



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

Board of Trustees Meeting
Tuesday, May 17, 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 – March 15, 2022 Board Meeting (Requested Action – Approve) pg 3 | 6:02 |
| 4. Public Open Forum | 6:03 |
| 5. Financials | 6:05 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 5.3 Auditor’s Report by BerganKDV (verbal) (Requested Action – Approve) | |
| 5.4 Annual Review of Unassigned Fund Balance (Requested Action – Accept) pg 7 | |
| 5.5 Current Letter of Credit Designation (Requested Action – Approve) pg 9 | |
| 6. Consent Agenda (Requested Action – Approve) | 6:20 |
| 6.1 Regional Library Basic System Support FY2023 Application pg 15 | |
| 6.2 Other | |
| 7. Communications | 6:21 |
| 7.1 Other | |
| 8. Presentations | 6:21 |
| 8.1 Other | |
| 9. Staff Reports | 6:21 |
| 9.1 Executive Director’s Report pg 23 | |
| 9.2 Management Reports pg 25 | |
| 9.3 Building Reports pg 31 | |
| 9.4 First Quarter 2022-2025 Strategic Plan Objectives & Key Results pg 33 | |
| 9.5 Staff Recognition Report pg 41 | |
| 9.6 Human Resources Annual Statistics pg 43 | |
| 9.7 Other | |
| 10. Committee Reports | 6:35 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 10.3 Fund Development Committee (verbal) | |
| 11. Unfinished Business | 6:45 |
| 11.1 Other | |

12. New Business	6:45
12.1 2023 Preliminary Budget Proposal & Discussion pg 45	
12.2 Labor Negotiations Discussion – Closed Session	
<i>Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03</i>	
12.3 Other	
13. Board Open Forum	7:20
14. Next Meeting – June 21, 2022, Board of Trustees	7:25
15. Adjournment	7:25

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 15, 2022**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, March 15, 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, Christine Husom, Gary Kneisl, Leigh Lenzmeier, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Mary Eberley, Lynn Grewing

GRRL Staff Present: Amy Anderson, Terri Deal-Hansen, Breanne Fruth, Karen Pundsack, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

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

APPOINTMENTS TO GREAT RIVER REGIONAL LIBRARY 2022 STANDING COMMITTEES

The following GRRL Board standing committee appointments were made:

Fund Development Committee

Jayne Dietz
Mary Eberley
Leigh Lenzmeier
Karen Pundsack, Executive Director
Breanne Fruth, Communications & Development Coordinator
Jonathan Lahr, Web Developer

Library Safety & Security Committee

This committee was discontinued.

Union Negotiations Committee

Ed Popp
Randy Winscher
Karen Pundsack, Executive Director
Julie Schmitz, Associate Director – Human Resources

APPROVAL OF MINUTES

Wayne Bauernschmitt made a motion to approve the January 18, 2022, Board meeting minutes as presented. Seconded by George Fiedler, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIALS

Bills

Financial Reports

Jayne Dietz made a motion to approve the February and March bills and March bills addendum as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Lisa Fobbe made a motion to accept the January and February financial reports as presented. Seconded by Al Amdahl, the motion carried unanimously.

CONSENT AGENDA

Minnesota Public Library Annual Report

Gary Kneisl made a motion to approve the 2021 Minnesota Public Library Annual Report as presented. Seconded by George Fiedler, the motion carried unanimously.

COMMUNICATIONS

There were no communications.

PRESENTATIONS

Locally Growin'

Breanne Fruth, Communications & Development Coordinator, explained GRRL's Locally Growin' fundraiser. All donations received during this March fundraiser stay with the branch library for a local goal based on community needs and interests. In 2021, the total raised was over \$23,000 from 631 gifts. At least 23 branches reached their goal. As of Friday, March 22, two libraries met their 2022 goal – Belgrade and Paynesville. She mentioned several items that branches are raising funds for this year.

Terri Deal-Hansen, Royalton Library Services Coordinator, stated the ukulele idea was inspired by the Long Prairie Library's fundraising for snowshoes. Fundraising for the ukuleles began in 2020 prior to the region-wide library closure. In March 2021, a ukulele was displayed at the Royalton Library, and enough funds were raised to purchase five for their collection. She shared stories about patron ukulele checkouts. Following a demonstration request, Terri led the Board in a sing-along.

Breanne and Terri were thanked for their presentation.

STAFF REPORTS

Executive Director's Report

Executive Director Karen Pundsack added the following to her report:

- Management has been adjusting staffing hours in an effort to address recruitment challenges for vacant positions. Information was provided for recent Library Services Coordinator, Library Assistant, and Library Aide adjustments.
- The Diversity, Equity & Inclusion survey will be run again in May. Results will be compared to those from the same survey completed a couple of years ago to see if there are any notable changes.

Management Reports

Accounting Coordinator Amy Anderson stated that production status updates from Ford about the new delivery van GRRL ordered last year are not being received by the dealership. Ford has ceased production again. For the used van purchase authorized in January 2022, a sales representative is watching for options with GRRL's parameters in mind. Necessary repairs on our current delivery vans have been completed. GRRL is also using a new fleet service vendor that has added efficiencies and provided personable service.

Building Reports

Additional building reports included:

- The contract with the City of Elk River for three additional open hours per week at the Elk River Library expires at end of 2022. Contract conversations will take place later this year.
- The City of Paynesville is now considering a building currently owned by CentraCare as a possible library location.
- The Cold Spring City Council met March 15, and a new architect presented five design plans for city administration, police department, fire department, and library spaces. Karen Pundsack reviewed the basics of each proposed plan.

COMMITTEE REPORTS

Finance Committee

Proposed 2023 Base Budget

Leigh Lenzmeier reported that the Committee considered the GRRL 2023 Base Budget and decided to wait with recommendations until receiving more data following GRRL's audit in early April. The base budget reflects GRRL's cost to do business the same as last year. The Committee requested the 2023 Preliminary Budget, using base budget numbers, be presented in May along with the final audit numbers related to GRRL reserves.

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

Personnel Committee

Elect Personnel Committee Chairperson

Melissa Fee was elected as the Personnel Committee chairperson for 2022.

Personnel Policy Updates

The Committee approved Personnel policy updates to PTO eligibility, availability, accrual rates and maximums for Aides. Julie Schmitz provided background for the current policy and explained the updates will make all Aide positions eligible for the same PTO accrual as other part-time positions.

Sample Position Description Review

GRRL received a Library Services & Technology Act grant to advance equity and inclusion in Central Minnesota libraries. One grant component was a review of GRRL's recruitment processes and job descriptions. The goal is to reduce applicant barriers, attract a more diverse group of applicants, and increase staff diversity. The Committee reviewed a sample position description and recommendations by Filsan Talent Partners.

