

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

Board of Trustees Work Session
Tuesday, February 15, 2022, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

This meeting will also be accessible via Zoom. Members of the public may join the webinar with this link: <https://us02web.zoom.us/j/86022502101?pwd=RkRNSHpHa3BVQnh5OENlWmlqbKf4QT09>, Passcode: 664577, or telephone: US +1 312 626 6799, Webinar ID: 860 2250 2101.

- | | |
|--|------|
| 1. Call to Order | 6:00 |
| 2. Introduction of New Board Members | 6:01 |
| 3. Diversity, Equity & Inclusion and the Library Catalog Presentation (verbal) | 6:10 |
| 4. 2021 Year-End Campaign Report pg 3 | 6:30 |
| 5. 2021 Regional Sustainability Plan Progress & Statistics pg 5 | 6:35 |
| 5.1 2021 Annual Report pg 13 | |
| 5.2 2021 Impact Report pg 15 | |
| 6. GRRR Board of Trustees Bylaws Review pg 17 | 6:45 |
| 7. Next Meeting – March 15, 2022 | 6:54 |
| 8. Adjournment | 6:55 |

February 15, 2022

2021 Year-End Campaign

Thank you to all who supported the 2021 Year-End Campaign, which set the stage for GRRL to go "Fines Free" 2022! We are excited at the response we received from our generous donors this year.

Here are our final totals of the campaign and some charts to see the campaign in more detail.

	<u>2021 Goals</u>	<u>2021 Final Totals</u>
<u>Dollar Amount</u>	\$75,000	\$87,724.20
<u>Number of Gifts</u>	1,000	765
<u>Board Participation</u>	100%	86%
<u>Staff Participation</u>	17%	11%
<u>Average Gift</u>	\$75	\$114

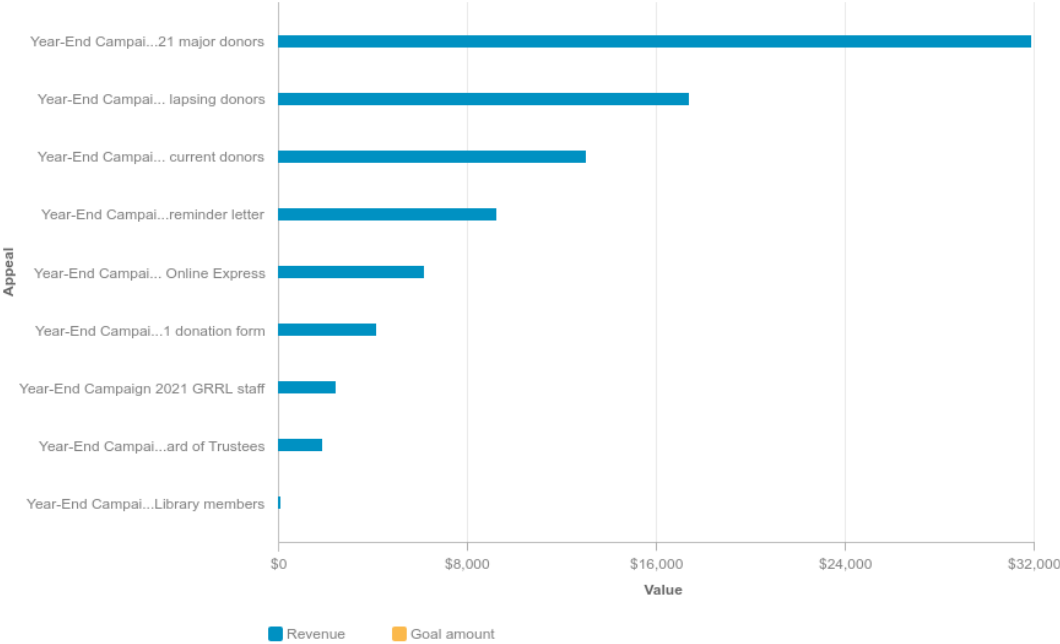
Matching Gift Challenge: The GRRL Board was challenged by Mark and Ann Thelen, major donors & a past Fund Development Committee member, to give over \$1,000 for the Thelens to match their giving. So far, the board is at 86% giving a total of \$2,025, meaning the Thelens are matching \$1,025!

