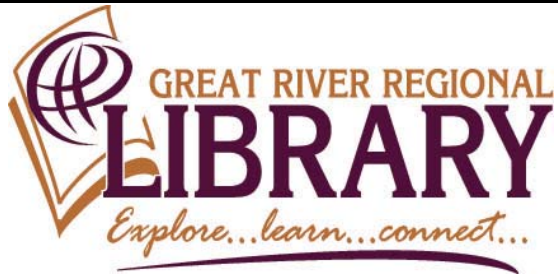




1300 Saint Germain St. W  
Saint Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Library Board of Trustees Board Meeting  
Thursday, March 19, 2009, 7:00 p.m.  
St. Cloud Public Library  
Agenda**

- 1. Call to Order**
- 2. Adoption/Amendment of Agenda**
- 3. Approval of Minutes**
  - 3.1 January 20, 2009, Board Meeting
- 4. Financials**
  - 4.1 Bills (in packet) and Addendum (on table)-Linda Treb ([Requested action – Approve](#))
  - 4.2 Financial Reports-Linda Treb (on table)
- 5. Consent Agenda**
  - 5.1 Authorization of 2008 Public Library Annual Report Submission
- 6. Communications**
  - 6.1 Unique Management Services
  - 6.2 Patron Letter
  - 6.3 Status of Zimmerman Library Proposal
- 7. Staff Reports**
  - 7.1 Director's Report
  - 7.2 Leadership Support Team Reports  
2009 Staff Recognition Report  
Combined LST Report  
Fund Dev YTD 2009 Stats
  - 7.3 Building Updates
  - 7.4 Statistics for January and February 2009
- 8. Committee Reports**
  - 8.1 Personnel Committee
  - 8.2 Other
- 9. Unfinished Business**
  - 9.1 RLTA Six Month Report ([Requested action – Approve](#))  
Six-Month Report FY 2009  
Six-Month Chart
  - 9.2 Other
- 10. New Business**
  - 10.1 Structure Study Consultant Presentation - Oral
  - 10.2 Staples Branch Funding Agreement ([Requested action – Approve](#))
  - 10.3 RLBS Formula Change Proposal ([Requested action – Approve](#))  
Equalization Charts  
RLBS Formula Change Proposal  
RLBS Formula Totals
  - 10.4 Budget Input and Priorities for 2010  
2010 Preliminary Discussion  
Staff Input on Budget Reductions
  - 10.5 Gates Grant ([Requested action – Approve](#))
  - 10.6 All Staff Training Day Closure ([Requested action – Approve](#))
  - 10.7 Legislative Update
  - 10.8 Webpage Preview - Oral



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

10.9 Director's Evaluation Input Distribution and Revised Process (on table)

10.10 Other

**11. Next Meeting:** Personnel Committee - May 12, 2009, 6:00 p.m., Full Board 7:00 p.m.

**12. Adjournment**

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
January 20, 2009**

A meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday evening, January 20, 2009, at 7:17 p.m. 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		Joan Allen	
Jan Bensen		Mic Golden	
Bernice Berns		Bill Hecht	
Spencer Buerkle		Julie Henne	
Bernard Burke		Sunny Hesse	
Rich Collins		Karla Kraft	
Earl Dierks		Verne Oleksowicz	
Robert Hare		Jay Roos	
Louise Kuester		Kirsty Smith	
Michael Messina		Linda Treb	
John Meuers		Diane Vosen	
Gerald Ruda		Patricia Waletzko	
Pat Sawatzke			
Vince Schaefer			
Felix Schmiesing			

**INTRODUCTION OF NEW BOARD MEMBERS AND OATH OF OFFICE**

**ADOPTION/AMENDMENT OF AGENDA**

Gerry Ruda moved adoption of the agenda. Seconded by Louise Kuester and carried unanimously.

**ELECTION OF 2009 GREAT RIVER REGIONAL LIBRARY BOARD OFFICERS**

President -- Felix Schmiesing nominated Vince Schaefer to continue as President. Felix Schmiesing also moved to close nominations and cast a unanimous ballot for Vince Schaefer. Jeff Baumgartner seconded the motion which carried unanimously.

Vice President -- Pat Sawatzke nominated Bernard Burke as Vice President. John Meuers moved to close nominations and a unanimous ballot was cast for Bernard Burke. Motion seconded by Robert Hare carried unanimously.

Treasurer – Felix Schmiesing nominated Jan Bensen as Treasurer. Motion to close nominations by Robert Hare and a unanimous ballot cast for Jan Bensen. Louise Kuester seconded, motion carried unanimously.

Secretary – Robert Hare moved to nominate Louise Kuester as Secretary. Motion made by Jan Bensen to close nominations and cast a unanimous ballot for Louise Kuester. Seconded by John Meuers, motion carried unanimously.

## **APPROVAL OF BOARD MEETING MINUTES**

Jeff Baumgartner moved approval of the minutes of the November 18, 2008, meeting. Motion seconded by Earl Dierks and carried unanimously.

## **FINANCIALS**

Linda Treb presented the list of bills and addendum. Mike Messina moved to approve the list of bills and addendum. Motion seconded by Felix Schmiesing and carried unanimously.

Linda also presented the financial reports. Jeff Baumgartner moved to approve the financial reports. Seconded by John Meuers, the motion carried unanimously.

## **CONSENT AGENDA**

Felix Schmiesing moved to approve the Annual Finance Designations. Seconded by Louise Kuester, the motion carried unanimously.

Pat Sawatzke moved to approve the Appointments to the GRRL Board of Trustees Standing Committee Members for 2009. Seconded by Robert Hare carried unanimously.

## **EXECUTIVE**

Vice President, Treasurer and counties appointed.

## **PERSONNEL COMMITTEE**

Motion by John Meuers to approve Gerald Ruda and Bernice Berns as members of the Personnel Committee. Motion seconded by Rich Collins, carried unanimously.

## **COMMUNICATIONS**

Communications were presented on the following:  
Cumulative Recovery Statistics from Unique Management Services.  
Construction Grant Award Letters for Staples and St. Michael.  
United Way.

## **LEADERSHIP REPORTS**

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

Statistics for November and December 2008 were presented. Jeff Baumgartner commented on Janet Gambrino's years of service with GRRL. Vince Schaefer and Jeff Baumgartner moved to send a letter to Janet thanking her for her service and remarkable tenure with this library. Seconded by Mike Messina carried unanimously.

## **COMMITTEE REPORTS**

Michael Messina moved to approve information presented by the Personnel Committee. The motion was seconded by Robert Hare and carried unanimously.

## **UNFINISHED BUSINESS**

A motion was made by Louise Kuester to approve the LSTA mid-year report as presented. John Meuers seconded, motion carried unanimously.

### **NEW BUSINESS**

The Director's evaluation forms distribution and process was discussed. It was suggested to look back to last year's minutes to see what ideas were for the Director's review.

John Meuers moved to maintain continuation of the Capital Campaign MOU. Seconded by Jeff Baumgartner, motion carried unanimously.

Bernice Berns moved to approve the structure study consultant proposal for GRRL. Jan Bensen seconded the motion. Motion carried with Jeff Baumgartner opposed.

Motion made by Jeff Baumgartner to approve the RLBS Revenue/Budget Revisions for 2009. Louise Kuester seconded, motion carried unanimously.

### **NEXT MEETING**

Personnel Committee – Thursday, March 19, 2009, 6:30 p.m., St. Cloud Library Mississippi Room.

Board of Trustees – Thursday, March 19, 2009, 7:00 p.m., St. Cloud Library Mississippi Room.

### **ADJOURNMENT**

Gerry Ruda moved the meeting be adjourned at 9:31 p.m. Seconded by Rich Collins and carried unanimously.

---

Vince Schaefer, President

---

Louise Kuester, Secretary

## **Authorization of 2008 Public Library Annual Report Submission**

An exhaustive library statistics compilation is prepared annually and sent to the State Library. The report is approximately 450 pages long, so it is not included in your packet. If you wish to view the report, it will be available on the GRRL Board web page. There will be a print version also available at the meeting for review. This report requires board approval prior to its submission.

## **Director's Report January, February and March 2009**

### **Management Consultant:**

Since the last board meeting, I wrote and sent out a Request for Proposal (RFP) for the management consultant. After the deadline for application passed, I wrote interview questions, set up the interviews and conducted the interviews. The interview team consisted of a sub group of the Leadership Support Team (LST): Linda Treb, Sunny Hesse, Karla Kraft, Mic Golden and me. After the interviews were complete, I did reference checks on both candidates. Linda Ewing, a partner with Cincinnatus, was selected to proceed with this project based on her considerable background in non-profit management as well as the scope and breadth of the support within her consulting firm. I have included her proposal as an attachment. In addition, Ms. Ewing will be present at the March 19, 2009 board meeting to give you a progress update and to answer any questions you have about the process.

### **State Wide Meetings/Committees:**

I hosted all the regional library directors and the state library staff at a Regional Library Basic System Support (RLBSS) formula discussion meeting at the St. Cloud Public Library on February 24, 2009. This is an off-shoot of the RLBSS working group which I have been involved with for over a year. There is more about the results of this meeting included in your board packet and we will discuss it later in the meeting.

I am chairing the Council of Regional Public Library Administrators (CRPLSA) group in 2009. It is a bit like herding cats because there are a lot of strong personalities. We had our first quarter meeting in Willmar, Minnesota on January 28-30, 2009. At my insistence, the group has defined and measurable focus areas and goals this year. The focus areas we agreed upon are:

- 1) Statewide Management Training
- 2) Defining the Appropriate Entity/Status for of CRPLSA
- 3) Legislative Initiatives and Process

I am working on the entity issues along with the regional directors from Pioneerland, Arrowhead, and Lake Agassiz. I will keep you updated on our progress and results.

### **"Good to Great" Discussion and Next Steps:**

As was mentioned at the January board meeting, the LST has also been engaged in a discussion of the implications for GRRL of the book "Good to Great". The basic message of this book (and the social science monograph which was later published to accompany it) is that there are distinct patterns in companies or organizations that move from being good to being great and they can be replicated with effort.

The main themes that resonated with the majority of LST members were:

- First Who...Then What
- The Hedgehog Concept
- Stop Doing List
- Confront the Brutal Facts also known as the Stockdale Paradox

First Who...Then What: This concept says that to go from a good organization to a great one, it is imperative to first get the right people on the bus. Once the right people are on the bus, the team can figure out where to drive it to. This is in stark contrast to what most business leaders have been taught! Most leaders have been taught to first set a vision as to where to drive the bus and then develop a road map to get there. Once the destination and roadmap are in place, put folks on the bus who can make that vision happen. This traditional model could be described as the genius with a thousand helpers and this book explains why *it doesn't work* in great organizations.

Snippets:

The old adage, "People are your most important asset" is wrong. People are not your most important asset, the *right* people are! Page 64.

Whether someone is the "right person" has more to do with character traits and innate capabilities than with specific knowledge, background or skills. Page 64.

Spending time and energy on trying to "motivate" people is a waste of effort. The real question is not, "How do we motivate our people?" If you have the right people, they will be self-motivated. The key is to not *de-motivate* them. Page 89.

Leading from good to great does not mean coming up with the answers and then motivating everyone to follow your messianic vision. It means having the humility to grasp that fact that you do not yet understand enough to have the answers and then ask the questions that will lead to the best possible insights. Page 75.

