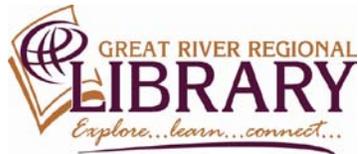


Great River Regional Library
1300 W. St. Germain Street
St. Cloud, MN 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Board Meeting
Tuesday, May 10, 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. **Adoption/Amendment of Agenda**
3. **Approval of Minutes** from March 15, 2011, Board Meeting
4. **Public Open Forum**
5. **Financials**
 - 5.1 Bills (in packet) and Addendum (on table) (Requested action – Approve)
 - 5.2 Financial Reports (on table) (Requested action – Accept)
 - 5.3 Auditor's Report (Requested action – Accept)
6. **Consent Agenda**
 - 6.1 Letter to HarperCollins
 - 6.2 Draft of 2010 Annual Report (on table)
 - 6.3 Other
7. **Communications**
 - 7.1 Letters from Legislators
 - 7.2 Other
8. **Staff Reports**
 - 8.1 Director's Report
 - 8.2 Leadership Support Team Reports
 - 8.3 Building Updates
 - 8.4 Statistics for March (in packet) and April 2011 (on table)
 - 8.5 OverDrive Usage Statistics
 - 8.6 Other
9. **Committee Reports**
 - 9.1 Personnel Committee (verbal)
 - 9.2 Other
10. **Unfinished Business**
 - 10.1 Labor Negotiations and Strategy – **CLOSED SESSION**
 - 10.2 Legacy Revised Application (on table) (Requested action – Approve)
 - 10.3 GRRL Board of Trustees Bylaws Review: Delegation of Authority to Executive Committee (Tabled previously) (Requested action – Approve)
 - 10.4 GRRL Board of Trustees Bylaws Review: Duties of the Board (Tabled previously) (Requested action – Approve)
 - 10.5 GRRL Board of Trustee Proposed Member Job Description (Tabled previously) (Requested action – Approve)
 - 10.6 Other



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11. New Business

- 11.1 Fund Balance Policy ([Requested action – Approve](#))
- 11.2 Annual Review of Unassigned Fund Balance ([Requested action – Approve](#))
- 11.3 All Staff Day Closure ([Requested action – Approve](#))
- 11.4 Other

12. Board Open Forum

13. Next Meeting: June 14, 2011, Personnel Committee, **6:30 p.m.**, Full Board **7:00 p.m.**

14. Adjournment

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 15, 2011**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday evening, March 15, 2011, at 7:04 p.m. at the St. Cloud Public Library with President Gerald Ruda presiding.

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

INTRODUCTION OF NEW BOARD MEMBERS & OATH OF OFFICE

All members of the Board of Trustees introduced themselves. The Oath of Office was given to new board members Laura Hayes, Lin Holder, Don Otte and Dan Rea. Gerald Ruda welcomed them to the GRRL Board of Trustees.

ADOPTION/AMENDMENT OF AGENDA

Jim Shovelain moved to adopt the agenda as presented. Seconded by Dan Rea, the motion carried unanimously.

MINUTES OF JANUARY 18, 2011, GRRL BOARD MEETING

Bernice Berns moved to approve the January 18, 2011, GRRL Board meeting minutes as presented. The motion was seconded by Rachel Leonard and carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

BILLS AND FINANCIALS

Bernice Berns moved to approve the list of bills for payment and the list of bills addendum. Seconded by Lin Holder and carried unanimously.

Spencer Buerkle moved to accept the Financial Reports for January and February. Seconded by Rachel Leonard and carried unanimously.

CONSENT AGENDA

State Library Services Statistical Report

Don Otte moved to approve the State Library Services Statistical Report for submission. The motion was seconded by Jim Shovelain and carried unanimously.

COMMUNICATIONS

The following communications were presented for review:

- E-mail message from Mary Ann Peterson
- Board of Trustees Contact Information

Kirsty Smith explained the communication items presented including items placed on the table regarding Legacy-funded programs and articles related to new restrictions on e-books. Mic Golden added comments about the proposed changes being considered for e-books. Discussion about the e-book changes took place. Gerald Ruda suggested that further discussion and possible action be moved to the Board Open Forum.

STAFF REPORTS

Director's Report

Kirsty Smith went over her report adding information about the Automatic Materials Handling System (AMHS). She commented on the High \$5 campaign, her recent branch visits and meetings at the State Capitol on Library Legislative Day.

Leadership Support Team Reports

Kirsty Smith pointed out a few items from the Leadership Support Team reports. Jeff Baumgartner questioned if management staff has been meeting with city staff regularly where GRRL has branch libraries. This is a goal in the 2010-2012 Strategic Plan. Kirsty responded, and Jeff asked to have an update at each board meeting going forward.

CLOSED SESSION – PENDING LITIGATION

Jim Shovelain moved to close the meeting at 7:32 p.m. GRRL legal counsel, Tom Jovanovich of Rajkowski Hansmeier and Ann Goering of Ratwik, Roszak & Maloney (assigned to GRRL through the Minnesota Counties Intergovernmental Trust), discussed pending litigation pursuant to Minnesota Statute 13D.02 sub division 3. Bernice Berns seconded the motion which carried unanimously.

The Board open meeting resumed at 8:41 p.m.

STAFF REPORTS (continued)

Building Updates

Brandi Canter commented on and invited everyone to the grand opening at the St. Michael Public Library on March 26, 2011.

The following staff reports were also presented:

Statistics for January and February 2011

OverDrive Usage Statistics

COMMITTEE REPORTS

Personnel Committee

Gerald Ruda stated that Pat Sawatzke was elected as Chairperson of the Personnel Committee.

Pat Sawatzke gave a summary of the Director Performance Review process and moved to approve the same. Seconded by Rachel Leonard and carried unanimously.

Pat Sawatzke commented on the proposed GRRL personnel policy changes and new policies that the Personnel Committee approved. Rachel Leonard made a motion to approve the report of GRRL personnel policy changes and new policies. The motion was seconded by Jim Shovelain and carried unanimously.

Union Negotiations Team

Spencer Buerkle informed the Board that GRRL negotiations with AFSCME Council 65 are continuing. The next mediation meetings are scheduled for February 25 and April 6, 2011. Pat Sawatzke suggested that a closed session of the Board be held by May 10, 2011, to discuss negotiation strategies.

UNFINISHED BUSINESS

Discussion of Delegation of Authority to Executive Committee

Kirsty Smith explained that this item was tabled at the January GRRL Board meeting and pointed out the added option for the Board to consider. Jim Shovelain moved that agenda item 12.3.3 Delegation of Authority to Executive Committee be addressed here also. Seconded by Don Otte and carried unanimously.

