

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

Board of Trustees Meeting
Tuesday, March 19, 2024, 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. Introduction of New Board Member & Oath of Office** (verbal) 6:01
- 3. Adoption/Amendment of Agenda** 6:02
- 4. Approval of Minutes** – January 16, 2024, Board Meeting ([Requested Action – Approve](#)) pg 3 6:03
- 5. Public Open Forum** 6:04
- 6. Financials** 6:09
 - 6.1 Bills (emailed) and Addendum (on table) ([Requested Action – Approve](#))
 - 6.2 Financial Reports (emailed) ([Requested Action – Accept](#))
 - 6.3 Current Letter of Credit Designation ([Requested Action – Accept](#)) pg 9
- 7. Consent Agenda** ([Requested Action – Approve](#)) 6:13
 - 7.1 2023 Minnesota Public Library Annual Report pg 13
 - 7.2 Other
- 8. Communications** 6:15
 - 8.1 Eagle Bend Expansion Open House pg 15
 - 8.2 Other
- 9. Presentations** 6:20
 - 9.1 Diversity, Equity & Inclusion efforts in Monticello (verbal)
 - 9.2 Other
- 10. Staff Reports** 6:40
 - 10.1 Executive Director’s Report pg 17
 - 10.2 Management Reports pg 19
 - 10.3 Building Reports pg 29
 - 10.4 Other
- 11. Committee Reports** 6:45
 - 11.1 Finance Committee (verbal) ([Requested Action – Approve](#))
 - 11.2 Personnel Committee (verbal) ([Requested Action – Approve](#))
 - 11.3 Central Minnesota Libraries Exchange Board (verbal)
- 12. Unfinished Business** 6:55
 - 12.1 Other

13. New Business	6:55
13.1 GRRL Signatory Agreement Review pg 33	
13.2 Grant Application Pre-Approval Request (Requested Action – Approve) pg 43	
13.3 Memoranda of Agreement – Juneteenth and Automobile Usage (on table) (Requested Action – Approve)	
13.3.1 Library Services Coordinator Unit	
13.3.2 General Unit	
13.4 Other	
14. Board Open Forum	7:10
15. Next Meeting – May 21, 2024, Board of Trustees	
16. Adjournment	7:15

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 16, 2024**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Ed Popp on Tuesday, January 16, 2024, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Teresa Dahl, Tim Denny, Jayne Dietz, Melissa Fee, Lisa Fobbe, Lynn Grewing, Robert Kasper, Ed Popp, Jacey Wallace

Members Excused: Tina Diedrick, Laura Kangas, Leigh Lenzmeier

GRRL Staff Present: Karen Pundsack, Patricia Waletzko, Nichol Wojcik

INTRODUCTION OF NEW BOARD MEMBERS & OATH OF OFFICE

Morrison County Commissioner Robert Kasper, Wright County citizen representative Teresa Dahl, and Associate Director – Human Resources Nichol Wojcik were introduced and welcomed. All Board members and staff introduced themselves. The Oath of Office was administered.

ADOPTION/AMENDMENT OF AGENDA

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

ELECTION OF GREAT RIVER REGIONAL LIBRARY 2024 BOARD OFFICERS

The following GRRL Board officers were elected:

President – Lisa Fobbe nominated Jayne Dietz for President. Melissa Fee seconded the nomination. There being no further nominations, Al Amdahl moved to close nominations and cast a unanimous ballot for Jayne Dietz. Wayne Bauernschmitt seconded the motion. All voted to elect Jayne Dietz as President.

Vice President – Ed Popp nominated Wayne Bauernschmitt for Vice President. Lynn Grewing seconded the nomination. There being no further nominations, Zurya Anjum moved to close nominations and cast a unanimous ballot for Wayne Bauernschmitt. Lisa Fobbe seconded the motion. All voted to elect Wayne Bauernschmitt as Vice President.

Secretary – Zurya Anjum nominated Melissa Fee for Secretary. Wayne Bauernschmitt seconded the nomination. There being no further nominations, Lynn Grewing moved to close nominations and cast a unanimous ballot for Melissa Fee. Ed Popp seconded the motion. All voted to elect Melissa Fee as Secretary.

Treasurer – Lisa Fobbe nominated Ed Popp for Treasurer. Tim Denny seconded the nomination. There being no further nominations, Wayne Bauernschmitt moved to close nominations and cast a unanimous ballot for Ed Popp. Melissa Fee seconded the motion. All voted to elect Ed Popp as Treasurer.

APPOINTMENTS TO GREAT RIVER REGIONAL LIBRARY 2024 STANDING COMMITTEES

The following GRRL Board standing committees were appointed:

Executive Committee

Jayne Dietz, President – Sherburne County
Wayne Bauernschmitt, Vice President – Wright County
Melissa Fee, Secretary – Wright County
Ed Popp, Treasurer – Benton County
Tim Denny – Todd County
Lynn Grewing – Stearns County
Robert Kasper – Morrison County

Finance Committee

Jayne Dietz, President – Sherburne County
Ed Popp, Treasurer – Benton County
Tim Denny – Todd County
Tina Diedrick – Wright County
Lisa Fobbe – Sherburne County
Robert Kasper – Morrison County
Leigh Lenzmeier – Stearns County

Personnel Committee

Jayne Dietz, President – Sherburne County
Al Amdahl – Stearns County
Tina Diedrick – Wright County
Melissa Fee – Wright County
Lynn Grewing – Stearns County
Robert Kasper – Morrison County
Jacey Wallace – Wright County

Fund Development Committee

Zurya Anjum
Lisa Fobbe
Leigh Lenzmeier

Union Negotiations Committee

Wayne Bauernschmitt
Ed Popp

APPROVAL OF MINUTES

Board Meeting

Lisa Fobbe made a motion to approve the November 21, 2023, Board minutes as presented. Seconded by Melissa Fee, the motion carried unanimously.

Finance Committee Meeting

Wayne Bauernschmitt made a motion to approve the November 21, 2023, Finance Committee minutes as presented. Seconded by Zurya Anjum, the motion carried unanimously.

PUBLIC OPEN FORUM

Sandy Klocker from Avon talked about and read from the book *This Book is Gay*.

Peter J. Wilson from Sartell stated the issue isn't that books have different characteristics, it is where they should or shouldn't be. He is a John Birch Society member who believes in freedom and openness. After reviewing some books here, Peter stated the library doesn't have a sufficient quantity of certain topics and appears to be discriminatory. He has donated books to libraries in the past and wants to donate books that are knowledgeable with good intent.

AnaMari DeLaurier from St. Cloud read an article about men in Texas who filmed themselves gang raping two toddlers in a Houston mall bathroom. She believes some of the material brought up here is pornographic and commented that porn is normalized.

FINANCIALS

Bills

Financial Reports

Ed Popp made a motion to approve the December and January bills, January bills addendum, and November and December financial reports as presented. Seconded by Al Amdahl, the motion carried unanimously.

CONSENT AGENDA

Annual Financial Designations

Designation of Official Newspaper

Pay Equity Report

Regional Library Telecom Aid: Priority 2 FY24 Application

Lisa Fobbe made a motion to approve the annual financial designations, official newspaper designation, Pay Equity Report, and Regional Library Telecom Aid: Priority 2 FY24 Application as presented. Seconded by Al Amdahl, the motion carried unanimously.

