



Great River Regional Library
1300 W. St. Germain Street
St. Cloud, MN 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Board Meeting
Tuesday, March 15, 2011, 7:00 p.m.
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**
2. **Introduction of New Board Members & Oath of Office** (on table)
3. **Adoption/Amendment of Agenda**
4. **Approval of Minutes** from January 18, 2011, Board Meeting
5. **Public Open Forum**
6. **Financials**
 - 6.1 Bills (in packet) and Addendum (on table) (Requested action – Approve)
 - 6.2 Financial Reports (on table) (Requested action – Accept)
7. **Consent Agenda**
 - 7.1 State Library Services Statistical Report (full report available at meeting) (Requested action – Approve)
 - 7.2 Other
8. **Communications**
 - 8.1 Mary Ann Peterson E-mail
 - 8.2 Board of Trustees Contact Information
 - 8.3 Other
9. **Staff Reports**
 - 9.1 Director's Report
 - 9.2 Leadership Support Team Reports
 - 9.3 Building Updates
 - 9.4 Statistics for January and February 2011
 - 9.5 Overdrive Usage Statistics
 - 9.6 Other
10. **Committee Reports**
 - 10.1 Personnel Committee (verbal)
 - 10.2 Union Negotiations Team (verbal)
 - 10.3 Other
11. **Unfinished Business**
 - 11.1 Personnel Issue Discussion with Ann Goering and Tom Jovanovich – **CLOSED SESSION**
 - 11.2 Discussion of Delegation of Authority to Executive Committee (Requested action – Approve)
 - 11.3 Recommendation of Rajkowski Hansmeier from concluded investigation letter
 - 11.3.1 Discussion of Proposed Updates to Technology Policy, sections 3, 4 & 5 and Security Policy (Requested action – Approve)
 - 11.4 Other



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12. New Business

- 12.1 New Vehicle Request (Requested action – Approve)
- 12.2 Annual GRRL Policy Review and Updates (Requested action – Approve)
- 12.3 GRRL Board of Trustees Bylaws Review and Update
 - 12.3.1 Board Member Expenses (Requested action – Approve)
 - 12.3.2 Duties of the Board (Requested action – Approve)
 - 12.3.3 Delegation of Authority to Executive Committee (Requested action – Approve)
- 12.4 Board of Trustee Proposed Member Job Description (Requested action – Approve)
- 12.5 High Five Campaign Update (verbal)
- 12.6 2010 Review of Director Kirsty Smith by Full Board – **CLOSED SESSION**
- 12.7 Other

13. Board Open Forum

14. Next Meeting: May 10, 2011, Personnel Committee, 6:30 p.m., Full Board 7:00 p.m.

15. Adjournment

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 18, 2011**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday evening, January 18, 2011, at 7:00 p.m. at the St. Cloud Public Library with President Louise Kuester presiding.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>Staff Excused:</u>
Jeff Baumgartner	Pat Sawatzke	Brandi Canter	
Bernice Berns		Mic Golden	
Spencer Buerkle		Julie Henne	
Rich Collins		Sunny Hesse	
Earl Dierks		Janie LaBree	
Louise Kuester		Michele Monson	
Rachel Leonard		Karen Pundsack	
Michael Messina		Jay Roos	
Don Otte		Kirsty Smith	
Dan Rea – unofficial		Linda Treb	
Gerald Ruda		Patricia Waletzko	
Jim Shovelain			

INTRODUCTION OF NEW BOARD MEMBERS

Don Otte was introduced as the new Commissioner representing Stearns County. Dan Rea was introduced as an unofficial new Board member as he will be formally appointed by the Stearns County Board on January 25. Appointments have not yet been made for the vacant Sherburne County and Stearns County District 1 positions.

ADOPTION/AMENDMENT OF AGENDA

A request was made to have Item 8. 4I.1 Reimbursement for Use of Personal Vehicle from the Personnel Committee agenda added as Item 13.2a. Jim Shovelain moved to adopt the revised agenda. Seconded by Bernice Berns, the motion carried unanimously.

ELECTION OF 2011 GRRL BOARD OFFICERS

President – Rich Collins moved to nominate Gerald Ruda for President. Motion seconded by Jim Shovelain.

Rachel Leonard nominated Louise Kuester for President. Motion seconded by Bernice Berns.

Written ballots were cast and counted as listed below:

Number of votes cast	11
Votes necessary for election	6
Gerald Ruda received	7
Louise Kuester received	4

Louise Kuester announced that Gerald Ruda was elected as President.

Vice President – Bernice Berns moved to nominate Jeff Baumgartner for Vice President. Motion seconded by Rich Collins. Don Otte made a motion to close nominations and cast a unanimous ballot for Jeff Baumgartner. Seconded by Jim Shovelain, the motion carried unanimously.

Treasurer – Rachel Leonard moved to nominate Spencer Buerkle at Treasurer. Motion seconded by Louise Kuester.

Rich Collins moved to nominate Jim Shovelain as Treasurer. Motion seconded by Spencer Buerkle.

Written ballots were cast and counted as listed below:

Number of votes cast	11
Votes necessary for election	6
Spencer Buerkle received	6
Jim Shovelain received	5

Gerald Ruda announced that Spencer Buerkle was elected as Treasurer.

Secretary – Jim Shovelain moved to nominate Louise Kuester as Secretary. Motion seconded by Rachel Leonard. Don Otte made a motion to close nominations and cast a unanimous ballot for Louise Kuester. Seconded by Rich Collins, the motion carried unanimously.

APPOINTMENT OF GRRL 2011 STANDING COMMITTEES

A motion was made by Jim Shovelain to appoint the following members to the GRRL Executive Committee for 2011:

Gerald Ruda, Jeff Baumgartner, Spencer Buerkle, Louise Kuester, Rich Collins, Earl Dierks and Jim Shovelain

Seconded by Bernice Berns, the motion carried unanimously.

A motion was made by Earl Dierks to appoint the following members to the GRRL Personnel Committee for 2011:

Jim Shovelain, Don Otte, Gerald Ruda, Pat Sawatzke, Rachel Leonard, Jeff Baumgartner and Michael Messina

Seconded by Rich Collins, the motion carried unanimously.

MINUTES OF NOVEMBER 16, 2010, GRRL BOARD MEETING

Rachel Leonard moved to approve the November 16, 2010, GRRL Board meeting minutes as presented. The motion was seconded by Rich Collins.

Jim Shovelain moved to amend the Leadership Support Team section of the minutes so that the vote to balance the personnel portion of the 2011 budget would show the names of those in favor of or opposed to the motion.

The first motion carried unanimously.

Jeff Baumgartner moved to approve the November 16, 2010, minutes as amended. Seconded by Bernice Berns, the motion carried unanimously.

MINUTES OF DECEMBER 14, 2010, EXECUTIVE COMMITTEE MEETING

Spencer Buerkle made a motion to approve the December 16, 2010, Executive Committee meeting minutes as presented. Seconded by Rich Collins and carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

BILLS AND FINANCIALS

Earl Dierks moved to approve the list of bills for payment and the list of bills addendum. Seconded by Jeff Baumgartner and carried unanimously.

Jim Shovelain moved to accept the Financial Reports for November and December. Seconded by Rich Collins and carried unanimously.

CONSENT AGENDA

Annual Finance Designations

Designation of Regional Coordinator Finance as Custodian of Library Funds

Designation of Bank Depositories

Acceptance of Current Collateral Pledges

Designation of Signers on Bank Accounts

Designation of Signers on Payroll and Expense Checks

Designation of Signers on Petty Cash Checking Account

Jeff Baumgartner made a motion to approve the listed Annual Finance Designations. Motion seconded by Louise Kuester and carried unanimously.

Revised Legacy Amendment Application

Michael Messina moved to approve the revised Legacy Amendment Application. Seconded by Louise Kuester and carried unanimously.

COMMUNICATIONS

The following communications were presented for review:

Audit letter from KDV

Unique Management Services, Inc. statistics

E-mail messages from Judge Dale Mossey and Cindy Voigt

2011 MLA Legislative Platform – Legislative Day is set for March 1, 2011

2011 GRRL Board meeting schedule

An additional item received after the board packet was mailed, a Bureau of Mediation Services Maintenance of Status Quo Order dated January 18, 2011, was handed out to the board members.

Kirsty Smith announced that a Board member orientation will take place tentatively on March 10 at 2:00 p.m. which will allow time for the two remaining positions to be filled.

The Director's Evaluation form and input for January-December 2010 were distributed to the returning GRRL Board members. Gerald Ruda reviewed the process and gave a reminder about the February 15, 2011, due date for input.

STAFF REPORTS

Director's Report

Kirsty Smith asked for a volunteer alternate to serve with the Minnesota Library Trustees and Advocates since Jeff Baumgartner is now GRRL's representative due to board member changes. Bernice Berns agreed to serve as the alternate.

The following staff reports were also presented:

Leadership Support Team Reports

Building Updates

November and December 2010 Statistics

OverDrive Usage Statistics

COMMITTEE REPORTS

Personnel Committee

There was no Personnel Committee meeting due to lack of a quorum.

Investigation Review Ad Hoc Committee

Louise Kuester commented on the Committee's work, adding that the majority of the information is confidential. Jim Shovelain questioned the continuation of the Ad Hoc Committee. The response was that the Committee is no longer needed because the investigation is complete.

Union Negotiations Team

Spencer Buerkle gave a brief update stating that GRRL and AFSCME Council 65 are in mediation. The next mediation meeting is scheduled for January 24, 2011.

UNFINISHED BUSINESS

GRRL Strategic Plan 2010 - 2012

A summary of progress during 2010 toward the strategic plan goals was presented.

NEW BUSINESS

Deposit and Investment Policy

Jim Shovelain moved to approve the change to Finance Policy VII. Deposit and Investment. The change will allow investment maturity dates of no greater than two years rather than one year. Seconded by Spencer Buerkle and carried unanimously.

Delegation of Authority to GRRL Executive Committee

Kirsty Smith explained the history of the Executive Committee and asked for input with regard to the authority delegation options originally presented to the GRRL Board in March 2000 which were not acted upon. After brief discussion, Spencer Buerkle moved to table this decision until the next GRRL Board meeting on March 15, 2011. Seconded by Don Otte, the motion carried unanimously.

Reimbursement for Use of Personal Vehicle Policy

Sunny Hesse explained the changes to Personnel Policy 4I.1 Reimbursement for Use of Personal Vehicle. She added that the changes will not apply to bargaining unit employees. Jim Shovelain moved to approve the policy. Motion seconded by Michael Messina and carried unanimously.

CLOSED SESSION – PENDING LITIGATION

Bernice Berns moved to close the meeting at 8:15 p.m. for discussion with Tom Jovanovich of the Rajkowski Hansmeier law firm to discuss the pending EEOC litigation. Seconded by Earl Dierks and carried unanimously.

The Board open meeting resumed at 9:52 p.m.

Rajkowski Hansmeier Recommendation

Louise Kuester made a motion to table the recommendation from Rajkowski Hansmeier until the next GRRL Board meeting on March 15, 2011. Seconded by Rich Collins, the motion carried unanimously.

BOARD OPEN FORUM

Jeff Baumgartner recognized former GRRL Board member Robert Hare for his service to the Board and moved to send appreciation of the same. Seconded by Don Otte and carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the Personnel Committee meeting will be Tuesday, March 15, 2011, at 6:00 p.m., St. Cloud Library Mississippi Room. The Board of Trustees meeting will be Tuesday, March 15, 2011, at 7:00 p.m., St. Cloud Library Mississippi Room.

ADJOURNMENT

Spencer Buerkle moved to adjourn the meeting at 9:55 p.m. Seconded by Jim Shovelain and carried unanimously.

President

Secretary

March 15, 2011

Item 8.1

----- Forwarded Message -----

From: "GRRL Reference" <reference@grrl.lib.mn.us>
To: "Mic Golden" <micg@grrl.lib.mn.us>, "Sharon Schneider" <sharons@grrl.lib.mn.us>
Sent: Thursday, January 20, 2011 9:41:24 AM
Subject: Fwd: A Brief Wondrous Life, a novel, by Mary Ann Peterson

Hello, Mic and Sharon,

Here is a thank you from patron/author Mary Ann Peterson. No action needed, just wanted you to know she was very appreciative.

Lisa H.

----- Forwarded Message -----

From: "Mary Ann Peterson" <mapeterson@xxxxx.net>
To: "GRRL Reference" <reference@grrl.lib.mn.us>
Sent: Wednesday, January 19, 2011 7:27:38 PM
Subject: Re: A Brief Wondrous Life, a novel, by Mary Ann Peterson

Thank you so much for your kind assistance in getting my book into the Great River Library System. Today, Nancy Lee at the Big Lake library (where I live) informed me that my book, A Brief Wondrous Life, will be on the shelves of the Big Lake and Monticello libraries, and I am elated. Thank you again for making a dream come true.

Mary Ann Peterson

----- Original Message -----

From: "GRRL Reference" <reference@grrl.lib.mn.us>
To: <mapeterson@xxxxx.net>
Sent: Tuesday, January 11, 2011 3:45 PM
Subject: your suggestion

> Hello, Ms. Peterson,
>
> Thank you for contacting us. I will pass your message directly to the
> staff person responsible for selection in that area of our collection.
>
> Sincerely,
> Reference Team, lfh
>
> Great River Regional Library
> 1300 West St. Germain St.
> St. Cloud, MN 56301
> 320.650.2500

March 15, 2011

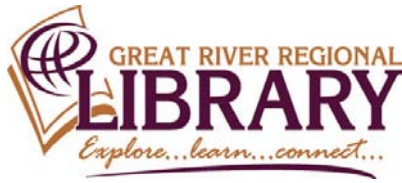
Item 8.1

> Hours: Monday-Thursday 10 am-9 pm; Friday 10 am-6 pm; Saturday 10 am -5
> pm
> Website: griver.org
>
>
> Name: Mary Ann Peeterson
> Email: mapeterson@xxxxx.net
> Phone: 763/xxx-xxxx
>
> Question:
> I live in Big Lake, and I am a new local author. I self-published a
> fiction novel in September, 2010, and I would like to know I can get it in the Great River
Library system, and specifically in the Big Lake Library. Thank you for your assistance.

>
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Website: griver.org



GREAT RIVER REGIONAL LIBRARY BOARD OF TRUSTEES 2011

<u>SIGNATORY/TRUSTEE</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>WORK PHONE</u>	<u>TERM EXPIRING</u>	<u>E-MAIL ADDRESS</u>
<u>BENTON</u>					
*Spencer Buerkle	611 7th Street N, Sauk Rapids 56379	320-251-3619	320.255.9000	12.31.11	spencerbuerkle@hotmail.com
<u>MORRISON</u>					
*Rich Collins	13148 Airport Rd, Little Falls 56345	320-632-6347	320.616.3009	12.31.11	richc@co.morrison.mn.us
<u>SHERBURNE</u>					
Laura Hayes	19281 172nd Street NW, Big Lake 55309	763-263-3167		12.31.13	mlhayes@izoom.net
Louise Kuester	19834 York Street NW, Elk River 55330	763-441-4327		12.31.11	louise.kuester@gmail.com
*Rachel Leonard	27655 112th Street, Zimmerman 55398	763-856-2497		12.31.11	rachel.leonard@co.sherburne.mn.us
<u>STEARNS</u>					
Jeff Baumgartner	701 9th Ave N 104, Sartell 56377	320-260-0476	320-252-6909	12.31.11	jpbaum51@gmail.com
Bernice Berns	2233 Viking Dr, St. Cloud 56301	320-253-3538	320-223-2431	12.31.11	beberns@charter.net
Lin Holder	1227 33rd Avenue North, St. Cloud 56303	320-253-0654	320-290-7980 cell	12.31.12	lholder@stcloudstate.edu
*Don Otte	39298 County Road 185, Sauk Centre 56378	320-352-6969	320-352-1868	12.31.11	don.otte@co.stearns.mn.us
Dan Rea	125 Second St SE, Box 65, Richmond 56368	320-597-2627	320-685-5025	12.31.13	ddrea@yahoo.com
<u>TODD</u>					
*Gerald Ruda	315 2nd Avenue N, Long Prairie 56347	320-732-2437		12.31.11	gerald.ruda@co.todd.mn.us
<u>WRIGHT</u>					
Earl Dierks	6103 Devitt Avenue NW, Maple Lake 55358	320-963-3693		12.31.13	sdierks@lakedalelink.net
Michael Messina	189 3rd Street West, Maple Lake 55358	320-963-6976	320-963-6982	12.31.12	mmessina@macariocorp.com
*Pat Sawatzke	PO Box 778, Monticello 55362	763-295-3311	763-682-7687	12.31.11	psawatzke@tds.net
Jim Shovelain	10507 30th Street NE, St. Michael 55376	763-497-3909		12.31.13	shovelain@juno.com

GRRL 2011 COMMITTEE LISTINGS

Executive Committee

Gerald Ruda, President
 Jeff Baumgartner, Vice Pres.
 Spencer Buerkle, Treasurer
 Louise Kuester, Secretary
 Rich Collins
 Earl Dierks
 Jim Shovelain

CMLE Committee

Joanne Kudrna
 John Meuers
 John Meyerhofer
 Gerald Ruda
 JoyGenea Schumer
 Kirsty Smith

Personnel Committee

Jeff Baumgartner
 Rachel Leonard
 Michael Messina
 Don Otte
 Gerald Ruda
 Pat Sawatzke
 Jim Shovelain

* = County Commisioners

updated March 2011

Director's Report March 2011

Since last we met, I have spent considerable time working on union-related matters.