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

Central Minnesota Libraries Exchange Board (CMLE)

Jayne Dietz reported CMLE has a new person working on their financial reports. The CMLE offices will remain in their current location. A committee is working on bylaws updates that may include fewer GRRL representatives on the CMLE Board. Mini grants will be discussed at the June meeting. That will be Mary Eberley's last CMLE meeting. She has been a great benefit and served over six years.

Karen Pundsack shared that GRRL will look at the CMLE Board seats after the June meeting. The CMLE bylaws may be amended to reduce GRRL’s current five seats to three. Terms expire in June 2022 for two GRRL members on the CMLE Board.

UNFINISHED BUSINESS

GRRL Board Bylaws Amendments

The GRRL Board Bylaws amendments were presented to the Board for initial review at the February work session. Language is included to comply with an IRS request related to GRRL’s 501(c)(3) application. There have been no recent application status updates.

Christine Husom made a motion to approve the GRRL Board Bylaws amendments as presented. Seconded by Al Amdahl, the motion carried unanimously.

NEW BUSINESS

Financial Policy Updates

Amy Anderson reviewed the Financial policy updates for Chapters 11. Library Credit Cards and 18. Credit Card Transactions. The updates reflect additional flexibility offered by a new GRRL credit card program and actual payment card practices.

Leigh Lenzmeier made a motion to approve the Financial policy updates as presented. Seconded by Randy Winscher, the motion carried unanimously.

BOARD OPEN FORUM

Karen Pundsack was asked to share legislative updates. She and Zurya testified last week on the Regional Library Basic System Support (RLBSS) bill. A bill number for the bonding request has not yet been received. Karen has a meeting scheduled with Representative Ron Kresha next Tuesday, March 22. Board members were asked to contact senators they know to communicate the importance of the RLBSS bill. It was also noted that meetings with legislators at the capitol on February 28 were positive.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, May 17, 2022.

ADJOURNMENT

Ed Popp adjourned the meeting at 6:45 p.m.

Edward Popp, President

Zurya Anjum, Secretary

Great River Regional Library Annual Review of the Unassigned Fund Balance

Note: The Board of Trustees is required to review the Unassigned Fund Balance following the annual audit presentation.

Unassigned Fund Balance as of December 31, 2021		\$ 5,222,743.00
Plus: Committed fund assignments ended 12/31/21		\$ 14,469.66
Less: 2020 Operating surplus to supplant 2022 budget	(Approved 11/17/20)	\$ (401,080.00)
2021 Operating surplus to supplant 2023 budget	(Approved 11/16/21)	\$ (313,860.00)
Reserves to supplant 2022 budget	(Approved 7/20/21)	\$ (315,218.00)
Spend down plan, 2023 budget	(Approved 7/20/21)	\$ (230,000.00)
Spend down plan, 2024 budget	(Approved 7/20/21)	\$ (160,000.00)
Spend down plan, 2025 budget	(Approved 7/20/21)	\$ (90,000.00)
Spend down plan, 2026 budget	(Approved 7/20/21)	\$ (45,000.00)
 Adjusted Unassigned Fund Balance as of January 1, 2021		 \$ 3,682,054.66
 Decrease in Unassigned Fund Balance		 \$ (1,540,688.34)
 2022 Operating Budget		 \$ 9,702,660.00
Average Monthly Expenditures (Operating Budget/12)		<u>808,555.00</u>
3-Months of Reserves in the Unassigned Fund Balance (Required)		\$ 2,425,665.00
 Number of Months in Reserve		 4.55
 Adjusted Unassigned Fund Balance as of January 1, 2022		 \$ 3,682,054.66
3-Months of Reserves in the Unassigned Fund Balance (Required)		<u>2,425,665.00</u>
Amount in excess of 3 month's reserves as of December 31, 2021		\$ 1,256,389.66



Current Letter of Credit Designation

Submitted by Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the attached letter of Credit issued by FHLB of Des Moines as presented. When combined with FDIC coverage, GRRL's collateralized balance at Bremer Bank is sufficient to meet our average monthly deposits and cash on hand. New Letters of Credit are issued throughout the year and presented for approval.

BACKGROUND INFORMATION

Supporting Documents Attached

- Letter of Credit No. 2234-8267 dated March 8, 2022, in the amount of \$200,000

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled



LETTER OF CREDIT NO. 2234-8267

Effective Date: March 08, 2022

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

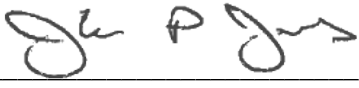
Dear Sir/Madam:

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. 2234-8267 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$200,000.00 ("Stated Amount").

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

5. Only you may make a Drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a Drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on June 07, 2022 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

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

By:  _____

Title: Money Desk Manager Mar 08, 2022

Effective Date: March 08, 2022

LETTER OF CREDIT NO. 2234-8267

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. 2234-8267 (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 (RLBSS) FY 2023 (July 1, 2022 – June 30, 2023) Application

A. Applicant Information

1. Regional public library system name and address:

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

2. Name, title, phone, fax, and e-mail address of regional public library system’s chief administrator:

Karen Pundsack Executive Director (320)650-2512 fax (320)650-2556 karenp@grrl.lib.mn.us

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

1995 BS, Mass Communication, News Editorial Emphasis, St. Cloud State University, St. Cloud, MN
2013 MLIS, University of Wisconsin-Milwaukee, Milwaukee, WI 1999–2002 Branch Librarian II,
Great River Regional Library, Sauk Centre, MN 2002–2009 Branch Manager, Great River Regional
Library, Albany 2009–2015, Associate Director, Patron Services, Great River Regional
Library, St. Cloud, MN 2014 Adjunct Reference Librarian, St. Cloud State University, St. Cloud, MN 2014– May
2015 Interim Executive Director, Great River Regional Library, St. Cloud, MN May 2015- Current
Executive Director, Great River Regional Library, St. Cloud, MN

4. Number of FTE staff paid with RLBSS funds: 30.45

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year’s application. Please check appropriate box:

Organizational agreement(s) that are new or have been updated since the last application are attached.

There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide one of the following with this aid application.

Please indicate which is attached:

A new long-range strategic plan.

A brief report on the status of the current plan. The report details any changes to the current plan or indicates that there are no changes.

A **brief update on the status of developing a new plan**. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2022.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2023 in a few sentences:

Briefly describe the programs that will take place during FY2023, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program.
- How will this program contribute to your organization's mission and strategic plan goals?
- Who will be served by this program?
- Please describe this program's proposed activities.
- How will these activities help to achieve your program goal?

Activity: Resource sharing throughout the six-county region

GRRL Strategic Priority: Literacy

- Goal 1: Provide services to advance users' literacy skills.
 - Objective 2: Expand the eBook, eAudiobook and database collection.
 - Objective 3: Enhance the physical collection of library materials.

