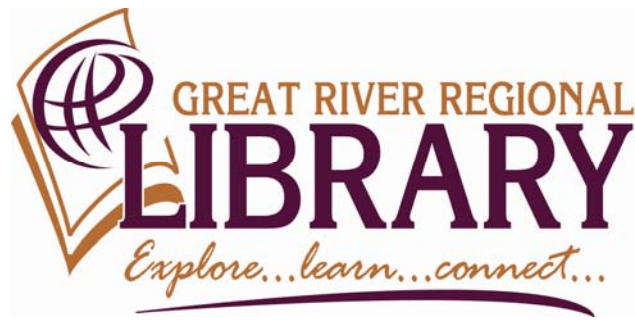




1300 Saint Germain St. W
Saint Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Board Meeting
Tuesday, January 20, 2009, 7:00 p.m.
St. Cloud Public Library
Agenda

- 1. Call to Order**
- 2. Introduction of New Board Members & Oath of Office** (on table)
- 3. Adoption/Amendment of Agenda**
- 4. Election of 2009 Great River Regional Library Board Officers** (verbal)
 - 4.1 President
 - 4.2 Vice President
 - 4.3 Treasurer
 - 4.4 Secretary
- 5. Approval of Minutes**
 - 5.1 November 18, 2008 Board Meeting
- 6. Financials**
 - 6.1 Bills (in packet) and Addendum (on table)-Linda Treb ([Requested action – Approve](#))
 - 6.2 Financial Reports-Linda Treb (on table)
- 7. Consent Agenda**
 - 7.1 Annual Finance Designations ([Requested action – Approve](#))
 - 7.1.1 Designation of Finance Manager as Custodian of Library Funds
 - 7.1.2 Designation of Bank Depositories
 - 7.1.3 Acceptance of Current Collateral Pledges
 - 7.1.4 Designation of Signers on Bank Accounts
 - 7.1.5 Designation of Signers on Payroll and Expense Checks
 - 7.1.6 Designation of Signers on Petty Cash Checking Account
 - 7.2 Appointment(s) to the GRRL Board of Trustees Standing Committee Members for 2009 (verbal)
- 8. Communications**
 - 8.1 Cumulative Recovery Statistics from Unique Management Services, Inc
 - 8.2 Construction Grant Award Letters – Staples and St. Michael
 - 8.3 United Way
- 9. Staff Reports**
 - 9.1 Director's Report
 - 9.2 Leadership Support Team Reports
 - 9.3 Building Updates
 - 9.4 Statistics for November and December 2008
- 10. Committee Reports**
 - 10.1.1 Personnel Committee
 - 10.1.2 Other
- 11. Unfinished Business**
 - 11.1 LSTA Mid-year Report ([Requested action – Approve](#))
 - 11.2 Other
- 12. New Business**
 - 12.1 Director's Evaluation Forms Distribution and Process (on table)
 - 12.2 Continuation of Capital Campaign MOU ([Requested action – Approve](#))
 - 12.3 Structure Study Consultant Proposal ([Requested action – Approve](#))
 - 12.4 RLBSS Revenue/Budget Revisions for 2009 ([Requested action – Approve](#))
 - 12.5 Other
- 13. Next Meeting:** Personnel Committee - March 19, 2009, 6:00 p.m. (third **Thursday**), Full Board 7:00 p.m.
- 14. Adjournment**



Thank you for agreeing to serve on the
Great River Regional Library Board of Trustees.

Our vision is that Great River Regional Library will be the recognized as a source of knowledge and information in the community as well as an integral part of its cultural life. The Great River Regional Library user will find an encompassing collection that will entertain, inspire and enlighten; access to global information resources; high technology applications; high quality programs for all ages; a highly motivated and helpful staff.

Our mission is that Great River Regional Library develops, organizes and makes available to the public a useful collection of books and information resources. That Great River Regional Library provide free access to community focused services for a diverse population; assistance and guidance in utilizing those services and materials; lifelong learning opportunities.

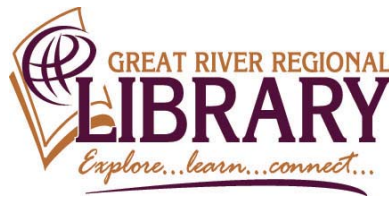
All board members are expected to attend the scheduled meetings. There may be additional special called meetings from time to time as needs require. Please respond to emails and calls regarding attendance at meetings. This will ensure that at each of our meetings we will have a quorum.

The length of your term is three years (County Commissioners are reappointed annually). You are eligible to serve three consecutive terms. If anything should occur during the year that would prevent you from being a positive contributor to our board, please take the initiative to talk to the officers about a voluntary resignation to allow another to serve who is able to be fully involved.

Should you have questions about being able to fulfill your duties, please call Kirsty Smith Director of Great River Regional Library at 320-650-2512.

Welcome aboard!

We look forward to working with you to make our library the best it can be!



1300 St. Germain St. W.
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Oath of Office

I swear to support the Constitution of the United States and of this state; to discharge faithfully the duties of this office to the best of my ability; to represent Great River Regional Library to the people and the governing officials well; to see that adequate funds are obtained to provide good library services; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served, so help me God.

Board Member Signature

Date

Notary Signature

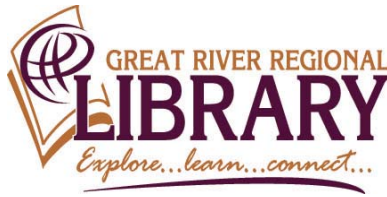
Date

Notary Stamp

**2008 Minnesota Statutes
Office of Revisor of Statutes, State of Minnesota
358.05 OATH OF OFFICE.**

The oath of office to be taken by members and officers of either branch of the legislature shall be that prescribed by the Constitution of the state of Minnesota, article IV, section 8. Every person elected or appointed to any other public office, including every official commissioner, or member of any public board or body, before transacting any of the business or exercising any privilege of such office, shall take and subscribe the oath defined in the Constitution of the state of Minnesota, article V, section 6.

History:
(6963) RL s 2677; [1976 c 2 s 172](#)



1300 St. Germain St. W.
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Trustee Information Sheet

Today's Date _____

Name _____

Address _____

Telephone H- _____ W- _____ C- _____

E-mail Address _____

Occupation _____

Employer _____

[If applicable]
Spouse's Name _____

Occupation _____

In case of emergency, notify:

Name _____ Relationship _____

Telephone _____

Address _____

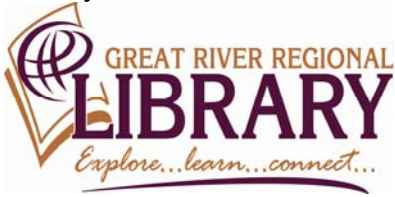
**FOR OFFICE USE ONLY
Board Term Dates**

Appointment Date: _____

Term 1 _____

Term 2 _____

Term 3 _____



Board of Trustees Profile

Name: _____

Count of Residence: _____

City of Residence: _____

Please check:

_____ elected commissioner

_____ year first elected

_____ appointed citizen

_____ year first appointed

Previously served on the GRRL Board? _____ Yes _____ No

Other library experience: _____

Other county committees currently serving on: _____

Current occupation/employer: _____

Prior work experience/employment: _____

Formal education/training: _____

Other community involvement: _____

Hobbies/Interests _____

What do you hope to accomplish while serving on the board? _____



Great River Regional Library Board Member Terms

<u>SIGNATORY/TRUSTEE</u>	<u>EXPIRING</u>	<u>YEARS SERVED</u>								
<u>BENTON</u>										
Spencer Buerkle*	12.31.09	2009								
<u>MORRISON</u>										
Rich Collins*	12.31.09	2009								
<u>SHERBURNE</u>										
Louise Kuester	12.31.11	2006	2007	2008	2009					
Felix Schmiesing*	12.31.09	2003	2004	2005	2006	2007	2008	2009		
Jan Bensen	12.31.10	2008	2009							
<u>STEARNS</u>										
Jeff Baumgartner	12.31.11	2006	2007	2008	2009					
Robert Hare	12.31.09	2007	2008	2009						
Citizen Member to be named										
John Meuers	12.31.09	2001	2002	2003	2004	2005	2006	2007	2008	2009
Vince Schaefer*	12.31.09	2005	2006	2007	2008	2009				
<u>TODD</u>										
Gerry Ruda*	12.31.09	2009								
<u>WRIGHT</u>										
Bernard Burke	12.31.10	2002	2003	2004	2005	2006	2007	2008	2009	
Earl Dierks	12.31.10	2005	2006	2007	2008	2009				
Michael Messina	12.31.09	2007	2008	2009						
Pat Sawatzke*	12.31.09	2006	2007	2008	2009					

9 year maximum. May serve additional nine years with a one year break in service.

