



1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Meeting
Tuesday, November 16, 2021, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

Public Open Forum—Total time: 10 minutes, each person limited to two minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up), and all parties are expected to display appropriate behavior.

- 1. **Call to Order** 6:00
- 2. **Adoption/Amendment of Agenda** 6:01
- 3. **Approval of Minutes** – September 21, 2021, Board Meeting (Requested Action – Approve) pg 3 6:02
- 4. **Public Open Forum** 6:05
- 5. **Financials** 6:07
 - 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
 - 5.2 Financial Reports (emailed) (Requested Action – Accept)
- 6. **Consent Agenda** 6:08
 - 6.1 Other
- 7. **Communications** 6:08
 - 7.1 Minnesota Library Association 2022 Legislative Priorities pg 9
 - 7.2 Other
- 8. **Presentations** 6:10
 - 8.1 Future Forward (verbal)
- 9. **Staff Reports** 6:30
 - 9.1 Executive Director’s Report pg 11
 - 9.2 Management Reports pg 13
 - 9.3 Building Reports pg 19
 - 9.4 Staff Recognition Report pg 21
 - 9.5 Other
- 10. **Committee Reports** 6:35
 - 10.1 Finance Committee (verbal) (Requested Action – Approve)
 - 10.2 Personnel Committee (verbal) (Requested Action – Approve)
 - 10.3 Fund Development Committee (verbal)
- 11. **Unfinished Business** 6:45
 - 11.1 Executive Director Annual Evaluation Summary (verbal)
 - 11.2 2022-2025 GRRL Fundraising Plan (Requested Action – Approve) pg 23
 - 11.3 Other

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| 12. New Business | 6:50 |
| 12.1 GRRL COVID-19 Vaccination Policy (verbal) | |
| 12.2 Memoranda of Agreement – 2022 Benefits Reopener (Requested Action – Approve) | |
| 12.2.1 Library Services Coordinator Unit (on table) | |
| 12.2.2 General Unit (on table) | |
| 12.3 2022 Open Hours Adjustments pg 33 | |
| 12.4 Central Minnesota Libraries Exchange Appointment (verbal) (Requested Action – Approve) | |
| 12.5 Farewell to Departing Members | |
| 12.6 Other | |
| 13. Board Open Forum | 7:05 |
| 14. Next Meeting – January 18, 2022, Board of Trustees | |
| 15. Adjournment | 7:15 |

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
September 21, 2021**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, September 21, 2021, at 6:02 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present:

Al Amdahl
Zurya Anjum
Jayne Dietz
Mary Eberley
Lisa Fobbe
Mike Kaczmarek
Dave Kircher
Leigh Lenzmeier
Ed Popp
Jacey Wallace
Randy Winscher

Members Excused:

Mahado Ali
Wayne Bauernschmitt
Melissa Fee
George Fiedler

GRRL Staff Present:

Amy Anderson
Brandi Canter
Ryan McCormick
Karen Pundsack
Jay Roos
Julie Schmitz
Jami Trenam
Patricia Waletzko

INTRODUCTION OF NEW BOARD MEMBER & OATH OF OFFICE

This item was postponed because Mahado Ali was not in attendance.

ADOPTION/AMENDMENT OF AGENDA

Ed Popp made a motion to adopt the agenda as presented. Seconded by Mary Eberley, the motion carried unanimously.

APPROVAL OF MINUTES

Randy Winscher made a motion to approve the July 20, 2021, Board meeting minutes as presented. Seconded by Jayne Dietz, the motion carried unanimously.

Jayne Dietz made a motion to approve the July 20, 2021, Personnel Committee meeting minutes as presented. Seconded by Jacey Wallace, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIAL REPORTS**Bills and Addendum****Financial Reports**

Dave Kircher made a motion to approve the August and September bills and September bills addendum as presented. Seconded by Ed Popp, the motion carried unanimously.

Leigh Lenzmeier made a motion to accept the July and August financial reports as presented. Seconded by Jayne Dietz, the motion carried unanimously.

CONSENT AGENDA**Annual Financial Designations Update****Regional Library Basic System Support FY2021 Report of Results****Regional Library Telecommunications Aid FY2021 Final Report****Regional Library Telecommunications Aid FY2022 Application****Sartell Alternative Library Services Agreement****Central Minnesota Libraries Exchange Board Appointment****All Staff Day Library Closure Request**

Dave Kircher made a motion to approve all Consent Agenda items as presented. Seconded by Randy Winscher, the motion carried unanimously.

COMMUNICATIONS

There were no communications items to review.

PRESENTATIONS**Howard Lake Library Relocation & Construction**

City Administrator Nick Haggenmiller, BKV Group Senior Project Manager Susan Morgan, and Mayor Pete Zimmerman presented information about the proposed Howard Lake Library relocation and construction.

Topics covered:

- The timeline that brought the City of Howard Lake to this point.
- GRRL feasibility and space studies and the intent to provide a universally accessible library.
- Involvement of the mayor and city council, the formal engagement with BKV Group for design development, and communications with GRRL staff and the Howard Lake Friends of the Library.
- Howard Lake being a recipient of \$730,000 from the Minnesota Department of Education grants program.
- A formal schematic for the proposed location that is downtown and part of a park project.
- The hope to break ground in early 2022 and plan to pursue net-zero construction.

Nick asked for approval from the GRRL Board to relocate and construct a new Howard Lake Library with an approximate \$4.3 million total project cost. Questions and answers followed.

Howard Lake Library Relocation & Construction Approval

Mike Kaczmarek made a motion to approve the Howard Lake Public Library relocation and construction, as proposed in the City of Howard Lake's Library Construction Grant award. Seconded by Jacey Wallace, the motion carried unanimously.

Kimball Library Building Committee

Kimball citizen Margaret Arnold and Harvest Bank of Kimball Assistant Vice President Barry Belknap presented information about the Kimball Library Building Committee and project.

Topics covered:

- The vision for a library in the community and new Kimball Library location that is highly visible and accessible.
- Key project dates that included task force formation, the purchase of land by the City of Kimball, the building committee appointment after receipt of the Minnesota Department of Education, a second set of bids and second fundraising campaign to fill funding gaps.

- Having the right leadership to work on the challenges presented and well-known community members to support the project.
- Compliments and thanks to Rice Builders for their work on the \$1.2 million project, Patron Services Supervisor Brandi Canter for her communication on behalf of GRRL, and Library Services Coordinator Carla Asfeld.
- Fundraising efforts by volunteers, which resulted in a large amount of cash donations and the non-cash donation of library shelves from the College of St. Benedict.
- Increased circulation numbers and registered borrower gains since beginning of year.
- Variables navigated well, reflections after project completion, and the desire to share information learned from the grant and building project with other libraries that may have a similar project in future.

STAFF REPORTS

Executive Director's Report

Management Reports

Building Reports

Summer Reading Program Statistics

Executive Director Karen Pundsack informed the Board of the Grey Eagle Library's 31st anniversary celebration on September 24 and 25. She highlighted Brandi Canter's building report about the St. Cloud Public Library lighting panel problems and major issues with one of the building's chillers.

A date for the Wilder Foundation logic model development session has not been determined. Karen and Board President Lisa Fobbe will work to select a group of Board members, and then set a session date with the Wilder Foundation. The goal is to include as many Board members as possible while remaining in compliance with the Open Meeting Law and not forming a quorum of the Board or any committee of the Board.

In response to a question, Karen stated Diversity, Equity & Inclusion (DEI) components are moving forward as part of the GRRL 2022-2025 Strategic Plan approved by the Board in July. DEI training funded by the Library Services & Technology Act grant is being offered for all staff with a focus on patron service. Additional training is scheduled for All Staff Day in spring 2022. Filsan Talent Partners will provide supervisor training on interviewing and bias as well as review many GRRL job descriptions and policies.

COMMITTEE REPORTS

Finance Committee

2021 Budget Projections

Accounting Coordinator Amy Anderson informed the Board that an approximate \$244,000 budget surplus is anticipated for GRRL at year-end and briefly explained contributing factors. She stated a designation request to supplant the GRRL 2023 Budget with any 2021 surplus amount will be brought to the Finance Committee in November.