COMMUNICATIONS

BerganKDV Audit Engagement Agreement

Wayne Bauernschmitt asked if GRRL sent out a Request for Proposal (RFP) for our auditor. Karen Pundsack stated GRRL will give BerganKDV notice of intent to seek RFPs for the audit next year. Brief discussion followed.

Minnesota Library Association (MLA) 2024 Legislative Day & Priorities

In a brief review of the MLA 2024 legislative priorities, the bonding request for library improvement projects was highlighted. The work of Senator Mary Kunesch who is huge library proponent was mentioned. Book challenges are a statewide issue and may be a topic of interest this year.

Library Legislative Day is scheduled for Monday, February 26 at the State Capitol. Board members were asked to contact Karen if interested in attending.

2024 Meeting Schedule

Zurya Anjum mentioned to keep in mind religious holidays when creating the schedule. Karen replied they were taken into consideration, and we should be notified if something was missed.

Karen pointed out the *Monticello Times* article on the table about Melissa Fee volunteering at the library with her poodle. She expressed appreciation for Melissa's work to support reading.

PRESENTATIONS

There were no presentations.

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

The first Library Youth Advisory Council meeting took place in December. Patron Services Supervisor Cara Langston managed the Zoom meeting along with Distribution Aide Ashley Johnson and Lead Patron Services Supervisor Brandi Canter. In reply to a question about council representation, Karen Pundsack stated there were 25 applicants that were narrowed to 12 council members. All counties but Todd are represented, and the group is diverse.

In response to a question about maintenance of effort (MOE), Karen explained what it is and provided examples.

Building Reports

Upgraded lights at the Grey Eagle Library were noted.

Karen talked about the series of threatening phone calls across the state on Friday, January 5, and Tuesday, January 9. Three GRRL libraries received calls; other library regions received threats also. Board members asked about library evacuation, if safety measures are in place, and if police were able to identify the source of the calls. She replied with the following:

- Every GRRL library has a safety procedures manual with instructions. This situation brought to light the need to review/update the safety manuals.
- Several years ago, the Safety & Security Committee encouraged staff to develop relationships with local law enforcement, which was helpful in this situation.
- A best practice is to follow the 911 dispatcher instructions.
- The Tuesday calls to GRRL were identified to be from the same number. To our knowledge, authorities have not figured out the source.
- GRRL received memo from the Minnesota Bureau of Criminal Apprehension (BCA) calling the incidents a hoax.
- Staff have been reminded that GRRL has Employee Assistance Program (EAP) services available for them.

Human Resources Reports

Associate Director – Human Resources Nichol Wojcik had no additions to the reports, but said she is happy to be with the library.

Unique Management**Revenue Recapture**

Unique Management is GRRL's collection agency. Although fines have been waived since January 1, 2023, the recovery amounts are still considerable. A return on investment also continues with Revenue Recapture.

A Board member asked about a Year-End Campaign report. Karen replied that Communications & Development Coordinator Breanne Fruth provided the information in her management report.

COMMITTEE REPORTS

Personnel Committee

Position Descriptions Revisions

- *Technical Services Assistant*
- *Technical Services Clerk*
- *Technical Services Coordinator*
- *Technical Services Librarian*
- *Collection Development Clerk*

Melissa Fee reported the Committee reviewed changes to the Technical Services department and Collection Development Clerk position descriptions. The revisions are due to the retirement of a staff member who was with GRRL for 40 years. The Personnel Committee approved all position descriptions revisions as presented.

Zurya Anjum made a motion to approve the Personnel Committee report as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

Central Minnesota Libraries Exchange (CMLE) Board

Jayne Dietz reported interim Executive Director Melissa Brechon is doing a great job and plans to attend the February GRRL Board work session to provide a CMLE update. The audit is finally complete. Discussion at their last meeting also included Melissa’s contract and the future of CMLE.

UNFINISHED BUSINESS

Farewell to Departing Member

Karen Pundsack recognized George Fiedler for his service. She explained Stearns County’s decision to not have him continue serving due to their GRRL Board representatives changing from five to four. George was unable to attend this evening and will receive a letter and certificate of appreciation.

NEW BUSINESS

Proposed 2025 Budget Process Timeline

Following a review of the timeline and budget steps, Ed Popp made a motion to approve the 2025 Budget Process Timeline as presented. Seconded by Tim Denny, the motion carried unanimously.

BOARD OPEN FORUM

There were no additional comments from the Board.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, February 20, 2024.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 7:13 p.m.

Jayne Dietz, President

Melissa Fee, Secretary



LETTER OF CREDIT NO. 2234-12315

Effective Date: March 05, 2024

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. 2234-12315 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 \$600,000.00 ("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 April 05, 2024 (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: 

Lead Risk, Money Desk and Cash Analyst Mar 05, 2024

Effective Date: March 05, 2024

LETTER OF CREDIT NO. 2234-12315

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. 2234-12315 (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: _____



2023 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature and Date of Library Board President/City or County Representative

Printed Name of Library Board President/City or County Representative

Signature and Date of Library Director

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

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

Email: verena.getahun@state.mn.us

Fax: 651-582-8752



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

March 19, 2024

EAGLE BEND PUBLIC LIBRARY

EXPANSION / OPEN HOUSE

& ANNIVERSARY CELEBRATION

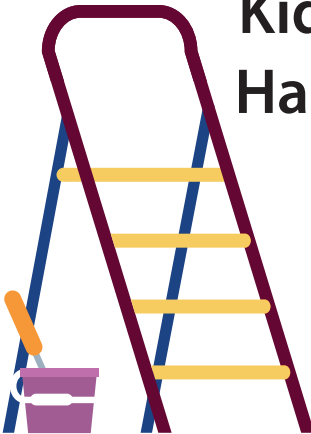
**SATURDAY
APRIL 13
9 AM-12 PM**

Let's celebrate our newly expanded library and 42nd Anniversary!

Enjoy some refreshments and checkout your library.

Kids can join Great River Children's Museum Hands-On Experience: Let's Build a Kite.

The Eagle Bend Friends of the Library will host and provide refreshments.



Executive Director Report March 2024

Leadership Support Team (LST)

The Leadership Support Team met several times in the past two months. The group shared information about the Howard Lake and Eagle Bend building projects and upcoming carpeting projects in several libraries. We also updated the 2024 Staff Meetings and Trainings schedule, including the dates for Regional Staff Meetings and All Staff Day.

The 2024 shared LST priority is a focus on the Operational Excellence area of the strategic plan. This will mean a greater emphasis on streamlining and simplifying processes. Our goal is to empower staff and to focus on the basics, such as collection development and supervisor training.

LST members will lead new workgroups focused on special topics in the coming year:

- Delivery evaluation and planning
- AMHS evaluation and planning, including clunkers, tattletape, RFID
- Staffing
- Extended Access pilot

LST also attended two trainings as a group. The first was the annual Stearns County Human Services Council training titled "I am FEARLESS - Dealing with Change" presented by Roxann Storms, MSW, LICSW, FT. Susan Hansen, library legal counsel, presented the second training on the Minnesota Public Employee Labor Relations Act.

