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**Library Board of Trustees Board Meeting**  
**Tuesday, May 12, 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 March 19, 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 Annual Statistical Report
  - 5.2 Draft of 2008 Annual Report (on table)
- 6. Communications**
  - 6.1 Other
- 7. Staff Reports**
  - 7.1 Director's Report
  - 7.2 Leadership Support Team Reports
  - 7.3 Building Updates
  - 7.4 Statistics for March and April 2009
- 8. Committee Reports**
  - 8.1 Personnel Committee
  - 8.2 Capital Campaign Progress - Oral
- 9. Unfinished Business**
  - 9.1 None
- 10. New Business**
  - 10.1 2008 Auditors Report – Kern, DeWinter, Viere (KDV) ([Requested action – Approve](#))
  - 10.2 Director's 2010 Merit Increase ([Requested action – Approve](#))
  - 10.3 Structure Study Consultant Presentation - Oral
  - 10.4 Legislative Update – Oral
  - 10.5 Other
- 11. Next Meeting:** June 9, 2009 -- Personnel Committee 6:30 p.m., Full Board 7:00 p.m.
- 12. Adjournment**

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
March 19, 2009**

A meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order on Thursday evening, March 19, 2009, at 7:06 p.m. at the St. Cloud Public Library with Vice President Bernard Burke presiding.

Members Present:

Jeff Baumgartner  
Jan Bensen  
Bernice Berns  
Bernard Burke  
Louise Kuester  
John Meuers  
Pat Sawatzke  
Felix Schmiesing

Members Excused:

Spencer Buerkle  
Rich Collins  
Earl Dierks  
Robert Hare  
Michael Messina  
Gerald Ruda  
Vince Schaefer

GRRL Staff Present:

Joan Allen  
Mic Golden  
Bill Hecht  
Sunny Hesse  
Karla Kraft  
Janie LaBree  
Verne Oleksowicz  
Jay Roos  
Kirsty Smith  
Linda Treb  
Diane Vosen  
Patricia Waletzko

Staff Excused:

**ADOPTION/AMENDMENT OF AGENDA**

Louise Kuester moved to adopt the agenda after changing the Structure Study Consultant Presentation to follow the Consent Agenda item. Seconded by Jan Bensen and carried unanimously. John Meuers moved to adopt the agenda after also changing the Staples Branch Funding Agreement to follow the Consent Agenda item. Seconded by Felix Schmiesing and carried unanimously.

**APPROVAL OF BOARD MEETING MINUTES**

Bernice Berns moved approval of the minutes of the January 20, 2009, meeting with the addition of Janie LaBree being in attendance. Motion seconded by Felix Schmiesing and carried unanimously.

**FINANCIALS**

Linda Treb presented the list of bills and addendum. Felix Schmiesing moved to approve the list of bills and addendum. Motion seconded by Bernice Berns 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**

Louise Kuester moved to approve the 2008 Public Library Annual Report Submission. Seconded by Jan Bensen, the motion carried unanimously.

## **STRUCTURE STUDY CONSULTANT PRESENTATION**

Linda Ewing distributed materials and gave a presentation on behalf of Cincinnati.

## **STAPLES BRANCH FUNDING AGREEMENT**

Nate Matthews, Staples City Administrator, distributed a blueprint for the new City Hall and Public Library. He and Martha Ingram, attorney-at-law, presented the agreement and participated in discussion with the board members. Felix Schmiesing moved to approve the Staples Branch Funding Agreement contingent upon approval from GRRL's legal counsel and that of member counties' counsel. Motion seconded by Jeff Baumgartner carried unanimously.

## **COMMUNICATIONS**

Communications were presented on the following:

- Cumulative Recovery Statistics from Unique Management Services, Inc.
- Patron letter
- Status of Zimmerman Library Proposal – Pat Sawatzke moved to not open any new branches in the 2010 budget year. Seconded by Felix Schmiesing, motion carried unanimously.

## **STAFF REPORTS**

Reports from the Director and members of the Leadership Support Team, Building Updates and Statistics for January and February were presented.

## **COMMITTEE REPORTS**

Jeff Baumgartner moved to approve information presented by the Personnel Committee. The motion was seconded by Louise Kuester and carried unanimously.

## **UNFINISHED BUSINESS**

Jan Bensen moved to approve the RLTA Six-Month Report as presented. Seconded by Bernie Berns motion carried unanimously.

## **NEW BUSINESS**

Motion made by Jan Bensen to approve the RLBSS Formula Change Proposal. Bernice Berns seconded, motion carried unanimously.

Budget Input and Priorities for 2010: the Board asked management to create two budgets, one flat (0% increase) and one catastrophic (2007 level). These budgets are to be presented to the Board in June 2009 for consideration and discussion.

Jay Roos presented the Gates Grant for GRRL. John Meuers moved to approve acceptance of the grant upon the indication of willingness of participating cities to provide needed infrastructure. Seconded by Felix Schmiesing and carried unanimously.

Jan Bensen moved to approve the 2010 All Staff Training Day Closure request. Seconded by Bernice Berns, the motion carried with John Meuers opposed.

Verne Oleksowicz presented a Legislative Update.

Jay Roos give a preview of the new public webpage.

Kirsty Smith informed the Board Members of the Director's Evaluation Input Distribution and Revised Process.