The Hedgehog Concept:

This concept is based on the three circles:

1. What can you be the best in the world at (and, equally, what you cannot be the best at)
2. What drives the economic engine
3. What you are deeply passionate about

Snippet:

The Hedgehog Concept is not a goal to be the best, a strategy to be the best, an intention to be the best, a plan to be the best. It is an understanding of what you can be the best at!

### Stop Doing Lists:

Most of us have ever expanding “to do” lists, trying to build momentum by doing, doing, doing and doing more. And it rarely works. Those who built good to great companies, however, made as much use of “stop doing” lists as “to do” lists. They displayed a remarkable discipline to unplug all sorts of extraneous junk. Page 139.

“Stop doing” lists are more important than “to do” lists. Page 143.

### Confront the Brutal Facts:

The Stockdale Paradox is named after a Vietnam POW, Admiral Jim Stockdale. He learned that the people who didn’t survive the POW experience were the optimists. The optimists were convinced they would be released by Christmas and then Easter and then Thanksgiving. When their optimistic beliefs failed to come true, they died of broken hearts. The people who survived were those who confronted the brutal reality of the situation but never lost the belief they would prevail in the end.

### Snippets:

All good to great companies began the process of finding a path to greatness by confronting the brutal facts of their reality. Page 88.

A primary task in taking a company from good to great is to create a culture wherein people have a tremendous opportunity to be heard and, ultimately, for the true to be heard. Page 88.

### Next Steps:

In order to get to the GRRL Hedgehog concept, we need to know what our customers want from us and what we can stop doing. This will involve creating a survey. The LST is working diligently to create a cost effective, statistical valid and useful survey. Your input is most welcome!

### **Bottlenecks Discussion:**

As part of the on-going organizational culture study, each management level supervisor was asked to meet with their subordinates and determine what bottlenecks or road blocks are impeding our move toward an achievement culture. I met with all the people I supervise and gathered their candid thoughts on what was holding the organization back, if anything. Then the members of management had a fluid and far reaching discussion at the March 2009 Leadership Support Team (LST) meeting about their findings. Some of the conclusions from these meetings were:

The Decision Making Structure is Broken at GRRL:

- a) Many people are not sure where decision making authority rests within GRRL. The questions seem to be who gets to say no and when?
- b) Some people are afraid of making decisions because they are risk adverse. The sentiment was that a fair number of folks feel, “that’s not within my pay grade.”

The Fundamental Tenant of Accountability is Lacking at GRRL:

- a) People do not understand what accountability means and how it could apply to them.
- b) Some people are complacent about their work and work product. This is compounded by a paternalistic atmosphere where mistakes are excused or fixed rather than performance expectations being enforced.
- c) Standards are not enforced consistently because to do so would be unkind and break the family/clan feeling which exists at GRRL.

There No Incentive for Process Improvement:

- a) People are very tied to the historical processes and see “the way we’ve always done it” as fine.
- b) There is no time to think about improvements, just a need to hurry through the day’s tasks. “Don’t make me think, I’m too busy” was expressed by some folks.

Communication Is Still Problematic:

- a) The sheer scope of GRRL makes for less than ideal communication, but our processes need considerable work. The ideal is that all official communication is posted on the Daily News (a blog from the staff page), but there is sometimes not enough time for staff to read it before beginning a shift.
- b) The pace of change is intimidating to many staff members, they wish things would just slow down! They feel a flood of information is coming at them at too rapid a pace.

To address these concerns, four working groups have been formed. They are:

- Communications – Diane Vosen (chairperson)
- Accountability System – Sunny Hesse (chairperson)
- Decision Making Process -- Kirsty Smith (chairperson)
- Process Improvement -- Mic Golden (chairperson)

The work groups will be composed of 4-7 staff members from all levels of the organization and will meet regularly to develop solutions/plans to correct these deficiencies. The work groups have until June 2009 to make recommendations to the full LST. I will let you know what solutions are found at a future board meeting, most likely July 2009.

**2009 Staff Recognition Gifts  
Quarter 1 - January-March Anniversary Dates**

<b>Name</b>	<b>Department</b>	<b>Job Title</b>	<b>Yrs of Service</b>	<b>Hire Date</b>	<b>Award</b>
LaBree, Janie P.	Institutional Services	Reg Supervisor	25	1/9/1984	Wood/Glass Clock
Schneider, Sharon A.	Adult Services	Librarian	25	1/3/1984	Plush Blanket
Wells, Linda J.	Circulation/Distribution	Library Asst I	25	1/3/1984	DECLINED GIFT
Atkinson, Janet B.	Melrose Branch	Branch Manager	20	1/3/1989	Taslon Windshirt
Luken, Debra L.	Monticello Branch	Senior Branch Manager	20	3/13/1989	
Muehlbauer, David M.	Operational	Custodian	15	1/8/1994	Beach Tote Cooler Bag
Vork, Gretchen M.	Paynesville Branch	Branch Manager	15	3/28/1994	Book Bag
Pundsack, Karen L.	Albany Branch	Branch Manager	10	2/3/1999	Access Sport Duffel
Lex, Steven J.	Information Technology	Computer Systems Analyst	5	1/22/2004	Book Bag
Gould, Sandra L.	Howard Lake Branch	Library Aide	3	2/13/2006	Leisure Tote
Smith, Kirstaine A.	Institutional Services	Director	3	2/13/2006	
Arnold, Susan R.	Elk River Branch	Library Aide	1	2/12/2008	
Danberg, Trista	Cokato Branch	Library Aide	1	1/22/2008	Café Mug
Gilmer, Gina M.	Delano Branch	Library Aide	1	1/3/2008	Café Bug
Patterson, Marilyn P.	Waite Park Branch	Branch Manager	1	3/4/2008	Café Mug
Weeres, Karen M.	Circulation/Distribution	Library Asst I	1	2/14/2008	Café Mug

**Leadership Support Team Reports****Verne Oleksowicz**  
**Deputy Director**

Much of my time since the last board meeting was spent gathering, arranging, checking and inputting data for the state required statistical report. This process takes significant amounts of time to complete. The final report is usually over 400 pages of data and must be submitted by April 1<sup>st</sup>. The process was further complicated this year by a mathematical check error that was fixed after being identified by this library. Linda Treb should be recognized for the outstanding job she does in preparing the financial section of this report. Branch managers should be recognized for the great job they do in collecting the data at their locations. Regional Coordinators also oversee and coordinate the process related to surveying for number of visits and reference questions. The IT department does an outstanding job collecting and organizing these numbers in a form that makes them easy to use. This annual project is an effort that succeeds because of the many dedicated people who contribute to the process.

The St. Cloud Public Library building continues to take up a significant amount of my time. The boiler that has not been working well since its installation during the summer had its burner replaced on Saturday February 28. I am optimistic that this fix will be the one that works. Several lighting issues were corrected in March. The humidifier is still not working correctly. The final artwork – Sky Pencil – was installed at the main entrance of the library on February 27. It is garnering lots of positive attention. The security system/burglar alarm is still in the process is being installed.

It does take about a year to work through the problems associated with any new large building project. On the positive side, utility bills, although greater than at the old building, appear to be far less than twice the old amounts, even though the building is twice the space. This is potential good news as to GRRL's cost sharing agreement with the city.

The increases in use of the new St. Cloud Public Library continue unabated. First time checkouts are up about 70% over the same period last year (and the previous year's numbers weren't low). Library card registrations and renewals are up about 230%. Staff are now registering or renewing over 1,200 library cards each month in St. Cloud.

I worked with the Director of the Great River Chorale to bring in a special musical event to the St. Cloud Public Library on February 28. "Animal Crackers" was an hour of wonderful children's choral music. About 400 people attended this special event. The library parking lot was completely filled and street parking was hard to find because of this event (we did get complaints about lack of parking from several customers). We hope to continue to bring in musical events for the public to enjoy in the St. Cloud Public Library's excellent meeting rooms.

**Joan Allen**  
**Regional Coordinator Information Services**

We have completed Senior Laptop Training Sessions in Upsala, Belgrade, Little Falls, Staples, Melrose, St. Michael, Waite Park, Rockford, Richmond, Buffalo, Foley, Delano and Cold Spring. We are not quite half-way through our list of 32 branch locations. For the most part, seniors have filled the classes to capacity – which in this case is 10 persons. The comments from participants have been very positive to date. The laptop training is designed to meet the needs of modern seniors learning to use the Internet.

March 19, 2009

Item 7.2

The grant awarded 11 laptop computers and other essential equipment. It is very exciting to see the program underway.

The statistics team has completed measurements in the branches. The Regional Services Team will use the information to help 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.

Virtual Services is gearing up to launch our new Web Page Design by the 1<sup>st</sup> of April. Branch Mangers and administration have given feedback on the new design. The virtual services team has been working on this project for some time and we are eager to have a successful usability test by the public before the final revision.

### **Mic Golden**

#### **Regional Coordinator Collection Development**

**Capital Campaign and Morgan Family Funds** – The Collection Development staff, from selectors to acquisitions to Tech Services have incorporated expenditure of the new funds into our workflow. Selectors are adding an additional copy of almost all new materials using the Capital Campaign (CC) or Morgan Family (CCM) money. The materials are coded for acquisitions, tracked in the Acquisitions Report, set to a non-floating collection code, tagged in processing and then placed at St. Cloud if there are no requests at the time of checkin. Since these funds were designed to boost St. Cloud Library holdings when first purchased, but then be able to “float” around the region, I change the Collection Code for CC materials after 6 months so that items going out to the region can stay there if needed. These materials are extra copies, over and above what we would have been able to afford with the regular budget and have been very welcome as we see demand increasing for every type of material.

**Weeding and Mending** – The Housework of Collection Development is a process that most GRRL staff engages in at one point or another. Our materials get used heavily and the stream of tired old stuff comes in to the St. Cloud Library at a steady rate. A number of people are working on “best processes” for handling these materials. We are working to be sure that the items are handled by the right people at the right time as well as working to identify problem areas and quick fixes. We have a couple of new initiatives in place for testing. The Monticello staff has been trained by Tech Services Mending Mavens, Peggy Aschenbrenner and Gayle Hubbard to handle some of the basic mending that would otherwise have to come in to St. Cloud. That seems to be working very well and we’ll look at expanding that practice to other libraries. St. Cloud Library staff are working on a Triage Pilot Project that allows LA1 staff to identify obvious weeding items and move them right to the withdraw process, thus saving the Librarian’s time for the in depth weeding decisions.

### **Bill Hecht**

#### **Regional Coordinator Distribution/Circulation**

**Howard Lake Open Hours & Staff Schedules** -- The Howard Lake branch manager and I are just finalizing new open hour and staff schedules. The options for open hour schedules will be included in a public survey. The new staff schedules will provide for staff breaks and eliminate a split open hour schedule on Fridays.

**Procedures – Writing & Revisions** -- The procedures below were written or revised, adding or deleting content, creating a more accurate procedure in relationship to current business practices:

- Exam Proctoring
- Programming Materials: “booking kits: background information”; “booking kits: branch procedures”; “storytelling kits”; “dvds/videos”; “programming kits”
- Internet Sign-up
- Patron Registration: Minors; Reciprocal Borrowers (RCP)
- Internet ‘help’ signage (not a procedure but an actual sign with useful information for staff and public re using the Internet, making copies from Internet stations, and PIN #; the signs can be placed on Internet computers or near to them.

**Delivery Costs/Options** -- I am gathering information for a report to cost out our present delivery service and any potential options – either to improve service or reduce costs.

