



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

Board of Trustees Meeting
Tuesday, July 21, 2020, 6:00 p.m.
Agenda

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may monitor the meeting at <https://us02web.zoom.us/j/86520696753?pwd=SCsvLzc1TkIDa0NiRmI5b210WXNLdz09>
Password: 640065 or US: +1 312 626 6799, Webinar ID: 865 2069 6753.

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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| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Approval of Minutes | 6:02 |
| 3.1 May 19, 2020, Board Meeting (Requested Action – Approve) pg 3 | |
| 3.2 May 19, 2020, Personnel Meeting (Requested Action – Approve) pg 7 | |
| 4. Public Open Forum | 6:05 |
| 5. Financials | 6:07 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 6. Consent Agenda | 6:10 |
| 6.1 Arts & Cultural Heritage Fund FY2021 Application (Requested Action – Approve) pg 9 | |
| 6.2 GRRL Board 2021 Meeting/Work Session Schedule (Requested Action – Approve) pg 21 | |
| 6.3 Other | |
| 7. Communications | 6:11 |
| 7.1 Other | |
| 8. Presentations | 6:11 |
| 8.1 Other | |
| 9. Staff Reports | 6:11 |
| 9.1 Executive Director’s Report pg 23 | |
| 9.2 Management Reports Including Strategic Plan Progress pg 27 | |
| 9.3 Building Reports pg 35 | |
| 9.4 Second Quarter Cumulative Statistics pg 37 | |
| 9.5 Human Resources Reports pg 47 | |
| 9.6 Other | |

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|---|------|
| 10. Committee Reports | 6:25 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Central Minnesota Libraries Exchange Board (verbal) | |
| 11. Unfinished Business | 6:40 |
| 11.1 GRRL 2021 Budget Proposal & Discussion (Requested Action – Approve) pg 55 | |
| 11.2 Sartell Alternative Library Services Agreement Amendment (Requested Action – Approve) pg 67 | |
| 11.3 St. Cloud Library Lease Proposal (Requested Action) pg 71 | |
| 11.4 Other | |
| 12. New Business | 7:00 |
| 12.1 Central Minnesota Libraries Exchange Board Appointments (verbal) (Requested Action – Approve) | |
| 12.2 Other | |
| 13. Board Open Forum | 7:05 |
| 14. Next Meeting – September 15, 2020, Board of Trustees | 7:09 |
| 15. Adjournment | 7:10 |

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 19, 2020**

A regular session of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, May 19, 2020, at 6:00 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff participated in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting was conducted electronically via Zoom. Members of the public were able to monitor the meeting.

Members Present:

Zurya Anjum
Wayne Bauernschmitt
Jeff Bertram
Jayne Dietz
Mary Eberley
Melissa Fee
George Fiedler
Lisa Fobbe
Karlyn Forner
Dave Kircher
Leigh Lenzmeier
Ed Popp
Michael Potter
Jacey Wallace
Randy Winscher

Members Excused:GRRL Staff Present:

Aron Murphy
Karen Pundsack
Jay Roos
Julie Schmitz
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Lisa Fobbe requested item 12.2 Sartell Locker System Agreement and Funding Discussion be moved to follow the Public Open Forum. Jeff Bertram made a motion to adopt the agenda as amended. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

APPROVAL OF MINUTES

Zurya Anjum made a motion to approve the January 21, 2020, Board meeting minutes as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

Ed Popp made a motion to approve the February 18 and April 14, 2020, Board special session minutes as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

Sartell Locker System Agreement and Funding Discussion

Lisa Fobbe welcomed Anna Gruber, the new Sartell City Administrator. Executive Director Karen Pundsack refreshed the Board on the February budget discussion related to the Sartell agreement. The current agreement will expire in October 2020.

Anna acknowledged the Sartell locker system is a unique library service model and seems to be working well. She is new to the administrator position, in addition to the pandemic situation. Anna would like to maintain library services as she gets to know everyone and the system better before discussing agreement revisions. Members of the Board and Karen expressed interest in continuing the current partnership until Anna is better established and the COVID situation returns to a new normal. In reply to questions, Karen stated the preference to continue the current agreement for one year with the hope to work on a new agreement then. Sartell currently contributes the majority of the ongoing costs. Board members pointed out the locker system was set up as a pilot project, and pilots have end date.

Jeff Bertram made a motion to extend the current Sartell Locker System agreement and partnership for one year and then re-evaluate. Seconded by Mary Eberley, the motion carried unanimously by roll call vote. Anna will bring this to the Sartell City Council. They have indicated support of the arrangement.

Karlyn Forner joined the meeting at 6:27 p.m.

FINANCIALS

Bills

Ed Popp made a motion to approve the May list of bills for payment and the May list of bills addendum. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

Financial Reports

Ed Popp made a motion to accept the April financial report. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

Audit Overview

In March, BerganKDV conducted their annual GRRL audit. The process went well, and an unmodified or clean audit opinion was received, which is the best that can be received. Mary Eberley made a motion to approve the GRRL Audit Overview as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

Annual Review of Unassigned Fund Balance

Accounting & Distribution Supervisor Aron Murphy reviewed the Unassigned Fund Balance spreadsheet and explained numbers and calculations. The 2019 year-end total increased by \$214,647.09. Board members commented on Unassigned Fund spending and the need to gauge how GRRL is doing financially. Mary Eberley made a motion to accept the Unassigned Fund Balance review as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

CONSENT AGENDA

Regional Library Basic System Support FY2021 Application

Randy Winscher made a motion to approve the Regional Library Basic System Support FY2021 application as presented. The motion was seconded by Jayne Dietz. Following brief discussion, the motion carried unanimously by roll call vote.

COMMUNICATIONS

There were no communications.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report****Management Reports****Building Reports****Staff Recognition Report****Human Resources Annual Statistics**

Karen Pundsack stated staff have been pulling together, and she appreciates their contributions to move forward with services. Previous Board-approved fund designations have set GRRL up for success in a difficult time. The next step is to develop a phased reopening plan. Hurdles have included high demand for Plexiglas and cleaning supplies and library building capacity to allow recommended space for staff and patrons. The plan is to prioritize GRRL's largest locations first to serve the most patrons.

Other items included:

- The City of Paynesville continues to consider the vacant Shopko building for library relocation.
- Staff were congratulated on record-breaking digital services. Karen shared additional digital statistics and information.

Leigh Lenzmeier left the meeting at 6:55 p.m.

Discussion took place about patron past due notices and the billing threshold.

A Board member asked about why GRRL continues to receive an audit exception for lack of accounting duties segregation. Aron explained the responsibilities of the two staff in Accounting. The Board is aware and has determined it would not be cost effective to hire additional staff.

COMMITTEE REPORTS**Finance Committee**

The Finance Committee report by Ed Popp focused on GRRL's preliminary 2021 Budget which was approved by the Committee. He briefly reviewed operating revenue and expenditures and discussion about reducing the Unassigned Fund Balance.

Michael Potter made a motion to approve the Finance Committee report as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

Personnel Committee

Jayne Dietz reported on the following Personnel Committee items:

- *Elect Personnel Committee Chairperson*
Jayne Dietz was re-elected as Chairperson.
- *Personnel Policy Revisions*
 - *Chapters 2. Employment, 3. Compensation and Performance Evaluation & 4. Employee Benefits*
 - *Chapter 5A. Grievances*

Revisions were made to eliminate redundancy and references in multiple policies. No changes were made in terms of employment. The Committee approved the revisions with a correction to the last sentence of Chapter 2J. Personnel Files; it should read "...once each year following..." They also asked Associate Director – Human Resources Julie Schmitz to look into a suggested language change and bring the policy back in July if the change is possible.

Jayne Dietz made a motion to approve the Personnel Committee report as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

Central Minnesota Libraries Exchange Board (CMLE)

Jayne Dietz reported the CMLE Board conducted a performance review of Executive Director Mary Jordan at their last meeting. Randy Winscher continues to be on the Board until replaced. The next CMLE Board meeting is scheduled for June.

UNFINISHED BUSINESS**St. Cloud Library Lease Discussion**

A concern was raised about the need for more time than this meeting would allow to discuss the St. Cloud Library lease. Board members suggested forming a subcommittee or waiting a few more months before determining how to proceed as well as considering the city may have different leadership within the next year. Lisa Fobbe will talk with Ed Popp and Karen Pundsack about how to proceed prior to the July Board meeting.

Karlynn Forner and Dave Kircher left the meeting at 7:22 p.m.

NEW BUSINESS**Preliminary 2021 Budget & Discussion**

Aron Murphy reviewed the preliminary 2021 Budget which included Revenue Scenario #2 approved by the Finance Committee on May 12. Karen Pundsack informed the Board that the preliminary budget includes two department budget requests approved by the Committee in April – Media Scheduling and eResource Central. She also confirmed the final GRRL 2021 Budget needs to be approved in July.

Zurya Anjum left the meeting at 7:25 pm.

Sartell Locker System Agreement & Funding Discussion

This item was addressed earlier in the meeting.

BOARD OPEN FORUM

Board member comments included hope that everyone is safe and staying healthy, thanks to library and county staff for work done in an unprecedented situation, encouragement to continue moving forward, the request to support small businesses, hope to meet in person next time, and wishes for a happy Memorial Day.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meetings will be Tuesday, July 21, 2020:

- Finance Committee
- Personnel Committee
- Board of Trustees

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 7:33 p.m.

Lisa A. Fobbe, President

Michael Potter, Secretary

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
May 19, 2020**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, May 19, 2020, at 5:30 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Personnel Committee and GRRL staff participated in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting was conducted electronically via Zoom. Members of the public were able to monitor the meeting.

Members Present:

Jeff Bertram
Jayne Dietz
Melissa Fee
Lisa Fobbe
Dave Kircher
Michael Potter
Randy Winscher

Members Excused:**GRRL Staff Present:**

Aron Murphy
Karen Pundsack
Jay Roos
Julie Schmitz
Patricia Waletzko

ADOPTION OF AGENDA

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

ELECT PERSONNEL COMMITTEE CHAIRPERSON

Jeff Bertram nominated Jayne Dietz for Personnel Committee Chairperson. The nomination was seconded by Lisa Fobbe. Randy Winscher moved to close nominations and cast a unanimous ballot for Jayne Dietz. All voted to elect Jayne Dietz as Chairperson.

APPROVAL OF MINUTES

Jeff Bertram made a motion to approve the January 21, 2020, minutes as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

PERSONNEL POLICY REVISIONS

*Chapters 2. Employment, 3. Compensation and Performance Evaluation & 4. Employee Benefits
Chapter 5A. Grievances*

Associate Director – Human Resources Julie Schmitz explained the policy revisions which eliminate redundancy and references in multiple policies. No changes were made in terms of employment. Discussion included Committee member concerns about potential language interpretation.

Lisa Fobbe made a motion to approve the Personnel policy revisions with a correction to the last sentence of Chapter 2J. Personnel Files; it should read “...once each year following...” Julie was asked to look into a suggested language change and bring the policy back in July if the change is possible. Jeff Bertram seconded the motion which carried unanimously by roll call vote.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting will be Tuesday, July 21, 2020.

ADJOURNMENT

Randy Winscher made a motion to adjourn the meeting at 5:50 p.m. Seconded by Dave Kircher, the motion carried unanimously.

Jayne Dietz, Chair



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

The regional library system named below applies for funds as authorized and provided for in [2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 1, Subdivision 5.](#)

A completed application, due July 20, 2020, 4:30 p.m., includes:

- This narrative form including assurances with signature(s) (pdf)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name and address:

Great River Regional Library
1300 West Saint Germain Street
St. Cloud, MN 56301

Name, phone, and email address of regional library system administrator:

Karen Pundsack
(320) 650-2512
karenp@grrl.lib.mn.us

Name, phone, and email address of regional library system ACHF program coordinator:

Beth Ringsmuth Stolpman
(320) 650-2510
bethr@grrl.lib.mn.us

Name, phone, and email address of regional library system finance manager:

Aron Murphy
(320) 650-2541
aronm@grrl.lib.mn.us

Regional library system DUNS Number:

095291803

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Signature _____

Printed Name **Lisa Fobbe**

Chair, Regional Library System Governing Board

Date

Signature _____

Printed Name **Karen Pundsack**

Regional Library System Administrator

Date

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1) **Use of Funds** - Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rules, [Chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2) **Terms of Acceptance** - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3) **Grant Agreement Components** - The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, [Chapter 16B.97](#) except when superseded by specific instructions contained herein.

4) **Payments** - Payments will be distributed in ten equal payments beginning in Fall 2020.

5) **Program Reporting** - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2021 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2020 allocation or by July 30, 2022, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2021 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6) **Financial Reporting - Financial Reporting Forms** summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

a. Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

| Time period | Due date |
|---------------------------------------|------------------|
| September 1, 2020 – December 31, 2020 | January 31, 2021 |
| January 1, 2021 – March 31, 2021 | April 30, 2021 |
| April 1, 2021 – June 30, 2021 | July 31, 2021 |
| July 1, 2021 – September 30, 2021 | October 30, 2021 |
| October 1, 2021 – December 31, 2021 | February 1, 2022 |
| January 1, 2022 – March 31, 2022 | April 30, 2022 |
| April 1, 2022 – June 30, 2021 | July 30, 2022 |

b. The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7) **Budget Revisions** - The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2021 ACHF funds.

9) **Discontinuation of Participation** - If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(C)).

10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11) **Conditions of Payment**

- a) The Grantee must comply with the Minnesota Constitution, [article XI](#), section 15, and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) **Payments to individuals:** The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12) **Amendments** - Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D).

