

1300 W. St. Germain Street  
St. Cloud, MN 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Meeting**  
**Tuesday, September 19, 2017, 6:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

Public Open Forum—Total time: 10 minutes, each person limited to two minutes, speakers must address library related topics *not* already on the agenda, board members *will not* interact with public speaker (concerns are referred to management for follow-up), and all parties are expected to display appropriate behavior.

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|--|------|
| <b>1. Call to Order</b>  | 6:00 |
| <b>2. Adoption/Amendment of Agenda</b>                                       | 6:01 |
| <b>3. Approval of Minutes</b>  | 6:02 |
| 3.1 July 18, 2017, Board Meeting (Requested Action – Approve)                |      |
| 3.2 July 18, 2017, Finance Committee Meeting (Requested Action – Approve)    |      |
| <b>4. Public Open Forum</b>  | 6:04 |
| <b>5. Financials</b>   | 6:07 |
| 5.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve)     |      |
| 5.2 Financial Reports (emailed) (Requested Action – Accept)                  |      |
| <b>6. Consent Agenda</b>   | 6:10 |
| 6.1 RLTA FY2017 Final Report (Requested Action – Approve)                    |      |
| 6.2 RLBSS FY2017 Report of Results Accomplished (Requested Action – Approve) |      |
| 6.3 RLTA FY2018 Application (Requested Action – Approve)                     |      |
| 6.4 Other  |      |
| <b>7. Communications</b>   | 6:13 |
| 7.1 State Report Acceptance Letter from MDE                                  |      |
| 7.2 Other  |      |
| <b>8. Staff Reports</b>  | 6:14 |
| 8.1 Executive Director’s Report  |      |
| 8.2 Management Reports   |      |
| 8.3 Building Reports   |      |
| 8.4 Second Quarter Website Statistics  |      |
| 8.5 Employee Engagement Survey Summary                                       |      |
| 8.6 Summer Reading Program Statistics  |      |
| 8.7 Other  |      |
| <b>9. Committee Reports</b>  | 6:25 |
| 9.1 Personnel Committee (verbal) (Requested Action – Approve)                |      |
| 9.2 Fund Development Committee (verbal)                                      |      |
| 9.3 Library Safety and Security Committee (verbal)                           |      |

<b>10. Unfinished Business</b>	6:30
10.1 Library Safety and Security Committee – Membership Change (verbal)	
10.2 Other	
<b>11. New Business</b>	6:31
11.1 Union Negotiations Committee – New Member Appointment (verbal)	
11.2 Labor Negotiations Discussion – <b>Closed Session</b>	
<i>Pursuant to Minn. Statute 13D.03 – closed meeting for labor negotiations strategy</i>	
11.3 Employee Benefits Compliance and Related Policy Revisions ( <b>Requested Action – Approve</b> )	
11.4 Executive Director Annual Evaluation Form Distribution (on table)	
11.5 Other	
<b>12. Board Open Forum</b>	7:05
<b>13. Next Meetings:</b> October 17, 2017, Board of Trustees Work Session 6:00 p.m. November 21, 2017, Board of Trustees Meeting 6:00 p.m.	
<b>14. Adjournment</b>	7:10

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
July 18, 2017**

A regular session of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday evening, July 18, 2017, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room with President Dave Kircher presiding.

Members Present:

Wayne Bauernschmitt  
Bernice Berns  
Jeff Bertram  
Dan Bravinder  
Spencer Buerkle  
Mary Eberley  
Lisa Fobbe  
Laura Hayes  
Dave Kircher  
Leigh Lenzmeier  
Michael Potter  
Fran Ramler  
Jim Shovelain  
Randy Winscher

Members Excused:

Cindy Rohde

GRRL Staff Present:

Brandi Canter  
Julie Henne  
Ryan McCormick  
Aron Murphy  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Rachel Thomas  
Jami Trenam  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Executive Director Karen Pundsack requested item 11.1 St. Cloud Police Department Building Security Presentation be moved to follow Public Open Forum and the addition of branch agreement approval extension requests for Delano and Grey Eagle as New Business items.

Randy Winscher made a motion to adopt the agenda as amended. Seconded by Jeff Bertram, the motion carried unanimously.

**APPROVAL OF MINUTES**

Bernice Berns made a motion to approve the May 16, 2017, Board meeting minutes as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**PUBLIC OPEN FORUM**

There were no speakers for the Public Open Forum.

**St. Cloud Police Department Building Security Presentation**

Members of the St. Cloud Police Department (SCPD), Sergeant Tad Hoeschen and Officer Chris Jennissen, presented building security information. They shared with the Board and staff what they observe and want to continue good communication with library staff.

Sergeant Hoeschen and Officer Jennissen are part of the SCPD Community Crime Impact Team (CCIT) which works with both the community and police department. Statistics were given for calls logged by the SCPD dispatch system covering the period 2015 through July 1, 2017.

Part of the presentation focused on Crime Prevention Through Environmental Design which has been observed to reduce problem crime areas. Suggestions for the St. Cloud Library were reviewed. There is a desire to find a balance between a welcoming environment and crime prevention.

Questions from Board members and discussion followed as well as expressed appreciation for the SCPD's work with GRRL. The CCIT will present a training session at the October GRRL All Staff Day.

## **FINANCIAL REPORTS**

### **Bills**

Bernice Berns made a motion to approve the June and July lists of bills for payment and the July list of bills addendum. Seconded by Mary Eberley, the motion carried unanimously.

### **Financial Reports**

Jim Shovelain made a motion to accept the May and June financial reports. Seconded by Randy Winscher, the motion carried unanimously.

## **CONSENT AGENDA**

Spencer Buerkle made a motion to approve the following consent agenda items as presented:

- 2018 GRRL Board Meeting/Work Session Schedule
- Arts & Cultural Heritage/Legacy Fund FY2018 Application

Seconded by Wayne Bauernschmitt, the motion carried unanimously.

## **COMMUNICATIONS**

The Public Relations department was complimented by Karen Pundsack for their work on the GRRL 2016 Annual Report. The report will also be distributed at the upcoming 2018 budget presentations to our counties.

## **STAFF REPORTS**

### **Executive Director's Report**

Karen Pundsack provided updates to the Executive Director's report and responded to Board member questions. The following topics were mentioned:

- State legislative activities
- Library Branch Agreements
- GRRL Board resignation from Sherburne County citizen representative Cindy Rohde
- St. Cloud Library lease status
- Friends Meet Friends event

### **Management Reports Including Strategic Plan Progress**

The Board was informed GRRL management met with City of Elk River representatives to discuss interest in shifting local dollars to additional open hours at the Elk River Library through an alternative library services agreement.

### **Building Reports**

There were no additional comments to the building reports.

### **Second Quarter Statistics**

It was noted Long Prairie is undergoing a major road construction project which may be impacting their library's circulation numbers.

## **Human Resources Reports**

With Associate Director – Public Relations Julie Henne and Patron Services Supervisor Ryan McCormick present, Karen Pundsack recognized their years of service.

## **COMMITTEE REPORTS**

### **Finance Committee**

Spencer Buerkle reported on the following Finance Committee items:

- 2018 GRRL Budget Proposal – Details for the 2018 budget, which was approved by the Committee, will be provided later in the meeting.
- Second Quarter Financial Report – After reviewing the operating summary and seeing most items on target as a whole, the financial report was approved by the Committee.
- Vehicle Capital Expenditure Request – The Committee approved the expenditure request as presented.

Jim Shovelain made a motion to approve the Finance Committee report as presented. Seconded by Mary Eberley, the motion carried unanimously.

### **Personnel Committee**

Michael Potter reported on the following Personnel Committee items:

- Distribution Department Reorganization Proposal – The reorganization to shift supervision for the Distribution department to the Accounting & Distribution Supervisor (formerly Accounting Coordinator) and add a Distribution Assistant position was approved by the Committee.
- GRRL Position Description Revisions – The listed position descriptions were approved by the Committee:
  - Administrative Assistant
  - Associate Director – Human Resources
  - Custodian
  - Patron Services Coordinator
  - Patron Services Librarian
  - Patron Services Specialist
  - Lead Patron Services Supervisor
  - Patron Services Supervisor
  - Technical Services Assistant
  - Technical Services Clerk
  - Technical Services Coordinator
  - Technical Services Librarian

Michael Potter made a motion to approve the Personnel Committee report as presented. Seconded by Dan Bravinder, the motion carried unanimously.

### **Fund Development Committee**

Bernice Berns reported on the following Fund Development Committee items:

- The Committee has been meeting monthly.
- Letters are being drafted to GRRL's largest donors thanking them and requesting suggestions for fundraising.
- Changes are being made to the "High \$5" campaign beginning with a new theme – "Locally Growin" – which was submitted by a staff member.

- Learning and training continue for the new Raiser's Edge fundraising software.
- A Friends Meet Friends event is scheduled for September 21 at the St. Cloud Library.

## **UNFINISHED BUSINESS**

### **2018 Budget Proposal**

Spencer Buerkle summarized the GRRL 2018 budget proposal discussion from the Finance Committee meeting. The overall 2018 budget increase is 1.11% which results in a 2.09% signatory increase. Following Board discussion regarding signatory share and maintenance of effort, Randy Winscher made a motion to approve the GRRL 2018 budget as presented. Seconded by Michael Potter, the motion carried unanimously. Dave Kircher thanked all who worked on the budget.

### **Library Security Committee Formation and Discussion**

Karen Pundsack stated the formation of a Library Security Committee resulted from discussion about library building security at the June GRRL Board work session. It was agreed Committee members should include GRRL staff, Board members, the St. Cloud Police Department (SCPD) and possibly a representative from the St. Cloud Public Library (SCPL) Board. Dave Kircher appointed the following as Committee members: Executive Director Karen Pundsack, Senior Circulation Assistant Eric Blotkamp, Library Services Coordinator Michelle Goebel, Dave Kircher, Jeff Bertram, Dan Bravinder, Randy Winscher and a SCPD representative.

## **NEW BUSINESS**

### **St. Cloud Police Department Building Security Presentation**

This presentation took place earlier in the meeting.

### **GRRL Board of Trustees Bylaws Revisions**

The Board reviewed revisions made to the GRRL Board of Trustees Bylaws based on discussion from the April Board work session and suggestions from legal counsel. The most significant changes were made to Article V. Meetings including the addition of language to meet Open Meeting law requirements.

Bernice Berns made a motion to approve the Bylaws revisions as presented. The motion was seconded by Laura Hayes. Jim Shovelain requested the minutes note the Finance Manager, referred to in the last paragraph of Bylaws Article IV. Section 3, is at this time the Accounting & Distribution Supervisor. Upon vote, the motion carried unanimously.

### **Belgrade Library Branch Agreement Responsibilities List**

Karen Pundsack provided an explanation of Belgrade's Myrtle Mabee Library Board endowment and the list of responsibilities to clarify the local library board's role. The presented list replaces the one which was part of the former library branch agreement. Jim Shovelain made motion to approve the responsibilities list as an addendum to the current Belgrade Library Branch Agreement. Seconded by Mary Eberley, the motion carried unanimously.

### **Delano Library Branch Agreement**

Edits to the revised library branch agreement, shown in the document on the table, were sent by the City of Delano in late June. Karen Pundsack requested an extension for approval on their behalf. Board consensus was to deny the suggested edits and, being past the June 30 deadline, request immediate return of the signed agreement.

