



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

Board of Trustees Meeting
Tuesday, September 20, 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 from July 19, 2022	6:02
3.1 Board Meeting (Requested Action – Approve) pg 3	
3.2 Personnel Committee Meeting (Requested Action – Approve) pg 9	
3.3 Finance Committee Meeting (Requested Action – Approve) pg 11	
4. Public Open Forum	6:05
5. Financials	6:07
5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)	
5.2 Financial Reports (emailed) (Requested Action – Accept)	
5.3 Current Letter of Credit Designation (Requested Action – Approve) pg 13	
6. Consent Agenda (Requested Action – Approve)	6:10
6.1 Regional Library Basic System Support FY2022 Report of Results pg 17	
6.2 Regional Library Telecommunications Aid FY2022 Final Report pg 23	
6.3 Regional Library Telecommunications Aid FY2023 Application pg 29	
6.4 Other	
7. Communications	6:13
7.1 Other	
8. Presentations	6:13
8.1 WACOSA Partnership (verbal)	
8.2 Other	
9. Staff Reports	6:28
9.1 Executive Director’s Report pg 33	
9.2 Management Reports pg 37	
9.3 Building Reports pg 43	
9.4 Summer Reading Program Statistics pg 45	
9.5 Other	
10. Committee Reports	6:38
10.1 Central Minnesota Libraries Exchange Board (verbal)	

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
July 19, 2022**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, July 19, 2022, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Jayne Dietz, Melissa Fee, George Fiedler, Lisa Fobbe, Lynn Grewing, Christine Husom, Gary Kneisl, Leigh Lenzmeier, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Mary Eberley

GRRL Staff Present: Amy Anderson, Cara Langston, Karen Pundsack, Jay Roos, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Executive Director Karen Pundsack requested two agenda amendments: move 12.1 Eagle Bend Library Building Expansion after 9.3 Building Reports, and move 11.1 GRRL 2023 Budget Proposal after 11.2 Labor Negotiations Discussion – Closed Session.

Al Amdahl made a motion to adopt the agenda as amended. Seconded by Melissa Fee, the motion carried unanimously.

APPROVAL OF MINUTES

George Fiedler made a motion to approve the May 17, 2022, Board meeting minutes as presented. Seconded by Christine Husom, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIALS

Bills

Gary Kneisl made a motion to approve the June and July bills and July bills addendum as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Financial Reports

Lisa Fobbe made a motion to accept the May and June financial reports as presented. Seconded by Jayne Dietz, the motion carried unanimously.

Current Letter of Credit Designation

Lisa Fobbe made a motion to approve FHLB Letter of Credit No. 2234-8624 dated June 16, 2022, for \$200,000. Seconded by Al Amdahl, the motion carried unanimously.

CONSENT AGENDA**Annual Financial Designations Update****Arts & Cultural Heritage Fund FY2023 Application****GRRL Board 2023 Meeting/Work Session Schedule**

Randy Winscher made a motion to approve above consent agenda items as presented. Seconded by Jayne Dietz, the motion carried unanimously.

COMMUNICATIONS**Library Services & Technology Act FY 2022 Grant Final Project Report**

The Library Services & Technology Act (LSTA) grant final report to the state included the following project information and outcomes:

- Staff learned about working with people with mental health issues and disabilities as well as cross-cultural communication at All Staff Day;
- Many GRRL position descriptions and a few policies were updated.

GRRL Logic Model

Executive Director Karen Pundsack explained the GRRL Logic Model, which was a project funded with American Rescue Plan Act (ARPA) dollars. With input from GRRL management and Board members, Wilder Research developed this program evaluation plan to help determine how to improve programs and deliver them going forward. She talked about the work of Heather Bean, GRRL's Literacy Leadership VISTA for 2021-22. The second-year VISTA will begin in August and continue Heather's work.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report**

Nothing was added to this report.

Management Reports

Associate Director – Information Technology Jay Roos provided additional information about GRRL's parking lot wireless project funded through ARPA. Twelve cities with GRRL libraries agreed to be part of the project. Due to supply chain issues for some of the equipment, it will not be complete until February 2023. Also, rather than upgrading meeting room equipment to accommodate hybrid meetings, the decision was made to purchase Owl devices for use region-wide. Laptops will be available for patrons to checkout and use in libraries that have meeting rooms with privacy for remote one-to-one meetings.

Zurya Anjum joined meeting at 6:13 p.m.

Building Reports

The Paynesville City Council has shared with GRRL the structural study of a building being considered for purchase for future city offices and library space. An update was given about the cost to replace the broken window in the St. Cloud Library building entry.

Patron Services Supervisor Cara Langston informed the Board about time spent recently on the Cold Spring building project. She attended the July 12 city council meeting at which there was limited action on the fire department site. It is undecided as to where the library might be located.

Eagle Bend Library Building Expansion

Formal Board approval was requested for the Eagle Bend Library building expansion. Patron Services Supervisor Cara Langston explained the area of expansion the library may be able to use. There is no architect for the design process. She is working with Associate Director – Collection Development Jami Trenam on the library collection and plans to visit the building site with GRRL Computer Systems Analyst Steve Lex to determine the wiring layout.

Gary Kneisl made a motion to approve the Eagle Bend Library building expansion. Seconded by George Fiedler, the motion carried unanimously.

Second Quarter 2022-2025 Strategic Plan Objectives & Key Results

Total borrower increases have been seen. Various statistics were reviewed. The fines/miscellaneous receipts revenue received was highlighted. GRRL continues to move ahead strategically.

Human Resources Reports

Executive Director Karen Pundsack noted a few items from the reports.

COMMITTEE REPORTS

Finance Committee

Second Quarter Financial Report

The Finance Committee approved the Second Quarter Financial report. As of June 30, GRRL revenues are 62 percent received, and expenses are 47 percent spent for the year. The Committee also discussed fleet vehicles.

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

Personnel Committee

The Personnel Committee approved the following three items:

Technical Services Position Description Revisions

The Technical Services Aide position was merged with the Technical Services Clerk position to create workflow efficiencies. Although the Aide pay increases as a result, the merger will be budget neutral.

Human Resources and Accounting Reorganization

Following evaluation of Human Resources (HR) and Accounting processes, the reorganization proposed moving payroll from the HR department back to Accounting. The Accounting Coordinator position will move to the Associate Director level due to additional responsibilities. The changes are budget neutral.

Personnel Policy Updates

Personnel policy language was changed as part of the LSTA grant to help GRRL retain and recruit staff. The updated language is more inclusive and was reviewed by legal counsel.

Executive Director Karen Pundsack recognized Accounting Coordinator Amy Anderson for managing both the Accounting and Human Resources departments for the last month.

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

Fund Development Committee

Leigh Lenzmeier reported fund development is going well, and the committee is enjoying success.

Central Minnesota Libraries Exchange (CMLE) Board

Jayne Dietz reported the following from the CMLE July meeting:

- Issues with their financial reporting will be corrected soon;
- The CMLE bylaws were updated, reducing the number of GRRRL representatives on their board;
- Mini-grant funding will be reviewed in September after their audit is complete;
- A state library services grant was approved; and
- They said farewell to three board members.

UNFINISHED BUSINESS

Labor Negotiations Discussion – Closed Session

Zurya Anjum made a motion to close the Board meeting at 6:38 p.m. pursuant to Minnesota Statute 13D.03 Closed Meetings for Labor Negotiations Strategy. Seconded by Jayne Dietz, the motion carried unanimously.

Present for the closed session discussion were the Board members, Executive Director Karen Pundsack, Accounting Coordinator Amy Anderson, and attorney Susan Hansen of Madden Galanter Hansen LLP.

The Board open meeting resumed at 7:38 p.m.

GRRRL 2023 Budget Proposal & Discussion

The proposed GRRRL 2023 Budget was unchanged from the preliminary budget presented in May. Executive Director Karen Pundsack pointed out budget line items, revenues, and the Signatory Share Factor Table. Overall, the budget reflects a 3.14 percent increase for GRRRL, which breaks down for each county differently. It also shows the use of reserves from GRRRL's 2021 Budget surplus and Unassigned Fund Balance spend down plan.

Leigh Lenzmeier made a motion to approve the GRRRL 2023 Budget as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

NEW BUSINESS

Eagle Bend Library Building Expansion

This item was addressed earlier in the meeting after the building reports.

Elk River Additional Open Hours Agreement Discussion

In the 2022 GRRRL Budget, the City of Elk River contributed dollars for three additional open hours per week at the Elk River Library. The five-year Additional Open Hours Agreement between GRRRL and the city will expire on December 31, 2022. The 2023 Budget does not include City of Elk River dollars because the agreement has not been renewed. In email conversations with Executive Director Karen Pundsack, the Elk River mayor requested the additional hours without cost to the city going forward since GRRRL has added hours at most other libraries in the last five years.

Staff reviewed the request and compared Elk River's library use and open hours to other large GRRRL libraries. The estimated cost for additional hours has decreased significantly due to library staffing changes. Following discussion, Board consensus was to allow the agreement to expire if the City of Elk

River decides not to renew it. The Board asked for more data on Elk River usage. Karen Pundsack agreed to provide more Elk River usage analysis as part of the full Library Development Plan update in October.

BOARD OPEN FORUM

A Board member mentioned a recently deceased person whose family requested memorial donations to GRRL and another organization.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, September 20, 2022.

ADJOURNMENT

George Fiedler made a motion to adjourn the meeting at 7:56 p.m. Seconded by Jayne Dietz, the motion carried unanimously.

Edward Popp, President

Zurya Anjum, Secretary

September 20, 2022

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
July 19, 2022**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, July 19, 2022, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Jayne Dietz, Melissa Fee, Lynn Grewing, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused:

GRRL Staff Present: Amy Anderson, Karen Pundsack, Jay Roos, Jami Trenam, Patricia Waletzko

ADOPTION OF AGENDA

Jayne Dietz made a motion to adopt the agenda as presented. Seconded by Jacey Wallace, the motion carried unanimously.

APPROVAL OF MINUTES

Lynn Grewing made a motion to approve the May 17, 2022, minutes as presented. Seconded by Al Amdahl, the motion carried unanimously.