Staffing Work Group

Nichol, Jeannette, and I met to discuss the staffing work group goals. The Staffing Work Group is beginning work to review staffing levels and update the Staffing Calculator. This is the tool that the GRRL Board approved in 2010 to make staff level adjustments based on library activity. The calculator was last updated in 2019.

With this project under way, all openings will be evaluated before posting. The evaluation may include looking at staffing levels for other positions if this has not happened in more than year. Part of the process will include looking at library activity levels from 2022 and 2023 in relation to 2019 and prior years. We will also review the preliminary staffing calculator data for 2023 and 2024. We will send out a schedule availability assessment as part of the process. We hope to get away from "wonky" schedules – many days with short shifts at variable times – to work schedules with fewer days and longer shifts.

Over the past two years, it has been a challenge to use library activity data to determine staffing levels. Library closures through 2020 and 2021 due to the pandemic impacted library activity. We also saw a major change in the workforce, with more baby boomers retiring and fewer people seeking part-time jobs. Job applicants' expectations about schedules have also changed. Our exit interviews also tell us why people leave GRRL to work elsewhere. We hope to address some of these issues with these changes.

In 2022 and 2023, we used staffing calculator totals to determine total staffing needs. With the decrease in job applicants, we moved to post some library aide positions as library assistant positions with fewer hours. One of our next steps will be to evaluate how this shift may have affected staff retention levels.

We will also "tune up" the calculator by finding a way to account for Print2Go services. Internet use has declined over the past several years, and Print2Go is a new service that has replaced some of this activity.

We will also be collecting data about on-desk and off-desk time for Library Services Coordinators (LSC) to see how this time is being used compared with the staffing calculator totals. When the calculator was built, the majority of LSCs were part-time and worked in only one library. We now have 19 LSC positions and the majority are benefit eligible. This has shifted dramatically over the past 14 years, so we need to understand the impact of this change.

Library Legislative Day

Thanks to Wayne Bauernschmitt and Leigh Lenzmeier for coming along with Jami and me. We met with several area legislators: Rep. Lisa Demuth, Rep. Dan Wolgamott, Rep. Tim O'Driscoll, Rep. Dean Urdhal, Rep. Ron Kresha, Sen. Bruce Anderson, and Sen. Eric Lucero. Rep. Wolgamott was interested in signing the public library bonding bill, as was Rep. Urdahl.

There are several bills we are watching at the Minnesota Legislature this session related to public libraries including:

- SF3592 Bonding for Public Library Construction and Renovation Grants
- SF3567/HF3782 and HF4373 Book Banning
- SF4545/HF4611 Regional Libraries

Highlighted Executive Director Activities since January Board Meeting

January 17 – LST Board follow-up meeting

January 19 – CMLE meeting with Minitex in Cambridge

January 24 – LST meeting, Fund Development Committee meeting

January 25 – CRPLSA online meeting

January 30 – Meet and confer with AFSCME

January 31 – LST meeting

February 1 – Create COMMUNITY Advisory Board, Board orientation with Laura Kangas and Theresa Dahl

February 5 – Meeting with Filsan Talent Partners re: Dine and Dialogue series

February 8 – St. Cloud Human Services Council Training on Dealing with Change

February 12 – State Library Services meeting on book challenges, Youth Advisory Council meeting

February 13 – Regional Staff meeting, Staffing work group meeting

February 15 – CMLE meeting at Resource Training & Solutions

February 20 – Board orientation with Commissioner Robert Kasper, GRRL Board work session

February 21 – LST Board follow-up meeting

February 22 – Online meeting with LSCs regarding planned gifts

February 23 – LSC 1:1 Orientation meeting with BR/BL LSC Hilary Honer-Dawson

February 26 – Library Legislative Day at the Capitol

February 28 – MPELRA training with Susan Hansen, SCPL listening session

March 1 – SCPL listening session

March 6 – St. Cloud Reading Room No Worries Books Committee

March 7 – Create COMMUNITY Advisory Board

March 11 – CMLE meeting at Resource Training & Solutions

March 12 – Morrison County Board presentation, What is in a Name event

March 14 – LST meeting, Stearns County Human Services Advisory Committee, St. Cloud Reading Room Society meeting

March 18 – Youth Advisory Council meeting

March 19 – Stearns County Board presentation

Management Reports March 2024

Amy Anderson
Associate Director – Accounting

Accounting

The annual audit takes place March 18 through March 22 in a hybrid format. The audit team will be on-site for two of the five days. Two Finance Committee members are needed to represent the Board as part of the audit outtake meeting on Monday, March 25. Creative Planning (formerly BerganKDV) representatives will present to the full Board of Trustees at the May 21st meeting.

Recently, students from the College of Saint Benedict and Saint John’s University completed a risk assessment of the fraud deterrents in place at GRRL as part of a semester-long group assignment. The student team conducted in-person interviews with several members of the Leadership Support Team and the Payroll Generalist. A final report provided to GRRL included a review of aspects of GRRL operations that are good fraud deterrents and offered suggestions for additional monitoring controls.

Investments

On February 29, the interest rate for MAGIC savings was 5.36 percent. There are currently 22 certificates of deposit (CD) in the GRRL portfolio. Four are invested with local institutions. There are 21 maturities remaining in 2024. These outcomes align with the strategic plan objective to maximize library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Vast Bank, OK	01/02/2024	\$243,000.00	5.50%	\$6,883.56
Maplemark Bank, TX	01/17/2024	\$238,000.00	4.85%	\$6,900.00
5Star Bank, CO	02/12/2024	\$243,000.00	5.40%	\$6,813.82

Purchased and Renewed CDs

There were no purchases in January or February.

Letter of Credit

A Letter of Credit No. 2234-12315 was issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for \$600,000 and is dated March 5, 2024.

Jeannette Burkhardt
Patron Services Supervisor

Staffing

Staffing continues throughout the southern branches of the region. Openings remain in Cokato/Howard Lake, Delano, Monticello, and St. Michael, with new openings in Annandale, Big Lake, and Buffalo.

Partnerships and Collaborations

The Buffalo Library collaborated with Wright County Community Action, hosting a themed series of technology help classes. The classes were given by a member of the Wright County Community Action staff and paid for using a grant obtained by that organization. The Buffalo Library was a host site for the classes.

Elk River staff gave tours of the library to two Elk River Area Homeschool groups, showing them the space and sharing some key online resources for students and educators. They also worked with the nonprofit Weaving Love to offer programs teaching community members how to crochet mats for individuals who are homeless and organizations that accept these items. Girl Scout Troop 17717 collaborated with library staff to offer a special butterfly story time that included stories, information about books in the library and two crafts.

Fundraising

The Locally Growin' fundraising event is in full swing. Staff in the branches are raising funds to spend on fun items for their local branches. For some, this will mean increasing existing "specialty" collections such as Playaways, read-along books, Grab and Go kits, or Pickleball equipment. Many branches reached out to local civic groups and businesses for matching funds, including Becker, Big Lake, and St. Michael. The organizations that donated include the local American Legion and Lions clubs and Sherburne State Bank.

The Delano Library received a \$2,000 donation from a local patron. The funds will be used to purchase a Playaway collection for the Delano Library. This collection will be for the adult area of the library. It will balance the Locally Growin' purchase of new read-along books for the library's juvenile area.