One of the items I worked on was drafting wording for a reply about the recent certification petition and status quo notice regarding the librarian group. From the information we received, it was not clear which GRRL employees were to be included. I have not yet received a reply although the issue has been with the Bureau of Mediation Services (BMS) for a couple of weeks now.

I participated in a number of union-related mediation sessions which should be addressed in the verbal update by either of the commissioners serving on that committee, Commissioner Buerkle or Commissioner Sawatzke. If not, please ask questions and one of the committee members will do their best to answer them.

I also was deeply involved in the preparation for the hearing before a BMS official regarding the status of branch managers as supervisory/non-supervisory and essential/non-essential. This hearing was necessary because the original union petition filed by American Federation of State, County and Municipal Employees (AFSCME) Council 65 in November 2009 was unclear. Both parties needed to know if the GRRL branch managers legally met the definition of essential employees under the Minnesota Public Employee Labor Relations Act (PELRA). This is the law that governs the relationship between union employees and employers.

To be considered essential employees, branch managers first needed to be declared supervisory, a term of art under Minnesota law. Minnesota Revised Statute 179A.03, sub, 17 has specific criteria that must be met before an employee can be considered supervisory. Upon review of information provided in the hearing, the union conceded to GRRL's position that branch managers are non-supervisory and, therefore, non-essential. This does not imply, in any manner, that the branch managers are *not* important to GRRL. They are important as are all of our employees!

As the paragraph above demonstrates, this is a complex and specialized subject area. Therefore, I have attended some training events designed to help me understand it and be able to spot the various areas where issues often arise. The first training was the Winter Conference sponsored by the Minnesota Public Employer Labor Relations Association, a statewide employees group active in PERLA education, at a hotel near Ridgedale on February 3-4, 2011. The other training I attended was recommended by our labor attorney, Frank Madden, and was about Public Sector and Employment Law on February 28, 2011 through Minnesota CLE.

In addition to doing union-related work, I attended a couple of statewide meetings. This included the quarterly Council of Regional Public Library System Administrators (CRPLSA) gathering in Faribault from January 25-28 and a discussion concerning voluntary certification (continuing education) for Minnesota library employees on February 11.

I also attended Minnesota Library Legislative Day on March 1. As part of the day, a briefing on the MLA Legislative platform was provided. I have attached the platform to this report. As an aside, some regional systems had 20 or more people representing them at the legislature for this event. I was the lone representative for GRRL. In future years, it would be nice if the GRRL director could be accompanied by some of the members of the GRRL Board of Trustees.

It was a very useful day because I got to talk to a number of local legislators on key committees concerning issues of great importance to the library community, including Legacy funding. Despite the best efforts of libraries, it is looking like continued Legacy funding might not be in the cards for the next biennium. This seems to be, in large part, due to the anger some people still feel about the \$45,000 fee paid to Neil Gaiman for one appearance in Stillwater. Upon my return from this trip to St. Paul, I felt compelled to get the GRRL Legacy story out to decision makers. I wanted to demonstrate that GRRL had done wonderful things with the Legacy money entrusted to us. So, I sent a letter with an informational packet to various members of the legislature, including those on the Legacy Committee which is tasked to decide the distribution of the funds and those who represent GRRL locally. I'm keeping my fingers crossed and hoping advocacy has helped save this funding.

In February, I sent each of the branches and the departments within St. Cloud a personalized greeting along with a bag or box of candy. It was my way of celebrating Library Lover's month with the staff. In March, I gave my annual High \$5 contribution to each of the branches; this is something I have done each and every year of my tenure. Although these are small gestures, I believe they go a long way toward ensuring staff know that I appreciate their efforts.

During the last couple of weeks, I also spent time on getting a customer satisfaction survey ready for distribution. The survey is a requirement of the 2010-2012 GRRL Strategic Plan and should provide considerable information since this is the first time such a survey has been undertaken regionwide, to my knowledge. It will be available to complete either on-line or in paper format through the end of March 2011.

2011 Legislative Platform

Telecommunications

MLA/MEMO supports continued funding for both the Telecom Equity Aid and RLTA programs to ensure equitable, and improved high speed broadband connections for K-12 schools and public libraries. Sufficient Internet access is mission critical for schools and public libraries.

Regional Library Systems

MLA/MEMO supports continued funding for the regional public library systems to meet the demands placed on public libraries that are seeing significant increases in the use of their materials, services, and technology.

MLA/MEMO supports continued funding for the multicounty, multitype library systems to support communication, resource sharing, staff development, and collaborative programming that connects all types of Minnesota libraries.

Legacy Funding

MLA/MEMO supports an appropriation of a portion of the Arts and Cultural Heritage Fund by the Legislature to the 12 Minnesota regional public library systems to provide continued educational opportunities in the arts, history, literary arts, and cultural heritage of Minnesota.

Minitex/MnLINK

MLA/MEMO supports sustaining the Minitex/MnLINK funding for each year of the biennium.

MLA/MEMO supports sustaining the Electronic Library for Minnesota funding for each year of the biennium.

MLA/MEMO supports an appropriation of a portion of the Arts and Cultural Heritage Fund by the Legislature to support the Minnesota Digital Library, which is administered by Minitex.

Library Accessibility and Improvement Grants

MLA/MEMO supports legislation for a redesign of the Library Accessibility and Improvement Grants Program to promote important state policy goals, encourage innovation, expand funding, and improve administrative efficiency.

Governor's Workforce Development Council

MLA/MEMO supports legislation to require appointment of a representative of public libraries to the Governor's Workforce Development Council.

Early Learning and Literacy

MLA/MEMO supports funding for programs in early learning and literacy, including those which use the resources and expertise of libraries across the state.

As legislative opportunities arise, MLA and MEMO support:

- Funding for the Minnesota Braille and Talking Book Library at a level that ensures its vital services and programs are readily available to the visually impaired and print disabled.
- Continued LGA/CPA funding as these programs provide significant and essential support for consistent local library services across Minnesota.
- Adoption by the Minnesota Department of Education of the 2009 MEMO Information and Technology Literacy Standards to support 21st Century learning.
- Minnesota Department of Education's technology planning process so that each school district has an effective technology plan
- School library media specialist with State Library Services
- Further review of findings from the Office of the Legislative Auditor's Report on Public Libraries

Leadership Support Team Reports

Mic Golden

Regional Coordinator Collection Development

Change in Delivery Routes

Beginning on Monday, January 24, the delivery routes for the Northern and Central deliveries changed. These changes are a result of GRRL restructures that made it possible to add 10 hours a week to one driver position. That in turn allowed GRRL to take stops off the Northern route; add them to the Central route as well as create 5-day per week delivery to all libraries -- a long time goal! The changes were made after lengthy testing and trial runs. Susan Pekarek, Distribution Supervisor, and drivers Sandy Nelson, Chuck Stommes and Dick Torrance get the credit for coming up with the most efficient possible routes and testing them. The months of January, February and March see huge deliveries of requests around the region to fill the needs of students and the snowbound! In addition to these changes, Susan Pekarek and I are discussing ways to get "excess" out to our biggest libraries on an as needed basis.

Volunteer Appreciation Lunch

On Valentine’s Day, Collection Development hosted a lunch for our wonderful volunteers. The party was organized by Mary Ramacher and Peggy Aschenbrenner with heart-shaped cookies and heart-shaped pizza. The volunteers really appreciated the special effort and we heard from several that this was the first place they volunteered that offered any recognition. The Sentence-to-Serve volunteers also attended and their crew leader expressed his gratitude for giving them a warm place to work in the winter and for extending the party invitation to them. We are so thankful that good people are willing to help us out and we were glad to show it!

Donation Value

Throughout 2010, we’ve been working to streamline the process we use to evaluate and add donated material. You can see the results below! The drop in Gift Funds used reflects the end of the Capital Campaign dollars available. We did continue to use Morgan Family funds to support the collection. Particular thanks go to Mary Ramacher who has worked with volunteers and staff to make this process as efficient as possible.

Donation Report (items donated)			Gift Report (gift funds used to purchase)						
	Total Items	(List price value)		Total Items	(List price value)		Total Items	(List price value)	
Total 2010	6,189	\$ 106,875.61	Total 2010	3264	\$ 70,679.63	Total 2010	9453	\$ 177,555.24	
Total 2009	4418	\$ 71,141.92	Total 2009	6429	\$ 157,339.26	Total 2009	10847	\$ 228,481.18	

Hold Shelf Period Update

Collection Development continues to work with the IT and Patron Services Coordinators to determine the impact of a change in the Hold Shelf period as requested by a patron. We have been exploring data gathering methods to determine the average time an item spends on a hold shelf; possible effect on expired hold numbers and average additional length of time a patron might have to wait for a requested item if the hold period is extended.

Interlibrary Loan Statistics

INTERLIBRARY LOAN - 2010			
Interlibrary Loan Materials Borrowed by GRRL from other libraries			
			<i>Items Filled</i>
MnLink, Minitex & Reg. Pub. Lib.		14,860	
OCLC & Other Libraries		2,137	% change from 2009
TOTAL		16,997	15%
Totals for 2009		14,779	
Interlibrary Loan Materials Loaned by GRRL to other libraries			
			<i>Items Filled</i>
MnLink, Minitex & Reg. Pub. Lib.		24,142	
Other Libraries (OCLC & ALA)		4,010	% change from 2009
TOTAL		28,152	7%
Totals for 2009		26,365	
Interlibrary Loans Between GRRL & MN Regional Public Library Systems			
<i>Included in totals above</i>			
<i>Regional Library System</i>	<i>Items Loaned by GRRL</i>	<i>Items Borrowed by GRRL</i>	<i>Difference between lender /borrower</i>
Arrowhead	1,132	1,479	-347
East Central	2,020	512	1,508
Kitchigami	1,257	571	686
Lake Agassiz	343	307	36
MELSA	7,395	3,207	4,188
Northwest	128	132	-4
Pioneerland	1,576	151	1,425
Plum Creek	1,134	567	567
SELCO	1,920	985	935
Traverse des Sioux	1,351	853	498
Viking	814	578	236
Minitex	5,054	4,275	779
TOTAL	24,124	13,617	10,507
	<i>Remaining items are from/to Academic Libraries</i>		<i>loaned more than borrowed</i>

Julie M. Henne
Regional Coordinator Communications and Fund Development

Branch Visits

During the past several weeks, I have been focusing my time traveling to each of the 32 GRRL branches. I have spent time visiting with each branch manager regarding changes that have been taking place within the CFD Department. I have also been delivering High \$5 materials and getting feedback from the branches regarding communications and fund development.

2010 Annual Appeal Raised over \$28k

Despite the tough economy our stakeholders once again have shown great support for GRRL and our services. In December the 2010 GRRL Annual Appeal was sent to 8,193 past donors, non-donors, advocates, businesses, and organizations in the GRRL service area. Our totals show an increase of 12.46 percent over 2009. We have recorded 519 monetary donations showing the total dollars received for the 2010 Annual Appeal totaling \$28,007.00.

High \$5 Kicks off March 1, 2011

The 2011 High \$5 Campaign started March 1, 2011. In researching the high \$5 campaign from 2010, I realized that the structure of the program was not only confusing for staff, but, ultimately prohibited nine branches from receiving any dollars for their branch. I revamped the program to allow 40 percentj of total dollars raised by each branch to go into a designated gift fund for local use. The branches responded favorably to this change, and I am optimistic that the GRRL communities will do the same.

Customer Satisfaction Survey

Along with the director and members of the Leadership Support Team, I have been finalizing the 2011 Customer Service Satisfaction survey. The survey is to be disbursed the second week in March. Once the statistical data is collected and analyzed, it will be reported at a future board meeting.

2011 YTD Donations

81	Gifts - <i>(Includes Designated Funds)</i>	\$14,648.35
3	In-Kind Gifts	\$7,299.56
<u>10</u>	<u>Pledges <i>(Capital Campaign)</i></u>	<u>\$10,692.74</u>
		\$32,640.65

Sunny M. Hesse
Regional Coordinator Human Resources

2010 Restructure Summary

To date, restructuring plans are complete in the following libraries/departments:

- ❖ **Kimball/Annandale**
- ❖ **Eagle Bend/Staples**
- ❖ **Cold Spring/Richmond**
- ❖ **Pierz**
 - The branch manager position was reduced from 27 to 18.75 hours per week and filled by Grace Heschke through the hiring process.
 - Branch assistant Joan Stuckmeyer has been hired to fill the Pierz branch assistant position.
 - Valerie Matlock has been hired to fill the new library aide position.

This restructure resulted in an overall increase in staffing of 5.5 hours for Pierz.

- ❖ **Little Falls**

As a result of Joan Stuckmeyer's additional position in Pierz, the overall amount of branch assistant hours were reduced in Little Falls. This brings the total staffing in Little Falls closer to the amount indicated in the branch staffing calculator.

❖ St. Cloud - Circulation

Throughout 2010, we have been making adjustments to staffing and processes in the St. Cloud Circulation department. Circulation has seen many vacancies in the past year which has allowed us to adjust staffing levels more easily. The final calculator for circulation and accompanying data point narrative have been posted.

Some of the adjustments Circulation has seen throughout the year include:

- Merging of circulation and shelving aide job descriptions, tasks and calculators
- Overall reduction in Library Assistant 1 hours
- Overall increase in Library Aide hours
- Change in task assignments for all Circulation positions
- Change in schedules for all Circulation staff
- Addition of tasks to Library Assistant 1 level, like directional reference assistance and waiving fines.

❖ Regional - Distribution

Library Aide hours in distribution have been reviewed and reallocated to provide the most productive and efficient schedule possible for the department.

As a result of the reduction in Library Assistant 1 hours in Circulation, we were able to add 10 driver hours in Distribution creating a five (5) day delivery schedule for all libraries.

Personnel Policy Review

All Personnel Policies have been reviewed. Proposed revisions have been submitted to the Personnel Committee for discussion and recommendation to the full Board for approval.

Union Negotiations

GRRL filed a petition for hearing to determine the appropriate classification of the bargaining unit; supervisory or non-supervisory. Hearing dates were initially scheduled for February 9-10, 2011. The hearing began on February 9. Upon completion of my testimony, the Union requested postponement due to procedural issues. This request was approved and subsequent dates set for March 10, 11 and 15. On March 3, GRRL was notified that the Union has conceded to GRRL's position that the group is non-supervisory as legally defined by the Public Employment Labor Relations Act (PELRA).

Contract negotiations are ongoing. GRRL and the Union have agreed to go to mediation. To date there have been five (5) mediation sessions. The next meeting is scheduled for Wednesday, April 6.

HR/Payroll Software Analysis

HR and Finance continue to work through the implementation process for Payentry, TimeForce and HROnline.

HR staff attended a kickoff meeting with KDV staff for the new HROnline software on Friday, March 4. The first phase of implementation deals with functional access. We are in the process of gathering information from the old ADP system for upload. The next meeting will be on March 10 or 11 to review

this information and define the specific needs of our organization. After this meeting, KDV will begin building the software. This phase is expected to take approximately 4-6 weeks. Upon completion, we will identify the priority of implementation of additional modules such as applicant tracking, performance management, training, and benefits. Each module is expected to take 4-6 weeks for implementation.

Karen Pundsack
Regional Coordinator Patron Services

Circulation and Proctoring Policy Changes

The change to the fines threshold that requires patrons to pay in full before borrowing materials took effect on January 1. The new proctoring fee also took effect on that date. The changes have gone very smoothly, thanks in a large part to our staff communicating this issue to patrons well in advance of the changes.

Since the beginning of the year, our region collected almost \$7,000 in fines over the same period last year (an 11 percent increase). The feedback I have been hearing from circulation and branch staff is that patrons had more of a reaction to our fines threshold change when signs were posted about the upcoming change last fall.

An interesting observation: even with the additional billing notices we are sending to patrons who owe \$20 or more (rather than the original \$25 or more), the number of notices we send have decreased when compared with last year.

In January 2010, we offered 18 proctoring sessions total. In January 2011, we offered 12, so patrons continue to use this service even with the associated fee. An interesting note, one of our Public Services Team members recently learned that Hennepin County Library will be discontinuing proctoring services in March. It will be interesting to see how this affects our southern libraries.

Revenue Recapture

Our new Revenue Recapture program has begun to show some return. To date, we have recovered over \$3,000 on the accounts that have been submitted. So far, we have processed 40 accounts, and have submitted 23 patrons accounts totaling \$21,049. Patron Services Specialist Beth Ringsmuth Stolpman and I have been working to process the credit reported accounts that are six years or newer. We are down to the accounts that owe \$300 or more.

Open Hours

Changes went into effect on January 1 for the Pierz, Richmond and Albany libraries. The Albany Public Library is experimenting with a winter/summer schedule that will allow them to be open additional hours from June through August by reducing their open hours from 37 to 36 the rest of the year. If this works well in Albany, other branch managers have expressed interest in trying this at their libraries next year.

Regional Staff Meeting

The first 2011 regional staff meeting was held in February. Topics discussed at the meeting included TimeForce payroll reports, OverDrive services, Summer Reading Program, mentoring and electronic databases. The regional staff meetings are a unique opportunity for our branch managers and other department supervisors to meet and discuss topics of importance to the region.