Progress throughout the last few years with the campaign

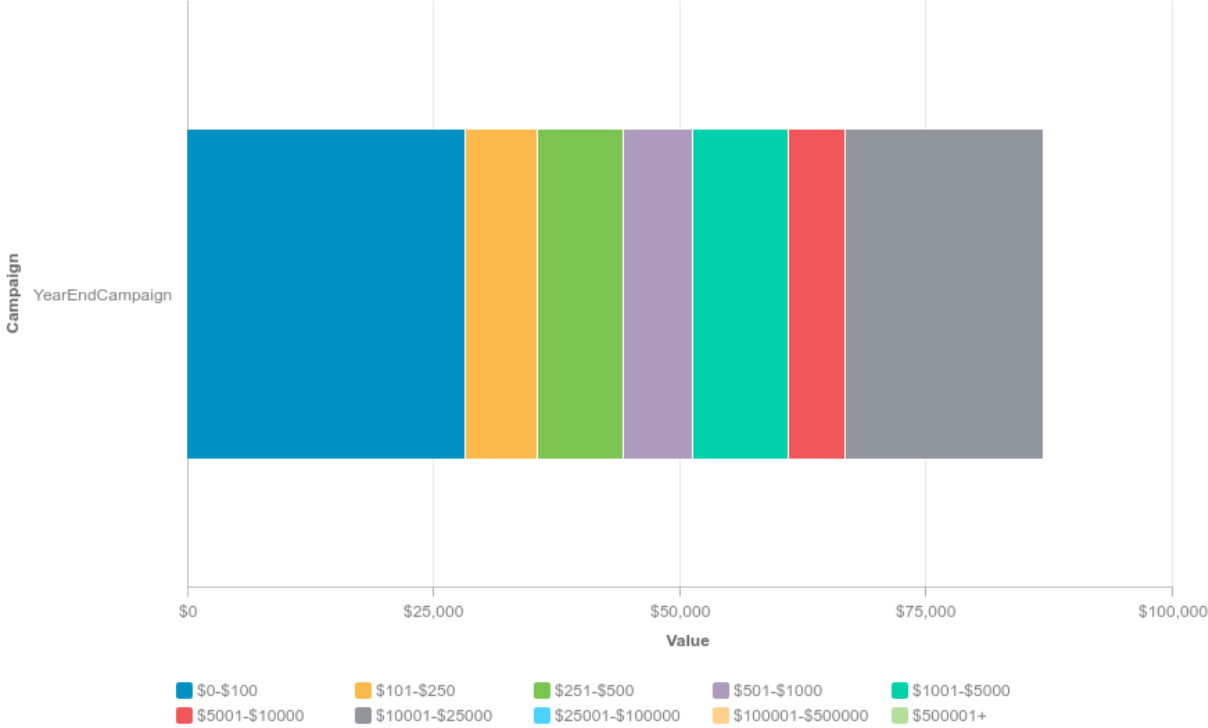
<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
\$46,700	\$45,250	\$42,617	\$101,703	\$87,724

2021 Year-End Campaign

Appeals



Campaigns by giving level



GRRL 2021 Regional Sustainability Plan Fourth Quarter Progress

SERVICE PRIORITY: ACCESS

Goal 1: Residents will have clean and comfortable facilities that promote community connection and enhance physical library services access.

Objective 1: Access inside the library

- At least 23 LSCs and a minimum of 18 other branch staff have targeted training on merchandising. Many LSCs noted their merchandising efforts are some that they are most proud of. Several noted they've had displays or merchandizing that clearly generated patron interest and checkouts. It's evident that patrons use and enjoy displays when staff must frequently refill them.

Objective 2: Serve those who are homebound

- Institutional delivery remains a focus of LSCs and many report being proud of the work they've done to meet this milestone. At one branch, working on an institutional card for a school also led to offsite registration for students who are now utilizing their cards for research. Other branches made connections and deliver regularly to preschools and senior living facilities. It's worth noting that making connections with institutions, even if they're interested in our services, hasn't always translated into new cards or checkouts. These connections are still valuable and we hope that these institutions will be open to partner at a later date.

Objective 3: Support for at-home learners

- Four additional libraries now provide space--either tables or study rooms--for home learner support. Some LSCs report that their homeschool families are making use of library resources, especially hotspots.

ORGANIZATIONAL PRIORITY: EXCEPTIONAL SERVICE

Goal 1: Library users will encounter well-trained, engaged, and empowered team members at all libraries to meet their current and future information needs.

Objective 1: Provide training to support access and awareness

- 30 branches completed trainings in all seven assigned areas; one branch completed trainings in six areas, and one branch completed five.

Goal 2: The library provides consistent day-to-day operations and smooth transitions during times of staff absences and vacancies.

Objective 1: Develop training and transition plan for the staff at all levels of the organization

- Communications & Development department created process and procedure documents and made them available in their shared folder.

ORGANIZATIONAL PRIORITY: COMMUNITY FOCUS

Goal 1: Residents will have a broader awareness of the library services available to them as potential users.

Objective 1: Bring awareness of library services

- Promoted Beanstack challenge on griver.org homepage. Started a database highlight to be featured in the monthly e-newsletter and on the griver.org homepage.

ORGANIZATIONAL PRIORITY: OPERATIONAL EXCELLENCE

Goal 1: 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.

Objective 1: Network penetration testing

- Penetration test took place the first week in October.

Goal 2: Ensure stable and sustainable funding for regional library services for residents now and into the future.

Objective 2: Explore and develop new fund development initiatives that support new and existing library services

- 2022-2025 Fundraising Plan approved by GRRL Board of Trustees on November 16, 2021.

GRRL 2021 Regional Sustainability Plan Fourth Quarter Update

Key Regional Metrics

	2021 YE Total	2020 YE Total	2019 YE Total
Resident Borrower Numbers Number of residents with active library card	82,922	90,323	103,216
Circulation Number of books and media borrowed by patrons (not digital)	2,485,172	1,879,824	2,889,927
Juvenile Circulation Number of juvenile items (books and media) borrowed by patrons	1,099,927 44% of total circulation	743,111 40% of total circulation	1,104,667 38% of total circulation
New Digital Library Users Number of borrowers registered for Digital Library	5,293	7,570	5,106
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	268,147	259,014	213,036
Internet usage Number of in-person Internet computer sessions	54,272	43,379	131,312