GRRL Strategic Priority: Access

- Goal 1: Expand efforts to make the library more welcoming and easier to access.
 - Objective 2: Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries.
 - Objective 4: Maximize accessibility of digital tools and library website.

GRRL Strategic Priority: Library Awareness

- Goal 1: Expand awareness of the library's role in the community.
 - Objective 1: Increase targeted advertising to reach a wider audience.
 - Objective 2: Increase awareness of digital tools.

- Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board.
- Goal 2: Develop partnerships and collaboration with community organizations.
 - Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.
 - Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.
 - Objective 3: Increase presentations about library services to share information and gather feedback.

Activity: Provide a unified integrated library system experience for GRRL users

GRRL Strategic Priority: Operational Excellence

- Goal 2: Provide up-to-date library technology.
 - Objective 1: Have a formal library technology management plan, and make it available for all staff to consult.
 - Objective 2: Have a formal network security practices document for timely application of updates and patches.

Activity: Enhance communication among staff around the region and provide professional development opportunities.

GRRL Strategic Priority: Operational Excellence

- Goal 1: Enhance efforts to offer effective and welcoming library service.
 - Objective 1: Increase training to support access and awareness.
 - Objective 3: Have a formal assessment process for library programs and services.
 - Objective 4: Continue efforts to address diversity, equity & inclusion in the library.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2022, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Governmental Unit	2021 Dollar Amount Provided for OPERATING Purposes
<u>GRRL Signatories:</u>	
Benton County	\$ 524,739.00
Morrison County	\$ 496,290.00
Sherburne County	\$ 1,342,114.00
Stearns County	\$ 2,269,717.00
Todd County	\$ 326,428.00
Wright County	\$ 2,116,514.00
<u>GRRL cities with supplemental levy:</u>	
City of Buffalo	\$ 80,891.04
City of Elk River	\$ 89,771.33
City of St. Cloud	\$ 411,986.14
<u>GRRL cities without a supplemental levy, but a separate library line item in budget:</u>	
City of Big Lake	\$ 31,178.00
City of Cold Spring	\$ 1,179.00
City of Delano	\$ 838.02
City of Eagle Bend	\$ 1,555.02
City of Little Falls	\$ 67,725.11
City of Monticello	\$ 49,499.92
City of Paynesville	\$ 124.00
City of Waite Park	\$ 1,498.20
<u>GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:</u>	
City of Foley	\$ 1,000.00
City of Sauk Centre	\$ 26,728.46
City of Staples	\$ 23,815.71

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

B. Assurances

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

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Ed Popp
Chair, System Governing Board

Date: May 17, 2022

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Karen Pundsack
Regional Public Library System Administrator

Date: May 17, 2022

D. Attachments and Due Date

- FY 2023 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Friday, July 1, 2022**. Please submit one PDF of the signed original application to hannah.buckland@state.mn.us.

Regional Library System Name: Great River Regional Library		
State Fiscal Year 2023		
Proposed Budget		
		Amount
Personnel Expenses		
	Salaries and Wages	\$1,600,000
	Benefits	
	Staff Development, Tuition and Other Reimbursements	
Total Personnel		\$1,600,000
Total FTE Supported		30.45
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 Anticipated State Aid Expenditures		\$1,600,000

Executive Director Report May 2022

Leadership Support Team (LST)

In March, LST continued discussion on 2022 teams and work groups. Public Services Team will begin work again. Julie and Breanne are looking at ways to reboot the Kindness Committee. After consideration, Think Tank will be discontinued.

The team also reviewed GRRL's chart of accounts and discussed title and description changes. Also discussed were payment approval oversight and Financial Policy Chapter 9. Accounts Payable updates.

LST reviewed first quarter 2022 key metrics and results for GRRL's 2022-2025 Strategic Plan goals and objectives. Team members shared ideas for the upcoming Library Services & Technology Act (LSTA) FY23 grant application. Guidelines/goals have not yet been released for this grant cycle.

Discussion continued about the Library Development Plan update. Development plan tasks were reviewed and assigned to team members.

Council of Regional Library Public System Administrators (CRPLSA)

CRPLSA met at the Ridgedale Public Library at the end of March. We discussed legislative activity. State Library Services director Tami Lee joined us, and we discussed Regional Library Telecommunications Aid (RLTA) distributions. CRPLSA will be engaging a facilitator to guide the group through a strategic planning retreat in July.

Day at the Desk

In March, I spent a day at the Monticello Public Library. It was interesting to see the number of requests for scanning services at this location. I also spent time talking with staff about collection management needs and weeding some items in areas that were overfilled.

Labor Management Committee

The Labor Management Committee continues its work on reviewing our benefit plan structure. We are a little over midway through the services provided by the Bureau of Mediation Services for meeting facilitation. The committee put together a survey of all benefit-eligible staff to determine which benefits were most important to staff. We continue to talk through possible scenarios for a revised benefit structure.

Highlighted Executive Director Activities since March Board Meeting

Mar. 16 – St. Cloud Chamber Government Affairs Committee, LST Board follow-up, LSC orientation with Ellen Munz and Nicole Wilson

Mar. 18 – MLA Board of Directors meeting, MLA strategic planning

Mar. 21 – LSC meeting on ARPA funded meeting room technology

Mar. 22 – Morrison County board presentation, Rep. Ron Kresha town hall with LSC Terri Deal-Hansen

Mar. 23 – Building Equity through Dialogue virtual meeting

Mar. 24 – Quarterly Business Review, LST meeting, LMC meeting
Mar. 28 – Day at the Desk – Monticello
Mar. 31 & Apr. 1 – CRPLSA meeting at Ridgedale
Apr. 4 – Audit outtake meeting
Apr. 5 – Sherburne County board presentation with LSC Nancy Bunting
Apr. 6 – MLA Legislative Committee, Buffalo LSC interviews
Apr. 7 – Buffalo LSC interviews
Apr. 8 – CMLE bylaws committee, LMC meeting
Apr. 11 – Career Solutions Program Committee meeting
Apr. 12 – Wright County board presentation
Apr. 13 – Fund Development Committee
Apr. 14 – State Library Services directors meeting (virtual), Stearns County Human Services Advisory Committee
Apr. 18 – CMLE bylaws committee, MLA Board meeting
Apr. 20 – LST meeting, LMC meeting
Apr. 22 – Virtual PLD Day and director lunch in Maple Grove
Apr. 26 – Preliminary audit meeting
Apr. 27 – LST meeting
May 2 – CRPLSA strategic planning intake meeting with facilitator
May 4 – MLA Legislative Committee
May 9 – Career Solutions Program Committee meeting
May 10 – Stearns County board presentation with LSC Kateri Gruber
May 12 – State Library Services directors meeting, Stearns County Human Services Advisory Committee
May 16 – MLA Board of Directors meeting

Management Reports May 2022

Amy Anderson
Accounting Coordinator

Audit

The 2021 annual audit is complete. BerganKDV representatives will be making a presentation at the May GRRL Board meeting. The audit will continue to carry the material weakness finding regarding separation of duties. This finding indicates that the number of Accounting staff is fewer than recommended for risk aversion. To offset this finding, the Executive Director reviews and signs off on the monthly bank reconciliations, and bill payments are reviewed as part of the monthly financial reports.