**NEXT MEETING**

Personnel Committee – Tuesday, May 12, 2009, 6:00 p.m., St. Cloud Library Mississippi Room.  
Board of Trustees – Tuesday, May 12, 2009, 7:00 p.m., St. Cloud Library Mississippi Room.

**ADJOURNMENT**

Bernice Berns moved the meeting be adjourned at 9:28 p.m. Seconded by Jeff Baumgartner and carried unanimously.

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Bernard Burke, Vice President

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Louise Kuester, Secretary

## **GRRL Director's Report**

April and May 2009

### **Budget Planning:**

I have gone out and visited with each of the county administrators and presented the zero percent increased budget proposal. Each of the counties administrators have said that this budget is supportable in theory as long as there are no huge changes based on the actions of the state legislature.

The management team has met once on non-staffing issues and made some recommendations for cuts. There will be a four hour management meeting on staffing on May 20, 2009.

### **Continuing on the journey of "Good to Great"**

I am aware that our current vision and mission statement are extremely broad so that they offer very little in the way of guidance and direction for GRRL. I believe they are so broad because they were the product of a committee process where everyone wanted their point of view represented.

These are our current statements:

#### Our Vision

Great River Regional Library will be the recognized source of knowledge and information in the community as well as an integral part of its cultural life. You will find:

- An encompassing collection that will entertain, inspire and enlighten
- Access to global information resources
- High technology applications
- High quality programs for all ages
- A highly motivated and helpful staff

#### Our Mission

GRRL develops, organizes and makes available to the public a useful collection of books and information resources. We provide:

- Free access to community-focused services for a diverse population
- Assistance and guidance in utilizing those services and materials
- Lifelong learning opportunities

The survey that will be conducted over the summer by the Leadership Support Team, should give us data to answer the question, "What do patrons/stakeholders want from us?" From the answers we get from patrons, as well as other stakeholders such as our cities and counties, we

will be able to create a more realistic future for GRRL. Your input into the survey process is most welcome!

### **Library Legislative Day:**

On March 25, Verne, former state senator and current SCPL board chair Jim Pehler, and I spent the day in St. Paul talking with various local legislators. Our information reinforced the idea that libraries continue to be a vital part of the puzzle for Minnesota citizens in these tough economic times. I believe the legislators understood that public libraries are busier than ever and they need to be supported at both the state and local level. Some of the highlights of the day included talking with Representative Larry Haws and Senator Amy Koch, from opposite sides of the political spectrum.

### **Training On Supervisory Skills:**

On April 22, 2009, Sunny Hesse and I presented a well-received training day on being an effective supervisor through coaching, mentoring and performance management. The vast majority of managers throughout GRRL attended which allowed for a cross-pollination on how to make sure all staff know that GRRL managers value professional development and want to help our employees grow and flourish.

Pat Wagner, a nationally known library trainer and consultant who owns Pattern Research in Denver, Colorado, also presented for two hours to talk about effective supervision in the workplace. Pat was in the state for a conference at the Arrowhead Regional Library system already so we were able to get her for a very reasonable price.

There were lots of questions, meaningful interaction and, yes, even laughter during the day. I would be pleased to share the excellent booklet we created for this day, if anyone would care to read it.

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

As I mentioned in one of my earlier Director Reports, I am chairing the Council of Regional Public Library Administrators (CRPLSA) group in 2009. This is a group consisting of the 12 regional public library system directors in the state of Minnesota and the state librarian. We had our second quarter meetings in St. Paul April 22-24, 2009.

I continue to work on the entity issues for CRPLSA along with the regional directors from Pioneerland, Arrowhead, and Lake Agassiz. Based on the research that the working group gathered, a decision was made that CRPLSA needed to become a formal association under the state laws of Minnesota. Once this formal recognition is received from the state, the association will then file for tax exempt status as a business league under IRS code section (501)(c)(6). I will keep you updated on our progress and results, if you are interested.

On April 28, 2009, I hosted the Minnesota State-wide Continuing Education Committee at the St. Cloud Public Library. St. Cloud is becoming a popular place for statewide meetings because of the beautiful new facility and central location.

On April 29, 2009, I was one of five state business and library leaders who spoke about leadership to the Minnesota Library Association Leadership Institute in Paynesville, Minnesota. Other members of the panel included Suzanne Miller, Minnesota's state librarian, Janet M. Hively, PhD, a social entrepreneur who founded the MN Vital Aging Network and Roger Hale, a former CEO who served on the boards of St. Paul Companies, Valspar Corporation, Donaldson Company, U.S. Bancorp, and Dayton Hudson (now Target Corporation). The Institute annually selects 25 up-and-coming members of the Minnesota library community to participate in an intensive three day retreat to learn how to become a leader. Three GRRL staff members participated in this year's event and found it to be very useful.

## **Leadership Support Team Reports**

### **Verne Oleksowicz Deputy Director**

St. Cloud Public Library users continue to love their library. Increases in circulation and registration numbers are at unanticipated levels. We had estimated a 50% increase in circulation during the first year of operation. However, first time checkouts are up 70% over the same period last year. Library card registrations and renewals are up about 164% to date (through April 30). Staff in St. Cloud registered or renewed 4,555 library cards so far this year.