Jeff Baumgartner made a motion to approve the GRRL Bylaws Article VI. Committees, Section 1, Delegation of Authority to Executive Committee, as presented in agenda item 12.3.3. The motion was seconded by Jim Shovelain. Discussion followed.

Rachel Leonard moved to table agenda items 11.2 Discussion of Delegation of Authority to Executive Committee and 12.3.3 Delegation of Authority to Executive Committee. Seconded by Jim Shovelain and carried unanimously.

Rajkowski Hansmeier Recommendation

Proposed Updates to Technology Policy Sections 3, 4 & 5 and Security Policy

After review of a letter from Rajkowski Hansmeier, GRRL legal counsel, Bernice Berns moved to approve updates to the Technology Policy Sections 3, 4 & 5 and the Security Policy. The motion was seconded by Spencer Buerkle. Kirsty Smith and Karen Pundsack responded to questions. The motion carried unanimously.

NEW BUSINESS

New Vehicle Request

Mic Golden explained the need for a new delivery van and went over the presented materials. A motion was made by Jim Shovelain to approve the purchase of a new delivery van. Seconded by Louise Kuester and carried unanimously.

Annual GRRL Policy Review and Updates

Louise Kuester moved to approve updates to the following GRRL policies:

100 Services and Administration III. D. Library Development Policy

800 Communications and Fund Development Policy

Bernice Berns seconded the motion which carried unanimously.

GRRL Board of Trustees Bylaws Review and Update

Board Member Expenses – Kirsty Smith explained the correspondence from Rajkowski Hansmeier and the items presented. Jim Shovelain made a motion to approve the updates to GRRL Bylaws Article X. Travel and Per Diem. Seconded by Dan Rea, the motion carried with Don Otte opposed.

Duties of the Board – Jim Shovelain moved to table discussion and action regarding updates to GRRL Bylaws Article VII. Duties of the Board. Seconded by Don Otte and carried unanimously.

Delegation of Authority to Executive Committee – This item was addressed with agenda item 11.2 Discussion of Delegation of Authority to Executive Committee.

Proposed GRRL Board of Trustees Member Job Description

Jeff Baumgartner moved to table discussion and action regarding the proposed GRRL Board of Trustees member job description. Seconded by Rachel Leonard and carried unanimously.

High Five Campaign Update

Julie Henne gave an update on contributions received to date from the High Five Campaign.

CLOSED SESSION – 2010 DIRECTOR REVIEW

Rachel Leonard moved to close the meeting at 9:24 p.m. for the 2010 Review of Director Kirsty Smith. Seconded by Jeff Baumgartner and carried unanimously.

The Board open meeting resumed at 9:51 p.m.

BOARD OPEN FORUM

Jeff Baumgartner requested that a letter stating concern about the potential e-book changes be prepared for Board member signatures.

Board members indicated they would like to see a promotion to increase library card holders.

The gathering of city representatives from branch library cities to meet with Board members before the Board meeting on May 10, 2011, will not take place.

There was a request from the Board that reports of activity from the Leadership Support Team and Director be tied to the current Strategic Plan.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the Personnel Committee meeting will be Tuesday, May 10, 2011, at 6:30 p.m., St. Cloud Library Mississippi Room. The Board of Trustees meeting will be Tuesday, May 10, 2011, at 7:00 p.m., St. Cloud Library Mississippi Room.

ADJOURNMENT

Gerald Ruda moved to adjourn the meeting at 9:57 p.m. Seconded by Bernice Berns and carried unanimously.

President

Secretary

Request for Board Approval of Letter to HarperCollins regarding eBooks

At the March 2011 GRRL Board Meeting Open Forum, there was interest from members in a response from GRRL Board of Trustees to HarperCollins publishing company. HarperCollins has instituted a 26 checkout limit to eBooks purchased by libraries. Once that threshold is reached, the library must re-purchase the same content and is again limited to 26 checkouts.

This action means that libraries no longer receive value for dollars spent. It limits GRRL's ability to collect, preserve and maintain access to content we have purchased. The following letter, if approved, will be sent to HarperCollins and joins many library responses from across the country in protest.

Mr. Brian Murray
HarperCollins Publishers
10 East 53rd Street
New York, NY 10022

Dear Mr. Murray:

I am writing to inform you that the Great River Regional Library Board of Trustees has voted to stop purchasing HarperCollins eBook titles from our vendor, OverDrive.

This action is a result of your decision to limit the number of times an eBook title may be checked out by our library customers. Your decision is contradictory to the spirit of libraries and destructive to the relationship libraries have with publishers. It would be as if we were required to return a physical book after it had checked out 26 times. The concept of libraries collecting and maintaining access to content is central to our role in the community. Content, once purchased, must remain accessible without continuing re-purchase of the same content. When we purchase under the one user/one copy model we expect permanent access to that title.

We urge you to reconsider this policy. Libraries are very interested in providing our users with eBook titles. We understand that the publishing industry is working to develop pricing and distribution models for this new market. We support pricing policies that provide a reasonable return on investment as well as appropriate payment for the creative efforts of authors. We also support preserving the right of libraries to collect, circulate and preserve access of materials in any format.

The GRRL decision is based on the understanding that public libraries represent open access to materials for users. Public libraries have an obligation to collect, make accessible and preserve materials for our users today and in the future. As your customers, libraries are not willing to accept policies that prohibit reasonable use and preservation of access to eBooks or any other material.

Gerald Ruda, GRRL Board of Trustees, Chair

Mary Kiffmeyer
State Representative



Minnesota
House of
Representatives

March 9, 2011

Dear Ms. Smith,

I wanted to thank you for writing to me recently. It was a pleasure hearing from you and reading your questions and concerns. I love libraries and will consider supporting an appropriation of the Arts and Cultural Heritage Fund to the Minnesota regional library systems. I value your input and appreciate the great work that you do.

If I can be of assistance to you regarding any legislative matter, do not hesitate to contact me.

Again, thank you for your letter.

Sincerely,

A handwritten signature in cursive script that reads "Mary".

Representative Mary Kiffmeyer
State Representative
District 16B



John Pederson

Senator District 15
G-24 State Capitol Building
75 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1606
Office phone: (651) 296-6455



Senate

State of Minnesota

March 9, 2011

Kristy Smith
1300 W. St. Germain St.
St. Cloud, MN 56301

Dear Ms. Smith,

~~*~~ Before I delve into the issue you raised in your letter, I want to thank you for taking the time to write to me. Constituent input is vital and I am so encouraged by citizen involvement; it reminds me why I am here. I will always do my utmost to read and consider the thoughts of, and respond to, those who write in.

I have read and agree with many of the points you raised, and truly welcome the detailed information you provided. I also agree libraries are a fantastic and important resource for communities, and I appreciate you bringing this issue to my attention. It is wonderful to see constituents taking an active role in researching and articulating their concerns, and it helps me greatly in my decision making process.