Certificate of Deposit Investment Plan

The expansion of certificate of deposit (CD) purchases to include financial institutions located within GRRL's six signatories was approved. As a result, GRRL will have representation in five of our six counties by the end of 2021. The certificate of deposit investment plan was approved as presented.

Regionwide Telephone System Request

The regionwide telephone system request, also addressed at the Finance Committee, was not individually reported to the full Board. The City of Cloud is upgrading their telephone system. Since the upgrade affects the St. Cloud Public Library phone system, GRRL has an opportunity to look at a regional telephone system with functions to support our services. The proposed five-year contract with Arvig includes a guaranteed rate of up to \$17,000 annually. The regionwide telephone system request was approved as presented.

Ed Popp made a motion to approve the Finance Committee report on behalf of Committee. Mike Kaczmarek seconded the motion.

Karen Pundsack asked Board members to be aware of possible conflicts of interest with local financial institutions selected for GRRL CD purchases. She noted two Board members with current stakeholder interest. Neither of them worked with Amy Anderson to determine institutions for CD investment and both will abstain from related votes.

Upon vote, the motion carried. Jayne Dietz and Ed Popp abstained.

Central Minnesota Libraries Exchange Board

Jayne Dietz reported the Central Minnesota Libraries Exchange (CMLE) Board met on September 10. At the meeting, members welcomed Mahado Ali to the Board and Karen Pundsack's return as the public library representative. Other meeting topics were the election of new officers, review of their audit which showed no concerns, decision to postpone strategic planning to December 1, and distribution of ten new \$1,000 grants before December. The CMLE Board will next meet on December 1.

UNFINISHED BUSINESS

There was no unfinished business to address.

NEW BUSINESS**Financial Policy Revisions**

Amy Andersen informed the Board that Financial policy revisions clarified the timing to approve Financial Designations updates, added National Credit Union Administration (NCUA) as an approved government insurer of credit unions, and updated language to include Minnesota statute references to tools approved for the investment of public funds. The purpose was to simplify policy language and include current GRRL goals and practices.

Randy Winscher made a motion to approve the Financial policy revisions as presented. Seconded by Mary Eberley, the motion carried unanimously.

Patron Services Policy Revisions

After Board approval of the GRRL 2022 Budget without fines revenue, Brandi Canter and Associate Director – Collection Development Jami Trenam worked with staff to develop Patron Services policies to support fines free. Major policy changes include removal of all references to fines and late or processing fees and added language to discontinue refunds and reinforce that patron-purchased replacement copies will not be accepted in lieu of payment. The policy was simplified for better patron understanding and redundant language removed. Policies from other libraries were used for reference.

Leigh Lenzmeier made a motion to approve the Patron Services policy revisions as presented. Jayne Dietz seconded the motion.

Brandi and Jami answered questions from Board members about lost books, notifications, and late item payments. They emphasized that patrons still need to return items. Staff will be trained on how to communicate with patrons about this. GRRL is working on ways to increase the number and type of reminders. Implementation steps will be developed after policy revisions are approved. Staff will have flexibility to work with patrons who have late item payments. GRRL currently does not have the technology to text notices, but is looking into options to offer the service in the future.

Karen Pundsack added comments about the connection between DEI and fines free. The Communications & Development department is preparing to launch the Year-End Campaign with fines free information incorporated.

Upon vote, the motion carried unanimously.

Executive Director Annual Evaluation Form Distribution

Associate Director – Human Resources Julie Schmitz distributed the GRRL Executive Director evaluation forms, informed Board members of the option to request an electronic form, and asked them to return their completed form by October 15. When all evaluations are returned, Julie will summarize them along with Personnel Committee Chair Jayne Dietz and Board President Lisa Fobbe. The final evaluation will be presented to Karen Pundsack at a Personnel Committee closed session in November. The full Board will receive a summary in November as well.

The Board took a five-minute recess at 7:22 p.m.

Elk River Planned Gift – Closed Session

Lisa Fobbe requested a motion to close the meeting pursuant to Minnesota Statute 13D.05, Subd. 3(b) closed meeting as permitted by the attorney-client privilege. The Board met with Attorney Susan Dege to discuss litigation/settlement strategy in the Davis v. Ameriprise litigation in which the library has been named as a third party defendant.

Ed Popp made a motion to close the Board meeting at 7:29 p.m. Seconded by Zurya Anjum, the motion carried unanimously.

Present for the closed session were the Board members, Executive Director Karen Pundsack, Accounting Coordinator Amy Anderson, and Susan Dege of Jovanovich, Dege & Athmann, PA.

The open meeting resumed at 8:09 p.m.

Pending Litigation: Henne v. Great River Regional Library Discussion – Closed Session

Lisa Fobbe requested a motion to close the meeting pursuant to Minnesota Statute 13D.05, Subd. 3(b) closed meeting as permitted by the attorney-client privilege. The specific subjects to be discussed included legal strategies, recent court rulings, and the court ordered settlement conference.

Randy Winscher made a motion to close the Board meeting at 8:11 p.m. Seconded by Mary Eberley, the motion carried unanimously.

Present for the closed session were the Board members, Executive Director Karen Pundsack, Associate Director – Human Resources Julie Schmitz, and Ann Goering of Ratwik, Roszak & Maloney, PA.

The open meeting resumed at 8:42 p.m.

BOARD OPEN FORUM

Leigh Lenzmeier commented that Year-End Campaign donations to GRRL will be talked about at the next Board meeting. He already donated and suggested Board members each donate at least one per diem. Only 42 percent of Board members contributed to the Year-End Campaign last year. Lisa Fobbe thanked Leigh for the challenge and commented it would be great to have 100 percent Board participation as an example for donors and staff.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, October 19, 2021.

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 8:45 p.m.

Lisa A. Fobbe, President

Zurya Anjum, Secretary

Minnesota Library Association (MLA) 2022 Legislative Priorities

To Support Lifelong Learners by Improving Minnesota Library and School Services

- By securing increased funding and a corresponding formula change for Minnesota's regional public library systems to provide the essential support needed by citizens, students and lifelong learners to reach their educational, personal and professional goals. (SF1131/HF1710)
- By defining a school library media center and its staff, and by encouraging school districts to increase student and classroom teacher access to licensed library media specialists. (SF1477/HF1856)
- By securing increased funding for the multicounty multitype systems, in particular for their work to develop and support school media centers and their staff.

To Assist Communities in Securing Accessible and Productive Library Facilities

- By advocating for investment in infrastructure to repair, modernize, and construct public library facilities to ensure safe, accessible and welcoming library spaces for Minnesotans. (HF337)
- By advocating for investment in public higher education facilities that improve access to library resources and digital learning space.

To Expand Broadband and Digital Access to All Minnesotans

- By encouraging investment in broadband to ensure affordable, high-capacity internet access is available to all Minnesotans.
- By expanding resources for the E-Library of Minnesota that enables every library and school in Minnesota to have access to the highest quality online resources, including research databases, career prep tools, and more.

To Protect Intellectual Freedom and Equitable Access

- By monitoring and addressing legislation impacting libraries and by protecting intellectual freedom by opposing library censorship.

Approved by the MLA Legislative Committee on October 07, 2021
Next Steps: Seek adoption by the Minnesota Library Association Board on November 19, 2021

Executive Director Report November 2021

Leadership Support Team (LST)

LST continued the conversation on next steps for going fines free. Brandi shared an updated timeline. The group discussed ideas for staff and public communications. An FAQ page will be created for both staff and patrons. Messaging will be coordinated with the Communications & Development department. The Year-End Campaign will highlight this upcoming change. Amy shared information from the audit on the collectability rate of accrued fines. We also talked about what metrics to track to gauge progress. The team also reviewed the draft 2022-2025 GRRL Fundraising Plan and Q3 Sustainability Plan progress and statistics, as well as Library Services & Technology Act (LSTA) and Regional Library Telecommunications Aid (RLTA) grant progress.

American Rescue Plan Act (ARPA) Projects

I have met with the partners from Exploring Potential Interests & Careers (EPIC) and the Central Minnesota Boy Scouts to begin work on expanding career exploration experiences across the region. Contracts are final with the Wilder Foundation research division to begin work on a GRRL logic model. This project will help us document key inputs and strategic plan activities and their expected outcomes post-COVID.