**Grey Eagle Library Branch Agreement**

The library branch agreement was inadvertently omitted from the Grey Eagle City Council agenda in July. An extension for approval of the agreement until their August meeting was requested by the Grey Eagle City Clerk. Board consensus was to grant the extension.

**BOARD OPEN FORUM**

Comments from Board members included the Elk River Library Board will meet August 1, information from Wright County, a wish for a great Labor Day, a marriage announcement and appreciation for Board attendance and the work of staff members.

Karen Pundsack asked for feedback from the Board with regard to meeting for an August work session. Board consensus was to not meet in the month of August.

**NEXT MEETINGS**

The Great River Regional Library Board of Trustees announced their next meetings to be held in the St. Cloud Public Library Mississippi Room:

- September 19 – Personnel Committee at 5:30 p.m.  
Board at 6:00 p.m.
- November 21 – Finance Committee at 5:00 p.m.

**ADJOURNMENT**

Dave Kircher adjourned the meeting at 7:24 p.m.

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Dave Kircher, President

\_\_\_\_\_  
Michael Potter, Secretary

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
July 18, 2017**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday evening, July 18, 2017, at 5:01 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Spencer Buerkle presiding.

Members Present:

Spencer Buerkle  
Lisa Fobbe  
Dave Kircher  
Leigh Lenzmeier  
Michael Potter  
Jim Shovelain  
Randy Winscher

Members Excused:

GRRL Staff Present:

Brandi Canter  
Julie Henne  
Ryan McCormick  
Aron Murphy  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Rachel Thomas  
Jami Trenam  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Michael Potter made a motion to adopt the agenda as presented. Seconded by Randy Winscher, the motion carried unanimously.

**APPROVAL OF MINUTES**

Jim Shovelain made a motion to approve the May 16, 2017, Finance Committee meeting minutes as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**SECOND QUARTER FINANCIAL REPORT**

Accounting Coordinator Aron Murphy reviewed the second quarter financial report. Questions and discussion followed regarding vehicle insurance, building maintenance and small equipment. Michael Potter made a motion to approve the second quarter financial report as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**2018 BUDGET PROPOSAL**

Aron Murphy presented the proposed GRRL 2018 budget. The overall budget increase is 1.11% with a 2.09% increase to the signatories. Spencer Buerkle inquired about other avenues for non-signatory GRRL revenues. Discussion included investment options, local funding of alternative services and fund development efforts.

Michael Potter made a motion to approve the GRRL 2018 budget as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

**VEHICLE CAPITAL EXPENDITURE REQUEST**

The vehicle capital expenditure request was presented by Aron Murphy. He provided information regarding current vehicle costs and the replacement choices. There were questions and discussion about a GRRL vehicle replacement policy and sales tax on the vehicle purchases.



Randy Winscher made a motion to approve the vehicle capital expenditure request of up to \$55,000 which allows for the purchase of a new Chevrolet Equinox and new Ford delivery van. Seconded by Michael Potter, the motion carried unanimously.

**NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, November 21, 2017, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

**ADJOURNMENT**

Spencer Buerkle adjourned the meeting at 5:37 p.m.

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Spencer Buerkle, Chair

## Regional Library Telecommunications Aid Program FY 2017 (July 1, 2016 – June 30, 2017) Final Report Signature Page

A complete final report for the FY 2017 RLTA program includes a signature page, spreadsheet, and documentation of actual costs. Acceptable documentation includes:

Category One Costs (please choose one):

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

Category Two Costs:

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

Participation Costs:

- Invoices

The 2015 statutory changes to RLTA mean that each regional system is different; we will work with you to determine the best approach for your situation. Please contact [Emily Kissane](mailto:Emily.Kissane@state.mn.us) (651-582-8508) if you have questions about documentation or any other part of the report.

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

Regional Public Library System Name: Great River Regional Library

Signature:

Name: David G. Kircher  
Chair, System Governing Board  
Date: September 19, 2017

Signature:

Name: Karen Pundsack  
Regional Public Library System Administrator  
Date: September 19, 2017

Please email your signed report to [Emily.Kissane@state.mn.us](mailto:Emily.Kissane@state.mn.us) by 4:30pm on Friday, September 8, 2017.

RLTA FY2017 Final Report Costs Spreadsheet												
Regional Public Library System:												
Great River Regional Library												
Actual Costs State FY 2017												
	Hours Open to the Public	E Rate Year 2016 Discount %	Bandwidth Available 7/1/2016	Bandwidth Available 6/30/2017	Total Actual Costs- Category One	Total E-rate Reimbursement for Category One	RLTA for Category One	Participation Fees	Total Actual Costs- Category Two	Total E-rate Reimbursement for Category Two	RLTA for Category Two	Notes
<b>Sites Eligible for RLTA:</b>												
Albany Public Library	37	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Annandale Public Library	25	70%	10MB	10MB	\$25,944.00	\$18,160.80	\$7,783.20				\$0.00	
Becker Public Library	30	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Belgrade Public Library	20	70%	10MB	10MB	\$11,664.00	\$8,164.80	\$3,499.20				\$0.00	
Big Lake Public Library	29	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Buffalo Public Library	48	70%	100MB	100MB	\$6,684.00	\$4,678.80	\$2,005.20				\$0.00	
Clearwater Public Library	20	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Cokato Public Library	28	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Cold Spring Public Library	34	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Delano Public Library	41	70%	100MB	100MB	\$15,084.00	\$10,558.80	\$4,525.20				\$0.00	
Eagle Bend Public Library	20	70%	10MB	10MB	\$6,828.00	\$4,779.60	\$2,048.40				\$0.00	
Elk River Public Library	48	70%	100MB	100MB	\$15,528.00	\$10,869.60	\$4,658.40				\$0.00	
Foley Public Library	35	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Great River Regional Library	59	70%	1000MB	1000MB	\$12,540.00	\$8,778.00	\$3,762.00				\$0.00	
Grey Eagle Public Library	20	70%	10MB	10MB	\$17,592.00	\$12,314.40	\$5,277.60				\$0.00	
Howard Lake Public Library	28	70%	10MB	10MB	\$11,664.00	\$8,164.80	\$3,499.20				\$0.00	
Kimball Public Library	20	70%	10MB	10MB	\$17,868.00	\$12,507.60	\$5,360.40				\$0.00	
Little Falls Public Library	43	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Long Prairie Public Library	35	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Melrose Public Library	25	70%	10MB	10MB	\$6,828.00	\$4,779.60	\$2,048.40				\$0.00	
Monticello Public Library	43	70%	100MB	100MB	\$15,084.00	\$10,558.80	\$4,525.20				\$0.00	
Paynesville Public Library	31	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Pierz Public Library	23	70%	10MB	10MB	\$8,376.00	\$5,863.20	\$2,512.80				\$0.00	
Richmond Public Library	20	70%	10MB	10MB	\$7,092.00	\$4,964.40	\$2,127.60				\$0.00	
Rockford Public Library	31	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
Royalton Public Library	20	70%	10MB	10MB	\$8,376.00	\$5,863.20	\$2,512.80				\$0.00	
Sauk Centre Public Library	32	70%	10MB	10MB	\$12,000.00	\$8,400.00	\$3,600.00				\$0.00	
St. Michael Public Library	44	70%	10MB	10MB	\$15,084.00	\$10,558.80	\$4,525.20				\$0.00	
Staples Public Library	35	70%	100MB	100MB	\$11,928.00	\$8,349.60	\$3,578.40				\$0.00	
Swanville Public Library	20	70%	9MB	9MB	\$27,384.00	\$19,168.80	\$8,215.20				\$0.00	
Upsala Public Library	20	70%	10MB	10MB	\$18,600.00	\$13,020.00	\$5,580.00				\$0.00	
Waite Park Public Library	30	70%	10MB	100MB	\$12,224.00	\$8,556.80	\$3,667.20				\$0.00	
<b>ELIGIBLE SITE TOTAL</b>	994	n/a	n/a	n/a	\$416,012.00	\$291,208.40	\$124,803.60	\$0.00	\$0.00	\$0.00	\$0.00	
								<b>Total RLTA=</b>	<b>\$124,803.60</b>			



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT REPORT OF RESULTS AND EXPENDITURES

*FY 2017 (July 1, 2016 - June 30, 2017)*

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

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

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

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 471,138

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

Signature:

Name: David G. Kircher  
Chair, Governing Board  
Date: 09/19/2017

Signature:

Name: Karen Pundsack  
Regional Public Library System Administrator  
Date: 09/19/2017

Please email one PDF copy of the signed original report to: [Emily.Kissane@state.mn.us](mailto:Emily.Kissane@state.mn.us) by Monday, October 2, 2017.

## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY2017 results:

	2017 Qtr 2 Cumulative
<b>Online Catalog Requests</b> Number of items requested online	388,965
<b>Website usage(sessions)</b> Number of unique sessions taking place	298,318
<b>Chat reference sessions</b> Number of questions answered through chat	566
<b>Book-a-Librarian reference sessions</b> Number of questions answered through scheduled in-person appointments	74
<b>Digital Library Users</b> Number of borrowers registered for Digital Library	30,283
<b>Digital Library Checkouts</b> Number of e-books and e-audiobooks borrowed	102,707

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY2017, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program:**

- Please describe what you did through this program: Resource sharing throughout the six-county region.
- What was the goal of your program? Goal of delivering available requested items within the region within a 2- to 3-day turnaround period.
- Who was served by this program? GRRL borrowers
- How did this program contribute to your organization’s mission and strategic plan goals? GRRL Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 2: Library users will have materials available through regional lending and interlibrary loan services.

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

Name of measure	FY2016 data	FY2017 data
Online Catalog Requests (through Q2)	396,989	388,965

**Description of Program:**

- Please describe what you did through this program: Cooperative reference service
- What was the goal of your program? Target of at least 1,100 questions annually will be answered through chat reference services. Target of at least 125 individuals will be assisted region-wide through computer-based literacy classes and one-on-one sessions.
- Who was served by this program? GRRL patrons
- How did this program contribute to your organization’s mission and strategic plan goals? Contributes to GRRL strategic plan Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 1: Children, teens and adults will have professional library assistance for homework help and digital literacy questions available to them virtually through cooperative chat service. GRRL Service Priority Literacy Goal 1: Provide materials and services that encourage users to develop and maintain their literacy skills. Objective 2: Adults will continue to have targeted digital literacy efforts, such as basic Internet classes and technology training, available to assist them with maintaining or increasing their skills and accompanying confidence levels.

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

Name of measure	FY2016 data	FY2017 data
Chat reference sessions (Q1 & Q2)	456	566
Book-a-Librarian reference sessions (Q1 & Q2)	74	74

**Description of Program:**

- Please describe what you did through this program: Provide an enhanced ebook and database collection
- What was the goal of your program? The GRRL Digital Library will provide electronic materials to users throughout the region. Goal of providing access to 194,000 items for 37,000 unique users.
- Who was served by this program? GRRL borrowers
- How did this program contribute to your organization’s mission and strategic plan goals? GRRL Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 3: Library users will find an up-to-date and relevant ebook, eaudiobook and database collection available through the library website.