GRRL 2021 Regional Sustainability Plan Fourth Quarter Update

Total Borrowers by Library

Library	1/1/2021	1/1/2022	Total change	% Change Q4 2021
Albany	2,260	2,096	(164)	-7.26%
Annandale	1,974	1,827	(147)	-7.45%
Becker	2,151	2,091	(60)	-2.79%
Belgrade	470	401	(69)	-14.68%
Big Lake	2,400	2,310	(90)	-3.75%
Buffalo	5,919	5,453	(466)	-7.87%
Clearwater	945	871	(74)	-7.83%
Cokato	1,408	1,370	(38)	-2.70%
Cold Spring	2,161	1,953	(208)	-9.63%
Delano	2,945	2,783	(162)	-5.50%
Eagle Bend	516	487	(29)	-5.62%
Elk River	9,688	8,864	(824)	-8.51%
Foley	1,401	1,293	(108)	-7.71%
Grey Eagle	350	317	(33)	-9.43%
Howard Lake	803	814	11	1.37%
Kimball	569	682	113	19.86%
Little Falls	4,005	3,724	(281)	-7.02%
Long Prairie	1,515	1,409	(106)	-7.00%
Melrose	1,027	979	(48)	-4.67%
Monticello	5,432	4,790	(642)	-11.82%
Paynesville	1,342	1,152	(190)	-14.16%
Pierz	1,073	955	(118)	-11.00%
Richmond	535	516	(19)	-3.55%
Rockford	1,378	1,225	(153)	-11.10%
Royalton	932	1,007	75	8.05%
Saint Michael	7,456	7,609	153	2.05%
Sartell Locker	450	378	(72)	-16.00%
Sauk Centre	1,692	1,551	(141)	-8.33%
St. Cloud	25,243	21,721	(3,522)	-13.95%
Staples	1,801	1,611	(190)	-10.55%
Swanville	396	388	(8)	-2.02%
Upsala	578	506	(72)	-12.46%
Waite Park	2,556	2,403	(153)	-5.99%
Region Total	93,371	85,536	(7,835)	-8.39%

GRRL 2021 Regional Sustainability Plan Fourth Quarter Update

New Borrowers by Library

Library	2021 Q4 New Borrowers	2020 Q4 New Borrowers	Change 2021-2020
Albany Public Library	261	101	160
Annandale Public Library	300	136	164
Becker Public Library	398	190	208
Belgrade Public Library	43	48	(5)
Big Lake Public Library	407	278	129
Buffalo Public Library	836	543	293
Clearwater Public Library	115	89	26
Cokato Public Library	227	133	94
Cold Spring Public Library	239	125	114
Delano Public Library	390	249	141
Eagle Bend Public Library	64	47	17
Elk River Public Library	1,621	1,113	508
Foley Public Library	196	106	90
Grey Eagle Public Library	41	21	20
Howard Lake Public Library	149	71	78
Kimball Public Library	173	28	145
Little Falls Public Library	616	284	332
Long Prairie Public Library	237	91	146
Melrose Public Library	158	74	84
Monticello Public Library	641	478	163
Paynesville Public Library	167	82	85
Pierz Public Library	115	65	50
Richmond Public Library	64	34	30
Rockford Public Library	172	107	65
Royalton Public Library	188	79	109
Saint Cloud Public Library	3,189	2,246	943
Saint Michael Public Library	1,478	848	630
Sartell Community Center Locker	135	114	21
Sauk Centre Public Library	518	240	278
Staples Public Library	226	231	(5)
Swanville Public Library	46	19	27
Upsala Public Library	27	37	(10)
Waite Park Public Library	254	207	47
Regional Total	13,691	8,514	5,177

October 2021 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Oct 2021	Circ/Hour Oct 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	7,730	740	50	30	67.7%	77,805	41,437	87.8%
+ Annandale	2,926	669	27	29	-8.5%	30,952	22,043	40.4%
+ Becker	4,014	653	32	36	-11.6%	44,597	33,135	34.6%
+ Belgrade	891	211	10	12	-17.7%	8,851	7,759	14.1%
+ Big Lake	4,836	750	38	36	7.7%	45,303	33,553	35.0%
+ Buffalo	13,678	2,209	68	66	3.3%	142,884	99,315	43.9%
+ Clearwater	2,216	424	23	25	-8.2%	23,531	16,461	43.0%
+ Cokato	4,456	635	37	38	-1.8%	48,331	34,186	41.4%
+ Cold Spring	5,705	847	39	27	46.6%	51,444	34,162	50.6%
+ Delano	6,872	1,070	40	40	-0.9%	77,877	56,993	36.6%
+ Eagle Bend	1,979	280	24	29	-18.8%	20,182	18,653	8.2%
+ Elk River	16,969	2,491	79	74	6.3%	183,468	119,132	54.0%
+ Foley	4,375	593	29	29	-0.4%	45,598	29,012	57.2%
+ Grey Eagle	1,073	191	12	16	-24.6%	11,261	9,258	21.6%
+ Howard Lake	3,086	424	26	24	8.3%	29,833	22,891	30.3%
+ Kimball	1,822	324	21	16	30.0%	17,837	11,280	58.1%
+ Little Falls	6,248	1,329	34	36	-4.9%	67,700	50,337	34.5%
+ Long Prairie	3,678	711	25	24	6.0%	36,775	28,543	28.8%
+ Melrose	9,603	592	91	69	32.1%	84,024	60,801	38.2%
+ Monticello	11,970	1,709	65	68	-3.8%	122,006	89,210	36.8%
+ Paynesville	2,298	418	17	27	-35.7%	22,049	20,247	8.9%
+ Pierz	2,082	417	19	22	-12.4%	23,578	21,967	7.3%
+ Richmond	1,046	195	12	12	1.5%	11,642	10,063	15.7%
+ Rockford	3,964	504	30	31	-3.6%	39,990	32,595	22.7%
+ Royalton	1,513	267	18	18	-1.2%	14,784	10,347	42.9%
+ Saint Cloud	43,319	6,809	173	161	7.2%	434,713	314,018	38.4%
+ Saint Michael	17,116	2,445	86	66	30.2%	162,667	90,357	80.0%
+ Sauk Centre	5,549	700	40	33	21.7%	54,384	41,975	29.6%
+ Staples	4,012	751	27	27	-0.3%	41,339	31,859	29.8%
+ Swanville	348	107	4	5	-12.6%	4,343	3,330	30.4%
+ Upsala	2,781	365	28	28	-1.0%	27,363	24,514	11.6%
+ Waite Park	6,599	1,273	52	52	-1.2%	64,323	55,786	15.3%
+ Sartell Locker	1,204	179				13,548	9,082	49.2%
Total	205,958	31,282	45	91	-50.9%	2,084,982	1,484,301	40.5%
+ Total Digital	22,495					222,345	215,079	3.4%