Citizen members need reappointment every three years.

*County Commissioners need reappointment each year.

MINUTES OF GREAT RIVER REGIONAL LIBRARY
November 18, 2008

A meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday evening, November 18, 2008, at 7:06 pm at the St. Cloud Public Library with President Vince Schaefer presiding.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>Staff Excused:</u>
Jeff Baumgartner	Louise Kuester	Joan Allen	
Jan Bensen	Felix Schmiesing	Mic Golden	
Bernard Burke		Bill Hecht	
Earl Dierks		Julie Henne	
Robert Hare		Sunny Hesse	
Joanne Kudrna		Karla Kraft	
Michael Messina		Verne Oleksowicz	
John Meuers		Jay Roos	
Mark Nelson		Kirsty Smith	
Pat Sawatzke		Linda Treb	
Vince Schaefer		Diane Vosen	
Duane Walter			
Eugene Young			

ADOPTION/AMENDMENT OF AGENDA

Mark Nelson moved adoption of the agenda. Seconded by Joanne Kudrna and carried unanimously.

MINUTES OF SEPTEMBER 18, 2008, BOARD MEETING

Eugene Young moved approval of the minutes of the September 18, 2008 meeting. Motion seconded by Earl Dierks and carried unanimously.

LIST OF BILLS AND ADDENDUM

Jan Bensen moved to approve the list of bills for payment. Seconded by Eugene Young and carried unanimously.

Jan Bensen moved to approve the Addendum to the list of bills for payment. Seconded by Eugene Young and carried unanimously.

Joanne Kudrna moved to accept the Financial Reports. Seconded by John Meuers and carried unanimously.

COMMUNICATIONS

Communications were presented on the following:

- 1) Unique Management Services – The board requested that we get more current information from Unique Services in the future.
- 2) Maple Lake Messenger Article
- 3) Morrison County Record Article – Jeff Baumgartner commended Royalton on having a great library in a great community.
- 4) Patron Feedback

LEADERSHIP REPORTS

Reports from the Director, members of the Leadership Support Team and Building and Statistic Reports were presented.

COMMITTEE REPORTS

Personnel Committee: A review of the actions of the Personnel Committee meeting held on November 18, 2008 was presented. Bernie Burke moved to approve the actions of the Personnel Committee. Seconded by Joanne Kudrna. Robert Hare requested that item 6 – Personnel Policy Revision, be pulled from the packet. Motion fails due to lack of a second. Original motion carries with Robert Hare opposed.

CAPITAL CAMPAIGN COMMITTEE: Joanne Kudrna presented the Capital Campaign update report.

UNFINISHED BUSINESS

SUNDAY HOURS REPORT

Pat Sawatzke moved to table any further discussion on Sunday hours to November of 2009. Seconded by Eugene Young. Roll call vote, 7/6 motion carries with Jan Bensen, Jeff Baumgartner, Robert Hare, Joanne Kudrna, John Meuers and Vince Schaefer opposed.

NEW BUSINESS

- 1) Information was presented to the board on the 2009 Benefit Renewal and Open Enrollment Process.
- 2) Jan Bensen moved approval of the Request to Amend Operating Budget. Seconded by Robert Hare and carried unanimously.
- 3) Jan Bensen moved approval of the 2009 Meeting Schedule with the amendment of moving the March 17th Meeting to March 19th due to St. Patrick's Day. Seconded by Mark Nelson and carried unanimously.
- 4) Status of Board Member Terms. Kirsty Smith thanked the board members, whose terms are expiring, for serving on the Library board.

NEXT MEETING

Personnel Committee – Tuesday, January 20, 2009 (6:30 p.m.) Bremer Community Room
Board of Trustees – Tuesday, January 20, 2009 (7:00 p.m.) Bremer Community Room

ADJOURNMENT

Jan Bensen moved that the meeting be adjourned at 8:38 p.m. Seconded by Bernard Burke and carried unanimously.

Vince Schaefer, President

Bernard Burke, Secretary

Request to authorize Financial Institutes and Signers

7.1.1. DESIGNATION OF REGIONAL COORDINATOR-FINANCE AS CUSTODIAN OF LIBRARY FUNDS

The Service Agreement, in Section 4.1 states the following:

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

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

7.1.2. DESIGNATION OF BANK DEPOSITORIES

The following banking services have been established for Great River Regional Library:

BREMER BANK, N.A.
Expense Account
Payroll Account
Petty Cash Checking Account
Savings Account
Investments

MAGIC FUND
Expense Account
Payroll Account
Savings Account
Investments

WELLS FARGO BANK MINNESOTA, N.A.
Savings Account
Investments

It is necessary for the Board to designate the banks as approved depositories for the Great River Regional Library.

7.1.3. ACCEPTANCE OF CURRENT COLLATERAL PLEDGES

The following amounts of collateral are assigned to the Great River Regional Library:

\$250,000 Bremer Bank, N.A. No. 17369

A copy of the above document is attached for your review. Acceptance of this document by the Board is needed.

7.1.4. DESIGNATION OF SIGNERS ON BANK ACCOUNTS

Kirsty Smith, Director, Linda Treb, Regional Coordinator-Finance, Aron Murphy, Finance Generalist and Gretchen Thompson, Office Assistant, are designated as signers on the bank accounts. This allows them to make deposits and transfer funds between accounts.

Designation of these people as signers by the Board is required.

7.1.5. DESIGNATION OF SIGNERS ON PAYROLL AND EXPENSES CHECKS

Kirsty Smith, Director and the newly elected President of the Great River Regional Library Board need to be designated as the signers on the checks for the expense and payroll accounts.

Designation of these people as signers by the Board is required.

7.1.6. DESIGNATION OF SIGNERS ON PETTY CASH CHECKING ACCOUNT

Kirsty Smith, Director and Linda Treb, Regional Coordinator-Finance, are designated as signers on the petty cash checking account.

Designation of these people as signers by the Board is required.

Appointments to the GRRL BOT Standing Committees

GRRL 2008 COMMITTEE LISTING

<p>Executive Committee <i>Vince Schaefer</i>, President Mark Nelson, Vice President Bernard Burke, Secretary Joanne Kudrna, Treasurer Felix Schmiesing Duane Walter Eugene Young</p>	<p>CMLE Committee Art Pryzbilia Bernard Burke Ginny Clark M. Constance Crane Joanne Kudrna Kirsty Smith</p>	<p>Personnel Committee Robert Hare Joanne Kudrna Louise Kuester John Meuers Mark Nelson Pat Sawatzke Vince Shaefer</p>
--	--	--

Proposed GRRL 2009 Committee Listing

<p>Executive Committee Vince Schaefer, President XXXXX, Vice President Bernard Burke, Secretary XXXXXX, Treasurer Felix Schmiesing XXXXX XXXXX</p>	<p>CMLE Committee JoyGenea Schumer Bernard Burke Ginny Clark M. Constance Crane John Meyerhofer Kirsty Smith</p>	<p>Personnel Committee Robert Hare XXXXX Louise Kuester John Meuers XXXXX Pat Sawatzke Vince Shaefer</p>
--	---	--

There is a need for new members of the Executive Committee members:

- The new or newly reappointed President
- The new Vice President to replace Mark Nelson
- The new or newly appointed Secretary
- The new Treasurer to replace Joanne Kudrna
- Two new commissioners to replace Duane Walter and Eugene Young

The personnel committee needs:

- One citizen member to replace Joanne Kudrna
- One commissioner member appointed to replace Mark Nelson

Director's Report December 2008 – January 2009

Welcome to all the new GRRL Board members! Welcome back to all returning members! We, the staff and I, are excited to be working with you in the coming, challenging year ahead.

To recap briefly for the new members, since late fall the Leadership Support Team has been on a journey to study and then improve the organizational culture of GRRL.