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

Name of measure	FY2016 data	FY2017 data
Digital Library borrowers (through Q2)	26,896	30,283
Digital Library usage (through Q2)	104,775	102,707

**Description of Program:**

- Please describe what you did through this program: Provide a unified integrated library system experience for GRRL users
- What was the goal of your program? The library website and catalog will provide remote access to library services to users throughout the region. Goal of providing access to at least 600,000 requested items through the online catalog and website usage to reach at least 2,500,000 page views annually.
- Who was served by this program? GRRL website users
- How did this program contribute to your organization’s mission and strategic plan goals? GRRL Service Priority Access Goal 2: Residents will access library services through a unified and user-friendly online library experience that provide relevant information for making decisions and exploring topics of personal interest. Objective 1: A plan to enhance library website access to mobile devices and improve user experience will be created and implemented and Objective 3: A solution to improve catalog search functionality will be implemented.

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

Name of measure	FY2016 data	FY2017 data
Website usage (sessions)	526,713	298,318

**Description of Program:**

- Please describe what you did through this program: Enhance communication among staff around the region and provide professional development opportunities.
- What was the goal of your program? All new library staff will participate in a track-based training program which will increase their knowledge regarding effective, courteous, and efficient library service. Goal of training all new employees in the region, an estimated 51 annually. The library will set aside 8 hours of staff training time per employee for an All Staff Training day covering topics such as new technology, reader’s advisory, and customer service. Goal of providing training to 250 employees.
- Who was served by this program? GRRL staff
- How did this program contribute to your organization’s mission and strategic plan goals? GRRL Operational Priority Exceptional Service Goal 1: Library users will encounter well-trained, engaged and empowered team members at all libraries to meet their current and future information needs. Objective 1: All new library staff will participate in a competency-based training program which will instill an understanding of GRRL Core Values and increase their knowledge regarding effective, courteous, and efficient library service and Objective 2: The library will set aside 8 hours of staff training time per employee for an annual All Staff Training day covering topics such as new technology, reader’s advisory and customer service.

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

<b>Name of measure</b>	<b>FY2016 data</b>	<b>FY2017 data</b>
Supervisor training attendees	46	48
Organizational Orientation attendees	19	43
Shadow Day attendees	13	23
Day One Orientation attendees	16	36

**Summary of Expenditures**

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY2017 state aid application: N/A



RLBSS FY 2017 Summary of Expenditures

<b>Regional Library System Name: Great River Regional Library</b>	
<b>State Fiscal Year 2017</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$1,521,413.72
Benefits	
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel</b>	<b>\$1,521,414</b>
<b>Total FTE Supported</b>	<b>37.50</b>
<b>Operating Expenses</b>	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	<b>\$1,521,414</b>



State Library Services  
1500 Highway 36 West  
Roseville, MN 55113  
v: 651-582-8508 f: 651-582-8752  
emily.kissane@state.mn.us

## REGIONAL LIBRARY TELECOMMUNICATIONS AID

FY 2018 (July 1, 2017 – June 30, 2018)

### APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 W St. Germain

City: St. Cloud State: MN Zip Code: 56301

Telephone: 320-650-2500

Fax: 320-650-2501

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

Minnesota Tax ID#: 41-0976030

#### Locations Open Less than 20 Hours per Week

Please identify any locations open less than 20 hours per week and provide a reason for each: N/A

#### Assurances:

All regional public library system branches/member libraries meet the state-certified level of library support at level required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ an open network architecture that will ensure interconnectivity and interoperability with school districts, post-secondary education, or other governmental agencies.

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

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the Regional Library Telecommunication Aid program. Acceptable documentation for category two services is required and may include, but is not limited to, e-rate application, request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

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

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)* so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 1998 Chapter 617, Article 241*.

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

### **Authorized Signatures**

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

Date: September 19, 2017

Signature:

Name: David G. Kircher  
Chair, System Governing Board

Date: September 19, 2017

Signature:

Name: Karen Pundsack  
Regional Public Library System Administrator

## Required Attachments:

- FY 2018 Applicant Information, Assurances and Authorized Signatures
- FY 2018 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2017, if available, to complete this document. Otherwise, please use your e-rate year 2016 FCDL(s) and your e-rate year 2017 form 471. When you receive your e-rate year 2017 FCDL, please update and re-submit your spreadsheet.  
  
You will have two opportunities to apply for aid to support category two services: in this application and by resubmitting the FY 2018 Regional Library Telecommunications Aid Application Spreadsheet by January 19, 2018.
- E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2017. Each entity included in your application must have or be included in submitted FCDL(s).  
  
If e-rate year 2017 FCDL is not available, please submit e-rate year 2017 form 471 and e-rate year 2016 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2017 FCDL, please submit it along with an updated spreadsheet.
- If you are applying for category two services from the current eligible services list, please include e-rate year 2017 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2018 final report.

Please contact Emily Kissane, State Library Services at 651-582-8508 with any questions.

**Please email the signed and completed application forms to [emily.kissane@state.mn.us](mailto:emily.kissane@state.mn.us) by October 16, 2017.** Applications may also be submitted to the State Library Services Sharepoint site. Please contact Emily if you would like to set up access to the site. **Completed forms may be sent as PDF documents.**

Regional Library Telecommunications Aid Program Application SFY 2018													
Regional Public Library System:													
Great River Regional Library													
	Is the location open at least 20 hours per week?*	Bandwidth Available 6/30/2017	Anticipated Bandwidth SFY 2018	E-Rate % Discount E-Rate Year 2017	Total Costs - Category One	Anticipated Total E-Rate Reimbursement for Category One	Anticipated Total RLTA for Category One	Total Costs - Category Two	Anticipated Total E-rate Reimbursement for Category Two	Anticipated Total RLTA for Category Two	Participation Costs	RLTA Application Total	NOTES
<b>Member Library Sites Included :</b>													
Albany Public Library	37	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Annandale Public Library	25	10MB	10MB	70%	\$25,944.00	\$18,160.80	\$7,783.20			\$0.00		\$7,783.20	
Becker Public Library	30	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Belgrade Public Library	20	10MB	10MB	70%	\$11,664.00	\$8,164.80	\$3,499.20			\$0.00		\$3,499.20	
Big Lake Public Library	29	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Buffalo Public Library	48	100MB	100MB	70%	\$6,684.00	\$4,678.80	\$2,005.20			\$0.00		\$2,005.20	
Clearwater Public Library	20	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Cokato Public Library	28	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Cold Spring Public Library	34	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Delano Public Library	41	100MB	100MB	70%	\$15,084.00	\$10,558.80	\$4,525.20			\$0.00		\$4,525.20	
Eagle Bend Public Library	20	10MB	10MB	70%	\$6,828.00	\$4,779.60	\$2,048.40			\$0.00		\$2,048.40	
Elk River Public Library	48	100MB	100MB	70%	\$15,528.00	\$10,869.60	\$4,658.40			\$0.00		\$4,658.40	
Foley Public Library	35	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Great River Regional Library	59	1000MB	1000MB	70%	\$12,540.00	\$8,778.00	\$3,762.00			\$0.00		\$3,762.00	
Grey Eagle Public Library	20	10MB	10MB	70%	\$17,592.00	\$12,314.40	\$5,277.60			\$0.00		\$5,277.60	
Howard Lake Public Library	28	10MB	10MB	70%	\$11,664.00	\$8,164.80	\$3,499.20			\$0.00		\$3,499.20	
Kimball Public Library	20	10MB	10MB	70%	\$17,868.00	\$12,507.60	\$5,360.40			\$0.00		\$5,360.40	
Little Falls Public Library	43	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Long Prairie Public Library	35	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Melrose Public Library	25	10MB	10MB	70%	\$6,828.00	\$4,779.60	\$2,048.40			\$0.00		\$2,048.40	
Monticello Public Library	43	100MB	100MB	70%	\$15,084.00	\$10,558.80	\$4,525.20			\$0.00		\$4,525.20	
Paynesville Public Library	31	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Pierz Public Library	23	10MB	10MB	70%	\$8,376.00	\$5,863.20	\$2,512.80			\$0.00		\$2,512.80	
Richmond Public Library	20	10MB	10MB	70%	\$7,092.00	\$4,964.40	\$2,127.60			\$0.00		\$2,127.60	
Rockford Public Library	31	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
Royalton Public Library	20	10MB	10MB	70%	\$8,376.00	\$5,863.20	\$2,512.80			\$0.00		\$2,512.80	
Sauk Centre Public Library	32	10MB	10MB	70%	\$12,000.00	\$8,400.00	\$3,600.00			\$0.00		\$3,600.00	
St. Michael Public Library	44	10MB	10MB	70%	\$15,084.00	\$10,558.80	\$4,525.20			\$0.00		\$4,525.20	
Staples Public Library	35	100MB	100MB	70%	\$11,928.00	\$8,349.60	\$3,578.40			\$0.00		\$3,578.40	
Swanville Public Library	20	9MB	9MB	70%	\$27,384.00	\$19,168.80	\$8,215.20			\$0.00		\$8,215.20	
Upsala Public Library	20	10MB	10MB	70%	\$18,600.00	\$13,020.00	\$5,580.00			\$0.00		\$5,580.00	
Waite Park Public Library	30	100MB	100MB	70%	\$12,224.00	\$8,556.80	\$3,667.20			\$0.00		\$3,667.20	
<b>ELIGIBLE SITE TOTAL</b>	n/a	n/a	n/a	n/a	\$416,012.00	\$291,208.40	\$124,803.60	\$0.00	\$0.00	\$0.00	\$0.00	\$124,803.60	
*If any locations are open less than 20 hours per week, please provide an explanation for each in the application.													
You will have another opportunity to apply for category two services by resubmitting this spreadsheet by January 19, 2018.													



Board President  
Great River Regional Library  
1300 West St. Germain St.  
St Cloud, MN 56301

July 24, 2017

Dear Board President:

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year. State Library Services appreciates your timely submission and accepts the library's report for 2016.

The information and performance measurements in the Minnesota Public Library Report are used to assess and improve public library services by decision makers and other stakeholders at the federal, state and local levels.

In 2016, patrons made over 24 million visits to Minnesota's 355 public libraries. They borrowed or downloaded 50.5 million library materials, asked 3.6 million reference questions and connected to the Internet during 6.9 million sessions. Over 1.5 million visitors attended library programs.

For the first time, public libraries reported on community engagement and volunteers. 73% of Minnesota's public libraries partnered with one or more organizations to address community needs last year. Libraries that collect volunteer statistics reported that 14,292 volunteers worked 281,214 hours in 2016. That's the equivalent of 7,030 full time workers.

Report data for all Minnesota public libraries is accessible from the State Library Services Statistics page (<http://education.state.mn.us/MDE/dse/Lib/sls/stat/>).

Thank you for your library's contribution. We look forward to working with you for the 2017 report.

Sincerely,

*Joe Manion*

**Joseph Manion**  
Library Development and Services Specialist  
651-582-8640 | [joe.manion@state.mn.us](mailto:joe.manion@state.mn.us)

**Minnesota Department of Education**  
1500 Highway 36 West, Roseville, MN 55113  
[education.state.mn.us](http://education.state.mn.us)

## **Executive Director's Report**

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

At the end of July, I attended the CRPLSA meeting in Marshall. We spent significant time discussing the failed RLBSS legislative initiative and strategizing next steps. Minitex Director Valerie Horton and State Librarian Jennifer Nelson both shared updates. Minitex and MELSA are working together to bring forward an online self-publishing platform. Academic libraries across the state have funded Pressbooks, a platform that allows authors to self-publish materials. MELSA is working to develop a potential statewide contract for SELF-E, a companion platform that would curate self-published eBooks and make them accessible to patrons. We plan to participate in this project, assuming it develops into a statewide initiative. Funds received from fund development for collection would support our participation.