From Beth Ringsmuth Stolpman, Patron Services Specialist:

Winter Reading Program update

Our 2011 adult and teen Winter Reading Program, "Snow is Falling, Books are Calling," has been very popular. In 2009, approximately 2,000 patrons registered for the program. In 2010, 3,000 registered. In 2011, initial numbers indicate that more than 3,600 patrons registered for the program. What is more surprising is that, in 2010, 3,070 reading slips were returned (5 books per slip), and in 2011, 4,920 slips were returned. That is at least 9,250 more books read during this year's program than last year's. Staff members have credited the popularity of the program to the appealing theme, developed by the Programming Team and entirely designed by GRRL graphic designer, Bernadette Stephenson. Mugs and bookbags were the branch prizes, and regional grand prizes were two OverDrive-compatible mp3 players and two Barnes & Noble NOOK e-readers, also compatible with our eBook and eAudiobook vendor's products. The goal of the Winter Reading Program is to make reading and being stuck indoors more fun during Minnesota's coldest months.

Legacy update

GRRL has enjoyed a particularly successful partnership with the Great River Educational Arts Theatre (GREAT). Children have enjoyed their 'Page-to-Stage' workshops that center on a piece of children's literature (so far, Pippi Longstocking by Astrid Lindgren and Alexander from Alexander and the Terrible, Horrible, No Good, Very Bad Day by Judith Viorst). The children learned through activities and imaginative games how books are turned into theatre production. GRRL staff were surprised how both girls and boys were excited to make and wear their Pippi wigs, and a number of parents thanked GRRL for bringing free GREAT workshops to the library, as their workshops through the Paramount Theatre in St. Cloud do entail a time and cost commitment for families. GRRL is working with GREAT to develop a special summer program to be a tie-in with the 2011 Summer Reading Program, "One World, Many Stories."

At GRRL's St. Cloud branch, we celebrated National Novel Writing Month in November by offering a series of workshops from visiting writers. Britt Aamodt, who has taught at the Loft Literary Center in Minneapolis, taught two workshops on writing great beginnings and on character/plot development; the Guthrie Theatre brought their popular Your Story: Intro. to Memoirs writing class; and local author and head of St. Cloud State University's Creative Writing department Bill Meissner spoke about the writing process and getting published. The feedback from these workshops was wildly positive; comments frequently included "more writing classes!" and "do these workshops again!" Many budding writers were inspired and all of the workshop instructors appreciated the enthusiasm of the attendees.

Reporting Time Period: July 1 – December 31, 2010

Total Number of Programs Held: 53 1st quarter (July-Sept.), 121 2nd quarter (Oct.-Dec.) = 174

Total Attendance: 2,597 1st quarter (July-Sept.), 6,037 2nd quarter (Oct.-Dec.) = 8,634

Linda Treb

Regional Coordinator Finance

We have processed four payrolls using the new payroll software. The conversion went well and we are confident that the payrolls are running without issue. We are currently learning how to access data and run custom reports. The human resources information system can now be built to interface with the payroll software.

This time of the year is extremely busy for finance as preparations are made for the new budget year and the annual audit. The auditors completed the in-house audit on March 2, 2011. The 2010 Audit of Financial Statements and the Management Letter will be presented to the GRRL Board at their May 2011 meeting.

In addition, an audit of our workers compensation coverage and our retirement plan (PERA) were completed as required. W-2 forms and 1099 forms were completed and mailed prior to the mandated deadlines.

Jay Roos

Regional Coordinator Information Technology

Network Connected Copiers

IT staff have been working throughout the region to connect our network-enabled copiers to our network. This move will allow branch staff to use the copiers as backup printers should their main printer fail. It will also allow staff to use the copier as a document scanner to email documents rather than fax or send by inter-office mail. Documents can also be stored digitally rather than on paper if allowed by document retention schedules and laws. A side benefit of all of this work is that branches can now free up valuable desk space by getting rid of their fax machines. To date 13 branches have copiers connected. The remaining locations will need to have additional wiring provided by their cities before we can move forward.

Staff Web Site Improvements

There has been a great deal of activity and improvement going on for the staff web site. At the beginning of February, we rolled out a revised design that placed our primary information dissemination tool, the Daily News, front and center on our staff page. The design also reorganized navigation elements into a cohesive left sidebar.

Working together, staff responsible for distributing supplies and IT developed and launched a supply 'store' where staff can order the basic supplies required to carry out library business. The store replaces a complex and difficult to navigate web form used for ordering supplies. It brings an e-commerce-like feel to requesting supplies and makes it easy to find what you need.

Finally, we developed a new application that facilitates the exchange of materials between branches. Often, because our collection floats, one particular branch will experience a glut of materials of one type or subject. The new application, Collection Corner, is a kind of classified ad system that allows branch staff to advertise to other branches their excess materials (or need for additional materials) and facilitates the movement of materials between branches. In the past this was done using a shared

calendar that everyone could edit. The new Collection Corner will make it easier to post and find materials that need to move.

IT Survey

During the month of February, we conducted an IT satisfaction survey of all staff. We received 211 completed surveys from 280 staff. In addition to questions on service quality and communications preferences, we had three open-ended questions on what we are missing. This feedback proved valuable as it confirmed several things that are already in the works and showed us a few things we may not have considered. IT is doing a good job of serving our internal customers.

IT Satisfaction Survey 2011

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A	Total Positive	Total Negative
IT staff are knowledgeable	62%	26%	3%	0%	1%	7%	88%	2%
IT staff are helpful	45%	41%	4%	1%	2%	7%	86%	3%
IT staff are understanding	26%	42%	18%	2%	2%	9%	69%	5%
IT staff are patient	27%	42%	16%	3%	2%	10%	69%	5%
IT staff help me understand technical terms or acronyms when needed	21%	36%	19%	5%	2%	17%	57%	7%
IT staff help me understand technical concepts when needed	21%	35%	23%	4%	2%	16%	56%	6%
IT staff help me understand technical processes when needed	20%	39%	19%	3%	2%	17%	60%	5%
My primary work site has the technology tools I need to do my job effectively	31%	58%	8%	1%	2%	0%	89%	3%
My primary work site has sufficient technology tools for our staffing level	24%	59%	9%	5%	3%	0%	83%	8%
GRRL has an effective email system	30%	54%	12%	3%	1%	0%	84%	4%

Building Updates: Southern Branches as of March 3, 2011



Buffalo Public Library

The signage and shelving end-caps have been installed, meaning that the renovation is *almost* complete. Decisions are being made as to the carpeting that will replace damaged linoleum tile in the children's area. The Buffalo Library Board has met with local artist Howard Burgdorf to discuss preliminary ideas for a 4-piece, interactive painting for the periodical room. Branch Manager Amy Wittmann is planning a family day during the summer to celebrate the successful conclusion of the renovation.

Cold Spring Public Library

A new committee has been formed to look at ideas for a joint use facility that would house a new library along with environmental-related organizations in a nature center near Frogtown Park. Library Friends and staff will be meeting with a local architect on March 7 to begin talking about space and design for a new library.

Kimball Public Library

Branch Manager Carla Asfeld has a volunteer lined up to repair and update the paint and murals in the library. We are working with City staff to get the walls repaired so that the painting project can get underway. Damages to walls (holes from removal of old radiators and shelving, peeling and warped plaster under windows, etc.) was documented and discussed with the City in April 2010. Requests for timely repairs were again made in November 2010 and March 2011.

St. Michael Public Library

Please join us for the Grand Opening on Saturday, March 26, from 10 a.m. to 1 p.m.

Submitted by Brandi Canter; Regional Supervisor Southern Branches



Monthly Circulation Statistics January 2011

Location	Adult Print	Adult Media	Juvenile Print	Juvenile Media	Video	Total	Circ/Hour This Year	Circ/Hour Last Year	% Change
+ Albany	2,208	574	1,522	149	2,264	6,717	47	43	9.3%
+ Annandale	2,005	598	997	119	1,363	5,082	51	44	15.1%
+ Becker	2,072	373	2,109	96	1,426	6,076	51	50	1.2%
Belgrade	630	118	389	23	316	1,476	18	19	-2.1%
+ Big Lake	2,924	898	2,647	206	2,156	8,831	88	87	1.0%
Buffalo	7,515	1,620	6,194	438	5,151	20,918	109	116	-6.0%
+ Clearwater	1,330	400	584	44	786	3,144	39	34	14.1%
Cokato	2,060	638	1,896	149	1,630	6,373	57	60	-4.9%
Cold Spring	3,174	913	2,190	88	3,215	9,580	72	74	-3.1%
Delano	4,001	1,001	3,664	140	4,081	12,887	81	81	-0.7%
Eagle Bend	900	47	423	15	589	1,974	25	33	-24.5%
Elk River	10,705	3,055	8,660	517	4,871	27,808	145	148	-2.4%
+ Foley	1,857	527	1,944	107	1,761	6,196	44	41	6.9%
Grey Eagle	548	134	406	11	610	1,709	21	22	-3.3%
Howard Lake	1,523	486	1,178	48	1,308	4,543	37	36	1.6%
Kimball	1,204	245	384	27	768	2,628	33	33	-0.5%
+ Little Falls	5,004	1,294	2,374	119	3,262	12,053	64	62	3.3%
Long Prairie	1,878	271	747	72	1,507	4,475	32	32	-1.3%
+ Melrose	1,804	1,202	1,033	118	2,581	6,738	67	67	0.3%
+ Monticello	6,403	1,617	6,903	557	5,050	20,530	128	124	3.6%
+ Paynesville	1,618	374	541	105	1,405	4,043	33	30	8.1%
+ Pierz	1,157	116	811	16	548	2,648	29	24	19.7%
Richmond	743	131	529	33	1,032	2,468	31	32	-2.3%
+ Rockford	2,223	582	2,467	175	2,215	7,662	62	55	11.6%
+ Royalton	710	508	375	55	485	2,133	27	22	21.4%
+ Saint Cloud	35,432	12,467	21,083	1,434	20,040	90,456	383	374	2.4%
Saint Michael	4,902	1,127	8,412	408	2,661	17,510	109	82	34.1%
+ Sauk Centre	2,431	1,035	1,407	170	1,924	6,967	54	53	3.6%
+ Staples	2,924	457	1,733	99	3,137	8,350	60	51	17.8%
Swanville	354	105	166	9	390	1,024	13	15	-13.4%
+ Upsala	1,270	258	1,056	86	1,229	3,899	49	44	11.2%
+ Waite Park	4,871	1,361	2,375	229	3,725	12,561	105	102	2.2%
Total	118,380	34,532	87,199	5,862	83,486	329,459	83	80	3.8%

+ Indicates an increase over last year



Monthly Circulation Statistics February 2011

Location	Adult Print	Adult Media	Juvenile Print	Juvenile Media	Video	Total	Circ/Hour This Year	Circ/Hour Last Year	% Change
+ Albany	2,285	479	1,903	225	2,197	7,089	52	47	9.5%
+ Annandale	1,864	515	1,164	123	1,514	5,180	53	46	15.2%
Becker	1,818	355	1,838	160	1,396	5,567	49	52	-5.4%
Belgrade	606	82	344	37	313	1,382	18	20	-10.8%
Big Lake	2,833	835	2,727	250	2,058	8,703	93	94	-2.0%
+ Buffalo	7,288	1,669	5,833	451	5,110	20,351	112	110	2.0%
Clearwater	1,187	368	545	29	797	2,926	37	37	-0.4%
Cokato	2,042	648	2,066	138	1,460	6,354	59	60	-1.9%
+ Cold Spring	2,955	905	2,071	124	3,328	9,383	72	68	5.5%
+ Delano	3,502	1,149	3,911	243	4,010	12,815	84	84	0.9%
+ Eagle Bend	920	89	440	8	663	2,120	29	28	3.1%
Elk River	10,462	2,956	8,741	502	4,554	27,215	150	150	-0.5%
Foley	1,833	426	1,753	103	1,627	5,742	43	43	-0.6%
Grey Eagle	534	138	422	14	583	1,691	23	28	-17.6%
Howard Lake	1,804	394	1,213	65	1,346	4,822	41	41	-0.1%
+ Kimball	1,240	310	497	25	783	2,855	37	32	15.6%
Little Falls	4,880	1,050	2,098	150	2,869	11,047	61	63	-2.4%
+ Long Prairie	1,687	244	602	56	1,617	4,206	31	31	0.5%
Melrose	1,532	1,107	1,192	121	2,213	6,165	66	69	-5.1%
+ Monticello	6,288	1,738	6,886	549	4,608	20,069	131	121	8.0%
+ Paynesville	1,645	360	673	65	1,089	3,832	32	28	14.9%
+ Pierz	1,217	117	783	31	648	2,796	32	21	53.5%
+ Richmond	766	136	640	36	848	2,426	33	30	8.1%
+ Rockford	1,702	525	2,458	183	2,116	6,984	59	58	2.4%
+ Royalton	557	610	305	30	504	2,006	26	20	30.6%
+ Saint Cloud	34,180	12,008	21,660	1,508	18,862	88,218	392	375	4.6%
Saint Michael	4,571	1,038	7,045	330	2,506	15,490	103	83	24.5%
+ Sauk Centre	2,288	1,137	1,830	199	2,001	7,455	61	52	16.8%
Staples	2,711	388	1,241	87	3,071	7,498	57	58	-1.9%
+ Swanville	390	96	217	11	456	1,170	15	15	0.7%
+ Upsala	1,475	350	1,001	93	1,090	4,009	53	46	15.9%
+ Waite Park	4,643	1,508	2,325	190	3,347	12,013	107	99	8.9%
Total	113,705	33,730	86,424	6,136	79,584	319,579	85	81	4.8%

+ Indicates an increase over last year

GRRL overall circulation continued increasing in January and February, with a notable bump in activity due to the new St. Michael Public Library building. Upsala is also seeing an uptick in business due to their recent move. Pierz's new busyness per hour can be partially attributed to their new open hours schedule. January and February are two of our busiest months, and the snowy weather did not hamper our business. Due to the timing of our snowstorms, we had very little impact on actual open hours in January and February.

OverDrive Collection and Usage Statistics

	Oct-Dec	Cumulative
Circulation Statistics	2010 totals	YTD 2/28/2011
Checkouts	4582	4263
Adobe EPUB	1709	1869
Adobe PDF	41	40
OverDrive MP3 Audiobook	693	596
OverDrive WMA Audiobook	2139	1758
Holds	3353	3633
Adobe EPUB	1368	2109
Adobe PDF	15	32
OverDrive MP3 Audiobook	493	449
OverDrive WMA Audiobook	1477	1043
Unique Library Patrons Checking Out Titles	1215	1304

Collection Statistics			Change
Purchased Titles in Collection	1397	1571	174
Adobe EPUB	628	727	99
Adobe PDF	24	26	2
OverDrive MP3 Audiobook	147	168	21
OverDrive WMA Audiobook	598	650	52
Purchased Copies in Collection	1496	1769	273
Adobe EPUB	692	877	185
Adobe PDF	24	26	2
OverDrive MP3 Audiobook	158	182	24
OverDrive WMA Audiobook	622	684	62
Local Collection Titles in Collection	1	1	0
Adobe PDF	1	1	0

Our Digital Library is in high demand and has been well received by a wide variety of patrons. We have received numerous favorable comments since launching the service in October. The exponential usage illustrates the positive patron response.

Discussion of Delegation of Authority to Executive Committee

*

(This item was briefly addressed at the January 2011 meeting, but was postponed due to time constraints.

This is why it is initially listed under old business.

The suggested change to the GRRL Bylaws to reflect a fourth option is at item 12.3.3)

*

Membership on the Executive Committee of the GRRL Board of Trustees is assigned during the annual meeting each January. The current GRRL Board of Trustees Bylaws, last revised on revised November 10, 2009, state:

ARTICLE VI. COMMITTEES

Section 1.

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between meetings of the board all the powers which are delegated to such committee by the board. This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 3 of these bylaws.

In preparation for a December 2010 meeting, Patty Waletzko, our administrative assistant, and I did some research to discover what powers had been delegated to the Executive Committee by the full Board. To our amazement, we found that full powers had been delegated in the early 1970's and never officially rescinded.

In March 2000, there was an attempt by then Director Ken Behringer to clarify this situation by presenting three options to the Board for action. The three options were:

1. Leave the Executive Committee in place and creating a regular schedule of in-person meetings without any limiting language in terms of powers; or
2. Leave the Executive Committee in place, create a regular schedule of in-person meetings, and clearly delegate duties assigned; or
3. Abolish the Executive Committee by revising the GRRL Bylaws.

The Board failed to take any action at that time or any time since to clarify the situation.

At the January 2011, I was asked that a fourth option be brought to the March meeting for discussion and possible adoption. The fourth option would leave the Executive Committee in place to meet on an as needed basis and without any limiting language in term of powers. This would reaffirm that the Executive Committee has authority to act in lieu of the full Board on any issue in between regular meetings.



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March 2, 2011

Kirstaine A. Smith
Director
Great River Regional Library
405 St. German Street West
St. Cloud, MN 56301

RE: Internet Usage
Our File No. 05887-29925

Dear Kirsty:

This letter is in regards to the proposed policies and procedures relating to internet use in the Great River Regional Library system. We have reviewed the proposed policies and procedures, and the requirements of state and federal law regarding internet access, obscenity, and materials harmful to minors. We have also compared the policies and procedures with those of other metropolitan libraries, such as St. Paul Public Library and the Hennepin County Library. In addition, we have considered the concerns raised by staff members during the course of development of the policies and procedures.

In our opinion, the revised policies are consistent with the applicable laws and strike an appropriate balance between patrons' first amendment rights to view legal materials and the rights of other patrons and employees to not be subjected to illegal images. The revised policies clarify what is acceptable internet use at the library, as well as give notice of the consequences for failing to abide by the policies. The procedures provide clear direction to staff as to the appropriate way to handle illegal and objectionable content complaints, including guidance on suspension of privileges and patron trespass. The policies are fairly consistent with what we have seen from other libraries.