Investments

The current savings rates for Bremer and MAGIC savings are 0.02% and 0.33%, respectively. As of April 30, the GRRL investment portfolio's average rate of return increased to 0.50% from 0.28% in December 2021. Investment rates are reviewed weekly. Certificate of deposit (CD) investments are being made for shorter terms (182 and 270 days) in order to maximize 2022 interest income as interest rates recover. These developments align with our strategic plan goal of maximizing library financial investment options.

Vehicle Purchase

The dealership handling the 2021 new vehicle purchase had 14 vehicles delayed due to production bottlenecks. Seven of these delayed vans went into production last week. The GRRL van order should be a part of the next group called in. The local dealership watching for a second replacement van indicates that van prices continue to be outside of normal market values. Our drivers and Distribution team continue to monitor fleet vehicle service needs.

Matured CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Net Rate of Interest</u>	<u>Interest at Maturity</u>
Royal Business Bank, CA	3/23/22	\$175,000.00	0.100%	\$437.50
Prospect Bank, Paris, IL	4/20/22	\$248,000.00	0.050%	\$496.00
Patriot Bank, TN	5/2/22	\$248,000.00	0.150%	\$1,110.90

Purchased CDs:

<u>Institution Name</u>	<u>Purchase Date</u>	<u>Amount</u>	<u>Net Rate of Interest</u>	<u>Interest at Maturity</u>
Cibc, Chicago, IL	3/23/22	\$248,000.00	0.750%	\$1,657.18
Financial Federal Savings, Memphis, TN	4/8/22	\$248,000.00	0.850%	\$1,834.52
Western Alliance Bank, Phoenix, AZ	4/20/22	\$248,000.00	0.800%	\$1,755.70
First Bank of Ohio, Riffin, OH	5/2/22	\$248,000.00	0.750%	\$1,112.94

Letter of Credit

A Letter of Credit No. 2234-8267 by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank has been issued for \$200,000 and is dated March 8, 2022.

Brandi Canter
Lead Patron Services Supervisor

Teen Focus Group

In April, Literacy Leadership VISTA Heather Bean led a successful focus group project with teens from the St. Cloud metropolitan area. In total, we had 11 participants from three school districts: St. Cloud, Sauk Rapids/Rice, and Sartell. Heather worked with Delaine Zongo, Library Associate, on the project. We collaborated with Dr. Zurya Anjum, GRRL Trustee, and James Turner, MSW, from Sauk Rapids/Rice Middle School.

Our goal was to find out how the St. Cloud Public Library (SCPL) and GRRL can better serve local teens. We want our libraries to be places where teens can gather, create, engage, and interact. We want them to feel welcome, safe, and comfortable regardless of race, religion, socioeconomic status, sexual orientation, gender identity, etc.

Heather surveyed teens about their experiences with the St. Cloud Library before the in-person focus group. After the focus group, she held a follow up meeting on Zoom and sent a post-meeting survey. We found that teens' feedback fell into five basic categories:

- Marketing: Teens want more information about what is going on in the library and the resources available. They encouraged expanded use of social media, especially Instagram and TikTok.
- Spaces: They want a more distinct and inviting teen space, and they want teens to help create art for that space.
- Collection: Diversity and inclusion are extremely important to them, and they want to see themselves represented in physical and digital materials.
- Programs: These teens want opportunities to connect with other teens. They would like something tangible to take away from the experience.
- Connections: They have a strong interest in knowing about and being part of multiple communities, and they want the library to play a stronger role in that process.

A major takeaway for us was the importance of our community partners. This project would not have been a success without the help of Zurya and James. They connected us with teens who care about the library and want to help us better serve them and their peers. Zurya and James helped us navigate district protocols for off-site events, transported the students, and led the discussion at SCPL.

GRRL staff have already made efforts to address some of the issues and ideas brought up by the teens. Delaine represented SCPL at a Sartell High School event. More comfortable chairs have been brought into the SCPL teen area. Increased merchandising highlights the breadth of the collection. A bulletin board has been placed in a prominent area to share resources and upcoming events. Communications & Development has posted more content on Instagram and will create a banner for the teen section. They are also developing a bookmark art contest for teens region-wide. We are planning a SCPL mural project involving teens for the fall. At a meeting of the St. Cloud patron services staff, Heather and Delaine spoke about continuing the work through outreach efforts, launching a teen advisory group, and holding future focus groups with other area teens. The team is enthusiastic about continuing this work.

**Breanne Fruth
Communications & Development Coordinator**

Fundraising

The Locally Growin' 2022 campaign was March 1 through March 31. This spring fundraiser is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches selected something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their branch and help raise money toward a tangible goal. The overall goal for the Locally Growin' campaign for 2022 was \$25,000, and we are excited to announce our final total is \$26,330.48! Of our 32 branches, 17 branches hit or surpassed their goal. Congratulations to the following branches: Becker, Belgrade, Clearwater, Cold Spring, Eagle Bend, Grey Eagle, Little Falls, Long Prairie, Melrose, Paynesville, Pierz, Richmond, Rockford, Royalton, Sauk Centre, Staples, and Waite Park! Some of the innovations that you will see at your library as a result of this campaign include Playaway Audiobooks, Raptor Center programs, and children's book display shelving.

Currently, we are seeking business sponsors for the upcoming Summer Reading Program (SRP). Sponsors from years' prior have been asked to participate again, and new businesses are solicited. GRRL's Fund Development Committee (FDC) is tasked to hand deliver sponsorship forms to businesses and organizations within their networks to continue its reach. Top-level sponsors who have already given had a new opportunity this year. Sponsors at the \$1,000 level had the opportunity to have their logo featured on a book bag that we plan to offer to participants upon sign-up. They are Bernatello's Foods, Central MN Noon Optimist Club, Infinite Eye Care, and St. Cloud Friends of the Library. We also have lower sponsorships, such as St. Cloud Industrial Products at the \$750 level, and Moose Lodge #1400, St. Michael-Albertville Women of Today, and an anonymous donor at the \$500 level. The goal for the 2022 Summer Reading Program sponsorship campaign is \$10,000, with at least 12 sponsors of varying levels. Last year we had seven 2021 SRP sponsors. Thus far in our 2022 campaign, we have eight sponsors and raised \$5,250.