### Leadership Support Team (LST)

LST spent time discussing risk taking and bureaucracy in July. GRRL is bureaucratic largely due to our governance structure as a public entity. In order to meet the changing demands of the public, we need to find ways to break down barriers to risk taking. Some things we are already doing is empowering staff through self-managing teams and using the staff suggestion box to share and carry out ideas. All Staff Day will focus on innovation. One idea we will explore with the Fund Development Committee, and through future budget process, is creating a fund for innovative projects. We talked about what innovation means at GRRL, such as new ways to merchandise the collection, weeding process improvement, the senior library aide pilot and adapting ideas from other libraries.

Measuring library service effectiveness is an LST milestone this year. Jami is looking into a focus group of Digital Library power users. The Fund Development Committee is reaching out to top donors. Brandi, Jay, Rachel and Ryan will solicit feedback from homeschoolers. We will also be hosting community meetings in Albany, Monticello, Royalton, Foley and Grey Eagle this fall.

### Staff Meetings

Small group staff meetings are part of our internal communication plan. Six meetings were held around the region with over 50 staff attending. This fall, the meetings included idea sharing between staff and ideas and feedback on incentive pay. We have received a lot of opinions and ideas on the subject and will use this to build next steps to developing a pilot project for 2018.

### Day at the Desk

I spent a day in Howard Lake working with Library Assistant Kayla Downer and Library Aide Patty Rud. It was great to see them both in action. A story time volunteer brought in a sizable enthusiastic young crowd that morning. We are fortunate to have talented and dedicated staff working throughout the system. So far I have been to about a quarter of our libraries with this initiative to strengthen internal communication.

### Library Branch Agreements

All cities have reported that the revised library branch agreement has been passed by their city council. We are working to get all copies signed and map addendums updated as a final step.

### Highlighted Executive Director Activities since July Board Meeting

- July 19 - LST Board follow-up meeting, Sherburne County Community Partners meeting
- July 20 - St. Cloud staff gather-round, CMLE dinner
- July 21 - Howard Lake Day at the Desk
- July 24 - Hands Across the World
- July 25 - Leadership Team meeting, Public Relations (PR) staff meeting
- July 26 - Partner for Student Success (PFSS) steering committee
- July 27 & 28 - CRPLSA meeting in Marshall
- July 31 - On-air on WJON, PFSS steering committee
- Aug. 3 - PR department meeting
- Aug. 8 - Hands Across the World
- Aug. 9 - MLA Legislative Forum in Brooklyn Center
- Aug. 11 - St. Cloud Chamber Government Affairs Committee at St. Cloud Community Outpost
- Aug. 14 - On-air on KNSI, Benton County budget presentation, Elk River City Council work session
- Aug. 15 - Initiative Foundation Leader's Circle, Fund Development Committee meeting, St. Cloud Library Board
- Aug. 16 - PFSS steering committee, Library Safety & Security Committee meeting
- Aug. 17 - Organizational Orientation
- Aug. 18 - CMLE finance committee and policy & procedures committee meetings
- Aug. 22 - Morrison County budget presentation, regional staff meeting
- Aug. 23 - On-air on WJON, PFSS steering committee
- Aug. 24 – On-air with LSC Jason Kirchoff on KASM
- Aug. 29 - Meeting with City Administrator Matt Staehling & Asst. Public Works Director Steven Lawrence and Patron Services Supervisor Ryan McCormick re: SCPL boilers
- Aug. 30 - Leadership Team meeting, 1:1 orientation meeting in Elk River with LSCs Robbie Schake and Julie Eskritt
- Aug. 31 - St. Cloud staff meeting on incentive pay
- Sept. 1 - St. Michael staff meeting on incentive pay
- Sept. 5 - Stearns County budget presentation, Wright County budget presentation
- Sept. 6 - Melrose staff meeting on incentive pay
- Sept. 7 - Long Prairie staff meeting on incentive pay, CRPLSA online meeting, PR staff meeting
- Sept. 8 - St. Cloud Chamber Government Affairs meeting
- Sept. 11 - PFSS network partners meeting
- Sept. 12 - Sherburne County budget presentation, Little Falls staff meeting on incentive pay
- Sept. 13 - St. Cloud meeting on incentive pay, Fund Development Committee meeting
- Sept. 14 - On-air on KNSI, St. Cloud Reading Room Society
- Sept. 18 - Albany Community meeting
- Sept. 19 - Initiative Foundation Leader's Circle, PFSS steering committee



**Management Reports**  
**September 2017**

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

It has been a great summer. My fellow Patron Services Supervisors (PSS) and Patron Services Specialist, and especially my staff, did a great job keeping everything moving along well during the height of the Summer Reading Program (SRP) while I was off on vacation. Local staff did excellent work with summer programs and creating fun energy for kids. Several branches tried new programs, added more make-n-take or other passive activities, and found other ways to make the SRP memorable for our patrons.

Hiring has continued at a reasonable pace for me – we brought on a new aide for Annandale and Kimball, so welcome to Maddie! Over the next few weeks, I'll be working with Library Services Coordinators (LSC) in Elk River and Rockford to hire new aides, and welcoming Jacey, our new Library Assistant Substitute for Cokato and nearby libraries.

**Public Services Team (PST) Update**

PST completed a document for staff: "Best Practices for Local Data Privacy Procedures for Patron Information." We are asking that all GRRL staff who come into contact with patrons and/or their data familiarize themselves with these Best Practices. Specifically, these guidelines cover things like how to manage patron registration forms, program sign ups, prize drawings, etc. Next, we will work on developing best practices around providing patrons with information about what data we collect about them, and how we use that data.

We finalized the process for patrons to select their own Personal Identification Number (PIN) for their patron accounts, rather than being assigned a PIN based on MMDD format for date of birth. This change will provide additional security for patrons. PST is working with Public Relations to update physical signage throughout the region. Information Technology has already updated all digital signage regarding patron PINs.

One of our next projects will be developing policy recommendations and procedures for use of the Family Card permissions in the next Horizon update. The Family Card option will allow staff to link accounts – for example, a parent and child/ren – so that staff can view holds, items out, and fines/fees for linked accounts at one time. While this will provide significant efficiency and usability for staff and patrons, it also opens up a number of potential privacy and policy issues, so procedures and permissions will need to be developed carefully.

**Summer Reading Program Wrap-up**

*By Beth Ringsmuth Stolpman, Patron Services Specialist*

The 2017 Summer Reading Program "Reading by Design" took place from Monday, June 12 through Saturday, August 12. This year, our Think Tank group decided to offer a double-sided reading record for children ages 3-12 with options to track reading minutes or do literacy activities; some participants opted for some variety and did both sides.

Because not all children tracked minutes spent reading, the amount of time isn't as easily tracked, but we had 12,309 reading slips returned, with some of them having both sides completed. A total of 8,122 children participated in the program for ages 3-12. We had a total of 1,043 babies/toddlers register for

their early literacy program and 220 finishers. This program encourages parents/caregivers to do early literacy-building activities with their young children. Lastly, the teen program had 1,389 register and 6,848 coupons returned, for a total of 27,392 hours read by teens! Our overall participation in 2017 was down from our 2016 totals, but not significantly.

### **Public Relations Report**

No public relations report is available this month due to a leave of absence.

**Ryan McCormick**  
**Patron Services Supervisor**

#### Personnel

I am sad to report the sudden passing of Library Assistant Wanda Phelps in August. Wanda worked at the Clearwater Library for 15 years and was known for her warm presence in both the library and the community. She will be missed.

Elsewhere, hiring continues to be steady. In Becker, Devonna Tierney is our new library assistant, and Jan Connolly returns to GRRL as a library assistant substitute. Joy Tessen joins us as a library assistant in Waite Park, and Shelley Karja is our newest library aide in Buffalo. We are excited to welcome them all to GRRL.

#### Think Tank

September is National Library Card Sign Up Month, and we hope to encourage the public to take advantage of all that their library offers through our "Be a Library Super User" initiative. If a patron completes three items on a checklist, their name will be entered into a drawing to win a Barnes and Noble gift card. Checklist items include bringing in a friend to register for a library card, "liking" the GRRL Facebook page, attending a library program and more. Among other endeavors, we have also been working on the theme and activities for the Winter Reading Program, developing additional outreach materials, and improving the usability of our passive programs database.

#### Eagle Bend

Eagle Valley Elementary recently closed and donated over 20 boxes of new and gently used books and other supplies to the library. The books made great prizes for Book Bingo with enough left over for next year as well.

**Aron Murphy**  
**Accounting and Distribution Supervisor**

#### Accounting

We received notice of our Estimated Contribution for 2018 Insurance. The estimated property and casualty line came in at \$32,427. I am anticipating our vehicle insurance will be around \$5,000, totaling approximately \$37,000. Insurance was budgeted for \$41,000 this year. Our Workers Compensation insurance line estimate came in at \$25,258 and was budgeted at \$20,000. The two budget lines combined will put the budget over by approximately \$1,685. You will see an underage in the insurance line and an overage in the Workers Compensation line in the 2018 first quarter financials.

### Distribution

With the Distribution transition completed, Distribution Assistant and Distribution Aide positions were posted, and interviews were held in early August. I am happy to announce Heavenly Christensen, formerly a Distribution Aide, was offered and accepted the position of Distribution Assistant. Amanda Perkins was offered and accepted the position of Distribution Aide. They both started their roles on August 28<sup>th</sup>.

Following Board approval in July, we placed orders for the new 2018 Ford Transit and 2018 Chevy Equinox to replace the 2011 Ford E250 and the 2006 Grey Ford Focus Wagon. These new vehicles should be delivered and placed into service by the end of September.

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

### Library Catalog

We are working our way through the SirsiDynix Enterprise implementation process. We are currently at a standstill until SirsiDynix releases the upcoming version 5.0 of Enterprise. Right now, Enterprise does not support secure web communication. Implementing without secure communication would mean patron information going over the Internet in clear text rather than in encrypted form. The latest word on version 5.0 is that it's due to be released sometime this month (September).

### Sartell Alternative Service

We are in the waiting stage for the holds locker system. The system was delayed from the original mid-August date by manufacturing issues. The system has not yet shipped from the UK. The internet connection is in place and ready to start connecting equipment when it arrives.

### Server Replacement

We are in the process of replacing our backup server. The server has reached end of life where the manufacturer will no longer guarantee parts availability. The server is on-site and we await the arrival of the equipment that allows us to take backups off-site for safe keeping. The replacement brings an increase in backup capacity in addition to up-to-date and supported hardware.

### **Julie Schmitz** **Associate Director – Human Resources**

### Payroll

The upgrade to our Time & Attendance version in ADP is complete. The upgraded version is JAVA free and will eliminate issues we were experiencing due to JAVA. We are fully converted to the new version without any issues.

### Training

As a supervisory training, we had Brian Hart from Sandler Training present at the Regional Staff Meeting on time management. The presentation was well received with techniques staff could use to take control of their time.

