

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

**Board of Trustees Meeting**  
**Tuesday, September 19, 2023, 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.

- |                                                                                                |      |
|------------------------------------------------------------------------------------------------|------|
| <b>1. Call to Order</b>                                                                        | 6:00 |
| <b>2. Adoption/Amendment of Agenda</b>                                                         | 6:01 |
| <b>3. Approval of Minutes from July 18, 2023</b>                                               | 6:02 |
| 3.1 Board Meeting ( <a href="#">Requested Action – Approve</a> ) pg 3                          |      |
| 3.2 Finance Committee Meeting ( <a href="#">Requested Action – Approve</a> ) pg 9              |      |
| <b>4. Public Open Forum</b>                                                                    | 6:03 |
| <b>5. Financials</b>                                                                           | 6:13 |
| 5.1 Bills (emailed) and Addendum (emailed) ( <a href="#">Requested Action – Approve</a> )      |      |
| 5.2 Financial Reports (emailed) ( <a href="#">Requested Action – Accept</a> )                  |      |
| 5.3 Current Letter of Credit Designations ( <a href="#">Requested Action – Approve</a> ) pg 11 |      |
| <b>6. Consent Agenda (<a href="#">Requested Action – Approve</a>)</b>                          | 6:15 |
| 6.1 Regional Library Basic System Support FY2023 Report of Results pg 19                       |      |
| 6.2 Regional Library Telecommunications Aid FY2023 Final Report pg 25                          |      |
| 6.3 Regional Library Telecommunications Aid FY2024 Application pg 29                           |      |
| 6.4 All Staff Day Closure Request pg 33                                                        |      |
| 6.5 Other                                                                                      |      |
| <b>7. Communications</b>                                                                       | 6:17 |
| 7.1 LSTA Grant Notification pg 35                                                              |      |
| 7.2 Other                                                                                      |      |
| <b>8. Presentations</b>                                                                        | 6:18 |
| 8.1 GRRL Public Website Improvements (verbal)                                                  |      |
| <b>9. Staff Reports</b>                                                                        | 6:35 |
| 9.1 Executive Director’s Report pg 37                                                          |      |
| 9.2 Management Reports pg 39                                                                   |      |
| 9.3 Building Reports pg 45                                                                     |      |
| 9.4 Summer Reading Program Statistics pg 49                                                    |      |
| 9.5 Other                                                                                      |      |
| <b>10. Committee Reports</b>                                                                   | 6:45 |
| 10.1 Personnel Committee (verbal)                                                              |      |

- 10.2 Fund Development Committee (verbal)
- 10.3 Collection Development Committee (verbal)
- 10.4 Central Minnesota Libraries Exchange Board (verbal)
- 11. Unfinished Business** 6:55
  - 11.1 Other
- 12. New Business** 6:55
  - 12.1 Patron Services Policies Updates ([Requested Action – Approve](#)) pg 51
  - 12.2 Executive Director Annual Evaluation Form Distribution (on table)
  - 12.3 Labor Negotiations Discussion – **Closed Session**  
*Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03*
  - 12.4 Other
- 13. Board Open Forum** 7:30
- 14. Next Meeting** – October 17, 2023, Board of Trustees Work Session 7:34  
November 21, 2023, Board of Trustees
- 15. Adjournment** 7:35

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
July 18, 2023**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, July 18, 2023, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Jayne Dietz, Melissa Fee, George Fiedler, Lynn Grewing, Leigh Lenzeimer, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Wayne Bauernschmitt, Tim Denny, Tina Diedrick, Mary Eberley, Lisa Fobbe

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

**ADOPTION/AMENDMENT OF AGENDA**

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

**APPROVAL OF MINUTES**

Executive Director Karen Pundsack shared Commissioner Tina Diedrick's request to amend the May 16, 2023, Board meeting minutes. Karen read the language Tina suggested to include under the Collection Development Committee Discussion to reflect her appeal for appointment to the Collection Development Committee.

George Fiedler made a motion to approve the Board meeting minutes as amended. Seconded by Randy Winscher, the motion carried unanimously.

**PUBLIC OPEN FORUM**

Katie Whitney from St. Cloud spoke as a member of the community and a library user. She believes the LGBTQ communities are being unfairly targeted and is concerned about the families of those who come to the library with an intent to ban and censor books. She thanked the library for its vast collection, and workers who make her feel welcome.

Rachel Wexelbaum from St. Cloud compared the library to supermarkets pointing out the wide, diverse selection of items. Choices from each will vary due to individual preferences and personal differences. St. Cloud has become a diverse community. The public library is to have books representing the needs, interests, and voices of the community it serves; bans are not correct.

Kathy Parsons from St. Cloud stated gratitude for the Board and library. She stands against banning books. Families can decide what they want to read; others are not to make that decision. No one should influence separately what should be available for all.

JLee Berzet from Lakeville shared her educational background and work experience. She has witnessed a variety of addictions and stated problems caused by them.

Diane North from Hopkins stated pornography is contributing to the psychosis of a child. This is not a place to indoctrinate children or push pronouns when they cannot read or write yet. She shared a personal experience with pornography and abuse.

## **FINANCIALS**

### **Bills**

Randy Winscher made a motion to approve the June and July list of bills and July bills addendum as presented. Seconded by Al Amdahl, the motion carried unanimously.

### **Financial Reports**

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

### **Current Letter of Credit Designations**

Lynn Grewing made a motion to approve the current letter of credit designations as presented. Seconded by Jacey Wallace, the motion carried unanimously.

## **CONSENT AGENDA**

### **Regional Library Basic System Support FY2024 Revised Application**

### **Arts & Cultural Heritage Fund FY2024 Application**

### **GRRL Board 2024 Meeting/Work Session Schedule**

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

## **COMMUNICATIONS**

There were no communications items.

## **PRESENTATIONS**

### **St. Cloud State University – GRRL User Survey**

Karen Pundsack introduced the St. Cloud State University (SCSU) presenters and mentioned that the GRRL User Survey funds were designated by the Board in late 2022.

Drs. Jim Cottrill and Ann Finan talked about the 2023 User Survey results. They presented slides showing survey response statistics and noted that the results are similar to the 2018 study. Presentation highlights included:

- Most patrons are satisfied, and most users visit regularly.
- Women are overrepresented in this survey. It is not known if the respondents are representative of the user population.
- Responses were received from users of all branches.
- Overall, people using the library expressed satisfaction with their experience, find it easy to access services, and feel welcome.
- St. Cloud, Elk River, and Waite Park were the locations respondents most frequently reported using.

Ann replied to a question about the low number of responses from people of color. The SCSU team shared this concern as it is hard to get representative sample. Jim added that the survey was sent to GRRL's entire patron database. Because the library does not collect private data, it is not known how representative it is of the community. A Board member also questioned the safety concern comments mentioned by former GRRL users. Jim confirmed the comments were made about the St. Cloud branch.

**STAFF REPORTS****Executive Director's Report****Management Reports****Building Reports**

Karen Pundsack informed the Board that the City of St. Cloud plans to update the library's lighting system. Howard Lake's new library will be the first net-zero energy library in Minnesota. The City of Cold Spring purchased the vacant lot for the new library; this was talked about at the May Board meeting.

**Second Quarter 2023 Strategic Plan Objectives & Key Results**

Tied to specific GRRL Strategic Plan objectives, the statistics and activity show results for the second quarter. There are increases in the digital library and total resident borrowers. Physical items and new borrowers are also trending up. Miscellaneous receipts continue to collect more than anticipated. Some larger libraries are beginning to see circulation increases.

**Human Resources Reports**

Karen reviewed the Human Resources reports. She pointed out staff years of service, the number of terminations with less than one year of service, and exit interview responses. Questions and discussion included GRRL salaries as compared to other library systems.