Specifically regarding the funding for the regional public library systems, please know I will thoughtfully consider your concerns should this come to a vote on the senate floor. I will always try to vote in the best interest of all those I represent, and I know in these trying economic times many areas of the budget may have to go through reductions in spending. While it is unfortunate, there is simply not enough money for all the areas that are worthy of funding. I hope the state's revenue will increase soon, but in the meantime we have a lot of difficult decisions ahead in trying to prioritize spending and reductions.

I welcome any and all constituent input on the matter, so again, thank you for expressing your views. Please keep in touch with any future questions, ideas, or concerns.

Warmest Regards,

A handwritten signature in black ink, appearing to read 'John Pederson', with a long, sweeping underline.

John Pederson



Michael J. Jungbauer
Senator District 48
235 State Capitol Building
75 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1606
Office phone: (651) 296-3733



Senate

State of Minnesota

March 21, 2011

Ms. Kirsty Smith
1300 W. Sreet
St. Cloud, MN 56301

Ms. Smith,

Thank you so much for taking the time to coordinate the efforts of your library and take an active role in our political process. Being able to make decisions is impacted greatly by individuals such as you taking the opportunity to speak up and make a difference in the role of government. Libraries such as yours all across this state make a lasting impact in communities through the programs you have described in your letter. Because of your interest and efforts to communicate the importance of these programs, decisions can be made to offer significant consideration to these issues. Thanks again for expressing your interests and do not hesitate to contact me further for future concerns.

Warmest regards,

A handwritten signature in cursive script that reads "Mike".

Mike Jungbauer
Minnesota State Senator



GRRL Director's Report (revised)
May 2011

Strategic Plan Update

The GRRL 2010-2012 Strategic Plan contains a plank which states, "Develop, review, and modify user satisfaction surveys, as needed." Another plank directs staff to "conduct a user satisfaction survey annually, analyze the results, and implement needed changes." Each item is part of an on-going process.

During late March and early April 2011, I spent considerable time developing a customer satisfaction survey. I read portions of various instructional manuals and collected sample surveys from businesses and non-profit organizations across the country. After doing the basic research, I drafted a survey which I had a number of staff members review for clarity and format. Once I had incorporated their feedback, the Communications and Fund Development (CFD) department formatted it and added unique on-line access codes to each printed survey. Once the preparation work was done, it went off to the branches for administration.

Each individual was given the ability to submit the survey anonymously so they could be candid. While some branch staff members felt that the survey timing (simultaneously to the High Five appeal) was less than optimal, we had a tremendous response from the public. More than one thousand people participated by returning complete paper surveys or by going on-line to complete the electronic version. In addition, there were numerous incomplete surveys and handwritten comments which are still to be reviewed. The numbers below do not reflect any incomplete surveys.

While still in the planning stages, we estimated we needed approximately 700 complete responses to be able to consider the exercise valid. This was to ensure a large enough sample size to ensure a reasonable degree of validity. I do feel that we had a suitable sample size and I feel good about the validity of the data.

The tallying and analysis of all returned surveys, both complete and incomplete, is still underway. The preliminary results indicate:

- 31.7% of the respondents use the St. Cloud Public Library, 25.2% of the respondents use our website with each of the other branches garnering percentages less than 10%.
- 97.7% of the people completing the survey said they use the library to check out books or magazines followed by 59.9% who checkout videos or DVDs. The third most frequent response, 43.1%, indicated they use the library to checkout or download audio books or music CDs.
- A majority of the survey respondents, 66.1%, visited the library weekly.
- Most survey respondents, 98.0%, hold a library card.
- Most respondents, 98.1%, indicated that they find GRRL staff responsive to their needs overall.

Other areas on the survey:

- One area of dissatisfaction appears to be a lack of convenient open hours which was expressed by 11.5% (or 119) respondents. This issue was frequently mentioned in the comments section. Another area of some disaffection was the ease of use of the on-line electronic resources with 13.3% (or 107) responding ""no" when asked to respond to: I find

electronic resources such as downloadable books easy to use.” Additionally, 19% (or 197) survey respondents indicated that they were not able to obtain materials when they want them. I take this to mean people do not like to have to wait in a hold queue; they want their materials when they want them! Now!

- The final question asked about overall satisfaction with their GRRL library. I am pleased to report that 79.9% of the respondents replied “excellent” and 18.2 replied “very good.”

More information about the survey results, including a summary of written comments, will be provided at a later date. If you would like to see a sample of the survey, please let me know!

Legacy and Other State Funding News

On April 29, 2011 the Minnesota Senate Environmental Committee released their Omnibus Legacy Funding bill. The bill provides \$3 million in each of the next two years to divide between the 12 regional public library systems. That evening the committee took final action on the bill. While this is not yet had final action on the floor, it does appear to be a pretty safe bet. The house version had an odd figure of \$3.45 million which the chairperson Representative Dean Urdahl commented upon in relation to the \$45,000 speaker fee paid from Legacy funds for one author, Neil Gaiman, to appear for one afternoon at the Stillwater Public Library.

If it is finalized GRRL should receive 10.88% of the final total amount each of the years 2012 and 2013. This is a reduction in funding for regional public libraries from the current biennium where each year \$4.25 was allocated. (However, given the now infamous Neil Gaiman appearance, I feel lucky to be receiving Legacy dollars again.) This may change slightly due to variables in the formula from year to year, but distribution is based on the formula known as Regional Library Basic System Support (RLBSS). RLBSS is the state money that is provided to each of the regional systems annually based on a formula of base amount (5%), population (57.5%), area served based on square mileage (12.5%), and equalization (25%).

Speaking of state funding, I learned in early May 2011 that GRRL should be receiving 100% of the FY11 RLBSS funds rather than the expected 70%. The last payment for the fiscal year should be in the door here late July or early August 2011. Management will be developing a plan to amend the current budget to reflect this received revenue. We will bring this plan to the June 2011 Board meeting for review. Despite this good news, GRRL budgeting will by necessity continue to reflect extreme frugality and excellent stewardship of public funds.

Branch and City Contacts

Since we last met in March, I have completed my visits to each of the 32 libraries. While at each branch, I contributed to their High 5 campaign as I do every year. Many of our libraries seemed like superb places to spend a lovely, relaxing afternoon in the stacks or sitting on a chair in the sunshine. One that immediately comes to mind is the new St. Michael facility, where the chairs are simply delightful and the excitement for the new building is palpable. If you missed the opportunity to attend the Grand Opening in late March, I invite you to take a day trip down I-94 to see this lovely facility.

Speaking of the Grand Opening, I was delighted to see that a number of GRRL staff made the trip down to the ceremony. I was pleased to see current GRRL board member Jim Shovelain as well as a couple of former board members in attendance. It was a great opportunity for me to talk to various city officials while also enjoying oldies music.