The St. Cloud Public Library building continues to occupy much of my time. Several HVAC systems are not working at 100%. The security system/burglar alarm has been installed. Fire system administrative alarms have been fixed. Some lighting issues also remain to be fixed. Several furniture and fixture problems are yet to be resolved fully.

Kirsty, Jim Pehler (president of the St. Cloud Library Board of Trustees) and I attended the Minnesota Library Association sponsored Legislative Day at the state capital on March 25th. We met with legislators from all parts of the region in order to communicate the importance of continuing state funding for libraries (Regional Library Basic System Support) at adequate levels. We also communicated the need to provide adequate funding for counties and cities as well (County Program Aid and Local Government Aid).

After a legislative hearing on Library Maintenance of Effort attended by ALA, AMC, LMC and MICA with decidedly different perspectives, a compromise of sorts was crafted. The language in both the current House (Tax bill) and Senate (E-12 Education) bills would allow cities and counties to cut public library funding back to the amounts budgeted in the second or third preceding year (whichever is less). Previously, cities and counties were statutorily allowed to cut library budgets to the second preceding year only. However, this does not necessarily mean that the MOE issue is completely settled. We won't know the final status of these bills until the legislature finishes its work.

### **Joan A. Allen Regional Coordinator Information Services**

Virtual Services launched Great River's new design of our public web site on April 30, 2009. The final product was a result of a team work effort with Alex Jarvis our Web Developer, IT staff and Bernadette Stephenson, our graphic designer, doing the vast majority of the work. In preparation for the launch, we conducted usability testing in Elk River, Paynesville and St. Cloud with patrons who volunteered to be our guinea pigs. The goal of the team was to create a more modern-looking and more user-friendly web site. This is the beginning of a process to make our virtual presence more substantial.

Senior laptop lab training sessions continue across GRRL. As of the date of the board meeting on May 12, 2009, we will have completed sessions in all 32 locations. We have had waiting lists of seniors in most communities who wanted the training. Since we could only offer 10 places,

we could not serve everyone who wanted to learn about computers and the Internet. It is our hope that we can continue to return to those locations and offer classes for those who missed it the first time round. The comments for our trainers have been very good. The trainers are Brandi Canter, Branch Manager at Royalton, Marilyn Patterson, Branch Manager at Waite Park, Ellen Peters, Branch Manager at Eagle Bend, Terry Pflughaar, Branch Assistant at Elk River, Karen Pundsack, Branch Manager at Albany, and Marla Scherber, Branch Manager at St. Michael.

The statistics team has redesigned the Annual Statistical Report to make it more compact and meaningful. They also decided to reconfigure the Statistical Report to the Board that is included in the Board Packet. That revised report format will start in June of 2009.

**Mic Golden**  
**Regional Coordinator Collection Development**

Music Cataloging – The first batches of labels for music CD’s have gone out and staff are applying them over the old Dewey Decimal numbers. Each library receives a number of labels based on their holdings in that Genre. Staff and/or volunteers are adding the labels. We are sending them out in batches and by the Board Meeting Children, Jazz, Pop, Holiday, Instrumental, Opera, Orchestral, Folk, World, New Age, Rap, Religious and Vocal will be done and the biggest category, Rock, will be going out. The project, including miscellaneous cleanup, should be completed by the end of June.

The ongoing shift in thinking about Mending and Weeding continues with the training of Technical Services Clerks. They are the folks with the expertise to know whether or not something could be mended economically. They are also the ones with the ability to physically withdraw something from Horizon. So, they will be looking at all the Mending first instead of having it go to a Librarian first. Librarians will see last copies or items that may not be clear-cut. This should move more materials in poor condition out of the system in a more efficient and economical way.

Selection staff members are well on their way to expending the Morgan Family funds by September. We have been ordering 1 or more additional copies of most new hardcover print titles for St. Cloud using this fund and then the normal number of copies from the regular GRRL budget. This makes the funds truly an augmentation rather than a substitute for the regular collection budget and provides more materials overall.

**Bill Hecht**  
**Regional Coordinator Distribution/Circulation**

Howard Lake Open Hours & Staff Schedules: With branch manager Deb Cox-Johnson, two new open hour and staff schedules were finalized and put into view through a survey the public will be able to respond to, selecting the schedule that best suits their needs. The survey period runs from 20 April through 8 May, with the selected schedule in effect as of June 2009.

Laptop Lab Transportation: A grant-base computer basics training program was offered in each library throughout the region. I scheduled the substitute delivery drivers to transport the computers between libraries.

Delivery Service Report: I have been gathering together a variety of information regarding the current GRRL delivery service and compiling it into a report. The report will present current and projected costs and options to the current delivery service.

**Sunny M. Hesse**  
**Regional Coordinator Human Resource**

Organization Structure Analysis: Participated in an interview session with Linda Ewing to discuss GRRL organizational structure. Worked with Kirsty and Linda to develop preliminary findings and recommendation for presentation to the BOT.

GRRL Orientation Project: HR staff is working on developing an Organization Orientation Program for all new staff, presented quarterly. The program will also have an online component so that existing staff can review the information presented. Also working on improving the existing New Hire Orientation Program which provides information based on the location and position. This project is still in the preliminary stages.