**COMMITTEE REPORTS****Finance Committee***Second Quarter Financial Report**2024 Budget Proposal**Unassigned Fund Balance Spending and Recovery Plan Amendment**St. Cloud Public Library Lease Payment & Chiller Discussion*

Due to the lack of a quorum, Randy Winscher stated the Finance Committee made recommendations for the full Board to approve the agenda items. The Committee discussed using Building Maintenance committed funds to pay for the St. Cloud Library chiller replacement. There was nothing unusual about any of the remaining agenda items.

Randy Winscher made a motion to approve the Finance Committee agenda items and report as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

**Personnel Committee***Personnel Descriptions Revisions**Personnel Policy Update*

Melissa Fee spoke about the purpose of the Associate Director – Human Resources and Administrative Assistant position descriptions revisions and addition of Juneteenth as a paid holiday for staff. The Committee approved both items.

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

**Fund Development Committee**

Zurya Anjum reported that discussion at the June Fund Development Committee meeting focused on large sums of money received by GRRL as inheritance gifts and how to maximize them for the benefit of all library users. The Committee also approved a project that will use funds from the Marcile Carlson gift.

### **Collection Development Committee**

The Collection Development Committee has met three times. Lynn Grewing commented that she is impressed by the library employees on the Committee and their willingness to engage in this process. The Committee studied GRRL's selection criteria, discussed the current Collection Development policy, and looked at many related resources. Work is being done to rewrite the policy. The Request for Reconsideration process will be evaluated next. All pending and new Requests for Reconsideration will receive a communication stating this Committee is reviewing the process and will not take action until the review is complete. Questions and discussion followed about community standards, the cataloging process, and material labeling.

### **Central Minnesota Libraries Exchange (CMLE) Board**

CMLE's move from the cmERDC offices to East Central Regional Library (ECRL) in Cambridge is complete. Melissa Brechon accepted the Interim Executive Director position for one year. ECRL is providing meeting support for the CMLE Board. There are several issues related to this transition still being worked on. Jayne Dietz thanked Zurya Anjum for her term with the CMLE Board and Lynn Grewing for filling the vacated position.

### **UNFINISHED BUSINESS**

#### **GRRL 2024 Budget Proposal & Discussion**

Leigh Lenzmeier made a motion to approve the GRRL 2024 Budget as presented. Seconded by Jayne Dietz, the motion carried unanimously.

### **NEW BUSINESS**

#### **GRRL Youth Advisory Council Proposal**

Karen Pundsack stated that establishing a youth advisory council is part of GRRL's diversity, equity, and inclusion efforts. Council members would be asked to represent youth in the region and provide feedback about what they want from the library. Information from other organizations was used to draft the GRRL job description and policy. Positive comments were received from Board members.

George Fiedler made a motion to approve the Library Youth Advisory Council member job description and Administration Chapter 3. Communications policy. Seconded by Al Amdahl, the motion carried unanimously.

#### **Financial Policy Revisions**

GRRL's auditor reviewed the GRRL financial policies and met with Karen Pundsack and Amy Anderson to discuss changes. The auditor suggested significant revisions that reflect what is currently being done and bring GRRL up to date with Governmental Accounting Standards Board (GASB) standards. Amy gave an overview of the revisions.

Randy Winscher made a motion to approve the Chapter 14. Fixed Assets and Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings policy revisions. Seconded by Jayne Dietz, the motion carried unanimously.

#### **GRRL Bylaws & Fund Development Policy Revisions**

The Bylaws and Fund Development policy revisions formally establish the Fund Development Committee which has been operating as an ad hoc committee. GRRL Board members will be appointed to the Committee each year.

Leigh Lenzmeier made a motion to approve adding Section 5 to GRRL Bylaws Article VI. Committees and Chapter 2A. Fund Development Committee to the Communications & Fund Development policy. Seconded by Al Amdahl, the motion carried unanimously.

**Library Services & Technology Act (LSTA) FY2024 Application**

The LSTA document was submitted prior to the July 14 deadline and can be retracted if the Board does not approve. Karen Pundsack provided an explanation of the grant request titled Amplifying Diverse Central Minnesota Voices to Improve Future Access. If awarded to GRRL, approximately \$30,000 would be received.

Leigh Lenzmeier made a motion to approve the LSTA FY2024 Application as presented. Seconded by Zurya Anjum, the motion carried unanimously.

**BOARD OPEN FORUM**

Karen Pundsack informed the Board of a conflict with the October work session date. The Board agreed to meet on October 10th rather than the 17th.

**NEXT MEETING**

The next Great River Regional Library Board of Trustees meeting will be Tuesday, September 19, 2023.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 7:25 p.m.

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Edward Popp, President

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Zurya Anjum, Secretary





**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
July 18, 2023**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Randy Winscher on Tuesday, July 18, 2023, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused: Wayne Bauernschmitt, Tim Denny, Tina Diedrick, Lisa Fobbe

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

**ADOPTION/AMENDMENT OF AGENDA**

The agenda was adopted by consensus due to the lack of quorum.

**APPROVAL OF MINUTES**

Ed Popp made a recommendation for the Board approve the May 16, 2023, Finance Committee minutes as presented. Seconded by Leigh Lenzmeier, the group concurred.

**SECOND QUARTER FINANCIAL REPORT**

The certificate of deposit portfolio is at 4.65 percent. Patron receipts averaged \$10,300 in the first two quarters; this number is anticipated to be a bit less for the remainder of the year. The MAGIC fund rate is back up to 5.12 percent. Services and contracts expenses might be exceeded by year-end due to increased postage rates. Mileage reimbursement expenses may also be exceeded. Personnel and all other expense accounts are in line with regular spending.

Leigh Lenzmeier made a recommendation for the Board to approve the second quarter financial report as presented. Seconded by Ed Popp, the group concurred.

**2024 BUDGET PROPOSAL**

Associate Director – Accounting Amy Anderson reviewed the 2024 Budget proposal. The preliminary version was approved in May. With an overall increase of 1.60 percent, this budget keeps all signatories at a zero dollar increase and includes the designation of an additional \$40,711 from reserves.

Leigh Lenzmeier made a recommendation for the Board to approve the 2024 Budget proposal as presented. Seconded by Ed Popp, the group concurred.

**UNASSIGNED FUND BALANCE SPENDING AND RECOVERY PLAN AMENDMENT**

An amended spending and recovery plan was presented because additional unassigned funds were designated to the 2024 Budget. Amy Anderson explained that the 2022 and 2024 spending plans were combined for record keeping efficiency.

Leigh Lenzmeier made a recommendation for the Board to approve the amended Unassigned Fund Balance Spending and Recovery Plan as presented. Seconded by Randy Winscher, the group concurred.

**ST. CLOUD PUBLIC LIBRARY LEASE PAYMENT & CHILLER DISCUSSION**

Amy Anderson and Executive Director Karen Pundsack met with St. Cloud City Administrator Matt Staehling to determine whether the chiller replacement was included in the operating costs in the lease agreement. Based on legal counsel information, Karen recommended that GRRL pay the full 2022 invoice for the lease to the City of St. Cloud. The Committee discussed and recommended paying for the chiller from the committed Building Maintenance fund given the \$19,015.84 owed was not budgeted.

A lease agreement amendment is being drafted by the city to clarify language for future costs.

Ed Popp made a recommendation for the Board to approve payment for the St. Cloud Library chiller replacement from the Building Maintenance committed fund. Seconded by Leigh Lenzmeier, the group concurred.

**NEXT MEETING**

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

**ADJOURNMENT**

Randy Winscher adjourned the meeting at 5:16 p.m.