Kirstaine A. Smith

March 2, 2011

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Based upon this review, it is our recommendation that the policies and procedures be accepted by the board and implemented.

Sincerely,

RAJKOWSKI HANSMEIER LTD.

By

Thomas G. Jovanovich

TGJ/nrp

600 Technology Policy

Chapter III Internet Access to Information

As a part of its Mission and Vision Statements, GRRL works to provide users with access to global information resources and high technology applications. GRRL develops, organizes and makes available to the public a useful collection of information resources. GRRL provides free access to community focused services for a diverse population, assistance and guidance in utilizing those services and materials, and lifelong learning opportunities.

Great River Regional Library states its commitment to meeting library-related educational, informational, cultural, and recreational needs of citizens in central Minnesota. Through advances in technology, many of the library resources that residents require have been made available through automated, electronic networks. Both the library and the public rightly see these resources as important supplements to the print and audiovisual resources in the library's collections. Electronic access to data has the ability to expand significantly the resources available to the public for meeting legitimate inquiries.

Chapter IV Internet Options and Disclaimers - delete

Electronic access to data has the ability to significantly expand resources available to the public for meeting legitimate inquiries, though that expanded access does not come without some concerns.

The Internet is not a single system, but a network of literally thousands of public and private computers all over the world. While the library can choose to be connected to this network for all the benefits it offers, it cannot guarantee the tastefulness, accuracy or decency of all computer users or computer files on the network. The information available and sources of information are constantly changing and expanding, frequently rendering attempts at regulation, particularly at a national or local level, ineffective.

Libraries receiving E-rate money for Internet service must meet the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) which were passed by Congress in December 2000.

To this end, GRRL filters web access to objectionable or inappropriate sites within the guidelines of federal law. These sites include obscenity child pornography, and material harmful to minors. Filtering may be disabled to some sites for research or other lawful purposes.

GRRL cannot fully protect a patron from encountering images or ideas that may be considered controversial or inappropriate. Not all sources on the Internet provide accurate, complete or current information. Users need to analyze information on the Internet with the same scrutiny they apply to other sources of information.

Chapter V Internet Acceptable Use Policy

~~"A public library that receives state money must prohibit, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography. A public library may remove a person from the library if the person gains access or attempts to gain access to materials prohibited under this section by intentionally bypassing the filtering technology or other method used by the library."~~

~~—Minnesota Statute 134.50 (c)~~

~~Library staff can often help with basic computer use, but cannot provide support or information for specific software. Due to library staffing, however, staff may not always be available to users.~~

~~All library users are expected to abide by their local library's Rules of Behavior. Illegal use of the library Internet services and library computer stations is prohibited. By using library computers and/or Internet services, patrons library users agree that staff has the authority to make final determinations regarding rule infractions.~~

~~It is essential that each user of Internet and computer services recognize the responsibilities that stem from having access to vast services, sites, people and quantities of uncensored information. Users are reminded to be considerate of others when viewing material. GRRL cannot fully protect a patron from encountering images or ideas that may be considered controversial. Not all sources on the Internet provide accurate, complete or current information. Users need to analyze information on the Internet with the same or greater scrutiny that they apply to other sources of information.~~

~~The use of the library's computer workstations and Internet services is a privilege.~~

~~The following activities could be considered cause for suspension of computer and/or Internet privileges or cause for trespass:~~

- ~~• using library equipment and/or Internet service in the library to access, disseminate or exhibit material that is obscene, child pornography, or harmful to minors as defined by Minnesota state law (see statutes below);~~
- ~~• placing or viewing unlawful information or images on the system;~~
- ~~• altering or placing files or programs on the library's computers;~~
- ~~• sending any files or portions of files likely to result in damage to the recipient's databases or networks or the library's databases or networks;~~
- ~~• sending unsolicited spam, "chain letters" or "broadcast" messages;~~
- ~~• violating copyright or licensing agreements;~~
- ~~• using another patron's library card or fraudulently using duplicate library cards or guest passes for computer access;~~
- ~~• circumventing computer management software or security measures;~~
- ~~• causing excessive congestion of the network or interfering with the computer use of other patrons library users;~~

- vandalizing or damaging library equipment.

In compliance with the Children's Internet Protection Act (CIPA), software filters have been placed on all computer stations with Internet access. Internet users 17 or older may request that staff remove the filter when using the computer stations to provide access for bona fide research or other lawful purposes. **Library customers/users who obtain unfiltered Internet access are not excused from any provisions or restrictions of this policy.**

~~GRRL filters web access to objectionable or inappropriate sites within the guidelines of federal law. These sites include obscenity, child pornography, and material harmful to minors. Filtering may be disabled to some sites for research or other lawful purposes.~~

It is essential that each user of Internet and computer services recognize the responsibilities that stem from having access to vast services, sites, people and quantities of uncensored information. Users are reminded to be considerate of others when viewing material. GRRL cannot fully protect library users a patron from encountering images or ideas that may be considered controversial. Not all sources on the Internet provide accurate, complete or current information. Users need to analyze information on the Internet with the same or greater scrutiny that they apply to other sources of information.

~~GRRL recognizes and affirms the rights and responsibilities of parents/guardians/caregivers to control the use of library materials and resources by their own children. The Internet is an unregulated medium, and as such contains text and/or images which are inappropriate for children.~~

~~GRRL cannot guarantee restriction of access to sites which may or may not be deemed inappropriate for by minors. It is up to the parent/guardian/caregiver to monitor their own children regarding their Internet/Internet and computer use. The library is committed to making reasonable efforts within constitutional limits to prevent minors from viewing materials that could be deemed harmful.~~

~~In compliance with the Children's Internet Protection Act, software filters have been placed on all computer stations with Internet access. Internet users 17 or older may request that staff remove the filter when using the Internet stations. Library customers who use unfiltered Internet stations are not excused from any provisions or restrictions of this policy.~~

GRRL recognizes patrons/library users' rights to privacy and confidentiality in accordance with the Minnesota Data Practices Act. GRRL avoids maintaining records that could compromise the privacy of customers/user privacy. ~~Internet/Internet and computer~~Library users must be aware, however, that personal identification information should only be shared with caution. Parents/guardians/caregivers should discuss with minors the dangers of relaying personal facts over the Internet.

The USA PATRIOT ACT (US Statute 50 U.S.C. Sec 206, 214-220) overrides state law related to privacy and library use. If GRRL receives a valid order or warrant under these provisions, staff must provide anything requested by that order. This may include computer use records. Section 215 requires that the library not inform library customers/users about these specific warrants.

It is essential that each user of Internet services recognize the responsibilities that stem from having access to vast services, sites, people and quantities of uncensored information. Users are advised to be considerate of others when viewing material which may be considered offensive to some library users. **The use of the library's Internet workstations is a privilege and users are advised that the following conduct is considered inappropriate:**

- ~~using library equipment to access material that is obscene, child pornography, or harmful to minors consistent with any applicable federal, state or local law;~~
- placing or viewing unlawful information or images on the system;
- placing files or programs on the library's computer equipment;
- ~~using library equipment to access material that is obscene, child pornography, or harmful to minors consistent with any applicable federal, state or local law;~~
- Library users may not disseminate, exhibit or display to minors materials that are harmful to minors.
- altering files or programs on the library's computers;
- use of abusive, harassing or otherwise objectionable language in either public or private messages;
- sending any files or portions of files likely to result in damage to the recipient's databases or networks or the library's databases or networks;
- sending unsolicited spam, "chain letters" or "broadcast" messages;
- violation of copyright or licensing agreements;
- use of another patron's library card or fraudulent use of duplicate library cards or guest passes for internet access;
- circumventing computer management software or security measures;
- other use that would cause excessive congestion of the network or interfere with the use of other users.

Users failing to refrain from engaging in such conduct will have computer privileges revoked

Library staff can often help with basic computer use, but cannot provide support or information for specific software. The library will provide the training in Internet services to public service staff. Due to library scheduling, however, Internet-trained staff may not always be available to users.

13.40 (Minnesota Data Practices Act);

134.50 (Internet access, libraries);

617.241 (Obscene material);

617.246 (Child Pornography);

617.292 (Materials harmful to minors).

U.S. Public Law 106-554 Title XVII, the Children's Internet Protection Act. [1]

600 Technology Policy (final version)

Chapter III Internet Access to Information

As a part of its Mission and Vision Statements, GRRL works to provide users with access to global information resources and high technology applications. GRRL develops, organizes and makes available to the public a useful collection of information resources. GRRL provides free access to community focused services for a diverse population, assistance and guidance in utilizing those services and materials, and lifelong learning opportunities.

Through advances in technology, many of the library resources that residents require have been made available through automated, electronic networks. Both the library and the public rightly see these resources as important supplements to the print and audiovisual resources in the library's collections. Electronic access to data has the ability to expand significantly the resources available to the public for meeting legitimate inquiries.

Chapter IV Internet Acceptable Use Policy

All library users are expected to abide by their local library's Rules of Behavior. Illegal use of the library Internet services and computer stations is prohibited. By using library computers and/or Internet services, library users agree that staff has the authority to make final determinations regarding rule infractions. The use of the library's computer workstations and Internet services is a privilege.

The following activities could be considered cause for suspension of computer and/or Internet privileges or cause for trespass:

- **using equipment and/or Internet service in the library to access, disseminate or exhibit material that is obscene, child pornography, or harmful to minors as defined by Minnesota state law (see statutes below);**
- placing or viewing unlawful information or images on the system;
- altering or placing files or programs on the library's computers;
- sending any files or portions of files likely to result in damage to the recipient's databases or networks or the library's databases or networks;
- sending unsolicited spam, "chain letters" or "broadcast" messages;
- violating copyright or licensing agreements;
- using another's library card or fraudulently using duplicate library cards or guest passes for computer access;
- circumventing computer management software or security measures;
- causing excessive congestion of the network or interfering with the computer use of other library users;
- vandalizing or damaging library equipment.

In compliance with the Children's Internet Protection Act (CIPA), software filters have been placed on all computer stations with Internet access. Internet users 17 or older may request that staff remove the filter when using the computer stations to provide access for bona fide research or other lawful purposes. **Library users who obtain unfiltered Internet access are not excused from any provisions or restrictions of this policy.**

It is essential that each user of Internet and computer services recognize the responsibilities that stem from having access to vast services, sites, people and quantities of uncensored information. Users are reminded to be considerate of others when viewing material. GRRL cannot fully protect library users from encountering images or ideas that may be considered controversial. Not all sources on the Internet provide accurate, complete or current information. Users need to analyze information on the Internet with the same or greater scrutiny that they apply to other sources of information.

GRRL recognizes and affirms the rights and responsibilities of parents/guardians/caregivers to control the use of library materials and resources by their own children. The Internet is an unregulated medium. GRRL cannot guarantee restriction of access to sites by minors. It is up to the parent/guardian/caregiver to monitor their own children regarding their Internet and computer use. The library is committed to making reasonable efforts within constitutional limits to prevent minors from viewing materials that could be deemed harmful.

GRRL recognizes library users' rights to privacy and confidentiality in accordance with the Minnesota Data Practices Act. GRRL avoids maintaining records that could compromise user privacy. Library users must be aware, however, that personal identification information should only be shared with caution. Parents/guardians/caregivers should discuss with minors the dangers of relaying personal facts over the Internet.

The USA PATRIOT ACT (US Statute 50 U.S.C. Sec 206, 214-220) overrides state law related to privacy and library use. If GRRL receives a valid order or warrant under these provisions, staff must provide anything requested by that order. This may include computer use records. Section 215 requires that the library not inform library users about these specific warrants.

[13.40 \(Minnesota Data Practices Act\);](#)

[134.50 \(Internet access, libraries\);](#)

[617.241 \(Obscene material\);](#)

[617.246 \(Child Pornography\);](#)

[617.292 \(Materials harmful to minors\).](#)

[U.S. Public Law 106-554 Title XVII, the Children's Internet Protection Act.](#) [1]

I. Security Policy

~~Library users are expected to behave respectfully toward staff and other library users. Harassment of others will not be tolerated.~~

GRRL staff will monitor public behavior inside its libraries. Although not all public activities can be seen because of staffing limitations and building design, GRRL staff will attempt to remain observant and aware of any potential security issues.

- ~~1.~~ Any designated staff member may issue a warning to an individual who violates ~~local~~ library policy or local Rules of Behavior. If the behavior continues after a warning is given, staff may also ask ~~that~~ the individual to leave the library. However, the facility supervisor, the regional supervisor and/or the Patron Services Coordinator should be notified after this occurs.
- ~~2.~~ Inappropriate behavior ~~should~~ will be addressed with a response proportionate to the severity of the behavior.
- ~~3. Responses to problems~~
 - ~~a. Depending on the severity of the infraction, patrons will usually be given a warning to stop the behavior before being asked to leave the library. Assume that the patron is unaware of the rule. However, if the behavior is illegal or could lead to serious danger, call police or law enforcement immediately.~~
 - ~~b. Explain the rule to the patron. Inform the patron that they will be asked to leave the library if the behavior does not stop.~~
 - ~~c. If the behavior continues, ask the patron to leave the library based on the rule violation.~~
 - ~~d. If the patron does not leave, call local law enforcement to assist.~~
 - ~~e. Interpretation of behavior may vary by situation at the discretion of the Staff should follow GRRL procedures when responding to security issues. responding staff. In the case of juvenile patrons, contacting parents or guardians is an additional option.;~~
 - ~~f. Staff is authorized to request identification from patrons as necessary. Refusal to identify oneself under these circumstances may be grounds for eviction or calling local law enforcement.~~

~~Library users are expected to behave respectfully toward staff and other library users. Harassment of others will not be tolerated.~~

~~g.~~ Designated staff members may ban people from entering a library for more than one day (trespass). Individuals may be banned for a limited period of time, indefinitely pending a legal resolution, or permanently. The length of time of the ban will depend on, but is not limited to the following factors:

- ~~1.~~ 1. Severity of the offense
- ~~2.~~ 2. Repeated offenses
- ~~3.~~ 3. Likelihood of possible continued problems

4. Safety of staff and patrons
5. Preservation of the library environment

When an individual is banned, they and ~~the police~~local law enforcement will be notified. Other GRRL libraries will be notified if the ban is for all libraries. If a banned individual returns to any GRRL library in violation of the ban, ~~the police~~law enforcement may be contacted to cite them for trespass.

The Library Director is the final GRRL arbitrator in any trespass issue. Any appeals beyond that level should be directed to the local library board or city council as appropriate.

II. Internet

Patrons may be banned from using the library's ~~Internet computer~~ stations if they are found to be in violation of the library ~~Internet Use~~Acceptable Use Policy. Patrons found in violation of these policies will be banned from using the ~~Internet computer workstations~~. Length of ban will be based on the severity and/or number of offenses. for 3 months. If the rules violation is severe, however, the Director may ban the individual from using library ~~Internet Services~~computer services, or the library, permanently.

~~If an individual is banned from using the Internet for a three-month period of time for Internet rules infractions, they may choose to use other library services.~~

If illegal activities are observed, ~~the police~~law enforcement ~~shall~~may be called, and the patron may be banned from all further access to GRRL libraries.

~~Children and Vulnerable Adults Policy is now III. Unattended Children or Vulnerable Adults~~

~~If young children or vulnerable adults are left alone without a caregiver when the library is closing, call local law enforcement. If young children or vulnerable adults are left on their own during library open hours, contact your supervisor to discuss the individual situation. See found in Patron Services 400 Chapter XII.~~

IVIII. Rules of Behavior

Each GRRL library has its own Rules of Behavior approved by a library board or city council.

IV. Behavior Outside The Library

Activities occurring outside GRRL libraries are the responsibility of local law enforcement officials. It is not possible for GRRL staff to observe and/or monitor public activities occurring outside the library property.

VI. Communication

Staff will inform supervisors and other staff ~~on~~ issues related to violations of library rules of behavior. The Library Director will be informed of all incidents that result in a patron being ~~asked to leave~~ respassed from the library.

VII. Injuries

Should staff sustain an injury from a patron, staff will inform a supervisor, regional supervisor and/or coordinator immediately. The appropriate forms must be completed in accordance with the worker's compensation policy, including the "Workplace Violence Report" section of the Report of Employee Incident form.

~~Current as of January 19, 2010~~

I. Security Policy (final version)

GRRL staff will monitor public behavior inside its libraries. Although not all public activities can be seen because of staffing limitations and building design, GRRL staff will attempt to remain observant and aware of any potential security issues.

Any designated staff member may issue a warning to an individual who violates library policy or local Rules of Behavior. If the behavior continues after a warning is given, staff may also ask the individual to leave the library. However, the facility supervisor, the regional supervisor and/or the Patron Services Coordinator should be notified after this occurs.

Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior. Staff should follow GRRL procedures when responding to security issues. In the case of juvenile patrons, contacting parents or guardians is an option. Staff is authorized to request identification from patrons as necessary. Refusal to identify oneself under these circumstances may be grounds for eviction or calling local law enforcement.

Library users are expected to behave respectfully toward staff and other library users. Harassment of others will not be tolerated.

Designated staff members may ban people from entering a library for more than one day (trespass). Individuals may be banned for a limited period of time, indefinitely pending a legal resolution, or permanently. The length of time of the ban will depend on, but is not limited to the following factors:

- Severity of the offense
- Repeated offenses
- Likelihood of possible continued problems
- Safety of staff and patrons
- Preservation of the library environment

When an individual is banned, they and local law enforcement will be notified. Other GRRL libraries will be notified if the ban is for all libraries. If a banned individual returns to any GRRL library in violation of the ban, law enforcement may be contacted to cite them for trespass.