### **Sunny Hesse**

#### **Regional Coordinator Human Resources**

**Total Compensation Statement** – Created a 2008 Total Compensation Statement for all staff which was distributed the last week of February. This statement outlined gross pay and benefits including pay for time worked, pay for time off (holidays, vacation, sick and personal day) and GRRL benefit contributions (PERA, Medicare and SS Tax and Insurance Benefits).

The intent of this statement is to give staff a full picture of the compensation received from GRRL. The information provided is based off the employees benefit elections and employment status as of December 31, 2008. Reasonable measures were taken to make sure the statement was accurate, but it was not a guarantee of benefits or compensation.

A standard report was created by the Finance Generalist to capture the information included in the statement for future use. This statement will be provided in February of each year.

**Circulation Desk** -- In order to become better acquainted with library work at GRRL, I have requested training in the circulation department at the SCPL. To date, I have spent four (4) hours working the desk and one (1) hours learning some behind-the-scenes tasks. I have an additional fourteen (14) hours scheduled through August 2009.

**Organization Structure Analysis** -- I participated on the consultant interview team. I am a member of the consultant workgroup. I have provided a number of items, by request, to the consultant hired so she can become better acquainted with the organization. A meeting with the consultant has been scheduled for Friday, March 13 with the consultant workgroup.

#### **Team Meetings**

Leadership Support Team: I have attended and participated in meetings scheduled on Wednesday, January 28, Wednesday, February 25 and Thursday, March 5. The team continued discussion regarding GRRL Corporate Culture: where we are, where we want to be and how we get there.

Safety and Wellness Team: Led a meeting on Thursday, February 26. Progress is being made on the Safety Procedures Manual template with anticipated roll-out to SCPL by Q3 and other locations identified and completed thereafter.

Training Team: Led a meeting on Thursday, February 19. Discussions included review of the training focus for 2009 which includes Customer Service, New Technology and Supervision.

### **Karla Kraft**

#### **Regional Coordinator Programming**

Through a partnership arrangement, the WorkForce Center is providing six programs for the public at GRRL libraries in Stearns and Benton Counties. The libraries involved are Albany, Belgrade, Cold Spring, Foley, Kimball, Melrose, Paynesville, Richmond, St. Cloud, Sauk Centre, and Waite Park. The programs have the following titles: Introduction to Career Outreach Services, Internet and Assessment Tools, Resume Writing, Minnesotaworks.net Resumes, Job Search, and Interviews.

The Richmond Public Library began slightly revised open hours at the beginning of March. The purpose of their change in hours was to provide appropriate coverage for staff breaks. The Waite Park Library will begin revised open hours at the beginning of April. After a public survey, hours were rearranged so that Waite Park will have Friday open hours.

The Winter Reading Program ended on February 28. Adults and teens registered for the program numbered 2063. 2338 reading slips, each listing 5 books read by a participant, were turned in. This represents an increase of 95 participants and 303 reading slips over the 2008 Winter Reading Program statistics.

A new Reference Specialist was hired for the St. Cloud Library and began work on March 2, 2009. A new Branch Assistant was hired for the Richmond Library. She replaces an employee who worked at both the Richmond and Cold Spring libraries and began working only at the Cold Spring Library. A new aide was hired for the Waite Park Library.

### **Jay Roos**

#### **Regional Coordinator Information Technology**

**Events Software** -- In March the implementation of a new events system is being completed. The software is used to display events around the region on our web site. It allows patrons to search and filter events by location, date, event type and target audience. The old system is being replaced due to limitations around multiple staff inputting events and limited event registration capabilities. The new system has been launched for the public and branch staff are being trained on how to add events and use the system.

**Web Redesign Process** -- A great deal of work is going on around the process of redesigning the GRRL web site. Members of the Virtual Services Team and various subgroups have been meeting frequently to hash out what the new design will look like. Staff are being surveyed about the overall look and feel and usability testing will take place with patrons prior to the actual launch. Our goal is to have a clean, usable, professional and welcoming web site for our patrons to use. During the design process parallel work is taking place to make sure the necessary programming is in place to support the design and features we will provide.

March 19, 2009

Item 7.2

**PC Reservation Software** -- As part of our strategic plan, IT staff are reviewing available options for providing PC reservation management software for more or all of our branches. Due to cost factors, PC Reservation® has only been installed in our 5 largest branches. We are researching other options and may have found one alternative that may be cost effective. We still need to determine whether the alternative meets our basic requirements.

**Linda Treb**

**Regional Coordinator – Finance**

In May of 2008, patrons were able to pay their library fines by credit card. We received \$41,500 in credit card payments at a cost of \$1,700 or 4% of the collected amount. The total in Fines and Other Revenue increased \$26,500 or 6.25% over 2007.

This time of the year is extremely busy for finance as preparations are made for the new budget year and the annual audit. The auditors completed the in-house audit on March 4, 2009. The 2008 Audit of Financial Statements and the Management Letter will be presented to the GRRL Board at their May 2009 meeting.

In addition, an audit of our workers compensation coverage and our retirement plan (PERA) were completed as required. W-2 forms and 1099 forms were completed and mailed prior to the mandated deadlines.

**Diane Vosen**

**Regional Coordinator Communications/Fund Development**

**Branch Relocations** -- We assisted the Big Lake and Pierz branches with publicizing their moves to new locations and with their ensuing celebrations. This included streamlining our internal department procedures; updating signage; updating print and online information; notifying staff, media and community stakeholders; and coordinating open house invitation mailings.

**Website Redesign** -- Working with the Virtual Services Team to define aesthetic and functional criteria, our graphic designer continues to revise and refresh the visual design of GRRL's website, [www.griver.org](http://www.griver.org). The site will launch to the public in April after a period of staff and public usability tests.

**Marketing and Communications Planning** -- The new year is the time when marketing messages and communications are planned and refined for the coming year. We have been developing annual plans for newsletters, news releases, donor relationships, and outreach presentations to continue to raise awareness of GRRL services that greatly enhance our communities' access to information and literacy.

This included updating our GRRL community presentation, which we delivered to the Cokato Chamber of Commerce in February. Follow-up phone calls included the following responses from attendees:

*"I didn't fully understand the scope of the regional system before. I didn't understand that our library buildings are owned by cities and materials provided by the region."*

*"I've been using the library more since the presentation."*

*"I know how the library works and would like to see the library move to a new and larger space. I'm a library supporter, 100 percent."*

**GRRL FUND DEVELOPMENT GIFT SUMMARY  
FEBRUARY 2009/PROGRAM TO DATE**

	<u>YTD 2009</u>	<u>FY 2008</u>	<u>FY 2007</u>	<u>FY 2006</u>	<u>FY 2005</u>	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>	<u>PROG/DATE</u>
<b>UNRESTRICTED</b>	\$ 2,920.00	\$ 35,256.00	\$ 68,074.00	\$ 39,463.00	\$ 29,485.00	\$ 18,678.00	\$ 11,363.00	\$ 3,643.00	\$ 205,962.00
<b>RESTRICTED</b>									
Branches	1,155.00	15,817.00	18,486.00	12,525.00	6,650.00	2,255.00	500.00	-	56,233.00
Private Grants	-	-	17,000.00	4,000.00	10,000.00	45,000.00	-	-	76,000.00
GRRL, Non-materials	-	13,481.00	4,433.00	12,301.00	4,981.00	-	-	-	35,196.00
GRRL, Materials	-	3,613.00	6,791.00	7,484.00	17,497.00	801.00	-	-	36,186.00
SCPL Capital Campaign	16,971.00	513,900.00	118,640.00	-	-	-	-	-	632,540.00
<b>SUB-TOTAL Restricted</b>	\$ 18,126.00	\$ 546,811.00	\$ 165,350.00	\$ 36,310.00	\$ 39,128.00	\$ 48,056.00	\$ 500.00	\$ -	\$ 836,155.00
<b>TOTAL Unrestricted &amp; Restricted</b>	<b>21,046.00</b>	<b>582,067.00</b>	<b>233,424.00</b>	<b>75,773.00</b>	<b>68,613.00</b>	<b>66,734.00</b>	<b>11,863.00</b>	<b>3,643.00</b>	<b>1,042,117.00</b>
<b>IN-KIND</b>	50.00	24,326.00	520,660.00	7,732.00	3,404.00	10,145.00	-	-	566,267.00
<b>GRAND TOTAL</b>	<b>\$ 21,096.00</b>	<b>\$ 606,393.00</b>	<b>\$ 754,084.00</b>	<b>\$ 83,505.00</b>	<b>\$ 72,017.00</b>	<b>\$ 76,879.00</b>	<b>\$ 11,863.00</b>	<b>\$ 3,643.00</b>	<b>\$ 1,608,384.00</b>

**JAN/FEB 2009 UNRESTRICTED CONTRIBUTIONS \$250+**

Wes and Marilyn Smith, \$ 250.00  
 Avon  
 Dave and Linda Simpkins \$ 250.00

**JAN/FEB 2009 RESTRICTED CONTRIBUTIONS \$250+**

Wes and Marilyn Smith, \$ 250.00  
 Avon/Albany Branch  
 Melrose Federation of Teachers/Melrose Branch \$ 250.00

## **Building Updates**

**Buffalo --** Following is the beginning section of a newspaper article reporting on the status of the city's current 'high priority' building project; it is the most recent information received from the branch manager re the proposed library renovation project.

### **City Council moves forward with Fire Station/Community Center**

By Lori Seppala

Mayor Fred Naaktge-boren called the Buffalo City Council workshop meeting to order on Jan. 23 at 3 p.m. Councilors Steve Downer, Del Haag and Brad Nauman attended, along with Fire Chief Robin Barfknecht, City Administrator Merton Auger and Assistant City Administrator Lauren Bodin.

**St. Michael** – St. Michael is moving forward with their plans for building a new library. After receiving a grant from the State of Minnesota in the amount of \$400,000 – one of two grants received by Great River Libraries, the City of Council of St. Michael is proceeding with plans to break ground and begin construction this spring.

Additional funding for the project will be the subject of their next planning meeting with Council Members, Building Committee and Friends of the Library members, as well as Great River staff. This meeting is scheduled at the end of March.