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Randy Winscher, Chair



LETTER OF CREDIT NO. 2234-10604

Effective Date: September 05, 2023

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

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-10604 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 \$350,000.00 ("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@fhldm.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 October 04, 2023 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject to the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

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

By:  \_\_\_\_\_

Risk, Money Desk and Cash Settlement Manager Sep 05, 2023  
Title: \_\_\_\_\_

Effective Date: September 05, 2023  
LETTER OF CREDIT NO. 2234-10604

**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. 2234-10604 (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: \_\_\_\_\_



LETTER OF CREDIT NO. 2234-10634

Effective Date: September 06, 2023

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

Dear Sir/Madam:

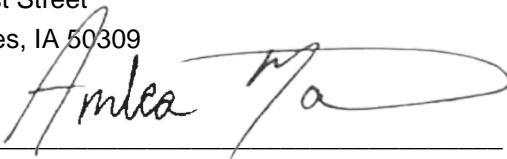
We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-10634 for 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 \$25,000.00 ("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 October 04, 2023 (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:  \_\_\_\_\_

Senior Risk, Money Desk and Cash Analyst Sep 06, 2023  
Title \_\_\_\_\_

Effective Date: September 06, 2023

LETTER OF CREDIT NO. 2234-10634

**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. 2234-10634 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

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

IN WITNESS WHEREOF, this Certificate has been executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GREAT RIVER REGIONAL LIBRARY**

By \_\_\_\_\_

Title: \_\_\_\_\_



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT

### REPORT OF RESULTS AND EXPENDITURES

#### FY23 (July 1, 2022 - June 30, 2023)

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

Name and address of regional public library system: Great River Regional Library, 1300 West St. Germain Street, St. Cloud, MN 56301

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

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 503,681

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

Signature:

Name: Ed Popp  
Chair, Governing Board  
Date: 9/19/2023

Signature:

Name: Karen Pundsack  
Regional Public Library System Administrator  
Date: 9/19/2023

Please send one PDF copy of the signed report to Emma De Vera at [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by October 1, 2023.

## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY23 results: [Click here to enter text.](#)

2023 Qtr 2 YTD cumulative	
<b>Resident Borrowers</b> Number of residents with active library card	88,422
<b>New Borrowers</b> Number of new registrations for a library card	10,464
<b>Circulation</b> Number of books and media borrowed by patrons (not digital)	1,225,979
<b>Active Digital Library Users</b> Number of borrowers using the Digital Library	46,479
<b>Digital Library Checkouts</b> Number of eBooks and eAudiobooks borrowed	184,795

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY23, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program: Resource sharing throughout the six-county region**

- Please describe what you did through this program: **Provided and maintained a physical and digital collection and coordinated library services across all 32 libraries.**
- What was the goal of your program? **Provide services to advance users’ literacy skills.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization’s mission and strategic plan goals? **Objective 2: Expand the eBook, eAudiobook and database collection. Objective 3: Enhance the physical collection of library materials.**

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

Name of measure	FY2022 data 2022 Qtr 2 YTD cumulative	FY2023 data 2023 Qtr 2 YTD cumulative
<b>Resident Borrower Numbers</b> Number of residents with active library card	82,302	88,422

<b>New Borrowers</b> Number of new registrations for a library card	9,556	10,464
<b>Circulation</b> Number of books and media borrowed by patrons (not digital)	1,213,628	1,225,979
<b>Active Digital Library Users</b> Number of borrowers using the Digital Library	35,721	46,479
<b>Digital Library Checkouts</b> Number of eBooks and eAudiobooks borrowed	143,121	184,795

**Description of Program: Provide a unified integrated library system experience for GRRL users**

Please describe what you did through this program: **Provide a unified integrated library system experience for GRRL users**

- What was the goal of your program? **Provided a unified library catalog and website for the six-county area**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization’s mission and strategic plan goals? **Goal: Library users will experience effective and efficient library service and up-to-date library technology each time they use GRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.**

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

<b>Name of measure</b>	<b>FY2022 data</b>	<b>FY2023 data</b>
Public Internet sessions	32,396	32,878
Online catalog requests	348,024	348,861

**Description of Program: Enhance communication among staff around the region and provide professional development opportunities.**

Please describe what you did through this program: **Enhance communication among staff around the region and provide professional development opportunities.**

- What was the goal of your program? **Enhance efforts to offer effective and welcoming library service.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization’s mission and strategic plan goals? **Objective 1: Increase training to support access and awareness.**

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

Name of measure	FY2022 data 2022 Qtr 2 cumulative	FY2023 data 2023 Qtr 2 cumulative
Regional Staff meeting	40	36
All Staff Day attendees	185	Scheduled in October
Patron Service Power Up attendees	NA	37
Organizational Orientation attendees	NA	46
Collection Development training attendees	53	9
Summer Reading Program training attendees	19	38
Homeless Library Academy attendees	26	106

## Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY23 state aid application: [Click here to enter text.](#)

<b>Regional Library System Name: Great River Regional Library</b>	
<b>State Fiscal Year 2023</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$1,673,975
Benefits	
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel Expenses</b>	<b>\$1,673,975</b>
<b>Total FTE Supported</b>	<b>31.85</b>
<b>Operating Expenses</b>	
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)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
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)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	<b>\$1,673,975</b>

September 19, 2023





## Regional Library Telecommunications Aid Program FY 2023 (July 1, 2022 – June 30, 2023) Final Report Signature Page

A complete final report for the FY 2023 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

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

Priority 2 Costs:

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

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

Regional Public Library System Name: **Great River Regional Library**

Signature:

Name: **Ed Popp**  
Chair, System Governing Board

Date: **9/19/23**

Signature:

Name: **Karen Pundsack**  
Regional Public Library System Administrator

Date: **9/19/23**

Please email your report to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **September 15, 2023**.

## Regional Library Telecommunications Aid: Priority 2 Report

FY23 Priority 2 funds can support eligible expenses incurred from July 1, 2022 to June 30, 2023. Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

	Category	Total Budgeted	Brief Description
Content	<b>Library Subscriptions</b> <i>annual Overdrive fees</i>		
	<b>Library Resources</b> <i>Overdrive materials</i>	\$8,900.63	Overdrive materials
Non-E-Rate Equipment	<b>Individual Devices</b> <i>tablets, computers, hotspots without service</i>		
	<b>Operational Devices</b> <i>copier, printer, self-check</i>		
	<b>Networking Equipment</b> <i>server, redundant lines</i>		
	<b>Tech Supplies</b> <i>hotspot cases, USB drives</i>		
Subscriptions	<b>Data Plans</b> <i>hotspot data plans, off-site internet service</i>	\$8,900.63	Loaned hotspot service
	<b>Service Subscriptions</b> <i>Zoom, website hosting</i>		
	<b>Software Licenses</b> <i>MS Office, Deep Freeze</i>		
Miscellany	<b>Professional Services</b> <i>web design, tech repair</i>		
	<b>Category 2</b> <i>see FCC eligible services list</i>	\$99,123.90	Region-wide firewall replacement
		\$116,925.16	If the auto-sum function doesn't work, please enter the total here.