Branch Manager Pilot Project (Kimball/Annandale): Worked with Mic Golden and Joan Allen in identifying a pilot project to consolidate Branch Manager responsibilities at the Annandale and Kimball branches. Pilot project will run from May 1, 2009 – April 30, 2010 with Carla Asfeld as the Branch Manager for both branches. Ongoing evaluation will take place with final evaluation in April 2010 for recommendation to continue/discontinue. Based on recommendation, may identify other areas of the organization with consolidation opportunities.

Workgroups/Training

Supervisor Training: Developed training materials for Supervisor training session held on April 22, 2009. This session provided training on performance management, goal setting, hiring expectations and the foundations for supervisors. Presenters included Pat Wagner, Kirsty Smith and me.

Accountability System Workgroup: Assigned to lead a workgroup to identify an accountability system or set of processes as a resource for supervisors and staff to better set expectations and hold staff accountable for those expectations. Team met two times, identified processes for recommendation to the LST in July. Final drafts are being prepared and will be reviewed by the team one last time for feedback prior to making recommendation to LST.

Decision Making Workgroup: Participated in two meetings of the decision-making workgroup. Group is charged to identify a decision-making model as a resource for decision-making throughout the organization.

Public Sector HR Management Certificate Program: Enrolled in and attended the first two sessions of a six-session certification program hosted by MCIT and Metro State University.



**Karla Kraft**  
**Regional Coordinator Programming**

We have scheduled the Brodini Comedy Magic Show to do a performance at each of the Great River Regional Libraries to celebrate the start of the summer reading program. The SRP begins on June 8, 2009. The themes of the SRP are “Be Creative @ Your Library” for the children’s program and “Express Yourself @ Your Library” for the teen program. The dates and times for the performances follow:

Monday, June 8

Grey Eagle 10:00 a.m.  
Eagle Bend 12:00 noon  
Staples 2:00 p.m.  
Long Prairie 4:30 p.m.  
Little Falls 7:00 p.m.

Tuesday, June 9

Foley 9:00 a.m.  
Annandale 11:30 a.m.  
Sauk Centre 3:00 p.m.  
Melrose 5:00 p.m.

Wednesday, June 10

Belgrade 2:30 p.m.  
Kimball 4:30 p.m.  
Buffalo 7:00 p.m.

Thursday, June 11

Clearwater 10:00 a.m.  
Elk River 12:30 p.m.  
Monticello 2:30 p.m.  
Becker 4:30 p.m.  
Cold Spring 7:00 p.m.

Friday, June 12

Big Lake 9:30 a.m.  
Albany 12:00 noon  
Richmond 2:00 p.m.  
Waite Park 4:00 p.m.

Saturday, June 13

Howard Lake 10:00 a.m.

St. Michael 12:00 noon  
St. Cloud 3:00 p.m.

Monday, June 15

Upsala 10:00 a.m.  
Pierz 1:00 p.m.  
Royalton 3:00 p.m.  
Swanville 5:00 p.m.  
Paynesville 7:15 p.m.

Tuesday, June 16

Cokato 2:30 p.m.  
Delano 5:00 p.m.  
Rockford 6:30 p.m.

A new branch assistant was hired, has been trained, and has begun working in the Richmond Branch. Previously, the Richmond Library had shared a branch assistant with the Cold Spring Library. Having their own branch assistant will allow for more flexible scheduling of staff in Richmond.

We are beginning to plan for a reception to be held at the new St. Cloud Library for people who attend the Minnesota Library Association Conference in St. Cloud in October. We expect that the attendees will be interested in seeing the new building.

**Jay Roos**  
**Regional Coordinator Information Technology**

Opportunity Online Hardware Grant: At the March board meeting, our participation in the Opportunity Online Hardware Grant was approved on the condition that cities agree to meet their responsibility to provide wiring, power and furniture. A written commitment was obtained from each city eligible for the grant and the grant paperwork was submitted to the State of Minnesota for processing.

Web Redesign Process: As part of the overall web redesign project, the web server that hosts the GRRL site was moved in-house from an outside hosting provider. A significant amount of time was spent setting up, configuring and testing the new library web server. The in-house server gives us more flexibility and control over how the site is configured and what software can be used.

The redesign work was completed following months of programming and design adjustments. Patrons around the region were given the opportunity to perform usability testing on the new site prior to launch and adjustments were made based on their feedback. The new library web site launched early in the morning on April 30<sup>th</sup>. Look for continued improvements and new features in the months ahead.

PC Reservation Software: The search process for new pc reservation software continues and IT staff have been performing thorough bench testing on one product in particular. We believe it will suit our needs if the vendor is willing to adjust some functionality and incorporate other functions to suit our needs. If all goes well, roll out will begin later this year.

As an added benefit, print management software is being included in the offer at a minimal additional cost and will be a great way to manage print costs if we are able to utilize the software within our infrastructure.

**Linda Treb**  
**Regional Coordinator Finance**

The auditors conducted the in-house 2008 audit in March. The complete audit reports will be included in the May Board packet.

The finance department has been busy preparing information for the 2010 budget as it relates specifically to personnel costs. In May the leadership team will be working on the entire budget with Kirsty in preparation for the June Board meeting.

The 2010 MCIT Risk Assessment and Workers Compensation reports were submitted to our insurance carrier. The numbers reported on these reports are estimates based on projected costs and current practices.

