



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

Board of Trustees Meeting
Tuesday, July 19, 2022, 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 – May 17, 2022 Board Meeting (Requested Action – Approve) pg 3 | 6:02 |
| 4. Public Open Forum | 6:03 |
| 5. Financials | 6:05 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 5.3 Current Letter of Credit Designation (Requested Action – Approve) pg 7 | |
| 6. Consent Agenda (Requested Action – Approve) | 6:10 |
| 6.1 Annual Financial Designations Update pg 11 | |
| 6.2 Arts & Cultural Heritage Fund FY2023 Application pg 15 | |
| 6.3 GRRL Board 2023 Meeting/Work Session Schedule pg 27 | |
| 6.4 Other | |
| 7. Communications | 6:11 |
| 7.1 Library Services & Technology Act FY2022 Grant Final Project Report pg 29 | |
| 7.2 GRRL Logic Model pg 37 | |
| 7.3 Other | |
| 8. Presentations | 6:15 |
| 8.1 Other | |
| 9. Staff Reports | 6:15 |
| 9.1 Executive Director’s Report pg 49 | |
| 9.2 Management Reports pg 51 | |
| 9.3 Building Reports pg 57 | |
| 9.4 Second Quarter 2022-2025 Strategic Plan Objectives & Key Results pg 59 | |
| 9.5 Human Resources Reports pg 67 | |
| 9.6 Other | |
| 10. Committee Reports | 6:25 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 10.3 Fund Development Committee (verbal) | |
| 10.4 Central Minnesota Libraries Exchange Board (verbal) | |

11. Unfinished Business	6:35
11.1 GRRL 2023 Budget Proposal & Discussion (Requested Action – Approve) pg 77	
11.2 Labor Negotiations Discussion – Closed Session <i>Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03</i>	
11.3 Other	
12. New Business	7:10
12.1 Eagle Bend Library Building Expansion (Requested Action – Approve) pg 85	
12.2 Elk River Additional Open Hours Agreement Discussion pg 89	
12.3 Other	
13. Board Open Forum	7:20
14. Next Meeting – August 16, 2022, Board of Trustees Work Session	7:30
September 20, 2022, Board of Trustees	
15. Adjournment	7:30

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 17, 2022**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, May 17, 2022, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Zurya Anjum, Wayne Bauernschmitt, Jayne Dietz, Mary Eberley, Melissa Fee, George Fiedler, Lynn Grewing, Christine Husom, Gary Kneisl, Leigh Lenzmeier, Ed Popp, Jacey Wallace

Members Excused: Al Amdahl, Lisa Fobbe, Randy Winscher

GRRL Staff Present: Amy Anderson, Brandi Canter, Karen Pundsack, Julie Schmitz, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Christine Husom made a motion to adopt the agenda as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

APPROVAL OF MINUTES

Zurya Anjum made a motion to approve the March 15, 2022, Board meeting minutes as presented. Seconded by Jayne Dietz, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIALS

Bills

Financial Reports

Wayne Bauernschmitt made a motion to approve the April and May bills and May bills addendum and accept the March and April financial reports as presented. Seconded by Melissa Fee, the motion carried unanimously.

Auditor's Report by BerganKDV

Nancy Schulzetenberg, BerganKDV Audit Partner, presented and explained highlights from the GRRL 2021 audit. A clean audit opinion was received. The one internal control finding is not new to GRRL because of the Accounting department's number of staff. There were no legal compliance findings.

Leigh Lenzmeier made a motion to approve the BerganKDV auditor's report as presented. Seconded by George Fiedler, the motion carried unanimously.

Annual Review of Unassigned Fund Balance

Accounting Coordinator Amy Anderson reviewed the GRRL Unassigned Fund Balance document, explained calculations, and pointed out the December 31, 2021, reserves balance of 4.55 months.

Leigh Lenzmeier made a motion to accept the Unassigned Fund Balance annual review as presented. Mary Eberley seconded the motion. Following discussion, upon vote, the motion carried unanimously.

Current Letter of Credit Designation

Wayne Bauernschmitt made a motion to approve Letter of Credit No. 2234-8267 dated March 8, 2022, in the amount of \$200,000. Seconded by Christine Husom, the motion carried unanimously.

CONSENT AGENDA**Regional Library Basic System Support FY2023 Application**

After review, George Fiedler made a motion to approve the Regional Library Basic System Support FY2023 application as presented. Seconded by Mary Eberley, the motion carried unanimously.

COMMUNICATIONS

There were no communications.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report**

Executive Director Karen Pundsack added the following to her report:

- Labor Management Committee – The group is looking at GRRL's benefits structure and healthcare coverage in an effort to find solutions that address employee and employer benefit issues.
- Diversity, Equity & Inclusion Survey – Board members were encouraged to complete the survey to meet the number that responded to the first survey in late 2020.
- Library Services & Technology Act (LSTA) FY2023 Grant – The application for this grant round has not yet been released, nor are the requirements known. GRRL's application may need to be submitted prior to the next Board meeting.
- American Rescue Plan Act Funding – Some of the Future Forward partnerships have not been able to move ahead. Dollars may be shifted to other projects, such as expansion of GRRL meeting room technology for patron use.
- Book Challenges – The Board was made aware that book challenges have become more frequent, and a neighboring library system had a challenge rise to the board level. To date, GRRL's policies and processes have handled our book challenges.
- Library Development Plan – Every three years, the GRRL Library Development plan is reviewed. The Leadership Support Team is working on plan updates with the goal of presenting a draft to the Board in October.

Management Reports**Building Reports**

Lead Patron Services Supervisor Brandi Canter met with the Paynesville city administrator about a building the city is considering to purchase from CentraCare. Renovations will be needed for library and city office spaces. She provided questions for the city to keep in mind when the structural inspection takes place. The building is in a residential area with green space and good parking. Brief discussion included questions and replies.

First Quarter 2022-2025 Strategic Plan Objectives & Key Results

First quarter borrower statistics were highlighted. 2022-2025 Strategic Plan initiatives and progress were reviewed. It was noted that most libraries have more new borrowers than one year ago, and major efforts have been made toward local marketing materials.

Staff Recognition Report

Executive Director Karen Pundsack recognized several staff members for 10, 15, and 25 years of service with GRRL.

Human Resources Annual Statistics

Although GRRL's turnover percentage increased, the total number of separations has not varied significantly. The increase appears because of the lower number of total employees, which partly comes from combined positions. In 2021, many vacancies were filled internally. Applicants and interviews are trending up.

COMMITTEE REPORTS

Finance Committee

First Quarter Financial Report

The first quarter financial report shows GRRL account balances as of March 31. The Finance Committee reviewed and approved the financial report as presented.

2023 Preliminary Budget Proposal

The 2023 Preliminary Budget was reviewed and approved by the Committee. Numbers were unchanged from the Base Budget presented in March and reflect an increase in the signatory share.

Leigh Lenzmeier made a motion to approve the Finance Committee report as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Personnel Committee

Position Description Revisions

The revised position descriptions include language recommended as part of the LSTA grant *Advancing Equity and Inclusion in Central Minnesota Libraries* and are more concise. Human Resources has noticed positive results. The Personnel Committee approved the position descriptions revisions as presented.

Human Resources Interim Plan & Structure Evaluation

The Committee also approved the Human Resources (HR) Interim Plan & Structure Evaluation, which includes the following:

- Associate Director – HR Julie Schmitz and HR Generalist Elizabeth Proell will retire in early June. Julie will return on a temporary basis post-retirement to assist with payroll training.
- HR Generalist Dezra Rittman, former Library Associate, is being trained to replace Elizabeth.
- Accounting Coordinator Amy Anderson was appointed Interim Associate Director – HR in addition to her current position.
- Erin Mallo has been promoted from Distribution Aide to a paid internship in the HR Generalist position assigned to payroll.
- Administrative Assistant Patty Waletzko accepted additional Safety & Wellness Team and Volunteer Program responsibilities.

During the transition, the HR department will need support because of the time-sensitive nature of the work. Management will evaluate organizational needs before recommending any structural changes, possibly in July.

Melissa Fee made a motion to approve the Personnel Committee report as presented. Seconded by Jayne Dietz, the motion carried unanimously.

Fund Development Committee

GRRL Web Developer and donor, Jonathan Lahr, is the newest Fund Development Committee member. At the last meeting, committee member responsibilities and the 2022-2025 Fundraising Plan were reviewed. Summer Reading Program sponsors are being sought. Members of the Committee were asked to share sponsorship brochures with local businesses. The group will next meet in August.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS**2023 Preliminary Budget Proposal & Discussion**

The Board reviewed the 2023 Preliminary Budget, which reflects a 3.14 percent overall increase from 2022. The GRRL region's counties will carry a large amount of the increase. Executive Director Karen Pundsack pointed out the decreased Unassigned Fund Balance, cash reserves use, and lower interest revenue. The largest expenditure increase comes from the personnel line. She requested direction from the Board to prepare the final 2023 Budget for approval in July. Considerable discussion followed.

Labor Negotiations Discussion – Closed Session

Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03

Mary Eberley made a motion to close the Board meeting at 7:13 p.m. pursuant to Minnesota Statute 13D.03 Closed Meetings for Labor Negotiations Strategy. Seconded by Zurya Anjum, the motion carried unanimously.

Present for the closed session discussion were the Board members, Executive Director Karen Pundsack, Associate Director – Human Resources Julie Schmitz, and Accounting Coordinator Amy Anderson.

The Board open meeting resumed at 7:59 p.m.

BOARD OPEN FORUM

A *Star Post* article featuring Board member Al Amdahl was shared. Leigh Lenzmeier commented he had an opportunity to see the GRRL locker system at the Sartell Community Center. Wayne Bauernschmitt wished everyone a safe Memorial Day.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, June 21, 2022.

ADJOURNMENT

Ed Popp adjourned the meeting at 8:01 p.m.

Edward Popp, President

Zurya Anjum, Secretary



LETTER OF CREDIT NO. 2234-8624

Effective Date: June 16, 2022

Great River Regional Library
amy@grrl.lib.mn.us
1300 W St Germain St
St Cloud, MN 56301
Attention: Amy Anderson

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-8624 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$200,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.
2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.
3. If a Drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such Drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such Drawing. If a Drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the Drawing was not in accordance with the Letter of Credit, you may attempt to correct any such Drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.
4. As used herein "business day" shall mean any day other than a Saturday, Sunday, a day on which financial institutions in the State of Iowa are authorized or required by law to close or on which the Fed wire system of the Federal Reserve Board is closed for fund transfers.

5. Only you may make a Drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a Drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on September 06, 2022 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES
909 Locust Street
Des Moines, IA 50309



By: _____

Title: Money Desk Analyst Jun 16, 2022

Effective Date: June 16, 2022

LETTER OF CREDIT NO. 2234-8624

EXHIBIT A
DRAWING CERTIFICATE

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-8624 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.
2. The amount of the Drawing when added to the amount of any other Drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.
3. Payment by the Bank pursuant to this Drawing shall be made by wire transfer in immediately available funds to _____, ABA Number _____, Account Number _____, Attention: _____, Re: _____.

IN WITNESS WHEREOF, this Certificate has been executed this ____ day of _____, 20__.

GREAT RIVER REGIONAL LIBRARY

By _____

Title: _____



Annual Financial Designations Update

Submitted by Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the updates to depository designations, authorized signers, check signers and most recent letter of credit as detailed in the attached documents.

BACKGROUND INFORMATION

Supporting Documents Attached

- Statement of Annual Financial Designations
- Letter of Credit No. 2234-8267 dated June 16, 2022, from FHLB on behalf of Bremer Bank, N.A.

The financial designations are being updated to reflect a local financial institution name change and remove Julie Schmitz as an account signer on the payroll account after her retirement. Also, a new letter of credit has been issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, N.A.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

Annual Financial Designations

a. Designation of Accounting Coordinator as Custodian of Library Funds

The Service Agreement, in Section 4.1 states the following:

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

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

b. Designation of Approved Depositories

The following depositories have been designated for banking services of the Great River Regional Library System by the GRRL Board of Trustees:

Bremer Bank, N.A.	Savings Account Expense Checking Account Payroll Checking Account Petty Cash Checking Account
MAGIC Fund	Liquid Savings Account Investments
Stearns Bank	Certificates of Deposit
The Bank of Elk River	Certificates of Deposit
Minnesota National Bank	Certificates of Deposit
Falcon National Bank	Certificates of Deposit
Star Bank	Certificates of Deposit
St. Cloud Financial Credit Union	Certificates of Deposit
Magnifi – (Central MN C. U.)	Certificates of Deposit
Spire Credit Union	Certificates of Deposit
Riverwood Bank	Certificates of Deposit
Great River Federal Credit Union	Certificates of Deposit
Citizen’s Alliance Bank	Certificates of Deposit
Old National Bank	Certificates of Deposit
Midwest One Bank	Certificates of Deposit
Sherburne State Bank	Certificates of Deposit
Trustone Financial Credit Union	Certificates of Deposit
Pine Country Bank	Certificates of Deposit
Wells Fargo Bank	Certificates of Deposit

Approval of these designations is required by the Board of Directors.

C. Acceptance of Current Letter of Credit

The following collateral amounts are assigned to Great River Regional Library by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, N.A.:

\$200,000.00 Letter of Credit #2234-8267 dated June 16, 2022

Acceptance of this document by the Board of Directors is required.

d. Designation of Authorized Account Signers on Bank Accounts

The following persons are designated as account signers on the expense checking, petty cash checking, savings, and investment accounts:

- Ed Popp, President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator
- Linda Treb, Accounting Specialist

The following are designated as account signers on the payroll checking account:

- Ed Popp, President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator

Designation of these organization members as authorized signers is required by the Board of Directors, and allows signers to conduct banking transactions on behalf of the organization.

e. Designation of Check Signers

The following are designated as check signers for the petty cash and expense checking accounts:

- Ed Popp, President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator

The following are designated as check signers for the payroll expense checking account:

- Ed Popp, President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator

Designation of these organization members as check signers is required by the Board of Directors.



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

The regional library system named below applies for funds as authorized and provided for in [Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6](#).

A completed application, due July 29, 2022, 5 p.m., includes:

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

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

Regional library system name and address:

Great River Regional Library
1300 West Saint Germain Street
Saint Cloud, MN 56301

Name, phone, and email address of regional library system administrator:

Karen Pundsack
320-650-2512
karenp@grrl.lib.mn.us

Name, phone, and email address of regional library system ACHF program coordinator:

Beth Ringsmuth Stolpman
320-650-2510
bethr@grrl.lib.mn.us

Name, phone, and email address of regional library system finance manager:

Amy Anderson
320-650-2541
amya@grrl.lib.mn.us

Regional library system DUNS Number:

095291803

AUTHORIZED SIGNATURES

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

Signature _____

Printed Name **Edward Popp**

Chair, Regional Library System Governing Board

Date **July 19, 2022**

Signature _____

Printed Name **Karen Pundsack**

Regional Library System Administrator

Date **July 19, 2022**

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Assurances

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

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

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

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

2) **Terms of Acceptance** - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

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

4) **Payments** - Payments will be distributed in ten equal payments beginning in fall 2022.

5) **Program Reporting** - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2022 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2023 allocation, or by **July 30, 2025**, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2023 allocation by itemizing, on a project by project basis, how the total allocation was spent.

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

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

Time period	Due date
September 1, 2022 – December 31, 2022	January 31, 2023
January 1, 2023 – March 31, 2023	April 30, 2023
April 1, 2023 – June 30, 2023	July 31, 2023
July 1, 2023 – September 30, 2023	October 30, 2023
October 1, 2023 – December 31, 2023	February 1, 2024
January 1, 2024 – March 31, 2024	April 30, 2024
April 1, 2024 – June 30, 2024	July 30, 2024

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

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

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2023 ACHF funds.

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

10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11) **Conditions of Payment**

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

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

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D)).

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

The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 2018 Chapter 617, Article 241*.

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

Financial Reconciliations/Monitoring and Supporting Documentation

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

State and Federal Audits The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota

Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

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

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

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

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

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.

- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

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

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

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

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

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

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

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

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

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

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

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

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2023 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

GRRRL plans to continue offering programming/events planned by local branch staff, as well as regionally-planned events (tours). In general, events consist of art workshops, music performances, history presentation, theatre performances, author presentations, and performances for children that are artistic in nature.

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

Yes No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative costs help GRRRL offset time spent by administrative staff on activities related to these events (advertising/promotion, accounting, and planning time).