There will be four safety and wellness training breakout sessions at our upcoming All Staff Day. Staff may choose to attend one of the following:

- Security & Personal Safety @ the Library: Sgt Hoeschen from the St. Cloud Police Department will present this hands-on de-escalation training session.
- Self Defense (Karate): This session will help staff realize their own potential in self protection. Participants will gain a new sense of confidence in their day-to-day activities. Includes actual hands-on self-defense training from Sensi Tim Kiel, Master Instructor from Central Minnesota Karate.
- Yoga for the Office: This session will guide staff through simple asana (poses) that can be done at the office or at home to stretch out the body and soothe the mind. Jami Trenam, Associate Director – Collection Development, will lead this hands-on session.
- Healthy Eating: Dr. Karl Anderson, Anderson Family Chiropractic, will present information for youthful vitality no matter your age. It just requires your enjoyable participation summed up in three steps: Eat Well...Move Well...think Well!

### Benefits

We are scheduled to receive our renewal information in October. There will be a short window to begin open enrollment. In the meantime, we have been working with legal counsel to ensure our benefits comply with ACA and other regulations.

**Rachel Thomas**  
**Patron Services Supervisor**

### Personnel

At the Saint Cloud Library, Nicole Love has joined us as a Circulation Assistant. Emily Pratt, our temporary Circulation Aide, has now become our substitute Circulation Aide. Currently, the Saint Cloud Circulation department has four aide openings, so lately quite a bit of staff time is being devoted to the hiring process.

Betty Murphy has returned to GRRL as a Library Aide at the Royalton Library. Welcome to GRRL Nicole and Betty! Congratulations to Emily on your new role!

### Borrower Reports

Increasing borrowers has been a focus for GRRL, but we haven't had an easy way to see if efforts are working. I worked with Jay Roos and Web Developer Dan Cheney to create a new borrowers summary report that allows staff access to data about new borrowers added to GRRL. The data is broken down by month and branch. Staff can click on their branch to view the breakdown of borrowers by type and month at their location. Staff can click on a specific month listed to view the breakdown of borrowers by type in every branch for the specific month chosen. Staff can also see their "New Borrower" number and their total "Current Borrower" number for their branch. Many thanks to Jay and Dan for their work on the design and structure of the report!

### Social Media Team

The team has finished the draft of Best Practices for Social Media Posts. The purpose of the document is to define common terminology, clarify what kind of content GRRL promotes on social media, and provide best practices for any GRRL staff that may be assigned the task of posting content to social media outlets. The group will now begin to explore how we can best utilize our guidelines and best practices for social media in an efficient and equitable manner across our regional system.

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

Digital Library Update

We are growing our digital library options! A staff workgroup selected Axis 360 as the newest addition to our digital library. The new service is more affordable than our current vendor, the app is user-friendly, and the product will allow for some behind-the-scenes workflow improvement. I am working with a team at Baker and Taylor as well as the Collection Development Librarians to develop an Opening Day Collection. I hope to launch in October – staff training and promotional plans are in the works.

The only drawback of the new service is that it is not compatible with Kindle e-ink/paperwhite devices. I intend to keep OverDrive until we can glean information regarding the type of devices patrons use to access digital materials. As OverDrive does not provide this level of detail, I plan to conduct an opt-in survey of digital library users in the coming months.

Reports regarding patron activity available through OverDrive require considerable manual work to produce meaningful results. However, an analysis of GRRL's 50 most active digital library users in 2017 revealed some interesting information:

- 19/50 (38%) have checked out physical items in 2017
- 5/50 (10%) have never checked out a physical item
- 5/50 (10%) are minors (under 17)

Telescope Pilot Project

Thanks to a generous donation from the Buffalo Rotary and patron/Rotarian Mark Boyd, Buffalo now has a telescope available for checkout! Mark approached Buffalo LSC Amy Wittmann in April with the idea, based off of a program in New Hampshire. Mark secured funding through the Rotary and volunteered his expertise and time to make the telescope more robust for library use. He is also willing to make any needed adjustments/repairs.

Because this is GRRL's first foray into circulating non-traditional materials, we are piloting this idea exclusively in Buffalo; the telescope does not "float" like the rest of our collection. At this time the telescope can be requested only by contacting the Buffalo Library. It checks out for three weeks, and needs to be picked up and returned in Buffalo. If the concept is successful, we may expand the program.

**Building Reports**  
**September 2017**

Checklist of progress for facility issues identified in Library Assessment.

Branch	City Received Notice of Issues	Active Dialogue between City and Admin	City Exploring Options to Resolve Issues	Action Plan Presented to Admin	Action Plan Presented to Board	Active Progress on Issue/s	Issue/s resolved
Becker	9/22/2016	Yes	Yes	Yes		Yes	
Cokato	8/22/2016	Yes	Yes	Partial		Yes	
Cold Spring	8/17/2016	Yes	Yes	Yes		Yes	
Eagle Bend	9/22/2016	Yes	Yes	Yes		Yes	
Howard Lake	8/17/2016	Yes	Yes	Yes	Yes	Yes	Partial
Kimball	8/15/2016	Yes	Yes	Partial		Yes	
Sauk Centre	9/8/2016	Yes	Yes	Yes		Yes	Yes
Waite Park	9/22/2016	Yes	Yes	Yes		Yes	

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

Cokato

The Cokato City Council approved the installation of ADA compliant doors on the facility on Monday, August 14. City Administrator Annita Smythe requested a meeting with the contractor and library to discuss installation timing in order to minimize disruption to the library. The City is anticipating an October date for installation.

Cold Spring

The City of Cold Spring is working to install a fire alarm in the library with notification for the hearing impaired. The equipment will include a light that will go off when the alarm is triggered.

Elk River

On Monday, August 14, Executive Director Karen Pundsack, Library Services Coordinator (LSC) Robbie Schake and I attended an Elk River City Council work session to discuss the city's 2018 library budget and the possibility of additional city-funded open hours. The council thanked us for our time and indicated they would have an answer for us by mid-September.

The city has completed some updates to the parking lot, and maintenance staff are working on a fix to a water softener problem that is causing foul-smelling water in the staff restroom.

### Foley

City Administrator Sarah Brunn is working on a plan to increase the accessibility to the building by installing an automatic opener to the main doorway. She has requested some information from library staff to complete grant paperwork for the project.

### Howard Lake

Since the July Board meeting, we've seen significant improvements to the library and programming room. The City of Howard Lake hired a local contractor for the work. Cracked tiles in the programming area were replaced with a completely new floor that LSC Deb Cox-Johnson called "gorgeous." One bathroom has been completely renovated, and the change is incredible. The flooring in the bathroom hallway, staff work area and circulation desk area have been replaced. We closed the library Friday and Saturday, August 25 and 26 for the circulation desk flooring replacement. The second bathroom should be completed by September 10. Staff are incredibly happy with the quality and speed of the work, and with the conscientiousness of the contractor who has done the bulk of the work on the restrooms overnights and weekends in order to minimize impact on staff and patrons.

City Administrator Nick Haggemiller has indicated that city maintenance staff will repaint the water-stained wall in September.

### Kimball

The New Library Exploration Task Force met for the first time on July 26 and again on August 30. The group is made up of Mayor Tammy Konz, Council member Megan Kiffmeyer, Friends of the Library Co-chair Erin Gutwasser, and a number of other community civic, business, and political leaders. Over the course of two meetings the group identified potential sites for a new library and action steps toward building a new library.

Kimball Library Assistant Julia Tagney attended the first meeting, and LSC Carla Asfeld and I attended the second. The group is energized, focused and full of ideas. It is very exciting to see this activity and direction from the Task Force! A third meeting is planned for Monday, September 18.

### Monticello

The City of Monticello repaved and painted the library parking lot. It looks great!

**Ryan McCormick**  
**Patron Services Supervisor**

### Eagle Bend

A building expansion is tentatively planned for 2018. The library has long shared space with a local museum, making things pretty tight. The museum would move into the expanded area, thereby nearly doubling the space available for the library. The local Friends of the Library group has received a significant donation that can be used to purchase furnishings for this additional library space.

### Little Falls

A mural is planned for the stairwell and loft area on the library's third floor. Developed by a local art teacher and the high school's art club, the work will include vines weaving through an assortment of different books and characters.

### St. Cloud

We continue to pursue the St Cloud Police Department's Crime Prevention through Environmental Design (CPTED) recommendations. The St. Cloud Library Board has not yet had a chance to approve implementation. In the meantime, planning and discussion continue with the goal of implementing the recommendations in a cost effective, sustainable way that will most likely lead to the desired results.

In August, we also received news from the city that the entire boiler system needs to be replaced at a substantial cost. We have been meeting and discussing who is responsible for paying for the replacement and why. The lead time for ordering and installation of the new system is around five weeks, so time is of the essence. As a first step, GRRL and the City of St. Cloud sent a letter to the company responsible for boiler system maintenance since 2008 notifying them of this issue.

**Rachel Thomas**  
**Patron Services Supervisor**

### General Building Procedure

At different times during the year we run into various pest and rodent issues in our buildings. I've started working on gathering and sharing procedure information for staff which includes items such as: how to identify when there is an issue, who to contact to deal with the pest or rodent, and how our collection or resources may be affected and dealt with due to these unwanted visitors.



**2017 Second Quarter Update**  
**2016-2020 GRRL Strategic Plan Statistical Targets**

*Library usage targets identified to measure strategic plan progress*

	<b>2017 Qtr 2</b>	<b>2016 Qtr 2</b>	<b>2015 Qtr 2</b>	<b>2017 Target</b>
<b>Website Usage (sessions)</b> Number of unique sessions taking place	298,318	526,713	578,609	1,925,000

## 2017 GRRL Employee Engagement and Internal Communication Survey

The goal of the survey was to measure progress from the GRRL Employee Engagement and Internal Communication Survey conducted since 2014 on key areas where we concentrated our efforts during the last year. These areas included communications, culture, supervisory relationships, our strategic plan and trust. Of 289 staff who received the survey, 222 responded. This is higher than the 2016 survey which included 195 responses. The survey conducted in 2016 was an abbreviated version which did not include all of the questions. Therefore, some of the questions on the 2017 survey are compared to responses from the 2015 survey which included all of the questions.

### Internal Communication Results

Responses to the 2017 survey question “Overall how satisfied are you with internal communication at GRRL?” show that 69.4% of the respondents are satisfied or completely satisfied with internal communication at GRRL. This is a slight improvement from 2016 where 63.4% of the respondents were satisfied or completely satisfied with internal communication at GRRL.

Respondents who agree or strongly agree to the question “Communication between senior leaders and employees is good in my organization” increased from 60.6% in 2016 to 67.12% in 2017.

### Employee Engagement Results

There is an increase in respondents who agreed they are satisfied with the culture of the workplace from 45.9% in 2016 to 53.18%. The respondents who strongly agreed they are satisfied with the culture of the workplace increased from 26.8% in 2016 to 27.27% in 2017.

Similar to 2016, the 2017 survey indicates that over 89% respondents feel they have good working relationships with their supervisor, from 89.1% in 2016 to 89.04% in 2017. In addition, 83.11% of respondents understand how their work impacts the library’s strategic plan goals, which is a decrease from 87.6% in 2016.

There continues to be improvement seen on the 2017 survey regarding trust with 52.05% of respondents agreeing or strongly agreeing that “senior management and employees trust each other,” compared with 43.5% in 2016.

### Benchmarks

Survey Monkey provides benchmark data to compare ourselves to other companies who have used the same question. The following is a comparison of GRRL responses to the benchmark data. Similar to the 2016 survey, several of the questions indicate a higher level of satisfaction and engagement from GRRL respondents than the benchmark data.