During the last two months there have been numerous discussions and meetings regarding the Automated Materials Handling System many of which have revolved around the inoperable placers and the maintenance contract. In addition, I have been trying to arrange a meeting between members of the Capital Campaign Committee and the City of St. Cloud to discuss the status of the repayment schedule. I hope to bring resolution to these issues soon!

Leadership Support Team Reports

Mic Golden

Regional Coordinator Collection Development

Orientation training

The PAC searching module Captivate® tutorial for the Orientation training was completed with the editing assistance and wizardry of Elizabeth Proell. We recorded a session that had been presented to the Branch Managers and then edited it to tighten up timing, etc. This module joins others created by staff that give specific training and quizzes for important Horizon functions like the F-keys and a Tips & Tricks module. All these features join the ongoing revamp of training at GRRL. I also presented Collection Development training to Grace Heschke and Joan Stuckmayer at the Pierz Library. I am working toward Collection Development training for all new Branch Managers and Branch Assistants.

Inventory

Distribution Supervisor, Susan Pekarek has been working with Regional Supervisors, St. Cloud Circulation staff & Branch Managers to develop and complete a series of Inventories. This process is fairly involved so we have scheduled them with plenty of cleanup time in between. We are doing sections of the St. Cloud Library one month and a branch library on alternate months. We planned to do both Kimball and Annandale in March, but a snowstorm intervened, so only Kimball was completed. The Inventory process shows what is missing as well as finding items that may have fallen off the catalog because they were misfiled, etc. It's a great cleanup tool.

Supply tracking

In a good example of cross-departmental cooperation, the supply request and tracking system was changed. Information Technology (IT) found a Drupal tool that allowed us to get rid of our paper forms and tracking. The IT department worked with Technical Services Clerks Gayle Hubbard and Joyce Bergh to create a "supply store" in our staff page. Gayle and Joyce spent a week inputting "stock," prices and photos so when the store opened, the shopping experience allows us to know how much of what we supply. We are able to track the orders by branch, and even person, so we can tell where duplication might be occurring, etc. This should make budgeting much more accurate in 2012 and will also give us better data for future supply ordering.

Julie M. Henne

Regional Coordinator Communications and Fund Development

High \$5 Kicks off March 1, 2011

The 2011 High \$5 Campaign wrapped up on March 31, 2011. During the 2011 High \$5 Campaign we hit **RECORD NUMBERS!** The total donated for 2011 was an astonishing \$18,678.65. This is a 27 percent increase over last year AND the highest total ever raised during this campaign! Congratulations go out to all of the GRRL staff members for their energy and enthusiasm during this campaign. Thanks everyone for a job well done!

Annual Report

The Communications and Fund Development Department has also been very busy creating the GRRL Annual Report. *Seeking Efficiency* is the focus of the 2010 Annual Report. An appropriate

title, focusing on the direction the organization is going. The report will highlight the many strides that were accomplished in 2010 and will be distributed to the GRRL stakeholders in May.

Staff Improvement Request

GRRL is committed to promoting a culture of innovative, creative solutions and suggestions. Implementing well thought out and precise acts of quality improvement. The Staff Improvement Request is a tool that will allow all GRRL employees, at all levels, to generate improvement recommendations. The result will benefit all staff members and patrons throughout the GRRL system. It will create an organization that is well run, well trained and has management-supported processes throughout the region.

2011 YTD Donations

81	Gifts - <i>(Includes Designated Funds)</i>	\$39,332.64
4	In-Kind Gifts	\$7,299.56
15	Pledges <i>(Capital Campaign)</i>	\$11,942.72
		<u>\$58,574.92</u>

Karen Pundsack
Regional Coordinator Patron Services

Public Services Team (PST) began the first steps to creating customer service standards for GRRL. The group viewed the webinar "Staying Committed to Great Customer Service When Your Library is in Chaos" by Pat Wagner and discussed the *Public Libraries* article "The Not-So-Secret Keys to Great Customer Service." Next steps for the group are gathering staff input on what standards make sense for GRRL and developing baseline standards for all service points. PST also revised the temporary borrower registration procedure to eliminate confusion. It is difficult to determine whether a borrower is in a temporary housing situation. We conducted a test period to determine whether the changes would affect the number of unreturned materials. Going forward, staff will no longer issue temporary borrower cards. Rather, appropriate identification will be the guideline used for determining card types.

Every Child Ready to Read version 2 was released by the American Library Association this month. Children's Services Specialist Chris Mallo, Patron Services Specialist Beth Ringsmuth Stolpman and I are working on plans for how to apply these revised early literacy standards to our regional programming for pre-readers.

Summer Reading Program begins June 13. We will be trying a more streamlined format for our 3-12 age program for the first time this year. One of the major changes is an adjustment to the way we award incentives. Rather than offering an ending prize to each finisher, each library will conduct drawings. Children will count the number of minutes that they read. The more minutes they read, the more times they will be entered into the drawing. This format has worked well for our teen program, so we are hoping this format will provide increased incentive for kids to continue to read all summer.

Legacy 3rd Quarter Program Highlights GRRL partnered with Swedish-born artist Marie Olofsdotter to bring her unique brand of bookmaking workshops to our branches. Ms. Olofsdotter developed programs that would fit in our small libraries and be inter-generational. A total of 146 people attended these 8 programs. She succeeded in involving all ages in these eight workshops which took place in February. Ms. Olofsdotter received this message after one of the programs:

Dear Ms. Olofsdotter,

I wanted to take a moment to thank you for coming to the St. Michael library last night to teach us your wonderful paper art. I thought it would be a fun activity to do with some of my children but it was more than that for me. I love art but had forgotten the excitement of discovering something new and creating something that doesn't require a pattern and "rules." I think I speak for everyone there that it was a fantastic class. Thank you much!

Kindly,

Heather Cavallin with daughters Bethany (age 13), Bekah (6), Naomi (5), and Elsa (2)

Ms. Olofsdotter wrote after the workshops were completed: "Thank you for this amazing opportunity to create art with folks in rural MN. There were people of all ages and abilities attending the workshops. In Long Prairie I had a journalist, a Macalester professor, a retired teacher, moms with kids, teenagers, and a couple of special needs folks. Can a girl ask for more? In Elk River we made hard cover books, and after class an elderly woman realized that I'm the author of 'Sofia and the Heartmender', a book she's loved and used as a mentor for years. We stayed after and talked about our people work: pure magic. The big snow storm hit the day after I finished my last class: I drove to every single branch under perfect driving conditions!"

Another program offering took place in Paynesville and was such a success that a second event was planned by Branch Manager Gretchen Vork. Jazz pianist George Maurer and singer Rachel Holder collaborated to bring their acclaimed music to Bloom Coffee Shop in Paynesville. A total of 57 people attended this program. The program drew in people of all ages to a comfortable atmosphere. Feedback was incredibly positive. One example: "It certainly is a boost for culture in Paynesville or any small town. Culture is sorely lacking in rural areas."