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

Yes No

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

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:

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

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

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

Feedback surveys are available at every GRRRL program, specific to gathering attendees' changes in attitude, behavior, knowledge, etc. after Arts & Cultural Heritage programs; feedback is reviewed regularly and compiled annually to ensure intended outcomes are being met.

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

This funding is absolutely critical to GRRL being able to provide high quality arts, culture, and history programming to our communities. GRRL is able to offer a huge variety and number of programs that we would not otherwise be able to fund—art workshops, lectures, presentations, performances, and more.

Thank you for completing the FY2023 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2023 (July 1, 2022-June 30, 2023)



Regional library system name:

Full-time equivalents (FTE) funded with ACHF :
Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY23 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Administration (5%)	\$5,222.04	
Other (auto sums from info entered below)	\$203,659.37	
TOTAL	\$208,881.41	

Other estimated expenses (will be included above)	FY23 Estimated Expenditures	Notes
Contracted services	\$196,659.37	
Personnel	\$7,000.00	
Subgrants	\$0.00	
<i>(Other--please specify; insert rows as needed)</i>	\$0.00	
Total Other	\$203,659.37	



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

Board of Trustees 2023 Meeting Schedule

St. Cloud Public Library at 6:00 p.m.

The scheduled dates are the third Tuesday of each month, notice pursuant to Minn. Statute 13D.04, Subd. 1.
Special meetings are outside of the regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 2.

January 17 – Annual Meeting

February 21 – Work Session

March 21

April 18 – Work Session

May 16

June 20 –Work Session

July 18

August 15 – Work Session

September 19

October 17 – Work Session

November 21

December 19 – Work Session

July 19, 2022



**Library Services and Technology Act (LSTA) Grant
FINAL GRANT PROJECT REPORT
Federal Fiscal Year 2021**
For activities taking place between July 1, 2021 and June 30, 2022

FINAL REPORT INSTRUCTIONS

Please submit your final grant reporting **by July 31, 2022**. Please use plain language and be concise in your narrative. When complete, your Final Grant Report Word document should be no more than 14 pages.

Email the following to Tamara Lee at tamara.lee@state.mn.us:

1. The signed completed 2021 Final Grant Project Report as a PDF document (.pdf)
2. The completed 2021 Final Grant Project Report as a Word document (.doc)
3. The 2021 LSTA Final Grant Project Expenditures in as an Excel spreadsheet (.xls)
4. The final Financial Reporting Form (FRF) as a PDF document (.pdf)
5. Attachments (optional)

PROJECT INFORMATION AND SIGNATURES

PROJECT INFORMATION	
Project title	Advancing Equity and Inclusion in Central Minnesota Libraries
CONTACT INFORMATION FOR PERSON WHO PREPARED THIS REPORT	
Name	Karen Pundsack
Phone number	320-650-2512
Email address	karenp@grrl.lib.mn.us
SIGNATURE(S)	
I certify that to the best of my knowledge the provided information is true and accurate.	
_____ Official with authority to sign	_____ Date
_____ Library Director/Media Specialist (if not the official with authority to sign)	_____ Date



This project is funded with a grant from the Minnesota Department of Education using federal funding, Library Services and Technology Act [LS 00-20-0024-20].

PROJECT INFORMATION

1. Project Abstract:

Briefly summarize the project's accomplishments and the audience reached. Assess the overall success of this project in meeting the LSTA subgoal selected in the grant application. This summary will be used to report to the Institute of Museum and Library Services and will be made public.

By tapping local diversity, equity, and inclusion experts, GRRL took steps to diversify our future workforce. Through this grant, we hired external consultants with HR and DEI expertise to examine our staff recruitment processes and policies. They reviewed our job descriptions through an equity and accessibility lens using resources from CareerForce to find improvements.

We also hired experts to train library staff on working with people from different backgrounds and abilities. Staff learned strategies to welcome and respond to every person who comes through the library doors. Staff took part in online trainings through Ryan Dowd's Homeless Library Academy. The trainings covered a variety of topics such as working with people experiencing mental health challenges or brain injury. The shared training experiences helped to build a common understanding and vocabulary across the entire region on how to offer a welcoming library experience to people of various backgrounds.

2. Project Partner(s):

Please list partners included in your approved project plan as well as any other(s) that were part of the project and that your organization had a formal agreement with.

Partner Name: Filsan Talent Partners

Address / City / Zip: 3333 W Division St, Ste #112A, St. Cloud, MN 56301

3. Project Locale(s):

If project activities took place at locations other than the administrative entity, please list all locations below.

Institution Name: NA

Address / City / Zip:

4. Project Activities:

When writing your activity description, be sure to incorporate all relevant parts of the approved project plan. This includes, describing project staff (and partner) roles and responsibilities and LSTA and/or cost share funded purchases that were part of the activity. In addition, please respond to the specific questions in the activity description instructions.

Activity One:

Activity Type: Instruction Program

Activity Title: Staff training

Activity Description:

This activity focused on building staff knowledge and confidence in working with patrons from marginalized populations. Trainings were offered virtually through the Homeless Library Academy. In-person training was offered to all staff on cross cultural communication, working with people with disabilities and mental health.

Required Activity Outputs:

If the output type is not applicable to this activity – enter n/a (not applicable).

- 1) Average session length (minutes): 60
- 2) Number of sessions in program: 30
- 3) Average number in attendance per session: 45
- 4) Number of times program administered: NA
- 5) Other relevant output, please describe: 185 staff members – attended in-person training, 153 staff members completed one or more virtual training sessions through the Homeless Library Academy

Activity Beneficiaries (primary audience):

Select one or more of the following activity target age groups.

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> All ages | <input type="checkbox"/> 13-17 years | <input checked="" type="checkbox"/> 50-59 years |
| <input type="checkbox"/> 0-5 years | <input checked="" type="checkbox"/> 18-25 years | <input checked="" type="checkbox"/> 60-69 years |
| <input type="checkbox"/> 6-12 years | <input checked="" type="checkbox"/> 26-49 years | <input type="checkbox"/> 70+ years |

If the activity is directed at ethnic or minority populations, select one or more.

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input checked="" type="checkbox"/> Not Applicable |

Is the activity directed at families? Yes No

Is the activity directed at intergenerational groups (does not include families)? Yes No

Is the activity directed at immigrants/refugees? Yes No

Is the activity directed at those with disabilities? Yes No

Is the activity directed at those with limited functional literacy or informational skills? Yes No

Is the activity directed at groups that fall into a category not already captured? Yes No

If Yes, please describe:

Activity Outcomes:

Total number of survey responses: 122

All survey respondents identified at least one new strategy to make the library a more welcoming space.

53% of respondents said they were confident or very confident in working with patrons experiencing homelessness.

73% of respondents said they were confident or very confident in working with people of differing backgrounds.

81% of respondents said they were confident or very confident in working people with disabilities due to physical, mental or emotional impairments.

47% of respondents said they were confident or very confident when responding to those with mental health challenges.

Activity Two:

Activity Type: Policy review

Activity Title: Review recruitment and hiring processes, polices and job descriptions

Activity Description:

Filsan Talent Partners was hired to review job descriptions, recruitment and hiring policies and processes through an equity and accessibility lens.

Required Activity Outputs:

If the output type is not applicable to this activity – enter n/a (not applicable).

- 1) Presentation/performance length (minutes): NA
- 2) Number of presentations/performances administered: NA
- 3) Average number in attendance per session: NA

Activity Beneficiaries (primary audience):

Select one or more of the following activity target age groups.

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> All ages | <input type="checkbox"/> 13-17 years | <input checked="" type="checkbox"/> 50-59 years |
| <input type="checkbox"/> 0-5 years | <input checked="" type="checkbox"/> 18-25 years | <input checked="" type="checkbox"/> 60-69 years |
| <input type="checkbox"/> 6-12 years | <input checked="" type="checkbox"/> 26-49 years | <input type="checkbox"/> 70+ years |

If the activity is directed at ethnic or minority populations, select one or more.

- | | |
|--|---|
| <input checked="" type="checkbox"/> American Indian or Alaska Native | <input checked="" type="checkbox"/> Hispanic or Latino |
| <input checked="" type="checkbox"/> Asian | <input checked="" type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input checked="" type="checkbox"/> Black or African American | <input type="checkbox"/> Not Applicable |

Is the activity directed at families? Yes No

Is the activity directed at intergenerational groups (does not include families)? Yes No

Is the activity directed at immigrants/refugees? Yes No

Is the activity directed at those with disabilities? Yes No

Is the activity directed at those with limited functional literacy or informational skills? Yes No

Is the activity directed at groups that fall into a category not already captured? Yes No

If Yes, please describe:

Activity Outcomes:

At their May 2022 meeting, the GRRL Board approved job description changes for eight positions based on Filsan Talent Partners recommendations.

Activity Three:

Activity Type: Instruction Program

Activity Title: Supervisor Training

Activity Description:

Supervisors took part in an in-person training on interviewing and implicit bias.

Required Activity Outputs:

If the output type is not applicable to this activity – enter n/a (not applicable).

- 1) Average session length (minutes): 60
- 2) Number of sessions in program: 1
- 3) Average number in attendance per session: 40
- 4) Number of times program administered: 1
- 5) Other relevant output, please describe: NA

Activity Beneficiaries (primary audience):

Select one or more of the following activity target age groups.

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> All ages | <input type="checkbox"/> 13-17 years | <input checked="" type="checkbox"/> 50-59 years |
| <input type="checkbox"/> 0-5 years | <input type="checkbox"/> 18-25 years | <input type="checkbox"/> 60-69 years |
| <input type="checkbox"/> 6-12 years | <input checked="" type="checkbox"/> 26-49 years | <input type="checkbox"/> 70+ years |

If the activity is directed at ethnic or minority populations, select one or more.

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input checked="" type="checkbox"/> Not Applicable |

Is the activity directed at families? Yes No

Is the activity directed at intergenerational groups (does not include families)? Yes No

Is the activity directed at immigrants/refugees? Yes No

Is the activity directed at those with disabilities? Yes No

Is the activity directed at those with limited functional literacy or informational skills? Yes No

Is the activity directed at groups that fall into a category not already captured? Yes No

If Yes, please describe:

PROJECT EVALUATION

5. Project Findings and Outcomes:

Please describe your project's success in achieving its intended outcomes by responding to the following prompts.

List the important findings and outcomes from your project:

Simplifying job descriptions and adding a commitment to growth statement has improved responses to our job postings. We have seen an observable uptick in the diversity of applicants and new hires since making these changes.

Offering staff-wide training on working with patrons with disabilities, cross-cultural communication and serving patrons with mental health challenges has created a common language and understanding across the library system.

Based on pre- and post-training surveys, staff grew confidence in working with people experiencing homelessness, working with people of different backgrounds, working with people with disabilities due to physical, mental or emotional impairments and responding to those with mental health challenges.

Feedback from survey participants was that the language used in Charities Review Council's DEI Toolkit Survey is confusing and complex. This negatively impacted the response rate and survey validity. Survey response was lower than when it was administered by GRRL in 2020 in spite of a similar method of distribution.

Briefly describe importance of these findings for future program planning:

Filsan Talent Partners provided additional recommendations to make GRRL hiring, recruitment and retention more inclusive. We will continue to move forward with their recommendations to update other job descriptions and GRRL policies on discrimination. We also plan to incorporate some training sessions into our orientation for new staff.

What methods did you use to assess project outcomes? Check all that apply.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Survey | <input type="checkbox"/> Interview/Focus Group |
| <input checked="" type="checkbox"/> Participant Observation | <input type="checkbox"/> Other, please describe |
| <input type="checkbox"/> Review of Administrative Data | |

6. Lessons Learned:

Having an outside partner review our job descriptions and hiring practices helped to add a new perspective on how we could successfully recruit new staff from a wider range of experiences.

7. Sustainability:

Do you anticipate continuing this project after the current reporting period ends? Yes No

If Yes:

Do you anticipate any change in level of effort? Yes No
If yes, please briefly describe any changes in the level of effort.

We will continue training opportunities for staff members, but will be more limited in the amount of time we can dedicate to this activity.

Do you anticipate any change in the project's scope? Yes No
If yes, please briefly describe any changes in the project's scope.

We hope to expand the job description changes to more positions in the future.

Do you anticipate any other changes in the project? Yes No
If yes, please briefly describe any other anticipated changes.

If No:

Please describe how the activities that were made possible by this grant project may continue to benefit the beneficiaries:

The job description changes will carry forward with future job postings.

PROJECT BUDGET INFORMATION

8. Project Expenditures:

Please report this project's LSTA and Grantee Cost Share expenditures on the 2019 LSTA Final Grant Project Expenditures Excel spreadsheet.

ATTACHMENTS

9. Grant Products:

If your project created bibliographies, brochures, online tools and guides, etc., please attach digitized files to your email submission and/or include hyperlinks in this section.

Attached are the general recommendations from Filsan Talent Partners on the job description changes.

10. Other Grant Related Materials:

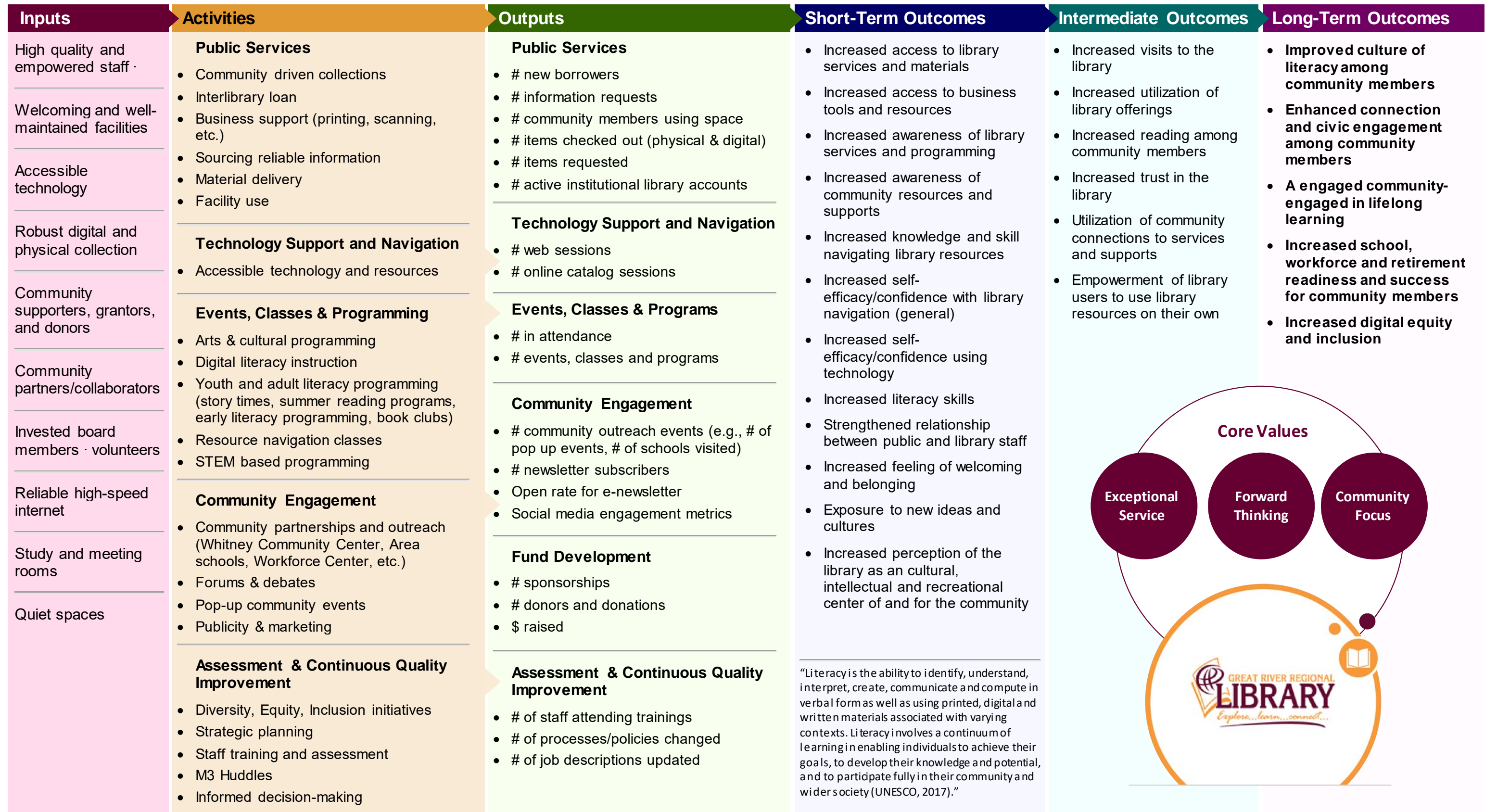
If you have other materials relevant to this project, such as photographs, survey questions, news clippings, reports and impact statements from participants or residents of the community, etc., please attach digitized files to your email submission and/or include hyperlinks in this section.