Regional Library Telecommunications Aid Report SFY 2023										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 7/1/2022	Bandwidth Available 6/30/2023	E-Rate % Discount (2022)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Y	100 Mbps	100 Mbps	80%	\$14,076.00	\$11,260.80	\$2,815.20		\$2,815.20	
Annandale Public Library	Y	100 Mbps	100 Mbps	80%	\$12,984.00	\$10,387.20	\$2,596.80		\$2,596.80	
Becker Public Library	Y	100 Mbps	100 Mbps	80%	\$13,764.00	\$11,011.20	\$2,752.80		\$2,752.80	
Belgrade Public Library	Y	100 Mbps	100 Mbps	80%	\$11,544.00	\$9,235.20	\$2,308.80		\$2,308.80	
Big Lake Public Library	Y	100 Mbps	100 Mbps	80%	\$12,984.00	\$10,387.20	\$2,596.80		\$2,596.80	
Buffalo Public Library	Y	100 Mbps	100 Mbps	80%	\$7,872.00	\$6,297.60	\$1,574.40		\$1,574.40	
Clearwater Branch Library	Y	100 Mbps	100 Mbps	80%	\$13,764.00	\$11,011.20	\$2,752.80		\$2,752.80	
Cokato Public Library	Y	100 Mbps	100 Mbps	80%	\$14,076.00	\$11,260.80	\$2,815.20		\$2,815.20	
Cold Spring Public Library	Y	100 Mbps	100 Mbps	80%	\$10,152.00	\$8,121.60	\$2,030.40		\$2,030.40	
Delano Public Library	Y	100 Mbps	100 Mbps	80%	\$14,076.00	\$11,260.80	\$2,815.20		\$2,815.20	
Eagle Bend Public Library	Y	100 Mbps	100 Mbps	80%	\$13,644.00	\$10,915.20	\$2,728.80		\$2,728.80	
Elk River Public Library	Y	100 Mbps	100 Mbps	80%	\$10,848.00	\$8,678.40	\$2,169.60		\$2,169.60	
Foley Public Library	Y	100 Mbps	100 Mbps	80%	\$10,152.00	\$8,121.60	\$2,030.40		\$2,030.40	
Great River Regional Library	Y	1000 Mbps	1000 Mbps	80%	\$14,016.00	\$11,212.80	\$2,803.20		\$2,803.20	
Grey Eagle Public Library	Y	100 Mbps	100 Mbps	80%	\$17,796.00	\$14,236.80	\$3,559.20		\$3,559.20	
Howard Lake Public Library	Y	100 Mbps	100 Mbps	80%	\$11,544.00	\$9,235.20	\$2,308.80		\$2,308.80	
Kimball Public Library	Y	100 Mbps	100 Mbps	80%	\$17,796.00	\$14,236.80	\$3,559.20		\$3,559.20	
Little Falls Public Library	Y	100 Mbps	100 Mbps	80%	\$10,152.00	\$8,121.60	\$2,030.40		\$2,030.40	
Long Prairie Public Library	Y	100 Mbps	100 Mbps	80%	\$13,344.00	\$10,675.20	\$2,668.80		\$2,668.80	
Melrose Public Library	Y	100 Mbps	100 Mbps	80%	\$13,644.00	\$10,915.20	\$2,728.80		\$2,728.80	
Monticello Public Library	Y	100 Mbps	100 Mbps	80%	\$13,644.00	\$10,915.20	\$2,728.80		\$2,728.80	
Paynesville Public Library	Y	100 Mbps	100 Mbps	80%	\$11,544.00	\$9,235.20	\$2,308.80		\$2,308.80	
Pierz Public Library	Y	100 Mbps	100 Mbps	80%	\$13,752.00	\$11,001.60	\$2,750.40		\$2,750.40	
Richmond Public Library	Y	100 Mbps	100 Mbps	80%	\$11,544.00	\$9,235.20	\$2,308.80		\$2,308.80	
Rockford Public Library	Y	100 Mbps	100 Mbps	80%	\$10,152.00	\$8,121.60	\$2,030.40		\$2,030.40	
Royalton Public Library	Y	100 Mbps	100 Mbps	80%	\$13,752.00	\$11,001.60	\$2,750.40		\$2,750.40	
Sauk Centre (Bryant) Public Library	Y	100 Mbps	100 Mbps	80%	\$14,076.00	\$11,260.80	\$2,815.20		\$2,815.20	
St. Michael Public Library	Y	100 Mbps	100 Mbps	80%	\$14,760.00	\$11,808.00	\$2,952.00		\$2,952.00	
Staples Public Library	Y	100 Mbps	100 Mbps	80%	\$11,544.00	\$9,235.20	\$2,308.80		\$2,308.80	
Swanville Public Library	Y	100 Mbps	100 Mbps	80%	\$10,152.00	\$8,121.60	\$2,030.40		\$2,030.40	
Upsala Public Library	Y	100 Mbps	100 Mbps	80%	\$26,256.00	\$21,004.80	\$5,251.20		\$5,251.20	
Waite Park Public Library	Y	100 Mbps	100 Mbps	80%	\$10,848.00	\$8,678.40	\$2,169.60		\$2,169.60	
					\$420,252.00	\$336,201.60	\$84,050.40	\$0.00	\$84,050.40	
*If any sites are under 20 hours per week, please explain.										

September 19, 2023



**REGIONAL LIBRARY TELECOMMUNICATIONS AID**

**FY 2024 (July 1, 2023 – June 30, 2024)**

**APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES**

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 W St. Germain

City: Saint Cloud State: MN Zip Code: 56301

Telephone: 320-650-2500

Fax: 320-650-2501

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

Minnesota Tax ID#: 41-0976030

**Locations Open Fewer than 20 Hours per Week**

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

None

**Assurances:**

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

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

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

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

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

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

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

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

### **Authorized Signatures**

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

Date: 9/19/23

Signature:

Name: Ed Popp

Chair, System Governing Board

Date: 9/19/23

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

**The following forms comprise a complete application:**

- FY23 Applicant Information, Assurances and Authorized Signatures
- FY23 RLTA Priority 1 application spreadsheet
- E-rate FCDLs for 2023. Each entity included in the RLTA application must be included in FCDL(s).

If 2022 FCDLs are not available, submit 2023 form 471 and 2022 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2023 FCDL, please submit it along with an updated application spreadsheet.

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

Please email the signed and completed application forms to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **Monday, October 23, 2022**. Completed forms can be sent as PDF documents or in original formats.

Regional Library Telecommunications Aid Application SFY 2024										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 6/30/2024	Anticipated Bandwidth 6/30/2025	E-Rate % Discount (2023)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Yes	100Mbps	100Mbps	80%	\$13,392	\$10,714	\$2,678.00	\$804	\$3,482.00	
Annandale Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Becker Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Belgrade Public Library	Yes	100Mbps	100Mbps	80%	\$10,332	\$8,266	\$2,066.00	\$620	\$2,686.00	
Big Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Buffalo Public Library	Yes	100Mbps	100Mbps	80%	\$7,632	\$6,106	\$1,526.00	\$458	\$1,984.00	
Clearwater Branch Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Cokato Public Library	Yes	100Mbps	100Mbps	80%	\$13,392	\$10,714	\$2,678.00	\$804	\$3,482.00	
Cold Spring Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Delano Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Eagle Bend Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Elk River Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Foley Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Great River Regional Library	Yes	1Gbps	1Gbps	80%	\$21,852	\$17,482	\$4,370.00	\$1,311	\$5,681.00	
Grey Eagle Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Howard Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,332	\$8,266	\$2,066.00	\$620	\$2,686.00	
Kimball Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Little Falls Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Long Prairie Public Library	Yes	100Mbps	100Mbps	80%	\$11,045	\$8,836	\$2,209.00	\$584	\$2,793.00	includes installation fee
Melrose Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Monticello Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Paynesville Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Pierz Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Richmond Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Rockford Public Library	Yes	100Mbps	100Mbps	80%	\$12,545	\$10,036	\$2,509.00	\$674	\$3,183.00	includes installation fee
Royalton Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Sauk Centre (Bryant) Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
St. Michael Public Library	Yes	100Mbps	100Mbps	80%	\$10,512	\$8,410	\$2,102.00	\$631	\$2,733.00	
Staples Public Library	Yes	100Mbps	100Mbps	80%	\$10,032	\$8,026	\$2,006.00	\$602	\$2,608.00	
Swanville Public Library	Yes	100Mbps	100Mbps	80%	\$12,545	\$10,036	\$2,509.00	\$674	\$3,183.00	includes installation fee
Upsala Public Library	Yes	100Mbps	100Mbps	80%	\$25,872	\$20,698	\$5,174.00	\$1,553	\$6,727.00	
Waite Park Public Library	Yes	100Mbps	100Mbps	80%	\$17,532	\$14,026	\$3,506.00	\$674	\$4,180.00	includes installation fee
					\$372,423.00	\$297,938.40	\$74,473.00	\$21,737.00	\$96,210.00	
*If any sites are under 20 hours per week, please explain.										