The Monticello Library was able to purchase some new shelving units to help eliminate some crowding in the Large Print section of the library. This shelving also opened up the opportunity to expand the YA section as well. The Monticello Friends have donated \$800 for the purchase of some new Large Print books to add to the existing Large Print collection.

Brandi Canter
Lead Patron Services Supervisor

Regional Staff Meeting

On February 13, we held our first Regional Staff Meeting of 2024. We hold two Regional Staff Meetings each year for coordinators and supervisors to learn and talk about a variety of topics.

This year, we started with strategic successes from 2023 and ongoing projects. Karen provided results and observations from the user and staff surveys completed in 2023. She explained how these results are being used in 2024 department work plans and priorities. For example, the library user survey showed that the collection remains the primary draw for our patrons, so we are asking staff to increase and hone their efforts to manage and merchandise local collections.

In the staff survey, we clearly heard that staff value one-on-one communication with their supervisors and want team meetings where they can problem solve and share ideas. In January, the Patron Services Supervisors (PSS) led a virtual "huddle" with coordinators to share expectations and best practices for effective staff meetings.

Our new Associate Director – Human Resources Nichol introduced herself and her staff and spoke about who to call for questions and concerns. They shared guidelines for time cards and employee reviews. Associate Director – Collection Development Jami talked about changes coming to MNLink this year. She explained how front-line staff could best help patrons who request interlibrary loan items or digital titles. PSS Cara and Brandi spoke about the plan for the M3 Huddle program evaluation session this fall. To help share the information across the region, we make handouts and PowerPoints from the meeting available on the staff web page for people to access regardless of department or position.

2024 Winter Reading Challenge Surpasses Previous Years’ Participation

The 2024 Winter Reading Challenge (WRC) ran from January 1 to February 29. The program is for teens and adults, and we saw a 17.6 percent increase over last year. In addition, we saw a 43.8 percent increase



in participation on Beanstack, the online readers’ advisory program that provides a fun and interactive way for patrons to track their reading. All together, the 3,149 patrons who participated in this year’s WRC turned in 13,241 coupons (each equivalent to 5 hours of reading time) or completed 5,309 Beanstack badges. That is a lot of reading! The full breakdown for the four years we have used Beanstack for WRC is below:

Year	Registered on Beanstack	Registered on paper	Registered - total	Badges on Beanstack	Coupons returned	Total coupons/ badges completed
2021	536	1,927	2,463	2,152	9,216	11,368
2022	526	2,129	2,655	2,161	10,550	12,711
2023	573	2,105	2,678	3,949	14,395	18,344
2024	824	2,325	3,149	5,309	13,241	18,550

Participants were entered in drawings for prizes for every reading coupon or Beanstack badge completed. Once again, our WRC mugs and caps were a big hit. Some locations worked with their local Friends groups to offer additional incentives.

Readers who participated through Beanstack had the additional option of completing a survey of the program. Like last year, over 70 percent shared that the WRC encouraged them to “spend more or somewhat more” time reading. Additional comments include, “I just love being a part of a challenge to motivate more reading. The prizes are super fun and cute too!” and “This is the best time of the year to read. I like the extra encouragement to read even more!”

Breanne Fruth
Communications & Development Coordinator

Fundraising

Locally Growin' campaign has begun. This campaign runs March 1 to 30, 2024. The 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. Here are the branches’ goals:

Branch	2024 Goal items	2024 Goal \$ Amount
Albany	Wonderbooks (audio read-along books)	\$750
Annandale	Wonderbooks and Playaways (audio read-along books)	\$750
Becker	Wonderbooks (audio read-along books), Pickleball kits, program toys	\$1,000
Belgrade	Animal program, art program	\$850
Big Lake	Wonderbooks and Playaways (audio read-along books)	\$500
Buffalo	Audio read-along books, sensory calming kits, STEM kits	\$2,000
Clearwater	Wonderbooks (audio read-along books) and juvenile book series	\$1,200
Cokato	Wonderbooks (audio read-along books)	\$500
Cold Spring	Try It Yourself kits	\$750
Delano	Wonderbooks (audio read-along books) and sensory calming kits	\$2,000
Eagle Bend	Wild Things Zoo and books	\$600
Elk River	Play2Learn kits	\$500
Foley	juvenile book series, Try It Yourself pickleball kit	\$750
Grey Eagle	Wonderbooks (audio read-along books)	\$300
Howard Lake	New collection to the new library	\$750
Kimball	petting zoo	\$500
Little Falls	Play2Learn kits and children's room items	\$1,000
Long Prairie	Pine Grove Zoo programs	\$750
Melrose	Wonderbooks (audio read-along books)	\$500
Monticello	Wonderbooks (audio read-along books)	\$1,200
Paynesville	Wonderbooks (audio read-along books)	\$500
Pierz	Board games	\$250
Richmond	Try It Yourself kits	\$1,000
Rockford	Wonderbooks (audio read-along books) and sensory calming kits	\$750
Royalton	Wonderbooks (audio read-along books), Play2Learn kits, juvenile book series	\$1,200
Sauk Centre	Try It Yourself Kits snowshoes	\$600
St. Cloud	Magic & comedy performance, snowshoe kits, pickleball kits	\$1,500
St. Michael	Wonderbooks (audio read-along books) and Play2Learn kits	\$1,000
Staples	Wild Things Zoo and books	\$800
Swanville	Lane Walker and Lucky Luke book sets	\$250
Upsala	Try It Yourself kits birdwatching	\$250
Waite Park	Audio read-along books	\$2,200

In addition, we are seeking businesses and organizations for sponsors of GRRL’s Summer Reading Challenge. Sponsorships are at the following levels: \$500, \$750, and \$1,000. Sponsors of \$1,000+, who notify us before March 29, will receive their business’s logo on our book bags. Last year, we purchased 12,500 book bags to be distributed to participants upon sign up. We again plan to have one side of the bag with this summer’s theme “read, renew, repeat,” and the backside will be our top sponsors’ logos.

Sponsorships cover the cost of the book bags, along with regional program support. (See attached sponsorship form for details)

Communications

During the month of February, a griver.org homepage story on Library Lovers Month invited library users to share what they love about their library. Here are some of the submissions:

- "I love my book club! I've read over 140 books in 12 years, made good friends, and enjoyed great discussions. I have also read books I wouldn't have found without the club." - Kathy, Waite Park
- "The Paynesville Library is my family's absolute favorite!! They have the best space for children- especially my young toddlers. It makes me very hopeful that they will have a love for reading from a very early age and beyond!" - Liz, Paynesville
- "It's like the library is a good friend who is always there, gently encouraging me to become a better me in some fashion.....read this great book, watch an enriching film, try the ukulele for a bit, listen to this fascinating story. What's not to love?" - Jill, St. Cloud
- "It's just the right size with lots of stuff for the kids. The librarians are so nice and thoughtful. I love finding good books for myself too." - Ana, Clearwater
- "I love how bright and cheery it is. I love our librarian who is so friendly, we chat and joke, it's great to be recognized when I walk in." - Annie, St. Michael
- "Familiar, smiling faces that are always able to help; a large collection of books to choose from or reserve; excellent programming and marketing!" - Susie, Buffalo
- "I love e-Audiobooks on Libby and easy holds and pickup of physical materials at my branch." - Allison, Little Falls
- "We stop by the library many times every week after school! We love how kind and helpful the staff are! We enjoy the story time, reading to River, reading programs and all of the opportunities for make and take projects! We love to read and have enjoyed doing the 1000 books before kindergarten! We are so thankful for our library and we love it!" - Beckie, Royalton
- "My 3 boys love going to the library. They look forward to visiting with the librarians, Jen and Terra, about their favorite books and their other favorite activities. They also enjoy doing the scavenger hunt! After visiting with the librarians and completing the scavenger hunt, they like to look for books and sit in the comfy chairs to read. We are very thankful for our library and for our friendly librarians!" - Lora, Clearwater