If appropriate, please mail hardcopies of attachments to:

Tamara Lee - State Library Services
Minnesota Department of Education
400 Stinson Blvd NE
Minneapolis, MN 55413

July 19, 2022

Great River Regional Library Logic Model



Great River Regional Library

Evaluation Plan 2022-2023

We understand Great River Regional Library (GRRL) is interested in conducting an evaluation of system-wide outcomes for the purposes of continuous quality improvement. In addition to the outcomes listed in the logic model (see Appendix), GRRL wants to learn whether the programming currently offered aligns with the preferences, desires, and needs of the communities they serve. Given organizational capacity and what was identified as most important to measure, we propose the following evaluation questions in Year 1. These questions are primarily focused on community preferences, needs, and key short-term outcomes related to access to services and literacy. Future evaluation efforts can focus on additional outcomes listed in the logic model.

Year 1 evaluation questions

Access outcomes

1. How are patrons accessing library services and materials? How are patrons accessing library business tools and resources?
2. What are community perceptions of the accessibility of library services and materials? What are community perceptions of the accessibility of the library's business tools and resources?
3. Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Who is not accessing the library's business tools and resources?
4. To what extent has patron access to library services and materials increased? To what extent has patron access to the library's business tools and resources increased?¹

Literacy outcomes

1. What library programs and services, including in-person and digital, are aimed at increasing literacy?
2. To what extent do key programs and services contribute to increased literacy for participants?

Additional needs assessment questions

1. What types of library services do community members need or desire? Particularly for key demographic groups?
2. How can the library increase access to library services and materials for those who need it?
3. What type of programming or services can the library offer that will increase literacy among community members?

¹ We will need to define increased access to understand how to measure it.

Evaluation plan matrix

The following table lists Year 1 evaluation questions alongside their potential measures, including indicators, data sources, and data collection methods or tools. The methods proposed are a menu of options for consideration. Data sources include data currently tracked by GRRL and potential new sources from both existing tools and tools that will need to be developed. There are many different ways to answer evaluation questions and measure key outcomes. In most cases, we propose multiple methods, as having several different data sources can increase confidence in your evaluation findings. Some methods are more rigorous than others and may require support from an evaluator.

Evaluation questions	Indicator(s)	Data source(s), data collection method(s)/tool(s)
How are patrons accessing library services and materials? How are patrons accessing library business tools and resources?	Counts of the type of help requested # community members using space # items checked out (physical and digital) # items requested # in attendance Patron feedback Staff perception	Staff observation Administrative data Community survey Focus groups with library users Talkback boards Interviews with library staff
What are community perceptions of the accessibility of library services and materials? What are community perceptions of the accessibility of the library's business tools and resources?	Overall customer satisfaction Patron perceptions of barriers to access Staff perceptions of barriers to access	Community survey Talkback boards Focus groups with library users and non-users Interviews with library staff Project Outcome – Economic Development Survey (note this tool measures awareness rather than accessibility)
Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Who is not accessing the library's business tools and resources?	Types of participants in attendance (requires collecting demographic data – only applies to community survey or focus groups if conducted by external consultant) Feedback from community members (library users and non-users)	Administrative data Staff observation Community survey (analysis to compare demographics of library users to St. Cloud area population demographics) Focus groups with library users and non-users Talkback boards

Evaluation questions	Indicator(s)	Data source(s) or data collection method(s)/tool(s)
To what extent has patron access to library services and materials increased? To what extent has patron access to the library's business tools and resources increased?	Review these numbers over time – include benchmarks for progress monitoring: # community members using space # items checked out (physical and digital) # items requested # in attendance Perception of library users	Administrative data Focus groups with library users
What library programs and services, including in-person and digital, are aimed at increasing literacy (including digital)?	List of programs across the system and any evidence that supports their efficacy	Administrative data Supporting research literature
To what extent do key programs and services contribute to increased literacy for participants?	Self-perception of program participants and parents/caregivers	Talkback boards Project Outcome Surveys: Education/Lifelong Learning Summer Reading Teen/Child Summer Reading Caregiver Summer Reading Adult Digital Learning
Needs assessment questions		
What types of library services do community members need or desire? Particularly for key demographic groups?	Patron feedback Community partner feedback	Community survey – analyze by respondent demographics Focus groups with key demographic groups Interviews with local service providers and community partners
How can the library increase access to library services and materials for those who need it?	N/A	Literature review to identify evidence-based practices Focus groups with library user and non-users or lapsed borrowers
What type of programming or services can the library offer that will increase literacy among community members?	N/A	Literature review to identify evidence-based programs

New data collection methods

To answer the evaluation questions, Wilder recommends GRRL develop and implement the following new data collection methods and tools based on your capacity and resources.

Project Outcome surveys

Project Outcome is an online platform that helps libraries evaluate essential programs and services they may offer through simple surveys and analysis. Libraries registered with Project Outcome have access to patron surveys plus resources to help them plan, implement, and analyze results. Project Outcome provides surveys in seven key services areas: Civic/Community Engagement, Digital Learning, Early Childhood Literacy, Economic Development, Education and Lifelong Learning, Job Skills, and Summer Reading. Some of the surveys can be administered at two points; immediate and follow-up. Immediate surveys measure the immediate benefits of a library program or services, most often utilizing Likert-scale responses. Follow-up surveys are designed to be completed 4-8 weeks after a library program or series is completed. This type of survey is designed to measure whether participants experience behavior change or whether there is continued or sustained benefit as a results of the program or service. These surveys often include “yes/no” and “please explain your response” questions. These tools could be used to understand literacy skills gained from GRRL’s programming.

- **Implementation recommendations:** Each survey preloads the standard project outcome questions based on the selected survey topic, and each survey allows for adding up to three questions of the library’s choosing. Libraries can either download the paper surveys or create a survey link sent out from the library email system. Paper surveys can be easily entered into the management tool once collected. The survey results are automatically aggregated into several reporting tools allowing for libraries access to raw data, data dashboards, and summary reports. This makes it easy for libraries to review, analyze, and share results. Libraries can also see how they compare to regional, state, and national averages. We recommend implementing paper surveys immediately after a program or activity is completed, with a survey link emailed to participants 4-8 weeks after the program or activity for follow-up. The main limitation of Project Outcome is that it is less customizable compared to developing a custom survey instrument and programming it through a platform like Survey Monkey or Alchemer.
- Evaluation question(s) method would address:
 - What are community perceptions of the accessibility of library services and materials? Business tools and resources? [Economic Development Survey]
 - To what extent do key programs and services contribute to increased literacy for participants? [Education/Lifelong Learning, Summer Reading Teen/Child, Summer Reading Caregiver, Summer Reading Adult, Digital Learning]

Community survey

St. Cloud State University and GRRL conducted a community survey in 2018 to understand central Minnesotans' attitudes and behaviors relevant to library use or non-use, including library services and satisfaction. This survey would be an appropriate tool to use annually to measure changes over time and respond to the community's evolving needs. The survey includes both quantitative and qualitative questions and could be easily implemented online and using a paper form. We would also recommend adding questions that relate to outcomes identified in the logic model or that align with evaluation questions for the year. Making adjustments to the survey to answer your evaluation questions might involve eliminating some of the questions in the survey to keep it short enough to ensure a good response rate.

- **Implementation recommendations:** We recommend conducting this survey annually via a web-based platform or a mailed survey packet. The latter is more costly but may reach people without access to the internet. This will ensure that GRRL is hearing from both users and non-users, and will facilitate participation from key demographics. We recommend mailing surveys to a random sample of households within central Minnesota, utilizing a service like Marketing Systems Group that can provide address-based samples.
- Evaluation question (s) method would address:
 - Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Business tools and resources?
 - What types of library services do community members need or desire? Particularly for key demographic groups?

Focus groups

Focus groups are a great way to gather in-depth qualitative data, getting at questions of “how” and “why.” Ideally, in-person focus groups have 8-12 participants. Virtual focus groups should be smaller, with 6-8 participants. Participants should have something in common such as similar traits, experiences, or demographics. It is recommended to do 3-4 focus groups for each type of participant group to reach data saturation (i.e., start to hear the same information/themes). Each focus group should last around 1.5-2 hours; anything longer may lead to fatigue amongst participants and result in poor data.

- **Implementation recommendations:** Wilder recommends working with an external consultant or utilizing a staff member with skills and prior experience in developing focus group questions to develop a focus group protocol for library users, non-users, and staff. We recommend 3-4 focus groups per participant type to ensure GRRL will have meaningful data, with the understanding that this is not always possible due to limited resources. Always report your methods and state the limitations of the data clearly. Focus groups can be held in-person or virtually. To ensure accessibility, use whatever platform will increase participants' comfort and willingness to participate. For example, conducting an in-person group with older adults may be ideal, given varying digital and tech literacy. When in doubt, ask the participants their preference. It is best to have an external contractor facilitate focus groups to ensure that participants feel that they can answer honestly; however, that is not always possible. If you are hosting focus groups with non-English speakers, a translator who understands how to facilitate focus groups should be hired. This can be done either through a professional translation service or by working with a local culturally specific organization or service provider. Always provide an incentive/compensation to focus group participants to thank them for their time; Wilder has provided incentives ranging from \$25-\$40 for focus groups similar to what GRRL would host. In addition, if focus groups are conducted in person, providing food and beverages is also recommended. Lastly, the focus group should be conducted in a comfortable, familiar, and easily accessible location for participants. The best location may be the library, a local school, or a recreation/community center. Focus groups would require GRRL to analyze the qualitative data or hire an outside consultant who is skilled in this type of analysis.
- Evaluation question (s) method would address:

- What are community perceptions of the accessibility of library services and materials? Business tools and resources?
- Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Business tools and resources?
- To what extent has patron access to library services and materials increased? Business tools and resources?
- What types of library services do community members need or desire? Particularly for key demographic groups?
- How can the library increase access to library services and materials for those who need it?

Interviews

Interviews are a great way to collect both quantitative and qualitative data from individuals on a one-on-one basis. The sample size for interviews can have a wide range and are most often determined by the budget. Interviews are more cost prohibitive compared to methods like web surveys. Ideally interviews will last 30-60 minutes.

- **Implementation recommendations:** Like focus groups, Wilder recommends working with an external consultant or utilizing a staff member skilled in developing interview questions to create the interview protocol. We recommend recruiting at least 20 participants (less for the internal staff is acceptable). Wilder recommends hiring an external interviewer to collect data to ensure that participants feel comfortable and can share their opinions honestly. Like focus groups, if you are interviewing populations who speak a language other than English, a professional interpreter who knows how to conduct interviews should be hired. We recommend providing an incentive or compensation of a \$25-\$30 for an hour-long interview. An incentive is not necessary for interviewees for whom participation is a part of their professional role.
- Evaluation question (s) method would address:
 - What are community perceptions of the accessibility of library services and materials? Business tools and resources?
 - What types of library services do community members need or desire? Particularly for key demographic groups?

Literature review

Literature reviews are an excellent tool to understand best practices identified through research around a specific topic. Available research findings can inform program theory, design, implementation, and evaluation. They can be as comprehensive or focused as is helpful to answer the research question at hand. Literature reviews are often used internally to inform program design and theory, which are then evaluated.

- **Implementation recommendations:** Wilder recommends reviewing research literature that identifies evidence-based practices that libraries and other similar institutions (e.g., museums) have used to increase access to services and materials for patrons and visitors. Additionally, we recommend a literature review to examine what programs or services other libraries and similar institutions have offered to increase literacy. In both these reviews, potential surveys or other research or evaluation methods may emerge that the library may want to consider implementing further down the road. The information collected during the literature reviews would be beneficial when thinking about evaluation methods and questions for the future or using the results to change GRRL services or programs.
- Evaluation question (s) method would address:

- How can the library increase access to library services and materials for those who need it?
- What type of programming or services can the library offer that will increase literacy among community members?

Observations

Observations can be formal and informal ways to understand how patrons may be using library services and materials or how materials could be more accessible. Formal observations require staff to fill out an observation instrument detailing what they see or hear from patrons. Ideally, there are set categories of what you are observing. For example, the observer might document ways in which patrons access services. For formal observations, there is a set period when observations occur – once that time is up, the data collected are analyzed, and patterns, trends, or numbers are reported based on the data collected. Informal observations require staff to jot down notes about patterns they see or things that they observe that help answer the key research questions. Informal observation may allow for changes in real-time. Observations can be used during programs, classes, or events and by staff throughout their daily routines. Observations **should not** be used to determine demographics (e.g., gender, age, race).

- **Implementation recommendations:** Wilder recommends that GRRL encourage staff to observe how patrons access services and materials and consider how these materials could be more accessible to patrons. This could be done informally by encouraging staff to jot things down and provide that feedback to supervisors on a timed basis, such as quarterly check-ins. Observing how patrons are accessing services and materials should be as consistent as possible since this could change (e.g., patrons may be accessing services digitally more often during the school year than in the summer). Because informal observations are time and cost-effective, it would be advised to encourage staff to observe patrons as much as possible to gain more insight into who is accessing resources through GRRL.
- Evaluation question (s) method would address:
 - How are patrons accessing library services and materials? Business tools and resources?
 - Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Business tools and resources?

Talkback boards

Talkback boards are interactive and participatory ways to gather feedback on a prompt (typically a single prompt). Patrons are encouraged to write a short response on the board or use a sticky note that they can place on the board. Talkback boards allow for a quick and immediate response that captures qualitative data about their feelings, actions, interests, ideas, or next steps based on their experiences in a program, activity, or their time at the library during that visit. Talkback boards can be used to measure short-term outcomes. For example, to understand how to improve an experience or encourage a repeat visit, one prompt could be “I would come to the library more if...”

Implementation recommendations: We recommend having a talkback board in a place visible to patrons entering and exiting the building. Having a staff member inviting patrons to interact with the board would also help increase the response rate. Ideally, we recommend that another data source is used to triangulate the findings from a talkback board. Library staff would be responsible for managing and analyzing the qualitative results.

- Evaluation question (s) method would address:
 - What are community perceptions of the accessibility of library services and materials? Business tools and resources?
 - Who is not accessing library services and materials? How could library services and materials be more accessible to community members? Business tools and resources?

Evaluation best practices

We present the following recommendations to ensure data on prioritized outputs and outcomes are collected and managed in a feasible and streamlined way that reduces staff burden and produces a desirable response rate.

Develop a data management system. Because GRRL currently collects a great deal of data, it is important to have a system to store, compile, and use the data. Wilder Research recommends a user-friendly system to manage data, such as creating Excel spreadsheets. Excel has many functions that can be used to improve data management, such as filters, drop-down options, and formulas and macros that can summarize data.

Incorporate data collection processes into GRRL operations. Wilder Research understands that GRRL may not have the staff capacity or resources to collect data. Wilder recommends identifying a specific and consistent process for data collection processes, such as making it a habit to hand out surveys at the end of each program or sending yearly surveys to your email database. Wilder also recommends emphasizing the importance of this data collection work when communicating with staff and participants (e.g., these data can help secure additional funds and can be used to inform improvements in how GRRL operates).

Prioritize the data that are collected and analyzed. Wilder Research understands there are some data collection measures GRRL is required to collect (e.g., for state reporting) and that some of these data are not meant to be used to evaluate the program's impact. Accordingly, we suggest GRRL prioritize the evaluation data they collect by using the below criteria:

- Are these data of interest to current or potential funders or stakeholders?
- As a whole, do these data demonstrate the impact of GRRL?
- Are these data easy to collect, and is burden low for both staff and participants?

Additionally, we recommend that in the future GRRL develop one tool that collects data to measure several different outcomes listed in the logic model (e.g., community survey).

Informed consent. It is recommended that every participant, no matter the method of data collection, has all the information they need in order to make an informed decision about their participation. A few key parts of informed consent are understanding:

- The purpose of the study
- Participation is voluntary and participants can stop at any time
- Participants and their answers will not affect their relationship with or services from GRRL
- Benefits and potential risks to participants
- Answers are confidential and will not be used for other purposes

Utilize web-based survey software. Wilder recommends that GRRL look into using a software program like Alchemer or Survey Monkey, to increase accessibility and simplify data management and analysis. Some survey software allow QR codes to be created that could be printed on patrons' book receipts which could allow GRRL to create a standard visitor survey that could be ongoing.