## All Staff Day Library Closure Request

Submitted by Ryan McCormick, Associate Director – Human Resources

### BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

### RECOMMENDATION

Approve closing all GRRL libraries to the public on Monday, October 14, 2024, for GRRL All Staff Day.

### BACKGROUND INFORMATION

- Supporting Documents Attached

GRRL’s annual All Staff Day is an important piece of the Strategic Plan. Trainings are offered on library access and awareness, in pursuit of our core values of Exceptional Service and Community Focus.

It is also a chance for all GRRL staff to meet together and learn from each other in one place.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$20,000 wages and associated costs      Funding Source: 2024 GRRL Operating Budget

Budgeted:  Yes    No    N/A

### ACTION

- Passed
  Failed
  Tabled





August 31, 2023

SENT VIA ELECTRONIC MAIL ONLY

Great River Regional Library  
Karen Pundsack, Executive Director  
1300 West Saint Germain Street  
Saint Cloud, MN 56301-3414

Re: Federal Library Services and Technology Act (LSTA) Grant Opportunity

Dear Karen Pundsack,

Thank you for submitting an application in response to the competitive Federal Library Services and Technology Act (LSTA) grant. We appreciate the time and effort you put forth in preparing your application.

Regretfully, results from grant review and funding decisions by management did not result in a grant offer for your project.

Again, we thank you for your interest and hope you will consider applying for future grant opportunities. All grant opportunities are published on [the agency's grant opportunity site](#).

Sincerely,

Missy Lorey  
Grant Specialist Supervisor

CC: Karen Pundsack, Executive Director  
Amy Anderson, Associate Director - Accounting



## Executive Director Report September 2023

### Leadership Support Team (LST)

The Leadership Support Team met several times in July and August. The team reviewed second quarter financials, strategic plan metrics and key results. Almost all libraries have more borrowers than at the beginning of the year. Borrower numbers are up overall due to increases in some of the bigger libraries. School visits and Summer Reading Program (SRP) activity is strong, driving increases in circulation and borrower activity. Digital Library usage continues to be a major growth area for GRRL. Activity at Sartell GRRL2Go has changed. More borrowers are using the service but total circulation is down.

The team also began to review the St. Cloud State University (SCSU) survey results, which were presented at the July GRRL Board meeting. There is a lot of data to comb through with over 5,000 people responding to the survey.

We also conducted a Staff Engagement and Internal Communication survey in August. This survey was last sent to staff in 2019. We will use prior years' results and Survey Monkey benchmarks to analyze areas of strength and opportunity with staff engagement and communication. A total of 194 staff members completed the survey, roughly 80 percent participation.

### DEI Staff Meetings

The final Diversity, Equity and Inclusion (DEI) staff meeting took place in early August in Monticello. The conversation covered several topics:

- Importance of promoting diversity in the collection and in the library,
- Making sure people see themselves as represented in the collection,
- The library being a safe space from the divisiveness in society,
- Inclusive team culture,
- Staff awareness of DEI topics.

We had a deep discussion on how the challenges our communities face are different across the region. How this is affecting staff also varies. What GRRL staff share is a dedication to give their all when they come to work each day. It was a great conversation about how to help staff manage burnout and how to create a sense of belonging for all staff. It was interesting to see the themes of the previous two staff meetings interwoven in this one.

### County Budget Presentations

Since the July meeting, we have presented budget information to each of the county boards. Commissioners were especially interested in the SCSU User Survey information we included in the presentation. Thanks to Associate Director – Accounting Amy Anderson who co-presented with me at Benton, Stearns, Sherburne and Morrison counties. Thanks also to GRRL Treasurer Wayne Bauernschmitt who assisted with the Wright county presentation.

### Council of Regional Public Library System Administrators (CRPLSA)

CRPLSA met in Mountain Iron at the end of July. We discussed legislative priorities for the next session. We also heard updates from State Library Services and Minitex. Another topic was impacts from the

prior legislative session, including how each region was planning to use the increase in Regional Library Basic System Support (RLBSS) funds.

Highlighted Executive Director Activities since July Board Meeting

July 19 – LST Board follow-up meeting, St. Cloud Reading Room No Worries Books Committee

July 24 – Meeting with St. Cloud Reading Room president

July 25 – Labor Management Committee

July 27-28 – CRPLSA meeting in Mountain Iron

July 31 – Project Lifeline meeting with Stearns County

Aug 1 – CMLE Executive Committee meeting in Princeton

Aug 3 – Staff DEI small group meeting in Monticello

Aug 8 – Stearns County budget presentation, Collection Development Committee, meeting with CMLE auditors

Aug 9 – LSC orientation with Amanda Jones in Waite Park

Aug 10 – LMC meeting, Stearns County Human Services Advisory Council

Aug 14 – Career Solutions Program Committee

Aug 15 – Sherburne County budget presentation

Aug 16 – Meeting with United Way CEO Stephen Jones, LST meeting

Aug 18 – Collection Development Committee on requests for reconsideration process

Aug 21 – Benton County budget presentation, MLA Board of Directors meeting

Aug 22 – Morrison County budget presentation, Collection Development Committee

Aug 23 – St. Cloud Reading Room No Worries Books Committee

Aug 24 – Organizational Orientation

Aug 29 – LST meeting

Aug 31 – Admin Assistant interview

Sept 5 – Todd County budget presentation

Sept 6 – Fund Development Committee

Sept 11 – MLA Strategic Planning meeting and Executive Committee meeting

Sept 12 – Wright County budget presentation, Collection Development Committee

Sept 13 – Friends Meet Friends

Sept 14 – St. Cloud Reading Room Society presentation

Sept 18 – Benefits meeting with One Digital, MLA Board of Directors meeting

## Management Reports September 2023

**Amy Anderson**  
**Associate Director – Accounting**

### Accounting

The summer closes for the Accounting department with presentations to signatories that focus on the 2024 GRRL budget. The update includes highlights of the results of the St. Cloud State University (SCSU) user survey conducted this spring and an overview of each signatory's 2024 contribution to the GRRL budget.

### Investments

The savings rate for MAGIC liquid was 5.41 percent on August 22, 2023. On this same day, the GRRL investment portfolio's average rate of return had increased to 4.83 percent from 2.93 percent in December 2022. There are nine certificate maturities remaining in 2023. These developments align with Goal 1 of the Strategic Plan Priority of Operational Excellence, and the objective of maximizing library financial investment options.

### *Matured CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
Financial Federal Savings Bank	07/03/2023	\$244,000	4.75%	\$ 5,896.11
American Plus Bank	07/17/2023	\$244,000	4.70%	\$ 5,747.37
First Bank, OH	08/14/2023	\$242,000	4.25%	\$ 7,905.78
Eastbank, NY	08/14/2023	\$243,000	4.85%	\$ 5,991.78
Fieldpoint Private Bank, CT	08/21/2023	\$244,000	4.70%	\$ 5,868.37

### *Purchased and Renewed CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
Vast Bank, OK	01/02/2024	\$243,000	5.50%	\$ 6,883.56
Financial Federal Savings Bank	07/16/2024	\$236,000	5.55%	\$ 13,452.00
5 Star Bank, CO	02/12/2024	\$243,000	5.40%	\$ 6,724.78
Franklin Savings Bank, PA	05/10/2024	\$239,000	5.65%	\$ 10,254.08
Mission National Bank, CA	08/20/2024	\$236,000	5.45%	\$ 13,216.00

**Jeannette Burkhardt**  
**Patron Services Supervisor**

### Summer Reading Program (SRP) Highlights

Eight of the 12 libraries in Sherburne and Wright Counties had increases in participation for the 2023 SRP. Delano had the largest increase with over 100 kids compared to last year's number of participants. St. Michael continues to have the most overall participants with 1,750 at the end of this year's program. St. Michael Library hosted a Touch-A-Truck on July 18. Over 300 kids and adults participated in the event which included a storytime, craft, and several trucks in the parking lot of the city hall and library.