I attended an in-house supervisory training on Performance Management and Coaching in April. The speaker, Pat Wagner, gave us some insight on conflict, prioritizing and setting boundaries. The staff also received information on how to prepare performance reviews.

**Diane Vosen**  
**Regional Coordinator Communications/Fund Development**

Website Redesign: Our most intensive project over the last 2 months continued to be the redesign of the GRRL website, [www.griver.org](http://www.griver.org). We were involved in many group meetings and much individual work to plan layout, finalize design, generate original content, and optimize graphic images for the April 30 launch. Work will continue so we can add more content, clarify processes and procedures, and communicate changes to staff.

High \$5 Campaign Draws Highest Response from Patrons: The High \$5 campaign that ran March 1-31 enjoyed its strongest level of donor support in its five-year history. The total number of gifts was up 121% from last year, from 644 to 1,421 gifts. The number of dollars also saw a strong increase, up 109% from last year and increasing from \$7,714 to \$16,153.

A new incentive component was added this year: every branch that reached a number of gifts equal to 2% of its March checkout sessions will receive 50% of the donations received at its branch. This means branches will receive a total of \$5,725.29 to meet individual branch needs for additional programming, supplies, prizes, etc. The remaining dollars raised are revenue to support the GRRL operating budget.

I extend kudos to staff at our Clearwater staff, who achieved the highest overall response rate of 13%. And congratulations to our Delano staff who raised the highest number of gifts – 162 gifts.

Internal and External Communications: A number of internal and external communications efforts were made over the last 2 months to meet print and media publicity needs for GRRL programs as well as communicate other progress and initiatives:

- Currents newsletter was developed and mailed to 2,500 library supporters.
- Narrative content was drafted for the 2008 annual report.
- Summer Reading Program materials were prepared and printed.
- Press releases were distributed all GRRL media publicizing 2008 volunteer contributions, the launch of the redesigned website, personnel changes, significant library usage increases, and more.
- Tours, exhibit displays, and presentations were prepared and/or given to assist branches at Kimball, Albany, St. Cloud, and Upsala, to name a few.
- Department staff continue to participate on other projects, teams, and workgroups to assist with GRRL communications: training team, survey workgroup, communications team and workgroup, fund development team, and crisis response team.

**GRRL FUND DEVELOPMENT GIFT SUMMARY  
APRIL 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>	\$ 17,287.72	\$ 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	8,480.29	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	28,236.00	513,900.00	118,640.00	-	-	-	-	-	632,540.00
<b>SUB-TOTAL Restricted</b>	\$ 36,716.29	\$ 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>54,004.01</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>	5,608.40	24,326.00	520,660.00	7,732.00	3,404.00	10,145.00	-	-	<b>566,267.00</b>
<b>TOTAL Unrestricted, Restricted, In-Kind</b>	<b>\$ 59,612.41</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>

**MAR/APR 2009 UNRESTRICTED CONTRIBUTIONS \$250+**

Anonymous	\$ 500.00
Wal-Mart Superstore #3209, Elk River	\$ 805.00
Sam's Club Foundation, St. Cloud	\$ 1,000.00

**MAR/APR 2009 RESTRICTED CONTRIBUTIONS \$250+**

Chandler Industries/Howard Lake Branch	\$ 1,000.00
*Birch Publications -- The MIDBook/GRRL directory	\$ 4,890.00

*\*in-kind contribution*

## **Building Report – Kimball**

The City of Kimball and the Kimball Historical Society have been working toward a restoration of the historical building that houses the Kimball Library. In February, GRRL was notified that old-fashioned radiators would be installed in the library and that the suspended ceilings would be taken down. The dividing wall between the City Council Chambers and the library does not reach to the existing historical ceiling, but the stated plans were for an extension to the existing wall. New lighting fixtures were also to be installed.

Subsequent events led to a decision to close the library for one week – which was coordinated with GRRL Board of Trustees President -- in order to install radiators; remove the suspended ceiling and paint the historical ceiling as well as install new lighting. Three days prior to the closing, the city notified GRRL staff that the nonfiction materials and children's picture books would need to be packed in order to make room for radiators that were wider than originally believed. There were already plans in place to have volunteers cover all surfaces with plastic to protect from construction debris and the Kimball Friends of the Library group rallied to get that packing done. This is a great group of committed library supporters and the staff was so grateful for their help. One gentleman even went home and brought us more plastic!

As we prepared to re-open the library on April 13, we were notified that the lighting had not arrived. The old florescent fixtures are wired to the walls at this time, but Eric Loewen, Councilman has e-mailed me that the fixtures are set to be installed on Tuesday, May 5<sup>th</sup>.

The radiators were installed in areas where shelving had previously existed. Eric Loewen worked with his dad over the Easter weekend to retrofit as much of the existing shelving as possible for which the staff is very appreciative. We pulled some materials from the Kimball collection and relocated to them other libraries. The City of Kimball and the Kimball Friends of the Library are discussing possible new shelving to address this issue; Eric and his dad stand ready to help build what we need.

The radiators were installed with exposed copper tubing, but I have been assured that protective coverings will be provided and Eric Loewen tells me the Historical Society is looking into it.