Survey Question	Agree/Satisfied		Strongly Agree/ Completely Satisfied	
	GRRL%	Benchmark%	GRRL%	Benchmark%
I am satisfied with the culture of my workplace	53.18	45.69	27.27	22.72
Communication between senior leaders and employees is good in my organization	49.77	38.43	17.35	17.11

Survey Question	Agree/Satisfied		Strongly Agree/ Completely Satisfied	
	GRRL%	Benchmark%	GRRL%	Benchmark%
My supervisor and I have a good working relationship	33.33	40.10	55.71	42.26
Senior management and employees trust each other	37.44	38.30	14.61	15.89
My organization's work positively impacts people's lives	37.44	43.78	58.45	37.54
I am determined to give my best effort at work each day	30.14	38.83	68.95	54.41
My coworkers and I have a good working relationship	38.81	48.38	59.36	39.85
Employees treat each other with respect	52.97	49.21	36.53	25.55

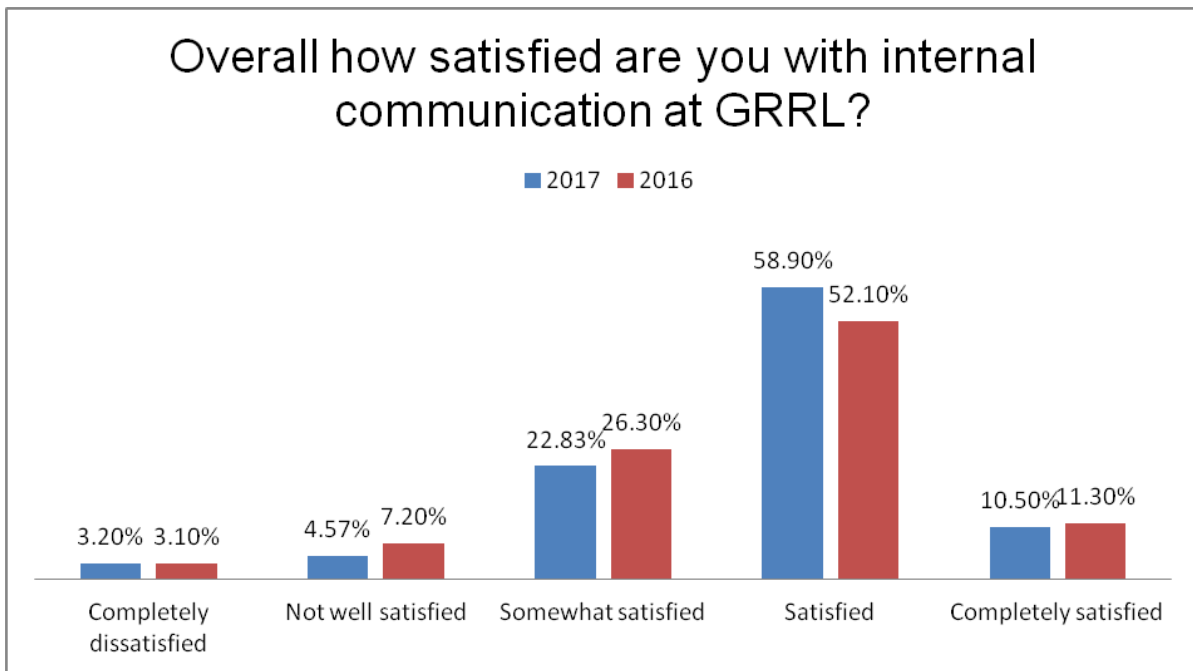
### Comments

The 2017 survey included a question allowing respondents to include comments on how communication can be improved. Of the 289 responses, 89 respondents included comments for this question. The comments are summarized below:

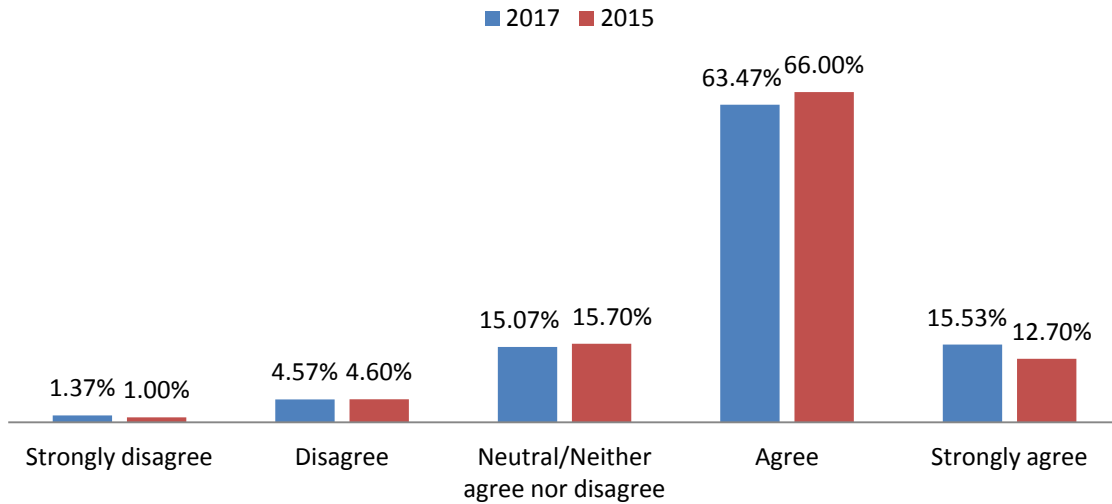
- The majority of responses indicate that communication is good, fine or improved at GRRL.
- Some comments indicate there is too much communication or the information is not related to them and is too detailed. Related to this, a couple of comments suggest streamlining communication, trying podcasts or finding a way to prioritize emails in Zimbra.
- A few comments indicate that training or policies need to be communicated with staff before being rolled out to patrons, and there should be more training before major changes.
- Some comments indicate a gap in communication/contact with their direct supervisor.
- A couple of responses indicate it would be helpful to know the philosophy or "why" behind changes.
- Some suggestions were made including more branch meetings, including names on communications, tracking work schedules for everyone to see, more face to face communication, more communication between St. Cloud Patron Services and Circulation, getting promotional materials out sooner, and emailing within the branch when something occurs which impacts staff who may not have been working.
- A comment talked about disconnect between Headquarters and departments, and another comment requested more communication between HR and departments on policies/events. Some comments state that Administration needs to be aware of staff working part-time hours and the impact that has on receiving communications in a timely manner.
- Job shadowing was suggested in a couple of comments to increase understanding of what departments do and how things are connected, including Administration.
- Increasing visibility (Administration) was also mentioned including walk throughs, and staff greeting and getting to know each other was suggested.
- A few comments indicate they like communication on the Daily News versus email, and they like the Headquarters department updates, small group meetings and Wednesday Weeding tips.

A final question on the 2017 survey allowed staff to express any comments, questions or concerns. There were a total of 55 responses to this question. The comments are summarized below:

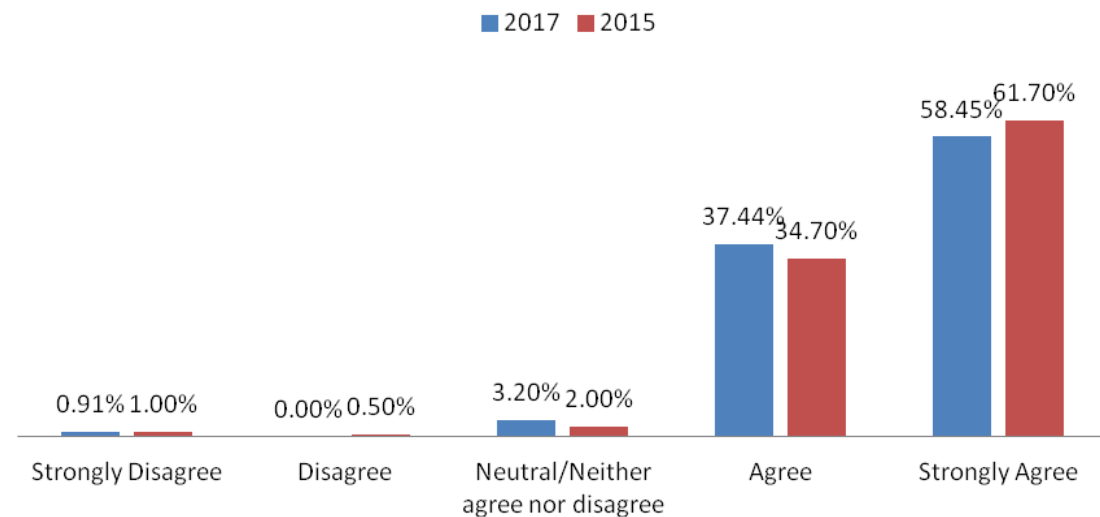
- The majority of comments indicate staff are happy to work for GRRL, frequently mentioning the positive relationships with their co-workers.
- Some comments express appreciation for the efforts put into communication and improvements that have been made. They note the quarterly meetings, Daily News postings, emails from the Executive Director, the gather around meetings in St. Cloud, and Daily News stories/photos from Public Relations.
- Other comments state there are communication barriers with Administration or communication is sporadic and confusing.
- There were a couple comments indicating concerns with their supervisor, while there were also a couple positive comments about their supervisor.
- A few comments requested more time available for staff meetings.
- One comment stated Administration should keep in mind the limited off desk time employees have for strategic planning, outreach, etc.
- Another comment stated we should train staff on new products before the public can access them.
- A couple suggestions were made including additional holidays/PTO for Library Aides and that pay increases be a dollar amount versus a percentage increase.
- Comments also indicate staff values the importance of libraries and likes being a part of what we do.



## I receive the information I need to do my job effectively.

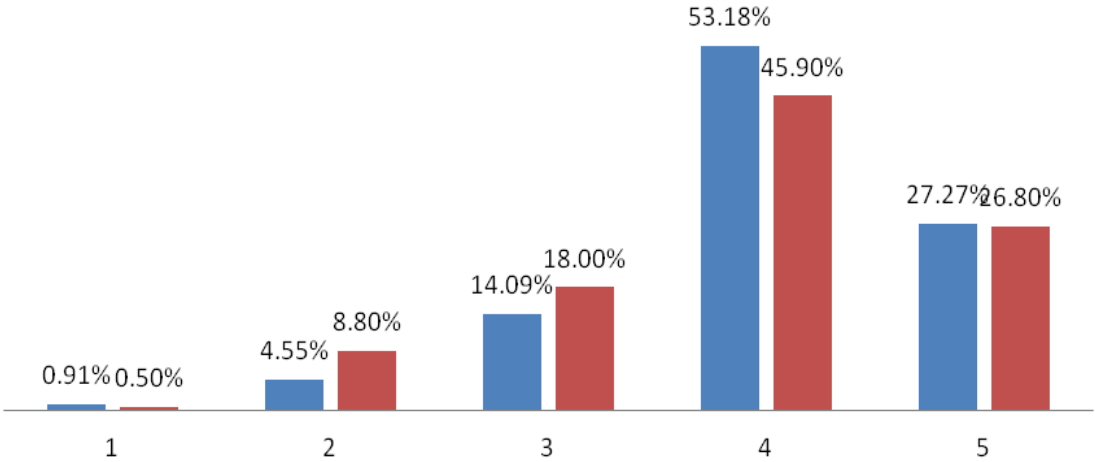


## My organization's work positively impacts people's lives.



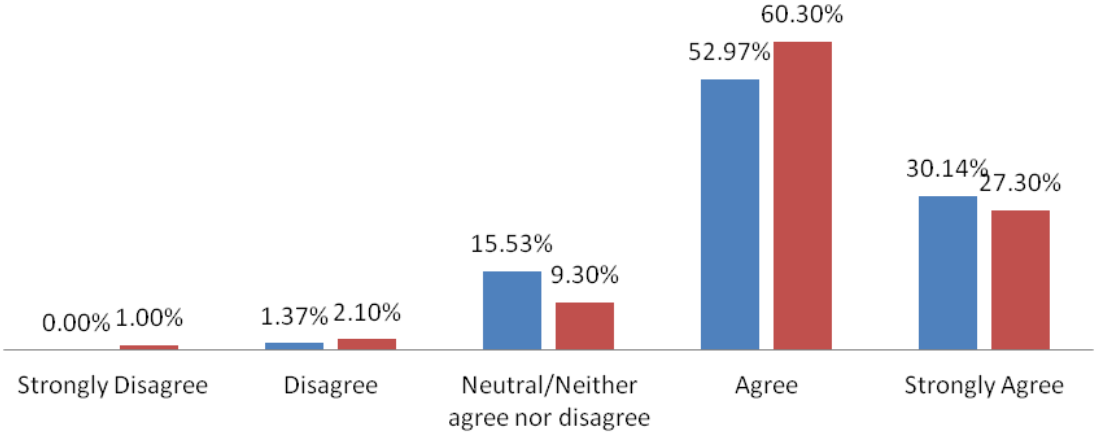
# I am satisfied with the culture of my workplace.