14) **Internet Safety** - The regional 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 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 2018 Chapter 617, Article 241*.

15) **Audits** - An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rules, [Chapter 3530.1200](#)).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event **a monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date. (Minnesota Statutes §16B.98, Subdivision 8)

State and Federal Audits The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under Minnesota Statutes, [Chapter 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16) Subgrantees/Subcontractor/Consultant Services - If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of Minnesota Statutes, [Section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17) **Liability** - Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18) **Use of Works and Documents** - Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "*Documents*." *Documents* are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19) **Publicity** - Any publicity regarding the subject matter of this grant contract must comply with Minnesota Laws, 2011, 1st Special Session, [Chapter 6](#), Article 5, Section 5 which amended Minnesota Statutes, [Chapter 129D.17](#) subd. 2(g) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20) **Conflict of Interest** - In accordance with the Minnesota Office of Grants Management [Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21) **Government Data Practices** - The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, [Chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of Minnesota Statutes, [Chapter 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22) **Data Disclosure** - Under Minnesota Statutes, [Chapter 270C.65](#), and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23) **Worker's Compensation** - Grantee certifies that it is in compliance with Minnesota Statutes, [Chapter 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24) **Governing Law, Jurisdiction and Venue** - Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25) **Pre-Award Work and Pre-Award Costs** - The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

26) **Grantee's Grant Program Representative** - The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2021 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

GRRL plans to continue offering programming/events planned by local branch staff, as well as regionally-planned events (tours). In general, events consist of art workshops, music performances, history presentation, theatre performances, author presentations, and performances for children that are artistic in nature.

2. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative costs help GRRL offset time spent by administrative staff on activities related to these events (advertising/promotion, accounting, and planning time).

3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes No

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:
- Arts, culture and history will be interwoven into every facet of community life.
 - Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
 - Increased student exposure to professional performing arts, and the work of professional artists.
 - Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the [Legacy website](#). Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF [Legislative Guide](#).

Feedback surveys are available at every GRRL program, specific to gathering attendees' changes in attitude, behavior, knowledge, etc. after Arts & Cultural Heritage programs; feedback is reviewed regularly and compiled annually to ensure intended outcomes are being met.

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

This funding is crucial to GRRL being able to provide high quality arts, culture, and history programming to our communities. GRRL is able to offer a variety of programs that we would not otherwise be able to fund—art workshops, lectures, presentations, performances, and more.

Thank you for completing the FY2021 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2021 (July 1, 2020-June 30, 2021)



Regional library system name: Great River Regional Library

Full-time equivalents (FTE) funded with ACHF :
Use the total FTE represented by all regional library system staff--both
program administration and other--who will be paid using ACHF.
Calculated as total # hours planned divided by 2,080.

| Budget items (used to create Financial Reporting Form) | FY20 Estimated Expenditures | Notes |
|--|-----------------------------|-------|
| Administration (up to 5%) | \$5,322.76 | |
| Statewide initiative (up to 10%) | \$0.00 | |
| Other (auto sums from info entered below) | \$207,587.79 | |
| TOTAL | \$212,910.55 | |

| Other estimated expenses (will be included above) | FY20 Estimated Expenditures | Notes |
|---|-----------------------------|-------|
| Contracted services | \$200,587.79 | |
| Personnel | \$7,000.00 | |
| Subgrants | \$0.00 | |
| <i>(Other--please specify; insert rows as needed)</i> | \$0.00 | |
| Total Other | \$207,587.79 | |



1300 St. Germain Street West
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Board of Trustees 2021 Meeting Schedule St. Cloud Public Library at 6:00 p.m.

The scheduled dates are (the third Tuesday of the designated month):
Special meetings are outside of regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 1

January 19 – Annual Meeting

February 16 – Work Session

March 16

April 20 – Work Session

May 18

June 15 –Work Session

July 20

August 17 – Work Session

September 21

October 19 – Work Session

November 16

December 21 – Work Session

July 21, 2020

Executive Director's Report

Strategic Plan Progress

Organizational Priority – Operational Excellence

The Leadership Support Team (LST) analyzed data from the 2015 and 2018 user/non-user surveys to measure progress with results. Observations from the survey was that the print collection is important to most users. Usage stats show that while the digital collection is smaller, it is used heavily. The survey raised questions as to whether patrons' expectations have also changed for things like wifi where they are less satisfied now even though the service itself hasn't changed much.

The 2018 survey data was used to create draft personas. We will be using these personas to focus more on services from a user experience perspective.

Staff participated in a series of small group meetings in fall 2019, which provided the input needed to create GRRL's Theory of Change. In March, LST met to distill the many outcome statements from staff into a core outcome statement: *People in our communities can find and use trusted information they need to thrive.*

Edge Assessment results were analyzed and broken into benchmarks based on library tiers. Benchmarks from the Edge Assessment are national standards for library public technology services. These benchmarks will be reviewed with library coordinators later this year.

In January, a staff workshop on diversity, equity and inclusion (DEI) efforts was attended by 40 staff members. We brainstormed actionable next steps. LST discussed the action steps and planned to pull together a DEI work group of staff prior to the COVID-19 closure. Some actions are moving forward, such as the diversity audit of the collection. We are rethinking how these efforts can be staff led in the current environment. We also subscribed to the Charities Review Council's Diversity, Equity and Inclusion toolkit to identify focus areas and measure progress over the next few years.

The strategic plan workshop was scheduled for April, but was postponed due to the pandemic. We will wait until fall to decide whether we will be able to use this format to advance our strategic planning.

COVID-19 Closure

The planning team has met regularly to share progress and questions that have come up. We also hold weekly supervisor updates and regular staff Q&A huddles to keep the lines of communication open. We are especially grateful for the time GRRL Board President Lisa Fobbe has spent participating in these meetings. Staff appreciate knowing the Board is behind them as they find new ways to serve the public.

Curbside holds pickup services and book returns were available in all libraries by mid May. Computer services by appointment were available in all libraries by the end of June. Library coordinators developed task analyses for each service to document mitigation steps for the service, which took significant time. A few of our libraries have added more services, such as in-library holds pick up, wifi use and browsing. If the current state guidance around occupancy remains the same, we plan to expand public services to match the highest allowable access levels in each location. Our smallest locations will be limited to no more than 10 people. For the larger libraries, the questions become how and whether to continue what's working, like curbside, with increased public access.

Leadership Support Team

LST spent significant time creating and implementing a phased reopening plan. We also revised the COVID-19 Operating Plan, which serves as a preparedness plan as required by the state. The reopening plan was developed to allow movement between phases as state guidance changes. One of the challenges has been uncertainty about how the state will move into the next phases. The plan was developed in May, before the Stay Safe MN guidance was released. We used plans from libraries around the country as guidance. We also connected with our cities and counties to learn what mitigation steps they were taking in offering services to the public.

St. Cloud Public Library Lease and AMHS Maintenance

After several months of back and forth between city departments and GRRL, the City of St. Cloud indicated they would not pay for an upgrade to the AMHS computer, which is owned by them. The upgrade is required to maintain network security. We opted to move forward with the upgrade with the intent of sorting out the billing when we reconcile our lease payments at the end of 2020.

This conversation sparked additional ones regarding the St. Cloud Public Library lease. On June 26, City Administrator Matt Staehling said he would send a counterproposal to the lease. The counterproposal would include a phasing out of AMHS maintenance for the City of St. Cloud. On July 9, the City sent a counterproposal that included the AMHS changes as well as significant increases in overhead costs and a change to the Maintenance of Effort language. It also includes a shift to GRRL being fully responsible for custodial costs. The lease discussion is included as unfinished business for the July Board meeting.

He also indicated the City of St. Cloud is undergoing extreme financial hardship due to the pandemic. They are only funding “essential” or “emergency” expenses. As part of their annual budget process, they are asking every department to reduce 2020 spending by 10 percent and reduce their 2021 budget proposals by an additional 10 percent. In 2019, the annual AMHS maintenance contract was removed from the budget, which was already an over \$40,000 decrease. The additional cuts they are seeking from the library budget would require reducing basic maintenance, supplies and cleaning for the building. We have indicated this in multiple emails and phone calls with the city.

21st Century Community Learning Center (21CCLC) Grant

We continue to work with Partner for Student Success/United Way on their 21CCLC grant. Due to COVID-19, most of our original proposals needed to be reworked for a virtual, socially distant environment. Patron Services Coordinator Chris Mallo moved our makerspace kits forward and restructured them so each grant site could have its own kits and supplies. We will also help develop book collections for each site rather than moving library materials between sites. Chris will be providing virtual train-the-trainer sessions for the makerspace kits and other STEM kits for the sites.

Regional Library Telecommunications Aid (RLTA) Changes and WiFi Hot Spot Grant

In May, GRRL received additional funds to increase access to broadband and technology for residents in our region. We opted to expand the WiFi2Go pilot project to more locations. Associate Director – Collection Development Jami Trenam worked to circulate hot spots in 18 more libraries. Belgrade, Foley, Little Falls and Upsala were the first four libraries to receive hot spots in July from the first grant round. Through conversations with District 742 and Sauk Rapids/Rice school district, we learned that a community hot spot model might work better in this area. I have developed partnership agreements with Promise Neighborhood of Central Minnesota and Watab Township to distribute some hot spots. We are also working with the City of Rice and Bel Clare Estates as potential sites.

The legislative changes due to COVID-19 means we will also be able to use the RLTA reserves we have on hand for a wider range of uses. In the past, these funds were restricted to only e-rate eligible services, such as network equipment or in-library Internet connections. The hot spot projects can continue to be funded this way. LST will create a plan for how best to work with RLTA going forward.

Professional Activities

I was invited to be a panelist on two virtual presentations over the summer. In July, I will be one of four panelists for *Libraries and Coronavirus: Leading Through A Crisis*. In August, I will serve on a panel for the University of Wisconsin-Milwaukee, my alma mater, for their School of Information Studies Professional Immersion Day.

Highlighted Activities

May 14 – Leadership Team, Supervisor update, Chamber presentation “Myth Busting with CentraCare Professionals”

May 15 – Virtual St. Cloud Chamber meeting – SRP, LST phased reopening meeting

May 19 – LST phased reopening, GRRL Board meeting

May 20 – LST Board follow up meeting, State Library Services Library Leaders call

May 21 – Supervisor update, Minitex restarting delivery meeting

May 26 – Community Foundation presentation on Leadership Wellbeing

May 27 – State Library Services Library Leaders call

May 28 – St. Cloud Chamber Legislative Wrap-Up, CRPLSA online meeting

May 29 – Tier 3 & 4 Library Coordinators phased reopening meeting, Planning team meeting

June 1 – Staff Q&A huddle

June 2 – Staff Q&A huddle, Initiative Foundation presentation on Donor Relations

June 3 – Staff Q&A huddle, MLA Legislative Committee

June 4 – Staff Q&A huddle, LST meeting, State Library Services Library Leaders call

June 5 – Staff Q&A huddle, Tier 3 & 4 Library Coordinators phased reopening meeting

June 8 – Staff Q&A huddle, Planning team meeting

June 9 – Supervisor update, Watab township meeting

June 11 – State Library Services Library Leaders call

June 15 – Staff Q&A huddle, State Library Services meeting on CareerForce, CRPLSA online meeting

June 16 – Planning team meeting, Community Foundation presentation on diversity, equity & inclusion

June 18 – Quarterly Business report, Supervisor update, State Library Services Library Leaders call

June 19 – Staff Q&A huddle

June 23 – Staff Q&A huddle, meeting at Promise Neighborhood, Planning team

June 24 – State Library Services call about RLTA changes, 21CCLC Partners Meeting

June 25 – United Way Community Forum, LST meeting, State Library Prepare for One Book training

June 26 – Staff Q&A huddle, DEI toolkit user group, Emotional Intelligence webinar, meeting about 21CCLC grant

June 29 – Library coordinator meeting about computer appointments

June 30 – Supervisor meeting, MLA Public Library Division listening session, Planning team meeting

July 1 – Staff Q&A huddle, MLA Legislative Committee, meet with Watab Township supervisor

July 9 – Staff Q&A huddle, LST meeting, Supervisor meeting

July 14 – Libraries and Coronavirus: Leading Through A Crisis panel presentation

July 15 – GRRL Executive Committee meeting

July 21, 2020

Management Reports July 2020

**Brandi Canter
Lead Patron Services Supervisor**

Strategic Plan Progress

Service priority: Access

Officially, our access-based strategic plan goal is to expand homebound services in the region. However, with the new reality of extended closure and limited service, we have gone back to basics in providing as much access to the library collection and services as we can while mitigating transmission of the novel coronavirus. Some of these efforts include:

- *Region-wide curbside pickup:* It took several weeks to make this service regional. Hours of availability and local processes were developed individually in collaboration with local city staff, Library Services Coordinators (LSC), Patron Services Supervisors, and other regional staff.
- *Phone calls to connect with patrons:* While we were rolling out curbside pickup, we could not use Unique Management Services to provide holds notification to patrons. Therefore, local staff went old school and called patrons to let them know their requested items were available. These calls often turned into larger conversations and “check-ins.” We also got creative in analyzing which patrons might need extra attention. One report listed patrons who had checked out items within a few weeks before the closure but had not logged onto their account for over a year – thus, active but not online. Local staff reached out to these patrons to let them know about curbside pickup, open book drops, and any other services we were offering. Our patrons appreciated this personal touch to connect with them during trying times.