Council of Regional Public Library System Administrators (CRPLSA)

I attended the CRPLSA meeting in-person for the first time since 2019. The group met in a hybrid setting in Cambridge. Those of us who were there in person got a chance to see the new Cambridge Library, which was built and opened last year. The group talked about state legislative strategies and state funding. We also discussed ways to build a stronger relationship with the Minnesota Department of Education and State Library Services.

Minnesota Library Association (MLA)

I was nominated to serve on the MLA Board this year and was elected treasurer for 2022-2023. I look forward to serving with other library leaders to help support MLA's work in the coming year.

Highlighted Executive Director Activities since March Board Meeting

Sept. 22 – Friends Meet Friends – Little Falls
 Sept. 24 – Grey Eagle anniversary celebration
 Sept. 27 – LST Board follow-up meeting
 Sept. 28 – Regional Staff Meeting
 Sept. 30 – LST meeting
 Oct. 1 – Donor Appreciation Luncheon
 Oct. 5 – Conversation on Race
 Oct. 6-8 – Minnesota Library Association Virtual Conference
 Oct. 12 – St. Cloud Chamber Government Affairs Advisory Committee
 Oct. 14 – Stearns County Human Services Council meeting, St. Cloud Reading Room Society
 Oct. 19 – Meeting with Resource Training & Solutions on Future Forward, GRRL Board work session
 Oct. 20 – St. Cloud Chamber Government Affairs, Fund Development Committee
 Oct. 21 – LST Board follow-up meeting
 Oct. 25 – St. Cloud area library directors lunch

- Oct. 26 – Regional Staff Meeting, United Way/Partner For Student Success Partner Champion Council
- Oct. 27 – LST meeting
- Oct. 28-29 – CRPLSA meeting in Cambridge
- Nov. 1 – AFSCME benefit reopener negotiations, Wilder Foundation virtual session
- Nov. 2 – EPIC partnership candidate interview, meeting with Melissa Stricherz from Central MN Boy Scouts and Ryan McCormick
- Nov. 3 – MCIT training
- Nov. 8 – Career Solutions Program Committee meeting
- Nov. 9 – Create CommUNITY Advisory Board
- Nov. 10 – US Chamber Legislative Preview
- Nov. 11 – St. Cloud Reading Room Society
- Nov. 15 – MLA Budget meeting

Management Reports November 2021

Amy Anderson
Accounting Coordinator

Accounting

The Accounting Department is gearing up for year-end processes. The kickoff of the Year-End Campaign increases the number of daily transactions to be handled. Many thanks to Accounting Specialist Linda Treb for keeping things moving on the backside of the campaign.

The 2021 employee HRA contributions were moved from the general fund to the custodial fund in October. This year the benefit budget lines include both the 2020 and 2021 employee elections. This is part of the HRA custodial fund finding from the 2020 audit.

Certificates of Deposit have been opened with two newly designated GRRL signatories. As a result, the overall interest rate of the GRRL CD portfolio has increased by 0.10%. The library has community investment representation in four of its six signatories.

Matured CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Net Rate</u>	<u>Interest</u>
Financial Federal Savings Bank, Memphis TN	10/20/21	\$248,000.00	0.10%	\$620.00
Cornerstone Bank, Nebraska, NE	10/25/21	\$248,000.00	0.10%	\$623.40
Fieldpoint Private Bank & Trust, Greenwich, CT	10/25/21	\$248,000.00	0.05%	\$245.96

Purchased CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Net Rate</u>	<u>Interest</u>
Falcon National Bank, St. Cloud, MN	9/29/22	\$250,000.00	0.60%	\$1,500.00
Stearns Bank, N.A., St. Cloud, MN	10/22/22	\$250,000.00	0.55%	\$1,375.00

Letter of Credit

GRRL holds Letter of Credit letter 2234-7096 issued for \$250,000.00 from the Federal Home Loan Bank of Des Moines, issued on behalf of Bremer Bank, N.A.

Brandi Canter
Lead Patron Services Supervisor

Hiring

Hiring for St. Cloud has been particularly busy, with newly hired Library Associates, a Substitute Driver, as well as aides in Circulation and Distribution. We've also brought on a new Library Assistant in Belgrade and Paynesville.

Fines Free Preparation

With the larger team, we’ve done a lot of work preparing to go fines free in 2022. Jami Trenam and I started and maintain a Frequently Asked Questions page for staff. We created a brief survey so that any staff can submit questions they may have about fines free implementation, communication, etc. that we then answer on an online staff procedures page. I’ve worked with Beth Ringsmuth Stolpman and Breanne Johnson to develop a draft for a new handout to the public that explains checkout periods and lost item charges. This will be provided to all new full-access cardholders. Beth and I have also started identifying web pages – on both the public website and internal staff pages – that will need to be updated to reflect the Patron Services policy changes.

Regional Staff Meeting

I worked with Ryan McCormick and Cara Langston to plan and present our fall Regional Staff Meetings (RSM). We hold RSMs in spring and fall for coordinators from throughout the region, professional librarians and LST members. Due to the pandemic, we held the meetings online and over two 90-minute sessions in September and October. We spent time in both meetings discussing process and messaging for going fines free, including the anticipated timeline for the rest of the year.

**Breanne Johnson
Communications & Development Coordinator**

Fundraising

The 2021 Year-End Campaign fundraiser has begun. Like past years, the fundraising campaign includes several appeals (direct mail) to the following groups: recent donors, lapsed donors, major donors, GRRL staff, Friends of the Library members, and GRRL Board of Trustees. The campaign will go through January 31st. The Board members are challenged by Mark Thelen, major donor and GRRL Fund Development Committee member, to a matching gift. Once the board reaches \$1,000, he will match the amount. For instance, if the Board gives \$1,400, Mark and his wife Ann will match \$400. As of November 2nd, the Board has 25% giving, \$700 in total.

Due to the generosity of the library's donors, we are able to continue our fines free efforts. This year's Year-End Campaign highlights and announces the upcoming fines free change happening in January 2022. Donors are invited to support the fines free efforts if fines have not restricted them from using their local library. If interested in supporting the library's fines free efforts, donors may "pay it forward" to help unlock potential in their community. Donors will receive their appeal letters via direct mail on November 5th.

2021 Year-End Campaign goals:

	<u>2020 Goals</u>	<u>2020 Totals</u>	<u>2021 Goals</u>
Dollar Amount	\$47,510	\$104,939	\$75,000
Number of Donors	900	1,052	1,000
Board Participation	100%	53%	100%
Staff Participation	17%	13%	17%
Avg. Gift	\$52	\$100	\$75

Communications

A Fines Free press packet/toolkit has been provided to GRRL staff for communicating with media and their community about the upcoming fines change. The toolkit includes a timeline of the promotion, branding overview, ready-to-go posts for social media, press release, talking points for the front-line staff at the desk, and community/radio talking points.

We are planning newspaper ads and billboards in the beginning of 2022 to announce that GRRL is going fines free. Our external message, which uses our mission statement, is “Explore... Learn... Connect... without fines!”



Cara Langston
Patron Services Supervisor

Personnel

John Hannon, Albany/Melrose Library Services Coordinator (LSC), hired an Aide for the Melrose branch. Amanda Wehrspann, the Grey Eagle/Long Prairie LSC, hired an Assistant in Long Prairie. Jason Kirchoff, Cold Spring/Richmond LSC, hired a new Aide as well. Training is ongoing for all staff, and our new hires have hit the ground running.

Ryan McCormick
Patron Services Supervisor

Personnel

A number of new staff members have joined us recently. In Delano/Rockford, Sarah Carlson is our new Substitute Library Assistant, and Kim Davis is our new Aide. We welcome back Deb Luken as an Assistant in Monticello, and Olivia Loewen is our newest Aide in Annandale/Kimball. Welcome all!

Think Tank

The group has been finalizing plans for the Winter Reading Program (WRP) for teens and adults. This year’s theme will be “Books Like Us,” and the program will run from January through February. Participation can be online or in-library, and prizes will include the traditional WRP mugs. Other group endeavors include a review of the Summer Reading Program, creating resource information for area schools, and continuing to update items in the professional collection.

Jay Roos
Associate Director – Information Technology

Penetration Testing

In 2019, the Board approved a designation for network penetration testing. The testing was conducted in October. Both external and internal testing were performed. The external results were very good with

only two moderate issues identified. IT staff are working with the particular vendor to mitigate that finding.