The ceiling is now around 20 feet high, but the wall that separates the library from the council chambers was not extended. There is about a 10 foot gap between the existing partition and the ceiling making all sounds in either room audible to both rooms. This makes it difficult to provide privacy in the library for reference interviews, personnel discussions or any other confidential conversation. I received a message from Eric Loewen that the city is scheduling a demonstration of Sound Masking Technology as a way to avoid having to attach a wall to the historical ceiling.

The surrounding walls between the previous suspended ceiling and the historical ceiling are not yet painted. Eric Loewen reports that a contract is being awarded for this part of the project and colors are being chosen.

As of this writing, the summary of renovation results for the library include a loss of shelving area and a loss of privacy for library business. Eric Loewen has been working very hard to address these issues. We hope that GRRL will be invited to participate in further planning to address these issues, but have not received notification of meetings at this time. The support of community members and the Friends of the Library have been very positive. We are committed to working with the City of Kimball on solutions to the remaining issues so that we can go forward with the best possible library for the Kimball community.

Mic Golden, Collection Development Coordinator  
May 1, 2009

### **Building Report - St. Michael Library**

Plans to break ground on the new library project in St. Michael are still pending. We are still awaiting an invitation to don a hard hat and be on hand when the project officially gets underway.

Joan A. Allen, Training and Development Coordinator  
May 12, 2009

### **Building Report – Buffalo**

A Library Board meeting is scheduled on the 5<sup>th</sup> of May at 7pm. A building renovation project update is included on the agenda.

### **Building Report – Cokato**

Discussions about a new library are beginning to take place. The Cokato Library Building Committee held a meeting on 2 April in a vacant store (previously a Ben Franklin) located in a mini mall just a few blocks from the current library site and in the city's business section.

To date the city council has not discussed or made a statement regarding its interest in supporting a library project. Future discussions will be taking place in May, with information presented to the city council for its consideration and response.

Bill Hecht, Distribution/Circulation Coordinator  
May 12, 2009

GREAT RIVER REGIONAL LIBRARY  
 MONTH - March 2009  
 CIRCULATION STATISTICS

LOCATION	ADULT PRINT	ADULT MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -	% + OR -
* ALBANY	3388	812	2102	203	2164	8669	603	7%
* ANNANDALE	2343	607	1278	100	1414	5742	846	17%
BECKER	2688	485	2401	190	1666	7430	-495	-6%
* BELGRADE	867	124	468	27	427	1913	125	7%
* BIG LAKE	3375	688	3103	251	1977	9394	2596	38%
* BUFFALO	8298	1707	7093	555	5925	23578	1796	8%
* CLEARWATER	1274	430	734	38	768	3244	222	7%
* COKATO	2937	468	3087	216	1590	8298	1397	20%
* COLD SPRING	3289	1017	2325	165	3116	9912	119	1%
* DELANO	4239	1213	4511	193	3467	13623	691	5%
* EAGLE BEND	1234	90	461	18	618	2421	90	4%
* ELK RIVER	11480	2817	10299	556	5379	30531	199	1%
* FOLEY	2633	1044	2135	159	2216	8187	2225	37%
GREY EAGLE	655	112	375	30	858	2030	-440	-18%
HOWARD LAKE	1752	419	1059	64	1332	4626	-21	0%
* KIMBALL	1159	233	616	53	706	2767	613	28%
* LITTLE FALLS	5378	1094	2908	235	2736	12351	1140	10%
LONG PRAIRIE	2270	277	850	61	1485	4943	-118	-2%
* MELROSE	2012	1042	1578	159	2475	7266	2412	50%
* MONTICELLO	6162	1535	7223	540	4141	19601	765	4%
PAYNESVILLE	1923	348	688	60	1110	4129	-129	-3%
* PIERZ	1187	132	774	18	474	2585	955	59%
RICHMOND	899	176	493	59	662	2289	-77	-3%
* ROCKFORD	2795	590	2994	209	2280	8868	1775	25%
* ROYALTON	915	379	578	69	456	2397	314	15%
* SAUK CENTRE	2921	748	1441	141	1779	7030	689	11%
SPECIAL STATION	403	12	61	0	0	476	-130	-21%
* ST. CLOUD	39957	13078	30990	2149	19927	106101	44466	72%
* ST. MICHAEL	4305	894	6347	434	2331	14311	1610	13%
STAPLES	3003	586	1467	127	1858	7041	-249	-3%
* SWANVILLE	704	232	202	16	559	1713	249	17%
* UPSALA	1247	222	728	48	998	3243	580	22%
WAITE PARK	5152	1481	2861	288	2978	12760	-443	-3%
* GRAND TOTAL	132844	35092	104230	7431	79872	359469	64375	22%

\* Indicates increase over last year

*Starting in June, this report detailing a month to month comparison from the previous year will change to a comparison per open hour and more properly reflect actual changes in circulation. Circulation statistics will not be affected by the discrepancy of the number of open days that may have occurred. 2009 had one less Saturday and one more Tuesday for example. Some libraries are not open on Tuesday and some have very short hours on Saturday*