+ Indicates an increase in YTD circulation total over last year

November 2021 Circulation Statistics

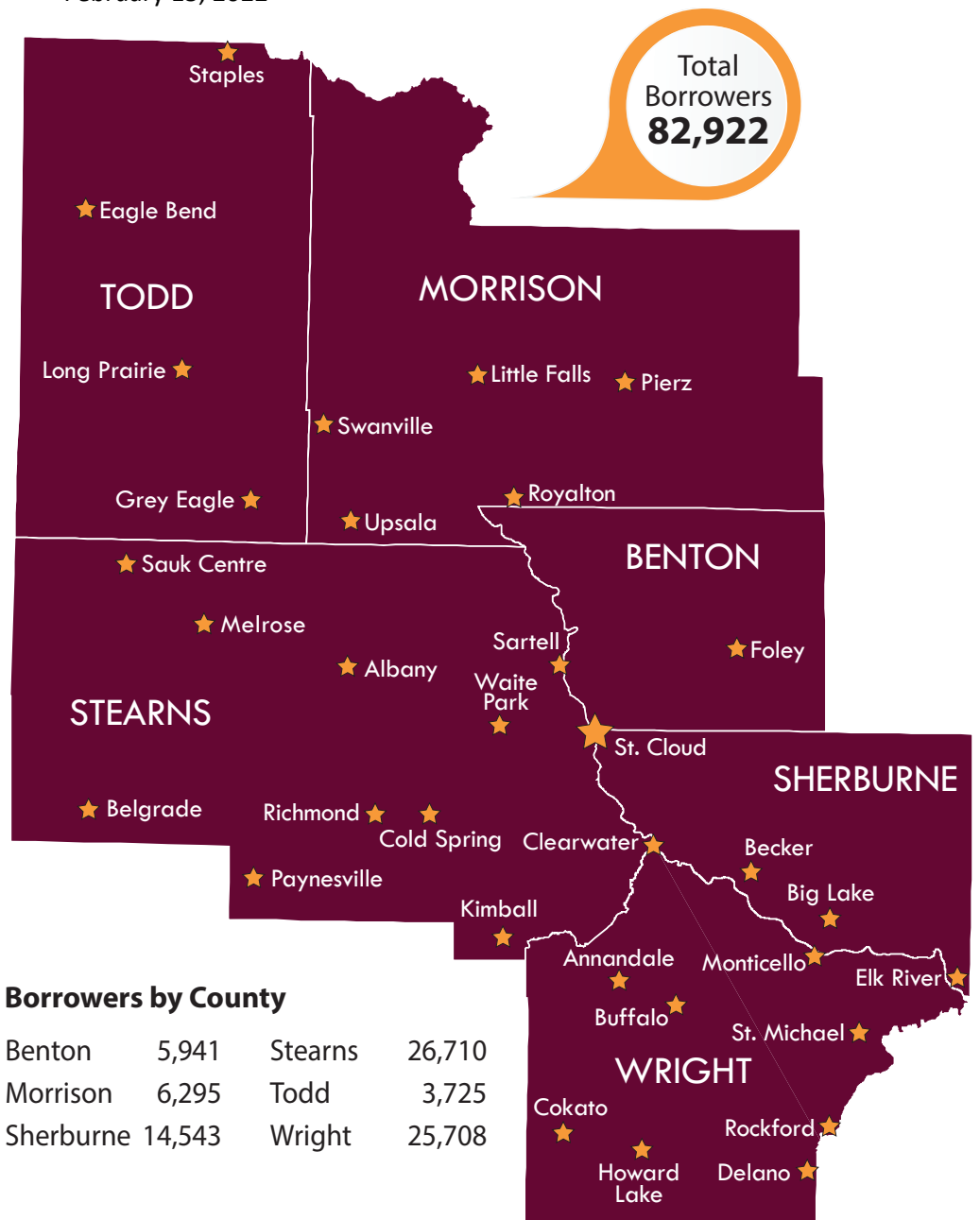
Location	Month Total	CKO Sessions	Circ/Hour Nov 2021	Circ/Hour Nov 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	7,156	632	48	30	57.7%	84,961	45,673	86.0%
+ Annandale	2,575	601	23	30	-23.1%	33,527	24,906	34.6%
+ Becker	3,837	632	32	34	-4.9%	48,434	37,002	30.9%
+ Belgrade	616	157	7	13	-40.6%	9,467	8,534	10.9%
+ Big Lake	4,705	662	41	39	3.2%	50,008	37,875	32.0%
+ Buffalo	12,893	2,048	67	74	-9.9%	155,777	112,739	38.2%
+ Clearwater	2,107	385	22	26	-15.4%	25,638	18,662	37.4%
+ Cokato	4,175	586	39	44	-10.4%	52,506	38,803	35.3%
+ Cold Spring	5,019	754	38	30	24.8%	56,463	38,064	48.3%
+ Delano	6,455	989	39	48	-18.4%	84,332	64,375	31.0%
+ Eagle Bend	1,888	271	24	31	-23.2%	22,070	21,110	4.5%
+ Elk River	15,859	2,385	79	88	-10.2%	199,327	135,912	46.7%
+ Foley	4,592	552	32	28	13.7%	50,190	32,718	53.4%
+ Grey Eagle	915	170	11	15	-29.4%	12,176	10,418	16.9%
+ Howard Lake	2,472	371	22	26	-15.5%	32,305	25,659	25.9%
+ Kimball	1,526	283	17	14	27.0%	19,363	12,277	57.7%
+ Little Falls	6,517	1,325	37	34	10.0%	74,217	55,821	33.0%
+ Long Prairie	3,715	636	27	27	-1.1%	40,490	32,137	26.0%
+ Melrose	10,070	680	102	83	22.0%	94,094	68,636	37.1%
+ Monticello	11,004	1,631	64	72	-11.3%	133,010	101,182	31.5%
+ Paynesville	2,043	377	16	28	-40.8%	24,092	23,147	4.1%
+ Pierz	1,653	346	18	25	-26.0%	25,231	24,177	4.4%
+ Richmond	1,094	201	12	12	0.5%	12,736	11,041	15.4%
+ Rockford	3,628	433	29	42	-31.9%	43,618	35,937	21.4%
+ Royalton	1,286	232	19	18	1.7%	16,070	11,593	38.6%
+ Saint Cloud	41,321	6,600	178	180	-1.0%	476,034	353,775	34.6%
+ Saint Michael	15,473	2,179	83	75	10.5%	178,140	103,685	71.8%
+ Sauk Centre	6,003	683	48	35	35.5%	60,387	46,229	30.6%
+ Staples	4,043	746	29	26	10.2%	45,382	35,370	28.3%
+ Swanville	288	94	3	3	-4.1%	4,631	3,583	29.2%
+ Upsala	2,522	323	25	29	-13.1%	29,885	27,069	10.4%
+ Waite Park	5,961	1,162	52	55	-5.3%	70,284	62,193	13.0%
+ Sartell Locker	1,083	160				14,631	10,553	38.6%
Total	194,494	29,286	42	85	-50.2%	2,279,476	1,670,855	36.4%
+ Total Digital	21,970					244,315	235,697	3.7%