The Library Director is the final GRRL arbitrator in any trespass issue. Any appeals beyond that level should be directed to the local library board or city council as appropriate.

II. Internet

Patrons may be banned from using the library's computer stations if they are found to be in violation of the library Acceptable Use Policy. Patrons found in violation of these policies will be banned from using the computer workstations. Length of ban will be based on the severity and/or number of offenses.. If the rules violation is severe, however, the Director may ban the individual from using library computer services, or the library, permanently.

If illegal activities are observed, law enforcement may be called, and the patron may be banned from all further access to GRRL libraries.

Children and Vulnerable Adults Policy is now found in Patron Services 400 Chapter XII.

III. Rules of Behavior

Each GRRL library has its own Rules of Behavior approved by a library board or city council.

IV. Behavior Outside The Library

Activities occurring outside GRRL libraries are the responsibility of local law enforcement officials. It is not possible for GRRL staff to observe and/or monitor public activities occurring outside the library property.

V. Communication

Staff will inform supervisors and other staff of issues related to violations of library rules of behavior. The Library Director will be informed of all incidents that result in a patron being trespassed from the library.

VI. Injuries

Should staff sustain an injury from a patron, staff will inform a supervisor, regional supervisor and/or coordinator immediately. The appropriate forms must be completed in accordance with the worker's compensation policy, including the "Workplace Violence Report" section of the Report of Employee Incident form.

March 15, 2011

Item 12.1

Date: March 15, 2011

To: GRRL Board of Trustees

From: Mic Golden, Collection Development Coordinator

Subject: Consideration of purchase of a delivery van replacement

The 2005 Grand Caravan passenger vehicle, at 134,000 miles, is reaching the end of its useful life. GRRL has made changes to the delivery schedules and routes to equalize loads and mileage, but the Southern branches continue to have many more bags per library than the longer northern and central routes.

In 2010, GRRL replaced the two existing cargo vans as scheduled. The new vans are slightly shorter and lighter than the previous vehicles to maximize fuel efficiency on the longer routes. The shorter, heavier route requires a larger vehicle to avoid making extra trips to complete delivery of all items.

Proceeds from sales of the three older vehicles will pay for a portion of the new vehicle.

\$5686 E-bay sale of two old vans

\$3000 Estimated sale value of 2005 Dodge Grand Caravan SE – 134,000 miles

\$8686 approximate return on sale of previous vehicles

As of 3/1/2011, there are \$87,472.53 in the Capital Vehicle – Dedicated Fund.

GRRL would purchase:

New 2010 or 2011 Extended 250 Cargo Van = Estimated cost \$26,000.

This vehicle is not available on State Contract. I am asking approval to release the attached *Advertisement for Bids* to all new truck dealers within the six county GRRL service areas as the GRRL policy requires.

300 Financial Policy: Chapter XI (Accounts Payable)

XI. (A) PURCHASING

Purchases over \$10,000 - \$50,000

At least two quotes are required per Minnesota Statutes for purchases or contracts \$10,000 and over.

Approval of the GRRL Board of Trustees must be given in advance. All contracts furnishing supplies or materials of \$10,000 and over require contractor performance bond per Minnesota Statute. The performance bond must be equal to or greater than the contract amount.

Procedure:

- 1) Purchases made under the State Contract are exempt from the above policy.
- 2) Purchases within the approved budget do not require advance board approval.

If this request is approved, Kirsty Smith, Susan Pekarek, and I will determine the best bid and proceed with the purchase. As soon as the new vehicle has been received, we will proceed with the sale of the Dodge Grand Caravan unless the successful bidder chooses the trade-in option.

ADVERTISEMENT FOR BIDS
EXTENDED-LENGTH CARGO VAN
GREAT RIVER REGIONAL LIBRARY

The Great River Regional Library will receive sealed bids until 4:00 PM on Wednesday, April 27, 2011 for the following specified equipment:

Description: new (2010 or 2011) extended-length cargo van.

Proposals must be in a sealed envelope with statement thereon "VAN" and be submitted to the Finance Manager, Great River Regional Library on or before the above stated time. Bids will be opened and read at the above stated time in the Bremer Meeting Room at the St. Cloud Public Library, 1300 W. St. Germain St., St. Cloud, MN.

No bid may be withdrawn within 30 days after the scheduled closing time for receipt of bids without the consent of the library.

The library reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Late bids will not be accepted after the first bid has been opened.

Kirsty Smith
Director

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

320-650-2500

**SPECIFICATIONS DATED: March 25, 2011
GREAT RIVER REGIONAL LIBRARY
EXTENDED LENGTH CARGO VAN**

1. GENERAL

The following specifications shall constitute the minimum acceptable specifications for the equipment for which bids are requested.

The word "owner" used in these specifications refers to Great River Regional Library.

2. SCHEDULE FOR DELIVERY

Each bidder shall specify in this proposal the time required for delivery of the vehicle.

3. SPECIFICATIONS

The following shall constitute the minimum technical specifications to be met by the vehicle furnished:

General description:	New (2010 or 2011) extended length cargo van	
Color:	White	
Engine:	5.4L V-8	
Transmission:	Automatic	
Power Group:	Brakes, Steering, Windows, Remote Keyless entry, Mirrors	
Doors:	Side sliding door rear 50/50 w/glass	
Seating:	Two front seats (cloth, high-back or with head restraints, arm rests included)	
Other Required Equipment:	Cruise control Air conditioning CD Player Bulkhead	Extra remote key Rustproofing Full size spare tire Vinyl floor covering (front)

4. GENERAL

All standard equipment and warranties are to be included.

5. PAYMENT

Payment for all bid items will be made within 30 days after delivery.

6. ADDITIONAL INFORMATION

If additional information is required, written instructions shall be issued. No oral instructions or interpretations will be considered binding unless confirmed in the form of an addenda and shall be furnished to all bidders who shall submit all addenda with their bids.

7. AWARD OF CONTRACT

The award of any contract will be made by Great River Regional Library. In determining who the lowest responsible bidder is, the library will consider the price of the vehicle and all other relevant factors or matters which may be legally considered in determining who the lowest bidder is. The owner reserves the right to reject any or all bids and to waive any informalities or technicalities in the bidding. Late bids will not be accepted after the first bid has been opened.

8. PROPOSAL

Bidders shall use the proposal form attached to these specifications. Bid proposals must be received at the St. Cloud Public Library by 4:00 PM on Wednesday, April 27, 2011. Bids will be opened and read at the above stated time in the Bremer Meeting Room at the St. Cloud Public Library, 1300 West St. Germain St., St. Cloud, MN 56301.

**PROPOSAL FORM
GREAT RIVER REGIONAL LIBRARY
EXTENDED LENGTH CARGO VAN**

(Bid one or both options)

OPTION #1

MAKE, MODEL AND YEAR OF VEHICLE:

PRICE OF VEHICLE: _____

SETUP AND DELIVERY COST: _____

FULL PURCHASE PRICE OF VEHICLE: _____

Please attach specification sheets applying to the above vehicle. All specifications must be listed in detail. List warranties in detail (including deductibles, if applicable)

OPTION #2

MAKE, MODEL AND YEAR OF VEHICLE:

PRICE OF VEHICLE: _____

SETUP AND DELIVERY COST: _____

LESS TRADE: 2008 Dodge Grand Caravan SE _____
w/ approximately 134,000 miles. 3.3L V6 engine,
4 speed auto transmission, Color – white. Air,
power steering, sliding side doors, engine block heater.

FULL PURCHASE PRICE OF VEHICLE: _____

Please attach specification sheets applying to the above vehicle. All specifications must be listed in detail. List warranties in detail (including deductibles, if applicable)

Great River Regional Library Library Development Policy

Adopted by the GRRL Board of Trustees May 9, 2000

Revised: 11/12/2002, 11/15/2005, 1/8/2008

100 Service and Administration: Introduction (3D)

I. INTRODUCTION

The GRRL Board determines whether and when new libraries will be added to the regional service area. The board also works collaboratively with GRRL administration and local city government to determine if the location of the library is best suited to meet the public service needs of the community. The GRRL board utilizes the guidelines, standards and measurements within this document to determine where libraries are located to best suit the needs of the region's library users. The priorities established within this policy are to be reviewed every three years to determine if the conclusions incorporated into this policy remain accurate.

100 Service and Administration: Evaluation Criteria for New Libraries (3D)

II EVALUATION CRITERIA FOR NEW LIBRARIES

A. Population

GRRL will place a high priority on developing and/or increasing access to existing libraries (providing additional open hours) in areas that serve the greatest number of people, have the greatest population densities, and have the largest potential for population growth. State demographer's data will be used. However, GRRL will also place a high priority on providing additional open hours in rural areas where access to services is limited by libraries open fewer than 35 hours per week.

B. Open Hours at Adjacent Libraries

GRRL will place a high priority on providing additional open hours in current libraries in order to meet the library needs of adjacent communities. GRRL will also place a high priority on developing open hours schedules that are complementary to other libraries in geographic proximity in order to provide more access to libraries in a particular area.

C. Drive Time

GRRL will place a high priority on library development in communities more than 15 minutes of drive time from another GRRL library. An exception may be made if a community within that limit commits to building a library significantly larger than those already existing in the area, or in the judgment of GRRL administration and library board will serve a regional need at a reasonable cost to GRRL.

D. Public Service Staff Per Library Open Hour

GRRL will place a high priority on providing additional public service staff in geographic areas served by libraries with staffing levels significantly less than other areas of the region. Staffing solutions may include providing additional staff in existing libraries as well as providing an additional facility in the geographic area.

E. Collection Per Capita

GRRL will place a high priority on providing additional library materials in geographic areas served by libraries with collections per capita significantly less than others. Collection development solutions may include encouraging communities to expand, renovate, or provide new facilities that meet the needs of the geographic area. Another option is providing an additional library in the area.

F. Demographic Trends

GRRL will monitor and evaluate demographic trends in all parts of the region to better serve its customers. Such data may include but not be limited to, age, income, family size, immigration trends, and poverty data.

100 Service and Administration: New Libraries (3D)

III. NEW LIBRARIES

Library buildings are the responsibility of the municipality to operate and maintain. They may be owned or leased. Funding other than municipal tax receipts may be used to provide for those responsibilities, but those costs must be guaranteed by city council resolution and city levy authority. All requirements under MN Statute 134.34 must be met (see appendix 8).

A. New libraries - building requirements*

1. Site: the library site shall provide maximum convenient access to the greatest number of people in the community during the normal course of their daily activities by being located near the center of highest density of daily activity and near high use facilities such as a post office, retail stores, educational facilities, or in close proximity to government centers or community centers.
2. The municipality will provide adequate, safe, convenient and well-lighted parking areas for library users and staff. Parking needs are based on population served. Convenient on and off street parking shall be made available for library customers. The minimum number of parking spaces may be determined by municipal zoning ordinances. Handicapped parking requirements of the Americans With Disabilities Act must be met.
3. Minnesota provides no absolute numerical standards for public library size. However, a large community population indicates a need for greater amounts of public service space to provide for necessary collections and other services. Communities serving larger populations require libraries with more floor space not only for larger collections, but

also for additional seating, larger program space and greater numbers of computers to access library information resources.

4. The library must be of adequate size to meet and implement the full range of library services that are consistent with GRRL's long range plan and the standards within this document.
5. The library will have adequate space for adult, child, and family use, with all materials easily accessible for library users of all ages. Furniture provided by the municipality must also include design elements appropriate for children and patrons with disabilities.
6. The library building and furnishings must meet state and federal requirements for physical accessibility, including the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG).
7. In compliance with ADAAG, library signage must include directional signs and instructions for the use of the collection, the catalog, and other library services in print, Braille, alternate formats and languages other than English, as appropriate.
8. The library facility will support the implementation of current and future technologies. Installation and repair of code compliant wiring within the facility is a municipal responsibility.
9. The library entrance will be clearly visible and located on the side of the building that most users approach.
10. Interior lighting levels must comply with standards issued by the Illuminating Engineering Society of North America.
11. The library facility provides for the return of library materials when the library is closed. After-hours book deposits must store library materials inside the facility and must be fire rated. They must also be easily accessible to people with disabilities.
12. The municipality will provide appropriate floor covering throughout the building (carpeting or other sound absorbing materials).
13. The building will include appropriate ceiling treatments throughout (sound absorbing materials).
14. The building will include appropriate space for heating and cooling equipment, stairways, janitorial, entryway, and other spaces determined by community needs, service program and architectural design.
15. Because of additional staffing costs associated with multi-level buildings, all new libraries shall be constructed on one level of public service space. The space should be as open and as flexible as possible.
16. The building will include adequate heating and air conditioning.
17. The building will include adequate electrical service, conduits and outlets necessary to meet GRRL's needs.
18. Library space must be utilized only as a library and not as a community meeting room, city hall or any other purpose. Multi-use facilities are acceptable only if the library area has its own designated space and is physically separated from other areas of the building with walls and doors that can be locked and secured by library staff.
19. Library shelving must be standard metal or wood shelving in 3-foot sections in a variety of heights to accommodate children's, reference, audio-visual and other collections. All standard shelving units will be furnished with adjustable shelves.
20. The building must include convenient delivery access: the delivery access must be accessible for deliveries of library materials from headquarters.

21. The building must include an adequate private work area for staff off-desk tasks and breaks.

B. New libraries - Access requirements*

1. Library signage must be provided on main community thoroughfares as well as on the building. Communities must also provide signage on the facility that includes the GRRL logo.
2. The standard range of library services must be available during every open hour.
3. Library hours must include a mixture of morning, afternoon, evening and weekend hours to provide as much accessibility as possible for library users.
4. GRRL determines open hours schedules. Library open-hour schedules are arrived at by methods that may include a survey of the community, as well as an evaluation of library hours of adjacent library facilities to ensure as much access for the public as possible.
5. Libraries must be open a minimum of 20 hours per week, or the minimum number of hours necessary to qualify for Regional Library Telecommunication Aid.

* These requirements are based on the Wisconsin Public Library Space Needs Standards document. They are also referenced in Minnesota State Library's Accessibility and Construction Grant guidelines.

C. New libraries - Other general requirements

SERVICE AREA: The population served must be at least 5,000 based on the community and adjacent townships surrounding the community. The most recent population statistics from the Office of the State Demographer will be used to determine compliance with this requirement.

100 Service and Administration: Staffing Requirements (3D)

IV STAFFING REQUIREMENTS

Library supervision and staffing levels are determined by the library's size, area population served, open hours, and potential population and business growth.

~~Branches are supervised by Branch Managers, Senior Branch Managers or Resource Librarians. These designations are based on the complexity of the positions based on their job tasks and position descriptions.~~

~~The GRRL board determines any changes in branch manager status as part of the annual budgeting process. Changes in branch manager status may be based on changes in community population growth, and number and type of library staff needed to manage the technical and professional processes required.~~

Any new library established in the region requires staff additions not only at the new library, but also at regional headquarters to meet increased demands for centrally provided information, materials and services.

A. LIBRARY STAFF

The GRRL board initially sets and approves the number and level of staff at each new library.

All new libraries must be staffed to meet the staffing guidelines and criteria approved by the GRRL Board of Trustees. ~~the minimum staffing formula below. This formula relies on anticipated circulation.~~ Estimated staffing and open hours will be based on comparisons with other libraries ~~of serving similar populations, open hours, and the size of the facility.~~

~~Public services staff include branch managers and branch assistants, but not library aides whose tasks do not include interaction with the public.~~

~~PUBLIC SERVICES STAFF NEEDED PER LIBRARY OPEN HOUR~~

Population Service Area	Anticipated Items Circulated									
	Under 30,000	30,001-50,000	50,001-70,000	70,001-90,000	90,001-110,000	110,001-130,000	130,001-150,000	150,001-170,000	170,001-190,000	190,000+
5,001-7,000	1.6	1.7	1.8	1.9	2.0	-	-	-	-	-
7,001-9,000	1.6	1.7	1.8	1.9	2.0	2.1	-	-	-	-
9,001-11,000	-	-	1.8	1.9	2.0	2.1	2.2	2.3	-	-
11,001-14,000	-	-	1.8	1.9	2.0	2.1	2.2	2.3	2.4	-
14,001-20,000	-	-	1.8	1.9	2.0	2.1	2.2	2.3	2.4	-
20,001-50,000	1.6 public service staff per open hour for every 100,000 circulation									
Over 50,000	2 public service staff per open hour for every 100,000 circulation									

~~This grid is based on slight increases in GRRL actual staffing patterns in 2007. These are minimums and may not meet the needs of libraries with special circumstances~~

Library Aides

~~All libraries will have the option to have library aides whose responsibilities relate primarily to shelving materials. Library aides are responsible for checking in library materials, shelving, Summer Reading Program activities, searching for holds, etc. The following formula will be used to determine the staffing needs related to library aide hours:~~

Check-ins per Year	Recommended Aide Hours
19,000-30,000	0.2-0.4 aides per open hour
30,001-50,000	0.4-0.6 aides per open hour
50,001-80,000	0.6-0.8 aides per open hour
80,001-130,000	0.8-1.0 aides per open hour
130,001-180,000	1.0-1.2 aides per open hour

180,001-230,000 1.2-1.4 aides per open hour
230,001-280,000 1.4-1.6 aides per open hour
280,001-330,000 1.6-1.8 aides per open hour
Plus 0.2 aide hours for each 50,000 additional check-ins

B. CENTRAL STAFF

Each new library requires support from headquarters staff in a number of areas. This section attempts to show where additional support is needed and at what level when a library is added.