**GREAT RIVER REGIONAL LIBRARY  
MONTH - January 2009**

**CIRCULATION STATISTICS**

LOCATION	ADULT PRINT	ADULT JUVENILE MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -	%
ALBANY	2,939	708	1,520	133	1,909	7,209	-642	-8%
ANNANDALE	1,927	461	804	58	1,438	4,688	28	1%
BECKER	2,628	485	2,058	114	1,415	6,700	62	1%
BELGRADE	688	107	382	22	373	1,572	-37	-2%
BIG LAKE	1,575	545	1,364	114	924	4,522	-1,672	-27%
BUFFALO	7,064	1,607	5,641	244	5,045	19,601	179	1%
CLEARWATER	1,138	368	693	24	686	2,909	-420	-13%
COKATO	2,654	460	2,182	78	1,460	6,834	934	16%
COLD SPRING	3,115	865	1,790	85	2,783	8,638	-550	-6%
DELANO	3,838	1,016	3,957	107	3,221	12,139	-836	-6%
EAGLE BEND	1,197	94	509	6	622	2,428	146	6%
ELK RIVER	10,527	2,848	8,416	262	5,326	27,379	-537	-2%
FOLEY	2,699	667	1,835	70	1,764	7,035	1,602	29%
GREY EAGLE	611	227	353	18	973	2,182	-350	-14%
HOWARD LAKE	1,653	367	885	35	1,230	4,170	-117	-3%
KIMBALL	957	177	364	16	679	2,193	-22	-1%
LITTLE FALLS	4,782	921	2,676	225	2,624	11,228	369	3%
LONG PRAIRIE	2,085	230	660	48	990	4,013	-920	-19%
MELROSE	1,777	928	1,146	110	2,308	6,269	1,533	32%
MONTICELLO	5,693	1,334	7,030	271	3,992	18,320	938	5%
PAYNESVILLE	1,689	244	671	44	1,168	3,816	-525	-12%
PIERZ	1,030	129	771	12	369	2,311	563	32%
RICHMOND	781	168	547	39	639	2,174	-27	-1%
ROCKFORD	2,329	773	2,109	72	1,881	7,164	834	13%
ROYALTON	824	549	401	46	611	2,431	459	23%
SAUK CENTRE	2,857	762	1,247	115	1,611	6,592	-325	-5%
SPECIAL STATI	431	10	72	3	0	516	-94	-15%
ST. CLOUD	34,378	11,190	24,762	1,276	19,474	91,080	31,892	54%
ST. MICHAEL	3,687	775	4,678	182	2,218	11,540	-680	-6%
STAPLES	2,805	782	1,382	75	1,621	6,665	-59	-1%
SWANVILLE	719	171	205	9	761	1,865	420	29%
UPSALA	1,146	280	696	38	710	2,870	206	8%
WAITE PARK	4,616	1,440	2,732	147	2,705	11,640	148	1%
<b>GRAND TOTAL</b>	<b>116,839</b>	<b>31,688</b>	<b>84,538</b>	<b>4,098</b>	<b>73,530</b>	<b>310,693</b>	<b>32,500</b>	<b>12%</b>

\* Indicates increase over last year

(1) Big Lake = 27% decrease because they were closed for over two weeks in January.

(2) Foley=29% increase because of increased use of the library and a new family checking out huge numbers of DVDs.

(3) Melrose = 32% increase - because of the economy and the winter weather.

(4) Pierz = 32% increase because they opened in a new location.

(5) Royalton = 23% increase because of the economy and the cold weather!

(6) St. Cloud = 54% increase because of new library location

(7) Swanville = 29% increase - New hours and the local economy with layoffs.

**GREAT RIVER REGIONAL LIBRARY  
MONTH - February 2009**

**CIRCULATION STATISTICS**

LOCATION	ADULT PRINT	ADULT MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -	%
ALBANY	2,801	827	1,630	106	1,746	7,110	-213	-3%
ANNANDALE	1,728	401	928	59	1,125	4,241	-540	-11%
BECKER	2,281	500	1,916	141	1,431	6,269	-698	-10%
BELGRADE	668	116	459	54	371	1,668	-150	-8%
BIG LAKE	2,742	648	2,866	124	1,742	8,122	1,396	21%
BUFFALO	7,248	1,628	5,939	256	4,869	19,940	674	3%
CLEARWATER	1,049	370	823	29	752	3,023	-158	-5%
COKATO	2,497	377	2,308	103	1,304	6,589	447	7%
COLD SPRING	2,845	862	1,976	86	2,580	8,349	-684	-8%
DELANO	3,708	1,029	4,223	128	3,021	12,109	-485	-4%
EAGLE BEND	1,216	60	498	8	577	2,359	335	17%
ELK RIVER	9,990	2,515	8,572	353	4,865	26,295	-300	-1%
FOLEY	2,425	588	1,664	83	1,732	6,492	650	11%
GREY EAGLE	611	141	351	13	702	1,818	-615	-25%
HOWARD LAKE	1,420	371	1,152	58	1,097	4,098	102	3%
KIMBALL	843	177	458	20	581	2,079	127	7%
LITTLE FALLS	4,581	840	2,658	146	2,359	10,584	302	3%
LONG PRAIRIE	1,927	236	768	34	1,275	4,240	-636	-13%
MELROSE	1,537	557	1,241	92	1,734	5,161	625	14%
MONTICELLO	5,359	1,286	6,147	266	3,761	16,819	-809	-5%
PAYNESVILLE	1,582	212	526	33	1,085	3,438	-490	-12%
PIERZ	974	90	632	10	372	2,078	422	25%
RICHMOND	684	115	393	32	538	1,762	-458	-21%
ROCKFORD	2,443	568	2,688	75	1,982	7,756	1,119	17%
ROYALTON	751	433	373	14	405	1,976	84	4%
SAUK CENTRE	2,510	620	1,177	92	1,582	5,981	-677	-10%
SPECIAL STAT	448	21	64	2	0	535	-42	-7%
ST. CLOUD	33,760	11,111	25,090	1,207	17,970	89,138	34,240	62%
ST. MICHAEL	3,744	661	4,958	164	2,068	11,595	-475	-4%
STAPLES	2,667	416	1,270	45	1,498	5,896	-658	-10%
SWANVILLE	614	159	144	8	591	1,516	20	1%
UPSALA	1,104	295	671	34	755	2,859	243	9%
WAITE PARK	4,340	1,250	2,572	145	2,653	10,960	-29	0%
<b>GRAND TOTAL</b>	<b>113,097</b>	<b>29,480</b>	<b>87,135</b>	<b>4,020</b>	<b>69,123</b>	<b>302,855</b>	<b>32,669</b>	<b>12%</b>

**Big Lake +21% - New Library Location and new hours.**

**Eagle Bend +17% - New Library hours and the economy.**

**Grey Eagle -25% - Plant closure in community and general economy.**

**Pierz +25% - New library location and new hours.**

**Richmond -21% - General economy and weather; much competition with other activities.**

**Rockford + 17% - More people using the library for economic reasons.**

**St. Cloud +64% - New library location.**

Regional Library Telecommunications Aid FY 2009 Six Month Report  
Actual Costs (July 1, 2008-December 31, 2008)

	A	B	C	D	E	F	G	H	I	J	K	L
1	System Name:	Hours Open	Bandwidth	Bandwidth	* Adjusted	ACTUAL	Adjusted	ACTUAL	Adjusted	ACTUAL Total Cost	Adjusted Total Cost	NOTES
2	Great River Regional Library	to the Public	Available	Available	Equivalent	Annual Line	Annual Line	Annual Line	Annual Line	(Line Lease & Line	(Line Lease & Line	
3			7/1/2008	12/31/2008	Bandwidth	Maintenance	Maintenance	Lease Cost	Lease Cost	Maintenance)	Maintenance)	
4					(T-1, T-1+,	Cost 7/1/08-	Cost 7/01/08-	7/01/08-	7/01/08-	7/1/08-12/31/08	7/01/08-12/31/08	
5					or Partial T-1)	12/31/08	12/31/08	12/31/08	12/31/08	(F+H)	(G+I)	
6												
7	Eligible for RLTA Sites:											
8	Albany Public Library	41	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$6,182.52	\$6,182.52	\$6,182.52	\$6,182.52	
9	Annandale Public Library	25	T1	T1	T-1	\$0.00	\$0.00	\$6,857.42	\$6,857.42	\$6,857.42	\$6,857.42	
10	Becker Public Library	30	Fiber to school	Fiber to school	T-1	\$0.00	\$0.00	\$5,940.00	\$5,940.00	\$5,940.00	\$5,940.00	Fiber substitutes for 1 - T1
11	Belgrade Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$7,085.42	\$7,085.42	\$7,085.42	\$7,085.42	
12	Big Lake Public Library	25	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$5,655.60	\$5,655.60	\$5,655.60	\$5,655.60	
13	Buffalo Public Library	48	Fiber	Fiber	T-1	\$0.00	\$0.00	\$3,450.00	\$3,450.00	\$3,450.00	\$3,450.00	Fiber substitutes for 1 - T1
14	Clearwater Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$6,857.42	\$6,857.42	\$6,857.42	\$6,857.42	
15	Cokato Public Library	28	T1 to school	T1	T-1	\$0.00	\$0.00	\$4,881.48	\$4,881.48	\$4,881.48	\$4,881.48	
16	Cold Spring Public Library	34	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$4,020.00	\$4,020.00	\$4,020.00	\$4,020.00	
17	Delano Public Library	36	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$5,209.44	\$5,209.44	\$5,209.44	\$5,209.44	
18	Eagle Bend Public Library	25	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
19	Elk River Public Library	48	Fiber	Fiber	T-1	\$0.00	\$0.00	\$6,857.42	\$6,857.42	\$6,857.42	\$6,857.42	Fiber substitutes for 1 - T1
20	Foley Public Library	35	LAD to school	LAD to school	T-1	\$0.00	\$0.00	\$2,734.80	\$2,734.80	\$2,734.80	\$2,734.80	LAD substitutes for 1 - 56K
21	Great River Regional Library	59	Fiber	Fiber	2 x T-1	\$0.00	\$0.00	\$4,350.00	\$4,350.00	\$4,350.00	\$4,350.00	Fiber substitutes for 2 - T1
22	Grey Eagle Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$7,419.26	\$7,419.26	\$7,419.26	\$7,419.26	
23	Howard Lake Public Library	31	LAD to school	LAD to school	T-1	\$0.00	\$0.00	\$2,406.00	\$2,406.00	\$2,406.00	\$2,406.00	LAD substitutes for 1 - 56K
24	Kimball Public Library	25	LAD to school	LAD to school	T-1	\$0.00	\$0.00	\$2,810.70	\$2,810.70	\$2,810.70	\$2,810.70	LAD substitutes for 1 - 56K
25	Little Falls Public Library	47	T1	T1	T-1	\$0.00	\$0.00	\$6,857.42	\$6,857.42	\$6,857.42	\$6,857.42	
26	Long Prairie Public Library	35	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
27	Melrose Public Library	28	LAD to school	LAD to school	T-1	\$0.00	\$0.00	\$2,569.20	\$2,569.20	\$2,569.20	\$2,569.20	LAD substitutes for 1 - 56K
28	Monticello Public Library	40	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$4,860.00	\$4,860.00	\$4,860.00	\$4,860.00	
29	Paynesville Public Library	31	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
30	Pierz Public Library	25	T1	T1	T-1	\$0.00	\$0.00	\$6,900.56	\$6,900.56	\$6,900.56	\$6,900.56	
31	Richmond Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
32	Rockford Public Library	31	T1 to school	T1 to school	T-1	\$0.00	\$0.00	\$4,044.00	\$4,044.00	\$4,044.00	\$4,044.00	
33	Royalton Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
34	Sauk Centre Public Library	32	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
35	St. Michael Public Library	40	T1	T1	T-1	\$0.00	\$0.00	\$6,857.42	\$6,857.42	\$6,857.42	\$6,857.42	
36	Staples Public Library	35	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
37	Swanville Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
38	Upsala Public Library	20	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
39	Waite Park Public Library	30	T1	T1	T-1	\$0.00	\$0.00	\$6,707.42	\$6,707.42	\$6,707.42	\$6,707.42	
40	<b>Subtotal (Eligible)</b>	<b>1004</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	
41												
42	<b>GRAND TOTAL</b>	<b>1004</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	<b>\$181,880.33</b>	
43												
44	*A system may choose option of combining a partial T-1 at one building and T-1+ line at another to equal equivalent of 2 T-1 lines.											
45	If a line greater than T-1 equivalent bandwidth is available at a cost equal to or lesser than a T-1 line, the system may choose that option.											

**Regional Library Telecommunications Aid  
Six-Month Report FY 2009  
(July 1, 2008 – December 31, 2008)**

We, the undersigned, certify that the data provided in this final report (chart and documentation) are true and correct to the best of our knowledge and belief.