“Organizational culture: the moral, social, and behavioral norms of an organization based on the beliefs, attitudes, and priorities of its members. Every organization has its own unique culture or value set.” From <http://www.auxillium.com/culture.shtml>

Each member of the LST as well as two randomly selected members of each pay band took a 15 question test which ranked both the existing and preferred culture. The test came from *Diagnosing Organizational Culture* by Roger Harrison and Herb Stokes. This test diagnoses four orientations: Power, Role, Achievement and Support.

Overall, the results between management and staff were consistent in their placement of current GRRL culture. The overwhelming opinion was that we are currently a role oriented organization, but we want to head toward the achievement orientation.

The role orientation means that GRRL values order, dependability, rationality and consistency. The system is designed to control people and to prevent them from committing stupid acts. However, it also keeps people from being innovative and from doing the right thing when it is outside the rules. It is difficult in this orientation to change or bend the rules and it takes a long, long time to implement change.

An achievement orientation uses the mission to attract and release the personal energy of the members in pursuit of the shared vision and purpose. Another way of explaining this orientation is that members of the group believe they are making a positive contribution to society as well as to the organization when they perform their jobs. The weakness of this orientation can be a under organized, relying on high personal motivation to overcome deficiencies in structures, systems and planning.

The experts in the field of organizational culture recommend a specific process for moving forward. The process is:

1. Reach consensus on the current culture.
2. Reach consensus on the preferred future culture.
3. Determine what the changes will and will not mean.
4. Develop an action plan by determining what should be started, stopped or continued.
5. Implement the plan.
6. Measure results and adjust as needed.

The LST met in December to begin the process of developing an action plan. The team is exploring whether the current vision and mission statements are still appropriate as guideposts. Do our current mission and vision statements adequately appeal to both the heart and the head? The group is also undertaking a process revision to discover what road blocks exist currently.

In addition, each member of the LST has been assigned to read the business classic, *Good to Great: Why Some Companies Make the Leap...and Others Don't* by Jim Collins as well as the newer publication *Good to Great and the Social Sectors: A Monograph to Accompany Good to Great*.

The original Good to Great book was designed to get companies thinking about what would take them from being good organizations to being great organizations. It was studied in business schools and by managers of Fortune 500 corporations. However, because much of the advice was profit focused, it was difficult to apply to the concepts to library organizations. Then the additional monograph was published and the questions were reframed just a bit:

Issue One - How do you define great without business metrics?

Issue Two - What is "Level 5 Leadership" in the social sector?

Issue Three - How can you get the right people on the bus?

Issue Four - How do you apply the Hedgehog Concept (attaining piercing clarity about how to produce the best long-term results) without a profit motive?

Issue Five - How do you use brand to build momentum?

This difficult, but vitally important work will be on-going for the foreseeable future.

If you would like to know more about the topics we are studying, I have a number of copies of the various books available. Please see me after the meeting to get a copy!

On a completely different, but not unexpected note: the 2009 legislative session will be a difficult one. The various directors from the Council of Regional Public Library Administrators (CRPLSA), which I am chairing this year, have been diligently working this past year with the Association of Minnesota Counties, League of Minnesota Cities and MICAH on a revision to the current Maintenance of Effort statute. CRPLSA members are hopeful that the revisions will allow cities and counties substantive relief to MOE requirements now and into the future. The background and details on this proposal are outlined below. Minimum levels of support would be calculated on a three year average, rather than the second preceding year. Statutory changes would also allow a broader definition of capital expenses not subject to MOE provisions.

Proposed Changes to State Statutory Language

1. Issue: Double digit increases or decreases in ANTC in several subsequent years are difficult to handle.

Suggested language:

134.34 Regional Library Basic System Support Grants; Requirements

Subdivision 1. **Local support levels.** A regional library basic system support grant shall be made to any regional public library system where there are at least three participating counties and where each participating city and county is providing for public library service support the lesser of (a) an amount equivalent to **a three year average of .82** percent of the adjusted net tax capacity of the taxable property of that city or county, as determined by the commissioner of revenue for the second, **third and fourth years** preceding that calendar year in **2009** and later years or (b) a per capita amount calculated under the provisions of this subdivision. The per capita amount is established for the calendar year **2009** as **\$12.62.** In succeeding calendar years.....

2. Issue: When LGA/CPA are cut, library directors are placed in a bind because they cannot offer cuts to their departments as can other members of the local team.

Suggested language:

Subdivision 4. **Limitation.** A regional library basic system support grant shall not be made to a regional public library system for a participating city or county which decreases the dollar amount provided for support for operating purposes of public library service below the amount provided by it for the second preceding year. For purposes of this subdivision and subdivision 1, any funds provided under section 473.757, subdivision 2, for extending library hours of operation shall not be considered amounts provided by a city or county for support for operating purposes of public library service. This subdivision shall not apply to participating cities or counties where the ~~adjusted net tax capacity~~ **levy aid base (as defined in Minnesota Session Laws 2008, Chapter 366, Article III, Section 2)** of that city or county has decreased, if the dollar amount of the reduction in support is not greater than the dollar amount by which support would be decreased if the reduction in support were made in direct proportion to the decrease in ~~adjusted net tax capacity~~ **levy aid base.**

Changes to State Library Services Terms and Guidelines

3. Issue: Capital expenses are too narrowly defined.

Suggested language:

MINNESOTA PUBLIC LIBRARIES
MAINTENANCE OF EFFORT (Minnesota Statutes 134.34 Subdivision 4)
DEFINITION OF CAPITAL EXPENSES

Capital expenses are "an outlay of funds to acquire or improve a fixed asset" and a capital asset "is a long-term asset used in the operation of a business or used to produce goods or services, such as equipment, land, or an industrial plant" (*Black's Law*

Dictionary). Capital expenses are one-time investments in the infrastructure or the facility of a public library. They are exempted from Maintenance of Effort calculations.

To assist public libraries in distinguishing between operating expenses and capital expenses, the following categories have been determined by the State Library Services Division of the Minnesota Department of Education to be capital expenses:

- 1) Equipment and materials that are purchased for initiating a new service previously not offered in the library:
 - a) Books and other library materials that are specifically purchased for a new service, such as establishing a "new adult reader" collection, starting a "books by mail service," or purchasing a non-English language collection. Additional funds spent to expand such a collection in the following year will be considered operating expenses and will be counted towards Maintenance of Effort.
 - b) Equipment that is specifically purchased for a new service, such as the purchase of an adaptive workstation for the use of disabled patrons. Additional funds spent to upgrade and maintain the adaptive workstation in the following year will be considered operating expenses and will be counted towards Maintenance of Effort.
 - c) Furnishing and equipment purchased for a new service, such as a training or computer lab, when the funding is provided as part of a national grant program, such as Gates Foundation funding for training labs.
- 2) Equipment and initial software that are purchased for automating an operation that was previously performed manually in the library. Additional funds spent to upgrade and maintain the equipment in the following year will be considered operating expenses and will be counted towards Maintenance of Effort.
- 3) Purchase of hardware, software and related costs used to manage and access collections and services and to control inventory, including purchase of a new integrated library system, materials handling systems, radio frequency identification (RFID) or federated searching program, are considered one-time capital expenses. Cities and counties may authorize funding over a period of years in order to make these purchases and these funds will not be considered as part of the Maintenance of Effort provided they can be separately identified over the years covered and expenditures can be proven.

Costs included as capital expenses for purposes of this clause include:

- 4) *Consultant fees
*Hardware

- *Software
- *Loading costs
- *Staff training
- *Cleaning of database files

The costs for annual licenses and related ongoing maintenance costs are counted towards Maintenance of Effort.

- 5) Staff costs for the initial conversion of data to machine-readable format are considered capital expenses. Since retrospective conversion is a long-term process, if the reporting library can separate out the conversion expenses from ongoing cataloging expenses, the conversion expenses may be reported as capital expenses for more than one year. If unable to separate out the conversion expenses, then the following year's cataloging expenses will be considered operating expenses and will be counted towards Maintenance of Effort.
 - 6) Library sites, construction, additions, remodeling, new signage, initial furnishings, materials, and equipment that are purchased due to the construction projects or name and logo changes.
 - 7) Books and other library materials that are specifically purchased as an "opening day" collection for a new, renovated, or expanded library building are considered capital expenses. Additional funds spent to expand the collection in the remainder of the year and the following year will be considered operating expenses and will be counted towards Maintenance of Effort.
 - 8) Major building repairs or replacement, such as the installation of insulation when none existed before, new windows, new roof, new heating system and other HVAC equipment, etc.
 - 9) Replacement of bookmobiles and delivery vehicles
 - 10) Materials (books, magazines, furniture, equipment, etc.) purchased to replace what has been destroyed or severely damaged due to a natural disaster, fire, etc.
- 4. Issue:** Timeline for new or pilot projects is too short.