Adult Services staff: Librarian - 1 hour per week

Responsible for locating information to answer subject requests from branch customers. Responds to direct calls from libraries for information or specific materials. Participates in selection, weeding and other collection development activities.

Driver/Delivery - To Be Determined

The number of hours necessary will be determined by the location of the library. A new library location may add as few as 10 minutes to as much as 40 minutes to the total delivery drive time.

Technical Services staff: Library Aide - 1 clerk hour and 1 library aide hour per week.

Processes materials purchased for new libraries; periodicals and supplies.

Temporary hours for Clerks and Library Assistant II to catalog and process the new library materials for the new library: 10080 hours LAII and 10080 hours clerk.

Collection Development Assistant - 1 hour per week

To manage collection reports for the new location and associated collection related tasks.

Community Relations: Clerk - 1 hour per week

Miscellaneous tasks associated with library communications including typesetting, laminating, copying and filing.

Children Services staff: ~~Library Assistant III~~ Associate Librarian - 12 hours per week

Assists in filling requests for juvenile materials from libraries ~~plus provides two programs per year in libraries and develops programming resources for implementation.~~

IT staff: Computer Support Technician - 32 hours per week

Assists in trouble-shooting all software and hardware problems. Installs computers. Upgrades software programs. Installs new peripherals. Provides network maintenance.

~~Circulation~~**Distribution staff: Library Assistant I Aide - 21** hours per week

Assists in processing holds for libraries and distribution of new library materials.

~~Library Aide~~**Circulation Aide - 12** hours per week

Searches for holds on St. Cloud Public LibraryHQ shelves. ~~Packs and unpacks deliveries.~~

Administrative staff: Office Finance Assistant - 1 hour per week

Payroll and ~~statistical-cash reporting~~input

Human Resources - Training and Development FacilitatorGeneralist - 1 hour per week

Additional training needs

100 Service and Administration: Local Responsibilities (3D)

V RESPONSIBILITIES OF THE LOCAL CITY COUNCIL FOR LIBRARY OPERATIONS

1. Provision and maintenance of a building, furniture for staff and public areas, shelving and other building equipment (including but not limited to circulation desk).
2. Provision and maintenance of heat, air conditioning, light, water and other utilities with the exception of telephone service. All code compliant wiring is to be provided by the building owner or the municipality.
3. Janitorial (cleaning) and trash removal services on at least a weekly basis. Larger facilities need more frequent janitorial services.
4. Maintenance and repair of the building and grounds including raking, lawn mowing and snow removal in a timely manner.
5. Cities must provide insurance on the building (if city owned) and city owned contents. The city must also provide liability insurance coverage.
6. Development and interpretation of policies relating to meeting room use (if applicable).
7. Development of a Rules of Behavior Policy enforceable by local law enforcement.

100 Service and Administration: GRRL Responsibilities (3D)

VI RESPONSIBILITIES OF GREAT RIVER REGIONAL LIBRARY

1. Determination and development of services to be provided with input from local residents of individual communities.

2. Development and carrying out of all library policies. GRRL maintains uniform service policies for all libraries. To minimize confusion no individual service policies for particular locations will be maintained.
3. GRRL administrative staff determines hours of service with input from local residents.
4. Collection development: The GRRL staff is responsible for selection of library materials for all GRRL libraries. All materials purchased for any library are to be ordered through GRRL regardless of the source of funds. Local citizens are encouraged to make suggestions for collection development and GRRL staff will evaluate those recommendations utilizing the library's Collection Development Policy. Gift materials or monetary donations will be accepted under the provisions of GRRL's Collection Development Policy.
5. Personnel administration: GRRL is responsible for the selection, training and employment of all personnel. The GRRL Board is responsible for maintaining a region-wide compensation schedule and personnel policy applicable to GRRL employees. All decisions relating to promotion, demotion, hiring or terminations are the responsibility of the regional library.
6. GRRL will insure all GRRL owned materials and equipment.
7. Miscellaneous services: GRRL provides telephone service (except building wiring), networking and technology services, programming, delivery service, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of library buildings.
8. GRRL will provide automation equipment, software and licenses required to perform assigned GRRL functions.

100 Service and Administration: Renovated, Relocated or Expanded Libraries (3D)

VII. RENOVATED, RE-LOCATED or EXPANDED LIBRARIES

Local governments must work closely with GRRL when planning for renovation, expansion or relocating libraries. GRRL administration and/or the GRRL Board must approve all renovation and relocation projects. The GRRL board shall determine whether GRRL staff and materials will or will not be located in any building provided by the city. The GRRL board may choose not to provide service in a renovated or relocated building if it does not meet the needs of the region.

Relocated libraries must meet the criteria established in this document under sections III A and B (New Libraries).

When existing libraries are renovated or expanded, significantly increased usage is likely. Anticipating and planning for increased staffing levels at these locations will require ongoing conversation with city planners. GRRL's budget cycle requires that a budget for the following calendar year be set in July of the preceding year. Budget planning for additional staff must be

completed as part of the GRRL budget process well in advance of any library's expansion, relocation or renovation.

100 Service and Administration: Contracts and Final Agreements (3D)

VIII. CONTRACTS AND FINAL AGREEMENTS

Using the criteria listed above the following additional steps are required for the establishment of new libraries.

1. The GRRL board has the final authority to approve the relocation or establishment of any new library.
2. Any city given authority by the GRRL Board to establish a new library shall pass a resolution committing the funding needed to meet the expenses listed in RESPONSIBILITIES OF THE LOCAL CITY COUNCIL FOR BRANCH OPERATION from city revenues. Other funding sources may be used to meet these costs, but they must be backed by city resources under city levy authority.
3. A signed contract must be in place prior to the establishment of a new library outlining responsibilities of GRRL and the city.

100 Service and Administration: Criteria for Reducing or Discontinuing Library Services (3D)

IX. Criteria for Reducing or Discontinuing Library Services

If it becomes necessary to reduce levels of service provided in the region, the following criteria will be used to evaluate where potential cuts to library services may be made.

- If possible, preference will be given to reductions in staff hours throughout the region prior to the closure of any library.
- Circulation - GRRL will evaluate circulation counts in the community in relation to number of residents served. Significant decreases in usage over time may result in the discontinuation or reduction of services.
- Numbers of users - Registered borrower and checkout session information will be evaluated regularly. Significant decreases in either number over time may result in the discontinuation or reduction of services. Population in general may also be used as an evaluation factor.
- Staffing or budget limitations - GRRL reserves the right to discontinue such services if funding for staff, library materials, technology, delivery services and equipment are no longer available to provide for it.
- Local support - The commitment and ability of the city to provide and maintain an adequate library building will be a factor in the decision to close a library or reduce services. Local support factors can include:
 1. Adequate budget to clean the library building on a regular basis

2. Prompt repair and maintenance of the building when needed
 3. A record of local commitment to expand the library building if growth in services warrants
 4. A record of meeting shelving and furniture needs
 5. Prompt maintenance of grounds during and after snow
 6. Adequate and prompt maintenance of outside grounds during the summer
- Size of the library building - Inadequate size of the library building may be a factor in determining if a library will be closed or services reduced.
 - Location - Driving time to other libraries will be a factor in determining if a library will be closed or services reduced.
 - Program attendance - The number of people attending library programs will be a factor in determining whether a library will be closed or services reduced.
 - No library may be reduced below 20 open hours per week due to RLTA (Regional Library Telecommunication Aid) requirements.

100 Service and Administration: Appendices (3D)

Appendix 1

Consolidated or Joint Use School/Academic Library Media Center/Public Library

GRRL materials and services provided within school/academic settings. GRRL does not currently offer such services. GRRL would follow guidelines established in Jointly Operated School and Public Library Services in the Same Location: Co-Location: a guide to community based library services, a document published in May 2000 by the staff of Library Development and Services.

Criteria for establishment:

- GRRL will consider establishing such services in communities not served by a GRRL branch library.
- Population: GRRL will consider establishing such services in communities serving 5,000 or more people.
- GRRL will consider establishing such services in communities not served by a community outreach service.
- The library must be more than 15 minutes from an existing library.
- Location - must be convenient to the general public
- Hours - hours of operation must be convenient to the general public. The public must have access to the media center/library during hours of operation similar to other GRRL branch libraries in like communities, not just during school hours.
- Delivery - convenient and secure delivery access must be provided
- Training - costs for staff training related to school or academic operations, equipment and automated services will be the responsibility of the school.
- Most school/academic and public library materials must be accessible for checkout to the general public except general reference items that do not circulate.

- Equipment - Funding for computers, routers and other automation services that would be jointly used must be provided by the school. This would include any wiring costs.
- Resources available - Funding reductions may have an impact on GRRL's ability to provide such services.
- Local Support - school administration and media center personnel must support the plan.
- Joint planning - If possible, planning for joint school/public services should be accomplished prior to the design and construction of new school media centers or academic library.
- Staffing levels and areas of responsibility are to be negotiated.

Consolidated or Joint Use School Library Media Center/Public Library

Criteria for reducing or discontinuing services

- Circulation - GRRL will evaluate usage in the community in relation to number of residents served. Numbers of borrowers will also be evaluated on an annual basis. Significant decreases in usage over time may result in the reduction or discontinuation of services.
- Staffing or budget limitations - GRRL reserves the right to discontinue such services if funding for staff, library materials, technology or delivery services is no longer available.
- Public Library service in a school or academic library would be discontinued if another library were to be opened in that community or within 15 minutes of that library.

Appendix 2

DEPOSIT COLLECTIONS

Nursing Home/Care Center/Senior Housing - collections of library materials provided by GRRL. Each is run by volunteers from within the care center.

Criteria for establishment

- Preference will be given to establishing these collections in communities not currently served by libraries.
- Preference will be given to establishing these collections in communities that are not currently served by other outreach services.
- Geographical balance - GRRL will attempt to establish these collections in a manner in which all counties are represented in a proportional manner.
- Special needs populations - preference will be given to the establishment of these collections in facilities in which mobility or disability of the residents is a barrier to accessing library services.
- Resources available - Funding or staffing reductions may have an impact on GRRL's ability to provide these services.
- Staffing needs: 1 hour per week at LA-Library Assistant II level, 1 hour per week of Library Aide, and driver time (depending on route).

Nursing Home/Care Center/Senior Housing
Criteria for discontinuing services

- Circulation - GRRL will evaluate usage periodically. Significant declines in usage over time may result in service being discontinued
- Staffing limitations or budget limitations - GRRL reserves the right to discontinue such services if funding for staff, library materials, and delivery services is no longer available.
- Loss of library materials - If library materials are not returned on a timely basis and/or become lost, the library reserves the right to be compensated for the lost materials. If payment cannot be made for these items, this service may be discontinued until payment has been made. Service will be resumed upon receipt of complete payment.

Appendix 3

Community Mini Libraries - GRRL staff transport a small collection of library materials to a municipality on a monthly basis. GRRL staff loan these materials to the public over a two hour period. No GRRL library materials or equipment are stored on site.

Criteria for establishing

- Population - GRRL will consider establishing mini libraries in communities serving 700 or more. This population will be determined by the latest census or state demographer's estimates.
- Building Space - The municipality must provide an adequate building for the provision of this service. It must be air conditioned in summer and heated in winter. It must be large enough to provide adequate space for browsing library materials, staffing and checkout. Cities must provide a telecommunications data line to connect with the GRRL catalog. The building must be convenient to load and unload library materials. The building must meet all applicable ADA criteria for accessibility. The community must provide suitable furniture or tables for display of materials.
- Location - The location must be in a centrally located public area in the community.
- Drive Time - Consideration would be given to establishing such services if there were no GRRL libraries or other outreach services within 15 minutes drive time from the community.
- The city must provide Internet connectivity to allow for on-line circulation functions on site.
- Resources available - Funding reductions may have an impact on GRRL's ability to provide these services.
- Staffing required: 1 hour per week Library Assistant A II ; 1 hour per week Library Aide.

Mini Library - Criteria for discontinuing services

- Circulation - GRRL will periodically evaluate usage in the community. Significant decreases in usage over time may result in the discontinuation of services.

- Staffing or budget limitations - GRRL reserves the right to discontinue such services if funding for staff, library materials, technology or delivery services is no longer available to provide for them.
- A community mini library would be discontinued if a library were to be opened in that community or within 15 minutes drive time of the community.
- Building - GRRL may consider discontinuing such services if the facility were not able to meet the requirements in this document.

Appendix 4

Jail Services - Materials provided upon request.

Criteria for establishment

- GRRL will provide donated paperbacks to jails upon request.

Appendix 5

Mail Services

GRRL does not offer a Mail-A-Book program. GRRL encourages family members and/or caregivers to arrange to pick up and return library materials for library customers who are homebound. However, some library materials may be mailed to homebound GRRL customers who are unable to utilize the library's services because of health related mobility issues. Library customers are responsible for return postage on all library materials that are mailed.

Appendix 6

Bookmobile Service

GRRL does not offer bookmobile services.

Appendix 7

NEW LIBRARY COLLECTIONS, EQUIPMENT AND OTHER REQUIREMENTS

GRRL will make a commitment to providing an adequate collection of new library materials and equipment when an agreement is made to establish a new library. ~~The opening day collection recommendations represent approximately 70% of the library's total capacity.~~

Opening Day Minimum requirements:

- Library materials equivalent to 70 percent of capacity based on libraries of comparable size in GRRL. The opening day collection will consist of 25 percent re-distributed older materials from existing GRRL collection and 75 percent newly purchased materials.

Projected costs will be calculated as part of a new library proposal and will be based on current GRRL models of collection size and format.

- Basic library equipment and operations costs required: circulation terminals, public access catalogs, public computer stations, cabling, printers, a copier, book carts and network equipment. Additionally, the costs for software license fees, printing, maintenance contracts, telecommunications (usually provided by RLTA), and miscellaneous equipment need to be covered. Considerations for space, wiring and equipment costs for self checkout stations are strongly recommended for libraries with projected circulation figures over 12,000 items per month. Projected costs will be calculated as part of a new library proposal and will be based on GRRL libraries of similar size and population service area. The costs are outlined below.

Opening Day Minimum Requirements	Approximate Cost	Annual Costs
12,000 books (adult, reference and juvenile)	\$240,000	\$24,000
50 periodical subscriptions	\$1,500	1,500
500 spoken word titles (adult and juvenile)	\$20,000	\$2,000
500 Compact Discs (Adult and juvenile)	\$8,000	\$800
600 DVD/VHS (Adult and juvenile)	\$15,000	\$1,500
Materials Total	\$284,500	\$29,800
Branch Opening Day Equipment (minimum)	-	-
3 Circulation terminals (and software)	\$4,500	\$900
2 Public Access Catalogs	\$3,000	\$900
4 Internet Access and word processing computers	\$6,000	\$900 (replacement)
Cabling	\$500	-
6 Printers	\$2,400	\$400
Copier	\$1,800	\$200
Fax	\$400	-
Book Carts (6)	\$1,200	-
Miscellaneous Equipment	\$1,000	-
Printing	\$400	\$400
Software license fees	\$500	\$500
Maintenance contracts	\$200	\$200
Telecommunications (provided by RLTA)	\$0	\$0
Equipment Total	\$21,900	\$4,400
Grand Total	\$306,400	\$34,200

Appendix 8

134.34 REGIONAL LIBRARY BASIC SYSTEM SUPPORT GRANTS; REQUIREMENTS.

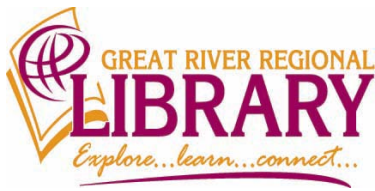
Subdivision 1. **Local support levels.** A regional library basic system support grant shall be made to any regional public library system where there are at least three participating counties and where each participating city and county is providing for public library service support the lesser of (a) an amount equivalent to .82 percent of the adjusted net tax capacity of the taxable property of that city or county, as determined by the commissioner of revenue for the second year preceding that calendar year in 1991 and later years or (b) a per capita amount calculated under the provisions of this subdivision. The per capita amount is established for calendar year 1993 as \$7.62. In succeeding calendar years, the per capita amount shall be increased by a percentage equal to one-half of the percentage by which the total state adjusted net tax capacity of property as determined by the commissioner of revenue for the second year preceding that calendar year increases over that total adjusted net tax capacity for the third year preceding that calendar year.

The minimum level of support shall be certified annually to the participating cities and counties by the Department of Education. A city which is a part of a regional public library system shall not be required to provide this level of support if the property of that city is already taxable by the county for the support of that regional public library system. In no event shall the Department of Education require any city or county to provide a higher level of support than the level of support specified in this section in order for a system to qualify for a regional library basic system support grant. This section shall not be construed to prohibit a city or county from providing a higher level of support for public libraries than the level of support specified in this section.

Subd. 2.[Repealed, 1992 c 499 art 10 s 4]

Subd. 3. **Regional designation.** Regional library basic system support grants shall be made only to those regional public library systems officially designated by the commissioner of education as the appropriate agency to strengthen, improve and promote public library services in the participating areas. The commissioner of education shall designate no more than one such regional public library system located entirely within any single development region existing under sections 462.381 to 462.398 or chapter 473.