On our internal test, we allowed the tester full access through the firewall. This was done to thoroughly evaluate the security of each device on our network. As a result, there were many more findings than we would have had with the firewall blocking their scans. The internal scan returned 13 findings of moderate or higher risk level. We are working to identify and apply the necessary mitigations while trying not to break anything for our staff or patrons.

Telephone Migration

The telephone system migration is under way. All GRRL phones are being brought onto one system region-wide. This change will result in significant savings and will open up new possibilities for more efficient patron and internal communication. On November 11th, new telephone equipment will be staged throughout the St. Cloud Library, and the new system will go live on the 16th. After that, libraries around the region will be migrated one by one.

Internet Station Replacement

This year 77 public internet stations are due to be replaced as part of our usual five-year cycle. The new equipment has been ordered, and IT staff will begin deploying the new machines around the region as soon as they arrive. The time from order to delivery is longer than usual due to the global supply chain issues – particularly around computer chips. Through analysis and consultation with local library staff, we were able to identify and reduce our overall computer count by 11 due to changing usage patterns.

Julie Schmitz

Associate Director – Human Resources

Benefits

GRRL's open enrollment is tentatively scheduled for November 22 to December 4. Staff will complete passive enrollment online in the benefits platform, Ease.

Library Services & Technology Act (LSTA) Grant

We met with Filsan Talent Partners to begin our grant project. They will review GRRL's recruitment and hiring process from a diversity, equity, and inclusion perspective. We also provided them with 10 position descriptions from multiple levels of the organization. They will provide recommendations on how to make them easier to understand and more appealing to a wider audience.

New HR Staff

With the retirement of Brenda Olinger, Payroll & Benefits Coordinator, we promoted Patty Waletzko to Interim Human Resources Generalist. Patty's initial training has been focused on processing payroll. We are happy to have Patty join the HR Department.

Onboarding

We have fully implemented onboarding new hires in ADP and are seeing great efficiencies in the process for HR and staff. It has eliminated substantial paperwork and allowed for better tracking of the onboarding process.

Jami Trenam
Associate Director – Collection Development

Collection Analysis

The challenges of the past two years bring an opportunity to look at processes in a new light. With over a million books published each year, libraries need to clear out less useful and dated items to create room for materials that are relevant and useful to our communities. Many of our collection management workflows revolve around metrics such as last year's use, which worked well up until this year.

The Collection Development Librarians and I are taking a close look at usage patterns by collection in each library. The way patrons were using our physical collection was changing even in 2019. Recent events accelerated these changes. Juvenile print circulation outperforms all other physical collections. Top circulating collections vary from library to library. Overall, DVD and physical audiobook collections are not recovering as quickly as print books. For example, March 2020 was the first month digital audiobooks outpaced physical audiobooks. While physical audio rebounded a little, it plateaued last winter. Digital circulation continues to increase. While I'm uncertain what the future will bring, it's clearly time to rethink the strategies and tools in place for managing physical collections.

Online Resource Updates

Many of our database and online subscriptions are up for renewal at the end of the year. Just as with a physical collection, reviewing digital resources for relevance and usage is essential before renewing contracts.

Access to HeritageQuest, a genealogy resource, ended October 31st. CreativeBug access also will end in December. Information found in HeritageQuest is available through our Ancestry for Libraries subscription or is freely available on the Internet. We offered CreativeBug in December 2020 as an alternative to in-person art and craft programming. While initial interest was high, usage dropped off quickly despite consistent marketing. Hoopla, our streaming video service, added crafting videos to its collection this year. We can offer similar content without paying a separate subscription fee. Savings from these changes will enhance other electronic collections.

Building Reports November 2021

Brandi Canter Lead Patron Services Supervisor

Clearwater

On Tuesday, October 26, Library Services Coordinator (LSC) Shelly Kuelbs and I met with Clearwater City Administrator Annita Smythe and architect Greg Bohl from Widseth Design and Consulting. I shared the space needs analysis that I had prepared for Clearwater. We asked and answered questions about the project. Greg provided us with initial concept floorplans and asked for feedback.

St. Cloud

St. Cloud Public Works continues to work with Apex on the project to replace the failing chiller. It will be a large and expensive project, so there is a lot of planning involved. We appreciate that Public Works staff are keeping us informed and part of the conversation as they determine the scope and timeline for the project.

Public Works and vendors have done a lot of work on lighting in the last two months – bypassing some automated controls so that staff can again turn on needed lights in public area and work zones, and beginning the job of replacing parking lot lights that were not working.

Cara Langston Patron Services Supervisor

Cold Spring

The city repaved the library parking lot.

Royalton

The Boy Scout working on his Eagle Scout project completed his work at the library. This work included updated shelving and lighting in the storage closet, a mural for the children's area, a new tiered display table, and a laptop chair.

Sauk Centre

The elevator needed to be repaired after a storm related power outage.

Ryan McCormick Patron Services Supervisor

Buffalo

The roof of the library building was deteriorating in some areas and was repaired this year. This project should extend the life of the roof for another ten years. Inside the library, 2020 saw the completion of the first phase of a painting project to refresh the walls. The rest of the work will be completed by the end of this year. Finally, to make it easier for patrons to find materials, new directional signage is being planned.

Cokato

The exterior library entryway has been painted blue to match the new "Cokato Library" lettering on the outside of the building. The entryway now matches the museum entryway, which shares the building with the library. Repair options for the book drop are also being explored.

Howard Lake

Things continue to progress with the new building project. LSC Sara Koivisto and I met with city officials and the architectural design team last month. We reviewed the design development set and discussed a few potential changes. A website rollout is planned for later this month.

**Staff Recognition Report
2021 - Quarter 4
October 1 - December 31**

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Ruby	Eiden	St. Cloud - Circulation	Backen, Rosanna	10/19/2021	1
Courtney	Soriano	St. Cloud - Circulation	Backen, Rosanna	10/19/2021	1
Elizabeth	Norgren	St. Cloud - Patron Services	Mallo, Chris	10/26/2021	1
Tina	Otremba	Little Falls/Swanville	Bruggenthies, Cindy	11/2/2021	1
Nicole	Wilson	Cokato/Howard Lake	Koivisto, Sara	12/1/2021	1
Amy	Anderson	Accounting	Pundsack, Karen	12/7/2021	1
Phoebe	Marx	Annandale/Kimball	Asfeld, Carla	12/14/2021	1
Abby	Hamblet	Delano/Rockford	Jacobs, Theresa	10/19/2021	3
Kathleen	Donabauer	St. Cloud - Circulation	Blotkamp, Eric	12/3/2021	3
Brian	Schmitz	St. Cloud - Distribution	Christensen, Heavenly	10/24/2021	5
Tanner	Doran	St. Cloud - Custodial	Vig, Neil	11/21/2021	5
Cynthia	Klein	Eagle Bend/Staples	Perish, Cathy	10/9/2021	15
Deeanne	Barthel	St. Cloud - Circulation	Blotkamp, Eric	11/1/2021	15



2022-2025 GRRL Fundraising Plan

Submitted by Breanne Johnson, Communications & Development Coordinator and Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information Discussion Action Requested

RECOMMENDATION

Approve the 2022-2025 Fundraising Plan.

BACKGROUND INFORMATION

Supporting Documents Attached

- 2022-2025 Great River Regional Library Fundraising Plan

GRRL’s last fundraising plan expires at the end of 2021. It was developed by Library Strategies in 2018. The 2022-2025 Fundraising Plan continues the goals from the previous plan. The Fund Development Committee and Leadership Support Team each conducted SWOT analyses in 2021. These insights are also incorporated into the latest plan. The draft plan was reviewed at the October GRRL Board work session and the October Fund Development Committee meeting.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

Great River Regional Library Fundraising Plan 2022-2025

Vision

Ultimately, the goal of the development efforts of GRRL will be to provide, based on a long-term average, annual private support equal to approximately 5% of the system's annual budget. This target goal would equal \$450,000 to \$500,000 annually. Libraries Strategies (previously contracted for 2018-2021 fundraising plan) stated that they believe this is a realistic and achievable, *long-range*, 10- to 20-year goal. Additionally, GRRL should have parallel, long-term goal to develop an endowment or permanent fund, primarily from planned gifts, of at least one million dollars.