Suggested language:

Time-limited projects and / or activities that extend beyond the usual and normal scope of the library's functions, duties or tasks, and that do not supplant existing library programs, are exempt from maintenance of effort. These may include but are not limited to:

--Outreach

- Special promotions or marketing
- Technological innovations or improvements
- Programs or services targeting specific patron demographics

Increases in the library's expenses (i.e. staffing, print and non-print materials, non-capital expenses, etc.) specifically used for these projects are exempt from the library's state-certified level of library support requirements. A Pilot/Special Project may retain this exempt status for up to 3 years. For exemptions longer than three years, approval from State Library Services is required.

For each of the project years, the annual amount expended for the project must be reported to the regional library system.

5. Issue: There are times when funding bodies would like to contribute more to libraries or library systems but cannot for "fear of being caught in MOE."

Suggested language:

Capital or Program Allocations

The state-certified levels of library support requirements are calculated based upon funds allocated by cities and counties for library operating expenses. Capital expenses are not included as part of the state-certified level of library support calculations.

Cities and counties may allocate additional funds to public libraries or regional public library systems without those funds being included in the calculations for the state-certified level of library support if they are earmarked for current or future library capital expenses, or for one-time or pilot projects as defined under Minnesota Department of Education State Library Services guidelines.

Research Regarding Disparity of Funding

6. Issue: State funding has not kept pace with county funding for regional public library systems.

increased costs for services offered by regional systems and inflationary factors

dollar amounts and percentages of increase/decrease provided by cities and counties and the State of Minnesota over the last 10 years.

Leadership Support Team Reports

Verne Oleksowicz Deputy Director

I am working on many issues related to the St. Cloud Public Library building. There are many systems that are still not fully operational. It may take many months to arrange permanent fixes for some of these issues. The building is also taking some time to learn the systems related to lighting, HVAC, and security.

I worked with the Chamber Music Society of St. Cloud and the St. Cloud Friends of the Library to bring in a special musical event to the St. Cloud Public Library on January 16. eighth blackbird is a world renowned contemporary chamber music ensemble that was in residency in St. Cloud during the week of January 12. We were fortunate to have them perform a family concert at the new library.

I was awarded a Certificate of Merit by the Minnesota Library Association at the annual conference in November for my work over the past three years with MLA's legislative committee.

Joan Allen Regional Coordinator Information Services

We held our first Senior Laptop Training Session in Eagle Bend on November 18th. The next session is scheduled on January 15, 2009 in Upsala. So far we have scheduled 24 of the 32 branches for training sessions. The laptop training team has been meeting and honing the training module to meet the needs of modern seniors learning to use the Internet. The grant awarded 11 laptop computers and other essential equipment. It is very exciting to see the program get underway.

The statistics team will be going to branch libraries to conduct measurements in January of 2009. Team members hope to complete all measurements of branch and department activity in order to allow us to assess staffing levels before the next budget cycle. We wish to integrate this information into busyness factors. We will also be able, in time, to forecast costs of services. This information will be given to the Regional Services Team to help them determine ideal staffing levels based on measurements.

Regional branch meetings were held at various sites throughout Great River for branch managers and other supervisors to meet and discuss topics of mutual interest. Diane Vosen, Sunny Hesse and Linda Treb were present to present information and answer questions about Fund Development, Paid Time Off and Payroll and other financial information. The meetings were informative and also allow branch managers the opportunity to meet and share ideas.

Mic Golden Regional Coordinator Collection Development

The Materials budget was expended to about .06* thanks to Sharon Jensen, Acquisitions Asst. who manages the end of year process with such accuracy. Since encumbered funds don't count as "spent", we have to continue purchasing as we watch the encumbered column closely. We can predict pretty closely when our major vendor shipments will arrive, but many small vendors don't have notification systems in place. That means that we spend some time at Barnes & Noble every year, filling in the "encumbered gap".

**Give or take final adjustments by the Finance Department*

January 20, 2009

Item 9.2

The Collection Development Team has been studying our Music cataloging and after surveying staff and checking out what other libraries are doing, GRRL will switch from Dewey numbers to Genre headings for our music CD collection. That means our new labels and call numbers for *Compact Disc 781.642 Scr* will be *Country Scr*. We think those fans of Earl Scruggs will appreciate being able to search by Genre and then artist. The final Genre headings will be linked to Dewey cataloging areas, but descriptions will be used instead of numerals. Chris Getz, Tech. Serv. specialist is working on the conversions and then we will roll out new labels for our CD's. A side benefit of the change will be a much less cluttered "cover" for our CD's.

New materials are being directed to the Pierz and Big Lake libraries as they open their doors in new locations. As they get their collections moved, we will look for gaps and areas of need and then direct copies of newly purchased items to those locations. In addition, newer titles that need relocating will be sent to fill the shelves at the new locations.

Bill Hecht

Regional Coordinator Distribution & Circulation

Howard Lake Open Hours & Staff Schedules

Deb Cox-Johnson, Howard Lake branch manager, and I are in the process of creating new open hour and staff schedules. The new open hour schedules will be part of a survey the public will be able to respond to, selecting the schedule that best suits their needs. The new staff schedules will provide for double coverage and or shorter work shifts, allowing staff to take breaks in accordance with GRRL Personnel Policies and Procedures, as well as, it is hoped, eliminate one day with a split open hour schedule.

Circulation Procedures – Revisions

The procedures below were written or revised, adding or deleting content, thus creating a more accurate procedure in relationship to current business practices:

Library Privileges and Responsibilities – Explanation

Standard Checkout Procedures – Adults & Minor Children

Patron Registration - Phone & Type

Waiving Fines on a Minor Child's Record (Not a procedure, rather an outline of talking points, provided to staff, for discussions between staff and customers to help clarify situations in which fines resulted, most likely because another family member misused a minor child's library card and borrowing privileges were suspended.)

2009 Staff Hours

I met with and discussed the 2009 budget for staffing and its possible uses with branch managers from Buffalo, Cokato, and Delano. Based on their business levels each library received a dollar amount that allowed them to add hours to current staff positions or to hire new staff (BU: \$1,808.82; CO: \$3,617.65; DE: \$3,617.65). Our discussions were focused on the best use of the dollar allocation for each library, and determining the number of hours available for a specific position.

Sunny Hesse

Regional Coordinator Human Resources

2009 Benefit Open Enrollment

Considerable time was spent in November and December on 2009 Benefit Open Enrollment.

Twenty-nine (29) individual meetings were held throughout November 2008 with benefit eligible employees to discuss their benefit options for 2009. These meetings included completion of all necessary paperwork.

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All benefit paperwork was submitted to appropriate benefit carrier on December 5, 2008. Follow-up paperwork was submitted as requested through December 31, 2008.

All benefit elections were entered into ADP HR/Profile for benefit tracking. Benefit deductions were entered as part of this process and automatically updated to the PC/Payroll software for the first payroll in January 2009.

Benefit corrections were made as necessary based on actual billing.

Created and distributed a personalized 2009 Benefit Confirmation Statement for all staff electing benefits through GRRL. This statement was intended to provide a snapshot of the benefits elected to staff and the costs associated with those elections.

PTO Implementation

Attended four (4) Regional Staff Meetings to answer questions about PTO implementation effective January 1, 2009. Reviewed PTO Conversion Worksheet with Branch Managers as a tool to figure PTO and ESLB conversion amounts.

Leadership Support Team

Attended and participated in LST Meetings on Wednesday, November 26 and Wednesday, December 10. Discussed GRRL Corporate Culture: where we are, where we want to be and how we get there.

Follow-up meetings with Kirsty and I and each LST member, individually, took place to discuss the organization and/or reorganization of GRRL. Trends were identified and possible changes documented.

Karla Kraft

Regional Coordinator Programming

Mark Troendle, the regional branch manager of the St. Cloud Library, resigned his position as of December 18 to take a job as the assistant director of the Eau Claire Public Library. Janet Gambrino, reference librarian, retired from the St. Cloud Library at the end of December after 39 years. Some changes may be made to their positions before they are filled. I am currently supervising the St. Cloud staff. The Waite Park Library has hired a new branch assistant. Waite Park is also in the process of conducting a patron survey to plan for changes in their open hours. In the future, they hope be open on Fridays.