Communications

In our monthly e-newsletter and featured on the griver website homepage, we have highlighted reading challenges in our Beanstack app. In April, we promoted the Financial Literacy Challenge, and in March, we promoted IditaRead (following the Iditarod race). In the April e-newsletter, there were 25 clicks on the Financial Literacy Challenge link, meaning there was interest in participation and/or personal finance.



Cara Langston
Patron Services Supervisor

Library programs

Northern branches are in the middle of some exciting programming including a number of Legacy events and school programs. For example, Little Falls welcomed over 200 first graders across several days in April for tours and story times. Every library hosting author Mary Casanova, a Legacy event, had wonderful things to say about her presentations. Some of those presentations took place with large groups from local schools, like the Long Prairie Grey Eagle Elementary School, and others were more intimate, like the group who met with her in Pierz. Kids and parents got a chance to visit with a Minnesota author in person!

Three northern branches are part of the first cohort of our branches hosting traveling exhibits from the Great River Children's Museum. We are all excited to welcome kids and families into our spaces for play. I had the opportunity to observe the pop-up exhibit currently at Pierz, and children of all ages were drawn in to play and explore. I am looking forward to hearing more stories about families and kids coming back into our spaces during this initiative.

Ryan McCormick
Patron Services Supervisor

Elk River Library Services Coordinator Transition

Lori Lundstrom has been hired as the new Library Services Coordinator for Elk River. Welcome, Lori!

Partnerships and Collaborations

We continue our efforts to develop new community partnerships, and strengthen existing ones. Patron Services Specialist Beth Ringsmuth Stolpman and I recently attended a focus group at the Paramount Theatre in St. Cloud. We discussed increasing collaboration among local arts and cultural institutions and the challenges in doing so.

Beth and I also joined Jami Trenam and local staff at the Buffalo Library to host a Star Party in April. It was a partnership with the University of Minnesota's Bell Museum. The event had been a longtime goal that began with the introduction of circulating telescopes at GRRL. It gave patrons of all ages a fun, engaging opportunity to learn more about astronomy.

We have additionally begun a partnership with the recently established Great River Children's Museum in St. Cloud. Over the next year, libraries throughout the region will host rotating pop-up exhibits. These exhibits will give families a new chance to learn and play together, while helping grow awareness of the Children's Museum.

Jay Roos
Associate Director – Information Technology

Website Update

The public website upgrade is nearing the final stages. The redesign is complete and final tweaks are being made. The content migration is being performed with the assistance of a consultant. That work will

soon be ready for review. Once the review is done, a preview will be provided to staff prior to migration. We anticipate the migration to take place May 30.

Email Server Migration

Our email server migration is currently scheduled for May 24. The operating system has reached the end of support. As a result, the email software vendor will not supply new security patches. We are also updating our email software to the latest version. Staff has been given the opportunity to preview the new interface and ask questions. We have contracted with a consultant to ensure the migration goes smoothly. Involving an expert will ensure that our system is secure and maintainable.

Penetration Testing Mitigations

In 2021, GRRL hired a firm to perform network penetration testing on our networks. While no severe issues were found, mitigation work is ongoing. In recent weeks, we have reconfigured printers and management interfaces on network devices across the region to align with the recommendations from our test results. We are also working to update the operating system on dozens of servers running in our infrastructure to current and supported versions.

Julie Schmitz
Associate Director – Human Resources

Human Resources Generalists

Dezra Rittmann has been promoted from Library Associate in St. Cloud to Human Resources (HR) Generalist in the HR Department. Dezra will focus primarily on recruitment and training. Our HR Generalist for payroll and benefits has resigned, leaving that position vacant.

All Staff Day

We held All Staff Day on April 25th at the Park Event Center in Waite Park. There were 185 staff members who attended presentations on serving diverse patrons. The presentations offered were part of our Library Services & Technology Act (LSTA) grant *Advancing Equity and Inclusion in Central Minnesota*. Presentations included:

- Dr. Sangeeta Jha and Brian Hart on cross-cultural communication.
- Dr. Nick Johnston from National Alliance on Mental Illness & Richard Schulzetenberg on Mental Health Challenges.
- Michelle Chmielewski and Dawn Muller from Career Force and Mike Nichols from WACOSA on Working with Those with Disabilities.

Jami Trenam
Associate Director – Collection Development

Enhancing the Physical Collection of Library Materials

Collection maintenance, also known as weeding, is the process of reviewing library materials that are outdated, no longer used, or in poor condition. Because the way patrons use the physical collection continues to change, the Collection Development Librarians and I revisited the criteria staff use to evaluate the collection. We created a new collection management plan for the year that went live in March. The Associate staff in St. Cloud who review regional weeding received training on the regional weeding criteria in April.

In April, I visited the St. Michael Library to train staff on weeding for condition. Staff were able to practice while I was there for instant feedback. I also did some onsite weeding in Buffalo. These visits were fantastic, and I plan to get on the road more in the coming months. While spreadsheets and data are great tools, they are no substitute for the insight I get from staff during site visits!

Building Reports May 2022

Brandi Canter Lead Patron Services Supervisor

Belgrade

In April, we had water intrusion again at the rear of the library. In October 2020, the city installed French drains in the back lot to attempt to resolve standing water issues that may have contributed to earlier water intrusion into the library. In spring 2021, we had two additional issues, and twice again this spring. The city is aware and looking for a solution. Public works is very responsive about cleaning and drying the carpets.

The city continues to plan façade work on the front of the building to resolve water issues there.

Paynesville

On April 29, I met with Tariq Al-Rifai, Paynesville city administrator. The city is investigating the purchase of a three-floor building across Business 23E/West Hoffman Street from city hall, in a residential neighborhood near downtown. The building would be a multi-use facility with city offices, DMV, and others above a new ground-floor library.

The city engineer will do an inspection of the facility at the end of May to evaluate structural integrity and identify load-bearing walls. Tariq invited GRRL to provide input on what we would like the city engineer to inspect for as well. We will ask that the report include any evidence of water intrusion, mold or mildew. We will also ask whether there could be an accessible service entrance for delivery. We would also like to know anticipated ceiling height as that could affect required square footage.



At first glance, the building appears promising for a library. The facility is slab-on-grade construction, so the floor’s weight-bearing capacity is not a worry. There should be enough square footage to meet our needs. A green space in front would be excellent for outdoor programming, and there is significantly more parking. An elementary school and city park are only a block away without crossing the busy highway. The city plans a full remodel, therefore offering the ability to create open, usable spaces, flexible network access, etc.

St. Cloud

Public works notified us that the project to replace the HVAC chiller has been pushed back to July due to difficulty getting parts. In addition, the city plans to repaint the parking lot this summer.