Case for Support & Goals

The fundraising case for support: Covering six counties, Great River Regional Library serves many communities with varying needs and interests. As communities continue to evolve, the Library has a greater demand to provide the best quality for more services and resources. Financially supporting Great River Regional Library provides the ability to enhance new collections and provide innovative library services.

Chart of Projected Fundraising Revenue Goals

Note: The following is only for "cash" donations to the system, and does not include in-kind, nor local Friends support.

Major Fundraising Area or Campaign	2020 Actuals	2021 Actuals (projections as of 9/29/21)	2022 Goals	2023 Goals	2024 Goals	2025 Goals
Year-End Campaign	\$101,703	\$75,000	\$86,000	\$90,000	\$94,500	\$100,000
Locally Growin'	\$8,286	\$23,161	\$25,000	\$26,000	\$28,000	\$30,000
Summer Reading Program	\$9,698	\$10,771	\$10,000	\$12,000	\$15,000	\$20,000
Major individual donations	\$51,733*	\$25,000*	\$30,000*	\$35,000*	\$42,000*	\$50,000*
Memorial/tribute gifts	\$2,515	\$3,000	\$5,000	\$8,000	\$10,000	\$15,000
Grants/foundation support	\$55,288	\$146,444	\$100,000	\$130,000	\$200,000	\$258,000
Planned gifts	\$1,495	\$2,000	\$4,000	\$8,000	\$12,000	\$20,000
Misc. activities (LGD, etc.)	\$2,495	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000
TOTALS	\$181,480	\$263,376	\$234,000	\$279,000	\$365,500	\$450,000

*=pulled from campaigns

NOTE: * = carried over from 2018 – 2021 Fundraising Plan.

** = carried over from 2022 – 2025 GRRL Strategic Plan.

~ = pulled from SWOT Analyses from Fund Development Committee and Leadership Support Team.

Strategic Priority: Library Awareness
Goal 1: Expand awareness of the library's role in the community.
*Objective 4: **Build GRRL's culture of philanthropy.***

Committee Development

GOAL: Expand the capacity of the Fund Development Committee to advance fundraising.

Strategies:

1. *Participate in fundraising efforts (annual meaningful gift; sharing of networks; participation in fundraising activities) as well as volunteer tasks.
2. *Connect to philanthropy networks each year to help in advancing major gift, corporate and foundation gifts.
3. Add two more committee members, preferably that have diversity and/or financial background.
4. As committee tasks increase, update committee meetings to bi-monthly.
5. ~Committee members meet with and solicit local connections and local “celebrities.”

Outcomes by end of 2025:

- Committee members are involved and actively participating in fundraising activities.

GRRL Board and Staff

GOAL: Foster board, leadership, and staff awareness of library's case for support.

Strategies:

1. **Provide planned giving resources to staff and board members.
2. Send board and staff e-version of Currents newsletter.
3. Communicate with and celebrate fundraising with staff.
4. ~Involve local staff with community connections.

Outcomes by end of 2025:

- GRRL Board members and staff members report an improved understanding of the importance of philanthropy in supporting the library's mission.

Donor Database System

GOAL: Simplify and streamline donor database.

Strategies:

1. Review the library's current donor database, Raiser's Edge by Blackbaud, before contract is up at the end of 2022. Determine pros and cons on its service, platform functionality, and price.

2. Research donor databases used by other Minnesota libraries and nonprofits.
3. If new database is chosen, migrate donor data into new database.

Outcomes by end of 2023:

- Determination of renewal of Raiser’s Edge contract or migrating to a new system.
- Donor database is organized and can build more reports for continued library donation growth.

Friends Relationship

GOAL: Continue to advance the relationship with Friends groups to provide maximum support for the Library.

Financial goals: Maintenance of Friends local support through book sales, membership, etc.

Strategies:

1. *Hold an annual “Friends Meet Friends” gathering.
2. *Discuss with the Friends groups additional ways they might support system-wide fundraising, especially in the areas of planned giving and memorials/tribute gifts.
3. *Explore options and determine ways for the Fund Development Committee to further support the work of the Friends (such as local fundraising activities Friends can participate in).
4. ~Engage with Friends quarterly (or monthly) by email on updates, ideas, and connections.

Outcomes by end of 2025:

- Further solidification of local Friends support for system-wide fundraising.
- Increased annual support by local Friends.

Local Capital Campaigns

GOAL: Explore options for GRRL’s system-wide fundraising program to help support or get involved in capital campaigns for local libraries.

***Recommendation/Opportunities:**

Facilities and building projects often resonate most strongly with donors, particularly major donors. Given that the library facilities are locally controlled, there can be a disconnect between the system’s fundraising, and the local effort by the Friends group or local municipality to raise funds for their library. Nonetheless, there is a potential synergy for GRRL’s fundraising efforts to get involved, as the professional fundraising approach could help raise additional funds, and in return, GRRL’s annual fundraising could benefit by developing relationships with major donors at the local level. The potential returns are significant for all parties, but structuring the support or help may be difficult, and involve guidelines or new policies. Thus, it is recommended that GRRL conduct an exploration process in the next year or two on the possibilities for developing this kind of approach.

Strategic Priority: Library Awareness

Goal 2: Develop partnerships and collaboration with community organizations.

Objective 4: Increase donor support of the library.

Major Individual Giving

GOAL: Increase major gifts (over \$1,000) to significantly increase annual support to the Library.

Financial goals: In the previous plan, the goal for 2021 was at least 25 gifts of \$1,000 or more. Building off of that momentum, we will increase major giving. From these starting points, the following goals are recommended:

- 2022 – at least 30 gifts of \$1,000 or more
- 2023 – at least 35 gifts of \$1,000 or more
- 2024 – at least 42 gifts of \$1,000 or more
- 2025 – at least 50 gifts of \$1,000 or more

Strategies:

1. *Encourage major gifts by all current and past board and committee members. It may be desirable for a Library leader to have a personal conversation with each person to encourage a stronger financial commitment.
2. *Make a personal direct appeal to anyone who has given at the \$1,000 anytime in the last two years.
3. *Send out a special appeal and reach out personally to as many people in the database who have given previously at the \$1,000 level or above to ask for gift.
4. *Identify all previous donors who have given at the \$500-\$999 level and send a special appeal to give at the major gift level.
5. *Ask all board and committee members to identify (and ideally help solicit) individuals that have the potential for a major gift. Meet with each of these individuals and suggest a gift at the major level, reinforcing how important it is for the future of the Library.
6. *Reach out to each individual who makes a major gift with a special, personal thank you.

Outcomes by end of 2025:

- *Major donors are providing significant increased income.

Year-End Campaign

GOAL: Increase income from the annual fall campaign by approximately 5% annually

Financial goals: In 2020, GRRL had a record-breaking campaign with 1,052 donors who raised \$104,939. Although the results may have been in-part due to the pandemic, we hope to continue this growth. The following goals are recommended:

- 2022 – 1,120 gifts, \$86,000 raised (\$76 average)
- 2023 – 1,170 gifts, \$90,000 raised (\$77 average)
- 2024 – 1,212 gifts, \$94,500 raised (\$78 average)
- 2025 – 1,266 gifts, \$100,000 raised (\$79 average)

Strategies:

1. *Achieve 100% annual board and committee giving.
2. *Expand the year-end fundraising campaign, incorporating a number of the following major features and activities:
 - All committee members provide a list of at least 10 potential donors.
 - Explore other possibilities for capturing potential donor lists.
 - If a donor society or recognition event is created, list that opportunity in the solicitation.

- Focus and send special letters to current givers to encourage their continued support.
- Focus and special letters to lapsed/lapsing contributors to encourage them to return as donors, with a compelling reason to do so.
- In all letters, list the previous donation and specifically ask for a gift this year at the next higher level.

Outcomes by end of 2025 (based on Blackbaud Raiser's Edge benchmarking):

- Donor retention is 59%
- Donor recapture is 16%
- Donor acquisition is 34%

Spring Campaigns: Locally Growin'

GOAL: Increase giving to the spring (Locally Growin') campaign

Financial Goals:

2022 – 750 gifts, \$25,000 raised (\$33 average)
 2023 – 775 gifts, \$26,000 raised (\$34 average)
 2024 – 800 gifts, \$28,000 raised (\$35 average)
 2025 – 825 gifts, \$30,000 raised (\$36 average)

Strategies:

1. *Continue the current direction of increasing the base ask amount for these campaigns of at least \$35, and encourage giving at even higher levels.