The 2009 Adult and Teen Winter Reading Program, Go Anywhere with a Book, began on January 5 and will run through February 28. Participants read or listen to 5 books for a chance to enter the grand prize drawing. Individual branches have the chance to add special activities to the program in their libraries.

The United Way's Llama Llama Read-A-Rama will hold its kickoff event for volunteers and children at the St. Cloud Public Library on April 2. The St. Cloud children's room staff will take part in the event. April 3 will be Llama Llama Read-A-Rama Day in which many reading programs will take place around St. Cloud.

Jay Roos

Regional Coordinator Information Technology

Pierz & Big Lake Library Moves

The Pierz and Big Lake libraries moved into larger, remodeled buildings. Moving all of the technology in a library is a 2-3 day process. It takes a great deal of time to disassemble, clean, reassemble and hook up all of the computers and equipment. Pierz and Big Lake were no exceptions as we coordinated with remodelers, movers and furniture installers. We also work with telephone companies and the State Office of Enterprise Technology to facilitate and ease transition of phone and internet services from one building to another.

Library Thing Reviews

January 20, 2009

Item 9.2

GRRL has added another useful enhancement to our catalog. LibraryThing now offers a service where libraries can give patrons the ability to review titles from the library catalog. Our patrons' reviews are aggregated with those from other libraries and displayed on the title pages of our catalog. We expect that this will allow patrons to better choose the titles we offer that best meet their needs. This also provides a level of interactivity that web savvy customers have come to expect.

Equipment disposals

Each year after we have completed our computer replacements, we go about disposing of old equipment. This year, as in the past, we sold our outdated computers on eBay. eBay has been used as our disposal method so that patrons across the region have an opportunity to purchase the equipment. The alternative to selling our equipment is to pay by the pound to dispose of the equipment. In addition to the sale of used workstations we also disposed of our old Horizon server through a used server reseller.

Linda Treb

Regional Coordinator Finance

The library converted its traditional vacation, sick, funeral and emergency leave time to Paid Time Off. All employees in Group 2 and above were converted to PTO. The payroll system was updated to accommodate these changes.

The 2008 Operating Budget will end with a balance of just over \$200,000. Of those funds the board allocated at its September meeting \$107,000 for computer replacement and \$30,000 for the 27th payroll accounts. That leaves a balance of \$63,000 or less than 1% of the overall budget.

The 2009 bills were mailed to the signatories. Payments were due January 1, 2009. We can expect payments to be received a few days late because of the changing of the calendar year in the financial software at the counties.

Interviews were held for the Administrative Assistant position. Kirsty, Julie and I were on the interview team. We expect to have the new person attend the January board meeting.

Diane Vosen

Regional Coordinator Communications/Fund Development

Year-end is a very busy time for fund development. We successfully completed the GRRL annual fund direct mail appeal to more than 3,500 individuals, businesses, and organizations in the GRRL service area. We also successfully completed a separate appeal to about 2,300 individuals, businesses, and organizations in the St. Cloud area only, promoting the new fundraising challenge grant from the Morgan Family Foundation. Both appeals required working with a vendor to certify addresses in our database to align with new US postal requirements.

Efforts over the last 12 months came to fruition in the last 2 months as we recorded and acknowledged 260 gifts totaling nearly \$123,000.

Department staff have been very involved in redesigning the GRRL public website and continue to learn new software and design processes to enable a more patron-friendly website.

January 20, 2009

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Our department continues to transition itself into one new department from two. This has involved streamlining some job functions and responsibilities. It's also given us great opportunity to reorganize and/or develop processes, procedures, and print materials to ensure we are using our staff and financial resources as efficiently as possible. More changes will be taking place over the next few months.

Building Status Report

Big Lake

The Big Lake Public Library has moved into its new location at 790 Minnesota Avenue. They plan to host a grand opening on January 24th at 10 a.m. with a ribbon-cutting ceremony at that time. The new location has almost 7,000 square feet of space almost tripling the space in their old facility. It should prove to be a very fine improved addition to the Great River Library System. The Friends purchased some furniture from the old St. Cloud building and several fund-raising activities continue to move forward as further improvements are planned.

Pierz

The Pierz Branch completed its move to their new location at 117 S. Main on Dec 23. They now occupy a 3000 square foot space (a space 4 times the size of their old location) that was renovated by the landlord to specifications laid out by GRRL and the City of Pierz. This space contains -- among other things -- a Teen area, a magazine reading room, and a public meeting space. The library closed on Dec 17 to begin the move and reopened to the public on Dec 26. The staff is awaiting the addition of a new circulation desk to be built by a local carpenter (all materials and time volunteered) and delivered by the end of February 2009. A grand opening celebration will be scheduled for a later date.

St. Michael

The City of St. Michael was awarded a grant from the state in the amount of \$400,000. The City Council will be meeting on January 20th to make a determination about the viability of the project. We have great hopes that this project will move forward in a timely fashion.

Staples

The City of Staples was notified in December of their successful grant application to the Minnesota Department of Education, State Library Services, for the construction of a new library/city hall complex. The city was awarded \$420,000.34. They are currently working toward resolution and grant agreements to prepare for the March-April bid letting timeline. Meetings with the architects begin in January to review the design plans. They plan to break ground this spring and have set a substantial completion date of Oct 2009. Total projected cost for the project is estimated at \$1.8 million and this grant money allows for some extra library space.

**GREAT RIVER REGIONAL LIBRARY
MONTH - November 2008**

CIRCULATION STATISTICS

LOCATION	ADULT PRINT	ADULT MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -
ALBANY	2,808	581	1,910	98	1,643	7,040	-676
ANNANDA	2,008	363	910	51	1,174	4,506	-345
BECKER	2,739	671	2,264	122	1,404	7,200	-1,038
BELGRAD	801	62	455	21	377	1,716	-232
BIG LAKE	2,490	581	2,011	145	1,456	6,683	-530
BUFFALO	6,655	1,903	7,189	329	5,049	21,125	197
CLEARWA	1,341	430	1,040	41	702	3,554	199
COKATO	2,511	451	2,425	156	1,356	6,899	640
COLD SPR	3,085	893	2,107	111	3,050	9,246	-292
DELANO	3,791	929	4,547	115	3,082	12,464	-1,218
EAGLE BE	1,179	128	451	18	808	2,584	18
ELK RIVEF	10,722	2,657	9,671	398	4,951	28,399	7,567
FOLEY	2,344	453	1,944	92	1,979	6,812	211
GREY EAG	748	241	499	38	1,117	2,643	33
HOWARD	1,685	381	1,302	46	1,031	4,445	-160
KIMBALL	1,015	245	395	25	733	2,413	103
LITTLE FA	5,132	1,181	3,038	170	2,767	12,288	1,203
LONG PR/	2,240	338	768	50	995	4,391	-427
MELROSE	1,945	763	1,472	89	2,451	6,720	500
MONTICEL	5,691	1,346	7,396	321	4,270	19,024	-299
PAYNESVI	1,876	360	801	63	1,411	4,511	-64
PIERZ	915	121	753	11	461	2,261	569
RICHMONI	714	250	621	28	631	2,244	-139
ROCKFOR	2,376	647	3,056	76	2,080	8,235	779
ROYALTO	884	379	589	34	610	2,496	515
SAUK CEN	2,833	725	1,363	119	1,844	6,884	156
SPECIAL S	442	10	55	0	0	507	-100
ST. CLOUI	35,265	10,222	29,995	1,385	17,421	94,288	34,799
ST. MICHA	3,545	777	5,674	191	2,023	12,210	-1,588
STAPLES	3,156	662	1,799	64	1,744	7,425	-95
SWANVILL	570	205	222	4	660	1,661	-12
UPSALA	1,106	246	845	26	679	2,902	129
WAITE PA	5,143	1,614	3,322	234	3,020	13,333	1,139
GRAND T	119,755	30,815	100,889	4,671	72,979	329,109	41,542

