	350,000 00
Unassigned Fund Balance (Cash Reserves)	401,080.00	230,000.00	160,000 00	(41,500 00)	118,500 00
Patron Receipts	105,268.29	114,749.75	105,000 00	5,000 00	110,000 00
Interest	96,508.74	383,975.85	200,000 00	125,000 00	325,000 00
ILL Delivery	6,200.00	6,200.00	6,200 00	-	6,200 00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000 00	-	7,000 00
MnLink Gateway	9,315.00	-	-	-	-
Revenue Fund	20,690.50	15,251.85	15,000 00	-	15,000 00
Sub Total - Non Signatory	\$ 2,709,618.70	\$ 2,813,180.19	\$ 2,643,550.00	\$ 291,750.00	\$ 2,935,300.00
	Dollar Change	\$ 103,561.49	\$ (169,630.19)		\$ 291,750.00
	Percent Change	3.82%	-6.03%		11.04%

Operating Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	\$ 9,851,101.70	\$ 10,414,130.19	\$ 10,163,836.00	\$ 331,708.00	\$ 10,495,544.00
	Dollar Change	\$ 563,028.49	\$ (250,294.19)		\$ 331,708.00
	Percent Change	5.72%	-2.40%		3.26%

Capital Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
County					
Benton	2,202.00	2,192.00	2,156 00	330 00	\$ 2,486 00
Morrison	2,056.00	2,076.00	2,072 00	352 00	\$ 2,424 00
Sherburne	5,690.00	5,756.00	5,846 00	901 00	\$ 6,747 00
Stearns	9,554.00	9,348.00	9,222 00	1,409 00	\$ 10,631 00
Todd	1,403.00	1,408.00	1,396 00	240 00	\$ 1,637 00
Wright	9,094.00	9,219.00	9,308 00	1,768 00	\$ 11,076 00
Capital Revenue Total	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -		\$ 5,000.00
	Percent Change	0.00%	0.00%		16.67%

Operating & Capital Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	\$ 9,881,101.70	\$ 10,444,130.19	\$ 10,193,836.00	\$ 336,707.00	\$ 10,530,544.00
	Dollar Change	\$ 563,028.49	\$ (250,294.19)		\$ 336,708.00
	Percent Change	5.70%	-2.40%		3.30%

**Great River Regional Library
2025 Annual Preliminary Budget**

Operating Expenditure Budget					
4100 Personnel	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
Subtotal Personnel	\$ 7,394,430.67	\$ 7,646,509.84	8,152,040.00	\$ 291,260.00	\$ 8,443,300.00
Total - Personnel	\$ 7,394,430.67	\$ 7,646,509.84	\$ 8,152,040.00	\$ 291,260.00	\$ 8,443,300.00
			Dollar Change		\$ 291,260.00
			Percent Change		3.57%

4200 Services and Contracts	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
210 Regional Board Meetings	6,552.71	5,885.83	6,800.00	-	6,800.00
211 Staff Development Services	18,541.43	21,377.39	24,500.00	-	24,500.00
213 All Staff Day Training	7,310.59	9,571.37	7,300.00	-	7,300.00
220 Library Memberships	3,683.50	2,987.95	5,000.00	(1,000.00)	4,000.00
235 Patron Contact Services	63,231.98	71,849.14	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	100,044.44	110,196.26	105,000.00	-	105,000.00
246 Insurance	90,144.00	40,439.00	40,150.00	3,100.00	43,250.00
248 Catalog Services	91,792.12	117,077.90	94,000.00	6,000.00	100,000.00
250 Audit	20,830.00	21,730.00	25,000.00	-	25,000.00
253 Public Licensing Services	4,587.00	4,587.00	4,590.00	230.00	4,820.00
260 Telephone Services	31,000.00	30,461.13	31,000.00	-	31,000.00
265 Delivery Services	2,057.61	2,004.24	2,200.00	75.00	2,275.00
271 Equipment Contracts & Repair	26,748.46	29,787.21	27,500.00	3,500.00	31,000.00
280 Communications & Marketing	29,797.83	32,158.78	31,000.00	-	31,000.00
288 Sales Tax	3,849.00	4,310.00	4,000.00	400.00	4,400.00
290 HRIS/Payroll Services	69,665.08	83,125.07	86,200.00	-	86,200.00
291 Legal Services	10,851.85	11,600.02	12,000.00	-	12,000.00
293 System Directors Fund	6,517.95	7,153.71	6,500.00	-	6,500.00
Total Services & Contracts	\$ 587,205.55	\$ 606,302.00	\$ 572,740.00	\$ 12,305.00	\$ 585,045.00
			Dollar Change		\$ 12,305.00
			Percent Change		2.15%