Cara Langston
Patron Services Supervisor

Youth Advisory Council

The Youth Advisory Council met for a second time on Monday, February 12. Ten teens from across the region attended via Zoom. They elected a president, vice-president, and secretary. It is clear this is a group of young leaders ready to get to work. The Youth Advisory Council leadership met via Zoom on March 11 to discuss group expectations, and agenda items for the full group meeting later in the month. We plan to have representatives of the Youth Advisory Council present to the GRRL board in May.

Library Programming

Northern branches continue to hone their programming, creating meaningful learning experiences in our communities. For example, in Sauk Centre the Friends group is collaborating with the adult book club and staff to hold a community read. The book is *Abercrombie Trail* by Candace Simar. The event includes presentations from the historical society, the author, and a St. Cloud State University historian/archeologist. In Pierz, a group of patrons met to discuss gardening plans for the spring. This

library program inspired several attendees to begin planning a community gardening group. It is an example of how the library can facilitate and promote community connections.

Jay Roos
Associate Director – Information Technology

Internet Computer Replacement

In late 2023, we purchased replacements for 80 public internet computers and 11 laptops for our travelling public lab. The rollout has begun, and so far, eight locations have received their new machines and latest software load. All 32 locations will receive at least one new computer from this batch. This replacement also includes a reduction of 40 internet stations region-wide as more patrons rely on their own mobile devices both inside and outside of the library.

Software Deployment and Updates

The Information Technology (IT) department selected a replacement for our aged, unsupported, and archaic software deployment solution. The new system will be easier to use on a day-to-day basis and have better reporting of the status of our deployed software. This will allow IT staff to more quickly deploy software updates, which may include security fixes. Deployment packages for our software are being developed and deployment scenarios are under testing.

Server Upgrades

Microsoft ended support for Windows Server 2012R2 in 2023. We have a number of those machines remaining and replacements are underway. Most recently, the server that handles communication between Horizon and our self-checkouts, automated materials handling system (AMH), locker system, and assorted databases was migrated. Just one third-party service remains that needs to switch to the new server. The net result of this migration will be two end-of-life servers removed from our environment.

Also among our server upgrades this year is our Horizon database server. This is a significant event and the proposal for migration costs is in front of the Finance Committee and Board this meeting.

Jami Trenam
Associate Director, Collection Development

Expanding the Digital Library

Our main digital collection is offered through OverDrive, also known as Libby. The library chooses titles to license for a specific timeframe or a certain number of checkouts. Titles are generally available to one patron at a time, which means long wait times for popular titles.

Some publishers started offering a concurrent-user pricing model. This allows us to pay a flat fee for a certain number of checkouts patrons can access *at the same time*, helping to meet high demand for popular titles in a more timely fashion. We started to use this strategy last fall with titles such as *Dear Jacob*, which helped lower the average cost per copy compared to 2022. Unfortunately, this pricing is not available for all titles.

To increase digital choices for patrons we plan to bring the statewide Ebooks Minnesota collection into our catalog. This project will help patrons discover what is available to them through Ebooks Minnesota without leaving our website.

Digital Library/OverDrive Cost per Copy

	Dollars Spent	Copies Purchased	Cost per Copy
2021	\$154,160	5,755	\$26.79
2022	\$308,081	6,687	\$46.07
2023	\$287,586	7,199	\$39.95

Digital Library/OverDrive Collection Size

As of Jan. 1st	eBook	eAudio	Total Copies
2022	16,691	7,694	24,385
2023	17,287	10,631	27,918
2024	18,669	13,104	31,773

Reconsideration Panel Update

Revisions to the Collection Development Policy in November 2023 changed the process for responding to patron requests to remove materials from the library’s collection. This is known as the Request for Reconsideration process. In December 2023, Karen appointed staff to the Reconsideration Panel, which handles the initial review of these requests. The Reconsideration Panel met for the first time in January and reviewed five titles. The Panel considered each request in light of the work as a whole, its cataloging, classification, and First Amendment implications.

The panel decided to retain all five titles based on their evaluation. Letters to notify patrons of the decision were mailed, and no appeals were received. The panel will meet quarterly to review any Requests for Reconsideration received since the last meeting.

Library Awareness

On February 26, I attended Library Legislative Day with GRRL Board members Wayne Bauernschmitt and Commissioner Leigh Lenzmeier, and Karen. We visited six area legislators to advocate for issues that affect



libraries such as bonding for Library Construction and Renovation grants. Central Minnesota Libraries Exchange Interim Executive Director Melissa Brechon joined us for a few of the meetings. Representative O’Driscoll shared our visit in his e-newsletter. It was a great opportunity to thank legislators for their support of libraries and highlight the great work happening across our region.

On February 29, the Minnesota Library Association presented an update to the Senate Education Finance Committee. As part of the presentation, I testified regarding the sharp increase of requests to remove books in public libraries in across the state.

Nichol Wojcik
Associate Director – Human Resources

As we come to the third month of 2024 and the beginning of my fourth month with the library, I am happy to report things are fairly status quo in Human Resources.

Security Response

Following the February security incident in St. Cloud, Karen, Brandi, Neil, and I held two small group staff meetings at the St. Cloud Public Library. Based on feedback from staff, we are in the very beginning stages of looking into how we can have social workers available in the library to assist both staff and patrons. At the end of the month, Karen and I will meet with Stearns County Human Services to brainstorm ideas.

Human Resources Information System (HRIS)

We are also in the initial stages of looking for a new HRIS. As we continue to have issues with functionality and customer service with ADP, we felt it was necessary to explore options. So far, we are in contact with two HRIS vendors and will be evaluating to see if either one can meet our needs.

Recruitment

With the available workforce changing, it is becoming increasingly difficult to fill positions with very low hours. When the schedule is for someone to just work an hour or two over four or five days a week, this is a particular challenge. In response to this, we are looking at current staff schedules and availability. We are trying to optimize time for existing staff as well as make new schedules desirable to candidates.



2024 Summer Reading Challenge



The theme for iREAD's 2024 Summer Reading Challenge (SRC) is *Read, Renew, Repeat!* The challenge will encourage reading as a restorative method of self-improvement and self-preservation.

The Great River Regional Library (GRRL) SRC is a fun way to keep kids learning and their minds growing! Thanks to our sponsors, it is offered free of charge to all children. So what does being a GRRL SRC sponsor mean? Sponsorship provides children who participate the chance to earn fun reading incentives and prizes at their local library while having the resources to stay on track for school during the summertime. **In 2023, across 32 branch locations, we had a record-breaking 12,973 babies, children, and teens participate!** Our goal is to have every child gain access to books and receive a book bag of their own. Your sponsorship will make a difference for many children in your community!