System \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Public Library System Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, System Governing Board

**Third Draft, February 10, 2009**

**AGREEMENT**

**RELATING TO THE  
FINANCING OF CONSTRUCTION OF A NEW BRANCH LIBRARY  
FACILITY IN STAPLES, MINNESOTA**

THIS AGREEMENT is made and entered into this \_\_\_ day of \_\_\_\_\_ 2009, by and between the GREAT RIVER REGIONAL LIBRARY, a joint powers library system and political subdivision of the State of Minnesota (“Great River”), the COUNTY OF TODD, a political subdivision of the State of Minnesota (the “County”), and the CITY OF STAPLES, a Minnesota municipal corporation (the “City”).

**RECITALS**

WHEREAS, Great River is a joint powers entity created pursuant to Minnesota Statutes, Section 134.20, subd. 1 and Section 471.59, which has established and maintains a regional public library system consisting of branch libraries within the geographical boundaries of the six county signatories to the joint powers agreement establishing Great River dated as of April 9, 1985, as amended (the “Joint Powers Agreement”), which signatories include the County; and

WHEREAS, cities within the six signatory counties, including the County, may enter into agreements with Great River to construct branch library facilities operated by Great River; and

WHEREAS, the City has previously entered into an Affiliation Agreement with Great River, dated as of July 9, 1996, to house a library facility to be operated by Great River (the “Facility”), and now proposes to finance the construction of a new library facility serving residents of the City and surrounding communities within the County (the “Project”); and

WHEREAS, Great River and the County believe that the Project and resulting Facility will benefit residents in the County by providing services not otherwise available to County residents; and

WHEREAS, pursuant to Minnesota Statutes, Section 134.41 (the “Act”), the powers of a local government unit include the powers to (i) agree with other local government units to subject taxable property within their boundaries to taxation to discharge debt incurred for the construction of a library and related facilities, (ii) enter into agreements as to the portion of the debt to be discharged by taxation, and (iii) jointly issue obligations to finance the construction without election; and

WHEREAS, pursuant to Section 134.41, subd. 1 of the Act, the County and the City are “local government units” for the purposes of the Act; and

WHEREAS, the parties to this Agreement are interested in working jointly, as described herein, to finance the Project and Facility and to initiate construction of the Project; and

WHEREAS, the parties to this Agreement believe that due to their collaborative effort, the public interest will best be served by the collaborative efforts of the City and County as described herein; and

WHEREAS, the City has proposed to finance the cost of the Project through the issuance of its General Obligation Library Bonds, Series 2009A (the “Bonds”), in the approximate original aggregate principal amount of \$960,000; and

WHEREAS, in order to facilitate the issuance of the Bonds, the parties to this Agreement have joined together and entered into this Agreement for the purpose of designating their respective interests in the construction and financing of the Facility.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties to this Agreement agree as follows:

Section 1. Definitions.

1.1. In this Agreement, unless a different meaning clearly appears from the context:

“Affiliation Agreement” means that certain Affiliation Agreement between the City and Great River, dated as of July 9, 1996, establishing the roles and responsibilities for the operation and maintenance of the Facility, and as it may be amended.

“Bonds” means the City’s General Obligation Library Bonds, Series 2009A, in the approximate original aggregate principal amount of \$960,000.

“City” means the City of Staples, Minnesota.

“County” means the County of Todd.

“Facility” means a branch library facility in the City to be operated by Great River as part of its regional library system.

“Great River” means the Great River Regional Library, a joint powers regional library system created under Minnesota Statutes, Section 134.20, subd. 1 and Section 471.59.

“Joint Powers Agreement” means that certain Joint Powers Agreement establishing the Great River Regional Library system, dated as of April 9, 1985, as amended.

“Project” means the construction of the Facility.

Section 2. Agreement.

2.1. Pursuant to the Joint Powers Agreement, the City shall pay for the Project, including the costs of design, permitting, receiving bids, awarding contracts, construction supervision, issuance of bonds, and certifications.

2.2. Pursuant to the Joint Powers Agreement and Affiliation Agreement, the County and Great River shall, upon completion of the Project, encourage and facilitate the operation of the Facility as a branch library within the Great River system.

2.3. Pursuant to the Act, the County and City agree to jointly finance the Facility. The County and City agree that the City shall use its best efforts to issue and sell the Bonds in a principal amount not to exceed \$\_\_\_\_\_ to finance the Project, and the County and GRRL shall fund the costs

of operation of the Facility from non-bond-financed sources as provided in the Joint Powers Agreement and Affiliation Agreement.

2.4. The Bonds will be general obligations of the City, secured by the full faith and credit and taxing powers of the City.

2.5. Neither the Great River, the County, nor any county signatory to the Joint Powers Agreement shall pay any costs of the Project. The Bonds shall not be deemed to constitute a general obligation of Great River, the County, or any other county signatory to the Joint Powers Agreement, and neither the full faith and credit nor the taxing power of Great River, the County, or any county signatory to the Joint Powers Agreement shall be pledged to the payment of the Bonds.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on their behalf by their authorized representatives as of the date first written above.

**CITY OF STAPLES, MINNESOTA**

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its City Administrator

**COUNTY OF TODD, MINNESOTA**

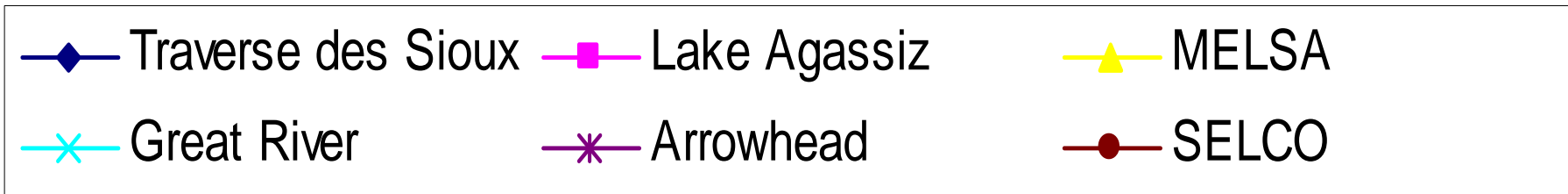
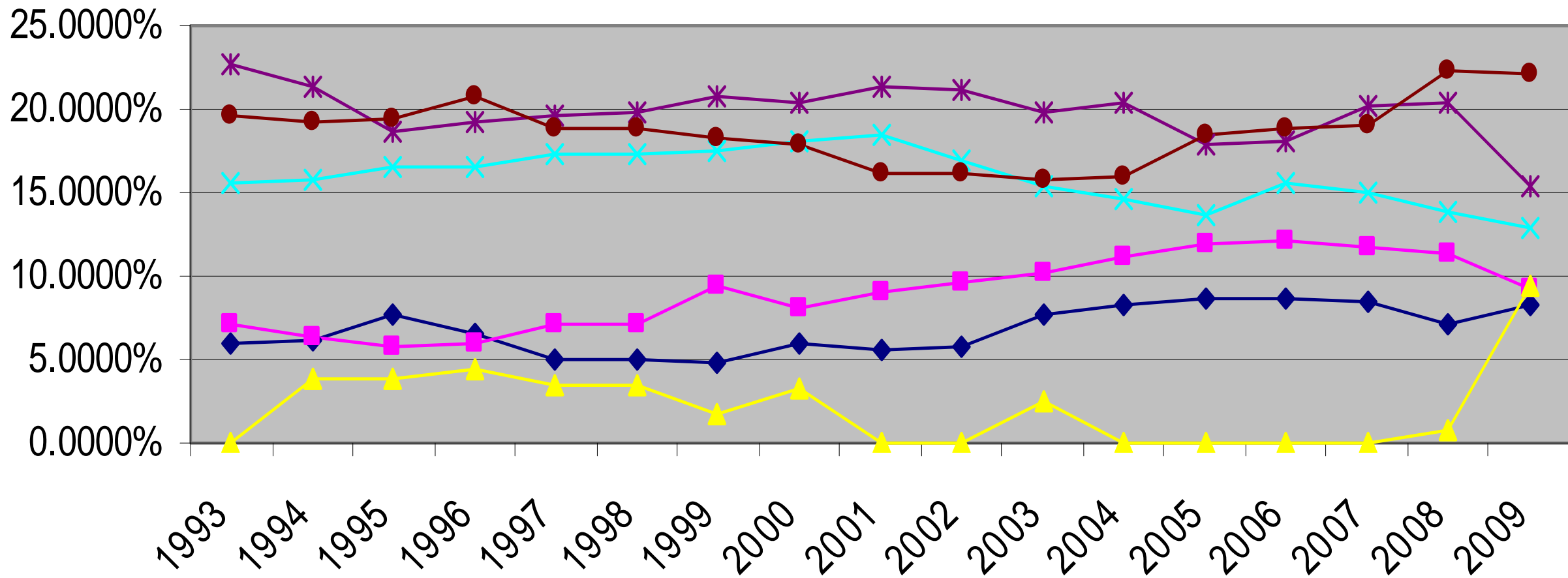
By: \_\_\_\_\_  
Its Chair

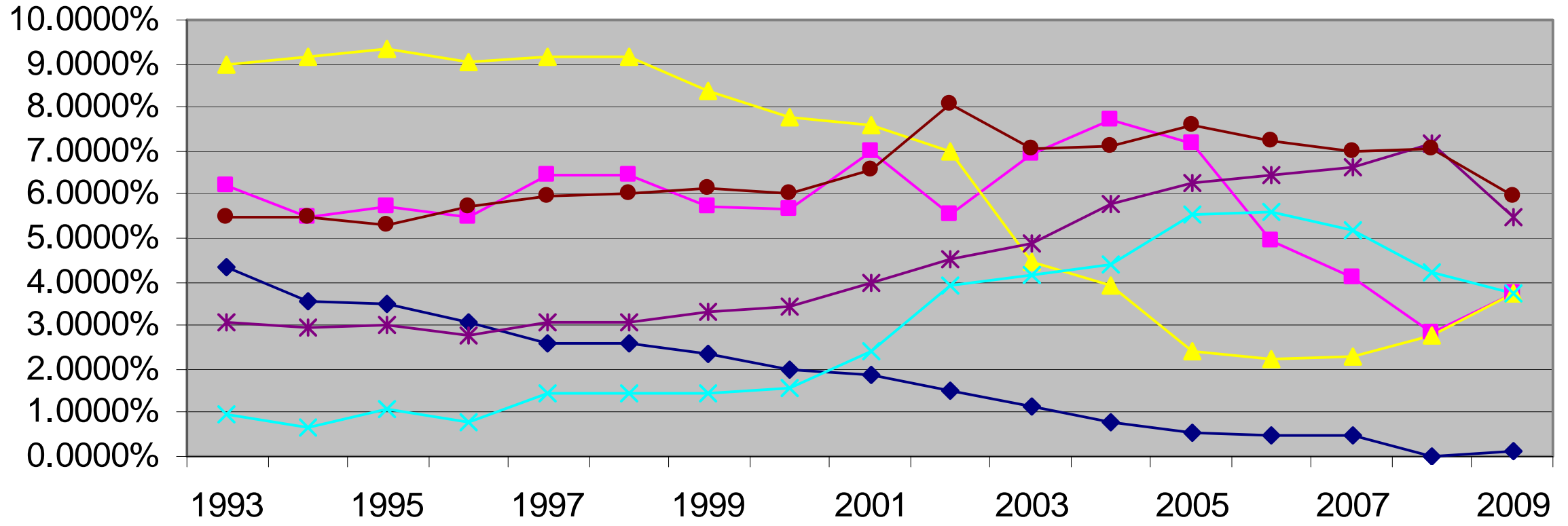
By: \_\_\_\_\_  
Its County Administrator

**GREAT RIVER REGIONAL LIBRARY**

By: \_\_\_\_\_  
Its Director

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





◆ Viking   
 ■ Pioneerland   
 ▲ East Central   
 × Plum Creek   
 ✱ Northwest   
 ● Kitchigami

## RLBSS Formula Change Proposal

The Minnesota State funding for regional public libraries general operations comes in the form of Regional Library Basic System Support (RLBSS). These expected total amounts allocated per systems are now uncertain due to rapidly changing economic conditions affecting the distribution formula for RLBSS.