■ 2017 ■ 2016

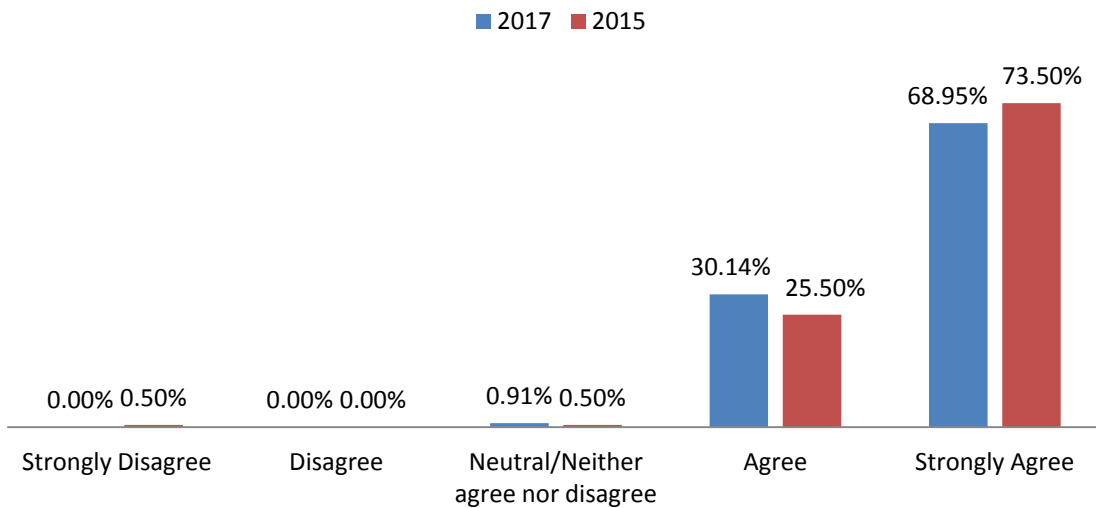


# I understand how my work impacts the library's strategic plan goals.

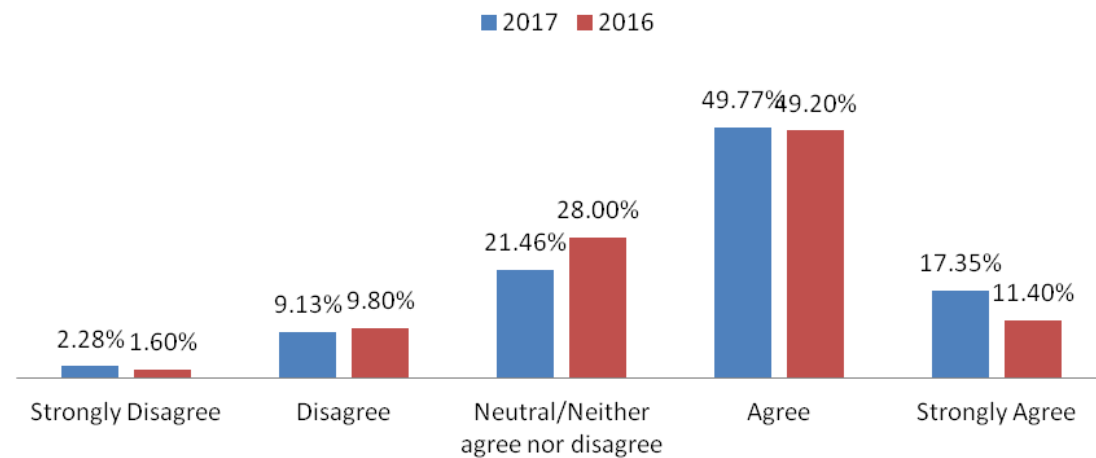
■ 2017 ■ 2016



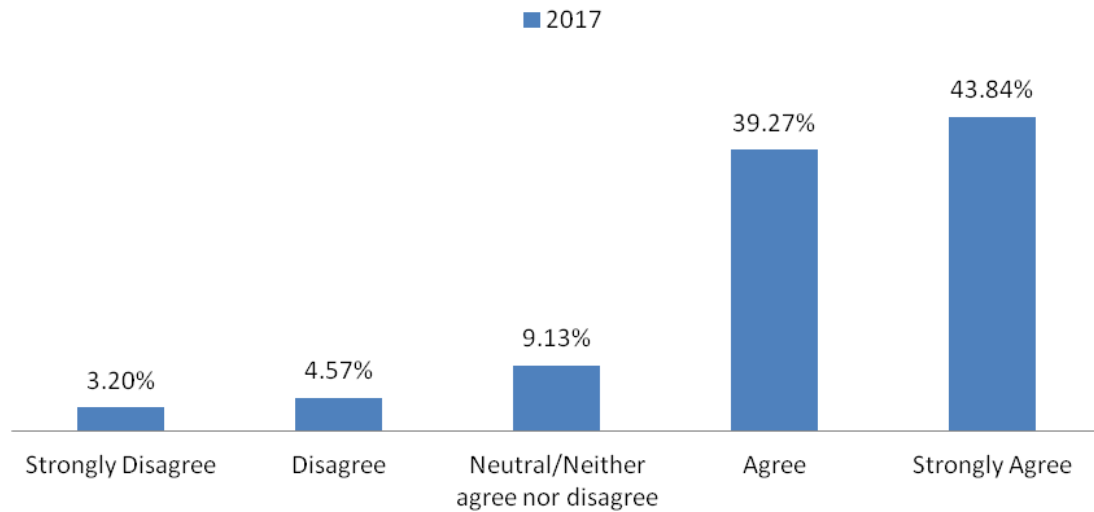
I am determined to give my best effort at work each day.



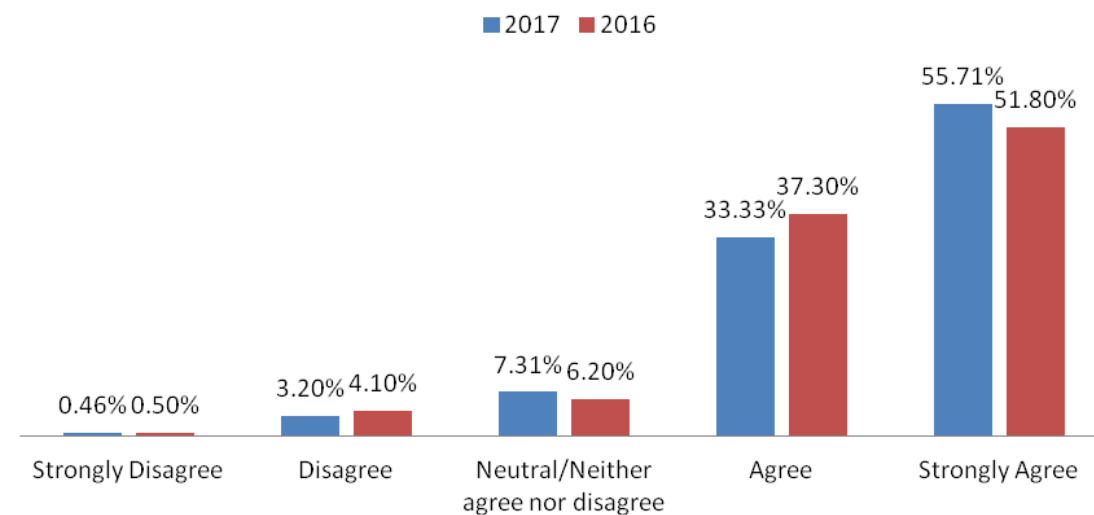
Communication between senior leaders and employees is good in my organization.