Your sponsorship of \$500 entitles you to:

- ~Complimentary subscription to GRRL donor newsletter, *Currents*
- ~Thank you in *Currents* newsletter
- ~Annual recognition on GRRL website's "Our Supporters" page

Your sponsorship of \$750 or more will also receive recognition with:

- ~All previous entitlements PLUS:
- ~"Thank you Sponsor" poster for display in all 33 library locations

Your sponsorship of \$1,000 or more will also receive recognition with:

- ~All previous entitlements PLUS:
- ~Special acknowledgment on website's homepage in June
- ~Organization logo included on "Our Supporters" page on the website
- ~Organization logo featured on Summer Reading Program book bag (offered to participants upon sign-up) – *if sponsorship is confirmed by March 29, 2024*

***** 2024 Summer Reading Challenge Sponsorship Form *****

Yes, we are pleased to sponsor kids reading this summer! \$500 \$750 \$1,000

Enclosed is our tax-deductible gift, payable to Great River Regional Library:

Organization Name: _____

Contact Name: _____ Position: _____

Mailing Address: _____ City/Zip: _____

Phone: _____ Email: _____ Website: _____

Send completed form to Great River Regional Library, Attn: Communications & Development,
1300 West St. Germain St., St. Cloud, MN 56301

Want to give online and use a credit/debit card? Go to <https://grrl.kindful.com/?campaign=1201471>

Want more information? We'd be happy to visit with you!

Please contact GRRL Communications & Development Coordinator Breanne Fruth at (320) 650-2532 or breannef@grrl.lib.mn.us



Promote your business by adding your company logo to our Summer Reading Challenge bag.

This bag is given to each child when they register for the Reading Challenge that runs for 9 weeks beginning June 3rd.

Your logo will be promoted throughout the summer in 32 libraries located in 6 Central Minnesota counties (Benton, Morrison, Sherburn, Stearns, Todd and Wright).

Building Reports March 2024

**Jeannette Burkhardt
Patron Services Supervisor**

Annandale

Annandale will start installation of the new carpet on March 20. The library will be closed for two weeks starting Monday, March 18 through Saturday, March 30. The plan is to re-open on Monday, April 1.

Big Lake

The Big Lake Library received new signage for the building and on the roadway. These new signs replace the faded and damaged signs that had been in place for many years.

Buffalo

The Buffalo Library experienced a drainpipe from the roof coming loose during the period of rainy weather in February. Large amounts of water were found in one of the utility rooms. The drain has been reconnected. There does not appear to be any damage to the building.

The radiator was found to be not working in February and had been turned off, unbeknownst to the staff. Once staff discovered the radiator was not working, public works was called and repairs were taken care of on Tuesday, February 20.

The city is moving forward with re-carpeting the Buffalo Library sometime this year. The city has been talking to contractors and collecting information and initial quotes.

Delano

The City of Delano is currently conducting a facilities study of the Delano Library. The city will work with the architecture group, BKV, for recommendations of how to expand the Delano Library. With the help of Associate Director – Collection Development Jami Trenam, GRRL will also perform a Space Needs Analysis to compare with the recommendations brought forth by BKV.

Elk River

GRRL and the City of Elk River have signed off on shifting shelving for better visibility and accessibility. The change will make it easier for patrons to find materials in terms of space and item location. The shift will also open up floor space for more collaborative areas. Shifting will be complete by the end of April. The city has plans going before the city council to replace the flooring in three years.

Howard Lake

Progress continues on the new Howard Lake Library building. Furniture has been ordered.

Brandi Canter
Lead Patron Services Supervisor

Belgrade

The city council approved moving forward with roof repairs. We do not yet have a timeline for work on the back wall where we have had water intrusion in past years. The city is also working with Xcel Energy on repairs to a light behind the library. The pole light has burned out repeatedly over the last few months. The city has advised staff to park in front of the library until the alley light is fixed.

Paynesville

The ad hoc library committee met in February to review some of the great ideas submitted by the North Dakota State University architecture students. It was very inspiring to see the range of ideas for how a new library might look. Members of the ad hoc committee also visited Howard Lake to meet with City Administrator Nick Hagenmiller and Library Services Coordinator Nicole Wilson. They toured the new library construction site, and Nick shared many insights about funding and managing their project.

St. Cloud

Contractors started work in late February on the new lighting system for the building. So far, the work has gone smoothly with minimal interruptions to public service or staff work areas. New lights have been installed in the public meeting rooms, providing a much-needed improvement.

We have been in communication with the St. Cloud Police Department and the city regarding the shooting incident in the library parking lot on February 17. While the suspects involved seemed to have no ties to the library, it was a very scary event for patrons and staff. We continue to look for ways to improve safety and security both inside and outside the library.

Waite Park

The city has installed a new water fountain with a bottle fill station. This is a great improvement over the previous water fountain that was old and did not work well.

Cara Langston
Patron Services Supervisor

Cold Spring

The City of Cold Spring has members set for the fundraising committee. The city continues to work with the railroad company that owns a small triangle of land on the plot the city hopes to build a library on. Once the city knows exactly how much space they have to work with, a mockup of the library building will be created to help with fundraising efforts.

In the current Cold Spring location, the city, Friends group, and local staff combined efforts to replace an infrequently used table with a compact maker space. It has already become a hangout space for young people in the library.

Melrose

The city's building rekeying project is complete. The new electronic locks have features that will help keep staff safe and automate some aspects of building security.

Eagle Bend

The carpeting project is complete. Shelving repurposed from the Clarissa school has been moved into the library portion of the building. The new circulation desk is in place and final projects are ongoing. Local staff kept the branch open throughout the work. We are all thankful for the contractors and city officials who helped us continue serving the Eagle Bend community while moving the building project forward.

There will be an expansion and anniversary open house on Saturday, April 13 from 9 a.m. to 12 p.m. All are welcome to see the new space and enjoy some refreshments. The Great River Children’s Museum will facilitate a hands-on kite program for our younger patrons throughout the celebration.



March 19, 2024



GRRL Signatory Agreement Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Review the GRRL Signatory Agreement, which was last revised in 2015. Board Bylaws require the Board to review this document every three years. If revisions are recommended, they will be presented to the GRRL Board for final review before being sent to the counties for approval.

BACKGROUND INFORMATION

- Supporting Documents Attached
- GRRL Signatory Agreement

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled

GRRL Signatory Agreement

GREAT RIVER REGIONAL LIBRARY AGREEMENT

[\[Download PDF of Agreement with signatures\]](#)

(Approved by GRRL Board of Trustees, April 9, 1985)

(Revised May 14 & July 16, 1985)

(Revised October 10, 1989)

(Revised March 16, 1993)

(Revised May 6, 1994)

(Revised December 31, 1996)

(Revised July 10, 2001)

(Revised January 10, 2006)

(Amended August 19, 2015)

WHEREAS, we the undersigned have each officially acted to establish public library service in our respective counties and provided for the financial support for such service; and

WHEREAS, it is the mutual desire to strengthen and improve public library service for said counties; and

WHEREAS, it appears advantageous to accomplish this in a practical and economical manner through the operation of the public library services in said counties jointly; and

WHEREAS, legal authority for the joint operation of such public library services is provided for in Minnesota Statutes Section 134.11, 134.12, 134.20 and 471.59.