TECHNICAL SERVICES POSITION DESCRIPTION REVISIONS

Executive Director Karen Pundsack informed the committee of the Technical Services Aide position merger with the Technical Services Clerk position, which will create efficiencies in workflow. Associate Director – Collection Development Jami Trenam stated the merged Clerk position provides flexibility and skill growth for staff and work continuity. Although the Aides receive a pay increase as a result, the merger will be budget neutral due to turnover. The proposal was shared with AFSCME representatives.

Jacey Wallace made a motion to approve the Technical Services position description revisions as presented. Seconded by Jayne Dietz, the motion carried unanimously.

HUMAN RESOURCES AND ACCOUNTING REORGANIZATION

After the month-long Associate Director – Human Resources vacancy and evaluation of Human Resources (HR) and Accounting processes, the proposed reorganization would move payroll from the HR department back to Accounting. Executive Director Karen Pundsack stated the Accounting Coordinator position would move to the Associate Director level due to additional responsibilities. The proposed changes are budget neutral.

The Human Resources Associate Director position was posted. Interviews will begin this week, and management hopes to fill the vacancy in the next two weeks.

Jayne Dietz made a motion to approve the Human Resources and Accounting reorganization as presented. Seconded by Ed Popp, the motion carried unanimously.

PERSONNEL POLICY UPDATES

Executive Director Karen Pundsack presented updated Personnel policies as part of the Library Services & Technology Act grant to help GRRL retain and recruit staff. The language is more inclusive and has been reviewed by legal counsel. In reply to a question, she explained the purpose of the more explicit language.

Ed Popp made a motion to approve the Personnel policy updates as presented. Seconded by Al Amdahl, the motion carried unanimously.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting is to be determined.

ADJOURNMENT

Melissa Fee adjourned the meeting at 5:48 p.m.

Melissa Fee, Chair

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
July 19, 2022**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Leigh Lenzmeier on Tuesday, July 19, 2022, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Lisa Fobbe, Gary Kneisl, Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused: Christine Husom

GRRL Staff Present: Amy Anderson, Karen Pundsack, Jay Roos, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

The agenda was adopted as presented without vote.

APPROVAL OF MINUTES

Ed Popp made a motion to approve the May 17, 2022, minutes as presented. Seconded by Randy Winscher, the motion carried unanimously.

SECOND QUARTER FINANCIAL REPORT

Accounting Coordinator Amy Anderson stated as of June 30, GRRL revenues are 62 percent received for the year, miscellaneous receipts/fines are 100 percent received, and interest income continues to increase. CD purchases are being staggered to obtain the highest amount of interest.

GRRL expenses are 47 percent spent for the year. The budget is absorbing additional open hours and 2022 benefit credit changes, which were not originally budgeted. Vehicle fuel expenses are being managed differently, and year-to-date fleet vehicle maintenance has been high. Delivery of the new Transit van has been delayed to late August or early September.

Following discussion about vehicle management and CD investments, Ed Popp made a motion to approve the second quarter financial report as presented. Seconded by Gary Kneisl, the motion carried unanimously.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, September 20, 2022.

ADJOURNMENT

Leigh Lenzmeier adjourned the meeting at 5:19 p.m.

Leigh Lenzmeier, Chair

September 20, 2022



LETTER OF CREDIT NO. 2234-8878

Effective Date: September 06, 2022

Great River Regional Library
amya@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. 2234-8878 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 \$400,000.00 ("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 December 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:  _____

Risk, Money Desk and Cash Settlement Manager Sep 06, 2022
Title: _____

Effective Date: September 06, 2022
LETTER OF CREDIT NO. 2234-8878

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. 2234-8878 (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: _____



REGIONAL LIBRARY BASIC SYSTEM SUPPORT REPORT OF RESULTS AND EXPENDITURES

FY22 (July 1, 2021 - June 30, 2022)

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Great River Regional Library

Name, phone number and e-mail address of regional public library system administrator: Karen Pundsack,
320-650-2512, karenp@grrl.lib.mn.us

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 497,463

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Ed Popp
Chair, Governing Board
Date: Sept. 20, 2022

Signature:

Name: Karen Pundsack
Regional Public Library System Administrator
Date: Sept. 20, 2022

Hannah Buckland at hannah.buckland@state.mn.us by October 1, 2022.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY22 results:

2022 Qtr 2 YTD cumulative	
Resident Borrowers Number of residents with active library card	82,302
New Borrowers Number of new registrations for a library card	9,556
Circulation Number of books and media borrowed by patrons (not digital)	1,213,628
Active Digital Library Users Number of borrowers using the Digital Library	35,721
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	143,121

Individual Programs

Briefly highlight the programs/services/activities that took place during FY22, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program:

- Please describe what you did through this program: **Resource sharing throughout the six-county region**
- What was the goal of your program? **Provide services to advance users' literacy skills.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization's mission and strategic plan goals? **Objective 2: Expand the eBook, eAudiobook and database collection. Objective 3: Enhance the physical collection of library materials.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2021 data 2021 Qtr 2 YTD cumulative	FY2022 data 2022 Qtr 2 YTD cumulative
Resident Borrower Numbers Number of residents with active library card	85,675	82,302
New Borrowers Number of new registrations for a library card	6,278	9,556
Circulation Number of books and media borrowed by patrons (not digital)	1,201,341	1,213,628
Active Digital Library Users Number of borrowers using the Digital Library	30,642	35,721
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	131,828	143,121

- Please describe what you did through this program: **Provide a unified integrated library system experience for GRRL users**
- What was the goal of your program? **Improve wireless connectivity**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization’s mission and strategic plan goals? **Goal: Library users will experience effective and efficient library service and up-to-date library technology each time they use GRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2021 data	FY2022 data
Wireless sessions	13,699	38,970

- Please describe what you did through this program: **Enhance communication among staff around the region and provide professional development opportunities.**
- What was the goal of your program? **Enhance efforts to offer effective and welcoming library service.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization’s mission and strategic plan goals? **Objective 1: Increase training to support access and awareness.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2021 data 2021 Qtr 2 cumulative	FY2021 data 2022 Qtr 2 cumulative
Regional Staff meeting	34	40
All Staff Day attendees	NA	185
Harassment training attendees	121	NA
Shadow Day (2020)/Virtual Reference & Circulation training (2021) attendees	35 Reference 18 Circulation	NA
De-escalation training attendees	26	NA
Weeding for Condition virtual training attendees	38	NA
Space usage/wayfinding virtual training attendees	25	NA
Summer Reading Program 2021 training on Beanstack attendees	19	NA

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY22 state aid application:

RLBSS FY2022 Summary of Expenditures

Regional Library System Name:	
State Fiscal Year 2022	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$1,637,874
Benefits	
Staff Development, Tuition and Other Reimbursements	
Total Personnel Expenses	\$1,637,874
Total FTE Supported	32.8
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total State Aid Expenditures	\$1,637,874

September 20, 2022



Regional Library Telecommunications Aid Program FY 2022 (July 1, 2021 – June 30, 2022) Final Report Signature Page

A complete final report for the FY 2022 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Category 1, Category 2, Category 3, and participation costs. Acceptable documentation includes:

Category One Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Category Two Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Participation Costs:

- Vendor invoices

Please contact [Hannah Buckland](#) if you have questions about documentation or any other part of the report.

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

Regional Public Library System Name: Great River Regional Library

Signature:

Name: Ed Popp
Chair, System Governing Board

Date: 9/20/22

Signature:

Name: Karen Pundsack
Regional Public Library System Administrator

Date: 9/20/22

Please email your report to hannah.buckland@state.mn.us by **September 16, 2022**.

GRRL RLTA FY22 Report Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Regional Public Library System: Great River Regional													
2	Actual Costs State FY 2022													
3		Hours Open to the Public	E Rate Year 2021 Discount %	Bandwidth Available 7/1/2021	Bandwidth Available 6/30/2022		Total Actual Costs- Category One	Total E-rate Reimbursement for Category One	RLTA for Category One	Participation Fees	Total Actual Costs- Category Two	Total E-rate Reimbursement for Category Two	RLTA for Category Two	Notes
4	Sites Eligible for RLTA:													
5	Albany Public Library	39	80%	100 Mbps	100 Mbps		\$13,992.00	\$11,192.00	\$2,800.00					\$0.00
6	Annandale Public Library	28	80%	100 Mbps	100 Mbps		\$12,912.00	\$10,328.00	\$2,584.00					\$0.00
7	Becker Public Library	33	80%	100 Mbps	100 Mbps		\$13,692.00	\$10,952.00	\$2,740.00					\$0.00
8	Belgrade Public Library	22	80%	100 Mbps	100 Mbps		\$11,472.00	\$9,176.00	\$2,296.00					\$0.00
9	Big Lake Public Library	33	80%	100 Mbps	100 Mbps		\$12,912.00	\$10,328.00	\$2,584.00					\$0.00
10	Buffalo Public Library	48	80%	100 Mbps	100 Mbps		\$7,812.00	\$6,248.00	\$1,564.00					\$0.00
11	Clearwater Branch Library	25	80%	100 Mbps	100 Mbps		\$13,692.00	\$10,952.00	\$2,740.00					\$0.00
12	Cokato Public Library	31	80%	100 Mbps	100 Mbps		\$13,992.00	\$11,192.00	\$2,800.00					\$0.00
13	Cold Spring Public Library	37	80%	100 Mbps	100 Mbps		\$10,092.00	\$8,072.00	\$2,020.00					\$0.00
14	Delano Public Library	44	80%	100 Mbps	100 Mbps		\$13,992.00	\$11,192.00	\$2,800.00					\$0.00
15	Eagle Bend Public Library	23	80%	100 Mbps	100 Mbps		\$13,572.00	\$10,856.00	\$2,716.00					\$0.00
16	Elk River Public Library	51	80%	100 Mbps	100 Mbps		\$10,788.00	\$8,632.00	\$2,156.00					\$0.00
17	Foley Public Library	36	80%	100 Mbps	100 Mbps		\$10,092.00	\$8,072.00	\$2,020.00					\$0.00
18	Great River Regional Library	59	80%	1000 Mbps	1000 Mbps		\$13,956.00	\$11,164.00	\$2,792.00					\$0.00
19	Grey Eagle Public Library	23	80%	100 Mbps	100 Mbps		\$17,712.00	\$14,168.00	\$3,544.00					\$0.00
20	Howard Lake Public Library	31	80%	100 Mbps	100 Mbps		\$11,472.00	\$9,176.00	\$2,296.00					\$0.00
21	Kimball Public Library	23	80%	100 Mbps	100 Mbps		\$17,712.00	\$14,168.00	\$3,544.00					\$0.00
22	Little Falls Public Library	45	80%	100 Mbps	100 Mbps		\$10,092.00	\$8,072.00	\$2,020.00					\$0.00
23	Long Prairie Public Library	37	80%	100 Mbps	100 Mbps		\$13,272.00	\$10,616.00	\$2,656.00					\$0.00
24	Melrose Public Library	27	80%	100 Mbps	100 Mbps		\$13,572.00	\$10,856.00	\$2,716.00					\$0.00
25	Monticello Public Library	43	80%	100 Mbps	100 Mbps		\$13,572.00	\$10,856.00	\$2,716.00					\$0.00
26	Paynesville Public Library	33	80%	100 Mbps	100 Mbps		\$11,472.00	\$9,176.00	\$2,296.00					\$0.00
27	Pierz Public Library	28	80%	100 Mbps	100 Mbps		\$13,692.00	\$10,952.00	\$2,740.00					\$0.00
28	Richmond Public Library	23	80%	100 Mbps	100 Mbps		\$11,472.00	\$9,176.00	\$2,296.00					\$0.00
29	Rockford Public Library	33	80%	100 Mbps	100 Mbps		\$10,092.00	\$8,072.00	\$2,020.00					\$0.00
30	Royalton Public Library	23	80%	100 Mbps	100 Mbps		\$13,692.00	\$10,952.00	\$2,740.00					\$0.00
31	Sauk Centre (Bryant) Public Library	35	80%	100 Mbps	100 Mbps		\$13,992.00	\$11,192.00	\$2,800.00					\$0.00
32	St. Michael Public Library	47	80%	100 Mbps	100 Mbps		\$14,688.00	\$11,752.00	\$2,936.00					\$0.00
33	Staples Public Library	37	80%	100 Mbps	100 Mbps		\$11,472.00	\$9,176.00	\$2,296.00					\$0.00
34	Swanville Public Library	23	80%	100 Mbps	100 Mbps		\$10,092.00	\$8,072.00	\$2,020.00					\$0.00
35	Upsala Public Library	25	80%	100 Mbps	100 Mbps		\$26,112.00	\$20,888.00	\$5,224.00					\$0.00
36	Waite Park Public Library	32	80%	100 Mbps	100 Mbps		\$10,788.00	\$8,632.00	\$2,156.00					\$0.00
37	ELIGIBLE SITE TOTAL	1077	n/a	n/a	n/a		\$417,936.00	\$334,308.00	\$83,628.00	\$0.00	\$0.00	\$0.00	\$0.00	
38														