Waite Park

In April, Library Services Coordinator (LSC) Ellen Munz and I met with Public Works Director Bill Schluenz. We discussed the collection, programming, and staffing challenges presented by the undersized facility. While there are no current plans to build a new, larger building, we did discuss options for the short term. One would be for the city to install shade structures in the library garden to make outdoor programming a bit easier. Bill said this could possibly happen next year. In addition, in April, the city completed a project to create a small work area for the LSC. This has been a huge help for Ellen as she learns her new role.

Cara Langston
Patron Services Supervisor

Cold Spring

The Cold Spring building group toured both Kimball and Annandale Library branches on April 19. Carla Asfeld, the LSC for both branches, welcomed the group and answered questions about the buildings. There was some discussion about how much space the Cold Spring Library needs and how other cities have funded library building projects in the past. Unfortunately, no decisions have been made about which city entities will stay in the current building and which will move somewhere else. There was discussion about a potential public survey to help guide the decision making process. I am currently gathering circulation and borrower number statistics to share with the building group. No further meetings relating to the building process have been shared with me.

Eagle Bend

I have been in contact with Eagle Bend City Administrator Kevin Hess to arrange a meeting between the expansion contractor and library administration. Construction is planned for this spring, and we hope to clarify timelines and building specifications.

Ryan McCormick
Patron Services Supervisor

Monticello

In March, the city council approved replacing the library's roof this year. The new roof will be a PVC system, which should mean a longer lifespan and more efficient cooling in the summer as its white color will help reflect sunlight.

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

Great River Regional Library			January	February	March	Q1 Cumulative
Increase regularly offered virtual regional programs in areas identified in Edge benchmarks.	Champion		Status 1/31/2022	Status 2/28/2022	Status 3/31/2022	
Build program structure	Patron Services			presented concepts at Regional Staff Meeting 3/8	Finished pilot project through VISTA - new tools for developing programs	
Expand the eBook, eAudiobook and database collection.	Champion	Baseline Q1/2021	Status 1/31/2022	Status 2/28/2022	Status 3/31/2022	Q1 2022 - Cumulative
Supplemental budget for electronic resources using fund development dollars created	Collection Development		Completed			
Digital Library circulation increases	Collection Development	65,686	25,114	23,409	26,056	75,521
Active Digital Library users increase	Collection Development	15,125	5,852	5,780	6,013	17,806
Eliminate late fees on all library materials to remove a major barrier to access.	Champion	Baseline - 2021	Status 1/31/2022	Status 2/28/2022	Status 3/31/2022	Q1 2022 - Cumulative
Key metric - New resident borrowers by library and regional increase	Leadership Support Team	2,377	1,150	1,063	1,507	3,720
Key metric - Total current resident borrowers by library and regional increase	Leadership Support Team	82,922 - 1/1/2022	82,362	82,241	82,107	82,107
Key metric - Items/checkout session by library increase	Leadership Support Team	6.66	6.46	6.50	6.43	6.46
Key metric - Circ - physical materials	Leadership Support Team	604,424	190,020	185,725	222,159	597,904
Key metric - Circ/Open Hour by library increases	Leadership Support Team	50	44	45	45	45 avg
Key metric - \$ collected - Miscellaneous receipts	Accounting	avg \$13,520/mo - 2021	\$7,736.75	\$7,970.01	\$13,305.83	\$29,012.59

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

Great River Regional Library		January	February	March	Q1 Cumulative
Increase targeted advertising to reach a wider audience.	Champion	Baseline 1/31/2021	Status 1/31/2022	Status 2/28/2022	Status 3/31/2022
Regularly post on social media to followers about collections and services	ComDev	NA	Fines Free posts	database highlights	NBF lists weekly posted
Develop a billboard campaign to build a larger reach	ComDev	NA	Billboards up for Fines Free	Billboards up for Fines Free	
Social media engagement/reach	ComDev	13,029	10,268	19,637	20,175
Number of e-newsletter subscribers	ComDev	4,183	4,640	4,738	4,864
E-newsletter open rate	ComDev	17.70%	26.40%	24.70%	25.10%
Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Champion		Status 1/31/2022	Status 2/28/2022	Status 3/31/2022
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA		Completed 2/15/2022	
Build GRRL's culture of philanthropy.	Champion		Status 1/31/2022	Status 2/28/2022	Status 3/31/2022
Add Fund Development Committee members	ComDev	NA			1 staff member joined
Maximize library financial investment options.	Champion	Baseline 1/31/2021	Status 1/31/2022	Status 2/28/2022	Status 3/31/2022
Number of accounts with new financial institutions established	Accounting	16 investments with MAGIC	6 investments with MAGIC, 3 with local banks	7 investments with MAGIC, 3 with local banks	7 investments with MAGIC, 3 with local banks

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

Library	1/1/2022	4/1/2022	Total change
Albany	2,096	2,037	(59)
Annandale	1,827	1,846	19
Becker	2,091	2,055	(36)
Belgrade	401	399	(2)
Big Lake	2,310	2,316	6
Buffalo	5,453	5,362	(91)
Clearwater	871	876	5
Cokato	1,370	1,354	(16)
Cold Spring	1,953	1,954	1
Delano	2,783	2,748	(35)
Eagle Bend	487	473	(14)
Elk River	8,864	8,818	(46)
Foley	1,293	1,269	(24)
Grey Eagle	317	326	9
Howard Lake	814	861	47
Kimball	682	713	31
Little Falls	3,724	3,724	-
Long Prairie	1,409	1,388	(21)
Melrose	979	975	(4)
Monticello	4,790	4,644	(146)
Paynesville	1,152	1,139	(13)
Pierz	955	943	(12)
Richmond	516	509	(7)
Rockford	1,225	1,200	(25)
Royalton	1,007	1,001	(6)
Saint Michael	7,609	7,727	118
Sartell Locker	378	391	13
Sauk Centre	1,551	1,509	(42)
St. Cloud	21,721	21,323	(398)
Staples	1,611	1,560	(51)
Swanville	388	397	9
Upsala	506	494	(12)
Waite Park	2,403	2,421	18
Region Total	85,536	84,752	(784)