Lastly, GRRL brought Mixed Blood Theatre to central Minnesota with performances of "Dr. King's Dream," which is a tribute to Dr. Martin Luther King, Jr., and "Daughters of Africa," a musical history lesson on the experiences of African American women. A total of 1,438 people attended these seven programs.

2010-2011 Legacy program summary

	1 st quarter (July-Sept.)	2 nd quarter (Oct.-Dec.)	3 rd quarter (Jan.-Mar.)	Total through March
Total programs	53	121	96	267
Total attendance	2,597	6,037	5,428	14,062

Included here is a letter we recently received about an April Legacy program. Patron Services Specialist Beth Ringsmuth Stolpman coordinated with the Stroia Ballet and the Paramount Theatre to bus children from 18 schools throughout the region to a performance of Peter and the Wolf. The letter is from teachers at the Holdingford School District, a Stearns County community that does not have a GRRL library. Upsala Branch Manager Wanda Erickson helped to coordinate the event at Holdingford.

Holdingford Elementary School
 900 5th Street
 P.O. Box 952
 Holdingford, MN 56340

Wanda Erickson, Branch Manager
 Great River Regional Library Upsala
 P.O. Box 158
 117 Main Street
 Upsala, MN 56384

Monday, April 11, 2011

Dear Great River Regional Library-

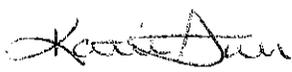
The students at Holdingford Elementary School wish to express their deepest appreciation for the opportunity to attend the ballet, *Peter and the Wolf*. The experience was awe inspiring. Many of our students have developed a new found admiration and respect for the art of dance because of this very experience. The experience actually awakened an interest in students pertaining to the art of dance. Our elementary students exhibit an excitement about ballet. They are informing their friends and families that ballet is cool. How awesome is that?!

The collaboration between the Great River Regional Library, the Stroia Ballet Company, and the Paramount Theatre was seamless. The program was obviously well thought out and planned meticulously. Throughout the entire production the audience's attention was held. The audience was engaged and captivated by the program.

As teachers, we were impressed by how smoothly and effectively Carlos Stroia conducted the educational portion of this event. Carlos Stroia engaged the audience members and craftily conveyed some basic history and concepts pertaining to his art form - ballet.

Again, our sincere gratitude is extended to everyone involved in the planning and coordination of this wonderful learning experience.

In sincere gratitude,



Katie Auer



Chris Bernstetter



Kathy Carlson



Mary Nowachek

Jay Roos
Regional Coordinator Information Technology

Horizon Upgrade

Information Technology (IT) staff worked with SirsiDynix, the vendor of our library management software, to upgrade to the latest version. The upgrade is significant as it moves us off of a software version that is no longer supported. The new version, 7.5.1, also fixes a number of bugs and adds features and possibilities. One potential opened up by the upgrade is the ability to allow patrons access to our catalog through SirsiDynix's BookMyne iPhone app. I hope we will have that up and running in the next several weeks. Another possibility is a new module called Stock Rotation that may allow us to streamline the way we move our browsing collection around the region so all of our patrons will see a regular refreshing of their local collection.

ServiceDesk Implementation

In April, IT staff implemented ManageEngine ServiceDesk. The software gives IT staff a central location to manage equipment, software and support tickets. This will allow us to better track our resources and needs on a per device, per location, per department or per person basis. As a part of tracking, IT staff will be more accountable for each ticket as staff can view their requests and give input on whether their needs have truly been met or not. It will also give us data that will aid in future decisions about equipment purchases or staffing needs.

Server Storage

In 2008 GRRL purchased our first enterprise-level server storage. It has served us well over the past 3 years. However, performance is now suffering and we are running out of storage space. As we provide more services and add more servers, we need more storage. I've undertaken a search and have obtained quotes from two vendors for equipment that will be capable and expandable for years into the future.

Linda Treb
Regional Coordinator Finance

Kirsty and I met with the auditors to discuss the 2010 audit and the library's financial position.

We will begin discussions in May regarding the 2012 budget with our signatory counties and Board. We are uncertain if there will be any legislative changes passed that could affect funding for 2012.

All signatory payments have been received for 2nd Quarter 2011.

Sunny M. Hesse
Regional Coordinator Human Resources

2011 Restructure Update

With savings realized through the partial restructure of Little Falls earlier this year, library aide hours have been increased by 4.25 hours weekly in the following libraries:

- Big Lake
- Cokato
- Foley

- Melrose
- Sauk Centre
- Waite Park

The addition of aide hours has been assigned to individual staff members on a temporary basis until full restructuring takes place at these libraries.

St. Cloud Public Library

With the recent resignation of Trudy de Goede, Reference Specialist, and upon completion of the staffing calculators for positions in the Adult and Children Services departments, a plan has been developed to reallocate staffing according to the staffing calculator results. Discussions have taken place between administration and department members to review the results, make changes based on department variables, and determine implementation plans.

We continue to work through the staffing calculators for the non-public service positions in the St. Cloud Public Library and regional support staff.

Compensation and Classification Study

In June 2010, the Board of Trustees tabled discussion regarding conducting a compensation and classification study for one year. In preparation for re-opening this discussion in June 2011, I have reviewed some of the changes made to positions since the last compensation and classification study completed in 2005. Changes include, but are not limited to, the following: (28 out of 46 total positions – 61%):

Phase I Restructure – Administration / Regional Support / Circulation - Restructure in administration resulted in four (4) new positions as well as realignment of tasks to other positions (right-sizing).

New Positions:

- ❖ Patron Services Coordinator
- ❖ Patron Services Specialist
- ❖ Distribution Supervisor
- ❖ Circulation Supervisor

Realignment of Tasks / Revised Positions:

- ❖ Director
- ❖ Regional Coordinator (6 positions)
- ❖ Library Assistant 1
- ❖ Library Assistant 2, Circulation
- ❖ Associate Librarian
- ❖ Library Aide, Circulation
- ❖ Library Aide, Distribution
- ❖ Library Assistant 2, Technical Services
- ❖ Interlibrary Loan Assistant
- ❖ HR Assistant
- ❖ HR Generalist

Phase II Restructure – Branches - Branch restructure, including the St. Cloud Public Library, is ongoing.

Realignment of tasks (right-sizing) has resulted in changes to the following positions to date:

- ❖ Branch Assistant
- ❖ Library Aide

Anticipated realignment of tasks resulting in changes to positions through restructure implementation include:

- ❖ Specialist, Reference Services
- ❖ Specialist, Children's Services
- ❖ Librarian, Reference Services
- ❖ Librarian, Children's Services
- ❖ Branch Manager
- ❖ Clerk 2, Reference Services

This list represents 28 of the 46 positions in the organization. In total, 61% of our current positions have been revised, or we anticipate a revision, since 2009.