One LSC wrote, “We have a number of retired patrons who were home with nothing to do. They are not TV watchers, nor do they have wifi or devices to use, so when I called to offer curbside pickup they were thrilled. They tell me their preferences and I select books and DVDs for them. They are very thankful for the service.”

- *Increased eCard availability and use:* We were very fortunate to have already developed eCards prior to the closure. With challenges posed by library closure and distance learning for area schools, we expanded access for eCards to minor patrons. Since we closed on March 16, we have had approximately 1,200 patrons apply for and receive eCards.
- *Easier access to help for our patrons:* We had multiple, interrelated challenges: the need to migrate to a new online assistance platform, limited hours when local staff were available to answer patron calls and emails, and the necessity of moving more of our services and communication online due to the COVID closure. We met these challenges by adding a regional hotline (1-888-GET-GRRL) and making AskMN online chat easier for our patrons to find and use. The regional hotline brought in 1,902 patron calls answered by staff around the region so far. We have seen significant growth in AskMN use as well, which Ryan McCormick discusses in his management report.

Phased reopening

It is an incredibly busy, stressful, and rewarding time to be with GRRL. I have spent many hours in meetings – on Zoom and phone calls – with team members and individual staff strategizing and

brainstorming how to move forward with phased reopening. Local staff have been diligent with creating Task and Procedure Analyses for curbside pickup, computer use and browsing by appointment, and many other tasks. The tasks are day-to-day business for us but need to be rethought and evaluated for COVID-19 mitigation. This can be daunting and exhausting work, and I could not be more proud of our staff for the efforts they have made to get this right for staff and patrons.

Personnel

Last month I assumed supervision of Kateri Gruber, LSC for Belgrade/Paynesville. We made this switch in order to allow Rachel Thomas more time to train in our other new LSC, Amanda, in Long Prairie. In other "new staff" news, we were thrilled to start Karen Poorker as a Library Assistant for Clearwater/Foley. We hope to start two more assistants this month: a second assistant for Clearwater/Foley, as well as a new assistant in Belgrade/Paynesville.

Summer Reading Program (SRP) and Beanstack

If you want an example of the extraordinary innovation and dedication coming from GRRL regional and front-line staff, you need look no further than the way they reimagined SRP. We have made use of Beanstack, the online reading tracker, along with paper records available during curbside pickup. Staff pivoted to offer programs online and/or through curbside, with local "Take & Make" crafts and educational projects in a bag to take to do at home. Building windows have also become key for SRP programs, with many libraries adapting their traditional seek-and-find games into window displays.

One of the innovations this year was giving kids the option to create their own reading goals, some of which are really fun:

- "I talked with my sister about an audiobook that we listened to together."
- "I taught my sister how to play spike ball and played 5 rounds of it with her."
- "I planted a garden and I water it every day."
- "I went on a toad hunt and caught some toads and helped my brother learn how to catch toads."
- "Read weather books with mom and 'made' a tornado."

Public Services Team (PST)

With all the challenges brought about by the COVID-19 closures and the need to be more efficient, responsive and nimble, we decided to make some big changes to PST. First and most important, we are dropping the model of it as a team to replace it with a more efficient and inclusive model for updating procedures and policies to better serve and respond to our communities.

Instead of a team with a small number of members who meet 10 times a year, we are going to situate the responsibility for reviewing and updating patron service procedures with the Lead Patron Services Supervisor (me) and the Patron Services Specialist (Beth Ringsmuth Stolpman). Depending on the procedure needing review, we will invite other regional and/or local staff to work with us on a project-by-project basis. In addition, we will develop a panel of 20 to 25 staff who will commit to assist us by responding to surveys, testing new procedures, etc. This group would be inclusive and representative, with local staff at all levels and key regional staff as well.

It is this part we are most excited about. We have struggled with PST to get all the different perspectives we need at the table – staff from all positions aide through coordinator, staff from libraries small to large, new staff and those who have been with us for decades. We are hopeful that the diverse experiences of our survey panel will provide rich insights and suggestions while the streamlined structure will allow more efficient progress on our projects.

Breanne Johnson
Communications and Development Coordinator

Strategic Plan Progress

Operational Priority: Operational Excellence

We have created a planned giving program to provide long-term support to the library. The department created an informational brochure on ways to leave your legacy with the library. The planned giving brochure details verbiage for in your will, how to designate the library as a beneficiary, and the long-lasting impact of giving. The brochure was mailed to donors ages 65 and over during the month of May.

We have finished creating a separate memorial/tribute option of giving. Donors may honor their family, friends, or loved one by making a donation. When donating online or using our gift form, the donor may designate their gift to GRRL or a specific branch. More details and ways to give are on our website at <https://griver.org/support-the-library/honor-and-memorial-gifts>

Through the 2020 Summer Reading Program (SRP), we have created opportunities for corporate sponsorships. As of July 3rd, we have five SRP corporate sponsors: Blattner Energy, St. Michael-Albertville Women of Today, Quinlivan & Hughes, P.A., Grede Company, and St. Cloud Moose Lodge #1400. We continue to reach out to businesses about the opportunity to sponsor.

Operational Priority: Community Focus

We maintain and use a centralized email distribution list of new borrowers to inform them about library services. Currently, we have an average open rate of 24% and 4,308 recipients. We hope to soon transfer our e-newsletters to the Customer Engagement Platform (CEP) offered by SirsiDynix. Until CEP is running, we continue to use MailChimp to send our monthly emails.

Fundraising

The SRP campaign has reached a total of \$6,755. Our goal is \$7,800. This campaign invited businesses to give by sponsorships. We also promoted the opportunity to give in our bi-annual donor newsletter, Currents.

We will soon prepare for our 2020 Year-End Campaign. The campaign will include the following appeals (different mailings/letters): GRRL staff, Friends of the Library members, Board of Trustees, major donors, lapsing donors, and general donors.

Communications

Through the COVID-19 pandemic and library closure, we have marketed our available resources heavily in newspapers across the region. We advertised the following services: hotline, SRP, curbside pickup, free online resources, and One Book One Minnesota program.

Press releases about our services has also gained traction by the media. Topics of press releases include the following: libraries open to computer by appointment, new streaming service "Hoopla," SRP kickoff, curbside service, hotline service, and online library giving day.

More library branches have created Facebook pages. We now have 24 branch pages: Albany, Becker, Big Lake, Belgrade, Paynesville, Buffalo, Clearwater, Foley, Cokato, Howard Lake, Cold Spring, Richmond, Delano, Eagle Bend, Staples, Elk River, Grey Eagle, Monticello, Pierz, Rockford, Sauk Centre, St. Cloud, St. Michael, and Waite Park.

Ryan McCormick
Patron Services Supervisor

Personnel

We are happy to report that Cecilia Maus-Conn will be joining us this summer as part of the AmeriCorps Summer Reads VISTA program. She will prepare STEM and literacy-based kits for children, to be distributed through the curbside library service. Welcome to Cecilia, and thank you to the St. Cloud Friends of the Library for funding the position.

Think Tank

Think Tank has continued working on regional services and programs. A redesigned, simplified Summer Reading Program began in June. Patrons can participate online or through the curbside service. New Story Strolls have been created and added to the professional collection for branches to use. These are deconstructed books, affixed to signs, and placed on walking routes for families to enjoy together. Other summer endeavors include new programs in Beanstack and additional "Take and Make" activities.

Elsewhere, our new online Readers' Advisory form has been posted on the public website and received well by patrons. Over 50 requests for "Personalized Book Picks" have been received so far, and staff has been busy helping patrons find their new favorite book.

Virtual Chat

The online reference chat service, AskMN, switched platforms in late May. The changeover took some getting used to, but the new platform is much more flexible and includes many additional features. For example, there is a new, easy to find "Ask a Librarian" slide out button on the public website. Since we participate in a global co-op that offers this service, patrons can easily connect with a librarian 24/7.

The downside to the platform switch is that the data-reporting process is currently unsettled, as the metrics we have traditionally used to evaluate the service are not entirely the same ones now being collected. We are working with the state coordinator to address this change.

Aron Murphy
Accounting and Distribution Supervisor

Accounting

The below information is provided based on a Board request for more transparency around GRRL investments. No CDs were reinvested with the matured funds due to extremely low interest rates. The rate in the MAGIC Liquid fund was higher than the net CD investment rate. In order to maximize financial gain, it was decided not to reinvest at this time. I continue to evaluate the market and rates and will reinvest these funds at a later date.

Matured CDs:

| <u>Institution Name</u> | <u>Maturity Date</u> | <u>Amount</u> | <u>Gross Rate</u> | <u>Interest</u> |
|--|----------------------|---------------|-------------------|-----------------|
| East Boston Savings Bank, Boston, MA | 5/29/2020 | \$243,000.00 | 2.55% | \$6,196.50 |
| New Omni Bank, N.A., Alhambra, CA | 6/11/2020 | \$243,000.00 | 2.50% | \$6,075.00 |
| Broadway Federal Bank, F.S.B., Los Angeles, CA | 6/24/2020 | \$175,000.00 | 2.51% | \$4,392.50 |
| Cornerstone Bank, Nebraska, York, NE | 6/29/2020 | \$243,000.00 | 2.45% | \$6,352.62 |

Purchased CDs:

| <u>Institution Name</u> | <u>Purchase Date</u> | <u>Amount</u> | <u>Gross Rate</u> | <u>Interest @ Maturity</u> |
|-------------------------|----------------------|---------------|-------------------|----------------------------|
| None | | | | |

Distribution

Deliveries of the plexiglass barriers have been completed; all branches received the needed barriers for staff and patron safety. This was a joint project with Patron Services Coordinator Neil Vig, Technical Services Coordinator Chris Getz, Custodian Jason Dullinger, Distribution Aide Brian Schmitz, Driver LeAnna Kingsleigh, and Custodian Raul De La Garza. Everyone involved worked very diligently to get the barriers assembled and delivered before in-person services could be initiated. This could not have been accomplished without such dedicated staff. Many thanks to all of you!

Jay Roos

Associate Director – Information Technology

Strategic Plan Progress

Service Priority: Access

Wireless Extension/Replacement – In order to support distance education and continue to provide services to our patrons, we reached out to our cities to find out which would like to partner with us to extend our wireless connection into their library’s parking lot. At the start of May, we began evaluating 11 locations and working with those cities to extend the wireless signal. To date, we have added access points closer to the parking at six locations and moved access points at six others to improve the signal. We are still working with three cities to see if they will provide the necessary wiring to place or move equipment to improve signals at their facilities.

Organizational Priority: Operational Excellence

Staff Intranet (Drupal) Upgrade – In 2019, the Board allocated funds for technical support and consulting on our websites. Our web developer, Jonathan Lahr, has made good use of that assistance and has substantially completed the migration of our staff intranet web site from an unsupported version to a currently supported one. At this time, he continues to clean up any issues he or other staff identify. We are still two major versions behind on both our staff and public sites, and he has begun planning for those upgrades as well.

Two-Factor Authentication – Over the course of 2019, Leadership Team members as well as all of Accounting, Human Resources (HR) and Information Technology (IT) implemented Two-Factor Authentication (2FA) for their email accounts to improve resistance to email account compromise. At the beginning of the COVID-19 closure, we realized our staff email accounts were very vulnerable when being accessed from outside our facilities where we have multiple layers of protection in place. For that reason, we disabled all staff accounts until the employee worked with IT to enable 2FA. However, 2FA requires a device to issue a one-time code at each account login. This usually means a smart phone. Some of our employees either do not have a smart phone or choose not to install a one-time code app on their phone. This left around 10 percent of our staff still with no email access. We identified an affordable one-time code device the size of a credit card that we are now issuing to those remaining staff. All staff who are working shifts now have secure email access again.

Julie Schmitz
Associate Director – Human Resources

Strategic Plan Progress

Organizational Priority: Exceptional Service

From January through June, four employees completed Day One orientation in St. Cloud and one new employee completed Day One virtually due to COVID-19.

We postponed Organizational Orientation and Shadow Day due to COVID-19. We will provide these programs later in order for new employees to complete their orientation. We are cancelling All Staff Day, which was scheduled for October 2020, due to concerns about COVID-19 and such a large gathering. As noted previously, staff completed online annual compliance training on data privacy and harassment/discrimination earlier in the year.

Terri Czech, our Human Resources Specialist, retired on July 1, 2020. Her position will not be filled at this time. We distributed Terri's responsibilities to other members of the Human Resources Department.

We are implementing Ease, a platform available through our Broker that we will use for benefits enrollment. We anticipate it will make our open enrollment process easier for staff and more efficient for Human Resources. There is no cost for the platform; however, it will involve a change to one of our voluntary benefit administrators.

Due to our libraries being closed and COVID-19, we are postponing our volunteer recognition until 2021.

Rachel Thomas
Patron Services Supervisor

Personnel

Over the last few months, we have had resignations, and held quite a few positions open. Currently open positions are Library Assistant in Belgrade/Paynesville, Library Assistant in Royalton, Library Assistant in Long Prairie, Circulation Aide (2), Circulation Aide Substitute, and Circulation Assistant (2) in St. Cloud.

Nancy Potter, Library Services Coordinator of Long Prairie, retired in May after 14 years with GRRL. We will miss Nancy; best wishes to her on her retirement! Human Resources helped us fill this position very quickly. Amanda Wehrspann is the new Library Services Coordinator; she began her role at the beginning of June. Amanda was formerly the Library Assistant in Long Prairie. She has been with GRRL for 10 years and knows the needs and patrons of the Long Prairie community. Congratulations on your promotion, Amanda!