Outcomes by end of 2025:

- Locally Growin' continues to build momentum and engagement locally.

Planned Giving

GOAL: Grow the planned giving program to provide long-term support to the Library.

Financial goals: At least 40 future planned gifts documented by the end of 2025, with at least one gift of at least \$20,000 received.

Strategies:

1. Provide planned giving brochures to all Friends of the Library members and local area senior centers.
2. *Encourage board members, committee members, and current and former library staff to designate a planned gift (of any size – through their will or estate plan, insurance beneficiary, etc.) in order to build a legacy society membership.

Outcomes by end of 2025:

- All fundraising materials include details about planned giving.
- One third of board members have completed a Letter of Intent, including the library in their will.

Memorial & Tribute Giving

GOAL: Maximize the number of memorial and tribute gifts annually to the Library.

Financial goal: Average \$15,000 annually in memorial and tribute gifts by end of 2025

Strategies:

1. *Consider creating a higher-level memorial/tribute level (\$1,000) with gifts that go to branch funds that support the Library or a particular project or two, such as collections or children's services.
2. *Ensure that there is an annual recognition vehicle (annual report, website, etc.) for recognition of memorial/tribute donors, especially larger donors.

Outcomes by end of 2025:

- Memorial & Tribute giving becomes a regular part of the fundraising calendar.

Online Giving

GOAL: Simplify, make more prominent, and promote online giving opportunities.

Financial goal: 100% increase in online giving over current levels by the end of 2025.

Strategies:

1. *Review the Library's web page to make a donation option stand out.
2. *Simplify the Library's donation pages to direct potential givers to fewer, higher, unrestricted opportunities.
3. *Regularly publicize the Library's online giving opportunities, primarily through the use of social media.
4. *Over time, develop other app, text, and social media venues for giving.

Outcomes by end of 2025:

- Receive donor feedback on what they are seeking in online giving.
- Online giving is seamless and attracts younger generation donors.

Grants & Foundation Support

GOAL: Expand support to the Library through foundation grants.

Financial goals: Averaging \$25,000 annually by 2025

Strategies:

1. Follow the new GRRL grant vision procedure that was created in 2020.
2. *Identification of new projects or areas at GRRL for which to seek foundation support.
3. Short list created of the most likely foundation funders created (based on research).

Outcomes by end of 2025:

- Strategic efforts yearly to achieve and help fulfill GRRL Strategic Plan goals.

Corporate Sponsorships: Summer Reading Program

GOAL: Create opportunities for corporate partnerships and expand corporate sponsorship solicitations and gifts.

Financial Goals:

2022 – \$10,000, at least 12 sponsors

2023 – \$12,000, at least 12 sponsors

2024 – \$15,000, at least 14 sponsors

2025 – \$20,000, at least 16 sponsors

Strategies:

1. *Identify and develop relationships with the top 10-20 potential corporate/business sponsors in the community.
2. Continue to build on Summer Reading Program sponsorship opportunity, using tactics and recognition that appeals to businesses and corporations.

Outcomes by end of 2025:

- The Summer Reading Program sponsorship is well known as a corporate participation opportunity in the community.

Donor Recognition

GOAL: Provide additional recognition and nurturing of individual donors, particularly major donors, planned givers, and long-time contributors.

Strategies:

1. *Communicate directly with major donors to explain what their gifts have allowed the library to accomplish (a special call from Committee member, Library Director or lead development staff for gifts over \$1,000). Attempt to have at least one personal contact with every major donor annually.
2. *Consider creating recognition groups for major donors, planned givers, and eventually, long-time supporters. Determine whether library should have a “society” (associated with status/amount of giving) or a “giving circle” (focused on building connection).
3. *Create a special recognition (separate event, special thank you, etc.) for people who have given every year for a number of years (5, 10, etc.), or incorporate into the donor recognition event.
4. Explore cultivation connections, such as giving anniversaries, birthdays, etc.

Outcomes by end of 2025:

- Solidification of recognition groups for library donors.
- Further stewardship through special recognition opportunities.

Summary of Recommended Fundraising Tasks through 2025

The following are recommended new tasks to add to the development program, or significant changes to the current approaches. On-going, continuing tasks from previous years – such as the annual fund mail campaign – are not included here. Champions (one individual who will be responsible for the task) and a completion deadline should be filled in by the Library or Fund Development Committee.

TASK OR STRATEGY	CHAMPION	COMPLETION DEADLINE
Provide planned giving resources to staff and board members.	ComDev Coordinator	May 2022
Present to the Board of Trustees on the importance of board participation in the Year-End Campaign	Fund Development Committee	Oct. 2022
Advance the Year-End Campaign by adding a special appeal to major donors	ComDev Coordinator	Nov. 2022
Research opportunities of a new donor database; Transfer to new fund development platform.	ComDev Assistant and Coordinator	June 2022; Jan. 2023
Begin a monthly or quarterly communications with Friends groups on updates, ideas, and connections.	ComDev Coordinator	March 2023
Present to the Board of Trustees on the importance of leaders participating in planned giving	ComDev Coordinator	July 2023
Create special recognition for loyal, continuous donors.	ComDev Coordinator	Nov. 2023
Seek options for donating via text or social media.	ComDev Coordinator	April 2024
Train Fund Development Committee members on cultivating and stewarding major donors.	Fund Development Committee	July 2024



2022 Open Hours Adjustments

Submitted by Brandi Canter, Lead Patron Services Supervisor
 Ryan McCormick, Patron Services Supervisor
 Cara Langston, Patron Services Supervisor

BOARD ACTION REQUESTED

- Information Discussion Approve/Accept

RECOMMENDATION

Based on the 2022 Department Budget Request to add open hours approved in March, the majority of GRRL libraries will increase open hours in January.

BACKGROUND INFORMATION

- Supporting Documents Attached

The majority of GRRL locations will add open hours in 2022 with the goal of increasing consistency, providing more open days, and/or more access during times of highest community need.

Total open hours region-wide will increase by 68 hours weekly with an additional 64.25 staff hours weekly.

A list of these libraries follows with current and new hours and a brief description. The description includes the number of additional open hours and staffing required to provide effective public service.

Not all GRRL locations will be changing hours, primarily the largest libraries that already have a significant number of open hours as well as double coverage: Buffalo, Elk River, Monticello, St. Cloud, and St. Michael.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 67,800 Funding Source: 2022 Operating Budget
 Budgeted: Yes No N/A

ACTION

- Passed Failed Tabled

Albany: Adding 2 open hours for a total of 39, and increasing Assistant staff by 2 hours. This change will allow for open hours on Friday mornings.

Current Schedule	2022 Schedule
Monday: 12 - 7 p.m.	Monday: 12 - 7 p.m.
Tuesday: 12 - 8 p.m.	Tuesday: 12 - 8 p.m.
Wednesday: 10 a.m. - 6 p.m.	Wednesday: 10 a.m. - 6 p.m.
Thursday: 12 - 6 p.m.	Thursday: 12 - 6 p.m.
Friday: 12 - 5 p. m.	Friday: 10 a.m. - 5 p. m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Annandale: Adding 3 open hours for a total of 28, and increasing Assistant staff by 2.75 hours. This change will allow for open hours on Monday mornings.

Current Schedule	2022 Schedule
Monday: 2 - 5 p.m.	Monday: 9 a.m. - 12 p.m., 2 - 5 p.m.
Tuesday: 9 a.m. - 1 p.m., 2 - 5 p.m.	Tuesday: 9 a.m. - 1 p.m., 2 - 5 p.m.
Wednesday: 2 - 7 p.m.	Wednesday: 2 - 8 p.m.
Thursday: Closed	Thursday: Closed
Friday: 9 a.m. - 1 p.m., 2 - 5 p.m.	Friday: 9 a.m. - 12 p.m., 2 - 5 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Becker: Adding 3 open hours for a total of 33, and increasing Assistant staff by 3 hours. This change will allow the library to open earlier on Mondays, Thursdays, and Fridays.