The RLBSS money is divided by formula among the regional systems. The formula allocates percentages of the total money available by the following percentages.

**Per capita distribution.** 57.5% of the available grant funds shall be distributed to provide all qualifying systems an equal amount per capita. Each system's allocation pursuant to this subdivision shall be based on the population it serves.

**Per square mile distribution.** 12.5 % of the available grant funds shall be distributed to provide all qualifying systems an equal amount per square mile. Each system's allocation pursuant to this subdivision shall be based on the area it serves.

**Base grant distribution.** 5% of the available grant funds shall be paid to each system as a base grant for basic system services.

**Adjusted net tax capacity per capita distribution.** 25% of the available grant funds shall be distributed to regional public library systems based upon the adjusted net tax capacity per capita for each member county or participating portion of a county as calculated for the second year preceding the fiscal year for which the grant is made.

GRRL's decreasing percentage of RLBSS in the past four years has been driven by a decreasing percentage of equalization dollars.

GRRL	2006	2007	2008	2009
% of RLBSS	9.80%	9.70%	9.46%	9.27%
% of Equalization	15.49%	15.08%	13.91%	12.87%

25% of RLBSS is distributed based on a formula that compares every Minnesota county's adjusted net tax capacity per capita to every other county. The counties at the bottom of the range have money distributed to them on a per capita basis until this pool of money is gone.

The counties which historically have benefitted from equalization have been in low to medium population areas with very low tax capacities (low property values) compared to the much higher tax capacities in large metropolitan areas.

When the prices of homes drop dramatically, high value homes drop at a much faster rate. And in this historically bad economy, large population areas with many high value homes are generating historically low ANTC per capita numbers in high population areas. This means that

equalization dollars are going to metropolitan counties and high population counties, and because the money is distributed on a per capita basis, the money runs out more quickly.

GRRL's percentage of equalization money has decreased from 15.49% to 12.87% in the past 4 years.

The CRPLSA has asked that a RLBSS Formula change be made by statute. The new formula would become:

**Basic Services distribution.** 18% of the available grant funds shall be divided equally among the 12 regional systems for basic system services.

**Per capita distribution.** 62.5% of the remaining grant funds after Basic Services distribution shall be distributed to provide all qualifying systems an equal amount per capita.

**Per square mile distribution.** 12.5% of the remaining grant funds after Basic Services distribution shall be distributed to provide all qualifying systems an equal amount per square mile.

**Infrastructure distribution.** 25% of the remaining grant funds after Basic Services distribution shall be distributed to regional public library systems based upon a percentage allocated to each regional system to support the infrastructure of statewide library services.

The new infrastructure formula factor locks GRRL in at 14% for this 25% of RLBSS. That stabilizes GRRL's funding from this source.

The other benefit of the new formula for GRRL is the increase to 62.5% the population factor. GRRL has a growing population, particularly in St. Cloud and the eastern counties. Projections show a growing population compared to other areas of the state. This change will gain dollars for GRRL over time.

Therefore, I recommend the GRRL board endorse the idea of a new RLBSS funding formula.

	Total \$	Total %	Current \$	Current %	Difference \$	Difference %
ALS	\$1,311,665	9.67%	\$1,415,016	10.4275%	(\$103,351)	-0.76%
ECRL	\$610,858	4.50%	\$555,910	4.0966%	\$54,947	0.40%
GRRL	\$1,267,426	9.34%	\$1,258,328	9.2729%	\$9,098	0.07%
KRL	\$654,442	4.82%	\$652,800	4.8106%	\$1,643	0.01%
LARL	\$741,028	5.46%	\$733,228	5.4033%	\$7,800	0.06%
MELSA	\$4,515,617	33.28%	\$4,656,989	34.3183%	(\$141,372)	-1.04%
NWRL	\$449,976	3.32%	\$434,205	3.1997%	\$15,771	0.12%
PLS	\$644,585	4.75%	\$563,552	4.1529%	\$81,033	0.60%
PCLS	\$573,377	4.23%	\$483,748	3.5648%	\$89,629	0.66%
SELCO	\$1,472,899	10.85%	\$1,680,452	12.3836%	(\$207,553)	-1.53%
TdS	\$787,981	5.81%	\$781,719	5.7606%	\$6,261	0.05%
VLS	\$540,146	3.98%	\$354,051	2.6091%	\$186,094	1.37%

## **2010 Preliminary Discussion** **Operations and Capital Budget**

The staff recognizes that the State of Minnesota, indeed the entire country, is in a financial crisis. Our Minnesota counties are being hit with unexpected and unprecedented cuts in aid while being subject to levy limits. Therefore, we believe it wouldn't be prudent to ask for any increase in funding from our signatory counties despite an increase in operating costs. While we have often asked for 8% or higher increase in past years, this is fiscally untenable now and would be foolish to pursue. While some staff members asked to have our "opening position" be a 2% increase, I believe that is disingenuous. We aren't playing poker. We are all in this crisis together. I strongly believe a 0% increase, while painful, is the right thing to do so we share the pain our counties are experiencing.

My top priorities for the 2010 budget are to maintain quality service to the public and keeping staffing levels stable. As you have seen in other documents, the demand for public library services is booming as the economy declines. To meet that public demand, I think it is crucial to keep jobs on the front lines!

I promise that we evaluate all current expenditures as part of the budgeting process to ensure we are operating as efficiently as possible while continuing quality service to our public.

### **The budget process involves:**

- Gather input from staff
- Preliminary budget discussion at the March 09 GRRL Board of Trustees meeting
- Staff Association input at the March 09 GRRL Board of Trustees meeting
- Draft of Proposed 2010-2012 GRRL budget presented for discussion and input at the May and June 09 GRRL Board of Trustees meetings
- Interface with county administrators, county commissioners and library staff between the June and July 09 GRRL Board of Trustees meetings
- Proposed Final 2010 GRRL budget presented at the July 09 GRRL Board of Trustees meeting for approval
- Approved 2010 GRRL budget sent to signatories by July 31, 2009

### **2010 Budget-Management Priorities:**

- To sustain quality, but not necessarily all current, services to the public
- To create a workable 2010 budget at 2009 levels
- Do not dip into cash reserves for basic operations
- To continue to look for new and dynamic ways of doing business while being fiscally conservative
- To assist the board and staff as we go through the process with accurate information
- To provide guidance to the board as we determine how we can best meet the needs of the region in these tough economic times.

## **2009 GRSA Requests to GRRL Board**

*The items are listed in the order of priority from the staff survey.*

1. Steps for all eligible employees.
2. Salary scale adjustment of 1.5%.
3. Retain jobs and add additional staff for understaffed branches.  
Change minimum increment of time for PTO from 1 hour to 30 minutes

## **Staff Member 2010 Budget Input**

### Reductions

I think GRRL does a great job of stretching the dollars we have to get the most value for our patrons, so it's difficult to suggest areas to reduce.

I'm not sure where in the library budget we could possibly scale back.

I agree that a zero increase in the budget is wise.

I think that any cuts should come from within and not be passed on to our patrons, if at all possible.

I would propose budget cuts that have the least impact directly on our patrons. They are seeing us as a refuge in these economically challenging times.

We've long ago exhausted our 'do more with less' capabilities here at GRRL.

GRRL staffing is not at a level that allows us to meet even our own standards for customer service. We can't get items to customers as quickly as we think we should be able to, and we're forever juggling scarce staffing dollars to allow basic programming, planning and internal administration needs. Yet demand for our services, however, is up, and will continue to go up as the economy worsens. We're a support service that everyone can 'afford', whether it's for Internet access or affordable entertainment or self-education and improvement of job- and job-seeking skills, or even a warm place to relax for a while. (I've suspected that some of the senior citizens who 'visit' the library during the winter months but never check out any items may in fact be warming up, their own homes being kept quite, quite cold to save on fuel costs.)

### Materials Budget and Databases:

I don't think our collection budget can afford much cutting. This is the first year we've even seen an increase in a long time.

Some cuts in the materials budget might be noticed less than many other things. Things like leasing the best sellers and some of our data bases could be evaluated according to how much they add to our service. I do believe if we are going to continue to subscribe to the data bases, we ought to make a concerted effort to educate our patrons to use them. Lots of the Friends groups like to buy DVD's and other materials for their libraries, so perhaps they could make up some of the difference. Periodical subscriptions are another thing that some groups or individuals might sponsor if we have to cut them out of general budget.

...possibly reducing the materials budget a bit.

Reducing the number of periodicals substantially since we can request them in from other branches and being that they fall apart so quickly, could help the budget.

Stop buying out-of-print items from Amazon as a budget cut.

Something that I think bears consideration for the chopping block are the databases. Depending on use they could each be evaluated for discontinuation.

Can we reduce the materials budget and supplement it with fund development dollars?

Eliminate most/all GRRL subscribed databases including 360 Search.

Cut the materials budget 10-20%. Yes this will result in even longer waits for popular items, but we need to spread the cuts around. It's also much easier and more realistic to make a fundraising ask for materials than it is for staffing.

We should cut back on the materials budget for the next 2 years.

I do believe that many of our databases are under-utilized. Should we need to cut, I think some of our databases could be eliminated - in lieu of cutting other materials in higher demand. We would still have the ELM databases provided by the state. It would be a matter of deciding which ones we could live without and how much we needed to cut.

We could stop leasing best sellers from Baker Taylor, I know this is a service we provide for our patrons to get the best sellers as quickly as possible, but we could buy fewer copies and have more people wait. I think we could cut our collection budget and still keep our patrons happy. Some of the new books that come to my branch will never be checked out. I don't mean to hurt anyone's feelings but could we make wiser decisions on the items chosen for purchasing.

I know our patrons would be willing to wait for a book if it meant keeping our library open.

Cut more magazines.

I would hate to see the materials budget take another hit...

We should not cut back on materials spending, but could eliminate some programming.

Material spending? No upgrade/replacement of World Book Encyclopedias, cutback on magazines/newspaper subscriptions.

If selectors are so hard pressed to select what materials to order on a regular basis throughout the year, could we reduce the amount to be spent to more closely match what the selectors are able to manage?

I'm sure that cutting the amount of books that we buy would be one way.

Materials are a big thing for me and I have stated that before, also. I am seeing more and more books and tapes damaged, old and worn out. We need to replace them and get more. We need more young adult materials since teens are reading more. We also need to prepare for alternate technologies. I cannot advocate cutting materials.

I've questioned a few intelligent people and asked, "If we purchased less copies of an item would you mind waiting a little longer for a request item?" the answer was "No".

I would think about cutting money for material purchases in less popular areas.