Quarter 1
July-September 2021

	July	Aug	Sept	E-rate Dis	Discount	After E-rate	Total Qt Bill
Albany Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Annandale Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Becker Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Belgrade Public Library	956	956	956	80%	2,294.00		574.00
Big Lake Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Buffalo Public Library	651	651	651	80%	1,562.00		391.00
Clearwater Branch Library	1,141	1,141	1,141	80%	2,738.00		685.00
Cokato Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Cold Spring Public Library	841	841	841	80%	2,018.00		505.00
Delano Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Eagle Bend Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Elk River Public Library	899	899	899	80%	2,158.00		539.00
Foley Public Library	841	841	841	80%	2,018.00		505.00
Great River Regional Library	1,163	1,163	1,163	80%	2,791.00		698.00
Grey Eagle Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Howard Lake Public Library	956	956	956	80%	2,294.00		574.00
Kimball Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Little Falls Public Library	841	841	841	80%	2,018.00		505.00
Long Prairie Public Library	1,106	1,106	1,106	80%	2,654.00		664.00
Melrose Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Monticello Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Paynesville Public Library	956	956	956	80%	2,294.00		574.00
Pierz Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Richmond Public Library	956	956	956	80%	2,294.00		574.00
Rockford Public Library	841	841	841	80%	2,018.00		505.00
Royalton Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Sauk Centre (Bryant) Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
St. Michael Public Library	1,224	1,224	1,224	80%	2,938.00		734.00
Staples Public Library	956	956	956	80%	2,294.00		574.00
Swanville Public Library	841	841	841	80%	2,018.00		505.00
Upsala Public Library	2,176	2,176	2,176	80%	5,222.00		1,306.00
Waite Park Public Library	899	899	899	80%	2,158.00		539.00
	34,828.00	34,828.00	34,828.00		83,577.00	-	20,907.00

DEC 14 2021
 Inv. Rec'd
 Items Rec'd DLB/2021
 Clerical
 Fund RLTA
 Okayed [Signature]

Quarter 2
October - December 2021

	Oct	Nov	Dec	E-rate Dis	Discount	After E-rate	Total Qt Bill
Albany Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Annandale Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Becker Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Belgrade Public Library	956	956	956	80%	2,294.00		574.00
Big Lake Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Buffalo Public Library	651	651	651	80%	1,562.00		391.00
Clearwater Branch Library	1,141	1,141	1,141	80%	2,738.00		685.00
Cokato Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Cold Spring Public Library	841	841	841	80%	2,018.00		505.00
Delano Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Eagle Bend Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Elk River Public Library	899	899	899	80%	2,158.00		539.00
Foley Public Library	841	841	841	80%	2,018.00		505.00
Great River Regional Library	1,163	1,163	1,163	80%	2,791.00		698.00
Grey Eagle Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Howard Lake Public Library	956	956	956	80%	2,294.00		574.00
Kimball Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Little Falls Public Library	841	841	841	80%	2,018.00		505.00
Long Prairie Public Library	1,106	1,106	1,106	80%	2,654.00		664.00
Melrose Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Monticello Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Paynesville Public Library	956	956	956	80%	2,294.00		574.00
Pierz Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Richmond Public Library	956	956	956	80%	2,294.00		574.00
Rockford Public Library	841	841	841	80%	2,018.00		505.00
Royalton Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Sauk Centre (Bryant) Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
St. Michael Public Library	1,224	1,224	1,224	80%	2,938.00		734.00
Staples Public Library	956	956	956	80%	2,294.00		574.00
Swanville Public Library	841	841	841	80%	2,018.00		505.00
Upsala Public Library	2,176	2,176	2,176	80%	5,222.00		1,306.00
Waite Park Public Library	899	899	899	80%	2,158.00		539.00
	34,828.00	34,828.00	34,828.00		83,577.00	-	20,907.00

	Jan	Feb	March	E-rate Dis	Discount	After E-rate	Total Qt Bill
Albany Public Library	\$ 1,166	\$ 1,166	\$ 1,166	80%	\$ 2,798		\$ 700
Annandale Public Library	\$ 1,076	\$ 1,076	\$ 1,076	80%	\$ 2,582		\$ 646
Becker Public Library	\$ 1,141	\$ 1,141	\$ 1,141	80%	\$ 2,738		\$ 685
Belgrade Public Library	\$ 956	\$ 956	\$ 956	80%	\$ 2,294		\$ 574
Big Lake Public Library	\$ 1,076	\$ 1,076	\$ 1,076	80%	\$ 2,582		\$ 646
Buffalo Public Library	\$ 651	\$ 651	\$ 651	80%	\$ 1,562		\$ 391
Clearwater Branch Library	\$ 1,141	\$ 1,141	\$ 1,141	80%	\$ 2,738		\$ 685
Cokato Public Library	\$ 1,166	\$ 1,166	\$ 1,166	80%	\$ 2,798		\$ 700
Cold Spring Public Library	\$ 841	\$ 841	\$ 841	80%	\$ 2,018		\$ 505
Delano Public Library	\$ 1,166	\$ 1,166	\$ 1,166	80%	\$ 2,798		\$ 700
Eagle Bend Public Library	\$ 1,131	\$ 1,131	\$ 1,131	80%	\$ 2,714		\$ 679
Elk River Public Library	\$ 899	\$ 899	\$ 899	80%	\$ 2,158		\$ 539
Foley Public Library	\$ 841	\$ 841	\$ 841	80%	\$ 2,018		\$ 505
Great River Regional Library	\$ 1,163	\$ 1,163	\$ 1,163	80%	\$ 2,791		\$ 698
Grey Eagle Public Library	\$ 1,476	\$ 1,476	\$ 1,476	80%	\$ 3,542		\$ 886
Howard Lake Public Library	\$ 956	\$ 956	\$ 956	80%	\$ 2,294		\$ 574
Kimball Public Library	\$ 1,476	\$ 1,476	\$ 1,476	80%	\$ 3,542		\$ 886
Little Falls Public Library	\$ 841	\$ 841	\$ 841	80%	\$ 2,018		\$ 505
Long Prairie Public Library	\$ 1,106	\$ 1,106	\$ 1,106	80%	\$ 2,654		\$ 664
Melrose Public Library	\$ 1,131	\$ 1,131	\$ 1,131	80%	\$ 2,714		\$ 679
Monticello Public Library	\$ 1,131	\$ 1,131	\$ 1,131	80%	\$ 2,714		\$ 679
Paynesville Public Library	\$ 956	\$ 956	\$ 956	80%	\$ 2,294		\$ 574
Pierz Public Library	\$ 1,141	\$ 1,141	\$ 1,141	80%	\$ 2,738		\$ 685
Richmond Public Library	\$ 956	\$ 956	\$ 956	80%	\$ 2,294		\$ 574
Rockford Public Library	\$ 841	\$ 841	\$ 841	80%	\$ 2,018		\$ 505
Royalton Public Library	\$ 1,141	\$ 1,141	\$ 1,141	80%	\$ 2,738		\$ 685
Sauk Centre (Bryant) Public Library	\$ 1,166	\$ 1,166	\$ 1,166	80%	\$ 2,798		\$ 700
St. Michael Public Library	\$ 1,224	\$ 1,224	\$ 1,224	80%	\$ 2,938		\$ 734
Staples Public Library	\$ 956	\$ 956	\$ 956	80%	\$ 2,294		\$ 574
Swanville Public Library	\$ 841	\$ 841	\$ 841	80%	\$ 2,018		\$ 505
Upsala Public Library	\$ 2,176	\$ 2,176	\$ 2,176	80%	\$ 5,222		\$ 1,306
Waite Park Public Library	\$ 899	\$ 899	\$ 899	80%	\$ 2,158		\$ 539
	\$ 34,828	\$ 34,828	\$ 34,828		\$ 83,577	\$ -	\$ 20,907

inv. Rec'd 4/11/2022
 inv. Rec'd 3/31/2022
 Period _____
 Fund RLTA
 Prepared [Signature]