Buffalo Library hosted an event called the Teddy Bear Clinic. This program helped children become familiar with going to the doctor and dentist. 37 participants received a teddy bear to keep and take to a series of stations, including one that allowed the kids to try out a stethoscope and get a wrap bandage. Library Services Coordinator (LSC) Katie Teesdale worked with Greg Wise from Wright County Health and Human Services to put together this amazing collaboration that also fulfills the library's EDGE goals.



Elk River Library Assistant Laura Cassidy, LSC Margot Barry, and Elk River Library Board member Isaac Blaske participated in the large city-sponsored event of Elk RiverFest on Saturday, July 29. Staff shared information about the Elk River Library programs and services, gave out library card applications, and gave away over 200 books to kids who visited the table. A total of 584 adults and children visited the library's table over the course of the four hour event.

### Other Branch News

Delano has received two fairly large donations of \$1,000 from the Delano High School Gay Straight Alliance and \$2,000 from the Loretto Lions. The donation from the Gay Straight Alliance will be used to invest in LGBTQ and banned books that will be non-floating. These items will be available for request to other libraries, but will always return to the Delano Library.

The donation from the Lions is in response to a grandmother involved with the Lions who saw a Delano storytime and wanted to support the work being done at the Delano Library.

Buffalo Library's telemeeting laptop has been seeing some usage. It checked out five to seven times over the course of July and August. People seem to be grateful for this service, according to LSC Katie Teesdale.

Monticello is making strides in library deliveries to the senior living facilities of the Monticello Care Center and St. Benedict's Community. LSC Marla Scherber delivers a bag of books each month for the facility staff to hand out to residents. The items are collected the following month with a new bag of items dropped off. The only barrier, so far, has been the facility remembering the pick-up day.

Brave Books held an event in both the Monticello and St. Michael communities. The library spaces were used. By all accounts, the event was low key and very respectful.



Progress is being made on the Reading Bridge program. This program is a reading tutor program that will pilot at the Elk River Library. The reading coordinator has been contracted and will help with training the volunteer mentors and library staff on how the program will function. The coordinator will also supply worksheets and other paper materials for this program. LSC Margot Barry and I, as Patron Services Supervisor for the Elk River Library, are working together to select the necessary decodable books for each reading level, games, and other supplies for this program. The funding for this project is coming from the Marcile Carlson gift that Elk River received.

**Brandi Canter**  
**Lead Patron Services Supervisor**

GRRL Programming Standards

This is a project over two years in the making. On Tuesday, September 12, the Patron Services Supervisors and Specialist will officially share the new GRRL programming standards with coordinators from around the region. Our standards are based on best practices for child and youth programming that support school and life success. By 2024, all GRRL programs should include a warm welcome as well as Diversity, Equity and Inclusion (DEI) considerations. In addition, programs should include as many of the following as possible:

- Promote active engagement with and between participants,
- Build skills or provide a layer of learning,
- Give encouragement more than praise, and
- Use intentional planning and reflection to design for inclusion and active learning.

2023 Summer Reading Program Was a Huge Success

The SRP theme was *Find Your Voice*, and we had many fun programs around the region. Once again, participants were able to use paper forms picked up or dropped off at their local library or participate online through the Beanstack app. Either way, kids were entered for prize drawings around the region. We surveyed participants about their experience. When asked what kids and caregivers liked most about SRP, responses included:

- *To see how much they can read,*
- *My kids are motivated to turn in the slips,*
- *Visiting the library and getting new books and earning prizes,*
- *Reading a lot more and feeling accomplished,*
- *Fun surprises/rewards for reading,*
- *Getting to find new and different books I never read before,*
- *The [Beanstack] app made it easier to track, and*
- *Being able to spend time reading the books together.*

This year, we set a new record for the number of kids who participated. We had 12,973 participants, exactly 600 more than last year. The previous record was set in 2012. Lastly, GRRL was one of several libraries mentioned in a September *Public Libraries Online* article, “Summer Learning Programs Surprise, Delight, and ‘Save the World’,” about the importance of programs like ours for helping kids succeed in school.

Public Services Team (PST) Looks at Ways to Increase Access

PST continues to ask the question, “How can we make it easier for members of the community to use our facilities, collection, programs and services?” Recently we have been looking specifically at expanding access for students. Just in time for back to school, members of the team have reviewed and updated procedures for library card sign-up activities. New streamlined procedures will make it easier for local staff to work with teachers and classes to sign up students.

In addition, the team made the recommendation to remove the \$10 fee for proctoring exams. Since 2020, many colleges and universities have adopted third-party software to maintain security of tests. Because of this, demand for the service has plummeted from 188 exams proctored region-wide in 2019 to 36 last year. Also, exams are now almost exclusively online, so the time demands for local staff are significantly less. Dropping the fee will have a negligible impact on revenue while making the service more accessible for those few students who do need the service.

**Breanne Fruth**  
**Communications & Development Coordinator**

### Fundraising

The Communications and Development department is planning for our annual fall Friends Meet Friends event. This year we are collaborating with East Central Regional Library, so Friends of the Library groups from both regional library systems received Save-the-Date postcards and mailed invitations. The event is on September 13 from noon to 1:30 p.m. at the Foley Public Library. Former GRRL Library Services Coordinator and current Upsala Friends of the Library Co-Chair, Wanda Erickson, will be our featured speaker, along with the Upsala Friends. They will share about some of their unique fundraising efforts, such as making Valentine's cookies to sell and collaborating with their local grocer for a brats and books event.

Great River Regional Library's 2023 Year-End Campaign will begin in October and run through January 2024. The campaign timeline is as follows:

- October: appeal letter mailed to Board of Trustees and Friends of the Library members; email to GRRL staff from Executive Director
- November: appeal letter mailed to donors from the past three years
- December: donor newsletter Currents mailed
- January: reminder letter mailed to donors who have not yet given to the campaign

Our goals for 2023 Year-End Campaign:

- Dollars raised: \$90,000
- Number of gifts: 1,170
- Average gift: \$77

### Communications

September is Library Card Sign-Up Month. This year we are using the materials provided by the American Library Association (ALA) that are from the Disney and Pixar movie *Elemental*. With this theme, we are sharing, "Get in Your Element this September—sign up for a library card! From borrowing books, ebooks, and museum passes to getting homework help, learning new skills, or attending story time, a library card



helps you do more of what you enjoy. Get a library card and dive into a new hobby. Use your library card to tinker in a maker space and spark your creativity. A library card is your most important school supply—it's elemental, really—and everyone should have one!" Branches will have posters, coloring pages, bookmarks, and stickers to promote the month. We will also highlight the month by posting the *Elemental* themed images on Facebook and Instagram.

**Cara Langston**  
**Patron Services Supervisor**

Royalton Library Celebration

The Royalton branch is celebrating 115 years of the library on Tuesday, September 12. There will be live music provided with Minnesota Arts and Cultural Heritage funds, and the local Friends of the Library will provide root beer floats. Historical memorabilia will be available to view, too.

Collection Management

Northern branches, as a whole, are focusing staff time on collection management and merchandising. Library Service Coordinators, Assistants, and Aides are working jointly on collection management goals specific to their local branch. These goals were created with the help of the Collection Development department. We use professional tools like CollectionHQ to target specific local collections for attention. In some cases, this means weeding to make sure they are in good physical condition and contain up-to-date information. Sometimes it means increasing or decreasing the number of items in a local collection due to local demand. For example, DVD checkouts remain stronger in northern branches than the rest of GRRL region, so these branches have been maintaining or increasing the number of DVDs on their shelves. Large print and children's collections also remain some of the highest circulating collections in the north. By working together as a team, we hope to maintain and display local collections so every patron leaves having found something they want.