Frankly, we've reached a point where our inadequate staffing makes the size of our materials budget almost irrelevant: What difference does it make if we have 10 available copies of a book, if we can't reliably get one of them into a customer's hands in a timely manner? Adding more staff so that we could more rapidly move materials throughout the system would have a bigger impact on how soon customers get the materials they want than would an increase in materials spending.

Our materials budget, on the other hand, is almost exclusively a 'send the money away' expenditure. Local businesses get almost no piece of that spending pie. Although it would be painful, it would be the most responsible and responsive spending cut that GRRL could make, and would have the least impact on customers. Further, even moderate cuts in these expenditures wouldn't impact customer's service needs as directly as would slight cuts in staffing hours.

Consider reductions in locally purchased data bases.

### **Programming:**

How much do we spend on programming? It seems minimal, so cuts in that direction might not gain us much. I think programming does bring in new people, potential library users, gives us some pep in our days and weeks.

I would say that we could cut out the programming services line item.

Stop programming or severely reduce it.

Eliminating some program seems to me to be an option.

Cut back on the programming budget. Libraries like Little Falls can get a hand for programming from the Friends of the Library group.

Maybe cut down on programming a little, but there should definitely NOT be SHARED programming.

I wouldn't like to see programming get reduced, but it makes more sense if the money isn't there.

While the additional programming money is wonderful, this is an area that possibly be cut a little. What do we want to do as libraries? The services we provide most likely will be in greater demand.

Also, if instead of cutting programs, maybe we could switch to programs that cost little money. We don't absolutely have to have speakers that cost a lot of money. At my branch we have a lot of programs, for not much money. Storytime, bookclubs, movie matinee, game day, etc.... These are all done for under \$20.

We could look at the different programs that are being offered and determine which ones costs are outweighing the effort. These programs could be cut totally or reduced in frequency to save on costs.

Schedule, if possible, programming during overlap time instead of extra hours or, shift exchange when feasible.

Perhaps we need to cut programming.

#### **Wages, Steps & Cost of Living:**

It makes complete sense to me to eliminate any and all pay increases for 2010. With other industries and fields suffering and collapsing around us, and our counties having to look places to make significant cuts, I think it would be out of line to pay ourselves more.

I would think a wage freeze would be the first thing on the agenda. We have gone through one before and we certainly can do it again. We need to all be thankful that we have a job, so in my opinion, a wage freeze would be a no brainer.

I feel that the employees of Great River Regional Library should all accept a wage freeze and cut the mileage reimbursement out or in half.

I would prefer a cut in salary (2-3%) across the board rather than a cut in services. We need to continue to provide great service and be open for the convenience of our patrons.

A pay freeze doesn't seem unreasonable. We are fortunate to have a job and it would be worth a freeze if it meant not cutting open hours etc. We are a resource that is so needed in our communities right now!

All staff could give up or donate one hour a week of their hourly wage. I don't know how well that would go over, but as you know many jobs are cutting hours, etc. Everyone would have to be involved, to make it worthwhile.

I think I would prefer suspending wage increases as one of our cost saving measures.

I'd be willing to take a pay freeze to keep my staff.

As far as staff raises go, I would much rather everyone keep their jobs. If that means no raises, then I would be fine with that.

I am totally in favor of a zero increase to the budget if it means keeping jobs and hours the same. It's hard to stay the same but it's even harder to lose something you now have.

The concept of wage reduction has been considered and put in place by some companies because of these hard times -- and I also believe this could work for GRRL.

I could understand the need to do a one year pay freeze. Besides being a reasonably fair choice, it is also a good move in a public relations view because taxpayers would see that choice in a favorable light. I also would prefer that choice over layoffs. I also feel that it would be better to freeze wages than to cut services at a time when people need libraries more than ever.

I would consider a zero salary increase fine.

GRRL has been economizing on staff salaries and hours for decades, leaving us chronically short-staffed, with truncated open hours, and behind on our salary goals. This time around, we've already exhausted our 'do more with less' potential, and our staffing dollars are needed here, in our communities, to help ease the pain of our current hard times. I think it's inevitable that GRRL will receive less money for upcoming budgets. What's important is where we make our cuts: We're going to spend the same amount both ways, and I propose that whatever money is spent is spent here, in our six-county area. Only spending on staff salaries will achieve that goal.

If staff wages are going to be affected, it is more fair to give a smaller cost of living to all than to eliminate step increases. That happened for several years in a row when I first worked for GRRL, so new hires were paid the same as people with 2-3 years of experience. It seems disrespectful of experienced employees and unless they change jobs or all job wages are restructured, they will not regain the missed increases.

I think staff would be willing to forego any steps or COLA for 2010 if it meant keeping positions. I know that you feel strongly that staff deserves a raise but in this current reality they may not expect it. This is something happening everywhere.

Eliminate steps and/or structure adjustment. This is my least preferred option. Even if employees don't do one thing more in their lives, their costs will go up for taxes, insurance, utilities, fuel, daycare, etc. If we could do one or the other, I suspect that the safest move for the pay plan overall would be to forgo the steps and keep the structure adjustment so our overall plan keeps up with the job market as a whole. This is also the most fair as everyone would get the structure adjustment and not everyone is eligible for a step.

Don't skip the step increases next year. In the past 7 years, I have only gotten the step increase 3 of those years. It truly isn't fair to balance the budget by taking away the steps all the time.

2002 - Everyone got a 50 cent increase and no steps.

2003 - Steps were given

2004 - No steps due to budget problems

2005 - No steps due to budget problems

2006 - Wage study implemented (I got a 30 cent increase in pay for 2006).

2007 - Steps were given

2008 - Steps were given

Cost of living increases are important to the staff and their families, but we should not get a raise for 2010.

I think the library should try to keep the steps, but not do not request a cost of living increase.

I don't think no increase on the salary scale would come as a surprise to anyone, I did have several people tell me they would be very upset if they did not get their step increase (this has happened in the past).

I wouldn't like to see cost of living and step increases be frozen but that would be better than more extreme measures like reducing library hours or laying people off.

I am very much in favor of suspending raises and other increases.

Cut cost of living or raises but not both. If it comes to laying off people, I'd rather take a cut in pay or cut library hours than see people lose their jobs.

Staff cost of living increases and other raises should be suspended for 2010 in spite of what the GRSA staff survey indicated. I think that it would be prudent to keep this as an option since staffing is such a large portion of our budget. Personally, I am grateful to count myself among the employed during this time.

I would not be opposed to suspending staff cost of living increases and other raises for 2010.

Staff: cost of living/step increases? - freeze wages in 2010

Staff COLA increases should be suspended until the budget can absorb the cost or be subsidized by cash reserves.

Staff step increases should continue to occur as suspending these would cause hardship for most families. Staff members depend on these raises to offset the rising costs of fuel, food, and other necessities of general living. Also, cutting such things as this tends to really drive down company morale and desire to achieve. In turn, patron service could suffer as well as overall productivity as a library collectively.

Rather than asking for a cost of living increase, would it be wise to give only half of what you would consider the regular pay raise?

We should consider unpaid furloughs (one week over the course of the year - if no subs are required) for all employees on a pro-rated basis. This would be a savings of approximately \$100,000 over the course of the year is possible. All employees would be affected equally. Everyone would share in the solution.

No steps, minimal structure adjustment. Savings of up to \$100,000 is possible. My recommendation would be a minimal 1% structure adjustment in order to keep the pay plan attractive to good candidates for open positions in the future.

### **Benefits:**

We need to investigate health insurance with a higher deductible to maintain/reduce insurance cost.

We need to reevaluate our health insurance.

### **VTO :**

We could reinstate VTO (voluntary time off without pay). Although as I remember it, it didn't end up saving us much money. It only works if staff who are gone don't need to be covered by subs. Furloughs

I would be willing to take off some time without pay.

### **Hours Reductions:**

I would consider closing all of the libraries on the days after holidays. I would most especially consider the [Friday](#) (and possibly [Sat.](#)) after Thanksgiving. The [Sat.](#) after Christmas, and perhaps [Sat.](#) after New Years too.

Cutting hours in the busy branches would be very painful--it just concentrates more patrons in a shorter time. It is also painful for the patrons. I don't know if you can cut much out of the smaller libraries' schedules, either, because they already have short hours. So to cut hours, you would have find libraries that are not so busy and have some hours they could cut. I'm not sure if we have those.

I think it would be OK to consider reducing hours and would be open to this happening at our branch.

Close all libraries for a day or two region wide rather than take away hours from branches.

I don't believe that GRRL should reduce any of the open hours at the branches or at HQ. We are busier than ever as you said and with the current economic crisis I think we will only continue to get busier. It doesn't make sense to shorten any of the libraries hours.

If we have to decrease hours at the Branches and HQ, it should be a sacrifice for everyone across the board. One day or afternoon, everyone closed.... no delivery, no janitors, no lights, no nothing. "Cost Cutting Wednesdays", all libraries closed on Wednesdays, "Thrifty Thursday Afternoons" all libraries closed on Thursday afternoons, "Sacrifice Saturdays" all libraries closed on Saturdays. These should be called a catchy, clever names that have some relationship to the economy and why we are doing this. We could also be closed the day after the holidays, Thanksgiving, Christmas, 4th of July, this would be the least offensive since many think we're closed those days anyway.

When the economy is bad we usually see an increase in circulation and I'd hate to see a cut in staff or hours when people need us most.

I know that they (our patrons) would understand if we had to reduce our open hours if it meant keeping the library open.

We need to consider shorter hours at HQ and branches.

Rather than risk layoffs, I would be in favor of cutting back library hours. Could we close at 8 p.m. instead of 9 p.m.?

How about closing Saturdays through the summer? Sounds kind of drastic, but I do think that people are more apt to accept a drastic step like this given the current economic scenario.

I would not be opposed to extra closed holiday days.

I'd personally be willing to reduce the number of hours I work a week to help lower staff costs.

HQ could close 1 hour earlier every day.

Shorten summer hours at all libraries, except for those with increased summer traffic.

Temporary reductions in open hours at some libraries based on statistical analysis of most used open hours.

### **Teams:**

Combine the Fund Development team with the Communications team, or go directly to an email oriented group for Fund Development.

The teams need to be reevaluated, especially the time and travel we use per team to see if they need to be adjusted.

### **Miscellaneous Ideas:**

The last time we were short we had a few scheduled closed days. Perhaps this something we could consider again? Maybe you have heard already - I recently received information from the Hibbing Library saying that they were closing on Saturdays due to budget constraints.

I'd much rather see us make cuts - shorten hours - less programming - whatever it takes to save jobs. I think if we all are doing something to help, it would actually build team spirit in these uncertain economic times and when it's all over - we'd still be intact and ready to take on the good times.

Mileage should not be paid to anyone subbing or accepting a position in another branch. They get paid to work there.

Close branches - There are branches that under perform in terms of cost/usage. Now would be the time to take a serious look at whether we should actually have 32 branches.

It always seemed easier to cut a little bit from every department rather than take a lot from one or two.

It would be nice if we could find some positive ways to make cuts, such as with looking at green measures to recycle, reuse, and reduce as an organization.

I think mileage and travel time could be re-evaluated depending on the law. Can we change the -20 mileage figure for subs, increase that distance somewhat?

I know it won't save much money, but I would also like to see mileage reimbursed quarterly instead of monthly. Cutting checks for \$1.50 seems ridiculous.

Cut software & equipment budgets to maintenance level.

Make sure all tasks are being performed at appropriate compensation level. For example: What are branch managers doing that aides could be doing? If a branch manager is routinely shelving items and does not otherwise need to be in the building to cover public service or supervision, then hours need to be reduced at that level and increased at the proper level.