Mail to:
 GRAL- A/P
 1300 W St. Germain
 St. Cloud, MN
 56301

	April	May	June	E-rate Dis	Discount	After E-rate	Total Qt Bill
Albany Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Annandale Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Becker Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Belgrade Public Library	956	956	956	80%	2,294.00		574.00
Big Lake Public Library	1,076	1,076	1,076	80%	2,582.00		646.00
Buffalo Public Library	651	651	651	80%	1,562.00		391.00
Clearwater Branch Library	1,141	1,141	1,141	80%	2,738.00		685.00
Cokato Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Cold Spring Public Library	841	841	841	80%	2,018.00		505.00
Delano Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
Eagle Bend Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Elk River Public Library	899	899	899	80%	2,158.00		539.00
Foley Public Library	841	841	841	80%	2,018.00		505.00
Great River Regional Library	1,163	1,163	1,163	80%	2,791.00		698.00
Grey Eagle Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Howard Lake Public Library	956	956	956	80%	2,294.00		574.00
Kimball Public Library	1,476	1,476	1,476	80%	3,542.00		886.00
Little Falls Public Library	841	841	841	80%	2,018.00		505.00
Long Prairie Public Library	1,106	1,106	1,106	80%	2,654.00		664.00
Melrose Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Monticello Public Library	1,131	1,131	1,131	80%	2,714.00		679.00
Paynesville Public Library	956	956	956	80%	2,294.00		574.00
Pierz Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Richmond Public Library	956	956	956	80%	2,294.00		574.00
Rockford Public Library	841	841	841	80%	2,018.00		505.00
Royalton Public Library	1,141	1,141	1,141	80%	2,738.00		685.00
Sauk Centre (Bryant) Public Library	1,166	1,166	1,166	80%	2,798.00		700.00
St. Michael Public Library	1,224	1,224	1,224	80%	2,938.00		734.00
Staples Public Library	956	956	956	80%	2,294.00		574.00
Swanville Public Library	841	841	841	80%	2,018.00		505.00
Upsala Public Library	2,176	2,176	2,176	80%	5,222.00		1,306.00
Waite Park Public Library	899	899	899	80%	2,158.00		539.00
	34,828.00	34,828.00	34,828.00		83,577.00	-	20,907.00

JUN 15 2022

Inv. Rec'd _____
 Items Rec'd 6/30/22
 Clerical _____
 Fund RTA
 Okayed [Signature]



REGIONAL LIBRARY TELECOMMUNICATIONS AID

FY 2023 (July 1, 2022 – June 30, 2023)

APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 W St. Germain

City: Saint Cloud State: MN Zip Code: 56387

Telephone: 320-650-2500

Fax: 320-650-2501

E-mail: jayr@grrl.lib.mn.us

Minnesota Tax ID#: 41-0976030

Locations Open Fewer than 20 Hours per Week

Please identify any locations open fewer than 20 hours per week and provide a reason for each:

NONE

Assurances:

All regional public library system members or branches meet the state-certified level of library support as required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ open network architecture permitting interconnectivity with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the RLTA program.

The regional public library system and its members or branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)*. This means all public library computers with access to the internet and available for use by children under the age of 17 restrict 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. The library system is also in compliance with section (c), prohibiting adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and have a policy prohibiting library users from using the library's internet access to view, print, or distribute material that is obscene per *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

Authorized Signatures

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 9/20/22

Signature:

Name: Ed Popp

Chair, System Governing Board

Date: 9/20/22

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

The following forms comprise a complete application:

- FY23 Applicant Information, Assurances and Authorized Signatures
- FY23 RLTA Priority 1 application spreadsheet
- E-rate FCDLs for 2022. Each entity included in the RLTA application must be included in FCDL(s).

If 2022 FCDLs are not available, submit 2022 form 471 and 2021 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2022 FCDL, please submit it along with an updated application spreadsheet.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY23 final report.

Please email the signed and completed application forms to State Library Services by **Friday, October 21, 2022**. Completed forms can be sent as PDF documents or in original formats.

	A	B	C	D	E	F	G	H	I	J	K
1	Regional Library Telecommunications Aid Application SFY 2023										
2	Priority 1 Costs										
3	Regional Public Library System: Great River Regional Library										
4	Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 6/30/2022	Anticipated Bandwidth 6/30/2023	E-Rate % Discount (2022)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
5	Albany Public Library	Y	100 Mbps	100 Mbps	80%	\$13,992.00	\$11,193.60	\$2,798.40		\$2,798.40	
6	Annandale Public Library	Y	100 Mbps	100 Mbps	80%	\$12,912.00	\$10,329.60	\$2,582.40		\$2,582.40	
7	Becker Public Library	Y	100 Mbps	100 Mbps	80%	\$13,692.00	\$10,953.60	\$2,738.40		\$2,738.40	
8	Belgrade Public Library	Y	100 Mbps	100 Mbps	80%	\$11,472.00	\$9,177.60	\$2,294.40		\$2,294.40	
9	Big Lake Public Library	Y	100 Mbps	100 Mbps	80%	\$12,912.00	\$10,329.60	\$2,582.40		\$2,582.40	
10	Buffalo Public Library	Y	100 Mbps	100 Mbps	80%	\$7,812.00	\$6,249.60	\$1,562.40		\$1,562.40	
11	Clearwater Branch Library	Y	100 Mbps	100 Mbps	80%	\$13,692.00	\$10,953.60	\$2,738.40		\$2,738.40	
12	Cokato Public Library	Y	100 Mbps	100 Mbps	80%	\$13,992.00	\$11,193.60	\$2,798.40		\$2,798.40	
13	Cold Spring Public Library	Y	100 Mbps	100 Mbps	80%	\$10,092.00	\$8,073.60	\$2,018.40		\$2,018.40	
14	Delano Public Library	Y	100 Mbps	100 Mbps	80%	\$13,992.00	\$11,193.60	\$2,798.40		\$2,798.40	
15	Eagle Bend Public Library	Y	100 Mbps	100 Mbps	80%	\$13,572.00	\$10,857.60	\$2,714.40		\$2,714.40	
16	Elk River Public Library	Y	100 Mbps	100 Mbps	80%	\$10,788.00	\$8,630.40	\$2,157.60		\$2,157.60	
17	Foley Public Library	Y	100 Mbps	100 Mbps	80%	\$10,092.00	\$8,073.60	\$2,018.40		\$2,018.40	
18	Great River Regional Library	Y	1000 Mbps	1000 Mbps	80%	\$13,956.00	\$11,164.80	\$2,791.20		\$2,791.20	
19	Grey Eagle Public Library	Y	100 Mbps	100 Mbps	80%	\$17,712.00	\$14,169.60	\$3,542.40		\$3,542.40	
20	Howard Lake Public Library	Y	100 Mbps	100 Mbps	80%	\$11,472.00	\$9,177.60	\$2,294.40		\$2,294.40	
21	Kimball Public Library	Y	100 Mbps	100 Mbps	80%	\$17,712.00	\$14,169.60	\$3,542.40		\$3,542.40	
22	Little Falls Public Library	Y	100 Mbps	100 Mbps	80%	\$10,092.00	\$8,073.60	\$2,018.40		\$2,018.40	
23	Long Prairie Public Library	Y	100 Mbps	100 Mbps	80%	\$13,272.00	\$10,617.60	\$2,654.40		\$2,654.40	
24	Melrose Public Library	Y	100 Mbps	100 Mbps	80%	\$13,572.00	\$10,857.60	\$2,714.40		\$2,714.40	
25	Monticello Public Library	Y	100 Mbps	100 Mbps	80%	\$13,572.00	\$10,857.60	\$2,714.40		\$2,714.40	
26	Paynesville Public Library	Y	100 Mbps	100 Mbps	80%	\$11,472.00	\$9,177.60	\$2,294.40		\$2,294.40	
27	Pierz Public Library	Y	100 Mbps	100 Mbps	80%	\$13,692.00	\$10,953.60	\$2,738.40		\$2,738.40	
28	Richmond Public Library	Y	100 Mbps	100 Mbps	80%	\$11,472.00	\$9,177.60	\$2,294.40		\$2,294.40	
29	Rockford Public Library	Y	100 Mbps	100 Mbps	80%	\$10,092.00	\$8,073.60	\$2,018.40		\$2,018.40	
30	Royalton Public Library	Y	100 Mbps	100 Mbps	80%	\$13,692.00	\$10,953.60	\$2,738.40		\$2,738.40	
31	Sauk Centre (Bryant) Public Library	Y	100 Mbps	100 Mbps	80%	\$13,992.00	\$11,193.60	\$2,798.40		\$2,798.40	
32	St. Michael Public Library	Y	100 Mbps	100 Mbps	80%	\$14,688.00	\$11,750.40	\$2,937.60		\$2,937.60	
33	Staples Public Library	Y	100 Mbps	100 Mbps	80%	\$11,472.00	\$9,177.60	\$2,294.40		\$2,294.40	
34	Swanville Public Library	Y	100 Mbps	100 Mbps	80%	\$10,092.00	\$8,073.60	\$2,018.40		\$2,018.40	
35	Upsala Public Library	Y	100 Mbps	100 Mbps	80%	\$26,112.00	\$20,889.60	\$5,222.40		\$5,222.40	
36	Waite Park Public Library	Y	100 Mbps	100 Mbps	80%	\$10,788.00	\$8,630.40	\$2,157.60		\$2,157.60	
37						\$417,936.00	\$334,348.80	\$83,587.20	\$0.00	\$83,587.20	
38	*If any sites are under 20 hours per week, please explain.										
39											

Executive Director Report September 2022

Leadership Support Team (LST)

Much of our time at the LST meetings was focused on the transitions in Accounting, Human Resources and Patron Services.

The team also reviewed Strategic Plan and Library Development Plan progress and deadlines. Some due dates were extended due to the lack of staff to move them forward. The staff Diversity, Equity & Inclusion convening will be scheduled later in the year. The Regional Staff Meeting will take place in September as planned. We also discussed quarter three priorities and American Rescue Plan Act (ARPA) project progress. Our key metrics and results will be aligned to match the deadlines for these priorities.