### My direct supervisor keeps me and my department informed.

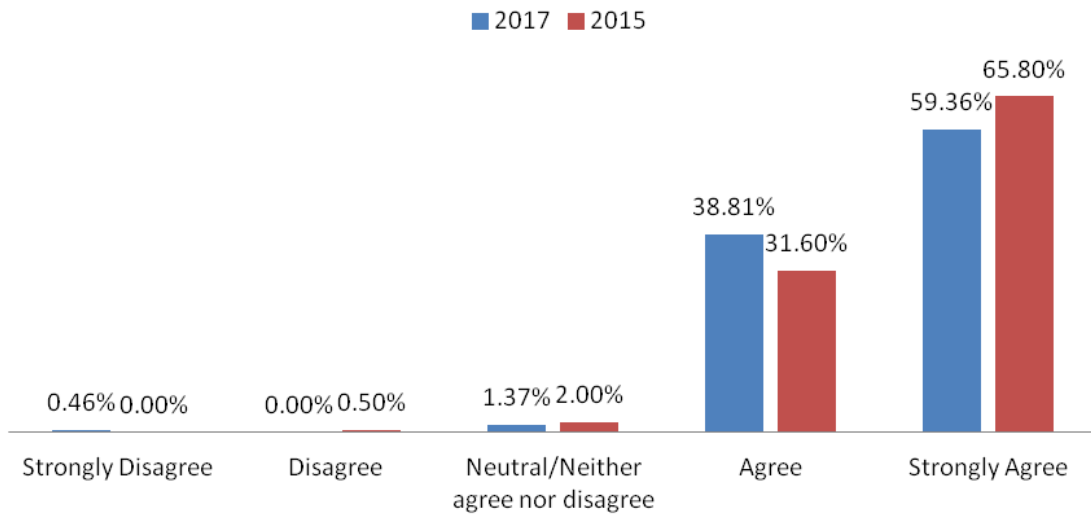


### My supervisor and I have a good working relationship.

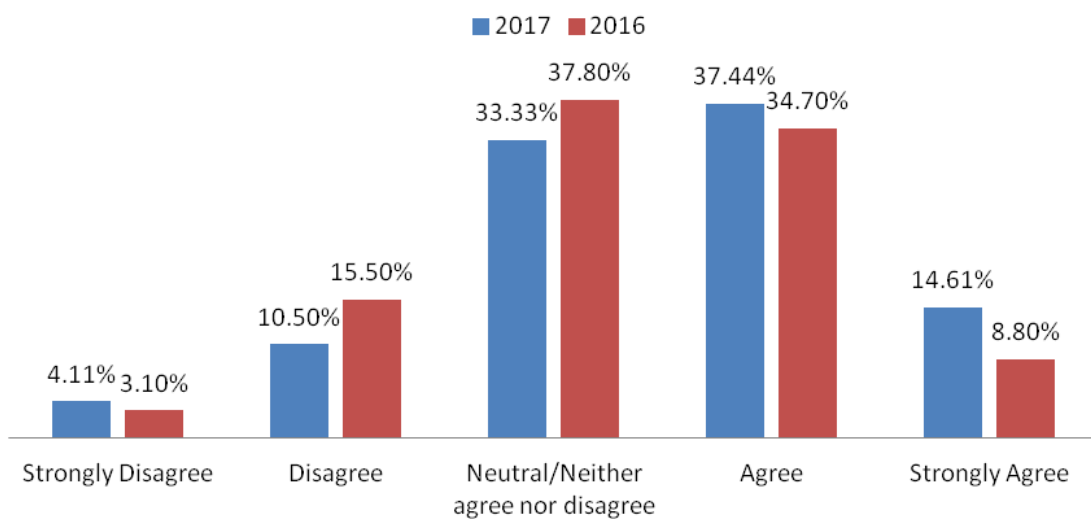




### My coworkers and I have a good working relationship.

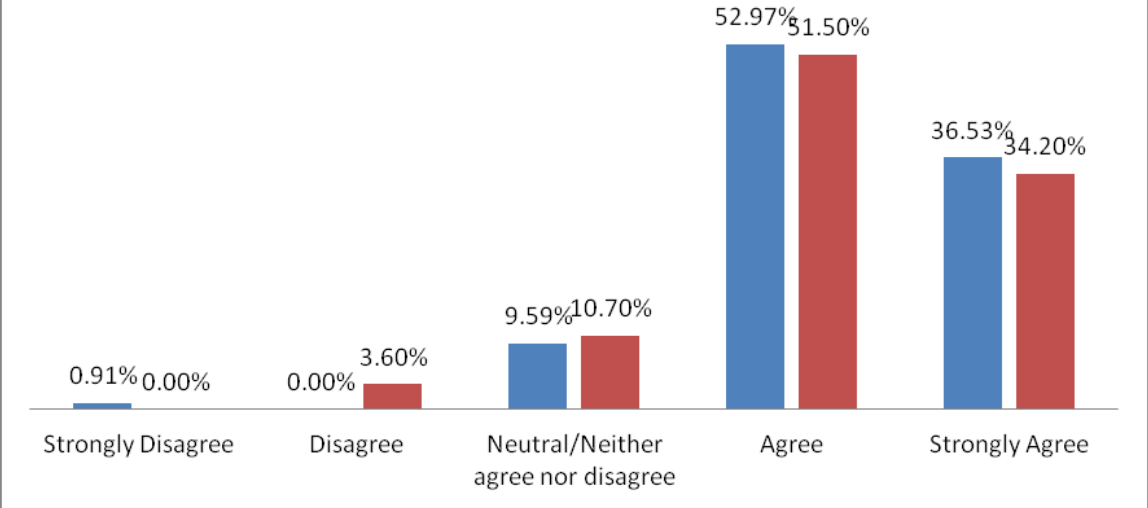


### Senior management and employees trust each other.



# Employees treat each other with respect.

■ 2017 ■ 2015



### 2017 Summer Reading Program Statistics

	Baby Toddler Program started	Baby Toddler Program finished	Children's Program Sign-up	Reading Records Returned	Teens Registered	Teen Coupons
Albany	47	10	245	388	61	272
Annandale	32	6	171	311	40	137
Becker	15	3	306	706	39	111
Belgrade	14	2	53	24	4	15
Big Lake	40	9	276	554	40	186
Buffalo	34	12	365	515	41	195
Clearwater	1	1	90	159	7	35
Cokato	10	1	209	357	36	289
Cold Spring	52	15	260	529	111	696
Delano	35	9	832	1,410	111	369
Eagle Bend	9	2	57	123	11	47
Elk River	136	22	859	1,248	171	830
Foley	17	1	191	263	45	334
Grey Eagle	1	1	32	81	7	98
Howard Lake	15	4	148	313	17	138
Kimball	22	8	128	228	17	53
Little Falls	19	3	221	299	33	131
Long Prairie	20	1	110	224	30	159
Melrose	19	6	172	77	25	245
Monticello	37	8	500	602	52	348
Paynesville	27	3	129	77	44	70
Pierz	9	3	143	227	23	72
Richmond	28	13	88	129	25	120
Rockford	35	6	210	257	83	249
Royalton	17	5	63	83	14	83
Sauk Centre	27	13	188	118	22	14
St. Cloud	125	26	914	2,430	87	633
St. Michael	121	18	813	109	177	509
Staples	17	2	80	126	17	124
Swanville	6	1	28	32	5	19
Upsala	18	-	72	136	22	57
Waite Park	38	6	169	174	72	210
<b>Totals</b>	<b>1,043</b>	<b>220</b>	<b>8,122</b>	<b>12,309</b>	<b>1,489</b>	<b>6,848</b>

2016

<b>1,192</b>	<b>367</b>	<b>8,649</b>	<b>13,342</b>	<b>1,588</b>	<b>7,960</b>
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# Employee Benefits Compliance and Related Policy Revisions

Submitted by Julie Schmitz, Associate Director – Human Resources

## BOARD ACTION REQUESTED

Information                       Discussion                       Approve/Accept

## RECOMMENDATION

Recommend revisions to 200 Personnel Policy, Chapter 4F. Insurance Benefits and 4G.2 Flexible Spending Accounts (FSA) to address compliance issues and ensure GRRL is operating its benefit plans in compliance with benefit related regulations.

## BACKGROUND INFORMATION

Supporting Documents Attached: Marked and clean copies of the above policies.

As we began reviewing benefits for 2018, we became aware of compliance issues affecting the use of benefit credit money available to employees who work over 30 hours per week and benefits made available to part-time employees.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$                      Funding Source: Employee                      Budgeted:  Yes                       No

## ACTION

Passed                       Failed                       Tabled

## 200 Personnel Policy

### Chapter 4F. Insurance Benefits

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GRRL believes that quality benefits are integral to the recruitment and retention of qualified employees. Therefore, GRRL provides a set dollar amount per month for employees regularly scheduled to work 30 or more hours per week to purchase benefits. This set dollar amount is prorated based on scheduled hours. ~~Prorated contributions based on scheduled hours are effective January 1, 2011. Staff working 32-39 hours as of December 31, 2010 will be grandfathered to receive the full contribution to a maximum of \$637.50 or the prorated amount, whichever is greater, not to exceed current benefit contribution level, provided the employee continues to be regularly scheduled to work 30 hours or more per week.~~

The ~~distribution of the contribution plan or plans to which the~~ amount is contributed (the Section 125 cafeteria plan and/or the retiree-only HRA) is determined ~~by~~ on whether an eligible employee enrolls in GRRL's group health insurance or not. individual eligibility of a Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) as required. The set dollar amount is reviewed annually during the budget process by the GRRL Board of Trustees. The primary goal of this allotment is to provide single health, dental and life insurance coverage. However, this money can be used toward the following ~~insurance and retirement~~ benefits based on as best fits individual employee needs and meeting the qualifications for eligibility of the benefit:

- Health Insurance (requires a minimum contribution)
- Dental Insurance
- Basic Life Insurance
- Vision
- Health Savings Account (HSA)
- Retiree-Only Health Reimbursement Arrangement (automatic contribution if declining GRRL health insurance)
- Retiree-Only Health Reimbursement Arrangement (HRA)
- Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
- Deferred Compensation
- Long Term Disability
- Short Term Disability
- Taxable earnings (as determined by the Board)
- Additional voluntary health and accident benefits as determined by the Board

Employees may decline participation in our Health or Dental plan. However, to decline health insurance, proof of existing coverage is required. Single Life Insurance coverage is also required.

Retirees will be provided the opportunity to continue their coverage as provided by and in accordance with Section 471.61 of the Minnesota Statutes. Eligible employees who retire may elect to retain health and dental insurance coverage under the library's group plan until they become Medicare eligible. Life insurance can also be retained for a period of up to 18 months. Premiums for such coverage shall be the exclusive responsibility of the retired employee.

~~Any GRRL money designated for deferred compensation must be matched or exceeded with an employee contribution.~~

Current GRRL contributions, benefit plan summaries and information on cost is available from Human Resources. Coverage elected within 30 days of hire is effective on the first of the month following hire.

**Approved Date: 06/10/08**

**Effective Date: 06/10/08**

**Revised Date: 01/01/09, 11/10/09, 6/15/10, 11/16/10, 03/17/15, 11/15/16, 09/19/17**

**Effective Date of Last Revision: 01/01/11, 01/01/15, 01/01/17, 01/01/18**

#### **4G.2 Flexible Spending Accounts (FSA)**

The Library makes available ~~voluntary (employee paid)~~ flexible ~~spending accounts~~~~savings plans~~ for all employees regularly scheduled ~~308~~ or more hours per week. The employee can elect to set aside pre-taxed contributions for health and/or dependent care expenses. Employees working between 8 and 29 hours are eligible to participate in a dependent care flexible spending account and/or a limited scope health flexible spending account.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

**Approved Date: 11/21/2006**

**Effective Date: 11/22/2006**

**Revised Date: 06/10/08, 01/01/09, 09/19/17**

**Effective Date of Last Revision: 01/01/18**

## 200 Personnel Policy

### Chapter 4F. Insurance Benefits

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GRRL believes that quality benefits are integral to the recruitment and retention of qualified employees. Therefore, GRRL provides a set dollar amount per month for employees regularly scheduled to work 30 or more hours per week to purchase benefits. This set dollar amount is prorated based on scheduled hours. The plan or plans to which the amount is contributed (the Section 125 cafeteria plan and/or the retiree-only HRA) is determined by whether an eligible employee enrolls in GRRL's group health insurance or not. The set dollar amount is reviewed annually during the budget process by the GRRL Board of Trustees. The primary goal of this allotment is to provide single health, dental and life insurance coverage. However, this money can be used toward the following benefits based on individual employee needs and meeting the qualifications for eligibility of the benefit:

- Health Insurance (requires a minimum contribution)
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- Basic Life Insurance
- Vision
- Health Savings Account (HSA)
- Retiree-Only Health Reimbursement Arrangement (automatic contribution if declining GRRL health insurance)
- Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
- Long Term Disability
- Short Term Disability
- Taxable earnings (as determined by the Board)
- Additional voluntary health and accident benefits as determined by the Board

Employees may decline participation in our Health or Dental plan. However, to decline health insurance, proof of existing coverage is required. Single Life Insurance coverage is also required.

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**Approved Date: 06/10/08**

**Effective Date: 06/10/08**

**Revised Date: 01/01/09, 11/10/09, 6/15/10, 11/16/10, 03/17/15, 11/15/16, 09/19/17**

**Effective Date of Last Revision: 01/01/11, 01/01/15, 01/01/17, 01/01/18**

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Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

**Approved Date: 11/21/2006**

**Effective Date: 11/22/2006**

**Revised Date: 06/10/08, 01/01/09, 09/19/17**

**Effective Date of Last Revision: 01/01/18**