Implement strategies to improve response rates. Wilder Research understands GRRL has encountered challenges related to response rate. To improve response rates, we have the following recommendations:

- **Incentives.** Offering incentives to participants who complete data collection tools is a highly effective strategy for improving response rates. GRRL could provide incentives in a variety of formats. Other non-monetary incentives could include bookmarks, stickers, small prizes, late fee being waved, etc. We understand this can be challenging for libraries that are only allowed to distribute items of nominal value. We recommend connecting with libraries that have found a workaround (e.g., MELSA, Saint Paul Public Library, and Rochester Public Library).
- **Staff encouragement.** Involve staff in asking patrons to complete surveys. Ensure staff members have access to the survey either in hard copy form or a link where patrons can access the survey. Build shared ownership by involving staff in the planning process. Staff may also be incentivized to participate if they are informed of how results from the survey will be used and that their input be used to inform decisions. Additionally, sharing example reports of similar surveys could help staff recognize the value of conducting surveys. Further, ensure staff members understand the importance of the survey so they are able to convey those messages to patrons.
- **Ensure accessibility.** Make sure surveys are available in different formats so that everyone can participate. If the survey is primarily online, have physical copies available to those without access to the online version or who prefer a physical copy. Additionally, have a computer, tablet, or paper copies available by the entry/exit doors so that patrons can easily take the survey onsite. It is also recommended that data collection occur in languages other than English to meet the community's language needs, when and if possible. For example, St. Cloud has a high population of Somali residents. Survey materials should be translated into Somali and focus groups should be conducted in Somali by a Somali speaker. All materials are ideally translated through professional translators or translation services.

Appendix

Background

Wilder Research worked with Great River Regional Library to develop a logic model to guide future evaluation activities and support their strategic plan. As part of this process, Wilder Research facilitated two logic modeling workshops with staff and board members to identify critical inputs, activities, and outcomes for the library system. During the first session, participants learned about the purpose and use of a logic model and its components. The second workshop allowed participants to brainstorm short-term, intermediate, and long-term outcomes for the library system. Wilder developed a draft logic model based on detailed notes from discussions during the workshops and produced a final draft based on additional feedback.

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Information. Insight. Impact.

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For more information

This summary presents the *Great River Regional Library Evaluation Plan 2022-2023*.

For more information about this report, contact Anna Granas at Wilder Research, 651-280-2701 or anna.granas@wilder.org.

Authors: Anna Granas & Maria Robinson

Executive Director Report July 2022

Leadership Support Team (LST)

The team reviewed plans for the transition in Human Resources (HR) due to retirements. The goal for the summer is to have minimal HR service/communication interruptions. Based on the evaluation, the Associate Director – HR position was posted at the beginning of July.

We went over quarter two projects and updated deadlines. The Library Development Plan update will continue with a goal of completing the assessments by August and a possible presentation to the GRRL Board this fall. Small group meetings and organizational training were combined and reassigned to quarter three.

Day at the Desk

I spent two days in Buffalo at the beginning of June to help with onboarding Katie Teesdale, our new Library Services Coordinator (LSC). It was a busy couple of days at the beginning of Summer Reading Program. The Raptor Center presented to a crowd of over 100 people on my second day there. The presenters engaged the entire audience, young and old. The highlight was the bald eagle, which spread its wings in the children's area for everyone to see.

Labor Management Committee

The Labor Management Committee continued its work on reviewing our benefit plan structure. We had good discussion about concerns that have been shared and the timeline for further evaluation of benefits. At this point, we are waiting for our renewal information from Medica, which we anticipate will be sometime in the fall.

Highlighted Executive Director Activities since Jan. Board Meeting

May 18 – St. Cloud Chamber Government Affairs Committee, LST Board follow-up meeting, Labor Management Committee, MLA Q2 Subunit Leadership Check-in
 May 19 – Meeting with Chase Ambrosia on benefits planning
 May 26 – Long Prairie Chamber, CRPLSA online meeting
 May 31 – Labor Management Committee
 June 1 – MLA Legislative Committee, CMLE Board
 June 2 – Leadership Support Team
 June 7 – Training with new LSC Katie Teesdale in Buffalo
 June 8 - Training with new LSC Katie Teesdale in Buffalo
 June 9 – Meeting with Chase Ambrosia on benefits options, Stearns County Human Services Advisory Council, St. Cloud Reading Room
 June 16 – Quarterly Business Report, CRPLSA meeting with state librarian
 June 17 – MLA Q2 Debrief and Q3 Planning
 June 20 – MLA Board of Directors
 June 22 – LST meeting
 June 27 – EPIC initiative touch-base meeting

June 29 – Leadership Support Team

July 6 – MLA Legislative Committee

July 7 – Meet with AFSCME reps regarding Technical Services proposal

July 13 – Fund Development Committee

July 14 – State Library Services directors online meeting

July 18 – MLA Board of Directors

Management Reports July 2022

Amy Anderson
Accounting Coordinator and Interim Associate Director of Human Resources

Accounting

Linda Treb, Accounting Specialist, and I have visited several new Library Service Coordinators (LSC) to train on the cash report and gift fund processes as part of the onboarding process. Individualized training has been a great way to learn more about each branch, their unique needs, and helped streamline our training methods. I thank Linda for following up with the new LSCs afterward and being a valued resource for all things related to cash reports and gift fund purchases.

Vehicle Replacement

The Ford Transit van purchased in 2021 is slated for an August production date. Delivery is anticipated to be early September. The local market has several used van options, but prices remain outside of our budget parameters. For this reason, the Distribution team has continued to schedule routine maintenance and complete necessary repairs. The new relationship with a different repair shop continues to be a reliable and trusted resource.

Human Resources (HR) Transition

I thank Dezra Rittmann, HR Generalist and Erin Mallo, HR Generalist Intern, for their dedication and flexibility as the Human Resources Department transitions. Both have been working to minimize disruptions in service. Both have identified several efficiencies in their job assignments. Dezra and Erin continue to learn as quickly as possible and have been very receptive to the needs of all Great River employees.

One of the biggest opportunities identified during this time is moving the payroll and benefits administration tasks to the Accounting department. This will allow both departments to work together in the most efficient way possible. Changes implemented to the payroll process have streamlined job tasks and eliminated redundancy in duties and reporting.

Investments

On June 30, the interest rates for Bremer and MAGIC savings were 0.15 percent and 1.01 percent, respectively. The GRRL investment portfolio’s average rate of return has increased to 0.94 percent from 0.28 percent in December 2021. The last certificate of deposit (CD) renewed during the pandemic (0.05 percent) will mature in August. The investment rates of local institutions and MAGIC are reviewed bi-weekly. CD investments are made for short terms to maximize 2022 interest income. These developments align with Goal 1 of the Strategic Plan priority of Operational Excellence and the objective of maximizing library financial investment options.

Matured CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Net Rate of Interest</u>	<u>Interest at Maturity</u>
Planters Bank, (Formerly First Capital)	05/06/2022	\$248,000.00	0.15%	\$1,110.90
Patriot Banks, TN	05/02/2022	\$248,000.00	0.15%	\$1,110.90

Purchased CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Net Rate of Interest</u>	<u>Interest at Maturity</u>
Mainstreet Bank, VA	01/31/2023	\$246,000.00	1.70%	\$3,093.53
Merrick Bank, UT	02/14/2023	\$247,000.00	1.55%	\$3,828.50
New Omni Bank, CA	05/22/2023	\$245,000.00	1.98%	\$4,877.58
Blue Sky Bank, OK	12/07/2022	\$247,000.00	1.85%	\$2,436.16
American Plus Bank, CA	12/07/2022	\$248,000.00	1.45%	\$1,956.82

Letter of Credit

Letter of Credit No. 2234-8624 has been issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for \$200,000 and is dated June 16, 2022.

Brandi Canter
Lead Patron Services Supervisor

Working with Collaborative Partners to Provide Free Meals

GRRL is working with two different partners to provide free meals to children and individuals in need this summer. At the St. Cloud Public Library (SCPL), we have partnered with Yes Network to provide free meals Monday through Friday for children and youth up to 18 years of age. Yes Network provides the meals. SCPL staff and volunteers serve the meals in the Mississippi Room. The Leadership Support Team has provided backup support as well.

We are also working with Every Meal to be distribution sites for their Summer Meal Program. This program will provide free meal bags to 29 of our 32 libraries from July 29 through September 5. Meal bags contain enough for about four meals and are provided to any child, family or individual who needs them. Our partnership with Every Meal has been incredibly popular in the past. In March, GRRL participated in Every Meal's Spring Break Meal Program and provided nearly 3,000 four-pound bags of food to people in our communities. The December 2021 Winter Break program resulted in nearly 4,500 bags distributed.

Wrapping Up 2021-2022 Literacy Leadership VISTA Project

Heather Bean is our first-ever Literacy Leadership VISTA. She will finish her VISTA service with GRRL at the end of July. She is closing her project year with three literacy-based projects that are helping us meet our strategic goals in multiple ways. First, Heather is creating literacy-based passive programs for children ages 0 to 3, 3 to 12 and 12-18 years. These programs focus on reading, writing, music, drama and art. They will fit well with next year's Summer Reading Program and be usable after. Staff will be able to provide the programs both onsite in libraries as well as offsite for local daycares, businesses and community organizations.

Heather's VISTA project also focuses on training staff to improve their programming skills. She created an online training on best practices for program development. She took care to present information in a practical and understandable way. With this in place, new and experienced staff will have a pathway to find tools and ideas to make their programs more effective, engaging and fun. In mid-July, she will present in-person and online training to GRRL front-line staff. One of the online sessions will be recorded for future staff training.

Breanne Fruth
Communications & Development Coordinator

Fundraising

The 2022 Summer Reading Program (SRP) campaign is complete! Over the past few months, we have been asking businesses and organizations if they would like to support the library and their community's kids this summer through sponsorship. Now that SRP has begun, our final donations have come in for the campaign:

2022 SRP Goal: \$10,000
 Total Given: \$10,025
 2022 Sponsor Goal: 12 sponsors
 Total Sponsors: 13 sponsors

You can see the listed sponsors in our "Thanks 2022 SRP Sponsors!" story on our homepage. Thank you to those who helped share about this opportunity.

Communications and Development department is planning for our annual fall Friends Meet Friends event. This year we are collaborating with East Central Regional Library, so Friends of the Library groups from both regional library systems received Save-the-Date postcards. The event is scheduled for September 21 from 11 a.m. to 1.p.m. at the Elk River Regional Library. We are working with the Minnesota Association of Library Friends (MALF) for a guest speaker.



Communications

For the Summer Reading Program this year, we took a different approach to marketing. Instead of marketing through one media channel across the GRRL region, we went with a localized approach. Each Library Services Coordinator (LSC) was asked to complete a survey and select a marketing tactic from a list of options. The branches selected the following:

- Newspaper ads: Becker, Big Lake, Cold Spring, Richmond, Buffalo, Foley, St. Michael, Paynesville, Belgrade, Melrose
- Radio ad: Albany
- Billboards (digital): St. Cloud
- Outdoor vinyl banners: Clearwater, Staples, Eagle Bend, Swanville, Royalton
- Tall banners: Pierz, Long Prairie, Grey Eagle, Sauk Centre, Upsala, Elk River
- Outdoor foldable sign: Cokato, Howard Lake
- Whiteboard posters: Monticello, Annandale, Kimball, Little Falls
- Facebook boosted posts: Monticello, Annandale, Kimball
- Kickoff event materials: Waite Park, Rockford, Delano, Little Falls

Here are a few image examples of the marketing:

Newspaper ad:

**Join the Great River Regional Library
SUMMER READING PROGRAM
For kids ages 0 - 18**

June 6 - August 6

For registration details contact your library
or visit griver.org/kids/summer-reading-program



BELGRADE PUBLIC LIBRARY
324 Washburn Ave. • Phone: 320-254-8842

Outdoor vinyl banner:

A Book is a DREAM that you HOLD in your hands.

**SUMMER READING PROGRAM
SIGN-UP HERE**

Win prizes, fun reading challenges, crafts, activities,
performer events, and so much more.

Digital Billboards in St. Cloud:



**Summer Reading Program
June 6 - August 6**

**Read Beyond the
Beaten Path**

Stop by the St. Cloud Public Library or join online at griver.org

**Cara Langston
Patron Services Supervisor**

Summer Reading Program

Summer Reading Program activities are in full swing. Families and kids of all ages are enjoying outdoor themed programs and events throughout our branches. For example, several branches are hatching butterflies, and kids have loved visiting to see the changes from caterpillar to butterfly up close. There are camping themed story times and crafts to enjoy, too. Northern branch staff have a summer full of exciting Legacy programming with Bruce the Bug Guy, the Toro Puppet Show, and the Agate Man as only a few examples.

**Ryan McCormick
Patron Services Supervisor**

Personnel

Katie Teesdale was hired as the new Library Services Coordinator in Buffalo. Welcome Katie!

We also continued to fill vacant Library Aide and Library Assistant positions as quickly as we are able. However, there have been a number of times over the past few months when keeping the desks staffed

and libraries open was very difficult. I appreciate staff's flexibility and patience, and I hope staffing levels stabilize soon.

Summer Reading Program

The Summer Reading Program is off to a great start, with many branches reporting a fun and busy first month. St. Michael, for instance, has registered over 1,500 kids, surpassing last year's total. Kudos to staff, and a big thanks to the SRP volunteers who have already logged over 200 hours this summer.

Leadership Panel

In May, I participated in a panel presentation at the Minnesota Library Association's Institute for Leadership Excellence (MILE). I talked about our work at GRR and learned how libraries around the state are offering welcoming library service, developing community partnerships, and increasing patron access.

Jay Roos
Associate Director – Information Technology

Website Update

The public website upgrade is nearing the final stages. The initial content migration is done, and the site is up and running for staff to preview. The next stage will be a content freeze where no one adds or changes any content. During that time, the consultant will perform a gap migration of all data added or changed since the initial data migration. We expect the new site to go live before September. Hiring a consultant to help with this project was supported through American Rescue Plan Act (ARPA) funds.

Email Server Migration

Our email server migration took place on July 7. The former operating system had reached the end of support. As a result, the email software vendor would not supply new security patches. We also updated our email software to the latest version. We are now working out minor bugs and reestablishing communications between various systems and our email server.

ARPA Parking Lot Wireless

One of our ARPA projects is adding wireless access to library parking lots around the region. We were able to identify 12 locations where the city has agreed to participate. We have executed the best quote and are now waiting on equipment to arrive. Unfortunately, current estimates are for February 2023. In the meantime, a cabling vendor will go around to each site to install wiring and mounting hardware facing the parking lot at each location before the weather turns cold.

Jami Trenam
Associate Director – Collection Development

Wi-Fi Hotspot Expansion

Hotspots continue to be a popular collection item. Feedback from patrons and staff has been tremendously positive, and there is a waiting list at nearly every location. It is clear there is a high demand for the service. In response, the WiFi2Go program will expand this summer. We will add 150 additional hotspots with a longer checkout period. This will double the number of hotspots we can offer. We will also upgrade the existing equipment. The project should be complete by the end of September.

Library Development Plan

Two of our libraries, Cold Spring and Waite Park, experience a higher level of circulation than the shelving in the library can support. This means staff spend additional time managing the collection to fit the shelves. I recently conducted site visits with the Library Services Coordinator and Patron Services Supervisor at each library to explore whether a different type of collection model would address some of the challenges.

Expanding the Digital Library Collection

Digital Library circulation continues to trend above last year. The greatest growth is in the eAudiobook format. This year we supplemented the Digital Library budget with fund development dollars. This additional spending resulted in reducing the average wait time for a title from 52 days in January to 29 days in June.

Building Reports July 2022

Brandi Canter Lead Patron Services Supervisor

Belgrade

On June 3, Library Services Coordinator (LSC) Kateri Gruber and I met with Belgrade Mayor Leah Fernelius, City Clerk-Treasurer Connie Wold, and library board Vice President Mary Hagen. I requested the meeting to discuss the pattern of water intrusion in the Belgrade library in spite of exterior work done by public works. We had an excellent discussion. Mayor Fernelius shared that the water table in that area is high, and the library is built so that the floor is below ground level in the back. The city completed exterior work in the last few years, but this has not been successful long-term.