Operating Expenditure Budget					
4300 Commodities	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
310 Supplies	58,588.03	64,887.45	59,700.00	-	59,700.00
330 Postage	12,597.31	16,291.14	14,000.00	-	14,000.00
Total Commodities	\$ 71,185.34	\$ 81,178.59	\$ 73,700.00	\$ -	\$ 73,700.00
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library
2025 Annual Preliminary Budget**

4400 Fleet Vehicles	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
420 Fleet Vehicle Fuel	26,050.16	23,008.98	27,000 00	-	27,000 00
430 Fleet Vehicle Insurance	3,830.50	3,471.70	4,000 00	(400 00)	3,600 00
440 Fleet Repairs & Maint.	14,099.12	10,308.33	11,500 00	-	11,500 00
460 Mileage Reimbursements	25,204.40	30,394.72	26,000 00	5,000 00	31,000 00
Total Vehicle	\$ 69,184.18	\$ 67,183.73	\$ 68,500.00	\$ 4,600.00	\$ 73,100.00
			Dollar Change		\$ 4,600.00
			Percent Change		6.72%

4500 Library Materials	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
510 Print	538,664.62	519,638.86	560,000 00	(20,000 00)	540,000 00
520 Periodicals	52,969.92	51,773.66	52,000 00	-	52,000 00
540 Media	89,989.02	67,361.63	90,000 00	(20,000 00)	70,000 00
560 Electronic Services	279,746.44	328,595.85	269,370 00	44,630 00	314,000 00
Total Library Materials	\$ 961,370.00	\$ 967,370.00	\$ 971,370.00	\$ 4,630.00	\$ 976,000.00
			Dollar Change		\$ 4,630.00
			Percent Change		0.48%

Operating Expenditure Budget

4600 Equipment	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
610 Operating Equipment	4,278.92	1,169.86	4,500 00	-	4,500 00
630 Small Equipment	501.76	1,831.01	1,500 00	-	1,500 00
Total Equipment	\$ 4,780.68	\$ 3,000.87	\$ 6,000.00	\$ -	\$ 6,000.00
			Dollar Change		\$ -
			Percent Change		0.00%

4700 Contingency	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
910 Contingency	288.35	337.46	400 00	-	400 00
Total Contingency	\$ 288.35	\$ 337.46	\$ 400.00	\$ -	\$ 400.00
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library
2025 Annual Preliminary Budget**

Operating Expenditure Budget					
	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
4800 Automation					
932 Maintenance	208,351.68	190,824.32	167,376.00	2,624.00	170,000.00
933 Equipment	57,426.88	103,693.25	90,600.00	4,400.00	95,000.00
935 Professional Services	2,142.75	-	2,000.00	-	2,000.00
936 Software	44,146.95	67,534.17	63,650.00	7,350.00	71,000.00
Total Automation	\$ 312,068.26	\$ 362,051.74	\$ 323,626.00	\$ 14,374.00	\$ 338,000.00
			Dollar Change		\$ 14,374.00
			Percent Change		4.44%
Total Operating Expenditure Budget	\$ 9,400,513.03	\$ 9,733,934.23	\$ 10,168,376.00	\$ 327,169.00	\$ 10,495,544.00
			Dollar Change		\$ 327,168.00
			Percent Change		3.22%
			Revenue Budget		\$ 10,495,544.00
			Expenditure Budget		\$ 10,495,544.00
			Balanced		\$ -

Capital Expenditure Budget					
	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
5000 Capital					
710 Automation	-	-	-	-	-
720 Branch Development	8,340.00	16,031.44	-	-	-
730 Equipment	5,832.80	-	-	-	-
740 Fleet Vehicle	-	63,472.75	30,000.00	5,000.00	35,000.00
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00
			Dollar Change		\$ 5,000.00
			Percent Change		16.67%
Total Operating & Capital Expenditure Budget	\$ 9,414,685.83	\$ 9,813,438.42	\$ 10,198,376.00	\$ 332,169.00	\$ 10,530,544.00
			Dollar Change		\$ 332,168.00
			Percent Change		3.26%
			Revenue Budget		\$ 10,530,544.00
			Balanced		\$ -