NOW THEREFORE, we the undersigned, the County of Benton, the County of Morrison, the County of Sherburne, the County of Stearns, the County of Todd, and the County of Wright, all municipal corporations organized under the laws of the State of Minnesota pursuant to the Constitutions and Laws of the State of Minnesota, do hereby enter into the following Agreement with the full intent of establishing, strengthening and improving public library services in all the areas to which we are responsible.

1. PURPOSE

1.1 It is the purpose of this Agreement to establish, strengthen and improve public library services in said counties by operating a regional public library system, and combining its operations with such existing public libraries as may wish to join.

1.2 It is the purpose of this Agreement to continue library service to the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright, and such other municipalities located within the established geographical area as may wish to join.

1.3 It is the purpose of this Agreement to provide library services to all residents of that part of the geographical territory in which any member levies a tax for library purposes to the services of the library.

The governing board and its personnel hired to administer and operate the public library service herein provided for, shall be responsible to see that all areas receive their full and due share of

attention and service.

2. THE GOVERNING BOARD

The Library shall be governed by a board of trustees, consisting of fifteen (15) trustees which shall have all the powers and duties of county library boards as provided in the Minnesota Statutes, Section 134.20 and shall be constituted as follows:

2.1 Trustees shall be appointed by the governing boards of the parties to this Agreement. The seats shall be distributed on the basis of budget shares except that no signatory shall have less than one seat.

2.2 Any trustee appointed by a party shall reside for voter qualification purposes within that part of the geographical territory of such party in which such party levies a tax to provide its contribution to the general operating fund of the Library.

2.3 No more than one trustee appointed by each party shall be a member of the governing body of such party.

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

2.5 Terms of Trustees

2.51 The expiration dates of the terms of trustees serving on the board at the time of the adoption of this Agreement shall remain in force.

2.52 The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed.

A trustee may serve a total of three three-year terms (no more than nine years total).

A trustee who has served nine years may be reappointed after a one year lapse of membership.

2.6 Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:
Resigns as trustee; or

Is removed by the appointing authority for misconduct or neglect; or

Ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the Library.

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

2.7 Vacancies

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

2.8 Officers of the Board

The officers of the board shall be a president, a vice president, a secretary, and a treasurer.

Officers shall be elected at each annual meeting of the board. Each officer shall hold office until the next annual meeting of the board or until the successor is elected and qualifies or until he/she resigns as officer or ceases to be a trustee, except that any officer may be removed at any time, with cause, by the affirmative vote of a majority of the entire board.

2.9 Board Organization

The annual meeting of the board shall be held in January of each year at the time and place designated by the board. The board shall adopt such by-laws and policies for the governance of the Library as may be expedient and in accordance with the law. Except as otherwise specifically provided in other provisions of this Agreement a majority of the trustees shall constitute a quorum for the transaction of business.

The President may appoint committees as needed.

3. FUNDING

3.1 The Library shall operate on a calendar year basis, and a budget shall be prepared and adopted by the board for each calendar year by a vote of not less than two-thirds plus one of the voting members present, copies of which shall be filed by the board with the county auditor of each participating county. Failure to pass a budget prior to August 1 of the preceding year for which the budget is being established shall mean that the budget will be the same for the next year.

3.2 The amount of the annual contribution to the general operating fund of the Library by each party for each year shall be determined as follows:

3.21 The library board shall present an annual operating budget for each year to the governing body of each party prior to August 1 of the preceding year.

3.22 Such annual budget shall state the total contribution to be made to the general operating fund of the Library for such year.

3.23 The contribution of each party to the general operating fund of the Library for each year shall be determined as follows:

3.231 The minimum contribution of any party to the general operating fund of the Library shall be the amount necessary for participation in state and federal grant programs.

3.232 The contribution of any party not falling within the minimum contribution requirements as set out in 3.231 above, shall be calculated as follows:

a) The general operating fund of the Library shall be reduced by the

minimum contribution made by any party whose contribution is calculated under section 3.231 above.

(b) The resulting remainder of the general operating fund shall be assessed to each remaining party with one-third of required funding assessed on a per capita basis, one-third of the required funding assessed on a net tax capacity basis and one-third of required funding assessed on the basis of percentage of total system patron registration.

All residents and property of non-participating municipalities shall be excluded from any formula calculations. For all purposes relevant to population, the population shall be determined by the most recent published estimates provided by the Minnesota State Demographer's Office. For all purposes relevant to net tax capacity, the net tax capacity shall be determined by the most recent figures determined by the Minnesota State Department of Revenue. For all purposes relevant to system patron registration, registered borrowers shall be determined by the figures from January 1st of the current year.

(c) For purposes of setting the contribution of each party for the 1995 GRRL Operating and Capital Budgets, the formula shall be as specified as in Section 3.232 (b) except that four-ninths shall be assessed on a per capita basis, one-ninth on a net tax capacity basis and four-ninths on the basis of system patron registration. For purposes of setting the contribution of each party for the 1996 GRRL Operating and Capital Budgets, the formula shall be as specified as in Section 3.232 (b) except that seven-eighths shall be assessed on a per capita basis, four-eighths on a net tax capacity basis and seven-eighths on the basis of system patron registration.

The formula for setting the contribution of each party in Section 3.232 (c) shall expire on January 1, 1997 and shall revert to the method as specified in Section 3.232 (b).

3.24 Each party's contributions to the operating fund of the Library shall be made in quarterly installments on or before January 2, April 1, July 1 and October 1, for each calendar year.

3.25 The parties shall agree to meet whatever requirements are established in statute and rules for participation in state and federal grant programs.

4. DISBURSEMENT OF FUNDS

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

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

4.2 The Finance Manager shall present comprehensive monthly financial and budget reports to the board.

The board shall have a comprehensive audit of the account of the Library made annually. Such audits shall be made by a certified public accountant and the report of such audits shall be rendered to the board and copies of such report shall be filed with the county auditor of each participating county.

4.3 The library board may, by resolution, adopt rules and regulations concerning accounting methods and disbursement of funds, not inconsistent herewith.

5. NEW MEMBERS

Any eligible municipality or governmental entity may join Great River Regional Library, with the approval of the board of trustees, upon accepting all the terms and conditions of the Agreement. The board of trustees shall establish such special provisions as are appropriate for integration of the new participating unit into its services and budget. New members must agree to a three-year commitment of membership.

6. TERMINATION

6.1 Voluntary Termination

A party may withdraw from the Library as follows:

(a) A party may withdraw by giving written notice of its withdrawal to all other parties and to the director, or acting director, of the Library, said notice of withdrawal to be delivered before the start of a calendar year with said withdrawal to take effect at the end of such calendar year.

(b) Upon delivery of such notice, trustees who are appointees of such party shall no longer vote on any matter which shall relate to the operation or maintenance of the Library from and after the effective date of such withdrawal. Such trustees shall not be counted in the quorum for voting on any matters effective after the date of such withdrawal.

(c) If the Library terminated on or sooner than the end of such final year, said party shall share in the distribution of the assets of the Library in accordance with the following provisions on termination.