Although the current rating system is used internally when creating new positions and/or making changes to existing positions, the positions have not been rated by an external consultant. The system we are currently using was designed to allow administrative staff to rate positions internally to reduce cost of consultant fees. Furthermore, the consultant who completed the study in 2005 has since retired and is no longer available for consultation. Since the current system was designed by the consultant and is not a system used by other consultants, it is difficult to get external advice regarding ratings on new or revised positions.

Union Negotiations

Contract negotiations are ongoing through mediation. To date there have been six (6) mediation sessions. The next meeting is scheduled for Friday, May 13.

Volunteer Recognition

Volunteer Recognition week was April 10-16, 2011. To recognize this event, HR rolled out the first ever, GRRL Volunteer Recognition Program.

We are all very aware of the important role that volunteers play in the success of GRRL. In 2010, more than 750 individuals donated over 17,500 hours to GRRL. To show appreciation of their dedication and support of the GRRL system, everyone who volunteered in 2010 was recognized through the following:

- ❖ A letter of appreciation and bookmark recognizing their service
- ❖ Names to be included in the 2010 GRRL Annual Report published this spring/summer.

In addition, individuals who volunteered greater than 40 hours received small recognition gifts based on the total hours served in 2010. These gifts were purchased from a recognition gift fund.

HR/Payroll Software Analysis

HR continues to work through the implementation process HROnline.

We continue to work through the functional phase of implementation. KDV is in the process of building the HROnline database for GRRL. HR Staff have attended four (4) online training webinars on basic operation: Security, Roles and Users, Workflow Processes, Employee Communication, and Initial Configuration. The first training session on the actual GRRL database

May 10, 2011

Item 8.2

is scheduled for Friday, April 29. Upon completion of the functional phase, the HROnline database will be rolled-out to supervisors and staff.

Next steps will be to 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.

**2011 Staff Recognition Report
Quarter 2 - April-June**

Name	Location	Job Title	Years of Service	Anniversary Date	Recognition Award Selected	Award Delivered
Brown, Christina R.	Adult Services	Librarian-Associate	5	4/10/2011	Bookbag	3/18/2011
Larson, Linda M.	Cold Spring Branch	Branch Asst	1	4/14/2011	Memo Desk Set	3/25/2011
Getz, Chris E.	Technical Services	Technical Specialist	5	4/17/2011	Sports Duffle	3/18/2011
Shay, Dawn M.	Sauk Centre Branch	Branch Manager	5	4/19/2011	Tumbler	3/25/2011
Laumb, Ruth O.	Foley Branch	Branch Asst	5	4/24/2011	Tumbler	3/25/2011
Weldon, Cathleen A.	Waite Park Branch	Library Aide	5	4/25/2011	Bookbag	4/1/2011
Scherber, Marla A.	St. Michael Branch	Branch Manager	5	5/3/2011	Bookbag	3/18/2011
Silvers, John J.	Distribution	Sub Driver	1	5/5/2011		
Seelen, Cheryl N.	Little Falls Branch	Branch Asst	35	5/6/2011	Clock	3/18/2011
Potter, Nancy H.	Long Prairie Branch	Branch Manager	5	5/11/2011	Tumbler	3/25/2011
Stein, Michelle L.	Circulation	Library Aide	10	5/14/2011	Zip Boat Tote	3/18/2011
Wagar, Linda M.	Technical Services	Library Aide	10	5/14/2011	Maglite	3/18/2011
Larson, Susan L.	Little Falls Branch	Branch Asst	5	5/23/2011	Sports Duffle	3/18/2011
Clune, Anne L.	Interlibrary Loan	ILL Assistant	5	5/30/2011	Bookbag	3/18/2011
Schrank, Amy E.	Adult Services	Librarian	5	6/1/2011	Bookbag	3/18/2011
Grussing, Jacob L.	Cokato Branch	Branch Asst	1	6/2/2011	Coffee Mug	3/25/2011
Lage, Caron R.	Waite Park Branch	Branch Asst	3	6/9/2011	Coffee Mug	3/18/2011
Jess, William H.	Rockford Branch	Library Aide	1	6/10/2011	Coffee Mug	3/25/2011
Lehn, Elizabeth L.	Royalton Branch	Branch Asst	5	6/10/2011	Bookbag	4/1/2011
Battistini, Nina M.	Adult Services	Librarian	10	6/14/2011	Lt. Wt. Jacket	4/1/2011

HR Annual Statistics

Year	Turnover	Separations	Avg Employees	New Hires	Promo/Transfers	Applications	Interviews
2004	10.13%	23	227	48	na	440	103
2005	16.59%	37	223	60	na	1029	211
2006	12.55%	29	231	50	na	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27*	8	935	154
2010	17.24%	45	261	41	16	1090	190

Avg Employees is calculated from the total employees paid as of the 1st payroll in December for all years.

**76 applicants from 2009 will close out in 2010. Interview and hire information will be reported in 2010.*

Building Updates as of May 3, 2011

Southern Branches

Buffalo Public Library

In April the damaged flooring was replaced with new carpet, so Branch Manager Amy Wittmann says she can finally call the remodeling project finished. Since the project took so much longer than anticipated, she is no longer planning a grand opening event. Instead, staff will be hosting a Family Fun Day on Monday, June 13th, as both a celebration of the completion of the remodeling and a fun way to kick-off of the summer reading program "One World, Many Stories." The event will run from 2pm to 4pm and include root beer floats served by the Buffalo Royalty and candidates, a Petting zoo and face painting by the Wright County 4H Clowns. Trustees are invited to come join the fun.

Cold Spring Public Library

The City of Cold Spring applied for two grants under the Outdoor Recreation, Regional Park and Parks Legacy Grant Programs. Cold Spring Branch Manager Jodi Brinkman and Regional Supervisor Brandi Canter met with architect Lon Negan to discuss initial ideas for a new library as part of the nature center project. Also, on Wednesday, May 4 the City will host a meeting with Rusty Fifield of Northland Securities to discuss possible financing plans for the Library/Nature Center concept.

Kimball Public Library

City staff completed repairs of the plaster walls, so plans are underway to now repair and improve upon the painting and murals in the library. GRRL staff are working with the FOL and a local artist to finish the project. Branch Manager Carla Asfeld is also working with the City to determine whether additional wiring can be added so that GRRL could possibly bring in an additional Internet station in 2012 (if the budget allows).