**Great River Regional Library
2025 Annual Preliminary Budget
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%										
Operating														
\$ 7,560,244														
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity	
Benton	40,164	7.80%	\$ 196,489	6,383	6.93%	\$ 174,558	\$ 54,638,773	6.58%	\$ 165,902	7.10%	\$ 536,949	\$ 13.37	0.98%	
Morrison	34,326	6.66%	\$ 167,929	7,139	7.75%	\$ 195,232	52,841,177	6.37%	\$ 160,444	6.93%	523,605	15.25	0.99%	
Sherburne	102,275	19.85%	\$ 500,347	16,642	18.06%	\$ 455,114	165,326,000	19.92%	\$ 501,986	19.28%	1,457,447	14.25	0.88%	
Stearns	162,016	31.45%	\$ 792,611	29,125	31.61%	\$ 796,490	232,902,671	28.06%	\$ 707,172	30.37%	2,296,272	14.17	0.99%	
Todd	25,617	4.97%	\$ 125,323	3,853	4.18%	\$ 105,369	40,439,714	4.87%	\$ 122,789	4.68%	353,481	13.80	0.87%	
Wright	150,727	29.26%	\$ 737,383	29,009	31.48%	\$ 793,318	283,825,037	34.20%	\$ 861,789	31.65%	2,392,490	15.87	0.84%	
Total	515,125	100%	\$ 2,520,081	92,151	100%	\$ 2,520,081	\$ 829,973,372	100.00%	\$ 2,520,081	100%	\$ 7,560,244	\$ 14.68	0.91%	
Weight		2022	2023		2024									
		33.33%	33.33%		33.33%									

Capital														
\$ 35,000														
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity	
Benton	40,164	7.80%	\$ 910	6,383	6.93%	\$ 808	\$ 54,638,773	6.58%	\$ 768	7.10%	\$ 2,486	\$ 0.06	0.0045%	
Morrison	34,326	6.66%	\$ 777	7,139	7.75%	\$ 904	52,841,177	6.37%	\$ 743	6.93%	2,424	0.07	0.0046%	
Sherburne	102,275	19.85%	\$ 2,316	16,642	18.06%	\$ 2,107	165,326,000	19.92%	\$ 2,324	19.28%	6,747	0.07	0.0041%	
Stearns	162,016	31.45%	\$ 3,669	29,125	31.61%	\$ 3,687	232,902,671	28.06%	\$ 3,274	30.37%	10,631	0.07	0.0046%	
Todd	25,617	4.97%	\$ 580	3,853	4.18%	\$ 488	40,439,714	4.87%	\$ 568	4.68%	1,636	0.06	0.0040%	
Wright	150,727	29.26%	\$ 3,414	29,009	31.48%	\$ 3,673	283,825,037	34.20%	\$ 3,990	31.65%	11,076	0.07	0.0039%	
Total	515,125	100%	\$ 11,667	92,151	100%	\$ 11,667	\$ 829,973,372	100%	\$ 11,667	100%	\$ 35,000	\$ 0.07	0.0042%	

County	2025 Operating	2025 Capital	2025 Total	County	2024 Operating	2024 Capital	2024 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 536,949	\$ 2,486	\$ 539,435	Benton	\$ 546,287	\$ 2,156	\$ 548,443	Benton	\$ (9,338)	\$ 330	\$ (9,009)	-1.643%
Morrison	523,605	2,424	526,029	Morrison	525,096	2,072	527,168	Morrison	(1,491)	352	(1,140)	-0.216%
Sherburne	1,457,447	6,747	1,464,194	Sherburne	1,481,083	5,846	1,486,929	Sherburne	(23,636)	901	(22,736)	-1.529%
Stearns	2,296,272	10,631	2,306,903	Stearns	2,336,439	9,222	2,345,661	Stearns	(40,167)	1,409	(38,758)	-1.652%
Todd	353,481	1,636	355,117	Todd	353,802	1,396	355,198	Todd	(321)	240	(81)	-0.023%
Wright	2,392,490	11,076	2,403,566	Wright	2,358,242	9,308	2,367,550	Wright	34,248	1,768	36,019	1.521%
Total	\$ 7,560,244	\$ 35,000	\$ 7,595,244	Total	\$ 7,600,949	\$ 30,000	\$ 7,630,949	Total	\$ (40,705)	\$ 5,000	\$ (35,705)	-0.468%