Delaine Zongo accepted the role of Circulation Assistant in St. Cloud in June. Delaine was formerly a Circulation Aide in St. Cloud. Congratulations on your promotion, Delaine!

Lastly, because I have two new LSCs, Brandi has agreed to temporarily oversee and support Kateri Gruber and the Belgrade/Paynesville branches. This support allows me to give more time to Amanda in Long Prairie. Thank you to Brandi for the help!

Paynesville Ad-hoc Library Board

The Ad-hoc Library Board looked into the possibility of moving the library to a new location. The board concluded their work in early May. On May 11, the board brought to the city council a recommendation to move the library to a vacant Shopko building in a different area of town. The city council rejected the recommendation with a vote of 3 to 2. However, the idea has come forward again, and the city will discuss this further in a closed session in July.

Jami Trenam
Associate Director – Collection Development

Strategic Plan Progress*Service Priority: Lifelong Learning*

- *Explore streaming services - complete*
 Our first streaming service, Hoopla, launched in May 2020. Hoopla offers on-demand movies, TV, and music with no waiting. The service model also includes a limited collection of ebooks and eaudio available without holds. The most popular format so far is video followed by ebooks.
- *Activity on the GRRL databases page will increase by 5 percent year over year*
 Digital resources were the main format available to patrons for much of the spring due to COVID-19. Despite current events, not all online resources saw usage increases; in fact, databases such as Chilton Library, Heritage Quest, TumbleBooks, Pronunciator, and ReferenceUSA are not on pace to meet targets for 2020. These resources may not be renewed in order to reallocate dollars to the digital library or to other resources patrons value more. Other services such as Ancestry and Lynda/LinkedIn Learning experienced growth.
- *Identify new ways to move material around the region to improve the patron browsing experience*
 The Lucky Day program was launched regionally in 2020 to increase availability of popular materials to browsers and patrons who do not typically place holds. The initiative is funded exclusively by regional fund development dollars dedicated to the collection. The program has been fairly well received, but its success cannot be fully evaluated as stacks have been closed for browsing since mid-March.

Service Priority: Operational Excellence

- *Implement the Acquisitions module in Horizon to improve workflow*
 The Acquisitions module has been in full use since January. The on-order database previously used to track orders was discontinued in early June. New invoicing processes began in July.

Digital Library

Digital Library use was trending up slightly in quarter one, but set new records in quarter two: circulation is about 18 percent higher than this time last year. In addition, the number of people using the digital library has exploded. OverDrive, our main collection, had 8,922 unique users in the first 6 months of 2020 – the total number of patrons in 2019 was 10,227. It is important to note that significant investment in content was made in the second quarter: dollars that would have been spent on physical materials were instead spent on digital materials, mostly in our OverDrive collection.

Building Reports July 2020

Brandi Canter Lead Patron Services Supervisor

Delano

The library carpet is being replaced at this time, with the project to be completed by July 20. We are very appreciative of the city for their work with this project and look forward to welcoming the public back into a lovely new space.

Kimball

The new Kimball library is going up! It is very exciting to see the progress as the building takes shape. The building committee continues to work with the city on contracts for furnishings while the fundraising committee works hard to secure additional funds. The picture below is from mid-June.



Howard Lake

At the June 2020 city council meeting, members voted to approve a plan and advertise for bids for a new Central Park project that would include building a new Howard Lake Library. We are very excited at the prospect and appreciate all the hard work by City Administrator Nick Hagenmiller to get to this point.

Rockford

Plans for carpet replacement are moving forward. We have been approached by a local Eagle Scout candidate who would like us to be his project. He would manage the packing, moving and unpacking of the collection for the carpet replacement. We are very excited for the help!

Ryan McCormick Patron Services Supervisor

Becker

The air conditioning in the library faltered for a few days in June. Fortunately, the issue was promptly resolved.

Eagle Bend

Work continues to progress on an expansion to the building shared by the library and the museum, but with a notable change. Initially, an expansion to house the museum was planned, but now the expansion will be for the library. Stakeholders from the city, local historical society, Friends of the Library, and library staff will be meeting soon to finalize plans. The goal is to have the exterior walls up by this fall.

St. Cloud

The library's proposed 2021 operating budget has been submitted to the city. A 10 percent reduction in expenses was required this year. We submitted a budget necessary to adequately maintain the building, while cutting as many costs as we could. Library staff has also been meeting with the Public Works Department to discuss renegotiating some vendor contracts in the pursuit of additional cost savings.

Rachel Thomas
Patron Services Supervisor

Pierz

The city installed security mirrors in the back of the interior library space.

St. Michael

The city installed hand sanitizer stations in the building.

Sauk Centre

The city installed a hand sanitizer station in the entryway. Earlier this spring, they repaired the heating/cooling system vents where birds were getting in and trapped in the basement. Light bulbs were replaced, and a mechanism issue with the front door lock was fixed. A lift desk station was installed on the circulation desk. Lastly, they fixed a small leak in the men's restroom and did some outside landscaping work.

Upsala

Sytek (the building owners) provided hand sanitizer in the entryway of the building, with a long-term goal of having a hand sanitizer station installed.

St. Cloud AMHS

The automated materials handling system (AMHS) computer in St. Cloud needs to be upgraded to Windows 10. We have sent a purchase order to Tech Logic for this work. The City of St. Cloud has refused to authorize the purchase order. We are also acquiring bids for some routine light maintenance work.

2020 Second Quarter Update
2016-2020 GRRL Strategic Plan Statistical Targets
Library usage targets identified to measure strategic plan progress

| | 2020 Qtr2 Cumulative | 2019 Qtr 2 Cumulative | 2018 Qtr 2 Cumulative | 2017 Qtr 2 Cumulative | 2016 Qtr 2 Cumulative | 2015 Qtr 2 Cumulative | 2020 Target |
|--|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| Online Catalog Requests Number of items requested online | 270,332 | 357,954 | 401,278 | 388,965 | 396,989 | 406,930 | 581,600 |
| Chat Reference Sessions Number of questions answered through chat | 432* <i>*Platform for AskMN migrated in May; May & June excluded from count</i> | 573 | 566 | 456 | 584 | 573 | 1,300 |
| Digital Library Checkouts Number of e-books and e-audiobooks borrowed | 127,285 | 107,889 | 101,916 | 102,707 | 104,775 | 94,239 | 226,800 |
| Resident Borrower Numbers Number of residents with active library card | 93,883 | 103,600 | 105,167 | 108,633 | 111,930 | 116,109 | 103,216 |
| Program Attendance Number of people attending library programs | 15,947 | 43,090 | 51,593 | 42,470 | 40,552 | 36,010 | 107,300 |
| Website Usage (sessions) Number of unique sessions taking place | 554,157 | 649,516 | 632,948 | 550,635 | 1,100,488 | 987,376 | 1,351,500 |

2020 Second Quarter Database Statistics

| | 2020 Qtr 2 Cumulative | 2019 Qtr 2 Cumulative | 2018 Qtr 2 Cumulative | 2017 Qtr 2 Cumulative | 2016 Qtr 2 Cumulative | 2020 Target |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| Ancestry (searches) Genealogy tool. In-library use only. | 17,225 | 7,955 | 6,688 | 25,479 | 32,444 | 17,399 |
| Heritage Quest (searches) Genealogical research materials including the U.S. Federal Census. | 3,499 | 5,410 | 6,472 | 21,802 | 11,935 | 9,973 |
| ChiltonLibrary (searches) Auto repair information searchable by year, make and/or model. | 721 | 1,195 | 920 | 884 | 1,130 | 2,145 |
| Tumblebooks (books accessed) Animated picture books that can be read or listened to from any device. | 10,527 | 22,883 | 22,326 | 11,166 | 18,853 | 30,954 |
| Lynda (logins) 3,000+ courses on business, technical and creative skills | 2,629 | 2,723 | 2,266 | 1,184 | 1,226 | 5,354 |
| Pronunciator (logins) 60 languages. 3 million lessons. The world's largest language-learning service. | 785 | 968 | 915 | 1,021 | 1,017 | 2,041 |
| Novelist K8 (searches) Search children's books and find similar titles, reviews and reading group guides. | 239 | 442 | 497 | 406 | 841 | 854 |
| Novelist (searches) Find new fiction titles to read. Search by author, title or series. | 2,969 | 1,902 | 1,777 | 1,624 | 3,516 | 3,663 |
| RefUSA (searches) Directories for Canadian and U.S. businesses and market research. | 517 | 1,132 | 3,361 | 4,081 | 1,636 | 2,314 |

2020 Strategic Plan Statistical Targets

Even with the disruption of the COVID-19 pandemic, several of our key statistical measures remain on track. Online services took center stage over the past several months. Digital Library usage is on track to exceed the 2020 target. Online catalog requests, chat reference and website usage are likely to meet targets. New services, like the library hotline and online reader's advisory, are not reflected in these statistics.

The number of people using the Digital Library has grown dramatically. It is important to note that significant investment in content was made in quarter two. Funds were shifted from physical to digital materials.

Website use was trending downward at the beginning of quarter two, but is recovering. Breaking it down by month, we are seeing an increase as we ramp up services. June was only off by about 6,000 sessions compared to April, which was off by 51,000.

Despite more patrons shifting to digital resources, not all online resources saw usage increases. Chilton Library, Heritage Quest, TumbleBooks, Pronunciator and ReferenceUSA are not on pace to meet targets for 2020. These resources may not be renewed in order to reallocate dollars to the digital library or to other resources patrons value more. Other services such as Ancestry and Lynda/LinkedIn Learning experienced growth.

Chat reference moved to a new platform in the second quarter, so metrics are not available for May or June. The good news: some combination of the quarantine and introducing the slide-out chat widget has caused AskMN use to explode. In June 2020, 294 GRRL patrons asked a question on the service. Not including how many non-GRRL patrons we have helped, and not including any data from May 2020, we already have 726 transactions through June. This puts us over halfway to the 2020 target of 1,300.

Online requests for physical materials are close to meeting target for quarter two. How this continues will depend on whether patrons continue to use physical materials as we move into adjusted service levels. How this metric is tracked changed with the move to the Enterprise catalog last year, so year-over-year statistics are not comparable. We have adjusted our system settings and hope this number will be more stable in 2020.

Resident borrower numbers have been trending downward for several years, and had seemed to stabilize a bit in quarter one. The lack of physical access to the library has made it difficult to maintain current borrowers. The closure hit during the end of school, which is when many classes visit the library and register students for library cards. We were fortunate to have developed eCards prior to the closure. With challenges posed by library closure and distance learning for area schools, we expanded access for eCards to minor patrons. Since we closed on March 16, we have had approximately 1,200 patrons apply for and receive eCards. Staff also took time to connect by phone with patrons who had checked out items within a few weeks before the closure but had not logged onto their account for over a year. Local staff reached out to these patrons to let them know about curbside pickup, open book drops and any other services we were offering.

In-person programming and outreach are suspended as a compliance measure with the Stay Safe MN order. We do not anticipate meeting target for program attendance this year.

January 2020 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Jan 2020 | Circ/Hour Jan 2019 | CPH % Change | YTD 2020 | YTD 2019 | % Change YTD |
|------------------|----------------|---------------|--------------------|--------------------|---------------|----------------|----------------|--------------|
| + Albany | 5,947 | 982 | 39 | 34 | 13.7% | 5,947 | 4,956 | 20.0% |
| + Annandale | 3,337 | 715 | 32 | 34 | -3.8% | 3,337 | 3,267 | 2.1% |
| Becker | 4,194 | 800 | 34 | 40 | -14.8% | 4,194 | 4,801 | -12.6% |
| + Belgrade | 1,275 | 252 | 14 | 15 | -0.3% | 1,275 | 1,206 | 5.7% |
| Big Lake | 4,629 | 804 | 38 | 42 | -9.4% | 4,629 | 4,814 | -3.8% |
| Buffalo | 13,819 | 2,536 | 71 | 77 | -8.4% | 13,819 | 14,397 | -4.0% |
| Clearwater | 2,147 | 480 | 23 | 28 | -18.5% | 2,147 | 2,522 | -14.9% |
| Cokato | 4,042 | 669 | 34 | 41 | -18.8% | 4,042 | 4,602 | -12.2% |
| Cold Spring | 5,236 | 972 | 37 | 46 | -19.7% | 5,236 | 6,111 | -14.3% |
| Delano | 8,788 | 1,312 | 52 | 59 | -11.7% | 8,788 | 9,483 | -7.3% |
| Eagle Bend | 2,600 | 383 | 33 | 37 | -12.7% | 2,600 | 2,830 | -8.1% |
| Elk River | 18,350 | 3,035 | 87 | 95 | -8.7% | 18,350 | 19,142 | -4.1% |
| + Foley | 5,028 | 714 | 34 | 26 | 30.3% | 5,028 | 3,621 | 38.9% |
| Grey Eagle | 1,097 | 188 | 14 | 17 | -19.5% | 1,097 | 1,277 | -14.1% |
| + Howard Lake | 3,174 | 472 | 28 | 26 | 7.3% | 3,174 | 1,595 | 99.0% |
| + Kimball | 1,682 | 292 | 23 | 18 | 24.1% | 1,682 | 1,319 | 27.5% |
| Little Falls | 8,428 | 1,807 | 47 | 53 | -11.5% | 8,428 | 9,101 | -7.4% |
| + Long Prairie | 4,832 | 912 | 33 | 30 | 10.9% | 4,832 | 4,150 | 16.4% |
| + Melrose | 8,513 | 575 | 83 | 66 | 25.6% | 8,513 | 6,578 | 29.4% |
| Monticello | 13,095 | 2,154 | 74 | 82 | -9.4% | 13,095 | 13,629 | -3.9% |
| Paynesville | 3,084 | 532 | 24 | 33 | -27.2% | 3,084 | 4,004 | -23.0% |
| Pierz | 2,781 | 475 | 26 | 30 | -13.9% | 2,781 | 2,853 | -2.5% |
| + Richmond | 1,983 | 272 | 26 | 21 | 21.6% | 1,983 | 1,567 | 26.5% |
| Rockford | 3,947 | 615 | 32 | 43 | -26.3% | 3,947 | 5,183 | -23.8% |
| + Royalton | 1,668 | 309 | 20 | 17 | 16.2% | 1,668 | 1,436 | 16.2% |
| Saint Cloud | 54,227 | 9,078 | 222 | 252 | -11.7% | 54,227 | 58,394 | -7.1% |
| Saint Michael | 13,014 | 2,244 | 67 | 76 | -11.2% | 13,014 | 13,139 | -1.0% |
| + Sauk Centre | 7,607 | 941 | 57 | 50 | 12.5% | 7,607 | 6,411 | 18.7% |
| Staples | 5,125 | 838 | 36 | 44 | -18.1% | 5,125 | 5,952 | -13.9% |
| + Swanville | 627 | 180 | 8 | 5 | 72.4% | 627 | 359 | 74.7% |
| + Upsala | 2,999 | 474 | 32 | 29 | 9.5% | 2,999 | 2,209 | 35.8% |
| Waite Park | 7,878 | 1,632 | 64 | 76 | -16.1% | 7,878 | 9,083 | -13.3% |
| + Sartell Locker | 1,588 | 207 | | | | 1,588 | 1,046 | 51.8% |
| Total | 225,153 | 37,644 | 54 | 61 | -10.2% | 225,153 | 229,991 | -2.1% |
| Digital | 18,542 | | | | | 18,542 | 18,780 | -1.3% |