(d) If Section 6.3 below does not apply, then following the withdrawal of said party at the end of such final year, said party shall be entitled to receive the following full satisfaction of any rights it has as a party to this Agreement.

(1) If said party has one or more facilities which have operated as a party of the Library during such final year and it is the intent of said party to continue to operate such facilities as public libraries, the library shall transfer to said party a collection of books and other library materials which is representative of the kind of collection which such facilities have had on hand during such final year in an amount equal to the parties' capital account for library materials. This transfer of assets to said party shall be subject to a claim of a portion of such assets by the Minnesota Department of Children, Families and Learning as a revision of state and federal grants arising on the withdrawal of said party. The Library shall retain title to such collections until it receives a release from the Minnesota Department of Children, Families and Learning in respect to its revision claim.

(2) All furniture and other tangible personal property (other than books and other

library materials) which were originally owned by such party (or any political subdivision within the geographical territory of such said party) or which was directly paid for by such party other than through its contribution to the general revenue fund of the Library shall be transferred from the Library to such party.

6.2 Re-joining the Regional Library

A party which has withdrawn from the Library may seek to again become a party to this Agreement, but it may not do so unless all of the then parties to this Agreement agree in writing to the amendment of this Agreement to allow for the re-entry of such former party and to provide the terms and conditions upon which such former party may re-enter this Agreement as a party. One of the conditions which may apply to such former party's re-entry as a party to this Agreement may be that such party pay a re-entry fee to the Library to assist the Library in the development of its materials collection. The amount of this fee, if any, shall be determined by all of the then parties to this Agreement and it shall be in such amount as the then members deem appropriate. Members who re-join must agree to a three-year commitment of membership.

6.3 Total Termination

The Library shall continue until termination by mutual consent of the parties. Any party which has delivered written notice of its withdrawal as provided in Section 6.1, subdivision (1) shall be deemed to have consented to termination for purposes of the preceding sentence. Upon the termination of the Library, the assets of the Library shall be distributed or applied in the following order:

- (a) Payment of Library debts;
- (b) Delivery to each party of a collection of library materials equal to the amount of its capital accounts;
- (c) Distribution of the balance of assets in proportion to each party's total contribution to the general revenue fund of the Library from the commencement of the Library to its termination.

The board shall appoint a committee to make a distribution of the assets of the Library and such committee may make such distribution wholly or partly in kind by allotting and transferring specific assets as a part of a whole of any one distributive payment or share at current values.

6.4 Capital Shares

Upon entering this Agreement, each party agrees to contribute to the Library its collection of library materials owned by it and devoted to use for library purposes. If a party to this Agreement has formerly been a party of the Great River Regional Library, the initial valuation of its collection of library materials shall be carried forward to this Agreement. The 1969 capital account or the capital account on the date of initial membership of each party, whichever date is later, is as follows:

Benton County	\$.00
Morrison County	\$9,585.00
Sherburne County	\$17,081.00
Stearns County	\$149,945.00
Todd County	\$.00

Wright County	\$35,512.00
St. Cloud	\$268,599.00

At the conclusion of the annual accounting, the parties' capital accounts shall be adjusted as follows:

- (a) Increased by the percentage of the annual increase in the Library's collection of library materials which corresponds to that party's contribution to the annual Library budget; and,
- (b) Decreased by the percentage of any decreases in the Library's collection of library materials caused by theft, loss, destruction or removal from circulation which corresponds to that party's contribution to the annual Library budget.
- (c) Increased by the stated or appraised value of any gift of library materials exceeding \$300 to a library located within the geographical territory of a party herein. Notwithstanding the language above, any such donation shall remain part of the permanent collection of that library, subject to circulation as permitted by the Rules and Regulations of the Library. In the event of withdrawal from the Library or termination of the Library system, such gifts shall be first applied to reduce the party's capital share.

Each party shall retain title to all other assets, including equipment, building and fixtures, that it had at the time of joining in this Agreement or any prior agreement respecting the Great River Regional Library system. In the event of withdrawal from the Library or termination of the Library system, all assets owned by a party shall continue to be their property.

Any non-collection assets owned by the Library at the time of this Agreement, or acquired thereafter, shall be and remain the property of the Library. The capital accounts of the parties shall not be adjusted to reflect the increase or decrease in the amount of such assets. Any such property owned by the Library shall be distributed to the parties only upon the total termination of the Library as provided in paragraph 6.3.

7. OTHER

7.1 Agreements with Other Bodies

The library board shall have authority to enter into agreements with other libraries or regional library systems or with other agencies or providers of library services as will in its opinion provide for efficient and economical library services in areas served by the Great River Regional Library.

7.2 Any amendment to the Agreement shall require the concurrence of at least all but two (2) of the parties to this Agreement at the time the proposed amendment is voted on with the following exception. Amendments to Article 3 will require unanimous consent.

7.3 The effective date of this Agreement shall be upon ratification provided, however, that 2.1 shall become effective on the next January 1st following ratification.

7.4 Default

In the event any party to this Agreement is in default under the terms of this Agreement, including but not limited to a failure to make payments when due, the library board may, in addition to any other remedies available to it, bring an action for specific performance to compel the performance

by the defaulting party of its obligations according to this Agreement. In the event the library board brings an action to enforce any provision of this Agreement and prevails, it shall be entitled to all its costs, disbursements and attorney's fees incurred as a result of said action.

If any party fails or refuses to contribute its allocated share of required funds, when and as the funds are required as herein set forth, time being of the essence of this requirement, the defaulting party may not exercise its voting rights pursuant to this Agreement while they are in default. If a member is more than (30) days in default, a penalty fee may be assessed. The penalty fee shall be a percentage of the amount due calculated at the treasury bill discount rate in effect on the 30th day of default. If any party is in default for a period of six (6) months, the library board may vote to terminate the defaulting party's membership in the Library. Such termination shall be treated as a voluntary termination of the defaulting party as of the date the payment was due.

BENTON COUNTY

By _____

Chairperson

By _____

Auditor

STEARNS COUNTY

By _____

Chairperson

By _____

Auditor

MORRISON COUNTY

By _____

Chairperson

By _____

Auditor

TODD COUNTY

By _____

Chairperson

By _____

Auditor

SHERBURNE COUNTY

By _____

Chairperson

By _____

Auditor

WRIGHT COUNTY

By _____

Chairperson

By _____

Auditor



Grant Application Pre-Approval

Submitted by Nichol Wojcik, Associate Director – Human Resources
 Karen Pundsack, Executive Director
 Breanne Fruth, Communications & Development Coordinator

BOARD ACTION REQUESTED

Information Discussion Action Requested

RECOMMENDATION

Preapprove application to the Central Minnesota Community Foundation Difference Maker Grant for a social work internship project.

BACKGROUND INFORMATION

Supporting Documents Attached

The Central Minnesota Community Foundation (CMCF) “Difference Maker” spring grant round is focused on positive change in community-wide mental health education and accessibility. Following recent security incidents at the St. Cloud Public Library, staff have suggested bringing in a social worker could help prevent situations from escalating. Other public libraries around the country have seen success with projects like this. We would apply for the grant and work with Stearns County Human Services to develop a social work internship if successful.

Depending on the results, other grants could be used to continue or grow this project.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 15,000 Funding Source: Grant Budgeted: Yes No N/A

ACTION

Passed Failed Tabled