In June, the city completed work to the front of the building to reseal the façade. We are hopeful this work will prevent water intrusion there. Recently, Connie Wold informed Kateri that the city had hired a contractor to assess the problem. He recommended interior work such as base tiling and installing a water barrier along the back wall. The city will look at the possibility of doing that work in 2023.

Foley

The city is planning to complete its re-carpeting project later this year. Last year the carpet was replaced in city offices, the hallway, and council chambers. The library carpet will be replaced in November. LSC Shelly Kuelbs met in late June with city staff to discuss the project and timelines. We anticipate the library will need to be closed for approximately a week to give staff time to box up the collection and move it to the council chambers while workers move shelving and replace carpet in the library. While not much needs to be changed in the library in terms of layout, staff are planning to take the opportunity to change the layout of the back workroom for a more efficient workflow.

Paynesville

The city continues to work on a plan for a new library. The city engineer completed a structural survey of Washburne Court. The study indicated that there are no structural concerns for the floor level where a new library would be located.

St. Cloud

With parts still on backorder, public works notified us that the project to replace the second HVAC chiller has been pushed back to October. A few really hot days overtaxed the remaining chiller, and it struggled to keep the building cool enough. The compressor on our server room backup unit also failed, however our vendors were able to make those repairs.

On the evening of June 7, a patron outside the library flipped the table used by staff for curbside pickup. The table went into the glass to the left of the main entry doors, shattering the outer pane. Public works staff evaluated the glass and helped library staff set up barriers to ensure public safety. Unfortunately, this specific type of insulated glass has been discontinued and is now very expensive. The city is working with their vendor to find a less expensive option than the \$15,600 cost for an exact replacement. City estimates are that it will be at least August or September before the glass is replaced.

Ryan McCormick
Patron Services Supervisor

Howard Lake

Last month, the City of Howard Lake received a \$50,000 Hometown Grant from T-Mobile for the new building project. Congratulations to the city on this exciting award!

Delano

The Friends of the Library planned, and paid for, new signage. Images of book spines have been installed on the building's exterior, complementing the previously-added railroad images. The building looks great, and community feedback has been positive.

Cara Langston
Patron Services Supervisor

Cold Spring

Since touring library branches in April, there have been two additional concept reviews and meetings with the Cold Spring Building Committee, both of which I attended. During the June 28 Cold Spring City Council meeting, the committee put forward six different building concept combinations to the council. One proposal involved a stand-alone library on an unknown building site, and the other had the library and city administration in a remodeled current building.

During the city council meeting, I expressed the view that we would like the site with the least uncertainty—a spot in the existing city building remodel. After much conversation, the council declined to vote and will discuss and vote on the building recommendations at the city council meeting on the July 12. Most conversation centered on a potential fire hall without much discussion about library plans.

Eagle Bend

The library did not experience any damage from the May 30th tornado, and the library was closed the following day due to recovery efforts in the surrounding area. The Eagle Bend city administrator reports that the contractor expects to have materials for construction by the end of July with the building addition complete in September.

**Objectives and Key Results
2022-2025 Strategic Plan
Second Quarter**

Great River Regional Library		April	May	June	Q2 Cumulative	
Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.	Owner	Baseline Q2/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Establish partnerships	Patron Services	NA			(No data. Survey going out in July for first half of 2022)	
Expand the eBook, eAudiobook and database collection.	Owner	Baseline Q2/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	Q2 2022 - Cumulative
Digital Library circulation increases	Collection Development	66,142	25,537	24,172	24,622	74,331
Active Digital Library users increase	Collection Development	15,517	5,961	6,015	6,100	18,076
Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline - 2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	Q2 2022 - Cumulative
Key metric - New resident borrowers by library and regional increase	Leadership Support Team	3,901 - Q2/2021	1,481	1,759	2,596	5,836
Key metric - Total current resident borrowers by library and regional increase	Leadership Support Team	82,922 - 1/1/2022	82,039	82,144	82,302	82,302
Key metric - Items/checkout session by library increase	Leadership Support Team	6.73	6.26	6.15	5.99	6.28
Key metric - Circulation/Open Hour by library increases	Leadership Support Team	50	41	38	48	42 avg
Key metric - Circulation - physical materials	Leadership Support Team	610,437	200,306	187,549	239,057	626,912
Key metric - \$ collected - Miscellaneous receipts	Accounting	avg \$13,520/mo - 2021	\$9,516.27	\$6,906.60	\$8,826.73	\$25,249.60
Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries.	Owner	Baseline - 2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Develop staff skills and foster idea sharing between staff and libraries	Patron Services	NA		PS Specialist worked with SCPL staff to add merchandising throughout building	PS Specialist visited 3 branches (BR, BU, ER) to share tips	
Promote efforts on social media	Communications & Development	NA	Financial Literacy challenge in Beanstack; Ramadan book picks for children; National Car Care Month tips; National Library Week infographics	Posts on fishing guides available and Reading Across America challenge in Beanstack; DEI survey shared across platforms	Book picks for Juneteenth and Father's Day; shared pictures from Legacy events across the region	
Increase targeted advertising to reach a wider audience.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Regularly post on social media to followers about collections and services	Communications & Development	NA	Women's History Month New-Best-Fun (NBF) list, Oscar nominees NBF list, IditaRead challenge on Beanstack, hoopla bingepass, Irish American authors for St. Patrick's Day, Wifi2GO service, One Book One Minnesota participation	Book club kits, 1000 Books Before Kindergarten, storytimes, Read Across America challenge on Beanstack	Story strolls, audiobooks, SRP, Pronunciator database, park passes, Beanstack app	
Develop a billboard campaign to build a larger reach	Communications & Development	NA			Through local marketing efforts for SRP, St. Cloud had digital billboard locations	

**Objectives and Key Results
2022-2025 Strategic Plan
Second Quarter**

Create messaging and graphics that promote why GRRL is relevant	Communications & Development	NA	eCard school handout made for librarians to bring at school visits; flyers made "What you can do with your library card" and "Why get a library card"			
Number of e-newsletter subscribers	Communications & Development	NA	4,864	4,976	5,099	
E-newsletter open rate	Communications & Development	NA	25.1%	29.7%	33.5%	
Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA		Information presented on job description revisions		
Build GRRL's culture of philanthropy.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Provide planned giving resources to staff and board members	Communications & Development	NA	Brochure mailed to board members and Daily News post published for staff			
Add Fund Development Committee members	Communications & Development	NA			Member invitation and committee details sent to St. Cloud Reading Room Society President to distribute amongst interested members	
Fund Development Committee participates in fundraising efforts and volunteer tasks	Communications & Development	NA	SRP sponsorship info distributed to members			
Increase training to support access and awareness.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Number of staff members who attend All Staff Day cultural competency training	Human Resources	NA	179			
Number of staff members who attend All Staff Day sessions on mental health	Human Resources	NA	179			
Improve recruitment processes and job descriptions.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Present job description changes to the GRRL board	Executive Director	NA		Completed 8 job descriptions 5/2022		
Continue efforts to address diversity, equity & inclusion in the library.	Owner	Baseline 1/31/2021	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Administer DEI toolkit survey	Executive Director	NA		Completed. DEI survey committee will meet in July to review results.		
Maximize library financial investment options.	Owner	Baseline 3/31/2022	Status 4/30/2022	Status 5/31/2022	Status 6/30/2022	
Number of accounts with new financial institutions established	Accounting	7 investments with MAGIC, 3 with local banks	8 investments with MAGIC, 3 with local banks	10 investments with MAGIC, 3 with local banks	12 investments with magic, 3 with local banks	

GRRL 2022-2025 Strategic Plan Objectives and Key Results
Total Borrowers by Library – Second Quarter

Library	1/1/2022	7/1/2022	Total change YTD
Albany	2,096	2,067	(29)
Annandale	1,827	1,886	59
Becker	2,091	2,138	47
Belgrade	401	382	(19)
Big Lake	2,310	2,451	141
Buffalo	5,453	5,334	(119)
Clearwater	871	865	(6)
Cokato	1,370	1,356	(14)
Cold Spring	1,953	1,965	12
Delano	2,783	2,684	(99)
Eagle Bend	487	452	(35)
Elk River	8,864	8,741	(123)
Foley	1,293	1,285	(8)
Grey Eagle	317	336	19
Howard Lake	814	899	85
Kimball	682	733	51
Little Falls	3,724	3,770	46
Long Prairie	1,409	1,371	(38)
Melrose	979	944	(35)
Monticello	4,790	4,647	(143)
Paynesville	1,152	1,112	(40)
Pierz	955	992	37
Richmond	516	546	30
Rockford	1,225	1,149	(76)
Royalton	1,007	1,050	43
Saint Cloud	21,721	21,034	(687)
Saint Michael	7,609	7,848	239
Sartell Locker	378	407	29
Sauk Centre	1,551	1,499	(52)
Staples	1,611	1,583	(28)
Swanville	388	402	14
Upsala	506	496	(10)
Waite Park	2,403	2,422	19
Region Total	85,536	84,846	(690)

GRRL 2022-2025 Strategic Plan Objectives and Key Results
New Borrowers by Library – Second Quarter

Library	2022 Q2	change 2022 to 2021	change 2022 to 2020
Albany	237	93	183
Annandale	253	100	194
Becker	307	54	206
Belgrade	35	18	15
Big Lake	390	173	257
Buffalo	495	106	235
Clearwater	66	22	23
Cokato	135	45	65
Cold Spring	279	135	210
Delano	239	43	114
Eagle Bend	41	12	10
Elk River	1,004	247	487
Foley	134	50	81
Grey Eagle	27	5	17
Howard Lake	136	69	103
Kimball	83	(18)	69
Little Falls	502	161	375
Long Prairie	136	36	94
Melrose	71	4	36
Monticello	502	214	262
Paynesville	101	23	61
Pierz	170	107	145
Richmond	82	57	60
Rockford	104	19	60
Royalton	131	95	95
Saint Cloud	2,232	919	944
Saint Michael	988	219	653
Sartell Locker	88	23	30
Sauk Centre	127	46	18
Staples	197	93	57
Swanville	41	11	33
Upsala	35	22	(40)
Waite Park	188	75	120
Regional Total	9,556	3,278	5,272

April 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Apr 2022	Circ/Hour Apr 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
Albany	6,464	721	38	49	-21.5%	26,776	27,046	-1.0%
+ Annandale	2,948	660	25	24	2.5%	11,214	11,023	1.7%
Becker	4,226	732	30	33	-10.6%	16,752	17,635	-5.0%
Belgrade	598	157	6	11	-41.6%	2,923	3,550	-17.7%
+ Big Lake	4,540	728	32	32	-0.7%	17,885	17,003	5.2%
Buffalo	12,836	2,194	62	68	-7.9%	51,465	55,001	-6.4%
Clearwater	2,179	398	21	21	-2.6%	8,841	8,939	-1.1%
Cokato	4,017	564	29	35	-17.0%	16,631	18,585	-10.5%
+ Cold Spring	5,122	782	31	34	-7.3%	21,340	17,774	20.1%
Delano	7,111	1,033	37	40	-7.8%	27,806	31,009	-10.3%
Eagle Bend	2,001	288	20	24	-14.3%	7,963	8,325	-4.3%
Elk River	16,968	2,506	77	78	-1.1%	65,423	69,659	-6.1%
Foley	3,973	577	25	31	-19.5%	16,232	17,717	-8.4%
Grey Eagle	1,037	199	10	11	-3.0%	4,421	4,816	-8.2%
Howard Lake	2,628	406	19	20	-3.9%	10,691	10,895	-1.9%
Kimball	1,747	360	18	21	-15.1%	6,784	7,005	-3.2%
+ Little Falls	6,786	1,412	35	33	5.0%	26,776	26,250	2.0%
+ Long Prairie	3,435	704	22	23	-5.7%	14,529	14,497	0.2%
+ Melrose	8,664	638	75	79	-5.9%	34,349	30,696	11.9%
Monticello	11,349	1,770	61	58	5.5%	45,697	46,337	-1.4%
Paynesville	1,719	398	12	13	-11.1%	7,693	7,875	-2.3%
Pierz	1,844	441	15	18	-19.7%	7,986	9,686	-17.6%
+ Richmond	1,448	259	15	14	6.6%	5,169	4,714	9.7%
Rockford	3,815	519	27	29	-7.0%	15,311	16,403	-6.7%
+ Royalton	2,006	338	20	16	26.1%	6,717	5,591	20.1%
+ Saint Cloud	43,277	7,069	170	155	9.3%	167,387	165,668	1.0%
+ Saint Michael	16,942	2,620	83	70	18.4%	66,305	55,756	18.9%
+ Sauk Centre	5,219	718	34	36	-4.7%	20,847	20,368	2.4%
+ Staples	4,301	806	27	26	4.7%	17,436	16,439	6.1%
Swanville	511	166	5	4	20.6%	1,550	1,705	-9.1%
+ Upsala	3,128	371	30	26	12.2%	11,463	11,348	1.0%
Waite Park	5,778	1,175	41	49	-16.4%	23,449	25,785	-9.1%
Sartell Locker	1,270	182				4,927	5,955	-17.3%
Total	199,887	31,891	41	42	-4.3%	790,738	791,055	0.0%
+ Total Digital	23,537					94,327	87,643	7.6%

+ Indicates an increase in YTD circulation total over last year

May 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour May 2022	Circ/Hour May 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
Albany	6,417	896	40	45	-10.4%	33,193	33,851	-1.9%
+ Annandale	2,947	735	26	23	10.0%	14,161	13,422	5.5%
Becker	4,140	706	31	30	1.8%	20,892	21,339	-2.1%
Belgrade	553	138	6	9	-32.7%	3,476	4,299	-19.1%
+ Big Lake	4,115	706	30	29	6.1%	22,000	20,422	7.7%
Buffalo	11,435	2,009	58	61	-4.5%	62,900	66,978	-6.1%
Clearwater	1,767	356	17	21	-17.6%	10,608	10,918	-2.8%
Cokato	4,108	584	33	36	-10.3%	20,739	22,729	-8.8%
+ Cold Spring	5,241	876	35	32	8.3%	26,581	22,229	19.6%
Delano	6,145	927	34	40	-13.3%	33,951	37,618	-9.7%
Eagle Bend	1,690	237	18	21	-14.0%	9,653	10,042	-3.9%
Elk River	14,834	2,335	71	74	-4.0%	80,257	85,111	-5.7%
Foley	3,820	540	26	27	-4.9%	20,052	21,624	-7.3%
Grey Eagle	995	169	10	11	-8.4%	5,416	5,765	-6.1%
Howard Lake	2,279	369	18	23	-22.9%	12,970	13,573	-4.4%
Kimball	1,515	287	16	20	-19.0%	8,299	8,640	-3.9%
+ Little Falls	6,005	1,342	33	33	-1.1%	32,781	32,057	2.3%
+ Long Prairie	3,696	675	24	21	15.0%	18,225	17,541	3.9%
+ Melrose	9,038	594	81	75	9.3%	43,387	38,371	13.1%
+ Monticello	10,843	1,668	62	57	8.3%	56,540	56,345	0.3%
+ Paynesville	1,889	386	14	12	21.4%	9,582	9,327	2.7%
Pierz	1,692	357	15	19	-21.4%	9,678	11,614	-16.7%
+ Richmond	1,337	293	14	11	24.8%	6,506	5,650	15.2%
Rockford	3,733	496	28	28	-0.2%	19,044	19,923	-4.4%
+ Royalton	1,503	299	16	13	21.8%	8,220	6,669	23.3%
+ Saint Cloud	40,346	6,493	166	151	9.7%	207,733	202,461	2.6%
+ Saint Michael	15,149	2,392	79	70	13.3%	81,454	69,129	17.8%
+ Sauk Centre	4,813	670	34	37	-9.0%	25,660	25,214	1.8%
+ Staples	3,996	735	26	26	1.9%	21,432	20,154	6.3%
Swanville	417	147	4	4	6.4%	1,967	2,047	-3.9%
+ Upsala	2,362	328	23	22	4.4%	13,825	13,435	2.9%
Waite Park	5,565	1,135	42	44	-2.5%	29,014	31,143	-6.8%
Sartell Locker	1,206	186				6,133	7,384	-16.9%
Total	185,591	30,066	38	39	-2.3%	976,329	967,024	1.0%
+ Total Digital	24,172					118,499	109,799	7.9%