+ Indicates an increase in YTD circulation total over last year

December 2021 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Dec 2021	Circ/Hour Dec 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	7,854	666	49	25	94.8%	92,815	49,604	87.1%
+ Annandale	2,321	521	23	27	-14.6%	35,848	27,678	29.5%
+ Becker	3,447	571	27	32	-17.0%	51,881	40,994	26.6%
+ Belgrade	762	150	9	12	-24.1%	10,229	9,340	9.5%
+ Big Lake	3,708	619	30	38	-19.9%	53,716	42,130	27.5%
+ Buffalo	11,201	1,843	54	66	-18.0%	166,978	125,997	32.5%
+ Clearwater	2,226	372	23	26	-11.4%	27,864	21,149	31.8%
+ Cokato	3,840	526	32	40	-19.6%	56,346	43,219	30.4%
+ Cold Spring	4,739	742	32	25	31.1%	61,202	41,530	47.4%
+ Delano	5,561	890	32	45	-29.6%	89,893	72,092	24.7%
+ Eagle Bend	1,576	204	19	22	-12.0%	23,646	22,967	3.0%
+ Elk River	13,680	2,110	62	80	-21.9%	213,007	152,558	39.6%
+ Foley	3,991	458	27	26	5.0%	54,181	36,390	48.9%
+ Grey Eagle	725	140	9	20	-55.9%	12,901	11,940	8.0%
+ Howard Lake	2,556	386	21	24	-12.3%	34,861	28,377	22.8%
+ Kimball	1,406	245	17	23	-24.8%	20,769	13,828	50.2%
+ Little Falls	5,922	1,210	32	36	-10.8%	80,139	62,205	28.8%
+ Long Prairie	3,521	649	23	24	-5.2%	44,011	35,705	23.3%
+ Melrose	8,451	514	93	74	24.8%	102,545	76,226	34.5%
+ Monticello	10,213	1,560	56	64	-13.9%	143,223	112,334	27.5%
Paynesville	1,837	369	14	28	-48.6%	25,929	26,310	-1.4%
+ Pierz	1,977	395	18	24	-25.1%	27,208	26,550	2.5%
+ Richmond	1,048	196	13	12	10.0%	13,784	12,041	14.5%
+ Rockford	3,143	432	24	35	-31.1%	46,761	40,359	15.9%
+ Royalton	1,299	241	14	17	-15.3%	17,369	12,974	33.9%
+ Saint Cloud	38,749	6,176	155	168	-7.8%	514,783	394,795	30.4%
+ Saint Michael	14,453	1,998	72	71	0.7%	192,593	117,392	64.1%
+ Sauk Centre	4,775	632	35	34	4.7%	65,162	50,623	28.7%
+ Staples	4,050	693	27	25	8.1%	49,432	39,016	26.7%
+ Swanville	289	87	4	5	-23.2%	4,920	3,993	23.2%
+ Upsala	2,394	277	26	30	-14.5%	32,279	29,807	8.3%
+ Waite Park	5,990	1,174	46	60	-22.2%	76,274	69,294	10.1%
+ Sartell Locker	1,167	159				15,798	12,196	29.5%
Total	178,871	27,205	39	87	-55.3%	2,458,347	1,861,613	32.1%
+ Total Digital	23,832					268,147	259,014	3.5%

+ Indicates an increase in YTD circulation total over last year



2021 HIGHLIGHTS

Throughout the region, strategic efforts developed community partnerships and reach out to underserved populations. Highlights include:

Fall Legacy Programs

Minnesota's Arts & Cultural Heritage Funds (also known as "Legacy") brought new programs outside across the library region. The two outdoor programs were Paper Plains and Mobile Sign Shop. Paper Plains invited participants to learn papermaking that is embedded with native prairie seeds. The Mobile Sign Shop invited artists of all ages to make their own carved wood sign.