+ Indicates an increase in monthly circulation total over last year

February 2020 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Feb 2020 | Circ/Hour Feb 2019 | CPH % Change | YTD 2020 | YTD 2019 | % Change YTD |
|------------------|----------------|---------------|--------------------|--------------------|--------------|----------------|----------------|--------------|
| + Albany | 5,933 | 892 | 41 | 41 | 1.0% | 11,880 | 10,380 | 14.5% |
| Annandale | 3,298 | 702 | 33 | 37 | -10.1% | 6,635 | 6,825 | -2.8% |
| Becker | 4,378 | 742 | 37 | 42 | -11.2% | 8,572 | 9,520 | -10.0% |
| + Belgrade | 1,285 | 223 | 16 | 16 | -1.1% | 2,560 | 2,456 | 4.2% |
| Big Lake | 4,493 | 796 | 40 | 43 | -6.6% | 9,122 | 9,497 | -3.9% |
| Buffalo | 13,813 | 2,433 | 74 | 78 | -4.6% | 27,632 | 28,563 | -3.3% |
| Clearwater | 2,047 | 427 | 22 | 28 | -19.6% | 4,194 | 4,902 | -14.4% |
| Cokato | 3,976 | 629 | 36 | 45 | -19.8% | 8,018 | 9,607 | -16.5% |
| Cold Spring | 4,879 | 962 | 37 | 43 | -14.3% | 10,115 | 11,503 | -12.1% |
| Delano | 8,364 | 1,174 | 53 | 53 | -1.4% | 17,152 | 17,646 | -2.8% |
| + Eagle Bend | 2,318 | 379 | 30 | 29 | 4.3% | 4,918 | 4,882 | 0.7% |
| Elk River | 17,770 | 2,876 | 90 | 98 | -8.3% | 36,120 | 37,735 | -4.3% |
| + Foley | 4,648 | 625 | 34 | 26 | 32.0% | 9,676 | 7,065 | 37.0% |
| Grey Eagle | 1,107 | 190 | 14 | 15 | -5.1% | 2,204 | 2,398 | -8.1% |
| + Howard Lake | 2,961 | 430 | 27 | 0 | 0.0% | 6,135 | 1,837 | 234.0% |
| + Kimball | 1,533 | 259 | 20 | 18 | 15.4% | 3,215 | 2,532 | 27.0% |
| Little Falls | 8,264 | 1,736 | 49 | 62 | -21.8% | 16,692 | 18,920 | -11.8% |
| + Long Prairie | 4,832 | 838 | 35 | 33 | 7.7% | 9,664 | 8,407 | 15.0% |
| + Melrose | 7,749 | 590 | 80 | 62 | 27.9% | 16,262 | 12,325 | 31.9% |
| Monticello | 12,908 | 2,040 | 78 | 81 | -4.2% | 26,003 | 26,457 | -1.7% |
| Paynesville | 3,007 | 533 | 25 | 31 | -18.7% | 6,091 | 7,518 | -19.0% |
| + Pierz | 3,183 | 505 | 32 | 36 | -10.9% | 5,964 | 5,771 | 3.3% |
| + Richmond | 1,907 | 263 | 25 | 20 | 24.5% | 3,890 | 3,039 | 28.0% |
| Rockford | 4,084 | 573 | 35 | 40 | -13.5% | 8,031 | 9,744 | -17.6% |
| + Royalton | 1,580 | 308 | 20 | 16 | 26.5% | 3,248 | 2,606 | 24.6% |
| Saint Cloud | 53,410 | 8,711 | 230 | 248 | -7.1% | 107,637 | 113,184 | -4.9% |
| Saint Michael | 12,113 | 2,044 | 67 | 80 | -17.1% | 25,127 | 26,459 | -5.0% |
| + Sauk Centre | 6,371 | 851 | 51 | 52 | -2.3% | 13,978 | 12,567 | 11.2% |
| Staples | 5,754 | 1,121 | 43 | 46 | -6.5% | 10,879 | 11,876 | -8.4% |
| + Swanville | 565 | 182 | 7 | 6 | 22.8% | 1,192 | 789 | 51.1% |
| + Upsala | 3,477 | 459 | 39 | 37 | 5.5% | 6,476 | 4,956 | 30.7% |
| Waite Park | 7,482 | 1,503 | 65 | 73 | -11.4% | 15,360 | 17,012 | -9.7% |
| + Sartell Locker | 1,484 | 185 | | | | 3,072 | 2,277 | 34.9% |
| Total | 219,489 | 35,996 | 56 | 62 | -9.6% | 444,642 | 448,978 | -1.0% |
| Digital | 17,996 | | | | | 36,538 | 35,800 | 2.1% |

+ Indicates an increase in monthly circulation total over last year

March 2020 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Mar 2020 | Circ/Hour Mar 2019 | CPH % Change | YTD 2020 | YTD 2019 | % Change YTD |
|------------------|----------------|---------------|--------------------|--------------------|--------------|----------------|----------------|---------------|
| Albany | 4,267 | 558 | 47 | 38 | 25.0% | 16,147 | 16,296 | -0.9% |
| Annandale | 2,089 | 419 | 39 | 36 | 9.4% | 8,724 | 10,751 | -18.9% |
| Becker | 2,354 | 361 | 39 | 40 | -0.7% | 10,926 | 14,497 | -24.6% |
| Belgrade | 924 | 152 | 21 | 14 | 52.5% | 3,484 | 3,696 | -5.7% |
| Big Lake | 3,043 | 458 | 48 | 42 | 14.2% | 12,165 | 14,409 | -15.6% |
| Buffalo | 9,784 | 1,487 | 100 | 80 | 25.2% | 37,416 | 44,674 | -16.2% |
| Clearwater | 1,211 | 235 | 28 | 27 | 5.4% | 5,405 | 7,520 | -28.1% |
| Cokato | 3,089 | 443 | 51 | 40 | 27.4% | 11,107 | 14,940 | -25.7% |
| Cold Spring | 3,015 | 554 | 41 | 40 | 1.1% | 13,130 | 17,349 | -24.3% |
| Delano | 5,333 | 736 | 50 | 58 | -13.7% | 22,485 | 27,668 | -18.7% |
| Eagle Bend | 1,461 | 234 | 32 | 30 | 9.8% | 6,379 | 7,336 | -13.0% |
| Elk River | 11,180 | 1,669 | 102 | 100 | 1.2% | 47,300 | 59,321 | -20.3% |
| + Foley | 2,423 | 346 | 33 | 28 | 16.8% | 12,099 | 11,297 | 7.1% |
| Grey Eagle | 802 | 122 | 18 | 14 | 33.6% | 3,006 | 3,599 | -16.5% |
| + Howard Lake | 1,864 | 263 | 31 | 1 | 3113.8% | 7,999 | 1,866 | 328.7% |
| + Kimball | 1,219 | 186 | 26 | 22 | 20.3% | 4,434 | 4,386 | 1.1% |
| Little Falls | 4,892 | 974 | 53 | 57 | -7.6% | 21,584 | 29,340 | -26.4% |
| Long Prairie | 2,697 | 486 | 36 | 31 | 17.6% | 12,361 | 13,024 | -5.1% |
| + Melrose | 4,590 | 347 | 42 | 55 | -23.4% | 20,852 | 18,151 | 14.9% |
| Monticello | 8,783 | 1,212 | 102 | 85 | 20.8% | 34,786 | 41,927 | -17.0% |
| Paynesville | 2,121 | 297 | 31 | 30 | 5.6% | 8,212 | 11,447 | -28.3% |
| Pierz | 2,025 | 335 | 37 | 33 | 13.5% | 7,989 | 8,995 | -11.2% |
| + Richmond | 970 | 178 | 22 | 18 | 20.1% | 4,860 | 4,618 | 5.2% |
| Rockford | 3,152 | 395 | 45 | 35 | 27.2% | 11,183 | 14,345 | -22.0% |
| Royalton | 940 | 181 | 21 | 20 | 8.2% | 4,188 | 4,245 | -1.3% |
| Saint Cloud | 32,634 | 4,963 | 259 | 247 | 4.7% | 140,271 | 175,301 | -20.0% |
| Saint Michael | 8,664 | 1,333 | 90 | 82 | 10.5% | 33,791 | 41,484 | -18.5% |
| Sauk Centre | 3,683 | 515 | 53 | 52 | 3.0% | 17,661 | 19,615 | -10.0% |
| Staples | 3,300 | 537 | 42 | 40 | 5.6% | 14,179 | 17,764 | -20.2% |
| + Swanville | 464 | 105 | 10 | 6 | 61.5% | 1,656 | 1,301 | 27.3% |
| + Upsala | 2,121 | 279 | 42 | 34 | 22.7% | 8,597 | 7,973 | 7.8% |
| Waite Park | 4,749 | 867 | 72 | 70 | 3.5% | 20,109 | 25,841 | -22.2% |
| + Sartell Locker | 746 | 86 | | | | 3,818 | 3,702 | 3.1% |
| Total | 139,843 | 21,227 | 62 | 60 | 3.6% | 584,485 | 694,976 | -15.9% |
| Digital | 20,182 | | | | | 56,720 | 54,788 | 3.5% |

April 2020 Circulation Statistics

| Location | Month Total April 2020 | CKO Sessions | Month Total April 2019 | YTD 2020 | YTD 2019 | % Change YTD |
|----------------|------------------------------|--------------|---------------------------|----------------|----------------|--------------------|
| Albany | 109 | 29 | 5,503 | 16,256 | 21,799 | -25.4% |
| Annandale | 169 | 56 | 3,357 | 8,893 | 14,108 | -37.0% |
| Becker | 520 | 152 | 4,798 | 11,446 | 19,295 | -40.7% |
| Belgrade | 144 | 50 | 964 | 3,628 | 4,660 | -22.1% |
| Big Lake | 324 | 72 | 4,259 | 12,489 | 18,668 | -33.1% |
| Buffalo | 958 | 233 | 15,824 | 38,374 | 60,498 | -36.6% |
| Clearwater | 344 | 102 | 2,343 | 5,749 | 9,863 | -41.7% |
| Cokato | 793 | 183 | 4,173 | 11,900 | 19,113 | -37.7% |
| Cold Spring | 539 | 140 | 5,666 | 13,669 | 23,015 | -40.6% |
| Delano | 521 | 145 | 9,535 | 23,006 | 37,203 | -38.2% |
| Eagle Bend | 511 | 80 | 2,154 | 6,890 | 9,490 | -27.4% |
| Elk River | 1,308 | 397 | 20,455 | 48,608 | 79,776 | -39.1% |
| Foley | 566 | 135 | 4,472 | 12,665 | 15,769 | -19.7% |
| Grey Eagle | 142 | 47 | 1,076 | 3,148 | 4,675 | -32.7% |
| + Howard Lake | 396 | 108 | 1,929 | 8,395 | 3,795 | 121.2% |
| Kimball | 180 | 41 | 1,778 | 4,614 | 6,164 | -25.1% |
| Little Falls | 738 | 198 | 10,180 | 22,322 | 39,520 | -43.5% |
| Long Prairie | 673 | 247 | 4,882 | 13,034 | 17,906 | -27.2% |
| Melrose | 483 | 87 | 5,794 | 21,335 | 23,945 | -10.9% |
| Monticello | 838 | 200 | 14,164 | 35,624 | 56,091 | -36.5% |
| Paynesville | 307 | 69 | 3,460 | 8,519 | 14,907 | -42.9% |
| Pierz | 448 | 88 | 2,735 | 8,437 | 11,730 | -28.1% |
| Richmond | 131 | 51 | 1,694 | 4,991 | 6,312 | -20.9% |
| Rockford | 460 | 132 | 4,534 | 11,643 | 18,879 | -38.3% |
| Royalton | 94 | 37 | 1,459 | 4,282 | 5,704 | -24.9% |
| Saint Cloud | 1,379 | 394 | 58,194 | 141,650 | 233,495 | -39.3% |
| Saint Michael | 1,530 | 662 | 15,947 | 35,321 | 57,431 | -38.5% |
| Sauk Centre | 865 | 260 | 6,344 | 18,526 | 25,959 | -28.6% |
| Staples | 281 | 66 | 5,300 | 14,460 | 23,064 | -37.3% |
| + Swanville | 39 | 16 | 354 | 1,695 | 1,655 | 2.4% |
| Upsala | 453 | 124 | 2,635 | 9,050 | 10,608 | -14.7% |
| Waite Park | 934 | 241 | 8,770 | 21,043 | 34,611 | -39.2% |
| Sartell Locker | 5 | 2 | 1,073 | 3,823 | 4,775 | -19.9% |
| Total | 17,177 | 4,842 | 234,732 | 601,662 | 929,708 | -35.3% |
| + Digital | 24,129 | | 17,546 | 80,849 | 72,334 | 11.8% |