+ Indicates an increase in YTD circulation total over last year

June 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour June 2022	Circ/Hour June 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
Albany	8,224	1,174	48	57	-16.1%	41,417	43,197	-4.1%
+ Annandale	4,056	977	32	32	0.4%	18,217	17,041	6.9%
+ Becker	5,974	1,042	41	39	3.9%	26,866	26,618	0.9%
Belgrade	938	172	10	10	4.4%	4,414	5,120	-13.8%
+ Big Lake	5,575	964	38	39	-0.6%	27,575	25,297	9.0%
Buffalo	15,018	2,597	71	74	-4.0%	77,918	82,628	-5.7%
Clearwater	2,457	498	22	25	-9.9%	13,065	13,449	-2.9%
Cokato	5,717	860	42	44	-4.1%	26,456	28,116	-5.9%
+ Cold Spring	7,599	1,245	47	40	19.3%	34,180	28,124	21.5%
Delano	8,504	1,377	44	51	-12.8%	42,455	46,640	-9.0%
Eagle Bend	2,095	306	21	25	-16.0%	11,748	12,213	-3.8%
Elk River	19,827	3,177	89	94	-6.1%	100,084	106,225	-5.8%
Foley	4,692	663	30	34	-11.5%	24,744	26,756	-7.5%
Grey Eagle	1,182	240	12	14	-13.4%	6,598	6,951	-5.1%
Howard Lake	3,337	570	25	30	-16.3%	16,307	17,175	-5.1%
Kimball	1,791	376	18	21	-15.0%	10,090	10,488	-3.8%
+ Little Falls	7,899	1,691	40	39	2.9%	40,680	39,422	3.2%
+ Long Prairie	4,085	764	25	25	-0.7%	22,310	21,454	4.0%
+ Melrose	9,531	737	81	87	-7.2%	52,918	47,774	10.8%
Monticello	13,386	2,194	71	73	-1.8%	69,926	69,975	-0.1%
+ Paynesville	2,375	480	16	18	-9.6%	11,957	11,790	1.4%
Pierz	2,395	582	20	24	-16.4%	12,073	14,165	-14.8%
+ Richmond	1,892	330	19	16	18.6%	8,398	7,054	19.1%
Rockford	4,236	616	29	33	-11.5%	23,280	24,412	-4.6%
+ Royalton	2,030	364	21	19	10.9%	10,250	8,276	23.9%
+ Saint Cloud	48,475	7,954	188	184	2.3%	256,208	249,858	2.5%
+ Saint Michael	21,607	3,582	105	96	9.3%	103,061	88,901	15.9%
+ Sauk Centre	6,249	909	41	46	-11.2%	31,909	31,652	0.8%
+ Staples	4,821	850	30	30	-3.0%	26,253	24,850	5.6%
+ Swanville	679	195	7	7	-0.1%	2,646	2,639	0.3%
+ Upsala	2,864	381	26	29	-10.1%	16,689	16,360	2.0%
Waite Park	6,790	1,436	50	52	-4.4%	35,804	37,827	-5.3%
Sartell Locker	999	131				7,132	8,894	-19.8%
Total	237,299	39,434	48	51	-6.1%	1,213,628	1,201,341	1.0%
+ Total Digital	24,622					143,121	131,828	8.6%

+ Indicates an increase in YTD circulation total over last year

July 19, 2022

**Great River Regional Library
Staff Recognition
July 1 - September 30, 2022**

First Name	Last Name	Department	Supervisor	Staff Recognition Date	Celebration Date	Years of Service
Todd	Parks	Distribution	Christensen, Heavenly	07/15/2019	7/15/2022	3
Sheila	Pudlick	Albany/Melrose	Hannon, John	07/15/2019	7/15/2022	3
Lukas	Wander	Belgrade/Paynesville	Gruber, Kateri	07/17/2017	7/17/2022	5
Gwen	Hanvy	Sauk Centre/Upsala	George, Marisa	07/26/2021	7/26/2022	1
Brooke	Derner	Monticello	Scherber, Marla	07/29/2019	7/29/2022	3
Shelley	Karja	Buffalo	Teesdale, Katharine	07/31/2017	7/31/2022	5
Clair	Wolters	Sauk Centre/Upsala	George, Marisa	08/12/2019	8/12/2022	3
Joy	Tessen	Circulation	Backen, Rosanna	08/14/2017	8/14/2022	5
Mariah	Kutter	Albany/Melrose	Hannon, John	08/30/2021	8/30/2022	1
Jan	Tweed	Cold Spring/Richmond	Kirchoff, Jason	09/08/2021	9/8/2022	1
Delaine	Zongo	St. Cloud - Patron Services	Vig, Neil	09/09/2019	9/9/2022	3
Jonathan	Lahr	Information Technology	Roos, Jayme	09/23/2019	9/23/2022	3
Cyndi	Noble	Grey Eagle/Long Prairie	Wehrspann, Amanda	09/23/2019	9/23/2022	3
Olivia	Loewen	Annandale/Kimball	Asfeld, Carla	09/27/2021	9/27/2022	1

**Great River Regional Library
Staff Promotions
January 1 - June 30, 2022**

Last Name	First Name	Hire Date	Job Title	Location Description	Reports To Name	Promotion Effective Date	Previous Job Title	Previous Location
Bruner	Brenda	12/2/2019	Senior Library Aide	St. Michael	Nancy Bunting	3/7/2022	Library Aide	St. Michael
Clauson	Sarah	12/16/2019	Library Assistant	Clearwater/Foley	Shelly Kuelbs	3/8/2022	Library Aide	Elk River
Foy	Teresa	3/9/2020	Library Assistant	Buffalo	Katharine Teesdale	6/27/2022	Library Aide	Monticello
Johnson	Kathleen	8/17/2015	Library Associate	St. Cloud	Rosanna Backen	3/22/2022	Circulation Aide	St. Cloud
Queen	Kenisha	12/4/2017	Collection Development Assistant	St. Cloud	Jami, Trenam	5/2/2022	Distribution Aide	St. Cloud
Rittman	Dezra	10/17/2005	HR Generalist	St. Cloud	Amy Anderson	4/4/2022	Library Associate	St. Cloud
Whitney	Katherine	9/14/2015	Technical Services Clerk	St. Cloud	Christopher Getz	6/27/2022	Technical Services Aide	St. Cloud
Wilson	Nicole	12/1/2020	Library Services Coordinator	Cokato/ Howard Lake	Ryan McCormick	3/7/2022	Library Assistant	Cokato/ Howard Lake

**Great River Regional Library
New Hire and Rehire Report
January 1 - June 30, 2022**

Last Name	First Name	Hire Date	Job Title Description	Department	Supervisor
O'Connor	Paula	01/29/2022	Library Assistant	Grey Eagle/ Long Prairie	Amanda Wehrspann
Corcoran	Timothy	01/31/2022	Driver	Great River Regional Library	Heavenly Christensen
Wells	Katerina	02/22/2022	Circulation Aide	St. Cloud	Eric Blotkamp
Aanerud	Rebecca	02/24/2022	Library Assistant	Monticello	Marla Scherber
Arndt	Allison	02/28/2022	Library Aide	Elk River	Lori Lundstrom
Allen	Heather	03/09/2022	Library Assistant	Little Falls/ Swanville	Cindy Bruggenthies
Kapphahn	Angela	04/11/2022	Library Assistant	Becker/ Big Lake	Jeannette Burkhardt
Norling	Cara	04/20/2022	Library Assistant	Albany/ Melrose	John Hannon
Lundstrom	Lori	04/26/2022	Library Services Coordinator	Elk River	Ryan McCormick
Stang	Brenda	05/02/2022	Library Associate	Great River Regional Library	Chris Mallo
Henry	Meagan	05/03/2022	Library Associate	St. Cloud	Chris Mallo
Hittle	Elizabeth	05/05/2022	Library Assistant	Monticello	Marla Scherber
Viney	Chris	05/16/2022	Circulation Aide	St. Cloud	Eric Blotkamp
Stang	Marileah	05/31/2022	Summer Library Aide	St. Cloud	Connie Laing
Hilyar	Christy	06/01/2022	Library Assistant	Cokato/ Howard Lake	Nicole Wilson
Okose	Somtochukwu	06/01/2022	Computer Support Technician	Great River Regional Library	Jayne Roos
Radke	Tamara	06/01/2022	Circulation Aide	St. Cloud	Eric Blotkamp
Yusuf	Sadia	06/01/2022	Circulation Aide	St. Cloud	Eric Blotkamp
Wiger	Hannah	06/02/2022	Library Aide	St. Michael	Nancy Bunting
Teesdale	Katharine	06/06/2022	Library Services Coordinator	Buffalo	Ryan McCormick
Starcher	Tamara	06/17/2022	Library Aide	Annandale/ Kimball	Carla Asfeld

Rehires					
Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Munz	Ellen	02/28/2022	Library Services Coordinator	Waite Park	8/13/2021
Forsman	Michele	03/08/2022	Library Assistant	Monticello	4/17/2021
Agre	Nicole	05/31/2022	Summer Library Aide	St. Cloud	8/11/2021
Parker	Se-Ri	05/31/2022	Summer Library Aide	St. Cloud	8/12/2021
Norgren	Elizabeth	06/10/2022	Library Associate	St. Cloud	3/3/2022
Schmitz	Julie	06/13/2022	Associate Director- HR	Great River Regional Library	6/2/2022
Coulombe	Elizabeth	06/20/2022	Library Assistant	Cokato/ Howard Lake	10/9/2020

**Great River Regional Library
Employment Terminations Report
January 1 - June 30, 2022**

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Tschida	Nancy	01/04/2022	Senior Library Aide	Becker/Big Lake	Burkhardt, Jeannette	10/15/2012	9 years, 2 months
Zachman	Kaitlyn	01/06/2022	Library Aide	Elk River	Schake, Roberta	09/07/2021	0 years, 3 months
Dullinger	Jason	01/07/2022	Custodian	St. Cloud	Vig, Neil	06/19/2017	4 years, 6 months
Halloran	Monica	01/07/2022	Library Assistant	Grey Eagle/Long Prarie	Wehrspann, Amanda	08/09/2006	15 years, 4 months
Cleveland	Jennifer	01/13/2022	Library Assistant	Monticello	Scherber, Marla	03/10/2014	0 years, 6 months
Thompson	Jennifer	01/13/2022	Library Associate	St. Cloud	Backen, Rosanna	02/25/2019	2 years, 10 months
Kingsleigh	LeAnna	01/21/2022	Driver	Great River Regional Library	Christensen, Heavenly	02/10/2020	1 year, 11 months
Koivisto	Sara	01/26/2022	Library Services Coordinator	Cokato/Howard Lake	McCormick, Ryan	09/10/2018	3 years, 4 months
Thompson	Patty	01/28/2022	Library Aide	Albany/Melrose	Hannon, John	10/06/2021	0 years, 3 months
Dolven	Ruth	02/11/2022	Library Assistant	Albany/Melrose	Hannon, John	08/30/2004	17 years, 5 months
Schake	Roberta	03/01/2022	Library Services Coordinator	Elk River	McCormick, Ryan	03/27/2017	4 years, 11 months
Pommerenke	Christine	03/04/2022	Library Services Coordinator	Buffalo	McCormick, Ryan	12/26/2019	2 years, 2 months
Lindberg	Peter	03/09/2022	Library Assistant	Grey Eagle/Long Prarie	Wehrspann, Amanda	02/15/2022	0
Marx	Pheobe	03/18/2022	Library Aide	Annandale/Kimball	Asfeld, Carla	12/14/2020	1 year, 3 months
Clune	Anne	03/23/2022	Collection Development Assistant	Great River Regional Library	Trenam, Jami	05/30/2006	15 years, 9 months
Pederson	Mitchell	03/30/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	10/10/2017	4 years, 5 months
Huston	Crystal	04/01/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	07/02/2018	3 years, 8 months
Viste	Ian	04/02/2022	Computer Support Technician	Great River Regional Library	Roos Jayme	08/01/2016	5 years, 8 months
McBride	Brooks	05/03/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	01/03/2022	0 years, 4 months
Ring	Taunya	05/06/2022	HR Generalist	Great River Regional Library		03/14/2022	0 years, 1 month
Kirk	Sara	05/09/2022	Technical Services Clerk	St. Cloud	Getz, Christopher	03/31/2014	8 years, 1 month
Buck	Riley	05/12/2022	Circulation Aide	St. Cloud	Blotkamp, Eric	05/03/2021	1 year, 0 month
Whitmore	Deborah	05/12/2022	Library Aide	Monticello	Scherber, Marla	11/02/2021	0 years, 6 months
Barnes	Erica	05/16/2022	Custodian	St. Cloud	Vig, Neil	05/16/2022	0
De La Garza	Raul	06/01/2022	Custodian	St. Cloud	Vig, Neil	10/15/2008	13 years, 7 months
Proell	Mary	06/02/2022	HR Generalist	Great River Regional Library	Schmitz, Julie	08/14/1989	32 years, 9 months
Schmitz	Julie	06/02/2022	Associate Director, HR	Great River Regional Library	Pundsack, Karen	05/26/2015	7 years, 1 month



Exit Interview Summary

January 1, 2022 to June 30, 2022

Area of Question	Summary of Responses
<p>What did you enjoy most about your position?</p>	<ul style="list-style-type: none"> ▪ Getting to know patrons ▪ The people, helping patrons, ability to see new items ▪ The people who work at GRRL and patrons, and shared goal of libraries ▪ Pulling books from pull lists ▪ Staff are the best ▪ Helping patrons and fellow staff get the most out of the library resources available and connecting with everyone ▪ Staff and patrons have become extended family ▪ Consistent hours ▪ Everything ▪ The satisfaction of completing a task ▪ Seeing children ▪ Working with books and my coworkers ▪ Helping people discover new stories ▪ The environment, coworkers, the hours ▪ The hours, the routine ▪ Be part of the organization ▪ Serving the community through books ▪ Patron interaction, pull lists ▪ Warm and welcome environment, people, and being surrounded by books
<p>What would you have changed about the position?</p>	<ul style="list-style-type: none"> ▪ Able to work more hours in less days ▪ Making it FT, benefit eligible ▪ Would have liked a consistent schedule and more hours availability ▪ Nothing ▪ More hours ▪ Change to 5-hour shift has been preferable ▪ More dividing of the tasks ▪ Pay ▪ Less pressure ▪ More appreciation for the work accomplished ▪ Pay ▪ Nothing ▪ N/A ▪ Nothing ▪ Nothing ▪ More opportunities to work with the public
<p>Supervisor</p>	<ul style="list-style-type: none"> ▪ Very intelligent and ambitious, could benefit from training on people skills ▪ Very kind, communication was often lacking ▪ Showed a great attitude ▪ Very helpful and understanding ▪ Always ready to help if questions and extremely supportive ▪ Amazing supervisor, no complaints

	<ul style="list-style-type: none"> ▪ Great to work with ▪ Easy to approach with questions and concerns ▪ My supervisor was fantastic ▪ No problems ▪ Excellent-I had no problem in any way, shape or form ▪ Great supervisor ▪ Patient, helpful ▪ Simply outstanding, an exemplary leader ▪ Helpful and approachable ▪ Dedicated and knowledgeable
Co-workers	<ul style="list-style-type: none"> ▪ Loved them ▪ They are incredible. ▪ Incredible and knowledgeable, serious dedication to patrons and library experience ▪ Everyone was kind ▪ Amazing ▪ Amazing, knowledgeable people who are great at their job ▪ Much collaboration and I have learned from each of them ▪ Dependable and easy to communicate with ▪ No problems ▪ Wonderful people, wonderful communication and teamwork ▪ They were all great to work with ▪ Great, one of the best parts of the job ▪ Everyone seemed nice ▪ They were kind and helpful ▪ Patient and great resource ▪ Enjoyed all coworkers; They helped make the job fun
Benefits utilized	<ul style="list-style-type: none"> ▪ PTO, PERA ▪ PTO ▪ PTO, PERA ▪ PTO, PERA ▪ PTO, Health Insurance, dental insurance, PERA ▪ PTO, PERA ▪ PTO, dental, eye, Identity theft ▪ PTO, health and dental insurance ▪ PTO, PERA ▪ PERA, LTD, STD, Life, HRA ▪ PERA ▪ PTO & PERA
Benefits needed	<ul style="list-style-type: none"> ▪ Full-time positions that are benefit eligible. More recognition ▪ It's all covered ▪ Current benefits package is good ▪ Better health benefits at a lower cost, especially with our low pay ▪ Everything that was offered to me ▪ All of the above is satisfactory ▪ Benefits are sufficient ▪ Subsidized bus passes
Wage rates	<ul style="list-style-type: none"> ▪ Should be higher ▪ OK