* Indicates increase over last year

**GREAT RIVER REGIONAL LIBRARY
MONTH - December 2008**

CIRCULATION STATISTICS

LOCATION	ADULT PRINT	ADULT MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -
ALBANY	2,472	455	1,608	81	1,675	6,291	181
ANNANDA	2,014	333	800	34	1,202	4,383	381
BECKER	2,524	491	1,682	119	1,531	6,347	934
BELGRAD	721	73	411	9	349	1,563	96
BIG LAKE	2,241	815	1,623	108	1,483	6,270	1,001
BUFFALO	6,634	1,862	4,910	196	5,073	18,675	3,464
CLEARWA	1,042	322	789	27	683	2,863	284
COKATO	2,307	521	1,772	104	1,512	6,216	1,908
COLD SPR	3,091	675	1,721	97	3,128	8,712	963
DELANO	3,794	1,021	3,428	123	3,521	11,887	2,494
EAGLE BE	1,147	139	403	11	549	2,249	409
ELK RIVEF	9,128	2,406	7,101	272	5,226	24,133	1,746
FOLEY	2,441	635	1,673	105	1,756	6,610	1,972
GREY EAC	585	206	248	25	910	1,974	-302
HOWARD	1,625	345	971	38	1,171	4,150	631
KIMBALL	874	214	340	20	586	2,034	251
LITTLE FA	4,564	958	2,083	155	2,636	10,396	2,135
LONG PR/	1,944	280	756	24	1,093	4,097	204
MELROSE	1,472	777	886	77	2,179	5,391	714
MONTICEL	4,820	1,305	5,381	200	3,753	15,459	1,984
PAYNESVI	1,586	290	574	39	1,527	4,016	671
PIERZ	658	84	616	7	286	1,651	35
RICHMONI	588	205	312	14	605	1,724	-221
ROCKFOR	2,207	616	1,963	65	2,140	6,991	1,702
ROYALTO	752	504	406	38	504	2,204	729
SAUK CEN	2,601	771	872	67	1,879	6,190	955
SPECIAL S	435	11	69	9	0	524	-71
ST. CLOUI	31,114	10,692	21,370	1,067	19,927	84,170	34,552
ST. MICHA	3,420	694	4,161	169	1,982	10,426	987
STAPLES	2,466	693	1,202	41	1,808	6,210	1,201
SWANVILL	680	208	113	1	691	1,693	340
UPSALA	990	277	487	65	676	2,495	188
WAITE PA	4,247	1,330	2,362	128	3,011	11,078	1,135
GRAND T	107,184	30,208	73,093	3,535	75,052	289,072	63,653

* Indicates increase over last year

<p>MID-YEAR REPORT: PROJECT EVALUATION AND EXPENDITURES LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FEDERAL FISCAL YEAR 2008</p>
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Submit one electronic copy(Word Format)
and one signed and dated original:

Jym Wroblewski –D34
LSTA Grant Coordinator/Administrator
State Library Services
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8752

Due to State Library by January 9, 2009 by, 4:00 p.m.

<p>Minnesota LSTA FFY2008 Mid-year Evaluations: Follow the exact form, contents and pagination provided by the State Library. A separate copy of the mid year report should be completed for each LSTA project funded in the federal FY2005 cycle.</p>

1. **Project Title:** Laptop Lab for Seniors

2. **Project CFMS #** B17079 :

(# found on front page of Grant Contract)

3. **Name and address of grant recipient:**

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

4. **Person Completing Form:**

Joan A. Allen

5. **Telephone #:**

320-650-2510

6. **E-mail address:**

joana@grrl.lib.mn.us

7. **Will you need a grant extension to finish project?** Yes___ No__x_

Under extreme circumstances an extension may be offered for the project. If extension is needed please provide a brief statement explaining need. I will contact you regarding a possible extension.

8. Narrative report: Briefly describe your progress on meeting the intended purpose of this project. Include: (a) are you making progress according to the goals and objectives of the project proposal? (b) any changes that have occurred and why? (c) any current or anticipated implementation and/or timeline concerns, and (d) how are you addressing problems?

After a brief delay because of the massive move of the St. Cloud Public Library [GRRL Headquarters] into new facilities, laptop computers for the lab were ordered. We have made good progress toward our goal of offering computer classes to seniors in each of our 32 locations.

- Six trainers have been selected and each assigned 5 or 6 branches.
- The team of trainers has met 5 times to create a training module that will be offered in each location with flexibility to cover all contingencies of user expertise levels.
- They developed home-work assignments to bring participants back into the local library for assistance in completing the work.
- They have developed, in addition to the training module, sign-up sheets, pre and post evaluations for participants, handouts that re-emphasize training components, and publicity in cooperation with the Communications/Graphics Department.
- The first training session was held in Eagle Bend, MN with 10 participants on November 18th and that also served as a test of our training module.
- Training events have been scheduled in the remaining 31 locations between January and June of 2009.

We did make some changes to the module after conducting our first session to make it more interactive with fewer lectures. Seniors need to be engaged and interested and feel they are making progress and that is accomplished by exercises using the mouse and by conducting searches in that are interesting to seniors.

We anticipate no further problems and have no concerns about meeting our deadlines.

9. Evaluation: Briefly describe your progress in measuring project results (to include end-user benefits). Include: (a) what you have done, to date, to implement the project evaluation methodology, (b) information about the project's statistics that you are now collecting, (c) the types of end-user benefits that will be documented by the project's end date, and (d) any evaluation problems you are encountering and how you are addressing them.

We did look at the results of our training session in Eagle Bend and we used seniors' comments to adjust our training module so that they would have more hands-on time and so that their searching would be more relevant to them. We also decided that we need to provide more space for them because during the first session they seemed too cramped. When you are using a mouse for the first time you need room to move. We decided that we needed more set up time and that we needed to project larger images so that the participants could see the addresses and other images we needed them to copy or follow. We have made these adjustments and will continue to assess and revise after each training session.

We will continue to gather and compile evaluation statements and the results of "homework" assignments in each branch. We will seek input to solicit requests for topics for further training.

We are having no problems concerning evaluation methods.

10. Mid-Year Expenditures on the project from all sources

	LSTA	State	Local	Other	Total
Personnel			1,865.84		
Library Materials	1,155.13				1,155.13
Online Resources					
Equipment and Furniture	16,896.98				16,896.98
Telecommunications					
Automation					
Staff Development					
Supplies					
Contractual *					
Other*					
Total	18,052.11		1,865.84		19,917.95

*Attach documentation. (Describe items included in the Contractual and/or Other categories – use additional pages as needed).

11. Certification: We, the undersigned, certify that the data and information contained in this report are true and correct to the best of our knowledge and belief.

Date

Board President

Date

Library Administrator

**Director's Review 2008/2009
Proposed Process & Timeline:**

- January 20, 2009: Discussion and decision on who shall be requested to complete and submit input
- January 21, 2009: If 360 degree feedback desired, the form will be distributed to administrative workgroup (the staff supervised by Kirsty Smith, Director) by HR
- February 11, 2009: Any 360 degree feedback is due to HR from administrative workgroup members at 5 p.m.
- February 19, 2009: Director's Smith's input and, if desired, a summary of all 360 degree feedback is sent to all participating board members, including Commissioner Schaefer.
- March 5, 2009: All board members feedback is due to HR by 5 p.m.
- March 6, 2009: All feedback is compiled into a summary.
- March 9, 2009: Review input/summary is sent to Commissioner Schaefer
- March 10-18, 2009: Commissioner Schaefer writes the review
- March 19, 2009: Commissioner Schaefer sits down and presents review to Director Smith, most likely at 5 p.m. just before personnel committee meeting
- March 19, 2009: Personnel committee reviews and accepts the review
- Prior to May 1, 2009: Summary of review prepared for May board packet
- May 12, 2009: Full board read and accepts summary and votes on merit increase of 2010.

**GREAT RIVER REGIONAL LIBRARY
ANNUAL PERFORMANCE REVIEW
Director**

Board Member Input

Instructions: Director completes self-review and gives to their supervisor, the Chair of the GRRL Board of Trustees, one month prior to review date (the board meeting immediately following their anniversary date). Copies of the self-review are also provided to all other members of the GRRL Board of Trustees approximately one month in advance of the review date by US mail or a similar manner. The supervisor solicits input from each member of the Board of Trustees in the form of written comments, based on this form. The supervisor responds to the Director's comments and rankings on their form and also during a candid, face-to-face performance review. All significant comments, plans of action or concerns must be recorded and signed by both the Director and supervisor. The director has the right to attach additional comments to be placed in their personnel file regarding this review.