Submitted by Brandi Canter, Regional Supervisor Southern Branches

Central Branches

Clearwater

Branch Manager Cyrene Bastien and Regional Supervisor Michele Monson attended the Clearwater City Council meeting on Monday, May 2nd. The building in which the Clearwater Branch is located - the Stickney Crossing shopping mall - has gone into foreclosure and has been purchased. We do not yet know who the new owner of the building is, or what their plans are for the property. We requested permission from the City Council to begin investigating "Plan B," which will either involve a new building or a move to a currently existing building. The Clearwater Library Advisory Board will be holding a special meeting soon to begin discussions.

Submitted by Michele Monson, Regional Supervisor Central Branches



Monthly Circulation Statistics

March 2011

Location	Adult Print	Adult Media	Juvenile Print	Juvenile Media	Video	Total	Circ/Hour This Year	Circ/Hour Last Year	% Change
+ Albany	2,903	678	2,158	213	2,329	8,281	52	45	16.6%
+ Annandale	2,133	599	1,434	100	1,595	5,861	58	47	22.2%
Becker	2,173	425	2,438	182	1,504	6,722	52	64	-18.9%
Belgrade	658	60	445	42	357	1,562	19	21	-9.6%
Big Lake	2,811	786	3,195	273	2,160	9,225	92	95	-2.4%
+ Buffalo	9,017	2,012	7,280	578	6,166	25,053	125	110	13.8%
+ Clearwater	1,333	415	654	34	1,030	3,466	41	33	24.8%
+ Cokato	2,527	676	2,656	203	1,835	7,897	66	62	6.0%
+ Cold Spring	3,470	953	2,960	162	3,728	11,273	80	70	13.4%
Delano	3,883	1,281	4,680	201	4,310	14,355	84	85	-0.3%
+ Eagle Bend	1,066	93	446	12	733	2,350	26	23	12.3%
+ Elk River	12,210	3,417	10,074	670	5,602	31,973	161	151	7.3%
+ Foley	1,966	474	2,064	117	1,872	6,493	44	40	10.4%
+ Grey Eagle	589	187	460	12	621	1,869	25	20	22.9%
Howard									
+ Lake	1,851	602	1,496	61	1,452	5,462	43	37	18.4%
+ Kimball	1,791	289	574	40	1,032	3,726	45	36	28.0%
+ Little Falls	5,421	1,281	2,571	216	3,250	12,739	64	61	3.7%
Long Prairie	1,917	250	672	55	1,456	4,350	29	32	-10.5%
Melrose	1,776	914	1,226	95	2,370	6,381	62	64	-3.1%
+ Monticello	7,294	1,829	8,025	607	5,252	23,007	139	119	16.6%
+ Paynesville	1,861	491	802	89	1,227	4,470	36	26	40.5%
+ Pierz	1,374	126	907	17	689	3,113	33	21	61.0%
+ Richmond	752	126	558	28	1,053	2,517	32	29	11.2%
+ Rockford	2,225	633	3,120	152	2,476	8,606	68	60	13.0%
+ Royalton	751	496	421	32	513	2,213	27	20	38.7%
+ Saint Cloud	39,191	13,740	27,191	1,864	21,428	103,414	419	382	9.5%
Saint									
+ Michael	5,260	1,209	8,678	417	2,864	18,428	114	80	41.7%
+ Sauk Centre	2,801	1,292	1,876	256	2,069	8,294	62	56	11.3%
+ Staples	3,384	451	1,785	116	3,326	9,062	63	53	19.3%
Swanville	563	149	217	14	442	1,385	17	17	-0.8%
+ Upsala	1,533	359	1,136	73	1,231	4,332	59	45	30.6%
+ Waite Park	5,177	1,563	2,810	234	3,900	13,684	104	97	7.5%
Total	131,661	37,856	105,009	7,165	89,872	371,563	91	81	11.6%

+ Indicates an increase over last year

March was a busy month across the region. Some of the larger increases in circulation were seen in places like Pierz, Annandale, Kimball, Clearwater, Grey Eagle, St. Michael, Upsala, and Paynesville. Branch managers at these locations attribute some of the increases to the current state of the economy with more people using the library as a source for entertainment.

In addition, the large quantity and exceptional quality of Legacy programs are getting the library noticed. The increase in advertising from Legacy events has increased patrons' awareness of the library in general. Legacy has allowed us to reach into underserved communities and, in turn, increasing patron's knowledge of library programs and services. Upsala has hosted Legacy events in Holdingford and has seen an increase in patrons from that area. As a new-in-town visitor said to a Paynesville staff member, "Someone told my daughter she just had to get a library card because we have a really nice library in Paynesville."

St. Michael staff are seeing a lot of returning patrons - ones that quit going to the old library and either went to Elk River, Buffalo or Monticello in the past. The new library building is drawing many new borrowers as well.

OverDrive Collection and Usage Statistics

	Oct-Dec 2010 totals	Cumulative YTD 5/01/2011
Circulation Statistics		
Checkouts	4582	9261
Adobe EPUB	1709	4049
Adobe PDF	41	81
OverDrive MP3 Audiobook	693	1320
OverDrive WMA Audiobook	2139	3811
Holds	3353	7250
Adobe EPUB	1368	4152
Adobe PDF	15	57
OverDrive MP3 Audiobook	493	970
OverDrive WMA Audiobook	1477	2071
Unique Library Patrons Checking Out Titles	1215	2061

			Change
Collection Statistics			
Purchased Titles in Collection	1397	1704	307
Adobe EPUB	628	792	164
Adobe PDF	24	28	4
OverDrive MP3 Audiobook	147	176	29
OverDrive WMA Audiobook	598	708	110
Purchased Copies in Collection	1496	1946	450
Adobe EPUB	692	975	283
Adobe PDF	24	28	4
OverDrive MP3 Audiobook	158	194	36
OverDrive WMA Audiobook	622	749	127
Local Collection Titles in Collection	1	1	0
Adobe PDF	1	1	0

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 which are delegated to such committee by the board.~~ all the powers of the full board except to:

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

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.

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.



Job Title: Member of the Great River Regional Library Board of Trustees
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 of GRRL Board of Trustees 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 the 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 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

300. GRRL FINANCIAL POLICY

XXIII. FUND BALANCE POLICY

The purpose of this policy is classify fund balances in a way that allows useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

FUND BALANCE CLASSIFICATIONS

- **Assigned** – fund balance amounts are comprised of unrestricted funds that can be used for specific purposes, but do not meet the criteria to be classified as restricted or committed. They include long-term liabilities such as, but not limited to, compensated absences.
- **Committed** – fund balance amounts are comprised of unrestricted funds used for specific purposes by formal action of the GRRL library board. This action will remain binding unless the library board takes formal action to rescind. This balance may not be negative.
- **Fund Balance** – means the arithmetic difference between the assets and liabilities reported.
- **Non-spendable** – fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivable, non-financial assets held for resale, or the permanent principal of endowment funds.
- **Restricted** – fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations or other governments, or are imposed by law through constitutional provisions of enabling legislation.
- **Unassigned** – fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditures for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.
- **Unrestricted** – fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

~~XXIII. CASH RESERVE FUND~~

~~Cash Reserve Fund~~ MINIMUM UNASSIGNED FUND BALANCE

The Great River Regional Library Board of Trustees is committed to provide a stable financial structure for the library system by maintaining an unassigned fund cash reserve fund balance equal to or greater than three months of the current operating budget. ~~The cash reserve fund balance is intended to meet current and future obligations including compensated absence liabilities as required by law or policy.~~

~~Cash Reserve Fund Allocation~~

An unassigned fund balance ~~Cash reserve funds~~ in excess of three to five months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board of Trustees at the time the budget is approved or amended.