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

Library	2022 Q1	change 2022 to 2021	change 2022 to 2020
Albany Public Library	47	5	7
Annandale Public Library	61	23	23
Becker Public Library	85	28	16
Belgrade Public Library	19	9	2
Big Lake Public Library	101	32	17
Buffalo Public Library	211	47	44
Clearwater Public Library	37	12	11
Cokato Public Library	48	6	(8)
Cold Spring Public Library	70	36	24
Delano Public Library	91	17	(9)
Eagle Bend Public Library	22	9	(4)
Elk River Public Library	447	126	62
Foley Public Library	40	18	2
Grey Eagle Public Library	16	5	10
Howard Lake Public Library	62	36	33
Kimball Public Library	36	-	24
Little Falls Public Library	179	7	72
Long Prairie Public Library	49	18	19
Melrose Public Library	25	(4)	2
Monticello Public Library	198	88	3
Paynesville Public Library	54	32	25
Pierz Public Library	30	2	11
Richmond Public Library	20	9	7
Rockford Public Library	43	11	7
Royalton Public Library	52	39	19
Saint Cloud Public Library	991	436	(69)
Saint Michael Public Library	386	163	129
Sartell Community Center Locker	51	10	27
Sauk Centre Public Library	42	17	(26)
Staples Public Library	86	46	(45)
Swanville Public Library	24	12	16
Upsala Public Library	11	6	(60)
Waite Park Public Library	86	42	49
Regional Total	3,720	1,343	440

January 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Jan 2022	Circ/Hour Jan 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
+ Albany	6,207	693	40	42	-5.9%	6,207	6,092	1.9%
Annandale	2,600	587	23	29	-19.9%	2,600	2,897	-10.3%
Becker	3,864	610	30	37	-20.4%	3,864	4,404	-12.3%
Belgrade	678	173	8	11	-32.2%	678	852	-20.4%
Big Lake	4,114	668	31	37	-16.7%	4,114	4,202	-2.1%
Buffalo	12,722	2,072	68	70	-3.4%	12,722	13,036	-2.4%
Clearwater	2,139	391	22	25	-14.1%	2,139	2,338	-8.5%
Cokato	3,877	550	31	41	-23.5%	3,877	4,457	-13.0%
+ Cold Spring	5,083	784	34	31	12.1%	5,083	4,073	24.8%
Delano	6,354	986	36	48	-24.3%	6,354	7,578	-16.2%
Eagle Bend	2,050	253	24	26	-10.0%	2,050	2,065	-0.7%
Elk River	14,684	2,262	73	83	-12.3%	14,684	16,496	-11.0%
+ Foley	3,959	516	27	29	-6.0%	3,959	3,951	0.2%
Grey Eagle	1,033	184	11	19	-39.1%	1,033	1,435	-28.0%
Howard Lake	2,328	387	19	25	-25.4%	2,328	2,765	-15.8%
+ Kimball	1,706	290	19	23	-16.3%	1,706	1,698	0.5%
Little Falls	6,349	1,341	35	38	-7.9%	6,349	6,475	-1.9%
+ Long Prairie	3,804	689	26	28	-5.4%	3,804	3,799	0.1%
+ Melrose	8,980	556	86	76	12.9%	8,980	7,345	22.3%
Monticello	11,054	1,626	65	71	-7.3%	11,054	11,778	-6.1%
Paynesville	1,810	352	14	16	-12.4%	1,810	1,895	-4.5%
Pierz	2,057	431	18	26	-29.7%	2,057	2,575	-20.1%
Richmond	1,080	194	12	15	-16.7%	1,080	1,122	-3.7%
Rockford	3,369	467	26	36	-26.0%	3,369	4,232	-20.4%
Royalton	1,173	246	13	18	-28.8%	1,173	1,430	-18.0%
Saint Cloud	40,069	6,334	172	184	-6.4%	40,069	42,647	-6.0%
+ Saint Michael	15,035	2,249	81	72	12.0%	15,035	13,204	13.9%
+ Sauk Centre	4,923	636	35	39	-9.1%	4,923	4,876	1.0%
+ Staples	4,301	700	30	29	4.1%	4,301	3,872	11.1%
+ Swanville	448	98	5	4	15.9%	448	346	29.5%
Upsala	2,712	361	27	32	-15.3%	2,712	2,881	-5.9%
Waite Park	5,875	1,177	47	54	-14.0%	5,875	6,291	-6.6%
Sartell Locker	1,144	175				1,144	1,426	-19.8%
Total	187,581	29,038	44	50	-12.0%	187,581	194,533	-3.6%
+ Total Digital	23,992					23,992	22,020	9.0%

+ Indicates an increase in YTD circulation total over last year

February 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Feb 2022	Circ/Hour Feb 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
+ Albany	6,384	679	43	45	-5.5%	12,591	12,484	0.9%
Annandale	2,715	574	26	29	-12.4%	5,315	5,733	-7.3%
Becker	3,847	642	31	37	-18.4%	7,711	8,709	-11.5%
Belgrade	764	189	9	11	-16.8%	1,442	1,668	-13.5%
Big Lake	4,185	635	33	38	-13.5%	8,299	8,431	-1.6%
Buffalo	11,657	2,009	64	70	-8.9%	24,379	25,829	-5.6%
Clearwater	2,041	374	21	24	-10.4%	4,180	4,473	-6.6%
Cokato	3,940	571	33	40	-16.2%	7,817	8,726	-10.4%
+ Cold Spring	5,245	740	37	32	16.5%	10,328	8,193	26.1%
Delano	6,514	912	39	48	-20.0%	12,868	15,141	-15.0%
Eagle Bend	1,667	216	21	28	-22.5%	3,717	4,134	-10.1%
Elk River	15,250	2,201	80	85	-6.6%	29,934	32,948	-9.1%
Foley	3,802	501	28	29	-3.8%	7,761	7,787	-0.3%
Grey Eagle	1,187	164	14	17	-19.2%	2,220	2,685	-17.3%
Howard Lake	2,416	365	21	0	0.0%	4,744	5,344	-11.2%
+ Kimball	1,640	300	20	22	-12.2%	3,346	3,299	1.4%
Little Falls	6,180	1,252	36	40	-10.2%	12,529	13,030	-3.8%
Long Prairie	3,348	638	24	26	-6.4%	7,152	7,197	-0.6%
+ Melrose	8,496	535	83	74	12.3%	17,476	14,320	22.0%
Monticello	10,492	1,616	64	70	-8.1%	21,546	23,196	-7.1%
Paynesville	2,042	398	16	17	-6.9%	3,852	3,948	-2.4%
Pierz	1,942	389	18	27	-32.8%	3,999	5,168	-22.6%
+ Richmond	1,144	197	13	14	-7.5%	2,224	2,186	1.7%
Rockford	3,513	456	28	33	-13.7%	6,882	8,038	-14.4%
Royalton	1,555	281	18	18	-1.8%	2,728	2,797	-2.5%
Saint Cloud	37,874	6,091	168	178	-5.6%	77,943	82,747	-5.8%
+ Saint Michael	15,193	2,160	85	72	17.9%	30,228	26,089	15.9%
+ Sauk Centre	5,058	665	38	41	-6.7%	9,981	9,892	0.9%
+ Staples	4,105	684	29	32	-8.4%	8,406	8,099	3.8%
Swanville	307	92	4	7	-46.6%	755	847	-10.9%
Upsala	2,609	362	28	33	-17.0%	5,321	5,792	-8.1%
Waite Park	5,107	1,129	42	56	-24.4%	10,982	12,600	-12.8%
Sartell Locker	1,223	153				2,367	3,021	-21.6%
Total	183,442	28,170	45	50	-10.5%	371,023	384,551	-3.5%
+ Total Digital	21,958					45,950	43,127	6.5%