To bring more diverse programs to our region, GRRL also hosted a tour of two different COMPAS performers, Afoutayi (Haitian dancer) and TaikoArts Midwest (taiko drumming from Japan). Performance attendees learned the history and cultural heritage of these art forms and had the opportunity to enjoy live music in the library.



Beanstack Challenges

Beanstack, GRRL's app free to library cardholders, held challenges throughout the year that reached many library users. A couple of the most popular challenges included "Hallow-Read Around the World," where participants could learn about the origins and practices of various Halloween-like traditions around the world, and "IditaRead," which followed the Iditarod Trail Sled Dog Race and readers were encouraged to read one minute for every mile of the actual race. The "Hallow-Read Around the World" challenge had 142 registrants and together totaled 1,768 hours read, and the "IditaRead" challenge had 167 registrants and together totaled 2,589 hours read! Users continue to enjoy the library challenges throughout the year and pursue their lifelong learning, while building their reading habit.



Sherburne Story Strolls

Sherburne County Parks and Recreation formed a partnership with the City of Elk River and the Great River Regional Library, with the help of the Statewide Health Improvement Partnership (SHIP) grant opportunity. Working together, they offered a special challenge for the 2021 Summer Reading Program (SRP). They created the experience for Sherburne county residents to enjoy taking a walk through their parks while immersing their families in literacy. As families stroll, they go on a journey, reading page by page lined in the park. Story Strolls were located in four locations: Bridgeview Park in Big Lake, Grams Park in Zimmerman, Woodland Trails Regional Park in Elk River, and Oak Savanna Park in Becker.



Our Most Popular Adult Titles in 2021

<i>Four Winds</i>	Hannah, Kristin	<i>Anxious people : a novel</i>	Backman, Fredrik
<i>The Return</i>	Sparks, Nicholas	<i>Fortune and glory : tantalizing twenty-seven</i>	Evanovich, Janet
<i>Time for Mercy</i>	Grisham, John	<i>American Dirt</i>	Cummins, Jeanine
<i>The Vanishing Half</i>	Bennett, Brit	<i>This tender land : a novel</i>	Krueger, William Kent
<i>The book of two ways : a novel</i>	Picoult, Jodi	<i>Sooley</i>	Grisham, John
<i>Ocean prey</i>	Sandford, John	<i>Where the Crawdads Sing</i>	Owens, Delia
<i>The sentinel</i>	Child, Andrew; Child, Lee	<i>The Giver of Stars</i>	Moyes, Jojo
<i>Daylight</i>	Baldacci, David	<i>Gambling Man</i>	Baldacci, David
<i>The guest list : a novel</i>	Foley, Lucy	<i>Deadly Cross</i>	Patterson, James
<i>The Law of Innocence</i>	Connelly, Michael	<i>The Midnight Library</i>	Haig, Matt

GRRRL VISION















The Neighborhood Gateway:
Inspiring Central Minnesota to shape the future through exploration, knowledge and connection.

2021 Board of Trustees

COUNTY	NAME	COUNTY	NAME
Benton	Ed Popp*	Stearns	Al Amdahl
Morrison	Randy Winscher*	Stearns	Zurya Anjum
Sherburne	Jayne Dietz	Stearns	George Fiedler
Sherburne	Mary Eberley	Stearns	Leigh Lenzmeier*
Sherburne	Lisa Fobbe*	Stearns	Vacant
Todd	Dave Kircher*	Wright	Wayne Bauernschmitt
Wright	Melissa Fee	Wright	Mike Kaczmarek*
Wright	Jacey Wallace	Wright	Jacey Wallace

*County Commissioner

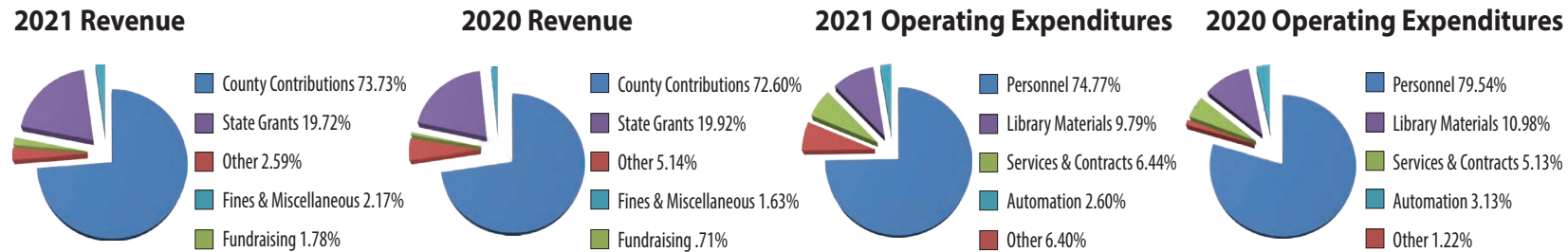
2021 - THE YEAR IN NUMBERS

 Active eBook Patrons 13,104	 Items in Catalog 860,300	 Summer Reading Participants 10,823
 Digital Library Titles 24,389	 Checkout Sessions 379,168	 Winter Reading Participants 2,463
 Wireless Connections 43,171	 Digital Checkouts 268,147	 GRRL Staff 236
 Computer Uses 54,272	 Items Checked Out 2,485,172	 Volunteers 185
 Virtual Reference Assistance 2,144	 Online Catalog Requests 727,403	

ANNUAL REPORT 2021



FINANCIAL ANALYSIS



2021 revenues decreased by 1.15% from 2020 mainly due to the loss of interest income during the pandemic. Expenses in 2021 increased by 4.03% from 2020 as the library system continues to navigate the pandemic.