Current Schedule	2022 Schedule
Monday: 2 - 7 p.m.	Monday: 1 - 7 p.m.
Tuesday: 10 a.m. - 5 p.m.	Tuesday: 10 a.m. - 5 p.m.
Wednesday: 10 a.m. - 5 p.m.	Wednesday: 10 a.m. - 5 p.m.
Thursday: 2 - 7 p.m.	Thursday: 1 - 7 p.m.
Friday: 2 - 5 p.m.	Friday: 1 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Belgrade: Adding 2 open hours for a total of 22, and increasing assistant staff by 2 hours as well. This change will allow an additional morning shift on Friday.

Current Schedule	2022 Schedule
Monday: 9 a.m. - 12 p.m., 2 - 7 p.m.	Monday: 9 a.m. - 12 p.m., 2 - 6 p.m.
Tuesday: closed	Tuesday: Closed
Wednesday: 2 - 7 p.m.	Wednesday: 2 - 7 p.m.
Thursday: closed	Thursday: Closed
Friday: 2 - 6 p.m.	Friday: 9 a.m. - 12 p.m., 2 - 6 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Big Lake: Adding 3 open hours for a total of 32, and increasing Assistant staff by 2.5 hours. This change will allow for a later closing time on Tuesdays.

Current Schedule	2022 Schedule
Monday: 1 - 6 p.m.	Monday: 1 - 6 p.m.
Tuesday: 10 a.m. - 2 p.m.	Tuesday: 10 a.m. - 5 p.m.
Wednesday: 1 - 7 p.m.	Wednesday: 1 - 7 p.m.
Thursday: 2 - 6 p.m.	Thursday: 1 - 5 p.m.
Friday: 10 a.m. - 5 p.m.	Friday: 10 a.m. - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Clearwater: Adding 2 open hours for a total of 25, and increasing assistant staff by 2 hours as well. This change will allow an additional open evening.

Current Schedule	2022 Schedule
Monday: 1 - 4 p.m.	Monday: 1 - 6 p.m.
Tuesday: 10 a.m. - 1 p.m., 3 - 6 p.m.	Tuesday: 10 a.m. - 1 p.m., 3 - 6 p.m.
Wednesday: 3 - 8 p.m.	Wednesday: 3 - 8 p.m.
Thursday: 10 a.m. - 1 p.m.,	Thursday: 10 a.m. - 1 p.m.,
Friday: 3 - 6 p.m.	Friday: 3 - 6 p.m.
Saturday: 10 a.m. - 1 p.m.,	Saturday: 10 a.m. - 1 p.m.,

Cokato: Adding 3 open hours for a total of 31, and increasing Assistant staff by 3 hours. This change will allow the library to open earlier on Mondays, Tuesday, and Thursdays.

Current Schedule	2022 Schedule
Monday: 2 - 6 p.m.	Monday: 1 - 6 p.m.
Tuesday: 2 - 8 p.m.	Tuesday: 1 - 8 p.m.
Wednesday: 10 a.m. - 2 p.m.	Wednesday: 10 a.m. - 2 p.m.
Thursday: 2 - 8 p.m.	Thursday: 1 - 8 p.m.
Friday: 11 a.m. - 5 p.m.	Friday: 11 a.m. - 5 p.m.
Saturday: 10 a.m. - 12 p.m.	Saturday: 10 a.m. - 12 p.m.

Cold Spring: Adding 3 open hours for a total of 37, and will increase Assistant staff hours by 3. This will change will add morning and afternoon hours on Thursdays.

Current Schedule	2022 Schedule
Monday: 12 - 6 p.m.	Monday: 12 - 6 p.m.
Tuesday: 2 - 8 p.m.	Tuesday: 2 - 8 p.m.
Wednesday: 10 a.m. - 5 p.m.	Wednesday: 10 a.m. - 5 p.m.
Thursday: 2 - 8 p.m.	Thursday: 11 a.m. - 8 p.m.
Friday: 11 a.m. - 5 p.m.	Friday: 11 a.m. - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Delano: Adding 3 open hours for a total of 44, and increasing Assistant staff by 3 hours. This change will allow the library to open earlier on Friday mornings.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 6 p.m.	Monday: 10 a.m. - 6 p.m.
Tuesday: 10 a.m. - 8 p.m.	Tuesday: 10 a.m. - 8 p.m.
Wednesday: 1 - 8 p.m.	Wednesday: 1 - 8 p.m.
Thursday: 10 a.m. - 6 p.m.	Thursday: 10 a.m. - 6 p.m.
Friday: 1 - 6 p.m.	Friday: 10 a.m. - 6 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Eagle Bend: Adding 3 open hours for a total of 23, and increasing Assistant staff by 3 hours as well. This change will add earlier hours Monday and Thursday and an evening hour on Tuesdays.

Current Schedule	2022 Schedule
Monday: 2 - 7 p.m.	Monday: 1 - 7 p.m.
Tuesday: 10 a.m. - 5 p.m.	Tuesday: 10 a.m. - 6 p.m.
Wednesday: Closed	Wednesday: Closed
Thursday: 2 - 7 p.m.	Thursday: 1 - 7 p.m.
Friday: Closed	Friday: Closed
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Foley: Adding 1 open hour and shifting hours on another day, for a total of 36 open hours. Increasing assistant staff by 1 hour as well. This change will allow more consistent opening times.

Current Schedule	2022 Schedule
Monday: 2 - 8 p.m.	Monday: 1 - 7 p.m.
Tuesday: 9 a.m. - 12 p.m., 1 - 6 p.m.	Tuesday: 9 a.m. - 12 p.m., 1 - 6 p.m.
Wednesday: 2 - 8 p.m.	Wednesday: 1 - 7 p.m.
Thursday: 2 - 6 p.m.	Thursday: 1 - 6 p.m.
Friday: 9 a.m. - 12 p.m., 1 - 6 p.m.	Friday: 9 a.m. - 12 p.m., 1 - 6 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Grey Eagle: Adding 3 open hours for a total of 23, and increasing Assistant staff by 3 hours as well. This change will add an open hours on Thursdays.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 4 p.m.	Monday: 10 a.m. - 12 p.m., 1 - 4p.m.
Tuesday: Closed	Tuesday: Closed
Wednesday: 2 - 8 p.m.	Wednesday: 12 - 7 p.m.
Thursday: Closed	Thursday: 1 - 5 p.m.
Friday: 1 - 6 p.m.	Friday: 1 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 9 a.m. - 12 p.m.

Howard Lake: Adding 3 open hours for a total of 31, and increasing Assistant staff by 3 hours. This change will allow the library to open earlier on Monday, Wednesday, and Thursday mornings.

Current Schedule	2022 Schedule
Monday: 2 - 8 p.m.	Monday: 1 - 8 p.m.
Tuesday: 10 a.m. - 1 p.m.	Tuesday: 10 a.m. - 1 p.m.
Wednesday: 2 - 8 p.m.	Wednesday: 1 - 8 p.m.
Thursday: 2 - 6 p.m.	Thursday: 1 - 6 p.m.
Friday: 10 a.m. - 1 p.m., 2 - 5 p.m.	Friday: 10 a.m. - 1 p.m., 2 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Kimball: Adding 3 open hours for a total of 23, and increasing Assistant staff by 3 hours. This change will allow the library to be open on Friday mornings.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 1 p.m., 2 - 7 p.m.	Monday: 10 a.m. - 1 p.m., 2 - 7 p.m.
Tuesday: Closed	Tuesday: Closed
Wednesday: 10 a.m. - 1 p.m., 3 - 6 p.m.	Wednesday: 10 a.m. - 1 p.m., 3 - 6 p.m.
Thursday: Closed	Thursday: Closed
Friday: 3 - 6 p.m.	Friday: 10 a.m. - 1 p.m., 2 - 5 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Little Falls: Adding 2 open hours for a total of 45, and increasing Assistant staff by 2 hours. This change will allow the library to be open on Thursday evenings.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 5 p.m.	Monday: 10 a.m. - 5 p.m.
Tuesday: 10 a.m. - 7 p.m.	Tuesday: 10 a.m. - 7 p.m.
Wednesday: 10 a.m. - 7 p.m.	Wednesday: 10 a.m. - 7 p.m.
Thursday: 10 a.m. - 5 p.m.	Thursday: 10 a.m. - 7 p.m.
Friday: 10 a.m. - 5 p.m.	Friday: 10 a.m. - 5 p.m.
Saturday: 10 a.m. - 2p.m	Saturday: 10 a.m. - 2p.m

Long Prairie: Adding 2 open hours for a total of 37, increasing staff by 2 as well. This will allow the library to add hours on Mondays, Tuesdays, and Friday.