Subd. 4. **Limitation.** A regional library basic system support grant shall not be made to a regional public library system for a participating city or county which decreases the dollar amount provided for support for operating purposes of public library service below the amount provided by it for the second preceding year. This subdivision shall not apply to participating cities or counties where the adjusted net tax capacity of that city or county has decreased, if the dollar amount of the reduction in support is not greater than the dollar amount by which support would be decreased if the reduction in support were made in direct proportion to the decrease in adjusted net tax capacity.



Fund Development Policy Review

For BOT Approval March 15, 2011

Submitted by Julie M. Henne, CFD Coordinator

800 Communications and Fund Development Policy

800 Communications and Fund Development: Chapter I (Introduction)

I. Introduction to Fund Development

Great River Regional Library (GRRL) is ~~tax-exempt under Internal Revenue Service Code 501(c)(3). As such, GRRL seeks private donations that will help an organization that qualifies to receive deductible contributions under section 509(a)(1) of the Internal Revenue Service Code.~~

- 1.) Realize its mission to develop, organize and make available to the public a useful collection of library materials and other information resources,
- 2.) Achieve its vision to be the recognized source of knowledge and information in the region as well as an integral part of its cultural life, and
- 3.) Provide financial support for its services.

Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, 03/15/2011

800 Communications and Fund Development: Chapter II (Purpose)

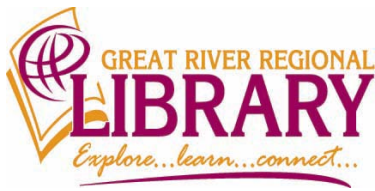
II. Purpose of Fund Development

A. Donations from individuals, corporations, community organizations, foundations, and other entities are becoming an increasingly important source of funds. It is prudent to set out the provisions that govern GRRL's Fund Development program.

B. This policy is designed to provide guidance to GRRL staff, volunteers, and the general public to facilitate the gift giving process. The intent is to provide prospective donors with the greatest flexibility possible in formulating their gifts within governing policy and legal parameters, while assuring a systematic approach to maximize philanthropic support for GRRL priorities.

C. This document has been established to:

1. Ensure that efficient administrative, legal, and accounting practices and procedures are followed.
2. Formalize the conditions and procedures to be followed by GRRL in accepting donations.
3. Ensure that informed decisions are made on the acceptance of gifts and that such gifts are receipted in accordance with the requirements of the Internal Revenue Service.
4. Enable accurate reporting of gifts bestowed upon GRRL.
5. Ensure consistent, equitable relations with donors.



Fund Development Policy Review

For BOT Approval March 15, 2011

Submitted by Julie M. Henne, CFD Coordinator

6. Ensure due diligence prior to making a decision with respect to a gift which:

- o might expose GRRL to an uncertain and potentially significant liability
- o may have come from illegal activities
- o because of its unusual nature, presents questions as to whether it is within the role and scope of GRRL.

D. In order to ensure the effectiveness of this Policy, the [Regional Coordinator of Communications and Fund development and the Library Director and Communications and Fund Development Office](#) shall review it annually, with any and all recommendations for changes approved by the GRRL Board of Trustees.

Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, [03/15/2011](#)

800 [Communications and Fund Development: Chapter III \(Gift Solicitation\)](#)

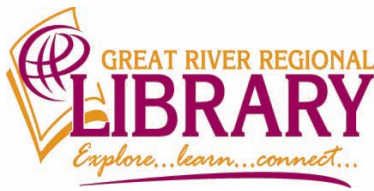
III. Gift Solicitation

A. GRRL staff and volunteers are partners in fund raising for GRRL and are encouraged to attract private support to GRRL. GRRL, prior to gift solicitations, however, must approve any plans to request monetary or in-kind support. This is in no way intended to inhibit the ability to raise contributions and, in fact, may enhance efforts by providing alternative solicitation strategies. This helps the [Communications and Fund Development departmentOffice](#) provide accurate information on accepting, recording and reporting gifts received and also assists the Communications and Fund Development [departmentOffice](#) with answering donors' questions. Such solicitations include, but are not limited to, the following:

1. Appeals, whether conducted personally or via direct mail or other means, to raise funds on a recurring basis
2. Special projects appealing for support for materials, programs, services, or other resources provided by GRRL
3. Special events

B. This applies only to fundraising from private sources of financial support. Separate procedures are applicable when external grant and contract support is being sought.

C. GRRL staff should not solicit gifts in their official capacity as a GRRL staff member, on behalf of a non-GRRL entity. A non-GRRL entity is another organization, business, etc. with which GRRL has no functional authority, such as a Friends of the Library organization.



Fund Development Policy Review

For BOT Approval March 15, 2011

Submitted by Julie M. Henne, CFD Coordinator

D. When the recipient is to be GRRL, the [Regional Coordinator of Communications and Fund Development and the Library Director and/or Communications and Fund Development Office](#) must authorize the solicitation of gifts from individuals, businesses, organizations, foundations, or other groups. This approval applies uniformly to any solicitations conducted by GRRL staff or volunteers.

E. Branch staff are encouraged to work with their [City-city](#) administration and/or their Friends of the Library organization to receive additional funds for furnishings, including equipment for facilities, and programming. [Accepting additional funds for technology and/or specialized equipment must be pre-approved.](#)

Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, [03/15/2011](#)

800 [Communications and Fund Development: Chapter IV \(Gift Acceptance\)](#)

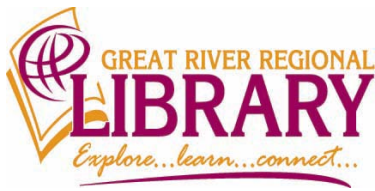
IV. Gift Acceptance

A. GRRL will not accept gifts that involve discrimination based upon race, color, disability, gender, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin or membership, activity in a local commission, or any other basis prohibited by federal, state, and local laws.

B. GRRL accepts [non monetary, de minimis](#) gifts-in a variety of forms so prospective donors may choose the types of gifts they perceive to be the most efficient, personally satisfying, and financially advantageous for both themselves and GRRL. When the recipient is to be GRRL, the [Regional Coordinator of Communications and Fund Development and/or the Library Director and/or Fund Development Office](#) must authorize the acceptance of gifts.

C. GRRL reserves the right to accept or decline any gift not expressly intended for GRRL or not consistent with its mission. The GRRL Board of Trustees or its official designate will decide upon, and accept or reject in advance of execution, any gift to be administered by GRRL that is an exception to standard criteria for acceptance. Gifts will not be accepted by GRRL that, in the judgment of the Library Director or Board of Trustees:

1. Violate any federal, provincial or municipal law;
2. Compromise GRRL integrity or interfere with GRRL institutional judgment;
3. As a condition thereof, require any action on the part of GRRL which is unacceptable to GRRL or violates GRRL policies and regulations;
4. Require or stipulate the future employment at GRRL of any specified person or doing business with any specified company or person;



Fund Development Policy Review

For BOT Approval March 15, 2011

Submitted by Julie M. Henne, CFD Coordinator

5. Are gifts of partial interest in property, unless GRRL agrees otherwise;
6. Are financially unsound or that would expose GRRL to liability or to diminishment of its reputation;
7. Rely on an appraisal or evaluation, provided to the donor by third parties, that is perceived to be inaccurate or unreliable.

D. To the maximum extent possible, GRRL programs, services, and collection will be available to patrons accessing any GRRL Branch Library. Gifts should then be encouraged to GRRL as a complete entity to facilitate regional administration and provision.

E. Ownership of all gifts directed to GRRL vests in GRRL, whether said gifts are for the benefit of GRRL generally or for some specific purpose in it. Funds designated in writing by the donor for a specific purpose (such as materials) or branch will be encumbered on behalf of that purpose or branch in a special account at GRRL. GRRL will make every attempt to honor the donors request; however GRRL will act in the best interest of the organization.

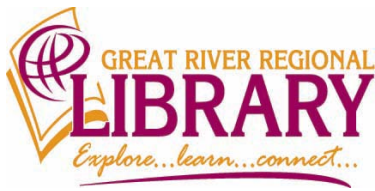
F. Undesignated gifts shall be used for such purposes as GRRL judges will best advance its mission and priorities.

G. GRRL may accept gifts of materials or other in-kind items. Library materials accepted are subject to the GRRL Collection Development Policy. In-kind items accepted and designated for use at a Branch GRRL Library are subject to the terms of the Library Branch Agreement. Branch Managers, with prior approval from the Deputy Director Regional Coordinator of Communications and Fund Development and/or Collection Development or IT, may accept gifts of in-kind items that are for the benefit of GRRL.

H. GRRL Bbranch Libraries may accept monetary or other gifts designated for new or improved library capital building campaigns. Such gifts will remain under the fiduciary control of the Local Library Board or City that owns the building. That entity will be responsible to ensure that donated funds are properly accounted for, that expenditures are made in accordance with the donor's wishes, and that reports to donors on the use of such funds are facilitated. GRRL will not manage funds for GRRL Branch Library capital building projects or campaigns, unless authorized by the GRRL Board of Trustees.

I. Branch staff are encouraged to work with their City administration in accepting monetary or in-kind gifts for furnishings and facility equipment not provided by GRRL. Examples are furniture and shelving, ~~and carts~~. The City will be responsible to ensure that donated funds are properly accounted for, that expenditures are made in accordance with the donor's wishes, and that acknowledgements to donors are facilitated.

J. GRRL will not accept monetary, in-kind, or material gifts with the stipulation that use is limited in such a way as to conflict with a GRRL policy or procedure. Examples of proscribed procedures:



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1. Accepting gifts that can be used only by an exclusive group (e.g. residents of a certain city or members of a certain club).
2. Accepting gifts with the stipulation the donation be handled in an unusual manner (e.g. donated items must remain together on one shelf, or prize coupons to a business that require a purchase).

K. ~~No GRRL employee shall solicit or accept donations for any cause or organization during his or her working time. GRRL staff, in their official capacity as a GRRL staff member, may accept donations on behalf of Friends of the Library organizations or Local Library Boards for any fundraising effort in which the entity is currently active. Separate receipting procedures must be maintained from that of GRRL, and monies must not be commingled with those of GRRL. This acceptance is limited to Friends of the Library and Local Library Board fundraisers and does not include other community benefit fundraisers.~~

L. GRRL staff, in their official capacity as a GRRL staff member, may not deposit monetary gifts intended for Friends organizations, Local Library Boards, or other non-related entities, in any financial account. Designated members of those sponsoring organizations must conduct gift deposit and accounting for Friends of the Library or Local Library Board fundraisers.

M. GRRL staff, in their official capacity as a GRRL staff member, may not serve as a signatory on or have any access to any financial accounts on behalf of a non-GRRL entity with which GRRL does not have functional authority.

N. Refer to GRRL Collection Development, Finance and Technology Policies for related information on gifts of materials and in-kind items.

Approved Date: 3/26/2006

Effective Date: March 2006

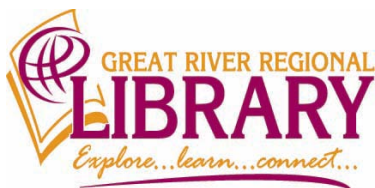
Revised Date: 5/11/2010, 03/15/2011

800 Communications and Fund Development: Chapter V (Gift Receipting)

V. Gift Receipting

A. The Communications and Fund Development department Office and/or Finance department is responsible for processing and acknowledging all accepted gifts to GRRL in writing and in a manner that satisfies the IRS's substantiation requirements set forth in IRC Section 170(f) for the deduction of charitable gifts by individual donors. The ensuing documents are deemed to be the official acceptance of the gift and its related terms and conditions, as well as official certification of the donation for income tax purposes.

B. Gifts to GRRL will be valued on the date postmarked, if mailed, or on the date received, if delivered to a Branch GRRL Library. All gifts must be postmarked or received no later than December 31 for inclusion in the current fiscal year.



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C. In certain circumstances, individuals may wish to donate expense reimbursement fees or other expenses earned in the course of their GRRL duties. Such amounts constitute taxable income in their hands. If the individual does choose to donate these to GRRL, he/she shall first be required to accept payment for services, then proceed to make a donation in order to qualify for income tax deductions. Forfeiture of payments or redirection of funds, while constituting a gift, does not qualify for tax deductions.

Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, [03/15/2011](#)

800 [Communications and](#) Fund Development: Chapter VI (Gift Recognition)

VI. Gift Recognition

A. The Communications and Fund Development [department Office](#) shall advise the Library Director and Board of Trustees of gifts received, making reasonable effort to protect the confidentiality of donors when requested.

B. Gifts received by GRRL will be recognized through appropriate venues during the course of each fiscal year (January 1- December 31). This public recognition is meant to express GRRL's appreciation and gratitude for the generosity of those individuals and institutions that have committed themselves to supporting and advancing library programs and services.

C. GRRL will honor donors' wishes as to how published credit should appear and will honor those who wish for their contributions to be credited anonymously.

D. Individuals whose gifts are matched by their employers will receive recognition but will not receive individual credit for the amount matched. Employers who match gifts will receive recognition for the amount matched.

E. Refer to the GRRL Collection Development Policy for policy regarding books or other library materials.

Approved Date: 3/26/2006

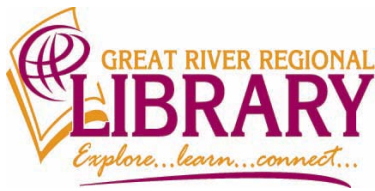
Effective Date: March 2006

Revised Date: 5/11/2010, [03/15/2011](#)

800 [Communications and](#) Fund Development: Chapter VII (Discontinuing Contact Upon Request)

VII. Discontinuing Contact Upon Request

GRRL will discontinue contacting, for Fund Development purposes, any person upon his/her oral or written request directed to the Communications and Fund Development [department Office](#). The Communications and Fund Development [department Office](#) will maintain a record of all



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requests by persons who indicate to the Communications and Fund Development [department Office](#) that they do not wish to be contacted by or on behalf of GRRL.

Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, [03/15/2011](#)

~~800 Fund Development: Chapter VIII (Donor Bill Of Rights)~~

SECTION REMOVED

~~VIII. Donor Bill of Rights~~

~~In accordance with the Association of Fundraising Professionals, and to assure that GRRL fund development activities merit the respect and full confidence of the general public, donors and prospective donors, GRRL affirms that all donors have these rights:~~

~~A. to be informed of the GRRL mission, of the way GRRL intends to use donated resources, and of its capacity to use donations effectively for their intended purpose;~~

~~B. to be informed of the membership of the GRRL Board of Trustees and to expect the Board to exercise prudent judgment in its stewardship responsibilities;~~

~~C. to have access to GRRL's most recent audited financial statements;~~

~~D. to be assured their gifts will be used for the purposes for which they were given and to know that when conditions of the gift may be altered, GRRL will seek explicit consent from the donor.~~

~~E. to receive appropriate acknowledgment and recognition;~~

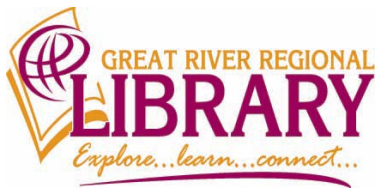
~~F. to be assured that information about their donations is handled with respect and confidentiality to the extent requested by the donor and provided by law;~~

~~G. to seek independent professional counsel prior to giving a gift;~~

~~H. to expect that all relationships with individuals representing GRRL will be professional in nature;~~

~~I. to be informed whether those seeking donations are volunteers, employees of GRRL, or hired solicitors;~~

~~J. to know that all donor and prospect information created by, on or behalf of GRRL or its Branch Libraries, is the property of GRRL for its own use and shall not be transferred through rent, trade, or sale of lists;~~



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~~K. to expect that all solicitation materials are accurate and correctly reflect GRRL's mission and use of solicited funds;~~

~~L. be informed of all relationships that might constitute, or appear to constitute, conflicts of interest;~~

~~M. to request in writing or verbally, and have honored any such request, to the Communications and Fund Development Office, that GRRL or its Branch Libraries cease fund development or fundraising contact with them;~~

~~N. to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.~~

~~Approved Date: 3/26/2006~~

~~Effective Date: March 2006~~

~~Revised Date: 5/11/2010~~

TAKEN FROM PATRON SERVICES POLICY

800 Communications and Fund Development: Chapter VIII (Marketing and Public Relations)

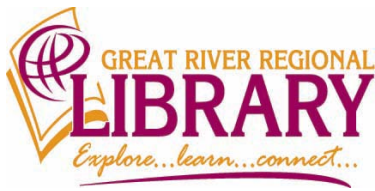
VIII. (Marketing and Public Relations)

As a public institution, Great River Regional Library and its programs, activities and plans are of interest to the public. Great River Regional Library takes an active role in promoting its materials and services throughout the community. Through promotional materials, media relations, speaking engagements, and advocacy efforts, GRRL will strive to increase awareness of library services among users and nonusers, endeavoring to inform all citizens about the various ways the library can enhance their activities. It will promote to people of all ages, active participation in the varied services offered by the library, and it will encourage their continued support of the library and its mission.

GRRL works to establish a professional reputation as a nonpartisan, nonsectarian, non-biased place for the sharing and exchange of ideas. It will ensure that the public receives consistent and accurate information about library policy, procedures, programs and services. GRRL's marketing and public relations program will be broad-based and reflect an awareness of the diversity within its service area and will be guided by GRRL's strengths and limitations as well as the wants and needs of actual and potential library users.

Promotional Materials

GRRL will provide professional, high-quality, and attractive publicity items to support the activities and operations of GRRL. These promotional and informational materials (handouts,



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brochures, website announcements, presentation materials, community exhibits) will be the responsibility of the Communications and Fund Development department, working cooperatively with staff coordinating the activity.