We continued our Library Development Plan review and looked over the alternative services listed. The information will be updated to reflect what options could be available to extend additional library service to a community. All options listed from the prior plan will again be included. Those options range from Bibliotecha Open+, local book return, Mail-A-Book, community mini library, deposit collection, locally funded open hours and GRRL2Go. Our goal is to finalize the draft for the October GRRL Board work session.

LST spent time at the last two meetings to discuss staff appreciation and staff burnout. Topics included the Appreciate & Celebrate Team's efforts and articles on staff appreciation and burnout. We want to recognize and appreciate the talented, hard-working staff across the region. The GRRL team sets high expectations for ourselves. We are also hiring and training many new staff members. This means we have not been able to move as quickly on new ideas as we have been able to in the past. As part of the LST update, training and Employee Assistance Program (EAP) resources were shared with staff.

Human Resources and Patron Services Transitions

With the promotion of Ryan McCormick to Associate Director – Human Resources, we began recruitment to fill his Patron Services Supervisor (PSS) role. After a competitive search, Becker/Big Lake Library Services Coordinator Jeannette Burkhardt was offered and accepted the position. She begins this role in October. In the meantime, Ryan is wearing two hats and continues to supervise most of the southern libraries. Associate Director – Collection Development Jami Trenam has taken on supervision of Buffalo. I will supervise Elk River and Cokato/Howard Lake during the interim period. Our goal is to maintain continuity as best we can and provide support to the newest Library Services Coordinators (LSC) in this part of the region.

Diversity, Equity & Inclusion (DEI) Toolkit Committee

The members of the DEI Toolkit Committee – Ryan McCormick, Amy Schrank, Zurya Anjum, Breanne Fruth and me – met in August to discuss the results of the May 2022 survey. The survey was administered as part of our Library Services & Technology Act (LSTA) grant measurement. Our stated goals were to get a wider and more representative response to the survey than when it was administered in October 2020. Unfortunately, the response rate was lower. We believe this is in part

due to the difficulty in interpreting the questions in the survey. One recommendation from the committee is to incorporate related questions in a future user/non-user survey rather than using the toolkit again.

The staff and board responses were representative samples. The responses from both the staff and board pointed to a need to increase community participation in decision making. One idea we recommend exploring is developing a youth advisory board and incorporating it into GRRL Bylaws. We also recommend increasing cultural opportunities for patrons through our Legacy programs. Another idea to explore is increasing collaboration and community partnerships to expand awareness of what is happening at the library. This is in line with other strategic plan efforts already under way.

Council of Regional Library Public System Administrators (CRPLSA)

CRPLSA met at the St. Cloud Public Library in July. The meeting was extended by one day to include a strategic planning workshop facilitated by consultant Janice Jaguszewski. She helped us to develop a strategic plan using an adaptive action model. The second day of the meeting included a facilitated discussion on state library funding. We will be discussing next steps at the September 22 meeting.

Highlighted Executive Director Activities since July Board Meeting

July 20 – LST board follow-up meeting
 July 21 – Associate Director – HR interviews
 July 26 – Elk River library board meeting
 July 27-29 – Hosted CRPLSA meeting at St. Cloud Public Library
 August 2 – Create CommUNITY Advisory Board meeting
 August 8 – Benton County budget presentation, Associate Director – HR Day One
 August 8 – Minnesota Library Association Legislative Forum – virtual
 August 10 – Patron Services Supervisor meeting
 August 11 – Leadership Support Team meeting, State Library Services directors online meeting, Stearns County Human Services Advisory Committee
 August 15 – MLA Board of Directors meeting
 August 16 – Todd County budget presentation
 August 23 – Stearns County budget presentation
 August 24 – PSS interviews, DEI Toolkit Survey Committee
 August 25 – Leadership Support Team, PSS interviews, Lion Man Literacy Open House
 August 26 – MLA strategic plan meeting
 August 29 – PSS interviews
 August 30 – Morrison County budget presentation, CRPLSA meeting with NJ State Librarian Jennifer Nelson, MLA meeting on Small and Rural Libraries Roundtable
 August 31 – PSS interviews, meeting on Eagle Bend construction project, St. Cloud Friends Tending for a Cause fundraiser
 September 1 – Union negotiations
 September 2 – Create CommUNITY Funding Plan subcommittee
 September 6 – Wright County budget presentation, Orientation with Buffalo LSC Katie Teasdale, Howard Lake branch visit with LSC Nicole Wilson
 September 7 – PSS interviews

September 8 – Patron Services Supervisor meeting, State Library Services directors meeting, Stearns County Human Services Advisory Committee, St. Cloud Reading Room Society

September 13 – Regional Staff Meeting

September 14 – Central Minnesota Libraries Exchange board meeting

September 15 – St. Cloud Quarterly Business Review

September 16 – Create CommUNITY subcommittee

September 19 – MLA Board of Directors meeting

September 20 – Sherburne County budget presentation, Elk River branch visit with LSC Lori Lundstrom

Management Reports September 2022

Amy Anderson
Associate Director – Accounting

Accounting

Linda Treb, Accounting Specialist, implemented a new backup reporting process for all branches. This new plan will help ensure cash reports are submitted on a timely basis during times of staff shortages or unforeseen circumstances.

The Ford Transit van ordered in 2021 arrived. The vehicle will be wrapped and placed into service as soon as possible. A 2019 Transit van has been found at a local dealership that fits within the budget set by the Finance Committee in January. The delivery and purchase will replace both 2016 vans. The fleet replacement plan will be back on track with the 2018 transit van set to be replaced in early 2023.

Payroll

Erin Mallo, Payroll Generalist Intern, and I have been training on recent upgrades within the payroll processing platform. Erin has completed several ADP clean-up projects. She also has been assisting the Human Resources (HR) department with some research reports.

The transition of payroll processing to the Accounting department continues. Changes to the payroll process have streamlined job tasks and eliminated redundancy in duties and reporting.

Investments

On August 31, the interest rates for Bremer and MAGIC savings are 0.30 percent and 2.16 percent, respectively. Several certificates of deposit (CD) opened at local institutions will renew this month. The higher rates at renewal will increase the overall CD portfolio rate, currently at 1.32 percent. This aligns with Strategic Plan Priority Goal 1 – Operational Excellence to maximize library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
GBC International Bank, CA	08/24/22	\$248,000.00	0.05%	\$740.60

Purchased CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Southside Bank, Texas	02/15/2023	\$246,000.00	2.50%	\$3,214.85
West Point Bank, Wisconsin	05/16/2023	\$244,000.00	2.85%	\$5,414.79
American Bank of Missouri, Missouri	02/21/2023	\$246,000.00	2.95%	\$3,781.66

Letter of Credit

A Letter of Credit No. 2234-8878 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank has been issued for \$400,000.00 and is dated September 6, 2022.

Brandi Canter
Lead Patron Services Supervisor

Billing Threshold Dropped to \$10

In September 2021, I shared leadership's plan to gradually lower the billing threshold after going fines free. The billing threshold is the amount at which patrons are billed for charges on their account. Recently, we dropped that amount to \$10. This resulted in over 2,500 bills sent to patrons. The majority of these bills were due to the collection fee added to accounts with unpaid balances over \$25. A few hundred of these bills have been returned due to bad addresses. However, we have identified patterns that we believe will help us improve our billing processes moving forward.

Our plan is to leave the billing threshold at \$10 for the remainder of the year. We will monitor numbers and types of unreturned materials. A large percentage of juvenile items have replacement costs less than \$10. Currently, patrons may not be billed for them. By monitoring the data, we will better understand where the billing threshold needs to be to balance the cost to GRRL to bill a patron versus the loss of individual items that are not returned.

Start of 2022-2023 Literacy Leadership VISTA Project

Aden Osman has started as our new Literacy Leadership VISTA. For now, he is busy learning about GRRL libraries and meeting staff. He wants to visit all 32 GRRL libraries, and we are working to ensure that happens in his first quarter with us.

His VISTA project focuses on programming, outreach and evaluation. He will create STEM- and DEI-based activity packets that children and families can use at home, daycare and elsewhere. Our goal is to provide GRRL-branded passive programming that is fun and builds literacy, numeracy and school readiness.

Aden will also create staff training for community outreach. Since 2020, we have seen community needs increase at the same time as we have experienced significant staff turnover and knowledge loss. We have heard from many coordinators that they struggle to widen their local connections with schools, non-profits, county agencies and others. Where we do have these collaborations, library staff and their local partners can better meet community needs. Aden's project will allow us to broaden staff knowledge and skills for this important work.

Breanne Fruth
Communications & Development Coordinator

Fundraising

The 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 and mailed invitations. The event is on September 21 from 11 a.m. to 1 p.m. at the Elk River Regional Library. Zach Tabatt from the Initiative Foundation will present on Friends groups obtaining a 501(c)(3) status.

Great River Regional Library's 2022 Year-End Campaign will begin in October and run through January 2023. The campaign timeline is as follows:

- October: appeal letter mailed to Board of Trustees and Friends of the Library members; email to GRRL staff from Executive Director

- November: appeal letter mailed to donors from the past three years
- December: donor newsletter Currents mailed; "Reading Fundraiser" in the Beanstack tracker app (used to log reading and join reading challenges)
- January: reminder letter mailed to donors who have not yet given to the campaign

Communications

During the month of August, we hosted our first Teen Bookmark Contest. This idea came from a teen focus group at the St. Cloud Library as part of our Literacy Leadership VISTA project. The teens expressed they want teen-centered library contests or challenges. This contest ran just like the library card design contest in the past. Teens created an original design of a bookmark incorporating GRRL's mission "Explore. Learn. Connect." Submissions were hand-drawn or a computer-illustrated design. Submissions are in, and staff will vote on a local (branch) winner and one regional winner.

The GRRL2GO locker system has a new wrap in Sartell! Kudos to Graphic Designer Bernadette on the creative and playful artwork! And shout out to Driver Tim Corcoran for letting me take pictures and showing me how the locker system works. The fantasy theme fits well in the children's area of the Sartell Community Center, and the new design has received positive feedback from both patrons and staff.