	<ul style="list-style-type: none"> ▪ Annual cost of living raise is wonderful ▪ Wages for Aides are not competitive ▪ Fine ▪ Personally satisfied, but believe starting wages for assistants and aides should increase ▪ Ok ▪ Too low ▪ Pay rate is low ▪ Too low for our current economy ▪ Pretty decent ▪ Good for me personally, but for others it would be hard to say ▪ Good ▪ Good ▪ Good for PT job but heard otherwise from other positions ▪ Pathetic
<p>Training</p>	<ul style="list-style-type: none"> ▪ Should offer more computer training ▪ Scattered. Ryan Dowd trainings are helpful ▪ Clear and concise ▪ Felt good with support from supervisor and coworkers ▪ Overall have been valuable ▪ Ok ▪ Good ▪ Good ▪ Grace period of working efficiently could be extended to a couple of months when working just a few days a week ▪ Well done, easy to learn ▪ Good ▪ Appropriate and helpful ▪ Pace was good ▪ Good ▪ Excellent!
<p>Morale in dept/branch</p>	<ul style="list-style-type: none"> ▪ Low ▪ People do not feel appreciated or heard here ▪ Everyone is doing their best to stay positive during difficult year ▪ Great – we have become a great team ▪ COVID made things hard ▪ Upbeat ▪ Ok ▪ Very good ▪ Great ▪ Mixed-love working with the patrons and the books but can't live off what we're making here ▪ Very good ▪ Excellent ▪ Good ▪ Good ▪ Good, though lots of turnover and slow replacement ▪ Awesome

<p>Work hours</p>	<ul style="list-style-type: none"> ▪ Full time positions would help ▪ Would have liked more scheduled hours ▪ Decent ▪ Shift of four hours or more is preferable ▪ Ok ▪ More full time positions needed ▪ As an aide, more hours would be helpful ▪ Fine ▪ Very good ▪ Perfect for my circumstance ▪ Good ▪ Good ▪ Good ▪ They were perfect for me
<p>Working conditions</p>	<ul style="list-style-type: none"> ▪ Good ▪ Fair and comfortable ▪ Telecommuting for staff should be eliminated – we are a public library ▪ Great place to work ▪ More off desk time would be beneficial, need more time to open ▪ Ok ▪ Good ▪ Great ▪ Excellent ▪ Very good ▪ Conditions were perfect ▪ Good ▪ Good ▪ Very Good ▪ Great – Never had a complaint
<p>Reasons for leaving?</p>	<ul style="list-style-type: none"> ▪ Never being promoted or given other positions despite having numerous interviews ▪ Taking a FT, benefit eligible position ▪ FT position ▪ Personal ▪ Relocation ▪ Found FT employment ▪ Relocation ▪ New employment ▪ New adventure offering higher pay ▪ Low pay and few hours ▪ Don't make enough to support myself ▪ Job opportunity elsewhere ▪ Moving to California ▪ Offer of other employment, level of responsibility ▪ Moving ▪ Moving to the Twin Cities

Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator	1	3
Library Assistant	4	5
Library Aide/Circulation Aide	5	9
Distribution Staff		1
Patron Services/Circulation Public Service	2	2
Administration / Office Support	1	3
Library Support Staff	1	4
Substitute Staff		

Please Note:

The number of responses may vary from the number of separations for two (2) reasons:

1. *GRRL does not require the completion of an Exit Interview Form by staff leaving the organization*
2. *Responses are often received after an employee has left the organization. Therefore, some responses may be reported in this reporting period but the actual separation occurred prior to this reporting period OR some responses may not have been received as of the date this summary was prepared.*

July 19, 2022



2023 Annual Budget Proposal

Great River Regional Library Board of Trustees

**Great River Regional Library
2023 Annual Budget Proposal Summary**

Operating Revenue Budget	2020 Actual	2021 Actual	2022 Budget	2023 Annual Budget Proposal Summary
Signatory Revenue	\$ 7,130,203.00	\$ 7,075,801.00	\$ 7,141,482.00	\$ 7,600,950.00
Non Signatory Revenue	2,180,428.56	2,374,127.90	2,561,178.00	2,406,560.00
Operating Revenue Total	\$ 9,310,631.56	\$ 9,449,928.90	\$ 9,702,660.00	\$ 10,007,510.00
	Dollar Change	\$ 139,297.34	\$ 252,731.10	\$ 304,850.00
	Percent Change	1.50%	2.67%	3.14%

Operating Expenditure Budget				
Personnel	\$ 7,086,537.20	\$ 7,300,082.31	\$ 7,698,400.00	\$ 7,962,400.00
Services & Contracts	457,106.55	497,305.71	545,490.00	580,790.00
Commodities	77,110.66	77,078.40	83,800.00	79,800.00
Vehicle	27,134.06	42,019.15	56,950.00	60,500.00
Library Materials	978,356.32	955,932.29	961,370.00	967,370.00
Equipment	4,083.52	7,739.05	5,500.00	5,500.00
Contingency	565.30	386.00	400.00	400.00
Automation	278,656.36	253,769.83	350,750.00	350,750.00
Operating Expenditure Total	\$ 8,909,549.97	\$ 9,134,312.74	\$ 9,702,660.00	\$ 10,007,510.00
	Dollar Change	\$ 224,762.77	\$ 568,347.26	\$ 304,850.00
	Percent Change	2.52%	6.22%	3.14%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00	\$ 30,000.00
	Dollar Change	\$ (735.00)	\$ (65,680.00)	\$ -
	Percent Change	-0.76%	-68.65%	0.00%

Capital Expenditure Budget				
Total Capital	\$ 27,182.74	\$ 14,172.80	\$ 30,000.00	\$ 30,000.00
	Dollar Change		\$ -	\$ -
	Percent Change		0.00%	0.00%

Revenue Budget	\$ 10,037,510.00
Expenditure Budget	\$ 10,037,510.00
Balanced	\$ -

**Great River Regional Library
2023 Annual Budget Proposal**

Operating Revenue Budget	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
County					
Benton	528,760.00	524,738.00	524,116.17	31,167.83	\$ 555,284.00
Morrison	500,083.00	496,290.00	489,541.71	36,376.29	\$ 525,918.00
Sherburne	1,352,387.00	1,342,114.00	1,354,604.07	103,800.93	\$ 1,458,405.00
Stearns	2,287,208.00	2,269,717.00	2,274,381.10	94,200.90	\$ 2,368,582.00
Todd	328,958.00	326,428.00	333,969.24	22,769.76	\$ 356,739.00
Wright	2,132,807.00	2,116,514.00	2,164,869.71	171,152.29	\$ 2,336,022.00
Subtotal - Signatory	\$ 7,130,203.00	\$ 7,075,801.00	\$ 7,141,482.00	\$ 459,468.00	\$ 7,600,950.00
	Dollar Change	\$ (54,402.00)	\$ 65,681.00		\$ 459,468.00
	Percent Change	-0.76%	0.93%		6.43%

Non-Signatory	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
FY State Aid - RLBSS	1,587,563.23	1,604,284.03	1,596,000.00	4,000.00	1,600,000.00
St. Cloud Reimbursement	96,747.68	94,911.68	100,000.00	-	100,000.00
City of Elk River	10,200.00	10,600.00	11,000.00	(11,000.00)	-
City of Sartell	9,634.73	19,352.16	10,500.00	8,000.00	18,500.00
Unassigned Fund Balance (2021 Surplus)	-	350,000.00	401,080.00	(87,220.00)	313,860.00
Unassigned Fund Balance (Cash Reserves)	-	-	315,218.00	(85,218.00)	230,000.00
Miscellaneous Receipts	162,240.26	213,863.17	40,000.00	46,000.00	86,000.00
United Way/PFSS	-	1,760.00	-	-	-
Interest	185,926.99	40,930.31	50,000.00	(20,000.00)	30,000.00
ILL Delivery	6,200.00	6,200.00	6,380.00	(180.00)	6,200.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	22,960.43	10,840.00	9,000.00	(9,000.00)	-
Revenue Fund	91,955.24	14,386.55	15,000.00	-	15,000.00
Sub Total - Non Signatory	\$ 2,180,428.56	\$ 2,374,127.90	\$ 2,561,178.00	\$ (154,618.00)	\$ 2,406,560.00
	Dollar Change	\$ 193,699.34	\$ 187,050.10		\$ (154,618.00)
	Percent Change	8.88%	7.88%		-6.04%

Operating Revenue Total	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
	\$ 9,310,631.56	\$ 9,449,928.90	\$ 9,702,660.00	\$ 304,850.00	\$ 10,007,510.00
	Dollar Change	\$ 139,297.34	\$ 252,731.10		\$ 304,850.00
	Percent Change	1.50%	2.67%		3.14%

**Great River Regional Library
2023 Annual Budget Proposal**

Capital Revenue Budget	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
<u>County</u>					
Benton	7,150.00	7,096.00	2,202.00	(10.00)	\$ 2,192.00
Morrison	6,762.00	6,711.00	2,056.00	20.00	\$ 2,076.00
Sherburne	18,287.00	18,148.00	5,690.00	66.00	\$ 5,756.00
Stearns	30,928.00	30,692.00	9,554.00	(206.00)	\$ 9,348.00
Todd	4,448.00	4,413.00	1,403.00	5.00	\$ 1,408.00
Wright	28,840.00	28,620.00	9,094.00	126.00	\$ 9,220.00
Capital Revenue Total	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00
Dollar Change		\$ (735.00)	\$ (65,680.00)		\$ -
Percent Change		-0.76%	-68.65%		0.00%

Operating & Capital Revenue Total	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
Operating & Capital Revenue Total	\$ 9,407,046.56	\$ 9,545,608.90	\$ 9,732,660.00	\$ 304,851.00	\$ 10,037,510.00
Dollar Change		\$ 138,562.34	\$ 187,051.10		\$ 304,850.00
Percent Change		1.47%	1.96%		3.13%

**Great River Regional Library
2023 Annual Budget Proposal**

Operating Expenditure Budget					
4100 Personnel	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
Subtotal Personnel	\$ 7,086,537.20	\$ 7,300,082.31	7,698,400.00	\$ 264,000.00	\$ 7,962,400.00
Total - Personnel	\$ 7,086,537.20	\$ 7,300,082.31	\$ 7,698,400.00	\$ 264,000.00	\$ 7,962,400.00
			Dollar Change		\$ 264,000.00
			Percent Change		3.43%

4200 Services and Contracts	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
210 Regional Board Meetings	5,969.02	6,888.48	9,000.00	(2,000.00)	7,000.00
211 Staff Development Svcs. (Strat. Plan)	18,730.87	17,897.82	25,000.00	(500.00)	24,500.00
213 All Staff Day Training (Strat. Plan)	-	-	7,300.00	-	7,300.00
220 Library Memberships	1,976.00	1,719.00	6,000.00	(1,000.00)	5,000.00
235 Patron Contact Svcs.	44,371.73	48,694.78	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	92,776.42	89,128.95	100,000.00	-	100,000.00
246 Insurance (Mandated)	33,389.00	38,151.00	34,000.00	6,150.00	40,150.00
248 Catalog Svcs.	75,328.36	91,242.87	96,000.00	19,000.00	115,000.00
250 Audit (Mandated)	19,100.00	19,150.00	20,000.00	2,000.00	22,000.00
253 Public Licensing Svcs.	4,587.00	4,587.00	4,590.00	-	4,590.00
260 Telephone Svcs.	18,501.94	29,425.25	31,000.00	-	31,000.00
265 Delivery Svcs.	674.66	1,003.10	1,750.00	-	1,750.00
271 Equip. Rental & Repair	17,071.62	22,783.30	14,750.00	10,750.00	25,500.00
280 Marketing & Communications	30,431.59	39,622.60	31,000.00	-	31,000.00
285 Recruitment Svcs.	954.38	2,583.35	1,600.00	900.00	2,500.00
288 Sales Tax	2,291.01	3,233.66	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs. (Contractual)	68,778.32	69,484.37	77,000.00	-	77,000.00
291 Legal Svcs.	16,097.77	5,665.00	16,000.00	-	16,000.00
293 System Directors Fund	6,076.86	6,045.18	6,500.00	-	6,500.00
Total Services & Contracts	\$ 457,106.55	\$ 497,305.71	\$ 545,490.00	\$ 35,300.00	\$ 580,790.00
			Dollar Change		\$ 35,300.00
			Percent Change		6.47%

Operating Expenditure Budget					
4300 Commodities	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
310 Supplies	64,756.07	64,284.94	63,800.00	-	63,800.00
330 Postage	12,354.59	12,793.46	20,000.00	(4,000.00)	16,000.00
Total Commodities	\$ 77,110.66	\$ 77,078.40	\$ 83,800.00	\$ (4,000.00)	\$ 79,800.00
			Dollar Change		\$ (4,000.00)
			Percent Change		-4.77%

**Great River Regional Library
2023 Annual Budget Proposal**

4400 Fleet Vehicles	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
420 Fleet Fuel	884.56	9,308.12	16,500.00	6,500.00	23,000.00
430 Fleet Vehicle Insurance	3,499.00	3,572.00	3,650.00	350.00	4,000.00
440 Fleet Repairs, Tires & Maint.	7,612.35	10,540.42	9,500.00	2,000.00	11,500.00
460 Staff Travel	15,138.15	18,598.61	27,300.00	(5,300.00)	22,000.00
Total Vehicle	\$ 27,134.06	\$ 42,019.15	\$ 56,950.00	\$ 3,550.00	\$ 60,500.00
			Dollar Change		\$ 3,550.00
			Percent Change		6.23%

4500 Library Materials	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
510 Print	498,494.37	556,635.11	558,500.00	-	558,500.00
520 Periodicals	46,287.74	50,514.90	52,000.00	-	52,000.00
540 Media	127,303.73	105,156.24	154,400.00	(24,400.00)	130,000.00
560 Electronic Svcs.	306,270.48	243,626.04	196,470.00	30,400.00	226,870.00
Total Library Materials	\$ 978,356.32	\$ 955,932.29	\$ 961,370.00	\$ 6,000.00	\$ 967,370.00
			Dollar Change		\$ 6,000.00
			Percent Change		0.62%

Operating Expenditure Budget

4600 Equipment	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
610 Operating Equipment	1,092.28	6,023.84	3,300.00	-	3,300.00
630 Small Equipment	2,991.24	1,715.21	2,200.00	-	2,200.00
Total Equipment	\$ 4,083.52	\$ 7,739.05	\$ 5,500.00	\$ -	\$ 5,500.00
			Dollar Change		\$ -
			Percent Change		0.00%

4700 Contingency	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
910 Contingency	565.30	386.00	400.00	-	400.00
Total Contingency	\$ 565.30	\$ 386.00	\$ 400.00	\$ -	\$ 400.00
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library
2023 Annual Budget Proposal**

Operating Expenditure Budget					
4800 Automation	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
932 Maintenance	184,853.90	176,545.77	225,750.00	(37,900.00)	187,850.00
933 Equipment	90,766.46	68,831.73	96,000.00	-	96,000.00
935 Professional Services	2,200.00	995.00	2,000.00	-	2,000.00
936 Software	836.00	7,397.33	27,000.00	37,900.00	64,900.00
Total Automation	\$ 278,656.36	\$ 253,769.83	\$ 350,750.00	\$ -	\$ 350,750.00
			Dollar Change		\$ -
			Percent Change		0.00%
Total Operating Expenditure Budget	\$ 8,909,549.97	\$ 9,134,312.74	\$ 9,702,660.00	\$ 304,850.00	\$ 10,007,510.00
			Dollar Change		\$ 304,850.00
			Percent Change		3.14%
			Revenue Budget		\$ 10,007,510.00
			Expenditure Budget		\$ 10,007,510.00
			Balanced		\$ -