REVIEW

The GRRL library board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level at the time the annual audit is presented.

Cash Reserve Policy Eliminated: 5/10/11
Approved Date: 5/10/11
Effective Date: 5/10/11

ANNUAL REVIEW OF UNASSIGNED FUND BALANCE

The Board is required to review the Unassigned Fund Balance each year after the annual audit has been completed.

Great River Regional Library	
Unassigned Fund Balance - December 31, 2010	
2011 Operating Budget	\$8,339,000
Average Monthly Expenditures	\$694,917
Minimum Fund Balance - 5 months	\$3,474,583
Current Unassigned Fund Balance - 4.2 months	\$2,900,116
	-\$574,467
2011 Revenue Budget - RLBSS FY2010	-\$127,300
Amount under 5 months	-\$701,767
<i>Note: 2010 Audit Report</i>	
<i>Undesignated Balance - page 12</i>	\$3,512,256
<i>Less Compensated Absences - page 13</i>	\$612,140
<i>Management Letter - page 14</i>	\$2,900,116

ANNUAL REVIEW OF UNASSIGNED FUND BALANCE

The Board is required to review the Unassigned Fund Balance each year after the annual audit has been completed.

Great River Regional Library Unassigned Fund Balance - December 31, 2010	
2011 Operating Budget	\$8,339,000
Average Monthly Expenditures	\$694,917
Minimum Fund Balance - 4 months	\$2,779,667
Current Unassigned Fund Balance - 4.2 months	\$2,900,116
	\$120,449
2011 Revenue Budget - RLBSS FY2010	-\$127,300
Amount under 4 months	-\$6,851
<i>Note: 2010 Audit Report</i>	
<i>Undesignated Balance - page 12</i>	\$3,512,256
<i>Less Compensated Absences - page 13</i>	\$612,140
<i>Management Letter - page 14</i>	\$2,900,116

ANNUAL REVIEW OF UNASSIGNED FUND BALANCE

The Board is required to review the Unassigned Fund Balance each year after the annual audit has been completed.

Great River Regional Library	
Unassigned Fund Balance - December 31, 2010	
2011 Operating Budget	\$8,339,000
Average Monthly Expenditures	\$694,917
Minimum Fund Balance - 3 months	\$2,084,750
Current Unassigned Fund Balance - 4.2 months	\$2,900,116
	\$815,366
2011 Revenue Budget - RLBSS FY2010	-\$127,300
Amount in excess of 3 months	\$688,066
<i>Note: 2010 Audit Report</i>	
<i>Undesignated Balance - page 12</i>	\$3,512,256
<i>Less Compensated Absences - page 13</i>	\$612,140
<i>Management Letter - page 14</i>	\$2,900,116



REBECCA OTTO
STATE AUDITOR

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Statement of Position Fund Balances for Local Governments (GASB 54 Version)¹

Background

In February 2009, Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which is effective for fiscal periods that begin after June 15, 2010. This accounting standard creates new classifications for fund balance based on a new focus on the constraints placed on the use of current fund balance and also redefines governmental fund type definitions. This Statement of Position addresses only the new fund balance reporting. Implementation of GASB 54 by local governments is required for the first fiscal year ending June 30, 2011. However, most Minnesota local governments report on a calendar year. For those reporting on a calendar year, the first required year for implementation is the year ending December 31, 2011. Early implementation is allowed.

The guidance in this statement of position should be followed by local governments that early implement Statement No. 54. Likewise, the guidance may be used for planning the implementation for a government's 2011 fiscal year. Until a local government implements Statement No. 54, it should follow the guidance in the Office of the State Auditor's Statement of Position Fund Balances for Local Governments (pre-GASB 54 Version).

In governmental funds, a local government should identify fund balance separately based on a hierarchy of the constraints placed on the use of the financial resources within governmental funds.² A local government will classify its fund balances into one of up to 5 classifications: nonspendable, restricted, committed, assigned, and unassigned. While some of the new classifications are similar in nature to the classifications under pre-GASB Statement No. 54, the focus is different, and thus, what is classified into these new classifications may be different.

¹ GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* is effective for fiscal periods that begin after June 15, 2010. Until the local government implements the requirements of GASB Statement No. 54, it should follow the guidance of Statement of Position Fund Balances for Local Governments (pre-GASB 54 Version).

² Governmental fund reporting focuses primarily on the sources, uses, and balances of current financial resources and often has a budgetary orientation. The governmental fund category includes the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds. (Codification of Governmental Accounting and Financial Reporting Standards § 1300.102).

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This Statement of Position is not legal advice and is subject to revision.

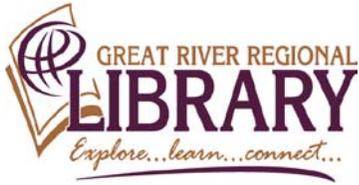
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annually or will set up a process to make the assignment based on the guidelines established by the governing body.

Appropriate Fund Balance Levels

The Office of the State Auditor recommends that, at year-end, local governments maintain an unrestricted fund balance in their general fund and special revenue funds of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. This amount of unrestricted fund balance should provide the local government with adequate funds until the next property tax revenue collection cycle. The adequacy of unrestricted fund balance should be assessed based on an individual local government's own circumstances. If the local government's unrestricted fund balance is less than or greater than the recommended level, the local government should be able to explain the reason for the difference.

Local governments should also consider taking a position on the level of unrestricted fund balance in other funds that have unrestricted revenues. In setting an appropriate level, the local government should consider any long-term forecasting/planning issues to avoid the risk of placing too much emphasis on the level of unrestricted fund balance at any one time.



Request for Library Closure

2012 All Staff Day

GRRL offers an All Staff Day every two (2) years. This event is our only opportunity to get all GRRL staff together under one roof. It is typically used to offer various training to staff. The last All Staff Day was on April 12, 2010.

A workgroup is selected through a volunteer application process to work on planning this event and planning typically begins in July of the year prior to the event date. Therefore, for 2012, **we are requesting to be closed to the public on Monday, April 23, 2012**, to provide this very important and informative in-service day for all GRRL staff.