Appreciate & Celebrate Team

GRRL has a new team! Dezra Rittman, Human Resources Generalist, and I sought out interest through a Daily News post back in May after it was mentioned at All Staff Day. This team will put together fun ways to show staff appreciation and engage everyone with the library. The first meeting was on July 21, and the group decided on its name as the Appreciate & Celebrate Team. The team has started with templates for branches to use locally (like "silly sock day") and created a GRRL Staff Superstar Certificate to recognize coworkers' appreciated efforts.

Cara Langston
Patron Services Supervisor

Library Operations

With the summer ending, northern branches are finishing up Summer Reading Program and reflecting on how the program went this year. Library Service Coordinators (LSC) and Assistants are preparing for upcoming school outreach events. They are also planning for winter and spring events.

We are especially looking forward to programming and outreach collaborations that support our communities. Pierz LSC, Grace Heschke, partnered with community education to offer intergenerational cribbage events at the library. Community members of all ages and all cribbage abilities met throughout the summer to learn and play. In Staples, LSC Cathy Perish works with CareerForce to connect job seekers with help in the library.

Ryan McCormick
Associate Director – Human Resources and Patron Services Supervisor

New Associate Director of Human Resources

As of August 8th, I am the new Associate Director of Human Resources. I am not new to GRRL however. I have worked here for over eight years as a Patron Services Supervisor. In that position, I worked closely with HR on developing many policies and procedures. I am familiar with most of the department's functions, but still have a lot to learn. I have appreciated the support and patience of staff as I settle into my new role.

Benefits

We met with our broker in August, but have not yet received bids for 2023. Hopefully, they will be in before the end of the month. We also plan to use the Ease platform for open enrollment again this year.

Bargaining Unit Negotiations

Bargaining unit contract negotiations began on September 1st, with the next meeting scheduled for October. Current contracts are approved through December 31, 2022.

Safety and Wellness Team

The team has begun meeting regularly again. Current projects include a region wide inventory of Automatic External Defibrillators (AED), preparing for Fire Prevention Week in October, and researching ways to regularly communicate wellness topics with staff. Plans to begin scheduling new loss control surveys by Minnesota Counties Intergovernmental Trust (MCIT) are also in progress.

City of Elk River

At their council meeting in August, the city opted not to renew the additional open hours contract with GRRL. Therefore, beginning in January, the Elk River Library will be open three less hours each week. We are currently reviewing circulation data to determine where to cut these hours for 2023.

Additionally, the city asked that GRRL staff begin taking reservations for the library's community room. We agreed, as the change should ensure a smoother experience for the public. Staff training is complete, and the online changeover should be finished by the end of this month.

Jay Roos
Associate Director – Information Technology

American Rescue Plan Act (ARPA) Parking Lot Wireless

One of our ARPA projects is adding wireless access to library parking lots around the region. The installation of network cabling and wall brackets began on September 9th and is expected to be completed by September 19th. Unfortunately, the current estimate for final equipment delivery is February 2023. Libraries included are: Albany, Annandale, Becker, Big Lake, Buffalo, Cokato, Elk River, Kimball, Little Falls, Monticello, Royalton, and Staples.

ARPA Meeting Room Equipment

Another ARPA project is to enhance meeting room equipment. This includes providing digital projectors at some sites for meeting rooms. In other locations, it means providing laptops designated for doing individual or small group virtual meetings where we have study rooms. We have received all of the

equipment and have started preparing it for use in the identified locations. The last part of the enhancement is to add a large wall-mounted TV to a small meeting room in Monticello.

Equipment Disposals

The Information Technology department is wrapping up equipment disposals. This year we disposed of a couple of years-worth of equipment that was not handled during the pandemic. In accordance with policy and statute, we have removed computers, laptops, printers, monitors, switches and other equipment that has outlived its useful life at GRRL. Much of the equipment was disposed through eBay auctions. The rest has either gone to resellers based on the best quote or has simply been recycled if it has no remaining value.

Jami Trenam
Associate Director – Collection Development

Wi-Fi Hotspot Expansion

The hotspot expansion project is on schedule to be complete by the end of September. We now have 150 hotspots with a three-week checkout period circulating throughout the region. Patrons can place a hold on these devices on our website or by contacting library staff. All 150 hotspots are currently in use.

Our original hotspots have been in the collection for two years, so the next stage of the project is to upgrade our existing equipment. The upgraded devices are branded as part of our “Lucky Day” collection. Lucky Day items checkout for one week and are not eligible for holds. All library locations will have a handful of “Lucky Day” hotspots to serve walk-in patrons who have not placed a hold.

When complete, we will have over 300 hotspots available for patrons. This blended model should increase the access and availability of the WiFi2Go service.

Merchandising Training

In August, I collaborated with Patron Services Specialist Beth Ringsmuth Stolpman to present a training on merchandising for the Patron Services Associate and Library Aide staff at the St. Cloud Library. The training highlighted techniques used in retail that we can use in libraries to enhance our physical collection.

Research shows strategies such as making the covers of books more visible creates a more welcoming environment and invites patrons to browse and interact with library materials. Staff at the St. Cloud Library have done a fantastic job of bringing an assortment of materials into the main floor lobby. This not only highlights the variety of our collection, but also increases access for folks who may not have the time or ability to explore the shelves upstairs.

This work is not unique to the St. Cloud Library. Staff across the region work diligently to increase the display of library materials to represent a wide range of experiences and viewpoints as part of our strategic plan. I invite you to explore your local library to see what is new!

Building Reports September 2022

Brandi Canter Lead Patron Services Supervisor

Belgrade

Façade work completed in June has, so far, been successful in eliminating water intrusion at the front of the library.

Paynesville

On August 11, a team of GRRL staff toured the Washburne Court facility to gauge its potential as a new library. The GRRL team included myself, Associate Director – Collection Development Jami Trenam, Associate Director – Information Technology Jay Roos, and Library Services Coordinator (LSC) Kateri Gruber.

The site is well located with great charm and parking. Unfortunately, it also has low ceilings, and the elevator and restrooms cut the space in half. This creates two parts that are each smaller than the current facility. We asked that the city have an architect review the floorplan to create a single space that is at least 3,100 square feet, as recommended in GRRL's 2021 space needs analysis update.

St. Cloud

We are still hoping the broken HVAC chiller will be replaced in October. Problems were found on the second chiller during regular maintenance, and new parts have been ordered. In late August, the city replaced the shattered window in the front entry. Through a local vendor they were able to find replacement glass at significantly less cost. Other facility projects include continued replacement of faulty ballasts to improve lighting.

Waite Park

The city replaced the malfunctioning handicap door opener button. They also helped staff keep things fun by purchasing an outdoor storage box for yard games. LSC Ellen Munz has been in contact with county and state personnel to try to get a better-located and more visible library road sign on Third Street North.

Cara Langston Patron Services Supervisor

Eagle Bend

The museum expansion is moving along. LSC Cathy Perish and I, along with GRRL department representatives, are working on the layout with city representatives.

Grey Eagle

The City of Grey Eagle is researching replacement lighting. The current bulbs are noisy and work inconsistently. Replacement lights will ensure users and staff can comfortably use library resources.

Long Prairie

LSC Amanda Wehrspann worked with the city to secure a meeting space in the library building. When it becomes available to us, it will be used by both patrons and staff for study, meetings and programs. We are excited at the prospect of a private meeting space.

Sauk Centre

The Sauk Centre Library windows have had ongoing leak issues. The city is applying for a grant that could help cover the cost of upgrading windows in the library.

Swanville

The Swanville museum, which shares a building with the library, is now open. The space is open during library hours and available for self-paced walk through tours.

Upsala

The current Upsala Library building sign is showing signs of rot and fading. The city will be replacing the old sign with a new metal one.

Ryan McCormick

Associate Director – Human Resources and Patron Services Supervisor

Becker

The power generator blew a transformer in the library's air conditioning unit in early August. After a week of waiting for replacement parts to arrive, it was discovered that the damage was even worse than thought. After further repairs, everything is now working properly.

Big Lake

A backup power supply for the security system has failed. Fortunately, a replacement part has been found, and the system is working properly.

Rockford

The city council has approved replacing the building's furnaces and an air conditioning condenser. Thanks to the patience and flexibility of all involved, the library will remain open during this project.

Karen Pundsack
Executive Director

Howard Lake

The city rejected bids for the new building because they were over project estimates, and some bid categories failed to solicit any responses. They have applied for a supplemental loan through the USDA for the construction project. The city's design team and project managers are looking into options that could reduce construction costs. The mayor and the city council remain committed to the project and will review their options later this fall.

2022 Summer Reading Program Participants										
	Age 3 and under			Age 4 - 6th Grade			6th - 12th grade			Branch
	Paper	Beanstack	Total	Paper	Beanstack	Total	Paper	Beanstack	Total	Total
Albany	39	5	44	343	36	379	29	6	35	458
Annandale	37	5	42	193	14	207	31	3	34	283
Becker	34	10	44	239	57	296	13	9	22	362
Belgrade	14	1	15	49	4	53	7	0	7	75
Big Lake	117	14	131	331	44	375	34	6	40	546
Buffalo	94	7	101	438	34	472	98	4	102	675
Clearwater	12	0	12	75	16	91	21	3	24	127
Cokato	47	3	50	201	9	210	40	0	40	300
Cold Spring	212	9	221	45	42	87	37	3	40	348
Delano	64	4	68	628	35	663	75	4	79	810
Eagle Bend	2	0	2	59	3	62	8	0	8	72
Elk River	91	15	106	720	61	781	94	5	99	986
Foley	28	7	35	190	25	215	28	4	32	282
Grey Eagle	0	0	0	14	3	17	11	1	12	29
Howard Lake	27	4	31	135	8	143	31	1	32	206
Kimball	16	2	18	96	5	101	27	4	31	150
Little Falls	18	9	27	173	30	203	60	10	70	300
Long Prairie	21	4	25	131	2	133	55	1	56	214
Melrose	20	5	25	150	10	160	59	3	62	247
Monticello	97	15	112	540	65	605	106	6	112	829
Paynesville	22	4	26	146	6	152	39	0	39	217
Pierz	17	0	17	152	10	162	22	0	22	201
Richmond	11	5	16	78	7	85	18	1	19	120
Rockford	26	0	26	225	3	228	24	2	26	280
Royalton	19	8	27	96	11	107	29	1	30	164
Sauk Centre	46	5	51	179	13	192	47	2	49	292
St. Cloud	115	57	172	710	272	982	68	35	103	1257
St. Michael	236	21	257	1,175	74	1249	226	18	244	1750
Staples	16	6	22	138	11	149	30	3	33	204
Swanville	4	1	5	57	0	57	12	0	12	74
Upsala	20	4	24	80	15	95	29	6	35	154
Waite Park	56	6	62	224	30	254	37	8	45	361
Totals	1,578	236	1,814	8,010	955	8,965	1,445	149	1,594	12,373

September 20, 2022



2022 Budget Projections

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Review GRRL 2022 budget progress and projections.