*Signatory Payments from Benton, Morrison, Sherburne, Stearns, Todd and Wright Counties

Donors & Contributions

Thank you to our 2021 Scholar-level (\$1000+) donors:

- | | |
|-------------------------------|------------------------------------|
| Ann and Mark Thelen | Karen Wagner |
| Bernatello's Foods | Kim Christianson & Paul Slinginger |
| Bernie Berns | Lindsay and Mike Neumann |
| Blattner Company | Margaret A. Cargill Foundation |
| Central MN Noon Optimist Club | Employee Matching Fund |
| Charles P. Ehlen | Marksman Metal Company |
| Denis Hynes | Marilyn Savage |
| High Points Networks, LLC | Royalton American Legion |
| Infinite Eye Care | Anonymous donors |

2021 calendar year fundraising totals:

Year End Campaign	\$55,212
Friends of the Library	\$7,635
Locally Growin'	\$23,894
Summer Reading Program	\$ 10,771
Honor & Memorial Gifts	\$5,135
Scholar-Level Donations	\$69,703
In-Kind Donations	\$10,978



GRRL wishes to extend sincere appreciation to individuals, corporations, foundations and organizations for their generous support.

We'd like to acknowledge our Friends of the Library groups that made a Scholar-level significant impact in their local libraries:

Friends of the Cold Spring Library	Friends of the St. Cloud Library
Friends of the Delano Library	Friends of the St. Michael-Albertville-Hanover Library
Friends of the Elk River Library	

2021 The Year in Numbers Library Impact Report



Active Digital Library Users
13,104



Items in Catalog
860,300



Online Catalog Requests
727,403



Digital Library Titles
24,389



Checkout Sessions
379,168



Virtual Reference Assistance
2,144



Computer Uses
54,272



Digital Checkouts
268,147



GRRL Staff
236



Wireless Connections
43,171



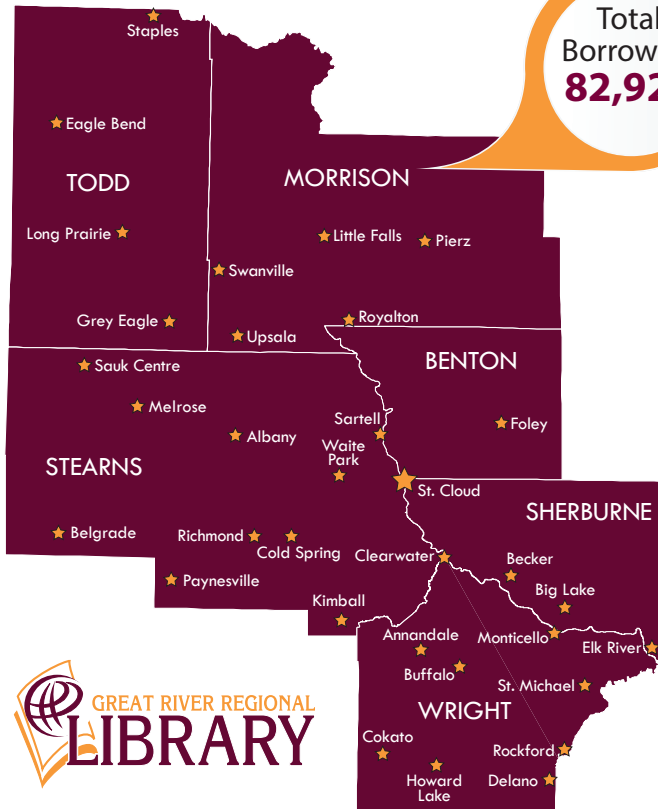
Items Checked Out
2,485,172



Volunteers
185

Borrowers by County

Benton	5,941	Stearns	26,710
Morrison	6,295	Todd	3,725
Sherburne	14,543	Wright	25,708



Total Borrowers
82,922

GRRL2GO

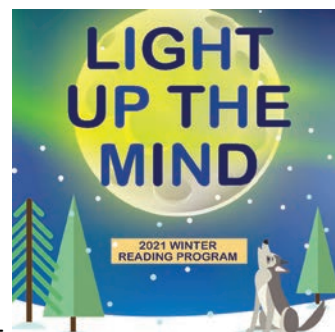
Sartell Locker System

Checkout Sessions
2,067

Items Checked Out
15,798

Summer Reading Program Participation
10,823

READING COLORS Your WORLD



Winter Reading Program Participation
2,463



February 15, 2022



GRRL Board of Trustees Bylaws Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Review GRRL Board of Trustees Bylaws and recommended changes to align with IRS requirements for 501(c)(3) status. They will be presented for approval at the March regular GRRL Board meeting.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRL Board of Trustees Bylaws

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

Bylaws of the Great River Regional Library Board of Trustees

Article I. Name

This organization shall be called "The Board of Trustees of the Great River Regional Library" existing by virtue of the provisions of Section 134.20 of the Laws of the State of Minnesota and the Regional Library Agreement and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement. [Great River Regional Library is organized exclusively for educational purposes including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501\(c\)\(3\) of the Internal Revenue Code or the corresponding section of any future federal tax code.](#)

Article II. Purpose

The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.

Article III. Board of Trustees

Section 1. Number and Qualification

The board is composed of 15 members as appointed by their respective County Boards of Commissioners according to the provisions of the regional service agreement and representing the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright.

Any party with two or fewer trustees is allowed to have an official alternate who in the absence of the official delegate may be seated and have the right to vote. This alternate will be paid per diem by GRRL when voting.

Section 2. Term of Office

The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed. A trustee may serve a total of three three-year terms for a total of no more than nine years of service.

A trustee who has served nine years or a total of three full terms may be reappointed after a one-year lapse of membership.

Section 3. Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:

1. resigns as trustee; or
2. is removed by the appointing authority for misconduct or neglect; or
3. ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the library.