+ Indicates an increase in monthly circulation total over last year

May 2020 Circulation Statistics

| Location | Month Total May 2020 | CKO Sessions | Month Total May 2019 | YTD 2020 | YTD 2019 | % Change YTD |
|----------------|----------------------------|---------------|-------------------------|----------------|------------------|--------------------|
| Albany | 1,224 | 323 | 6,256 | 17,480 | 28,055 | -37.7% |
| Annandale | 921 | 238 | 3,627 | 9,814 | 17,735 | -44.7% |
| Becker | 910 | 249 | 4,530 | 12,356 | 23,825 | -48.1% |
| Belgrade | 223 | 68 | 1,101 | 3,851 | 5,761 | -33.2% |
| Big Lake | 1,296 | 326 | 4,851 | 13,785 | 23,519 | -41.4% |
| Buffalo | 2,227 | 732 | 14,225 | 40,601 | 74,723 | -45.7% |
| Clearwater | 528 | 149 | 2,504 | 6,277 | 12,367 | -49.2% |
| Cokato | 1,599 | 314 | 4,047 | 13,499 | 23,160 | -41.7% |
| Cold Spring | 1,143 | 307 | 5,995 | 14,812 | 29,010 | -48.9% |
| Delano | 2,171 | 427 | 9,149 | 25,177 | 46,352 | -45.7% |
| Eagle Bend | 854 | 153 | 2,292 | 7,744 | 11,782 | -34.3% |
| Elk River | 3,249 | 994 | 19,419 | 51,857 | 99,195 | -47.7% |
| Foley | 895 | 213 | 4,676 | 13,560 | 20,445 | -33.7% |
| Grey Eagle | 431 | 147 | 1,115 | 3,579 | 5,790 | -38.2% |
| + Howard Lake | 825 | 172 | 2,809 | 9,220 | 6,604 | 39.6% |
| Kimball | 393 | 96 | 1,865 | 5,007 | 8,029 | -37.6% |
| Little Falls | 1,718 | 494 | 9,175 | 24,040 | 48,695 | -50.6% |
| Long Prairie | 1,055 | 265 | 4,311 | 14,089 | 22,217 | -36.6% |
| Melrose | 2,215 | 287 | 7,043 | 23,550 | 30,988 | -24.0% |
| Monticello | 2,678 | 700 | 14,185 | 38,302 | 70,276 | -45.5% |
| Paynesville | 581 | 171 | 4,033 | 9,100 | 18,940 | -52.0% |
| Pierz | 941 | 221 | 3,467 | 9,378 | 15,197 | -38.3% |
| Richmond | 271 | 84 | 1,853 | 5,262 | 8,165 | -35.6% |
| Rockford | 1,225 | 280 | 4,627 | 12,868 | 23,506 | -45.3% |
| Royalton | 351 | 90 | 1,640 | 4,633 | 7,344 | -36.9% |
| Saint Cloud | 9,466 | 2,271 | 56,422 | 151,116 | 289,917 | -47.9% |
| Saint Michael | 2,396 | 712 | 14,396 | 37,717 | 71,827 | -47.5% |
| Sauk Centre | 1,227 | 285 | 6,679 | 19,753 | 32,638 | -39.5% |
| Staples | 1,074 | 300 | 5,344 | 15,534 | 28,408 | -45.3% |
| Swanville | 89 | 30 | 506 | 1,784 | 2,161 | -17.4% |
| Upsala | 855 | 176 | 2,903 | 9,905 | 13,511 | -26.7% |
| Waite Park | 2,115 | 545 | 9,021 | 23,158 | 43,632 | -46.9% |
| Sartell Locker | 522 | 106 | 1,238 | 4,345 | 6,013 | -27.7% |
| Total | 47,146 | 11,819 | 234,066 | 648,808 | 1,163,774 | -44.2% |
| + Digital | 23,620 | | 18,059 | 104,469 | 90,393 | 15.6% |

+ Indicates an increase in monthly circulation total over last year

June 2020 Circulation Statistics

| Location | Month Total June 2020 | CKO Sessions | Month Total June 2019 | YTD 2020 | YTD 2019 | % Change YTD |
|----------------|--------------------------|---------------|--------------------------|----------------|------------------|--------------------|
| Albany | 3,984 | 566 | 7,957 | 21,464 | 36,012 | -40.4% |
| Annandale | 1,958 | 406 | 4,931 | 11,772 | 22,666 | -48.1% |
| Becker | 3,304 | 563 | 4,824 | 15,660 | 28,649 | -45.3% |
| Belgrade | 504 | 104 | 1,268 | 4,355 | 7,029 | -38.0% |
| Big Lake | 3,099 | 532 | 5,432 | 16,884 | 28,951 | -41.7% |
| Buffalo | 8,030 | 1,542 | 16,008 | 48,631 | 90,731 | -46.4% |
| Clearwater | 1,430 | 292 | 3,062 | 7,707 | 15,429 | -50.0% |
| Cokato | 3,035 | 418 | 5,036 | 16,534 | 28,196 | -41.4% |
| Cold Spring | 3,573 | 600 | 7,326 | 18,385 | 36,336 | -49.4% |
| Delano | 4,951 | 785 | 11,395 | 30,128 | 57,747 | -47.8% |
| Eagle Bend | 1,784 | 234 | 2,804 | 9,528 | 14,586 | -34.7% |
| Elk River | 9,476 | 1,741 | 22,606 | 61,333 | 121,801 | -49.6% |
| Foley | 1,963 | 297 | 4,444 | 15,523 | 24,889 | -37.6% |
| Grey Eagle | 923 | 197 | 1,343 | 4,502 | 7,133 | -36.9% |
| + Howard Lake | 2,148 | 278 | 3,263 | 11,368 | 9,867 | 15.2% |
| Kimball | 1,192 | 191 | 2,206 | 6,199 | 10,235 | -39.4% |
| Little Falls | 3,921 | 808 | 9,539 | 27,961 | 58,234 | -52.0% |
| Long Prairie | 2,135 | 440 | 4,687 | 16,224 | 26,904 | -39.7% |
| Melrose | 8,393 | 475 | 6,764 | 31,943 | 37,752 | -15.4% |
| Monticello | 6,885 | 1,245 | 15,244 | 45,187 | 85,520 | -47.2% |
| Paynesville | 1,627 | 272 | 4,491 | 10,727 | 23,431 | -54.2% |
| Pierz | 2,361 | 338 | 3,407 | 11,739 | 18,604 | -36.9% |
| Richmond | 829 | 134 | 2,364 | 6,091 | 10,529 | -42.2% |
| Rockford | 2,986 | 419 | 4,700 | 15,854 | 28,206 | -43.8% |
| Royalton | 731 | 131 | 1,692 | 5,364 | 9,036 | -40.6% |
| Saint Cloud | 27,816 | 4,682 | 63,094 | 178,932 | 353,011 | -49.3% |
| Saint Michael | 7,064 | 1,382 | 18,415 | 44,781 | 90,242 | -50.4% |
| Sauk Centre | 3,601 | 493 | 6,869 | 23,354 | 39,507 | -40.9% |
| Staples | 2,225 | 435 | 5,042 | 17,759 | 33,450 | -46.9% |
| Swanville | 183 | 49 | 480 | 1,967 | 2,641 | -25.5% |
| Upsala | 1,955 | 274 | 2,769 | 11,860 | 16,280 | -27.1% |
| Waite Park | 5,718 | 1,080 | 9,299 | 28,876 | 52,931 | -45.4% |
| Sartell Locker | 687 | 120 | 1,292 | 5,032 | 7,305 | -31.1% |
| Total | 129,784 | 21,403 | 262,761 | 778,592 | 1,426,535 | -45.4% |
| Digital | 0 | | | 127,285 | 107,889 | 18.0% |

+ Indicates an increase in monthly circulation total over last year

2020 Circulation Statistics

Prior to the closure in March, circulation of physical materials appeared to be stable and digital materials on the increase. Digital Library use was trending up slightly in the first quarter. In the second quarter, Digital Library circulation hit a new record and is about 18 percent higher than this time last year.

At this point, the only library with increasing circulation is Howard Lake, which had been closed for several months in 2019. Due to the fluctuating service levels over the past months, circulation/open hour was removed as a metric. How we define open hours is continually changing in this environment. We added total month circulation for 2019 as a new comparison point for April, May and June.

As of the end of quarter two, physical circulation is down 45.4 percent, digital circulation is up 18 percent and total circulation is down 41 percent. Circulation by library varies quite a bit from the regional totals. One of the greatest challenges with this shift is the amount of time it takes to deliver curbside services compared with our normal service levels. It takes significantly more time to give patrons access to the physical collection through curbside services.

Staff Recognition Report 2020 - Quarter 3

| First Name | Last Name | Department | Supervisor | Celebration Date | Years of Service |
|------------|-----------|------------------------|-----------------------|------------------|------------------|
| Todd | Parks | Distribution | Murphy, Aron | 7/15/2020 | 1 |
| Sheila | Pudlick | Melrose | Atkinson, Janet | 7/15/2020 | 1 |
| Brooke | Derner | Monticello | Scherber, Marla | 7/29/2020 | 1 |
| Clair | Wolters | Upsala | Erickson, Wanda | 8/12/2020 | 1 |
| Jennifer | Frion | Elk River | Schake, Roberta | 9/9/2020 | 1 |
| Krista | Pope | Cokato/Howard Lake | Koivisto, Sara | 9/9/2020 | 1 |
| Delaine | Zongo | Circulation | Blotkamp, Eric | 9/9/2020 | 1 |
| Tiana | Hanan | Annandale/Kimball | Asfeld, Carla | 9/23/2020 | 1 |
| Jonathan | Lahr | Information Technology | Roos, Jayme | 9/23/2020 | 1 |
| Cyndi | Noble | Long Prairie | Wehrspann, Amanda | 9/23/2020 | 1 |
| Lukas | Wander | Belgrade/Paynesville | Thomas, Rachel | 7/17/2020 | 3 |
| Shelley | Karja | Buffalo | Pommerenke, Christine | 7/31/2020 | 3 |
| Joy | Tessen | Waite Park | Goebel, Donna | 8/14/2020 | 3 |
| Kathleen | Johnson | Circulation | Blotkamp, Eric | 8/17/2020 | 5 |
| Jill | Spoden | Coldspring/Richmond | Kirchoff, Jason | 8/17/2020 | 5 |
| Karen | Converse | Little Falls/Swanville | Bruggenthies, Cindy | 9/14/2020 | 5 |
| Betty | Murphy | Royalton | Deal-Hansen, Terri | 9/14/2020 | 5 |
| Katie | Whitney | Technical Services | Getz, Christopher | 9/14/2020 | 5 |
| Melissa | Jewison | Eagle Bend/Staples | Perish, Cathy | 9/28/2020 | 5 |
| Jade | Lauber | Patron Services | Vig, Neil | 9/28/2020 | 5 |
| Amanda | Wehrspann | Long Prairie | Thomas, Rachel | 7/22/2020 | 10 |
| Michele | Forsman | Monticello | Scherber, Marla | 8/23/2020 | 10 |
| Taunja | Warga | Upsala | Erickson, Wanda | 9/8/2020 | 10 |
| Sharon | Gross | Monticello | Scherber, Marla | 8/30/2020 | 15 |
| Keith | Penzkover | Information Technology | Roos, Jayme | 7/12/2020 | 20 |

| RETIREMENTS | | | | | |
|--------------------|-----------|-----------------|----------------|-----------------|------------------|
| First Name | Last Name | Department | Supervisor | Retirement Date | Years of Service |
| Terri | Czech | Human Resources | Schmitz, Julie | 7/1/2020 | 9 |

**Promotion Report
2020 - Quarter 1 and 2
(January - June)**

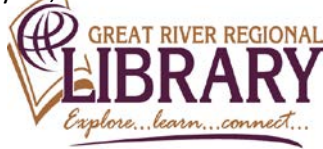
| Last Name | First Name | Hire Date | Job Title Description | Location Description | Reports To Name | Promotion Effective Date | Previous Job Title Description | Previous Location Description |
|------------------|-------------------|------------------|------------------------------|-----------------------------|------------------------|---------------------------------|---------------------------------------|--------------------------------------|
| Gruber | Kateri | 08/25/2011 | Library Services Coordinator | Belgrade/Paynesville | Canter, Brandi | 02/24/2020 | Library Assistant | Cold Spring/Richmond |
| Hesselroth | Diane | 06/22/2015 | Senior Library Aide | Sauk Centre | George, Marisa | 02/10/2020 | Library Aide | Sauk Centre |
| Wehrspann | Amanda | 07/22/2010 | Library Services Coordinator | Long Prairie | Thomas, Rachel | 06/01/2020 | Library Assistant | Long Prairie |
| Zongo | Delaine | 09/09/2019 | Circulation Assistant | Circulation | Backen, Rosanna | 06/29/2020 | Circulation Aide | Circulation |