Rankings

- 1: Does not meet expectations (poor)**
- 2: Sometimes meets expectations (fair)**
- 3: Meets expectations, but doesn't exceed (average)**
- 4: Sometimes exceeds expectations (above average)**
- 5: Regularly exceed expectations (excellent)**

Essential Job Duties	Recommended %	Ranking
1. Serves the library in a leadership capacity to move the region's services forward, anticipates future needs, as well as to respond to current trends.	Ongoing	1 2 3 4 5
2. Plans, organizes and directs all activities concerned with the administration and operation of the regional library system: <ul style="list-style-type: none"> • Makes policy and budget recommendations to the regional library board and serves as a non-voting executive officer at all board and committee meetings. Reports to the board on library needs and operation on a regular basis. • Provides the board with an appropriate strategic planning process and implements an ongoing process of reviewing the development of library services and programs in response to changing needs or conditions. • Develops system wide policies and procedures for library operations. • Administers expenditure of all regionally held funds committed for library services and operations. Develops, prepares and presents the annual budget proposal for board authorization. Provides periodic budget status reports and enforces provisions of the adopted budget. • Exercises final authority for all recruitment, hiring and dismissal actions for library staff. 	75%	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
3. Represents the library in state and national professional associations and at conferences. Stays informed on new developments affecting library operations, services and programs and assesses advisability and feasibility of implementation strategies.	5%	1 2 3 4 5

<p>4. Advises local boards and governmental authorities on a variety of library issues including local library board operations, building improvements, site selection, programming, etc. Advises on the status of pending local, state and federal legislation affecting library operations. Represents the library concerning governmental regulations and funding at local, state and federal levels.</p>	<p>5%</p>	<p>1 2 3 4 5</p>
<p>5. Insures GRRL's interests are represented with the State of MN, State Library Services & School Technology, the Council of Regional Public Library System Administrators, Central Minnesota Libraries Exchange and other appropriate local, county, state and federal agencies.</p>	<p>5%</p>	<p>1 2 3 4 5</p>
<p>6. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> • Conducts staff and departmental meetings communicating the library's vision, mission, philosophy, goals and objectives to library staff. Ensures that staff executes these goals. • Supervises preparation and distribution of statistical reports outlining library services and operations. Interprets and analyzes those reports and uses that analysis to develop goals and objectives for Board consideration. • Provides needed reports, planning documents, program applications and other documentation to board members and state and federal program officials. • Represents GRRL to the media. • Maintains awareness of and pursues grant opportunities and other innovative sources of income. 	<p>10%</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p style="text-align: center;">Non-essential Job Duties</p>	<p style="text-align: center;">Recommended</p>	<p style="text-align: center;">Ranking</p>
<p>1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in the field of library science.</p>	<p style="text-align: center;">N/A</p>	<p>1 2 3 4 5</p>

OVERALL RANKING (circle one) 1 2 3 4 5

NARRATIVES

(Please attach additional sheets if needed to fully explain your answers)

How does the employee serve the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends? (#1 from Essential Job Duties) List areas of success this past year:

Suggested areas of growth for this coming year:

I. Growth Goal & Proof of Achievement

II. Growth Goal & Proof of Achievement:

III. Growth Goal & Proof of Achievement:

Board of Trustees Member Signature

Date

**GREAT RIVER REGIONAL LIBRARY
ANNUAL PERFORMANCE REVIEW
Director**

Circle One: **Self** **Supervisor (Chair of GRRL Board of Trustees)**

Instructions: Director completes self-review and gives to their supervisor, the Chair of the GRRL Board of Trustees, one month prior to review date (the board meeting immediately following their anniversary date). Copies of the self-review are also provided to all other members of the GRRL Board of Trustees approximately one month in advance of the review date by US mail or a similar manner. The supervisor solicits input from each member of the Board of Trustees in the form of written comments. The supervisor responds to the Director’s comments and rankings on their form and also during a candid, face-to-face performance review. All significant comments, plans of action or concerns must be recorded and signed by both the Director and supervisor. The director has the right to attach additional comments to be placed in their personnel file regarding this review.

Rankings

- 1: Does not meet expectations (poor)**
- 2: Sometimes meets expectations (fair)**
- 3: Meets expectations, but doesn’t exceed (average)**
- 4: Sometimes exceeds expectations (above average)**
- 5: Regularly exceed expectations (excellent)**

Essential Job Duties	Recommended %	Ranking
1. Serves the library in a leadership capacity to move the region’s services forward, anticipates future needs, as well as to respond to current trends.	Ongoing	1 2 3 4 5
2. Plans, organizes and directs all activities concerned with the administration and operation of the regional library system: <ul style="list-style-type: none"> • Makes policy and budget recommendations to the regional library board and serves as a non-voting executive officer at all board and committee meetings. Reports to the board on library needs and operation on a regular basis. • Provides the board with an appropriate strategic planning process and implements an ongoing process of reviewing the development of library services and programs in response to changing needs or conditions. • Develops system wide policies and procedures for library operations. • Administers expenditure of all regionally held funds committed for library services and operations. Develops, prepares and presents the annual budget proposal for board authorization. Provides periodic budget status reports and enforces provisions of the adopted budget. • Exercises final authority for all recruitment, hiring and dismissal actions for library staff. 	75%	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5
3. Represents the library in state and national professional associations and at conferences. Stays informed on new developments affecting library operations, services and programs and assesses advisability and feasibility of implementation strategies.	5%	1 2 3 4 5

<p>4. Advises local boards and governmental authorities on a variety of library issues including local library board operations, building improvements, site selection, programming, etc. Advises on the status of pending local, state and federal legislation affecting library operations. Represents the library concerning governmental regulations and funding at local, state and federal levels.</p>	<p>5%</p>	<p>1 2 3 4 5</p>
<p>5. Insures GRRL's interests are represented with the State of MN, State Library Services & School Technology, the Council of Regional Public Library System Administrators, Central Minnesota Libraries Exchange and other appropriate local, county, state and federal agencies.</p>	<p>5%</p>	<p>1 2 3 4 5</p>
<p>6. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> • Conducts staff and departmental meetings communicating the library's vision, mission, philosophy, goals and objectives to library staff. Ensures that staff executes these goals. • Supervises preparation and distribution of statistical reports outlining library services and operations. Interprets and analyzes those reports and uses that analysis to develop goals and objectives for Board consideration. • Provides needed reports, planning documents, program applications and other documentation to board members and state and federal program officials. • Represents GRRL to the media. • Maintains awareness of and pursues grant opportunities and other innovative sources of income. 	<p>10%</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p>
<p style="text-align: center;">Non-essential Job Duties</p>	<p style="text-align: center;">Recommended</p>	<p style="text-align: center;">Ranking</p>
<p>1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in the field of library science.</p>	<p style="text-align: center;">N/A</p>	<p>1 2 3 4 5</p>

OVERALL RANKING (circle one) 1 2 3 4 5

NARRATIVES

(Please attach additional sheets if needed to fully explain your answers)

How does the employee serve the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends? (#1 from Essential Job Duties)

Please see attached sheets containing all the narrative and goals.

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List areas of success this past year:

List areas of growth for this coming year:

I.	Growth Goal:	Proof of Achievement:
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II. Growth Goal: Proof of Achievement:

III. Growth Goal: Proof of Achievement:

Director's signature does not indicate that s/he agrees with the contents of the evaluation, just that it has been presented on the date indicated below.

Director's Signature

Date

Chair of GRRL Board of Trustees Signature

Date

**Proposal to Reinstate and Extend the
“Memorandum of Understanding
Between Great River Regional Library,
St. Cloud Public Library and the City of St. Cloud, Minnesota”**

Great River Regional Library Board of Trustees approved the original “Memorandum of Understanding Between Great River Regional Library, St. Cloud Public Library and the City of St. Cloud, Minnesota” (MOU) in February 2007. The document provides the organizational support for the fundraising campaign for new St. Cloud Public Library. The original document expired December 31, 2007 and was extended by the Board in November 2007 to expire December 31, 2008. The previous MOU has expired.

Last fall the Morgan Family Foundation approved the “Library Plus You” grant proposal for \$150,000. The approved grant is for a \$50,000 outright gift to “increase the collections of the St. Cloud Public Library,” and a challenge grant totaling \$100,000 available as a 1:1 match for new contributions received by October 31, 2009.