Capital Expenditure Budget					
5000 Capital	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Budget Proposal
710 Automation	10,000.00	-	-	-	-
720 Branch Development	9,596.74	8,340.00	-	-	-
730 Equipment	7,586.00	5,832.80	5,000.00	(5,000.00)	-
740 Fleet Vehicle	-	-	25,000.00	5,000.00	30,000.00
Total Capital	\$ 27,182.74	\$ 14,172.80	\$ 30,000.00	\$ -	\$ 30,000.00
			Dollar Change		\$ -
			Percent Change		0.00%
Total Operating & Capital Expenditure Budget	\$ 8,936,732.71	\$ 9,148,485.54	\$ 9,732,660.00	\$ 304,850.00	\$ 10,037,510.00
			Dollar Change		\$ 304,850.00
			Percent Change		3.13%
			Revenue Budget		\$ 10,037,510.00
			Balanced		\$ -

**Great River Regional Library
2023 Annual Budget Proposal
Signatory Share Factor Table**

Formula:													
1/3 Population 33%			1/3 Registered Borrowers 33%			1/3 Net Tax Capacity 33%							
Operating													
\$ 7,600,950													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,379	8.32%	\$ 210,749	5941	7.16%	\$ 181,525	\$ 39,515,153	6.43%	\$ 163,010	7.31%	\$ 555,284	\$ 13.42	1.41%
Morrison	34,010	6.84%	\$ 173,218	6295	7.59%	\$ 192,341	38,872,519	6.33%	\$ 160,359	6.92%	525,918	15.46	1.35%
Sherburne	97,183	19.54%	\$ 494,967	14543	17.54%	\$ 444,356	125,830,429	20.49%	\$ 519,082	19.19%	1,458,405	15.01	1.16%
Stearns	158,292	31.82%	\$ 806,204	26710	32.21%	\$ 816,114	180,901,347	29.45%	\$ 746,264	31.16%	2,368,582	14.96	1.31%
Todd	25,262	5.08%	\$ 128,663	3725	4.49%	\$ 113,816	27,697,728	4.51%	\$ 114,260	4.69%	356,739	14.12	1.29%
Wright	141,337	28.41%	\$ 719,849	25708	31.00%	\$ 785,498	201,363,194	32.79%	\$ 830,674	30.73%	2,336,022	16.53	1.16%
Total	497,463	100%	\$ 2,533,650	82922	100%	\$ 2,533,650	\$ 614,180,370	100.00%	\$ 2,533,650	100%	\$ 7,600,950	\$ 15.28	1.24%
Weight	2020	33.33%		2022	33.33%		2022	33.33%					

Capital													
\$ 30,000													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,379	8.32%	\$ 832	5941	7.16%	\$ 716	\$ 39,515,153	6.43%	\$ 643	7.31%	\$ 2,192	\$ 0.05	0.01%
Morrison	34,010	6.84%	\$ 684	6295	7.59%	\$ 759	38,872,519	6.33%	\$ 633	6.92%	2,076	0.06	0.01%
Sherburne	97,183	19.54%	\$ 1,954	14543	17.54%	\$ 1,754	125,830,429	20.49%	\$ 2,049	19.19%	5,756	0.06	0.00%
Stearns	158,292	31.82%	\$ 3,182	26710	32.21%	\$ 3,221	180,901,347	29.45%	\$ 2,945	31.16%	9,348	0.06	0.01%
Todd	25,262	5.08%	\$ 508	3725	4.49%	\$ 449	27,697,728	4.51%	\$ 451	4.69%	1,408	0.06	0.01%
Wright	141,337	28.41%	\$ 2,841	25708	31.00%	\$ 3,100	201,363,194	32.79%	\$ 3,279	30.73%	9,220	0.07	0.00%
Total	497,463	100%	\$ 10,000	82922	100%	\$ 10,000	\$ 614,180,370	100%	\$ 10,000	100%	\$ 30,000	\$ 0.06	0.00%

County	2023 Operating	2023 Capital	2023 Total	County	2022 Operating	2022 Capital	2022 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 555,284	\$ 2,192	\$ 557,476	Benton	\$ 524,116	\$ 2,202	\$ 526,318	Benton	\$ 31,168	\$ (10)	\$ 31,157	5.920%
Morrison	525,918	2,076	527,994	Morrison	489,542	2,056	491,598	Morrison	36,376	19	36,395	7.403%
Sherburne	1,458,405	5,756	1,464,161	Sherburne	1,354,604	5,690	1,360,294	Sherburne	103,801	66	103,866	7.636%
Stearns	2,368,582	9,348	2,377,930	Stearns	2,274,381	9,554	2,283,935	Stearns	94,201	(206)	93,995	4.115%
Todd	356,739	1,408	358,147	Todd	333,969	1,403	335,372	Todd	22,770	5	22,775	6.791%
Wright	2,336,022	9,220	2,345,242	Wright	2,164,870	9,094	2,173,964	Wright	171,152	126	171,278	7.879%
Total	\$ 7,600,950	\$ 30,000	\$ 7,630,950	Total	\$ 7,141,482	\$ 30,000	\$ 7,171,481	Total	\$ 459,468	\$ -	\$ 459,467	6.407%



Eagle Bend Library Building Expansion – Floor Plan and Project

Submitted by Cara Langston, Patron Services Supervisor

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve expansion of Eagle Bend Public Library.

BACKGROUND INFORMATION

Supporting Documents Attached

- Eagle Bend expansion floorplan

In 2016, the GRRL Board of Trustees approved a Library Assessment Plan that reviewed all GRRL library facilities and identified any issues that might compromise safety or services. This plan noted the current Eagle Bend Library facility is an insufficient size for technology services, collection space, and efficient staff work routines.

The library shares a building with the local museum. The library space is narrow, crowded, and appears dark, even though there is plenty of artificial light. The shelves are tall to utilize the limited floor space, giving the library its shaded and dark appearance. There is a small office at the back shared with museum staff, which is more suited for use as a coffee/break room as it has no staff computer. The area behind the desk contains two staff computers in a very small space where all check-in and checkout is done. There is a table in the computer area for small group programming. There are no study spaces, meeting rooms, or programming spaces.

On September 22, 2016, we sent a letter to Kevin Hess, City Administrator for Eagle Bend, outlining this concern. In 2017, the City of Eagle Bend purchased the vacant lot next to the library, and a foundation was poured for the attached floorplan. In 2019, fundraising plans started, and the city applied for and received USDA grant for the expansion.

The City of Eagle Bend started plans with a museum expansion that would move the museum, currently housed within the library, to an addition on the current building. This would open access to the entire current building for library use. The plan still involves moving the museum out of the current facility and into the addition. It also sounds like the library may be able to make use of public space within the 1,500 square foot addition as well. The city is not working with an architect on the design process, and the exact layout will be dependent on where network cable can be run. We plan to have a GRRL Information Technology representative meet with the contractor once work begins onsite to determine possibilities.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

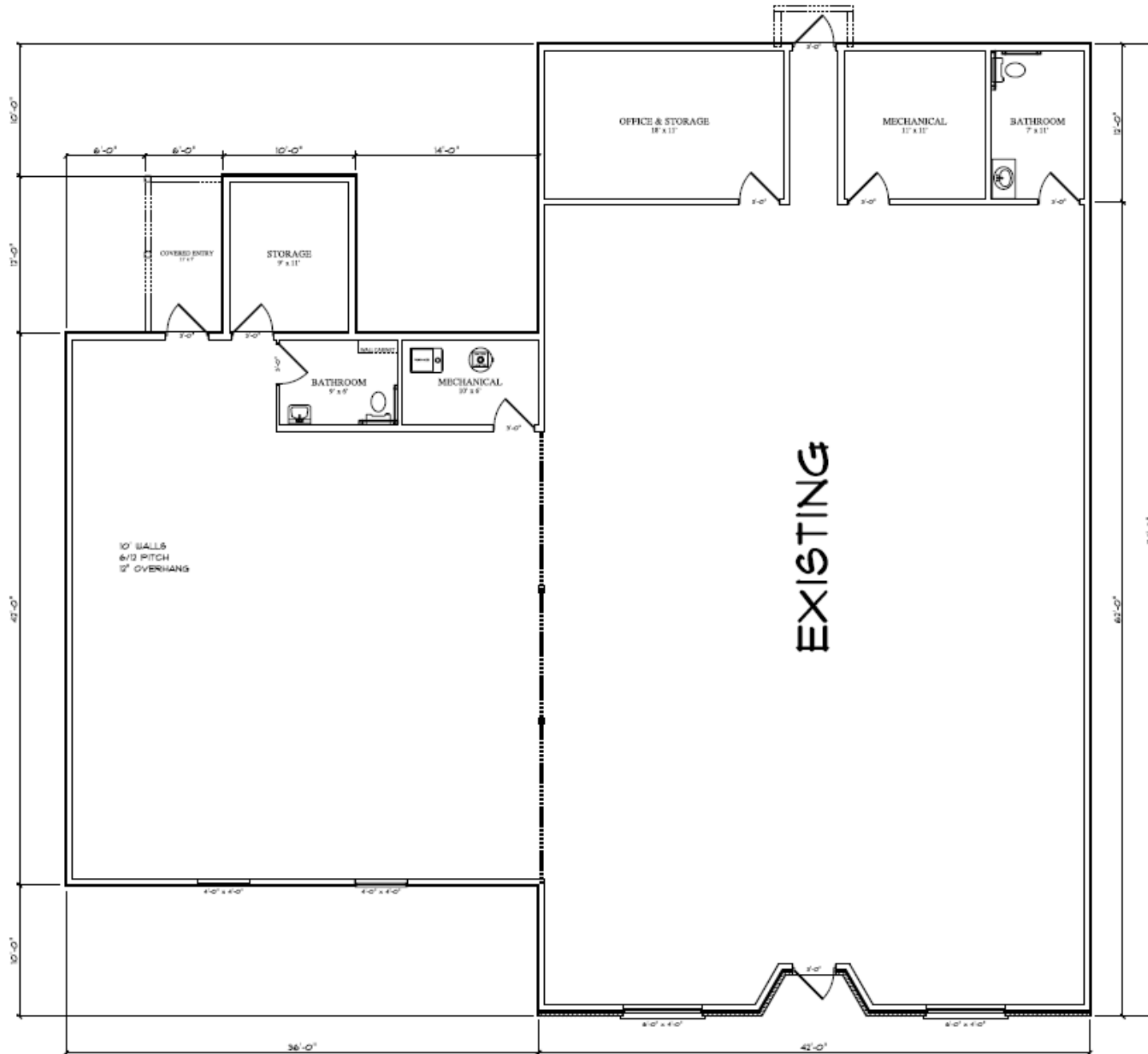
Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled



July 19, 2022



Elk River Additional Open Hours Agreement

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Discuss renewal of the Elk River Alternative Library Services Agreement.

BACKGROUND INFORMATION

Supporting Documents Attached

- Current Elk River Additional Open Hours Agreement

In 2017, GRRL entered into an agreement with the City of Elk River to add open hours through city funds. The agreement allowed the Elk River Library to open at 10 a.m. Monday through Saturday. The city paid an annual amount for GRRL staff to support an additional three (3) open hours per week. The service agreement was in effect for five years and is set to expire on December 31, 2022.

GRRL Library Development Policy sets open hours for libraries with 4,000 to 20,000 borrowers at 41-49 hours per week. The current schedule provides 51 hours. Current recommendations for Elk River are 48 hours weekly based on circulation and usage patterns. A review of 2021 library statistics shows Elk River usage has declined substantially since 2017, due in part to the pandemic.

Staffing levels have also changed to reflect this decline in usage. Costs to extend library open hours beyond GRRL policy recommendations would be less than the prior five-year period due to this change.

The Elk River Mayor has indicated his preference is to reduce hours rather than have the city continue to fund the additional open hours. He has requested reconsideration of the agreement and that GRRL consider continuing the additional three (3) hours within GRRL's operating budget.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 6,500 Funding Source: City of Elk River Budgeted: Yes No N/A

ACTION

Passed
 Failed
 Tabled

Additional Open Hours Agreement

THIS AGREEMENT, made and entered into this 4th day of December, 2017, by and between the City of Elk River, a municipal corporation, hereinafter collectively referred to as "CITY," and Great River Regional Library, a public regional library system established under Minnesota Statutes, hereinafter referred to as "GRRL."

WHEREAS, the Elk River City Council, by written action, has established a commitment to expand open hours beyond base level services provided by Great River Regional Library System in the City of Elk River which includes approximate annual costs of \$9,800 which covers additional weekly GRRL staffing of 1 hour Library Services Coordinator, 6 hours Library Assistant and 3 hours Library Aide.

NOW, THEREFORE, the parties hereto wish to commit in writing the terms and conditions under which the CITY will be affiliated with GRRL, and in consideration of the premises, the parties do hereby agree as follows:

1. **ALTERNATIVE LIBRARY SERVICES.** Throughout the term of this agreement GRRL agrees to provide alternative library services in the form of additional open hours above and beyond those set and paid for by GRRL. These services shall be an enhancement of regional library services already provided to Elk River residents through the GRRL Elk River library.

This agreement does not include the additional funding provided by the City of Elk River for the purposes of library programming.

2. **ADDITIONAL CITY RESPONSIBILITIES.** In connection with the operation of alternative services in the City of Elk River, the CITY shall be responsible for the following:
 - a. The CITY recognizes providing library services could result in future state maintenance of effort obligations;
 - b. The alternative library service must abide by the policies established by the GRRL Board of Trustees.
3. **FEES AND REIMBURSEMENTS.** Charges for the additional open hours will be the responsibility of the CITY. The CITY also agrees costs will be adjusted in accordance with GRRL staffing costs, not to exceed 7.5% for wages and benefits, to be determined by GRRL annually in July.
4. **TERMS AND CONDITIONS.** GRRL will invoice the CITY annually in January for the upcoming year, and the CITY will pay annually for this service.
5. **INSURANCE.** GRRL is responsible for its own liability and worker's compensation insurance coverage.
6. **EMPLOYEES.** GRRL will employ such individuals as it deems appropriate to provide the necessary library services associated with operating the alternative library service. The salary, employment schedule and job description for all employees will be established by GRRL. Any employees will serve under the terms of the GRRL Personnel Rules and Policies. GRRL reserves the right to determine scheduling and staffing allocations for all of its libraries.
7. **EFFECTIVE DATE AND TERMINATION DATE.** This Agreement will be in full force and effect during the term of this Agreement from January 1, 2018, through December 31, 2022. The terms

- 8. and conditions of this Agreement will be reviewed by all parties 90 days prior to expiration unless otherwise extended or terminated earlier by GRRL or the City of Elk River. If a party fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the other party has the right to terminate this Agreement.

If the agreement is terminated the CITY agrees that GRRL may reduce open hours to 2017 totals.

If the CITY terminates the agreement, it cannot re-apply for additional open hours until a minimum of three years has passed from the date of termination. Termination does not relieve the CITY of any current obligations to GRRL. Cities that terminate services can make no future claims against GRRL.

- 9. **NOTICES.** All communications and notices required to be given or served hereunder shall be in writing and shall be deemed to have been duly given or served if delivered in person or deposited in the United States Mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to a party to this agreement at the address hereafter stated:

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

City Administrator
City of Elk River
13065 Orono Parkway
Elk River, MN 56330

- 10. **BINDING EFFECT.** This agreement shall be binding on and shall inure to the benefit of the parties hereto and to their assigns and successors in interest.
- 11. **AMENDMENT, MODIFICATION, AND WAIVER.** No amendment, modification, or waiver of any condition, provision, or term hereof shall be valid or of any effect unless made in writing, signed by parties hereto and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.
- 12. **SEVERABLE PROVISIONS.** Each provision, section, sentence, clause, phrase, and work of this agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or work hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the agreement.
- 13. **MINNESOTA LAW.** This agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.
- 14. **ASSIGNMENT.** Neither party may assign its interest hereunder without the express written consent of the other party.
- 15. **INDEMNIFICATION.** GRRL and the CITY mutually agree to defend, indemnify and hold each other, its officials, officers, employees and agents harmless from any claims, demands, actions or causes of action, (including reasonable attorney’s fees and expenses), arising out of any act or omission arising from their own negligent acts, its subcontractors, agents or employees in the performance of, or with relation to, any of the work or services to be performed or furnished by GRRL or the CITY under this Agreement.

- 16. **MEDIATION.** By mutual agreement of the parties, any claim or controversy arising out of or relating to this agreement or the breach thereof may be settled by mediation. This shall not be construed to prevent any party from seeking legal redress to enforce the provisions of this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed the day and year first above written.

CITY OF ELK RIVER



 Mayor



 City Clerk

GREAT RIVER REGIONAL LIBRARY



 Library Executive Director



 President, GRRL Board of Trustees



 Secretary, GRRL Board of Trustees

12/19/17