**Ryan McCormick**  
**Associate Director – Human Resources**

Staff Training

Staff training is an important part of GRRL's Strategic Plan. GRRL annually closes all 32 branches for a day-long All Staff Day that focuses on training and teambuilding. All Staff Day 2023 will be on Monday, October 9 at the St. Cloud Public Library. This year's agenda includes information on ergonomics and safety at the library, de-escalation techniques, the Public Employees Retirement Association (PERA), and Diversity, Equity, and Inclusion presentations on serving our aging communities and working effectively with teenagers.

Employee Benefits

Our benefits broker has informed us that we should have medical and dental insurance renewal rates by mid-September. A meeting is planned on September 18 to learn more, and we hope to plan open enrollment dates soon after.

**Jay Roos**  
**Associate Director – Information Technology**

Firewall Replacement

Information Technology (IT) staff are doing a region-wide firewall replacement this year. Our current firewalls are reaching their end-of-support in a few years. At the same time, the manufacturer's practice is to significantly ramp up the annual support contract price as the equipment gets older, and we have reached that point. Finally, there are vulnerabilities found in the VPN implementation in our current firewalls that are not able to be remediated without a wholesale change in technology.

All firewalls, other than St. Cloud and Sartell, are now installed. The Sartell firewall will likely be installed by the time of the Board meeting. The St. Cloud firewall replacement is scheduled for the evening of

September 20 after the library closes. The initial planning stage took a significant effort to ensure the process goes smoothly when we reach the production stage. Once the actual replacements got rolling, they were done in less than three weeks. This replacement will be funded by current year Regional Library Telecommunications Aid (RLTA) Priority 2 funds and past year remaining RLTA funds.

#### SirsiDynix Suresailing Consulting

Pre-pandemic, GRRL purchased consulting from our Integrated Library System (ILS) vendor, SirsiDynix. We are finally getting to that work this year. The purpose of the consulting is both a health and efficiency check to ensure we are using the Horizon ILS effectively, and that we are leveraging all of the functionality we can to be efficient. A group of employees from every department that touches Horizon is working with the consultant. Right now we are at the discovery phase. Once that is complete we will begin evaluating the recommendations for implementation.

#### Network Penetration Testing

In 2022, funds were designated to perform network penetration testing this year. This testing will be conducted by network security professionals to identify any gaps in our security. It is particularly important this year as we are replacing all of our firewalls and need to ensure we didn't create any gaps in our perimeter. We are in the planning stages and expect the testing to take place in October.

**Jami Trenam**  
**Associate Director – Collection Development**

#### Stearns History Museum Access Pass

The Stearns History Museum collaborated with the libraries of College of Saint Benedict, Saint John's University, St. Cloud State University, St. Cloud Technical and Community College, and GRRL to offer a Museum Access Pass. The Stearns History Museum started the project to help fulfill its mission of connecting people through the power of history and culture.

The St. Cloud and Waite Park locations each have one Museum Pass available on a first-come, first-served basis. The Museum Pass offers free general admission to the museum for one household (up to four people) for one week. The program launched August 21. Both GRRL passes were checked out within the first week! The partnership is also gaining press coverage. WJON featured a story about the partnership on August 23, and the Minnesota Historical Society included a blurb about the pass in their Local History newsletter.

#### Elk River Site Visit

As part of Collection Development's strategic plan efforts to enhance the physical collection, I visited the Elk River Library in August. I walked the stacks with PSS Jeannette Burkhardt and LSC Margot Barry. We are beginning to explore improvements to the floorplan, which include revamping the layout of the fiction and nonfiction collections. We also intend to make more room for the large print collection. Once we finalize the layout, I will create a custom collection management plan to support the changes.

#### Collection Development Committee

The Collection Development Committee has met five times since beginning its work in June. The group has made considerable progress on its goal of recommending changes to the Collection Development policies and the Request for Reconsideration process.

## Building Reports September 2023

**Jeannette Burkhardt  
Patron Services Supervisor**

### Howard Lake

Progress continues to be made on the new Howard Lake Library.

*From City Administrator Nick Haggemiller:*

*Our super cool project site superintendent Scott Grivna of CGI, provided a much better update set to the tone of SNL's Weekend Update...but I don't quite have his delivery flare. Here's the gist of it! If you've been by the project site lately, you'll see some notable progress mainly in pouring the concrete floor, cold formed steel erection and rough in of plumbing and HVAC. City staff is also working on additional items outside of the formal contract including building security, technology implementation, furniture selection and 'library adjacent' projects such as the proposed veterans memorial and some related improvements across the street with surfacing the ball courts for pickleball.*



### Elk River

The roof for the Elk River Library continues to be an issue. While the roof was patched in July, it was discovered, after one of the heavy rains toward the end of July, that water is still leaking into the building at the same location. The wood paneling has been significantly damaged because of the leak. The city has collected bids to have the wood panels replaced.

The A/C stopped working the last week of July. The system needs two compressors to run effectively. The Elk River Library had to close on July 27 due to high temperatures and humidity in the building. The humidity was causing the floor to sweat and created a hazardous situation for the staff and the public. The A/C has been repaired and seems to be operating correctly at this time.

The public bathroom that was reported to be unusable in the May Board report has been fixed and is functional.



### Rockford

Library Services Coordinator (LSC) Theresa Jacobs in Rockford continues to work with the city to resolve the icing issue by the front door before the snow actually arrives for 2023.

Annandale

The A/C stopped working the week of August 25 in the Annandale Library. The city decided to purchase a new A/C unit, as the one currently being used is 21 years old. It will take several months for the new unit to arrive, according city officials.

St. Michael

The city replaced the crumbling sidewalk along the building front and by the library’s outside book drop.

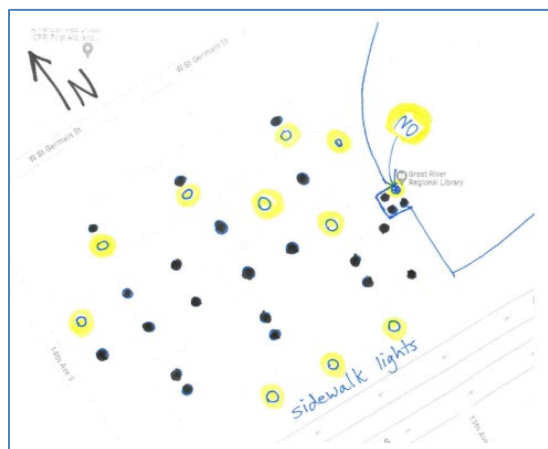
**Brandi Canter  
Lead Patron Services Supervisor**

Belgrade

In mid-August, the city repaired hail damage on the roof and fixed a leak in the northwest corner of the building.

Paynesville

LSC Kateri Gruber and I continue to meet with the library board. There have not been significant developments since the last GRRL Board report.



St. Cloud

We have been communicating with the city to share our concerns about the number of parking lot lights that are out. As the map shows, large areas of the lot are in darkness. While this has been a minor concern over the summer, as the days get shorter, it will become more of an issue for patrons and staff alike.

We learned that the particular lights in our lot are discontinued and cannot be replaced. We continue to work with the city to try to find a resolution.

Waite Park

The city replaced a number of ceiling tiles that were damaged due to recent roof leaks. We hope to have a new mailbox installed by the end of the month.

**Cara Langston  
Patron Services Supervisor**

Cold Spring

The Cold Spring City Council approved the land purchase for the lot at the corner of 1<sup>st</sup> Street South and 3<sup>rd</sup> Avenue South for a future library. In August, the city began looking for community members to form a fundraising committee.