BACKGROUND INFORMATION

Supporting Documents Attached

The 2022 budget projections indicate an anticipated surplus of \$316,615.60 at year end.

- Operating revenues are projected to have a \$107,220.30 surplus, (1.11%).
- Operating expenses are anticipated to be underspent by \$209,395.30, (2.16%).

Contributing factors for the anticipated surplus include:

- Staff turnover and position vacancies
- Larger than anticipated miscellaneous receipts
- Interest receivables have increased with market recovery

FINANCIAL IMPLICATIONS

Estimated Cost: \$ Funding Source: 2022 Budget Budgeted: Yes No N/A

ACTION

Passed Failed Tabled

**Great River Regional Library
2022
Year End Budget Projections**

Revenue Source	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Notes and Comments
BENTON COUNTY		\$ 524,116.00	\$ 394,738.50	\$ (129,377.50)	\$ 129,377.50	\$ 524,116.00	-	100.00%	
MORRISON COUNTY		\$ 489,542.00	\$ 368,698.50	\$ (120,843.50)	\$ 120,843.50	\$ 489,542.00	-	100.00%	
SHERBURNE COUNTY		\$ 1,354,604.00	\$ 1,020,221.25	\$ (334,382.75)	\$ 334,382.75	\$ 1,354,604.00	-	100.00%	
STEARNS COUNTY		\$ 2,274,381.00	\$ 1,712,951.75	\$ (561,429.25)	\$ 561,429.25	\$ 2,274,381.00	-	100.00%	
TODD COUNTY		\$ 333,969.00	\$ 251,529.00	\$ (82,440.00)	\$ 82,440.00	\$ 333,969.00	-	100.00%	
WRIGHT COUNTY		\$ 2,164,870.00	\$ 1,630,473.00	\$ (534,397.00)	\$ 534,397.00	\$ 2,164,870.00	-	100.00%	
UNASSIGNED FUNDS (2021 SURPLUS)		\$ 401,080.00	\$ 401,080.00	\$ -	\$ -	\$ 401,080.00	-	100.00%	
UNASSIGNED FUNDS (CASH RESERVES)		\$ 315,218.00	\$ 315,218.00	\$ -	\$ -	\$ 315,218.00	-	100.00%	
MISC. RECEIPTS		\$ 40,000.00	\$ 72,617.23	\$ 32,617.23	\$ 32,000.00	\$ 104,617.23	\$ 64,617.23	261.54%	Budget estimate for fines free initiatives
INTEREST		\$ 50,000.00	\$ 33,995.68	\$ (16,004.32)	\$ 45,200.00	\$ 79,195.68	\$ 29,195.68	158.39%	Market interest rates recovering
CITY OF ELK RIVER		\$ 11,000.00	\$ 10,875.00	\$ (125.00)	\$ -	\$ 10,875.00	\$ (125.00)	98.86%	
CITY OF SARTELL		\$ 10,500.00	\$ 18,500.00	\$ 8,000.00	\$ -	\$ 18,500.00	\$ 8,000.00	176.19%	New locker agreement
MNLINK		\$ 9,000.00	\$ -	\$ (9,000.00)	\$ -	\$ -	\$ (9,000.00)	0.00%	
STATE - RLBS		\$ 1,596,000.00	\$ 1,637,874.20	\$ 41,874.20	\$ -	\$ 1,637,874.20	\$ 41,874.20	102.62%	State aid adjustments increased allocation
INTERLIBRARY LOAN DELIVERY		\$ 6,380.00	\$ 6,200.00	\$ (180.00)	\$ -	\$ 6,200.00	\$ (180.00)	97.18%	
MINITEX LAST MILE GRANT		\$ 7,000.00	\$ -	\$ (7,000.00)	\$ -	\$ -	\$ (7,000.00)	0.00%	
REIMBURSEMENTS-CITY/ST CLOUD		\$ 100,000.00	\$ 81,088.94	\$ (18,911.06)	\$ -	\$ 81,088.94	\$ (18,911.06)	81.09%	Open custodial positions
REVENUE FUND-MCIT & MISC		\$ 15,000.00	\$ 13,749.25	\$ (1,250.75)	\$ -	\$ 13,749.25	\$ (1,250.75)	100.00%	
OPERATING BUDGET		\$ 9,702,660.00	\$ 7,969,810.30	\$ (1,732,849.70)	\$ 1,840,070.00	\$ 9,809,880.30	\$ 107,220.30	101.11%	

Expense Type	Act Code	Budget	Actual Expended as of 8-31-22	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
SALARIES	10-00-4100-110	\$ 654,000.00	\$ 429,547.89	\$ 224,452.11	\$ 227,407.71	\$ 656,955.60	\$ (2,955.60)	100.45%	
SALARIES	10-20-4100-110	\$ 3,799,000.00	\$ 1,739,491.04	\$ 2,059,508.96	\$ 1,800,000.00	\$ 3,539,491.04	\$ 259,508.96	93.17%	
SALARIES	10-30-4100-110	\$ 94,100.00	\$ 55,750.49	\$ 38,349.51	\$ 29,514.97	\$ 85,265.46	\$ 8,834.54	90.61%	Reduced custodial hours
SALARIES-RLBS	10-20-4100-111	\$ 1,596,000.00	\$ 1,637,874.20	\$ (41,874.20)	\$ -	\$ 1,637,874.20	\$ (41,874.20)	102.62%	Includes state allocation adjustment
		\$ 6,143,100.00	\$ 3,862,663.62	\$ 2,280,436.38	\$ 2,056,922.67	\$ 5,919,586.29	\$ 223,513.71	96.36%	
EE BENEFITS	10-00-4100-140	\$ 101,600.00	\$ 60,259.15	\$ 41,340.85	\$ 31,901.90	\$ 92,161.05	\$ 9,438.95	90.71%	
EE BENEFITS	10-20-4100-140	\$ 503,400.00	\$ 310,971.47	\$ 192,428.53	\$ 164,631.95	\$ 475,603.42	\$ 27,796.58	94.48%	
EE BENEFITS	10-30-4100-140	\$ 21,200.00	\$ 10,881.13	\$ 10,318.87	\$ 5,760.60	\$ 16,641.73	\$ 4,558.27	78.50%	
		\$ 626,200.00	\$ 382,111.75	\$ 244,088.25	\$ 202,294.46	\$ 584,406.21	\$ 41,793.79	93.33%	
BENEFIT ADMINISTRATION	10-00-4100-145	\$ 6,200.00	\$ 4,756.85	\$ 1,443.15	\$ 2,378.43	\$ 7,135.28	\$ (935.28)	115.09%	New vendor costs
WORKERS COMPENSATION	10-30-4100-160	\$ 20,000.00	\$ 26,553.00	\$ (6,553.00)	\$ -	\$ 26,553.00	\$ (6,553.00)	132.77%	Insurance premium more than budgeted amount
RETIREMENT	10-00-4100-170	\$ 99,100.00	\$ 59,743.02	\$ 39,356.98	\$ 31,628.66	\$ 91,371.68	\$ 7,728.32	92.20%	
RETIREMENT	10-20-4100-170	\$ 773,300.00	\$ 496,290.05	\$ 277,009.95	\$ 262,741.79	\$ 759,031.84	\$ 14,268.16	98.15%	
RETIREMENT	10-30-4100-170	\$ 14,300.00	\$ 5,895.98	\$ 8,404.02	\$ 3,121.40	\$ 9,017.38	\$ 5,282.62	63.06%	
		\$ 886,700.00	\$ 561,929.05	\$ 324,770.95	\$ 297,491.85	\$ 859,420.90	\$ 27,279.10	96.92%	