Outreach Presentations

GRRL will seek out opportunities to promote its services to community groups. The Regional Coordinator of Communications and Fund Development and/or Director will approve speaking engagements or other public presentations made by library staff on behalf of the library. The Director or designee must approve additional time for speaking engagements. The CFD department must prepare and/or approve all materials used.

Media Relations

The Regional Coordinator of Communications and Fund Development and/or Director is the official spokesperson and source of information for media representatives. The Regional Coordinator of Communications and Fund Development and/or Director must be informed if any staff member has been contacted and questioned about library matters by a representative of any news media agency using appropriate documentation.

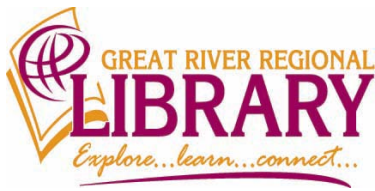
Any contacts from the media seeking an official statement from the library should be referred to the Regional Coordinator of Communications and Fund Development and/or Director. Due diligence will be taken to ensure information originating from GRRL is accurate, complete, reflects the official position of the organization, and is released to the media and target publics in a timely manner.

The Communications and Fund Development (CFD) department will issue on behalf of GRRL all news releases, program advisories or other announcements. Information will be coordinated with other staff as necessary and appropriate.

In the event of a news story, from a minor negative happening to a rumor to a true crisis, CFD will:

- coordinate the flow of information to the media and concerned publics;
- assist GRRL administration in preparing public statements, and
- assure that public information is made available accurately and in a timely manner.

During an emergency or crisis, the Regional Coordinator of Communications and Fund Development and/or Director will make official statements to the public and the media. Library staff will not initiate contact with the media, nor speak for GRRL, unless authorized to do so by the the Regional Coordinator of Communications and Fund Development and/or Director. Library staff will forward to the Regional Coordinator of Communications and Fund Development and/or Director any contacts initiated by the media to the appropriate department.



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Submitted by Julie M. Henne, CFD Coordinator

Advocacy

As a vital part of its Central Minnesota community, GRRL will champion sufficient funding and recognition for the library and invite the public to join in this effort. It will stay well-informed on local, state, and national issues and proposed legislation that may affect it. It will advocate, support, defend and speak out about library issues at board meetings or hearings, as well as with citizens, government leaders, and elected officials. It will communicate regularly about the library's services and cultivate effective working relationships with key government officials.

- Marketing Services Support for Friends of the Library
Recognizing that Friends of the Library or other library-support groups can generate goodwill for GRRL through lobbying, advocacy, volunteerism, and fundraising, GRRL will endeavor to provide approved marketing support to Friends of the Library organizations in its service area.
- Establishment
Marketing resources will be available for the establishment of a Friends of the Library organization in a branch community. This support will include posters for organizational meetings and initial membership brochures. Once a Friends group is established, additional membership materials and promotion will be the responsibility of the Friends.
- Programs
Marketing resources will be available for GRRL programs co-sponsored with Friends groups. Friends groups will provide marketing and publicity for programs that are not co-sponsored with GRRL.
- Fundraising Events
Marketing resources will be available for Friends fundraisers if the project will generate funds that will benefit the GRRL or a branch library. Materials for these events must state the proceeds will benefit "GRRL and [BRANCH] Library," and proceeds must be directed to GRRL, where they can be designated for a specific purpose or branch. Marketing support will not be available for Friends fundraisers that solely raise funds for the Friends.

In all requests for marketing services support, GRRL programs and activities will receive first priority for completion. All costs for services outsourced to vendors and suppliers (ie brochure printing or advertisements) will be the responsibility of the Friends of the Library group. The GRRL logo must be placed on materials prepared with the assistance of GRRL staff and resources.

Approved Date: prior to May 2010

Effective Date:

Revised Date: 5/11/2010



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March 3, 2011

Ms. Linda L. Treb
Regional Coordinator – Finance
Great River Regional Library
1300 W. St. Germain Street
St. Cloud, MN 56301

RE: Opinion Regarding Library Board Member Expenses
Our File No. 27521

Dear Ms. Treb:

At your request, I have been asked to provide an opinion with respect to the Great River Regional Library policies dealing with expense reimbursement for Board members. Specifically, one of the Board members expressed concern that the policy related to Board mileage and reimbursement may not be legal. The specific question was whether it is permissible for the Board to reimburse Board members that are not County Commissioners mileage and a \$25 per diem for attending Board meetings and other meetings relating to Library business.

ISSUE

Whether Article 10 of the Bylaws of the Great River Regional Library Board dealing with Travel and Per Diem expenses for Board members is legal.

ANSWER

Section 2 and 3 of Article 10 of the Bylaws which deals with travel and per diem expenses for Board members is legal, subject to the qualifications contained in this letter.

DISCUSSION

The Great River Regional Library Board is established through a Joint Powers Agreement between Benton County, Stearns County, Morrison County, Todd County, Sherburne County, and Wright County ("Agreement"). The Agreement refers to Minnesota Statutes §§134.11, 134.12, 134.20 and 471.59 as the enabling statutes which allow such a governing board and library entity.



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The Agreement provides that the Library Board shall have all the powers and duties of county library boards as governed in Minnesota Statutes §134.20. The Agreement states that the Board shall adopt such Bylaws and policies for the governance of the Library as may be expedient and in accordance with the law.

The applicable laws cited in the Agreement support the current policies of the Board with respect to travel and per diem expenses for Board members.

Minnesota Statute §134.11 sets forth the duties of a library board. It specifically states that the board “shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund” Minnesota Statute §134.20, which deals with the regional library system, also provides authority for the library board to have “exclusive control of the expenditure of all funds for the services.”

Minnesota Statute §134.10 deals with reimbursement for library board members. This section states that “library board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities or a per diem allowance according to Section 375.47 in place of the expenses.” Minnesota Statute §375.47 provides that board members may set a reasonable allowance for expenses or a per diem allowance in lieu of expenses and a mileage allowance to be paid the members of boards or agencies authorized by statute when performing duties for the board. The allowances paid under this section shall be paid from the funds under the administration of the board or agency for which the members are working. It also provides that members of the board of county commissioners shall not receive any per diem pursuant to this particular subdivision. The statute further provides that there shall be no doubling of expenses if a member receives such reimbursement under another capacity or statute.

Accordingly, the Great River Regional Library Board has a number of options for providing reimbursement to Board members. First, members can be reimbursed for actual and necessary travelling expenses incurred in the discharge of Library Board duties and activities. Secondly, a per diem allowance may be provided pursuant to §375.47 in place of the expenses. This per diem allowance consists of a per diem allowance in lieu of expenses and a mileage allowance paid to Board members. Lastly, no Library Board member may receive compensation for their services.

In applying the above statutes, it appears that the policies of the Great River Regional Library for reimbursement of mileage and travelling expenses to Board members is appropriate. Section 2 of Article 10 provides that Board members will be reimbursed for actual mileage to attend Library-related meetings at a per mile rate to be determined by Board resolution. Air transportation is also allowed if such rates are less than travel costs by vehicle, including mileage, lodging, meals, etc. The above statutes allow for reimbursement of actual and



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necessary travelling expenses. There is an Attorney General's opinion that supports this reimbursement procedure. Expenses of members of library boards in attending regional and state meetings of members of library boards may be paid if for the benefit of the library and if authorized by resolution of the board. (Op. Atty. Gen. 25-A, November 13, 1950).

Section 3 of Article 10 also provides that Board members may receive a per diem payment for attendance at regular Board meetings, special Board meetings, executive committee meetings and special committee meetings at a rate to be determined by Board resolution and reviewed periodically. It is my understanding that non-County Commissioner members receive reimbursement for actual mileage expense at a percentage of the IRS mileage rate and a \$25 per diem for attending meetings. Again, this is appropriate pursuant to Minnesota Statute §134.10 and §375.47.

CONCLUSION

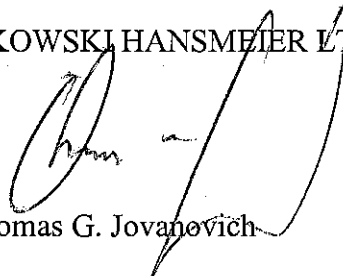
The enabling statutes which authorize the establishment of the Great River Regional Library Board clearly provide that the Board has exclusive control of the expenditures of all funds of the Library. In this capacity, the Board has passed policies providing reimbursement for mileage and travelling expenses to Board members. The reimbursement policies established by the Board are consistent with the two statutes dealing with reimbursement and mileage for attending Board meetings and Library-related business. It may be wise to amend the policy to provide that for travelling expenses other than for normal Board meetings and Committee meetings, the Board will have to authorize such expense before such expense is incurred by a Board member. This will provide greater accountability and transparency for those activities that require meals and lodging expenses.

If you have any questions, please advise.

Sincerely,

RAJKOWSKI HANSMEIER LTD.

By


Thomas G. Jovanovich

TGJ/baw

375.47 EXPENSE ALLOWANCES FOR MEMBERS OF BOARDS AND AGENCIES.

Subdivision 1. **Reasonable.** Except in Hennepin County, the board of county commissioners of each county may, by resolution, set a reasonable allowance for expenses or a per diem allowance in lieu of expenses and a mileage allowance to be paid the members of boards or agencies authorized by statute, and members of advisory boards or committees, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members. The allowances shall be paid from the funds under the administration of the boards or agencies. Members of the board of county commissioners shall not receive any per diem pursuant to this subdivision.

Subd. 2. **No doubling of expenses.** No member of a board, agency, advisory board, or committee shall receive an allowance for expenses, or a per diem allowance in lieu of expenses, or a mileage allowance pursuant to subdivision 1, if in another capacity the member receives from the county under authority of any other statute or resolution either:

- (a) an allowance for or per diem allowance in lieu of the same expenses or mileage; or
- (b) a fixed amount, whether as part of a salary or otherwise, for expenses of like kind incurred in the performance of duties in the other capacity.

History: 1967 c 78 s 1,2; 1975 c 301 s 10; 1978 c 481 s 1; 1984 c 629 s 2; 1986 c 444; 2000 c 454 s 1

Article X. Travel and Per Diem

~~Section 1.~~

~~Board members will be reimbursed on the same basis as library staff for all usual expenses incurred in attendance at library related meetings – i.e. lodging, meals, registration fees, transportation, etc.~~

Section ~~1~~. Travel

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

Section 3. Per Diem

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

Section 4. Other

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

Article VII. Duties of the Board

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

1. Determine the policy of the ~~Library library system to ensure and develop~~ the highest possible degree of operating efficiency ~~in the Library~~.
2. Select and appoint a competent ~~L~~ibrary ~~d~~irector.
3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow other public officials and boards members by supporting final Board decisions.
- 5.6. ~~and maintain public relations~~. Maintain positive public relations related to Board decisions and actions.

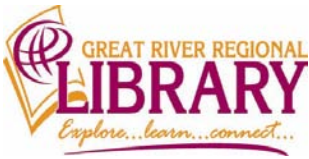
Bylaws Update

Delegation of Authority to Executive Committee

VI. ARTICLE COMMITTEES

Section 1.

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the of the full board. ~~all the powers which are delegated to such committee by the board.~~ This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 3 of these bylaws.



Job Title: Member of the Great River Regional Library Board of Directors
Created: March 2011
Authority: Minnesota Revised Statutes section 134.20
Summary: Members of the Great River Regional Library Board of Directors provide direction and vision for the organization.

This job description is a guide outlining the responsibilities GRRL Board of Trustee members. The GRRL Board reserves the right to revise job responsibilities as needed to conform to Minnesota law and the most current version of the GRRL Bylaws.

Basic Responsibilities of GRRL Board of Trustees:

- Determine mission, vision and purpose. Also periodically review the mission and vision statements to ensure they accurately reflect the library's goals and purposes given the demands of the patrons served.
- Adopt bylaws and policies as appropriate to fulfill the regional library purpose.
- Work to ensure adequate financial resources are secured for organization to fulfill its mission, vision and purpose.
- Protect assets and provide proper financial oversight by developing the annual budget and ensuring that proper financial controls are in place.
- Select, support and evaluate the director. The board should employ the best qualified person for the position of director. The board should ensure that the director has the moral and professional support he or she needs to further the goals of the organization.
- Ensure effective planning by actively participating in overall planning strategic plan process and monitoring the plan's goals.
- Ensure legal compliance and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's accomplishments to the public and work to garner support from the community.
- Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Individual GRRL Board Member Responsibilities

- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on board committees and offer to take on special assignments or appointments.

- Make a personal financial contribution to the organization as personal situations allow.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on significant developments in the library field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special or burdensome individual requests of the staff except through the director. Adhere to appropriate board member/staff roles.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Desired personal characteristics desired for GRRL Board Members:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the substantive program areas of the library.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.

Acceptance:

As a member of the GRRL Board of Trustees, I have received this document, read it and I understand the job description. I accept the responsibilities described.

Signature

Date



Job Title: Member of SELCO/SELS Board of Directors

Created: January 2005

Contact Person: SELCO/SELS Board President or SELCO/SELS Executive Director

Appointing Body: Local public library board and/or County Board of Commissioners

Representing: SELCO/SELS academic, public, school and special libraries

Statement of Purpose for a Member of the SELCO/SELS Board of Directors:

A member of the SELCO/SELS Board of Directors provides regional direction and vision for SELCO/SELS. Appointed by a local organization and working cooperatively, Board Members are responsible for governing SELCO/SELS, planning for each organization's future and promoting the organizational missions. Members of the SELCO/SELS Board of Directors are responsible for creating a strong positive culture and cooperative environment.

Responsibilities:

Appointed individuals comprise the Board of Directors of a not-for-profit corporation (MN Statutes 317A) and have the rights and responsibilities for regional public and multitype library systems as outlined in Minnesota Statutes 134.20 and 134.351. Specifically:

- Adopt bylaws and policies as appropriate to fulfill the regional library purpose
- Control regional library funds, income and expenditures
- Hire an Executive Director to manage SELCO/SELS and conduct an annual performance review
- Establish fair compensation for staff
- Purchase property and erect a building or lease library space
- Prepare and submit an annual report and other required reports to the Minnesota Department of Education and/or other state or national agencies

Other General responsibilities include:

- Support and promote the SELCO/SELS mission, services, policies and programs
- Attend quarterly Board meetings
- Review meeting agendas and supporting materials prior to Board and/or committee meetings and keep up-to-date on developments pertaining to library service
- Serve on Board committees and attend trustee workshops, Board training and other special meetings or events
- Act as a liaison with the local library community
- Assist with the development and execution of the SELCO/SELS strategic plan
- Advocate for funding to support regional library programs and services
- Support basic library tenets such as but not limited to, Intellectual Freedom, Confidentiality of Patron Records, and Internet Safety
- Direct work assignments for SELCO staff through the Executive Director to help manage workflow

Personal Commitment and Skills:

- Ability to listen, analyze, think clearly and creatively
- Work well with people individually and in a group
- Willingness to make the required time commitment, with a three-year term and the option to serve two additional three-year terms
- Ongoing commitment to staff development
- Commit to maintaining confidentiality
- Willingness to be regularly accessible by telephone or other means

General Notes:

- This job description is a guide outlining the responsibilities of a Member of the SELCO/SELS Board of Directors. The SELCO/SELS Board of Directors reserves the right to change job responsibilities as needs prevail, and to conform to Minnesota Statute and the most current version of the SELCO and SELS Bylaws.
- A Member of the SELCO/SELS Board of Directors may be removed with or without cause by three-fourths (3/4) vote of all Directors, providing that the meeting notice shall include such purpose.

Acceptance

As a Member of the SELCO/SELS Board of Directors, I have received, read, and understand this job description. I accept the responsibilities entailed in representing the academic, public, school and special libraries in the SELCO/SELS region.

Signature	Date
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Arrowhead Library System Job Description

Position Title: ALS Governing Board member

Nature of Work

Provide policy direction to the ALS administrative staff.

Responsibilities

Attend and participate in monthly ALS Governing Board meetings (the second Thursday of each month);

Serve on various standing and ad hoc committees;

Represent the interests of rural citizens and member public libraries while seeking to improve library services for library users throughout the region;

Advocate improved library services and adequate library funding to local, state, and federal elected officials (including events such as the annual Library Legislative Day in St. Paul);

Adopt and provide fiscal oversight for annual operating budget;

Provide a regular report of ALS Board activities, upon request, to appointing bodies.

Keep abreast of library standards and trends.

The ALS Board and Terms of Office

ALS is organized as a “regional public library system” under **Minnesota Statutes**. The Governing Board consists of 23 members who are either appointed by participating county Boards of Commissioners, or elected by the library boards of the member public libraries in each county. Board members are responsible for the development of library services and policies, and provide oversight for the +\$2 million ALS annual budget.

Board members are appointed for a three-year term of office. **Minnesota Statutes** limit Board members to a maximum of three consecutive three-year terms of office

Training and Experience

Must be a resident of the seven-county ALS region. Representatives elected by local library boards in each county must be a member of a local library Board at the time they begin their term on the ALS Board.

Must have an interest in improving library services.

Must attend an orientation provided by the ALS Director.

Compensation

ALS provides mileage reimbursement to and from all monthly Board meetings, committee meetings, and approved trustee workshops. Board members may be eligible for ALS-paid lodging when attending Board meetings, depending on travel distances. ALS pays registration for approved library conferences, as well as lodging and meal expenses. Meals are provided at all Governing Board meetings and at most committee meetings.

ALS Board members are provided an opportunity to contribute to the betterment of library service in northeastern Minnesota, to associate with like-minded Board members, and to learn and grow.