Could we have a different training format..no meetings where you pay mileage and time? Instead have training on paper handouts or e-mails?

The IT department could hold off on adding additional equipment like new computers and other peripherals. We have been replacing computer every five years. We can extend replacing the PAC computers since they are still serving the needs of the public.

Do not have an All Staff Day until finances are better.

Try to cut down on building expenses.

I'm not sure how other employees feel about reducing the training budget temporarily, but maybe that's an idea that should be looked at. I certainly wouldn't want anyone in the training area to lose their job or have their hours reduced though.

Instead of hiring new employees when others retire or leave employment, consolidate positions. There has to be a way to streamline some positions. I really think there could be fewer supervisors but because of our increased usage, need the employees who process materials and work with the public.

I would prefer not to raise fines, cut branch or staff hours.

I have always felt uncomfortable with the thought of being compensated for both mileage and travel time. My background was business environments that would never have considered compensating someone for time spent traveling to a meeting. I personally have never requested mileage reimbursement, because of the two (mileage and time), time was simpler for me to track, and I considered it more than adequate compensation for the travel.

The place we need people most is the front desks in the libraries in the system.

I would like to see volunteers welcoming people in the lobby and answering simple questions, so as to take some of the work off those at the desk. It would all be volunteer and yet REALLY help to make the library more user-friendly.

Work shorthanded when a PTO day is taken- saves on wages and mileage allowance.

VTO: I think we did this a few years ago. To suspend raises for all staff can cause hardship for some. VTO lets everyone choose. Again, I think some staff would take advantage of time off, if it was offered.

### **Raising Revenue**

Fines & Fees:

Increase fines on adult materials to 25 cents per day from 20 cents per day.

Increase copy charge to 20 cents per page from 10 cents per page.

Increase lost library card fee to \$5.00 from \$1.00. There is no real incentive not to lose your card right now

I also think that raising \$.10 and \$.20 fines by a nickel for 2010 is perfectly acceptable. Fines are optional, and there are numerous ways to avoid them.

Charge for ILL- small fee to offset postage and handling.

Put magnetic business advertising on our delivery vans. :)

If we charged a small fee, say 10 cents per item, for every expired hold not picked up it could possibly create a small revenue for GRRL. Plus, I bet it would eliminate the patron who requests 50 random things and never picks them up. Think of the waste of staff time concerning that patron. We pull the item, scan it, shelve it with the holds, then it expires, and we must pull it again, scan it, only to be re-shelved.

I think it would be reasonable to charge a small fee, .50 or \$1.00, for dvd's and music cd's. I know that some library systems already do this. I also think this might encourage patrons to take better care of these items, we get so many back damaged or dirty.

I do not think it would be a good time to raise fines/fees BUT do believe we should collect outstanding what we have on the books. Currently patrons can check out if they have a fine of \$6.00 or less. I think no one should check out until all fines are paid on their account. We do have credit card payments now to make it even easier to pay your fine. \*\*I think there should be a notification period (2 to 4 months maybe) posting a notice in all branches stating that you cannot check out materials unless ALL FINES ARE PAID IN FULL. I cannot think of any other "business" that does not collect the money owed to them.

Fine patrons for holds that don't get picked up. In 2008, 99360 holds expired because they were never picked up. At 50 cents a piece that would bring an additional \$49,680. It seems to me that one of the

reasons we fine patrons for over dues is because they have made the item unavailable for other patrons to use. The fine is the stick we use to make sure the items get back in time. We should also then fine patrons who have unnecessarily made an item unavailable for other patrons by requesting it and then never picking it up. There is an opportunity cost when items sit on hold shelves unused. It also costs staff time to pull an item, move it around the region and then pull it again off the hold shelf when it expires.

Charge a fee for expired holds that are not picked up.

Raising fines and fees seems to be something that would not raise that much revenue but would be felt, sometimes by the patrons who can least afford it.

I don't think we should raise fines and fees. Many patrons already believe that we overcharge.

I am not in favor of raising fines or fees or in charging for DVD rentals, as some libraries do. A rental program of current bestsellers may prove of interest, but am not sure how profitable.

Investigate increasing fines on adult materials in conjunction with a small reduction in DVD fines. The reduction in DVD fines would show goodwill to our patrons while the increase in other fines would likely more than offset it due to the difference volume.

Could the library charge patrons for Minlink items?

Limit the number of ILL requests, after that number charge a fee

Lower the fine amount, "\$6" a patron can have on account and still check out

Do not raise fines for patrons. Many people in the Little Falls area are laid off or have lost their jobs.

I don't think fines or fees should be raised. I think patrons would be very unsatisfied with our services if we increased fees or fines. I think it would have a negative impact on the way patrons view their libraries if we were to increase these.

I would really hate to see fines raised and/or hours cut at libraries. The rise we're seeing in library usage is because people are hurting from the economy and are trimming their budgets. The library is providing a great service for them and their families at this time.

We should not raise fines or fees.

Raise fines? - never I hope.

Yes, I think we should consider increasing fines and fees by a small percentage. This should be passed on to the patron due to loss of material and not returning material on time. Both of these instances cause loss of productivity, and increase the library's cost to replace the missing material at current rates. Most private businesses as the financial belt gets tighter increase their prices and increase fines slightly to offset the rise in costs. The library in my opinion should be no different.

The other thing that should be mentioned is that patrons who owe \$6.00 or less are not required to pay before checking out new material. I feel that this should be changed. Ensuring patrons pay for overdue fines before checking out new material would generate revenue on a more regular basis and make the funds more readily available for other uses. This is a cash flow issue.

Perhaps raising fines would be a good idea, and it would be an added incentive for our patrons to get them returned on time, and perhaps not steal our items?

I'd also like to see GRRL at least explore the cost of a 1 or 2 year moratorium on the fines on children's materials. I've seen (and heard from parents) that families are curtailing checkout of kid's materials because they are so easily mislaid and families are concerned about cutting out fines. I think this would be a public relations winner, and would keep families coming into the library (parents don't like saying no to kids, so they just stop bringing them in to the library).

## 2008/2009 Opportunity Online Hardware Grant Program

### Bill and Melinda Gates Foundation

#### Background:

Nine Great River Regional Library locations are eligible to participate in the Opportunity Online Hardware Grant Program: Annandale, Belgrade, Eagle Bend, Little Falls, Long Prairie, Pierz, Staples, Swanville and Waite Park.

The goal of this grant is to ensure 90 percent of libraries serving high need populations are regularly upgrading their computers and motivate local governments to commit local funding to computing services. Two key elements of this strategy are to support computer upgrades and advocacy training. Initial eligibility criteria is based on libraries serving communities with high concentrations of people living in poverty, and where computer hardware is vulnerable to becoming obsolete.

#### Award:

Location	Total Computers	Phase 1			Phase 2		
		Computers	Grant	Match	Computers	Grant	Match
Annandale	5	3	\$5,850	\$1,950	2	\$2,600	\$2,600
Belgrade	2	1	\$1,950	\$650	1	\$1,300	\$1,300
Eagle Bend	3	2	\$3,900	\$1,300	1	\$1,300	\$1,300
Little Falls	2	1	\$1,950	\$650	1	\$1,300	\$1,300
Long Prairie	5	3	\$5,850	\$1,950	2	\$2,600	\$2,600
Pierz	8	4	\$7,800	\$2,600	4	\$5,200	\$5,200
Staples	8	4	\$7,800	\$2,600	4	\$5,200	\$5,200
Swanville	2	1	\$1,950	\$650	1	\$1,300	\$1,300
Waite Park	6	3	\$5,850	\$1,950	3	\$3,900	\$3,900
<b>Totals</b>	<b>41</b>	<b>22</b>	<b>\$42,900</b>	<b>\$14,300</b>	<b>19</b>	<b>\$24,700</b>	<b>\$24,700</b>

#### Obligations for GRRL:

- Send signed commitment letter to the Department of Education by April 10, 2009

#### Phase 1:

- Complete the ALA/FSU survey in the fall of 2009
- Submit verification of matching funds form in the amount of \$14,300 and form to State Library Services prior to March 31, 2010
- At least 3 library representatives must attend a two-day advocacy conference (travel and lodging covered by the grant)
- Install computers and complete an inventory report prior to September 30, 2010

**Phase 2:**

- Complete the ALA/FSU survey in the fall of 2010
- Submit verification of matching funds form in the amount of \$24,700 and form to State Library Services prior to March 31, 2010
- Install computers and complete an inventory report prior to September 30, 2011
- Complete the final ALA/FSU survey in the fall of 2011

**Other Considerations:**

Some of the allocations we GRRL would receive through this grant would exceed the space available in some of our locations. We should only accept the grant on the condition that our allocations are reduced to match the space available in our branches. The only acceptable justification for reducing an allocation is lack of space.

Cities are expected to provide furniture and electrical and network wiring. These costs are roughly \$300 per network cable, \$500 per table and \$500 per electrical outlet installed and will vary based on the specific situation. It is sometimes a challenge for cities to meet these requirements. If cities don't meet their commitment, the funds for these items will have to be obtained. They cannot be paid out of the grant funds.

If GRRL does not perform on our Grant obligations, we will be required to repay the award. This includes not being able to install a computer due to lack of furniture, network cabling or electrical outlets.

**Staff Recommendation:**

The board should approve this grant opportunity with the understanding that allocations need to be reduced for lack of space at some locations and we're depending on our cities to perform their responsibilities.



## Request for Library Closure

### 2010 All Staff Training Day

In the past, GRRL has offered an All Staff Training Day in October. The GRRL Board of Trustees has approved Columbus Day as a day to close to the public and hold this in-service training day.

After careful consideration by the GRRL Training Team, we are requesting to move this in-service training day to the spring. This will allow the HR Generalist to better track the training budget throughout the year because expenses for the All Staff Training Day will be accounted for earlier in the year.

Therefore, for 2010, **we are requesting to be closed to the public on Monday, April 12** to provide this very important and informative in-service day for all GRRL staff.

Legislative Update (as of 3/11/09)

The Governor's proposed budget funded Regional Library Basic System Support (RLBSS) at the same amount as the previous biennium. However, the fiscal year shift would change from 90/10 to 80/20. This was relatively good news for public libraries, but there's a long way to go before a final budget is signed.

Rep. Larry Haws will introduce a bill that will allow counties and cities to reduce their library maintenance of effort to the first, second or third preceding year. Current law allows reductions only to the second preceding year. The bill will also allow the averaging of the preceding three years of adjusted net tax capacity in order to determine minimum levels of support (this part of the bill does not affect GRRL). As of 3/11/09, there is no bill number.

A bill to allow Law Libraries to be located in Regional Public Libraries has also been introduced by Representative Haws. This change may provide beneficial library data bases to the public through the public libraries in the state.

**H.F. No. 889, as introduced - 86th Legislative Session (2009-2010)** Posted on Feb 16, 2009

1.5 Section 1. Minnesota Statutes 2008, section 134A.07, is amended to read:

**1.6134A.07 QUARTERS.**

1.7The county board shall provide suitable quarters for the law library. The library must

1.8be located either within the county courthouse or within a public library facility according

1.9to the provisions of paragraph (b). If the law library is located within the courthouse for

1.10the use of the library, and the county board shall also provide light, heat, janitor service

1.11and other necessary expenses of maintaining the library.

1.12(b) Upon written approval of the law library board of trustees and the county board,

1.13a county law library may be located at a public library facility that is a member of a

1.14regional public library system.