Resignation shall be effective upon delivery in writing to the President of the board and the governing body of the appointing party. The governing body of a party may remove a trustee appointed by such party for misconduct or neglect. Trustees who are appointed by virtue of their elected office may be replaced if not re-elected.

Section 4. Disqualifications, Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Library Executive Director. Upon receipt of such notification, the position shall be declared vacant.

A trustee may be terminated from the board due to excess absences, three consecutive meetings without sufficient reason or without any notification. When any trustee fails to attend at least three consecutive meetings of the board, the board may declare his/her position vacant.

It shall be the duty of the President to notify the appointing governing body of the vacancy. Vacancies on the board shall be reported to the governing body of the party whose appointed trustee has left office and shall be filled for the unexpired term.

Article IV. Officers

Section 1.

Officers of the board shall be chosen at the regular annual meeting of the board and shall be as follows: President, Vice President, Secretary and Treasurer to serve until successors shall be elected and qualified. An officer may succeed himself, provided, however, that a President or Vice President shall not serve more than two consecutive terms.

Section 2. Vacancies

If a vacancy occurs in an office the board shall select a successor to the office at the next regular meeting who shall serve until the next annual meeting.

Section 3. Duties of Officers

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

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 Treasurer will serve on the Finance Committee.

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

Article V. Meetings

Section 1. Regular Meetings

A schedule of the regular meetings of the GRRL board shall be kept on file at GRRL's administrative office in St. Cloud, Minnesota. The schedule shall include the date, time and location of the meetings. The schedule of meetings shall also be posted on the principal bulletin board of GRRL located at the St. Cloud Public Library. The regular meetings shall be held in January, March, May, July, September and November. The annual meeting shall be held in January and the schedule of regular meetings for the coming year shall be determined at the September meeting and re-affirmed at the annual meeting. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a special meeting.

Section 2. Special Meetings and Work Sessions

Special meetings and work sessions of the Board of Trustees may be called by the President or upon written request of three members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting or work session and the purpose for which called shall be given each member of the Board of Trustees or Executive Committee at least three days in advance of the meeting.

Written notice of the date, time, place and purpose of the special meeting or work session shall be placed on the principal bulletin board of GRRL located at the St. Cloud Public Library at least three days before the date of the meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings or work sessions with GRRL at least three days before the date of the meeting.

Section 3. Quorum

A quorum for transaction of business shall consist of a simple majority of the membership.

Section 4. Order of Business

The order of business at regular meetings shall be as follows:

- Call to order
- Adoption of agenda
- Approval of minutes
- Public Open Forum
- Approval of bills
- Approval of financial reports
- Consent Agenda
- Communications
- Presentations
- Staff Reports
- Report of committees
- Unfinished business
- New business
- Board Open Forum
- Adjournment

Section 5. Parliamentary Authority

Robert's Rules of Order, latest revised edition, may be used as a guide to govern the order and procedure of the board for all matters not otherwise covered by these bylaws.

Article VI. Committees

Section 1.

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

Section 2.

Special committees for the study and investigation of special problems may be appointed by the President.

Section 3.

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

Section 4.

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than 7 voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees. The recommendations of the Finance Committee will be advisory only - all final budgeting decisions are reserved to the full Board of Trustees at a meeting properly called for that purpose.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

Article VII. Duties of the Board

The duties of trustees consist of carrying out the powers given them by Minnesota State Statutes and the regional library service agreement. It is their duty and responsibility to:

1. Determine the policy of the library system to ensure the highest possible degree of operating efficiency.
2. Select and appoint a competent Library Executive Director.
3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.
6. Maintain positive public relations related to Board decisions and actions.
7. Review the Great River Regional Library signatory agreement every three (3) years.

Article VIII. Library Executive Director

Library Executive Director

The Library Executive Director shall be considered the executive officer of the board and shall have sole administration of the Library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of

the staff; for the efficiency of the library service to the public; and for the operation of the Library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings except when excused.

Evaluation

On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Executive Director.

Article IX. Limitations

No member of the board or immediate relative of a board member shall be considered for staff employment. No member of the board or immediate relative of a board member shall use for personal use or profit the resources, business, finances or contracts of the library that are not intended for personal use or profit.

Article X. Travel and Per Diem

Section 1. Travel

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate to be determined by board action and reviewed periodically or at current air transportation rates, if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc., as permitted by state or federal law.

Section 2. Mileage

Board members will be reimbursed for actual mileage to attend library related meetings at a per mile rate to be determined by board resolution and reviewed periodically or at current air transportation rates if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc.

Section 3. Per Diem

Board members may receive a per diem payment, as permitted by state or federal law, for attendance at regular board meetings, special board meetings, executive committee meetings, special committee meetings, and conferences at a rate to be determined by board action and reviewed periodically.

Section 4. Other

Other expenses incurred by Board members related to service on the GRRL Board which are not otherwise addressed in these by-laws should be pre-authorized by the Board to be eligible for reimbursement as permitted by state or federal law.

Article XI. Dissolution

Upon the dissolution of Great River Regional Library, assets shall be distributed to its respective counties for a public purpose, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of GRRL is located. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

Article XII. Amendments

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Article XIII. Precedence

Where these bylaws conflict with state and federal statutes or regulations, or with the library service agreement, said statutes and regulations shall have precedence.

Amendment History

Adopted September 10, 1985

Amended September 10, 1996; May 11, 1999; July 13, 1999; May 9, 2000; May 13, 2003; May 9, 2006; November 10, 2009; March 15, 2011; May 10, 2011; November 15, 2011; September 16, 2014; September 15, 2015; July 18, 2017; September 18, 2018, [March 15, 2022](#)