Eagle Bend

GRRL Information Technology staff met with the Eagle Bend electrician to discuss wiring needs. The museum addition had recent activity with drywall work that affected the public Internet station space.

The branch is now down to one public Internet station. Construction continues to be dependent on available workers, so no specific timeline is in place. We look forward to working with the city and contractors to maintain the library space through the construction.

#### Little Falls

The elevator, repaired in early July 2023, got stuck and needed repairs. We appreciate the quick response of the local fire department to help open the stuck elevator. We also appreciate the newly cleaned carpet throughout the library. City staff worked methodically through the library space to clean carpet without disrupting patron access to library materials and resources. Library and city staff reported finding four bats in the month of August. Anecdotally, staff report this being fewer bats than they remember from last summer.

#### Swanville

After some investigation, the city identified the cause of water intrusion in the library basement. Upcoming repairs and changes in a neighboring building are expected to fix the issue.





2023 Summer Reading Program Participants										
	Age 3 and under			Age 4 - 6th Grade			6th - 12th grade			Branch Total
	Paper	Beanstack	Total	Paper	Beanstack	Total	Paper	Beanstack	Total	
Albany	43	6	49	322	25	347	82	3	85	481
Annandale	42	5	47	162	13	175	17	4	21	243
Becker	41	7	48	286	37	323	48	6	54	425
Belgrade	10	2	12	66	6	72	9	0	9	93
Big Lake	35	7	42	287	18	305	29	4	33	380
Buffalo	100	13	113	516	36	552	100	3	103	768
Clearwater	16	2	18	130	9	139	14	6	20	177
Cokato	34	2	36	158	3	161	53	0	53	250
Cold Spring	27	3	30	211	26	237	53	3	56	323
Delano	60	3	63	820	10	830	85	9	94	987
Eagle Bend	2	1	3	44	10	54	5	1	6	63
Elk River	95	16	111	768	70	838	111	14	125	1,074
Foley	27	3	30	245	14	259	32	5	37	326
Grey Eagle	5	0	5	25	4	29	8	1	9	43
Howard Lake	21	0	21	109	5	114	20	0	20	155
Kimball	24	3	27	146	7	153	19	1	20	200
Little Falls	35	14	49	172	36	208	41	9	50	307
Long Prairie	20	3	23	121	5	126	36	1	37	186
Melrose	35	2	37	245	15	260	37	1	38	335
Monticello	104	3	107	618	41	659	121	4	125	891
Paynesville	37	3	40	144	10	154	36	0	36	230
Pierz	21	2	23	197	3	200	27	1	28	251
Richmond	11	5	16	77	23	100	23	3	26	142
Rockford	40	2	42	250	1	251	35	0	35	328
Royalton	30	6	36	93	11	104	11	6	17	157
Sauk Centre	45	5	50	189	8	197	48	0	48	295
St. Cloud	87	57	144	912	268	1180	61	32	93	1,417
St. Michael	178	16	194	1,290	88	1,378	207	12	219	1,791
Staples	11	6	17	118	10	128	26	5	31	176
Swanville	6	2	8	49	0	49	4	1	5	62
Upsala	19	1	20	67	8	75	17	2	19	114
Waite Park	39	13	52	194	25	219	29	3	32	303
Totals	1,300	213	1,513	9,031	845	9,876	1,444	140	1,584	12,973





## Patron Services Policies Updates

Submitted by Brandi Canter, Lead Patron Services Supervisor, and  
Jami Trenam, Associate Director – Collection Development

### BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

### RECOMMENDATION

Increase loan period for DVDs from one week to three weeks.

Increase item renewals from two times to three times.

Eliminate \$10 fee for proctoring exams.

### BACKGROUND INFORMATION

Supporting Documents Attached

- Mark up and clean versions of these Patron Services Policies:
  - Chapter 1C.1 Loan Periods and Associated Fines
  - Chapter 2C. Proctoring Exams

Patron demand for DVDs has decreased. Increasing the DVD loan period from one week to three weeks will provide consistency to loan periods for all items except Lucky Day items.

Adding a renewal will be a convenience to patrons without affecting wait times: patrons cannot renew an item if another patron is waiting for the item.

Exam proctoring is not heavily utilized and does not require much staff time. Eliminating the fee will reduce barriers for students who use the service with no significant change to revenue.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ 0

Funding Source: N/A

Budgeted:  Yes     No     N/A

### ACTION

Passed                       Failed                       Tabled



## 400 Patron Services

### Chapter 1. Circulation Services

#### 1C.1 Loan Periods and Associated ~~Fines~~Charges

Items are checked out for pre-set time periods, depending on the type of material (see chart below). Patrons may renew their items up to ~~two~~three times so long as the items are not on hold for another patron.

GRRL does not charge overdue fines. All checked out items still have a due date and must be returned once the checkout period has ended.

Borrowing privileges will be temporarily blocked if a patron has library charges over \$1 or has materials ten or more days overdue.

- GRRL will send notification to patrons when library materials are overdue.
- Items overdue for 45 days or more will be considered lost, and patrons will be charged for the cost of the item.
  - Item costs will be removed if the item is returned in good condition within one year.
  - If a patron pays for a lost item, the payment is not refundable if the item is later found and returned.
- The library does not accept patron-purchased replacement copies.
- Charges may result if items are returned damaged or missing parts.
- Unpaid charges may result in the patron's account being sent to collections and may be subject to Revenue Recapture.

Material Type	Loan period
<del>DVDs</del> , Lucky Day Items	7 days (1 week)
Books, audiobooks, CDs, magazines, <u>DVDs &amp;</u> VHS video	21 days (3 weeks)
Interlibrary loan	Varies
Book Club kits	42 days (6 weeks)
Equipment and Try It Yourself Kits Note: Failure to return equipment in high demand, such as hotspots, may result in temporary loss of privilege for future checkouts	Varies by type

Approved Date: 11/20/12

Revision Effective Date: 03/17/15, 06/01/19, 01/01/~~2022~~, 01/01/24

Revised Date: 03/17/15, 03/19/~~20~~19, 09/21/~~2021~~, 09/19/23

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Approved Date: 11/20/12

Revision Effective Date: 03/17/15, 06/01/19, 01/01/22, 01/01/24

Revised Date: 03/17/15, 03/19/19, 09/21/21, 09/19/23

## 400 Patron Services

### Chapter 2. Information Services

#### 2C. Proctoring Exams

To support the library's mission of lifelong learning opportunities, GRRL staff may proctor tests for secondary and post-secondary education students who are enrolled in distance learning programs or classes. [GRRL does not proctor licensing exams. Additional limitations apply as outlined in the GRRL proctoring guidelines.](#)

~~Long distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In response to this need, library staff may proctor examinations in our role of supporting lifelong learning. However, there are limitations to this service as outlined in GRRL proctoring guidelines.~~

It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the GRRL proctoring guidelines are acceptable to the institution giving the test, before having the exam sent to any Great River Regional Library.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered. Exceptions to the proctoring guidelines may be made for specific exams proctored as part of collaborative activity with our community partners.

GRRL does not set eligibility requirements for proctoring services.

~~GRRL charges \$10 per test. There is no charge for proctoring services., however availability may be limited due to local resources.~~ The student is ~~also~~ responsible for any incidental costs, including postage to return the exam ~~(at US Postal Service rates).~~ ~~Payment is due when the exam is scheduled.~~

Approved Date: prior to May 2010

[Revision](#) Effective Date: 01/01/11, [01/01/24](#)

Revised Date: 05/11/10, 09/14/10, 03/20/12, 03/15/16, 03/19/19, [09/19/23](#)

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Approved Date: prior to May 2010

Revision Effective Date: 01/01/11, 01/01/24

Revised Date: 05/11/10, 09/14/10, 03/20/12, 03/15/16, 03/19/19, 09/19/23