Current Schedule	2022 Schedule
Monday: 12 - 7 p.m.	Monday: 11 a.m. - 7 p.m.
Tuesday: 11 a.m. - 6 p.m.	Tuesday: 10 a.m. - 6 p.m.
Wednesday: 10 a.m. - 6 p.m.	Wednesday: 11 a.m. - 6 p.m.
Thursday: 11 a.m. - 6 p.m.	Thursday: 11 a.m. - 6 p.m.
Friday: 12 - 3 p.m.	Friday: 11 a.m - 3 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Melrose: Adding 2 open hours for a total of 27, increasing staff by 2 as well. This will provide open hours on Tuesday mornings.

Current Schedule	2022 Schedule
Monday: 2 - 8 p.m.	Monday: 2 - 8 p.m.
Tuesday: 2 - 5 p.m.	Tuesday: 10 a.m. - 12 p.m., 2 - 5 p.m.
Wednesday: 2 - 7 p.m.	Wednesday: 2 - 7 p.m.
Thursday: 10 a.m. - 12 p.m., 2 - 5 p.m.	Thursday: 10 a.m. - 12 p.m., 2 - 5 p.m.
Friday: 2 - 5 p.m.	Friday: 2 - 5 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Paynesville: Adding 2 open hours for a total of 33, and increasing assistant staff by 2 hours as well. This change will add an additional after - school hour on Tuesdays and Thursdays.

Current Schedule	2022 Schedule
Monday: 1 - 7 p.m.	Monday: 1 - 7 p.m.
Tuesday: 10 a.m. - 3 p.m.	Tuesday: 10 a.m. - 4 p.m.
Wednesday: 1 - 7 p.m.	Wednesday: 1 - 7 p.m.
Thursday: 10 a.m. - 3 p.m.	Thursday: 10 a.m. - 4 p.m.
Friday: 1 - 7 p.m.	Friday: 1 - 7 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Pierz: Adding 3 open hours for a total of 28, and increasing Assistant staff by 0 hours. This change will allow for earlier openings on Monday, Wednesday, and Thursday.

Current Schedule	2022 Schedule
Monday: 1 - 5:30 p.m.	Monday: 12 - 5:30 p.m.
Tuesday: Closed	Tuesday: Closed
Wednesday: 1 - 7 p.m.	Wednesday: 12 - 7 p.m.
Thursday: 10 a.m. - 5 p.m.	Thursday: 10 a.m. - 5 p.m.
Friday: 1 - 5:30 p.m.	Friday: 12 - 5:30 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Richmond: Adding 3 open hours for a total of 23, and increasing Assistant staff hours by 3. This change will provide afternoon hours on Thursdays.

Current Schedule	2022 Schedule
Monday: 2 - 8 p.m.	Monday: 2 - 8 p.m.
Tuesday: 10 a.m. - 1 p.m.	Tuesday: 10 a.m. - 1 p.m.
Wednesday: 11 a.m. - 1 p.m., 3 - 6 p.m.	Wednesday: 11 a.m. - 1 p.m., 3 - 6 p.m.
Thursday: Closed	Thursday: 3 - 6 p.m.
Friday: 3 - 6 p.m.	Friday: 3 - 6 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Rockford: Adding 2 open hours for a total of 33, and increasing Assistant staff by 2 hours. This change will allow the library to open earlier on Tuesday and Thursday mornings.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 6 p.m.	Monday: 10 a.m. - 6 p.m.
Tuesday: 3 - 7 p.m.	Tuesday: 2 - 7 p.m.
Wednesday: 10 a.m. - 6 p.m.	Wednesday: 10 a.m. - 6 p.m.
Thursday: 3 - 7 p.m.	Thursday: 2 - 7 p.m.
Friday: 2 - 6 p.m.	Friday: 2 - 6 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Royalton: Adding 3 open hours for a total of 23, and increasing Assistant staffing by 3 hours. This will provide open hours on Fridays.

Current Schedule	2022 Schedule
Monday: 2 - 6 p.m.	Monday: 2 - 6 p.m.
Tuesday: Closed	Tuesday: Closed
Wednesday: 2 - 8 p.m.	Wednesday: 2 - 8 p.m.
Thursday: 10 a.m. - 1 p.m., 2 - 6 p.m.	Thursday: 10 a.m. - 1 p.m., 2 - 6 p.m.
Friday: Closed	Friday: 2 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Sauk Centre: Adding 3 open hours for a total of 34, and increasing Assistant staffing by 3 hours, too. This will provide earlier openings on Tuesdays and Thursdays.

Current Schedule	2022 Schedule
Monday: 12 - 5 p.m.	Monday: 10 a.m. - 5 p.m.
Tuesday: 1 - 7 p.m.	Tuesday: 12 - 7 p.m.
Wednesday: 10 a.m. - 3 p.m.	Wednesday: 10 a.m. - 3 p.m.
Thursday: 1 - 7 p.m.	Thursday: 1 - 7 p.m.
Friday: 10 a.m. - 5 p.m.	Friday: 10 a.m. - 5 p.m.
Saturday: 9 a.m. - 12 p.m.	Saturday: 9 a.m. - 12 p.m.

Staples: Adding 2 open hours for a total of 27, and increasing Assistant staffing by 2 hours. This will provide earlier opening times on Tuesdays and Thursdays.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 6 p.m.	Monday: 10 a.m. - 6 p.m.
Tuesday: 2 - 8 p.m.	Tuesday: 1 p.m. - 8 p.m.
Wednesday: 10 a.m. - 6 p.m.	Wednesday: 10 a.m. - 6 p.m.
Thursday: 2 - 8 p.m.	Thursday: 1 - 8 p.m.
Friday: 1 - 5 p.m.	Friday: 1 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 9 a.m. - 12 p.m.

Swanville: Adding 3 open hours for a total of 23, and increasing Assistant staffing by 3 hours. This will provide more consistent open hours and hours on Thursday.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 3 p.m.	Monday: 10 a.m. - 1 p.m., 2 - 5 p.m.
Tuesday: 2 - 6 p.m.	Tuesday: 10 a.m. - 1 p.m., 2 - 5 p.m.
Wednesday: 3 - 7 p.m.	Wednesday: 4 - 7 p.m.
Thursday: Closed	Thursday: 10 a.m. - 1 p.m., 2 - 5 p.m.
Friday: 10 a.m. - 3 p.m.	Friday: Closed
Saturday: 10 a.m. - 12 p.m.	Saturday: 10 a.m. - 12 p.m.

Upsala: Adding 2 open hours for a total of 25 hours, and increasing Assistant hours by 1 and Senior Aide hours by 1. This will add provide additional hours on Mondays and Tuesdays.

Current Schedule	2022 Schedule
Monday: 10 a.m. - 3 p.m.	Monday: 10 a.m. - 4 p.m.
Tuesday: 3 - 6 p.m.	Tuesday: 2 - 6 p.m.
Wednesday: 2 - 8 p.m.	Wednesday: 2 - 8 p.m.
Thursday: Closed	Thursday: Closed
Friday: 2 - 8 p.m.	Friday: 2 - 8 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.

Waite Park: Adding 2 open hours for a total of 32, and increasing assistant staff by 1.5 hours as well. This change will allow additional morning hours on Thursday and more predictable opening times.

Current Schedule	2022 Schedule
Monday: 12 - 7 p.m.	Monday: 12 - 7 p.m.
Tuesday: 10 a.m. - 1 p.m.	Tuesday: 10 a.m. - 1 p.m.
Wednesday: 12 - 5 p.m.	Wednesday: 12 - 5 p.m.
Thursday: 12 - 7 p.m.	Thursday: 10 a.m. - 7 p.m.
Friday: 12 - 5 p.m.	Friday: 12 - 5 p.m.
Saturday: 10 a.m. - 1 p.m.	Saturday: 10 a.m. - 1 p.m.