The St. Cloud Public Library Board of Trustees has accepted the grant and its challenge component and extended the active campaign period to December 31, 2009, to enable efforts to raise an additional \$100,000 by the grant deadline of October 31, 2009.

The St. Cloud Public Library Board of Trustees would like all parties to reinstate the MOU with a new expiration date of December 31, 2009 to provide continue organizational support for the campaign.

Given the successful grant approval and the challenge opportunity, it is recommended the Great River Regional Library Board reinstate and then extend this MOU.

Request for Organizational Structure Analysis

With the departure of two highly compensated employees from GRRL in December 2008, I considered whether it made good business sense to rehire for the same, albeit lower paid, positions. After much thought and consideration, I believe these staffing dollars could be used in other ways that would benefit the entire organization. However, to ensure that I was considering all the necessary factors, a workgroup was formed to devise a course of action that would use the available dollars wisely. The work group consisted of the human resources coordinator, the deputy director, the collection development coordinator and the programming coordinator.

Upon reflection, the group expressed a strong dissatisfaction with the current GRRL structure as it seemed top heavy, inflexible, and failed to put the staffing dollars where they were most needed: on the front line. The consensus of the workgroup was that staffing dollars needed to be pushed to the lower levels of the organization by streamlining and reducing management. However, there was disagreement amongst the group members as to how to accomplish this seemingly simple task.

Because of the varied opinions of the workgroup members, I decided to talk with each member of the LST individually and gather their input into this situation. During these discussions some themes emerged:

- GRRL needs a person to oversee our facilities and coordinate new building projects so that there is consistency across the region.
- GRRL has a few positions that have outlived their usefulness and need either to be eliminated or retooled. These positions use up valuable resources without a commensurate return on investment.
- GRRL needs to revise the entire volunteer program in order to take advantage of this almost untapped human resource across the region.
- GRRL needs to have each of the remaining management positions focus energy on future planning to ensure the organization is relevant to the public in 5, 10 and 25 years hence.
- GRRL needs to have fewer managers and many more front line staff doing the direct customer service and support functions such as circulation, shelving and delivering materials.

Therefore, I believe that it is in the best interest of GRRL to restructure based on current organizational needs and economic times. Although discussions have taken place with GRRL management as to possible course of action, no one is in a position to remain completely unbiased to the people involved and possible impact by reorganizational changes. Based on this fact, I believe that it would also be in the best interest of the organization to engage an outside consultant who would be able to take a look at the

positions apart from the person and make an independent restructure recommendation. A qualified external consultant will have the resources and expertise to properly align GRRL management and staff. It is our responsibility as management and Board of Trustees to ensure that GRRL is utilizing tax-payers dollars as fiscally responsibly as possible. A structure analysis by an external consultant, who will take into account management feedback, is the most responsible way to ensure that personal agendas and biases and organizational history do not prevent organizational change necessary to enable GRRL to focus on the future and provide the best service possible to our patrons.

Therefore, I request the authority to engage a management consultant to do a structure analysis for GRRL with the cost not to exceed \$12,500. This money would be taken from cash reserves.

Submitted by Kirsty Smith, Director

2009 BUDGET REVISIONS

We have been notified that our RLBSS State Aid will be higher than originally budgeted. The RLBSS State Aid funds have been allocated for expending in the 2009 Operating Budget. The Operating Budget has not been adjusted to reflect an increase in overall spending at this time.

In addition, we are asking to transfer funds between four accounts as listed below to appropriately reflect changes in expenditure distributions.

We are asking the Board to approve the Revenue and Operating Budget revisions as presented.

REVENUE REVISION

	<u>BUDGET</u>	<u>REVISED BUDGET</u>	<u>CHANGE</u>
RLBSS State Aid	\$1,221,300	\$1,258,300	\$37,000
TOTAL	\$1,221,300	\$1,258,300	\$37,000

OPERATING BUDGET REVISIONS

	<u>BUDGET</u>	<u>REVISED BUDGET</u>	<u>CHANGE</u>
Services & Contracts			
211 Staff Training	\$12,500	\$11,500	(\$1,000)
280 Print	\$30,000	\$40,000	\$10,000
293 System Directors Fund	\$6,400	\$7,400	\$1,000
Commodities			
310 Supplies	\$90,000	\$80,000	(\$10,000)
TOTAL			\$0

GRRL REVENUE BUDGET REQUEST - 2009

* 4% Budget approved on 7/8/2008 by GRRL Board of Trustees

*

	<u>2006</u> <u>Actual</u> <u>Revenue</u>	<u>2007</u> <u>Actual</u> <u>Revenue</u>	<u>2008</u> <u>Revenue</u> <u>Budget</u>	<u>4%</u> <u>2009</u> <u>Revenue</u> <u>Request</u>	<u>5%</u> <u>2009</u> <u>Revenue</u> <u>Request</u>	<u>2010</u> <u>Revenue</u> <u>Estimate</u>	<u>2011</u> <u>Revenue</u> <u>Estimate</u>
GRRL OPERATING BUDGET							
Benton	446,375	470,763	496,713	515,774	520,351		
Morrison	419,227	445,600	469,995	484,717	487,501		
Sherburne	1,152,477	1,235,092	1,326,823	1,377,247	1,401,511		
Stearns	1,798,131	1,914,494	2,015,653	2,100,621	2,116,673		
Todd	288,712	303,279	317,942	331,314	331,345		
Wright	1,545,078	1,705,773	1,872,874	1,950,327	1,967,619		
SIGNATORIES SUBTOTAL	\$5,650,000	\$6,075,001	\$6,500,000	\$6,760,000	\$6,825,000	\$7,418,100	\$8,014,000
Dollar Increase				\$260,000	\$325,000	\$593,100	\$595,900
% Increase				4.000%	5.000%	7.995%	8.033%
						Over \$6,825,000	
State Aid	840,036	831,218	881,218	1,221,300	1,221,300	1,221,300	1,221,300
St. Cloud Reimbursement	22,620	19,545	15,000	0	0	0	0
Miscellaneous Receipts	384,697	424,259	375,000	400,000	400,000	390,000	400,000
Interest Income	147,685	204,460	135,000	120,000	120,000	140,000	145,000
PERA Reimbursement	17,151	17,151	17,151	17,150	17,150	17,150	17,150
Sauk Centre Payment	7,188	8,985	7,188	7,190	7,190	7,190	7,190
Staples Payment	6,869	6,869	6,869	6,860	6,860	6,860	6,860
MnLINK Gateway reimbursement	3,451	6,021	4,947	6,300	6,300	6,300	6,300
Fund Development	34,608	68,062	40,000	45,000	45,000	45,000	50,000
Revenue Fund	12,703	11,327	11,327	12,000	12,000	12,000	12,000
NON-SIGNATORIES SUBTOTAL	\$1,477,008	\$1,597,898	\$1,493,700	\$1,835,800	\$1,835,800	\$1,845,800	\$1,865,800
Sub-Total	\$7,127,008	\$7,672,899	\$7,993,700	\$8,595,800	\$8,660,800	\$9,263,900	\$9,879,800
Total Dollar Increase				\$602,100	\$667,100	\$603,100	\$615,900
Operating% Change				7.532%	8.345%	6.964%	6.648%
						over \$8,660,800	
GRRL CAPITAL BUDGET							
Benton	7,134	6,998	6,900	7,164	9,902	9,902	9,902
Morrison	6,700	6,623	6,529	6,733	9,224	9,224	9,224
Sherburne	18,419	18,359	18,433	19,131	26,240	26,240	26,240
Stearns	28,739	28,457	28,002	29,179	40,040	40,040	40,040
Todd	4,614	4,508	4,417	4,602	6,192	6,192	6,192
Wright	24,694	25,355	26,019	27,091	36,102	36,102	36,102
Sub-Total	\$90,300	\$90,300	\$90,300	\$93,900	\$127,700	\$127,700	\$127,700
				\$3,600	\$37,400	\$0	\$0
Capital% Change				3.987%	41.417%	0.000%	0.000%
TOTAL BUDGET	\$7,217,308	\$7,763,199	\$8,084,000	\$8,689,700	\$8,788,500	\$9,391,600	\$10,007,500
Dollar Increase				\$605,700	\$704,500	\$603,100	\$615,900
Total % Change				7.493%	8.715%	6.862%	6.558%
						over \$8,788,500	