**Great River Regional Library
2022
Year End Budget Projections**

Expense Type	Act Code	Budget	Actual Expended as of 8-31-22	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
PAID TIME OFF PAYMENT	10-00-4100-185	\$ 16,200.00	\$ 14,573.16	\$ 1,626.84	\$ -	\$ 14,573.16	\$ 1,626.84	89.96%	
PERSONNEL		\$ 7,698,400.00	\$ 4,852,587.43	\$ 2,845,812.57	\$ 2,559,087.40	\$ 7,411,674.83	\$ 286,725.17	96.28%	
REGIONAL BOARD MEETINGS	10-00-4200-210	\$ 9,000.00	\$ 4,203.77	\$ 4,796.23	\$ 3,000.00	\$ 7,203.77	\$ 1,796.23	80.04%	
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$ 25,000.00	\$ 8,533.58	\$ 16,466.42	\$ 16,466.42	\$ 25,000.00	\$ -	100.00%	
ALL STAFF DAY	10-00-4200-213	\$ 7,300.00	\$ 7,310.59	\$ (10.59)	\$ -	\$ 7,310.59	\$ (10.59)	100.15%	
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$ 6,000.00	\$ 2,860.50	\$ 3,139.50	\$ 3,000.00	\$ 5,860.50	\$ 139.50	97.68%	
PATRON CONTACT SERVICES	10-20-4200-235	\$ 60,000.00	\$ 29,017.25	\$ 30,982.75	\$ 30,982.75	\$ 60,000.00	\$ -	100.00%	
BUILDING MAINTENANCE	10-30-4200-240	\$ 100,000.00	\$ 100,044.44	\$ (44.44)	\$ -	\$ 100,044.44	\$ (44.44)	100.04%	
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$ 34,000.00	\$ 90,144.00	\$ (56,144.00)	\$ -	\$ 90,144.00	\$ (56,144.00)	265.13%	Premium exceeded budget
CATALOG SERVICES	10-20-4200-248	\$ 96,000.00	\$ 28,641.10	\$ 67,358.90	\$ 67,358.90	\$ 96,000.00	\$ -	100.00%	
AUDIT	10-30-4200-250	\$ 20,000.00	\$ 20,830.00	\$ (830.00)	\$ -	\$ 20,830.00	\$ (830.00)	104.15%	
PUBLIC LICENSING SERVICES	10-20-4200-253	\$ 4,590.00	\$ 4,587.00	\$ 3.00	\$ -	\$ 4,587.00	\$ 3.00	99.93%	
TELEPHONE	10-00-4200-260	\$ 31,000.00	\$ 22,535.49	\$ 8,464.51	\$ 8,464.51	\$ 31,000.00	\$ -	100.00%	
DELIVERY SERVICES	10-30-4200-265	\$ 1,750.00	\$ 1,422.64	\$ 327.36	\$ 711.32	\$ 2,133.96	\$ (383.96)	121.94%	
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$ 750.00	\$ 1,199.33	\$ (449.33)	\$ 599.67	\$ 1,799.00	\$ (1,049.00)	239.87%	Copies and printing expenses,
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$ 14,000.00	\$ 13,763.44	\$ 236.56	\$ 6,881.72	\$ 20,645.16	\$ (6,645.16)	147.47%	includes patron use
		\$ 14,750.00	\$ 14,962.77	\$ (212.77)	\$ 7,481.39	\$ 22,444.16	\$ (7,694.16)	152.16%	
COMMUNICATIONS & MARKETING	10-00-4200-280	\$ 8,000.00	\$ 5,506.77	\$ 2,493.23	\$ 2,493.23	\$ 8,000.00	\$ -	100.00%	
COMMUNICATIONS & MARKETING	10-20-4200-280	\$ 23,000.00	\$ 22,313.27	\$ 686.73	\$ 686.73	\$ 23,000.00	\$ -	100.00%	
		\$ 31,000.00	\$ 27,820.04	\$ 3,179.96	\$ 3,179.96	\$ 31,000.00	\$ -	100.00%	
RECRUITMENT SERVICES	10-00-4200-285	\$ 1,600.00	\$ 1,745.44	\$ (145.44)	\$ 872.72	\$ 2,618.16	\$ (1,018.16)	163.64%	Number of new hires and volunteer background checks conducted
SALES TAX	10-00-4200-288	\$ 4,000.00	\$ 2,716.00	\$ 1,284.00	\$ 1,358.00	\$ 4,074.00	\$ (74.00)	101.85%	Reduction in print and copy sales due to COVID
HRIS/PAYROLL SERVICES	10-00-4200-290	\$ 77,000.00	\$ 40,878.71	\$ 36,121.29	\$ 35,000.00	\$ 75,878.71	\$ 1,121.29	98.54%	
LEGAL SERVICES	10-30-4200-291	\$ 16,000.00	\$ 2,951.35	\$ 13,048.65	\$ 10,000.00	\$ 12,951.35	\$ 3,048.65	80.95%	
SYSTEM DIRECTORS FUND	10-30-4200-293	\$ 6,500.00	\$ 6,210.12	\$ 289.88	\$ 289.88	\$ 6,500.00	\$ -	100.00%	
SERVICES AND CONTRACTS		\$ 545,490.00	\$ 417,414.79	\$ 128,075.21	\$ 188,165.85	\$ 605,580.64	\$ (60,090.64)	111.02%	
SUPPLIES	10-00-4300-310	\$ 1,700.00	\$ 1,069.00	\$ 631.00	\$ 631.00	\$ 1,700.00	\$ -	100.00%	
SUPPLIES	10-20-4300-310	\$ 61,950.00	\$ 32,312.94	\$ 29,637.06	\$ 29,637.06	\$ 61,950.00	\$ -	100.00%	
SUPPLIES	10-30-4300-310	\$ 150.00	\$ 36.05	\$ 113.95	\$ 113.95	\$ 150.00	\$ -	100.00%	
		\$ 63,800.00	\$ 33,417.99	\$ 30,382.01	\$ 30,382.01	\$ 63,800.00	\$ -	100.00%	
POSTAGE	10-30-4300-330	\$ 20,000.00	\$ 7,996.21	\$ 12,003.79	\$ 12,000.00	\$ 19,996.21	\$ 3.79	99.98%	
COMMODITIES		\$ 83,800.00	\$ 41,414.20	\$ 42,385.80	\$ 42,382.01	\$ 83,796.21	\$ 3.79	100.00%	
VEHICLE-GAS	10-20-4400-420	\$ 16,500.00	\$ 20,216.02	\$ (3,716.02)	\$ 10,108.01	\$ 30,324.03	\$ (13,824.03)	183.78%	Market gas prices in 2022
VEHICLE-INSURANCE	10-20-4400-430	\$ 3,650.00	\$ 3,830.50	\$ (180.50)	\$ -	\$ 3,830.50	\$ (180.50)	104.95%	Premium exceeded budget
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	\$ 5,500.00	\$ 9,170.78	\$ (3,670.78)	\$ 1,500.00	\$ 10,670.78	\$ (5,170.78)	194.01%	Maintenance that couldn't be delayed
VEHICLE-TIRES & MISC	10-20-4400-450	\$ 4,000.00	\$ 2,024.72	\$ 1,975.28	\$ 1,975.28	\$ 4,000.00	\$ -	100.00%	

**Great River Regional Library
2022
Year End Budget Projections**

Expense Type	Act Code	Budget	Actual Expended as of 8-31-22	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
VEHICLE-MILEAGE	10-00-4400-460	\$ 2,300.00	\$ 82.74	\$ 2,217.26	\$ 500.00	\$ 582.74	\$ 1,717.26	25.34%	
VEHICLE-MILEAGE	10-20-4400-460	\$ 25,000.00	\$ 15,052.65	\$ 9,947.35	\$ 9,900.00	\$ 24,952.65	\$ 47.35	99.81%	
		\$ 27,300.00	\$ 15,135.39	\$ 12,164.61	\$ 10,400.00	\$ 25,535.39	\$ 1,764.61	93.54%	
VEHICLE EXPENSES		\$ 56,950.00	\$ 50,377.41	\$ 6,572.59	\$ 23,983.29	\$ 74,360.70	\$ (17,410.70)	130.57%	
BOOKS & PRINT MATERIALS	10-20-4500-510	\$ 558,500.00	\$ 308,241.69	\$ 250,258.31	\$ 250,258.31	\$ 558,500.00	\$ -	100.00%	
PERIODICALS	10-20-4500-520	\$ 52,000.00	\$ 41,025.89	\$ 10,974.11	\$ 10,974.11	\$ 52,000.00	\$ -	100.00%	
MEDIA	10-20-4500-540	\$ 154,400.00	\$ 52,169.27	\$ 102,230.73	\$ 102,230.73	\$ 154,400.00	\$ -	100.00%	
ELECTRONIC SERVICES	10-20-4500-560	\$ 196,470.00	\$ 104,303.67	\$ 92,166.33	\$ 92,166.33	\$ 196,470.00	\$ -	100.00%	
LIBRARY MATERIALS		\$ 961,370.00	\$ 505,740.52	\$ 455,629.48	\$ 455,629.48	\$ 961,370.00	\$ -	100.00%	
OPERATING EQUIPMENT	10-00-4600-610	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	100.00%	
OPERATING EQUIPMENT	10-20-4600-610	\$ 3,000.00	\$ 467.00	\$ 2,533.00	\$ 2,533.00	\$ 3,000.00	\$ -	100.00%	
		\$ 3,300.00	\$ 467.00	\$ 2,833.00	\$ 2,833.00	\$ 3,300.00	\$ -	100.00%	
SMALL EQUIPMENT	10-00-4600-630	\$ 300.00	\$ 16.99	\$ 283.01	\$ 283.01	\$ 300.00	\$ -	100.00%	
SMALL EQUIPMENT	10-20-4600-630	\$ 1,500.00	\$ 470.78	\$ 1,029.22	\$ 1,029.22	\$ 1,500.00	\$ -	100.00%	
SMALL EQUIPMENT	10-30-4600-630	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	100.00%	
		\$ 2,200.00	\$ 487.77	\$ 1,712.23	\$ 1,712.23	\$ 2,200.00	\$ -	100.00%	
EQUIPMENT		\$ 5,500.00	\$ 954.77	\$ 4,545.23	\$ 4,545.23	\$ 5,500.00	\$ -	100.00%	
CONTINGENCY	10-00-4700-910	\$ 400.00	\$ 182.32	\$ 217.68	\$ 50.00	\$ 232.32	\$ 167.68	58.08%	
AUTOMATION MAINTENANCE	10-20-4800-932	\$ 225,750.00	\$ 129,763.23	\$ 95,986.77	\$ 95,986.77	\$ 225,750.00	\$ (0.00)	100.00%	
AUTOMATION EQUIPMENT	10-00-4800-933	\$ 10,600.00	\$ 85.05	\$ 10,514.95	\$ 10,514.95	\$ 10,600.00	\$ -	100.00%	
AUTOMATION EQUIPMENT	10-20-4800-933	\$ 85,400.00	\$ 4,641.99	\$ 80,758.01	\$ 80,758.01	\$ 85,400.00	\$ -	100.00%	
		\$ 96,000.00	\$ 4,727.04	\$ 91,272.96	\$ 91,272.96	\$ 96,000.00	\$ -	100.00%	
PROFESSIONAL SERVICES	10-20-4800-935	\$ 2,000.00	\$ 749.00	\$ 1,251.00	\$ 1,251.00	\$ 2,000.00	\$ -	100.00%	
			\$ -	\$ -	\$ -	\$ -	\$ -		
AUTOMATION SOFTWARE	10-00-4800-936	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	100.00%	
AUTOMATION SOFTWARE	10-20-4800-936	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	100.00%	
		\$ 29,000.00	\$ 749.00	\$ 28,251.00	\$ 28,251.00	\$ 29,000.00	\$ -	100.00%	
AUTOMATION OPERATING		\$ 350,750.00	\$ 135,239.27	\$ 215,510.73	\$ 216,761.73	\$ 350,750.00	\$ (0.00)	100.00%	
OPERATING FUND		\$ 9,702,660.00	\$ 6,003,910.71	\$ 3,698,749.29	\$ 3,490,604.99	\$ 9,493,264.70	\$ 209,395.30	97.84%	

Year End Projections	Operating Revenues	\$	9,809,880.30	101.11%
	Operating Expenses	\$	9,493,264.70	-97.84%

Surplus	\$	316,615.60	3.26%
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