+ Indicates an increase in YTD circulation total over last year

March 2022 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Mar 2022	Circ/Hour Mar 2021	CPH % Change	YTD 2022	YTD 2021	% Change YTD
+ Albany	7,721	809	43	40	8.3%	20,312	19,294	5.3%
Annandale	2,951	659	23	24	-6.0%	8,266	8,489	-2.6%
Becker	4,815	795	32	34	-5.6%	12,526	13,373	-6.3%
Belgrade	883	179	9	11	-15.9%	2,325	2,645	-12.1%
+ Big Lake	5,046	748	34	35	-2.9%	13,345	12,969	2.9%
Buffalo	14,250	2,503	64	71	-9.3%	38,629	41,263	-6.4%
Clearwater	2,482	413	21	23	-5.4%	6,662	6,871	-3.0%
Cokato	4,797	674	34	43	-21.2%	12,614	14,204	-11.2%
+ Cold Spring	5,890	908	35	29	19.8%	16,218	12,758	27.1%
Delano	7,827	1,128	39	46	-15.9%	20,695	23,897	-13.4%
Eagle Bend	2,245	305	21	24	-10.0%	5,962	6,300	-5.4%
Elk River	18,521	2,634	79	84	-5.3%	48,455	52,497	-7.7%
Foley	4,498	621	27	32	-14.8%	12,259	12,938	-5.2%
Grey Eagle	1,164	197	11	13	-15.7%	3,384	3,907	-13.4%
Howard Lake	3,319	516	24	24	-2.9%	8,063	8,423	-4.3%
Kimball	1,691	342	16	21	-23.6%	5,037	5,262	-4.3%
Little Falls	7,461	1,589	36	36	1.2%	19,990	20,116	-0.6%
+ Long Prairie	3,942	746	23	24	-3.4%	11,094	11,061	0.3%
+ Melrose	8,209	611	66	68	-3.3%	25,685	22,125	16.1%
Monticello	12,802	1,959	65	63	3.4%	34,348	35,580	-3.5%
Paynesville	2,122	416	14	15	-5.7%	5,974	6,063	-1.5%
Pierz	2,143	445	17	22	-22.7%	6,142	7,629	-19.5%
+ Richmond	1,497	283	14	15	-3.7%	3,721	3,564	4.4%
Rockford	4,614	589	30	31	-4.0%	11,496	12,561	-8.5%
+ Royalton	1,983	314	19	16	21.8%	4,711	4,234	11.3%
Saint Cloud	46,167	7,570	172	161	6.6%	124,110	126,059	-1.5%
+ Saint Michael	19,135	2,735	89	71	24.6%	49,363	41,447	19.1%
+ Sauk Centre	5,647	703	36	38	-5.8%	15,628	15,321	2.0%
+ Staples	4,729	840	28	28	0.4%	13,135	12,563	4.6%
Swanville	284	89	3	6	-51.8%	1,039	1,359	-23.5%
Upsala	3,014	403	26	28	-7.5%	8,335	8,770	-5.0%
Waite Park	6,689	1,345	47	50	-6.6%	17,671	19,359	-8.7%
Sartell Locker	1,290	202				3,657	4,608	-20.6%
Total	219,828	34,270	45	47	-4.4%	590,851	597,509	-1.1%
+ Total Digital	24,840					70,790	65,686	7.8%

+ Indicates an increase in YTD circulation total over last year

Staff Recognition Report
2022 - Quarter 2
April 1 - June 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Jami	Trenam	Collection Development	Pundsack, Karen	4/2/2022	15
Marisa	George	Sauk Centre/Upsala	Langston, Cara	4/10/2022	5
Jessica	Gomez	Coldspring/Richmond	Kirchoff, Jason	4/10/2022	5
Theresa	Jacobs	Delano/Rockford	McCormick, Ryan	4/16/2022	10
Kimberly	Johnson	Delano/Rockford	Jacobs, Theresa	4/19/2022	1
Chuck	Stommies	Distribution	Christensen, Heavenly	4/28/2022	25
Riley	Buck	Circulation	Blotkamp, Eric	5/3/2022	1
Lori	Johnson	Royalton	Deal-Hansen, Terri	5/3/2022	1
Tricia	Tumberg	Cokato/Howard Lake	Wilson, Nicole	5/3/2022	1
Heidi	Becker	Annandale/Kimball	Asfeld, Carla	5/17/2022	1
Yvonne	Pearson	Circulation	Blotkamp, Eric	5/17/2022	1
Jessica	Jungroth	Technical Services	Getz, Christopher	5/20/2022	3
Sophia	Fuhrmann	Elk River	Lundstrom, Lori	6/1/2022	1
Erin	Mallo	Distribution	Christensen, Heavenly	6/2/2022	1
Caitlin	Sauve	Circulation	Blotkamp, Eric	6/14/2022	1
Dee	Jakubowski	Becker/Big Lake	Burkhardt, Jeannette	6/18/2022	10
Grace	Heschke	Pierz	Langston, Cara	6/22/2022	15

HR Annual Statistics

Year	Turnover	Separations	Avg Employees	New Hires	Promo/Transfers	Applications	Interviews
2004	10.13%	23	227	48	na	440	103
2005	16.59%	37	223	60	na	1029	211
2006	12.55%	29	231	50	na	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27	8	935	154
2010	17.24%	45	261	41	16	1090	190
2011	15.27%	40	262	42	7	937	255
2012	15.66%	44	281	41	9	769	266
2013	23.83%	61	256	27	22	**	273
2014	12.86%	34	264	41	15	360*	85*
2015	13.66%	37	271	38	13	558	212
2016	18.33%	50	273	46	14	569	207
2017	18.06%	50	277	52	8	542	212
2018	14.51%	40	276	41	6	481	178
2019	16.50%	45	273	40	8	484	178
2020	20.00%	50	250	16	19	373	103
2021	20.34%	48	236	45	3	509	199

*2014 Applications and Interviews are calculated from April 1 - December 31, 2014 with the implementation of ADP Applicant Tracking Module.

**2013 - 14 open positions were carried over and filled in 2014. 2013 numbers are estimates due to HRMS software conversion.

May 17, 2022



2023 Annual Preliminary Budget

Great River Regional Library Board of Trustees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Operating Expenditure Budget

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

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

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

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

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

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

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

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

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