GREAT RIVER REGIONAL LIBRARY  
MONTH - April 2009  
CIRCULATION STATISTICS

LOCATION	ADULT PRINT	ADULT MEDIA	JUVENILE PRINT	JUVENILE MEDIA	DVD/ VIDEO	TOTAL	+ OR -	% + OR -
* ALBANY	3374	675	2280	248	1959	8536	751	10%
ANNANDALE	2061	526	934	69	1172	4762	-314	-6%
BECKER	2594	514	1992	123	1422	6645	-1062	-14%
BELGRADE	795	95	395	15	397	1697	-162	-9%
* BIG LAKE	3357	827	2690	231	1984	9089	2281	34%
* BUFFALO	7631	1840	6616	502	4883	21472	6	0%
* CLEARWATER	1321	392	792	43	861	3409	32	1%
* COKATO	2694	369	2419	148	1327	6957	161	2%
COLD SPRING	3071	844	2393	142	2885	9335	-718	-7%
* DELANO	4605	1094	4436	163	3104	13402	1318	11%
* EAGLE BEND	1210	77	517	34	519	2357	62	3%
ELK RIVER	10704	2893	8972	512	4693	27774	-2203	-7%
* FOLEY	2336	692	1881	118	1517	6544	359	6%
GREY EAGLE	737	165	308	21	707	1938	-574	-23%
* HOWARD LAKE	1753	415	1139	60	1177	4544	276	6%
KIMBALL	909	210	566	28	545	2258	-30	-1%
* LITTLE FALLS	5002	1037	2760	247	2688	11734	120	1%
LONG PRAIRIE	2115	324	670	70	1332	4511	-521	-10%
* MELROSE	2142	819	1325	157	2521	6964	1911	38%
MONTICELLO	5576	1167	7097	448	3749	18037	-613	-3%
PAYNESVILLE	1758	369	710	53	1114	4004	-432	-10%
* PIERZ	1108	77	864	16	343	2408	924	62%
RICHMOND	767	143	663	58	698	2329	-302	-11%
* ROCKFORD	2253	560	2382	170	1910	7275	689	10%
* ROYALTON	952	367	575	50	528	2472	648	36%
* SAUK CENTRE	2867	874	1420	125	1909	7195	487	7%
SPECIAL STATION	415	11	64	0	0	490	-117	-19%
* ST. CLOUD	36479	11769	26821	1882	17551	94502	34072	56%
ST. MICHAEL	4205	812	5129	335	2045	12526	-800	-6%
STAPLES	2956	524	1537	172	1867	7056	-3	0%
* SWANVILLE	807	216	221	10	683	1937	433	29%
* UPSALA	1261	368	747	48	904	3328	552	20%
WAITE PARK	5268	1414	2789	247	2699	12417	-968	-7%
* GRAND TOTAL	125083	32479	94104	6545	71693	329904	36263	12%

\* Indicates increase over last year

***Starting in June, this report detailing a month to month comparison from the previous year will change to a comparison per open hour and more properly reflect actual changes in circulation. Circulation statistics will not be affected by the discrepancy of the number of open days that may have occurred. 2009 had one less Saturday and one more Tuesday, for example. Some libraries are not open on Tuesday and some have very short hours on Saturday.***

### **Merit Increase Approval for Director**

In early 2007, the GRRL Board of Trustees implemented a policy that required supervisory certification for employees to receive step increases. The Director is supervised by the GRRL Board of Trustees. In a recent board meeting, members expressed the desire to certify the Director's increase simultaneously to presenting her review. Her review was presented earlier this evening at the Personnel Committee. She is eligible for a merit/step increase on 1/1/2010. If the board feels this is appropriate increase, please have the President of the Board of Trustees sign the employee change notice that has been provided to him separately.