**New Hire Report
2020 - Quarter 1 and 2
(January - June)**

| Last Name | First Name | Hire Date | Job Title Description | Home Department Description | Reports To Name |
|------------------|-------------------|------------------|------------------------------|------------------------------------|------------------------|
| Foy | Teresa | 03/09/2020 | Library Aide | Monticello | Scherber, Marla |
| Johnson | Cheryl | 03/09/2020 | Library Assistant | Becker/Big Lake | Burkhardt, Jeannette |
| Kingsleigh | LeAnna | 02/10/2020 | Driver | Distribution | Murphy, Aron |
| Laffer | Gertrude | 03/09/2020 | Library Aide | Long Prairie | Thomas, Rachel |
| Poorker | Karen | 06/15/2020 | Library Assistant | Clearwater/Foley | Kuelbs, Shelly |

**Termination Report
2020 - Quarter 1 and 2
(January - June)**

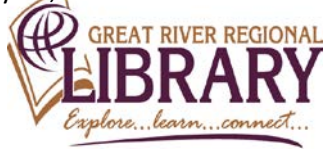
| Last Name | First Name | Termination Date | Job Title Description | Location Description | Reports To Name | Hire Date | Years of Service |
|---------------------|------------|------------------|------------------------------|----------------------|-----------------------|------------|--------------------|
| Fruth | Susan | 01/01/2020 | Distribution Aide | Distribution | Christensen, Heavenly | 03/10/2014 | 3 year, 2 months |
| Bennett | Michael | 01/03/2020 | Driver | Distribution | Murphy, Aron | 12/05/2016 | 3 year, 0 month |
| Vork | Gretchen | 01/05/2020 | Library Services Coordinator | Belgrade/Paynesville | Thomas, Rachel | 03/28/1994 | 25 year, 9 months |
| Dryden | Kristi | 01/16/2020 | Circulation Aide | Circulation | Blotkamp, Eric | 09/23/2013 | 6 year, 3 months |
| Howard | Michael | 01/21/2020 | Library Aide | Annandale/Kimball | Asfeld, Carla | 03/25/2014 | 5 year, 9 months |
| Sperley | Mary | 01/25/2020 | Library Assistant | Eagle Bend/Staples | Perish, Cathy | 01/15/2001 | 19 year, 0 month |
| Doran | Elizabeth | 01/30/2020 | Library Aide | Monticello | Scherber, Marla | 08/12/2019 | 0 year, 5 months |
| Wearne | Andrea | 02/07/2020 | Library Aide | Long Prairie | Potter, Nancy | 07/17/2017 | 2 year, 6 months |
| Minter | Twila | 02/28/2020 | Circulation Assistant | Circulation | Backen, Rosanna | 04/09/2007 | 12 year, 10 months |
| Rasset | Kathryn | 03/27/2020 | Library Assistant | Buffalo | Pommerenke, Christine | 09/18/1995 | 24 year, 6 months |
| Lopez | Tyler | 03/28/2020 | Circulation Assistant | Circulation | Backen, Rosanna | 12/03/2018 | 1 year, 3 months |
| Tomala-Haldenwanger | Julie | 03/28/2020 | Library Assistant | Royalton | Deal-Hansen, Terri | 07/02/2012 | 7 year, 8 months |
| Godfrey | Lydia | 05/02/2020 | Circulation Assistant | Circulation | Backen, Rosanna | 03/24/2014 | 6 year, 1 month |
| Ebert | Margaret | 05/04/2020 | Library Aide | Elk River | Schake, Roberta | 02/24/2014 | 6 year, 2 months |
| Kauffman | Eric | 05/09/2020 | Library Aide | Elk River | Schake, Roberta | 10/23/2017 | 2 year, 6 months |
| McGlynn | Nora | 05/18/2020 | Library Assistant | Elk River | Schake, Roberta | 11/21/2016 | 3 year, 5 months |
| Potter | Nancy | 05/29/2020 | Library Services Coordinator | Long Prairie | Thomas, Rachel | 05/11/2006 | 14 year, 0 month |
| Eckblad | Zoe | 06/11/2020 | Library Aide | Buffalo | Pommerenke, Christine | 03/05/2014 | 6 year, 3 months |
| Duchene | Jon | 06/12/2020 | Driver | Distribution | Murphy, Aron | 05/07/2018 | 2 year, 1 month |
| Saecker | Gretchen | 06/15/2020 | Library Assistant | Delano | Jacobs, Theresa | 01/28/2019 | 1 year, 4 months |
| Pheuanxayavong | Suthimah | 06/16/2020 | Library Aide | Elk River | Schake, Roberta | 12/31/2018 | 1 year, 5 months |
| Snartland | Julie | 06/24/2020 | Circulation Aide | Circulation | Blotkamp, Eric | 10/14/2008 | 11 year, 8 months |
| Perkins | Amanda | 06/26/2020 | Distribution Aide | Distribution | Christensen, Heavenly | 08/28/2017 | 2 year, 9 months |



Exit Interview Summary

January 1 – June 30, 2020

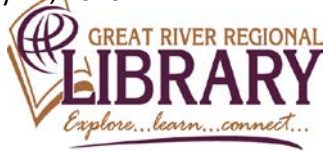
| Area of Question | Summary of Responses |
|--|---|
| <p>What did you enjoy most about your position?</p> | <ul style="list-style-type: none"> ❖ I loved the variety. ❖ Flexibility, the wonderful staff and the patrons. ❖ The patrons ❖ The coworkers and calm environment. ❖ I enjoyed dealing with patrons, coworkers as well as backroom work. ❖ The ability to look through all the materials in the library. ❖ Interaction with my coworkers ❖ My coworkers ❖ Providing a service to the community. ❖ The people I worked with |
| <p>What would you have changed about the positions?</p> | <ul style="list-style-type: none"> ❖ Nothing ❖ More hours ❖ The position seems like it should be a full-time position. ❖ The late hours and Saturdays. ❖ More knowledge for how Horizon works ❖ Let aides be more involved and do more ❖ Giving aides the ability to help patrons |
| <p>Supervisor</p> | <ul style="list-style-type: none"> ❖ Wonderful to work for ❖ Excellent ❖ She is wonderful and very helpful ❖ Very helpful and kind. ❖ Approachable. She listens and addresses concerns. ❖ Good ❖ I admire her ❖ Pretty good, a little bit of a micro manager ❖ A little too much of a micro manager and over explained things. ❖ He is an amazing supervisor, always supports the staff |
| <p>Co-workers</p> | <ul style="list-style-type: none"> ❖ I enjoyed working with them and will miss them. ❖ The BEST! Very helpful. ❖ Great and easy to get along with ❖ They were all very nice and friendly. I enjoyed working with all of them. ❖ Fantastic! ❖ Good ❖ I enjoyed them ❖ Fantastic ❖ Fantastic and hardworking group. Enjoyable to work with. ❖ It is the reason I work here |
| <p>Benefits Utilized</p> | <ul style="list-style-type: none"> ❖ PTO, PERA, STD and Vision ❖ PERA ❖ PTO |



Exit Interview Summary

January 1 – June 30, 2020

| | |
|------------------------------|--|
| | <ul style="list-style-type: none"> ❖ PERA and PTO ❖ PERA and PTO ❖ PERA ❖ PTO ❖ PERA and PTO ❖ PERA |
| Benefits Needed | <ul style="list-style-type: none"> ❖ Most needs are covered. ❖ Good as is. ❖ GRRL should offer access to benefits for all employees |
| Wage Rates | <ul style="list-style-type: none"> ❖ Terrible ❖ Fine for me ❖ A little low ❖ I feel my wage rate was in step with other similar positions in the area, but aide wages seem quite low. ❖ Fair ❖ Too low ❖ A little low but not bad ❖ A little low ❖ As a Sub, I never received a wage increase |
| Training | <ul style="list-style-type: none"> ❖ Great ❖ Kept us informed on new technology ❖ Very good ❖ Hands on training was the most effective. Online orientation required a lot of reading. ❖ Good ❖ Average ❖ Good ❖ Not enough opportunities for aides |
| Morale in Dept/Branch | <ul style="list-style-type: none"> ❖ Great ❖ Very positive ❖ Great ❖ Mostly good, however some of my coworkers feel underappreciated. ❖ Good ❖ Much increased since new supervisor ❖ Fantastic ❖ Average ❖ I like that training is available to all employees |
| Work Hours | <ul style="list-style-type: none"> ❖ Too few regular hours ❖ Flexible for my life style ❖ Ok, would have liked longer hours and less days. ❖ The position would be greatly improved if there were more hours. ❖ Challenging at times |



Exit Interview Summary

January 1 – June 30, 2020

| | |
|-----------------------------|---|
| | <ul style="list-style-type: none"> ❖ Fantastic ❖ Sometimes not flexible enough |
| Working Conditions | <ul style="list-style-type: none"> ❖ Great ❖ Beautiful library ❖ Very good ❖ I felt safe. ❖ Good ❖ Average ❖ Fantastic ❖ Just fine |
| Reasons for Leaving? | <ul style="list-style-type: none"> ❖ Not enough hours and wage doesn't support cost of living. ❖ Health reasons and my age. ❖ I found a job in my town. ❖ I have a new job. ❖ Moving out of state. ❖ More hours at my 2nd job – so my hours at the library are too much of a commitment. ❖ My age plus medical conditions ❖ Going to college ❖ Career change that did not work with my schedule and Covid 19 uncertainties of my job/work future here. ❖ Covid 19 concerns for me and family members |

| Responses Submitted | Number of Responses | Number of Separations |
|--|---------------------|-----------------------|
| Library Services Coordinator | 0 | 2 |
| Library Assistant | 4 | 3 |
| Library Aide/Circulation Aide | 6 | 7 |
| Distribution Staff | 0 | 2 |
| Patron Services/Circulation Public Service | 1 | 3 |
| Administration / Office Support | 0 | 0 |
| Library Support Staff | 0 | 0 |
| Substitute Staff | 2 | 6 |

Please Note:

The number of responses may vary from the number of separations for two (2) reasons:

1. GRRL does not require the completion of an Exit Interview Form by staff leaving the organization
2. Responses are often received after an employee has left the organization. Therefore, some responses may be reported in this reporting period but the actual separation occurred prior to this reporting period OR some responses may not have been received as of the date this summary was prepared.

July 21, 2020



GRRL 2021 Budget Proposal

Submitted by Karen Pundsack, Executive Director

Aron Murphy, Accounting & Distribution Supervisor

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Approve GRRL 2021 proposed budget.

BACKGROUND INFORMATION

The 2021 proposed budget was developed based on Finance Committee and GRRL Board recommendations.

Supporting Documents Attached

- GRRL 2021 Annual Proposed Budget

FINANCIAL IMPLICATIONS

Estimated Cost: shown in supporting documents

Funding Source: various

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled



2021 Annual Proposed Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2021 Annual Proposed Budget Summary**

| Operating Revenue Budget | 2018 Actual | 2019 Actual | 2020 Budget | 2021 Annual Proposed Budget |
|---------------------------------|------------------------|------------------------|------------------------|------------------------------------|
| Signatory Revenue | \$ 7,151,809.00 | \$ 7,126,916.00 | \$ 7,130,201.00 | \$ 7,075,802.00 |
| Non Signatory Revenue | 2,226,060.97 | 2,240,378.36 | 2,297,900.00 | 2,456,000.00 |
| Operating Revenue Total | \$ 9,377,869.97 | \$ 9,367,294.36 | \$ 9,428,101.00 | \$ 9,531,802.00 |
| | Dollar Change | \$ (10,575.61) | \$ 60,806.64 | \$ 103,701.00 |
| | Percent Change | -0.11% | 0.65% | 1.10% |

| Operating Expenditure Budget | | | | |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Personnel | \$ 6,884,233.09 | \$ 7,014,869.32 | \$ 7,503,100.00 | \$ 7,596,200.00 |
| Services & Contracts | 510,290.80 | 501,199.08 | 532,351.00 | 551,287.00 |
| Commodities | 87,766.21 | 80,768.02 | 89,945.00 | 84,240.00 |
| Vehicle | 65,878.06 | 73,035.73 | 59,550.00 | 48,150.00 |
| Library Materials | 917,480.77 | 948,018.19 | 953,420.00 | 955,920.00 |
| Equipment | 12,694.47 | 3,426.23 | 8,200.00 | 8,200.00 |
| Contingency | 62.77 | 213.37 | 200.00 | 450.00 |
| Automation | 342,479.98 | 341,071.49 | 281,335.00 | 287,355.00 |
| Operating Expenditure Total | \$ 8,820,886.15 | \$ 8,962,601.43 | \$ 9,428,101.00 | \$ 9,531,802.00 |
| | Dollar Change | \$ 141,715.28 | \$ 465,499.57 | \$ 103,701.00 |
| | Percent Change | 1.61% | 5.19% | 1.10% |

| Capital Revenue Budget | | | | |
|---------------------------------|----------------|--------------|--------------|--------------|
| Signatory Capital Revenue Total | \$ 96,712.00 | \$ 96,373.00 | \$ 96,415.00 | \$ 95,680.00 |
| | Dollar Change | \$ (339.00) | \$ 42.00 | \$ (735.00) |
| | Percent Change | -0.35% | 0.04% | -0.76% |

| Capital Expenditure Budget | | | | |
|-----------------------------------|----------------|--------------|--------------|--------------|
| Total Capital | \$ 59,709.75 | \$ 55,138.22 | \$ 96,415.00 | \$ 95,680.00 |
| | Dollar Change | | \$ (735.00) | |
| | Percent Change | | -0.76% | |

| | |
|--------------------|-----------------|
| Revenue Budget | \$ 9,627,482.00 |
| Expenditure Budget | \$ 9,627,482.00 |
| Balanced | \$ - |