**Cumulative Recovery:**

***Great River Regional Library***

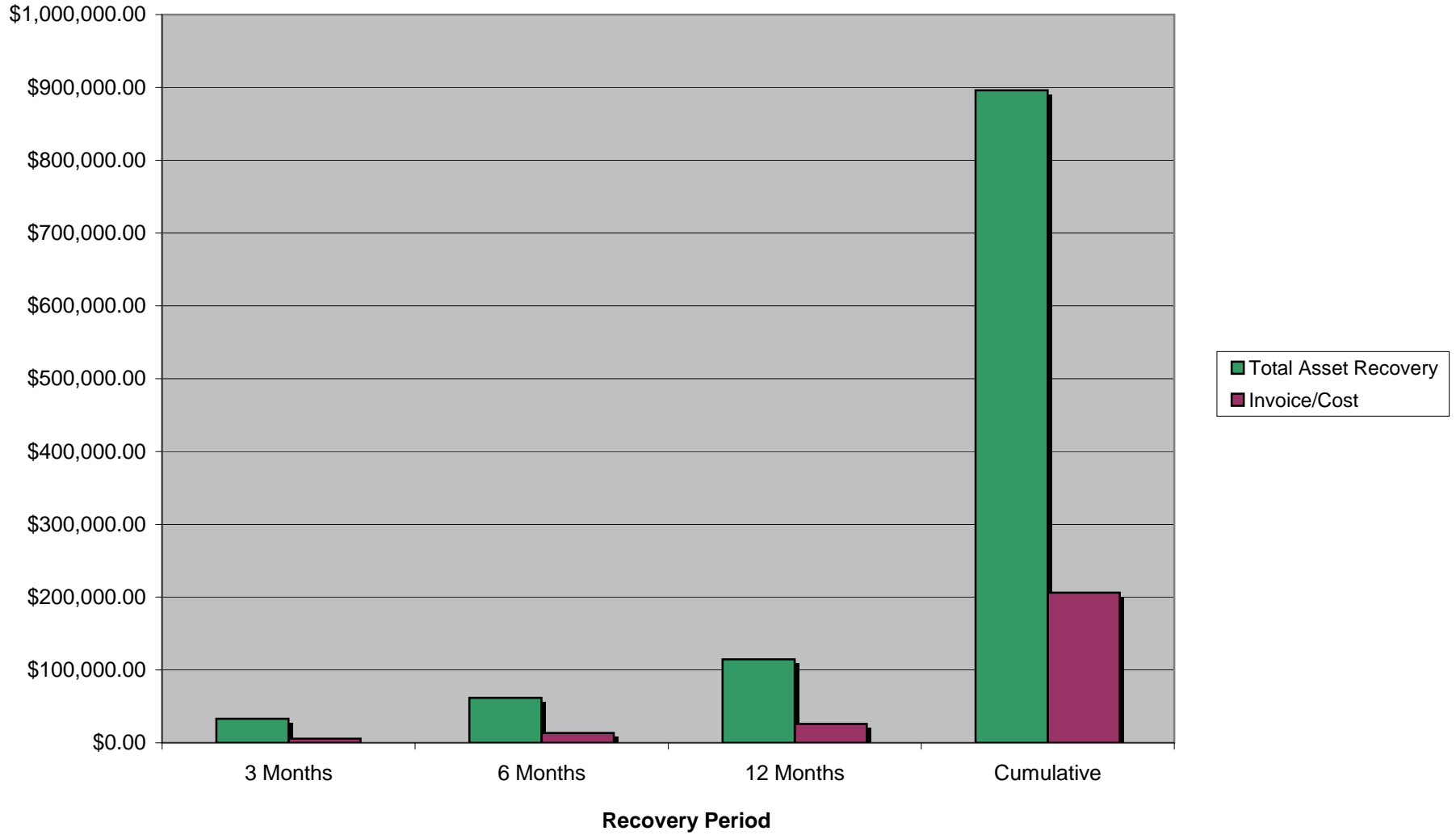
<b>Accounts Submitted:</b>	<b>23,054</b>
<b>Dollars Submitted:</b>	<b>\$1,821,784.98</b>
Cash Recovery:	\$462,477.05
Material Recovery:	\$433,600.15
Waives:	\$32,740.33
<b>Recovery Total:</b>	<b>\$928,817.53</b>
<b>Total Outstanding:</b>	<b>\$892,967.45</b>
<b>Percentage of Recovery:</b>	<b>50.98%</b>
<b>Total Invoice Amount:</b>	<b>\$206,141.40</b>
<b>Total ROI:</b>	<b>5:1</b>
<b>Asset ROI:</b>	<b>4:1</b>

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

**Monthly Recovery Statistics: Great River Regional Library**  
5/2008 Through 4/2009

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
April-09	\$5,173.39	\$4,186.55	\$585.68	\$9,945.62	<b>\$9,359.94</b>	\$1,879.50
March-09	\$6,896.50	\$4,138.42	\$459.04	\$11,493.96	<b>\$11,034.92</b>	\$1,906.35
February-09	\$8,122.55	\$4,630.07	\$577.80	\$13,330.42	<b>\$12,752.62</b>	\$2,058.50
January-09	\$6,431.53	\$6,609.64	\$827.48	\$13,868.65	<b>\$13,041.17</b>	\$2,855.05
December-08	\$3,978.38	\$3,667.92	\$1,015.94	\$8,662.24	<b>\$7,646.30</b>	\$2,577.60
November-08	\$5,164.53	\$2,780.78	\$543.32	\$8,488.63	<b>\$7,945.31</b>	\$2,228.55
October-08	\$5,216.25	\$6,770.85	\$443.53	\$12,430.63	<b>\$11,987.10</b>	\$1,915.30
September-08	\$5,642.27	\$4,281.20	\$500.55	\$10,424.02	<b>\$9,923.47</b>	\$2,506.00
August-08	\$5,662.86	\$4,407.29	\$497.07	\$10,567.22	<b>\$10,070.15</b>	\$1,924.25
July-08	\$4,064.43	\$2,632.64	\$178.20	\$6,875.27	<b>\$6,697.07</b>	\$2,595.50
June-08	\$4,565.75	\$1,966.12	\$253.80	\$6,785.67	<b>\$6,531.87</b>	\$1,754.20
May-08	\$4,826.82	\$2,909.13	\$568.43	\$8,304.38	<b>\$7,735.95</b>	\$1,754.20
<b>Total</b>	<b>\$65,745.26</b>	<b>\$48,980.61</b>	<b>\$6,450.84</b>	<b>\$121,176.71</b>	<b>\$114,725.87</b>	<b>\$25,955.00</b>
<b>Average</b>	<b>\$5,478.77</b>	<b>\$4,081.72</b>	<b>\$537.57</b>	<b>\$10,098.06</b>	<b>\$9,560.49</b>	<b>\$2,162.92</b>

## Unique Management Services Asset Recovery vs. Cost



### Average Monthly Recovery and Cost