**Great River Regional Library
2021 Annual Proposed Budget**

| Operating Revenue Budget | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|---------------------------------|------------------------|------------------------|------------------------|-----------------------|------------------------------------|
| County | | | | | |
| Benton | 552,154.00 | 536,825.00 | 528,760.00 | (4,021.00) | 524,739.00 |
| Morrison | 500,188.00 | 495,332.00 | 500,083.00 | (3,793.00) | 496,290.00 |
| Sherburne | 1,344,729.00 | 1,344,771.00 | 1,352,387.00 | (10,273.00) | 1,342,114.00 |
| Stearns | 2,299,821.00 | 2,290,491.00 | 2,287,206.00 | (17,489.00) | 2,269,717.00 |
| Todd | 339,810.00 | 329,704.00 | 328,958.00 | (2,530.00) | 326,428.00 |
| Wright | 2,115,107.00 | 2,129,793.00 | 2,132,807.00 | (16,293.00) | 2,116,514.00 |
| Subtotal - Signatory | \$ 7,151,809.00 | \$ 7,126,916.00 | \$ 7,130,201.00 | \$ (54,399.00) | \$ 7,075,802.00 |
| | Dollar Change | \$ (24,893.00) | \$ 3,285.00 | | \$ (54,399.00) |
| | Percent Change | -0.35% | 0.05% | | -0.76% |

| Non-Signatory | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|---|------------------------|------------------------|------------------------|----------------------|------------------------------------|
| FY State Aid - RLBSS | 1,601,466.32 | 1,591,848.20 | 1,598,000.00 | (10,400.00) | 1,587,600.00 |
| St. Cloud Reimbursement | 104,664.46 | 95,149.28 | 100,300.00 | 2,716.45 | 103,000.00 |
| City of Elk River | 9,800.00 | 10,000.00 | 10,200.00 | - | 10,200.00 |
| City of Sartell | 9,115.04 | 10,791.57 | 15,800.00 | (5,308.00) | 10,500.00 |
| Unassigned Fund Balance (Cash Reserves) | - | - | - | 350,000.00 | 350,000.00 |
| Miscellaneous Receipts | 306,769.97 | 285,687.13 | 320,000.00 | (40,000.00) | 280,000.00 |
| United Way/PFSS | - | - | - | - | - |
| Interest | 138,943.18 | 191,513.18 | 154,900.00 | (62,400.00) | 92,500.00 |
| PERA Aid | 17,151.00 | 17,151.00 | - | - | - |
| ILL Delivery | 6,282.00 | 6,200.00 | 6,200.00 | - | 6,200.00 |
| Minitex Last Mile Grant | 7,000.00 | 7,000.00 | 7,000.00 | - | 7,000.00 |
| City of Staples | 6,869.00 | - | - | - | - |
| MnLink Gateway | 15,000.00 | 9,044.00 | 23,500.00 | (14,500.00) | 9,000.00 |
| Revenue Fund | 3,000.00 | 15,994.00 | 62,000.00 | (62,000.00) | - |
| Sub Total - Non Signatory | \$ 2,226,060.97 | \$ 2,240,378.36 | \$ 2,297,900.00 | \$ 158,108.45 | \$ 2,456,000.00 |
| | Dollar Change | \$ 14,317.39 | \$ 57,521.64 | | \$ 158,100.00 |
| | Percent Change | 0.64% | 2.57% | | 6.88% |

| Operating Revenue Total | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|--------------------------------|------------------------|------------------------|------------------------|----------------------|------------------------------------|
| | \$ 9,377,869.97 | \$ 9,367,294.36 | \$ 9,428,101.00 | \$ 103,709.45 | \$ 9,531,802.00 |
| | Dollar Change | \$ (10,575.61) | \$ 60,806.64 | | \$ 103,701.00 |
| | Percent Change | -0.11% | 0.65% | | 1.10% |

**Great River Regional Library
2021 Annual Proposed Budget**

| Capital Revenue Budget | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|-------------------------------|---------------------|---------------------|---------------------|--------------------|------------------------------------|
| County | | | | | |
| Benton | 7,467.00 | 7,259.00 | 7,150.00 | (54.00) | 7,096.00 |
| Morrison | 6,764.00 | 6,698.00 | 6,762.00 | (51.00) | 6,711.00 |
| Sherburne | 18,184.00 | 18,185.00 | 18,287.00 | (139.00) | 18,148.00 |
| Stearns | 31,100.00 | 30,973.00 | 30,928.00 | (236.00) | 30,692.00 |
| Todd | 4,595.00 | 4,458.00 | 4,448.00 | (35.00) | 4,413.00 |
| Wright | 28,602.00 | 28,800.00 | 28,840.00 | (220.00) | 28,620.00 |
| Capital Revenue Total | \$ 96,712.00 | \$ 96,373.00 | \$ 96,415.00 | \$ (735.00) | \$ 95,680.00 |
| | Dollar Change | \$ (339.00) | \$ 42.00 | | \$ (735.00) |
| | Percent Change | -0.35% | 0.04% | | -0.76% |

| Operating & Capital Revenue Total | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|--|------------------------|------------------------|------------------------|----------------------|------------------------------------|
| Total | \$ 9,474,581.97 | \$ 9,463,667.36 | \$ 9,524,516.00 | \$ 102,974.45 | \$ 9,627,482.00 |
| | Dollar Change | \$ (10,914.61) | \$ 60,848.64 | | \$ 102,966.00 |
| | Percent Change | -0.12% | 0.64% | | 1.08% |

**Great River Regional Library
2021 Annual Proposed Budget**

| Operating Expenditure Budget | | | | | |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------|------------------------------------|
| 4100 Personnel | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
| Subtotal Personnel | \$ 6,884,233.09 | \$ 7,014,869.32 | 7,503,100.00 | \$ 93,100.00 | \$ 7,596,200.00 |
| Total - Personnel | \$ 6,884,233.09 | \$ 7,014,869.32 | \$ 7,503,100.00 | \$ 93,100.00 | \$ 7,596,200.00 |
| | | | | Dollar Change | \$ 93,100.00 |
| | | | | Percent Change | 1.24% |

| 4200 Services and Contracts | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|---|----------------------|----------------------|----------------------|---------------------|------------------------------------|
| 210 Regional Board Meetings | 5,127.35 | 5,589.70 | 4,500.00 | 7,500.00 | 12,000.00 |
| 211 Staff Development Svcs. (Strat. Plan) | 28,722.59 | 27,600.92 | 25,000.00 | - | 25,000.00 |
| 213 All Staff Day Training (Strat. Plan) | 7,300.00 | 5,161.92 | 7,300.00 | - | 7,300.00 |
| 220 Library Memberships | (349.50) | 4,535.00 | 6,000.00 | - | 6,000.00 |
| 235 Patron Contact Svcs. | 59,518.45 | 57,174.24 | 60,000.00 | - | 60,000.00 |
| 240 GRRL Building Maint./Lease | 123,277.82 | 110,510.11 | 115,000.00 | 700.00 | 115,700.00 |
| 246 Insurance (Mandated) | 26,974.00 | 27,370.00 | 33,000.00 | (3,000.00) | 30,000.00 |
| 248 Catalog Svcs. | 86,855.04 | 87,574.34 | 96,000.00 | - | 96,000.00 |
| 250 Audit (Mandated) | 18,000.00 | 17,750.00 | 18,500.00 | 750.00 | 19,250.00 |
| 253 Public Licensing Svcs. | 4,125.00 | 4,356.00 | 4,356.00 | 231.00 | 4,587.00 |
| 260 Telephone Svcs. | 4,000.00 | 6,094.88 | 17,700.00 | 11,700.00 | 29,400.00 |
| 265 Delivery Svcs. | 1,482.93 | 1,590.44 | 1,495.00 | 255.00 | 1,750.00 |
| 271 Equip. Rental & Repair | 18,332.45 | 23,429.18 | 9,500.00 | - | 9,500.00 |
| 280 Printing/Public Information | 28,123.91 | 29,963.32 | 31,000.00 | - | 31,000.00 |
| 285 Recruitment Svcs. | 1,124.60 | 1,019.65 | 1,000.00 | - | 1,000.00 |
| 288 Sales Tax | 2,968.00 | 3,507.00 | 3,000.00 | 1,000.00 | 4,000.00 |
| 290 HRIS/Payroll Svcs. (Contractual) | 75,771.04 | 72,977.84 | 76,000.00 | - | 76,000.00 |
| 291 Legal Svcs. | 11,937.08 | 8,211.75 | 16,000.00 | - | 16,000.00 |
| 293 System Directors Fund | 7,000.04 | 6,782.79 | 7,000.00 | (200.00) | 6,800.00 |
| Total Services & Contracts | \$ 510,290.80 | \$ 501,199.08 | \$ 532,351.00 | \$ 18,936.00 | \$ 551,287.00 |
| | | | | Dollar Change | \$ 18,936.00 |
| | | | | Percent Change | 3.56% |

| Operating Expenditure Budget | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|----------------------|------------------------------------|
| 4300 Commodities | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
| 310 Supplies | 66,614.82 | 62,944.07 | 66,945.00 | (2,705.00) | 64,240.00 |
| 330 Postage | 21,151.39 | 17,823.95 | 23,000.00 | (3,000.00) | 20,000.00 |
| Total Commodities | \$ 87,766.21 | \$ 80,768.02 | \$ 89,945.00 | \$ (5,705.00) | \$ 84,240.00 |
| | | | | Dollar Change | \$ (5,705.00) |
| | | | | Percent Change | -6.34% |

**Great River Regional Library
2021 Annual Proposed Budget**

| 4400 Vehicle | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|-----------------------------------|---------------------|---------------------|-----------------------|-----------------------|------------------------------------|
| 420 Vehicle Gas | 30,839.02 | 27,082.53 | 25,000.00 | (15,500.00) | 9,500.00 |
| 430 Vehicle Insurance | 3,410.00 | 3,467.00 | 3,450.00 | - | 3,450.00 |
| 440 Vehicle Repair & Maintenance | 5,009.45 | 6,239.07 | 5,000.00 | (500.00) | 4,500.00 |
| 450 Vehicle Tires & Miscellaneous | 3,244.11 | 3,352.04 | 1,500.00 | 1,900.00 | 3,400.00 |
| 460 Vehicle Mileage | 23,375.48 | 32,895.09 | 24,600.00 | 2,700.00 | 27,300.00 |
| Total Vehicle | \$ 65,878.06 | \$ 73,035.73 | \$ 59,550.00 | \$ (11,400.00) | \$ 48,150.00 |
| | | | Dollar Change | | \$ (11,400.00) |
| | | | Percent Change | | -19.14% |

| 4500 Library Materials | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|--------------------------------|----------------------|----------------------|-----------------------|--------------------|------------------------------------|
| 510 Print | 543,126.30 | 583,882.21 | 547,020.00 | - | 547,020.00 |
| 520 Periodicals | 56,828.77 | 48,056.55 | 58,000.00 | (2,000.00) | 56,000.00 |
| 540 Media | 161,055.42 | 149,092.05 | 180,000.00 | - | 180,000.00 |
| 560 Electronic Svcs. | 156,470.28 | 166,987.38 | 168,400.00 | 4,500.00 | 172,900.00 |
| Total Library Materials | \$ 917,480.77 | \$ 948,018.19 | \$ 953,420.00 | \$ 2,500.00 | \$ 955,920.00 |
| | | | Dollar Change | | \$ 2,500.00 |
| | | | Percent Change | | 0.26% |

Operating Expenditure Budget

| 4600 Equipment | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|-------------------------|---------------------|--------------------|-----------------------|-------------------|------------------------------------|
| 610 Operating Equipment | 9,416.72 | 743.07 | 6,000.00 | - | 6,000.00 |
| 630 Small Equipment | 3,277.75 | 2,683.16 | 2,200.00 | - | 2,200.00 |
| Total Equipment | \$ 12,694.47 | \$ 3,426.23 | \$ 8,200.00 | \$ - | \$ 8,200.00 |
| | | | Dollar Change | | \$ - |
| | | | Percent Change | | 0.00% |

| 4700 Contingency | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
|--------------------------|--------------------|--------------------|-----------------------|-------------------|------------------------------------|
| 910 Contingency | 62.77 | 213.37 | 200.00 | 250.00 | 450.00 |
| Total Contingency | \$ 62.77 | \$ 213.37 | \$ 200.00 | \$ 250.00 | \$ 450.00 |
| | | | Dollar Change | | \$ 250.00 |
| | | | Percent Change | | 125.00% |

**Great River Regional Library
2021 Annual Proposed Budget**

| Operating Expenditure Budget | | | | | |
|---|------------------------|------------------------|---------------------------|----------------------|------------------------------------|
| 4800 Automation | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
| 932 Maintenance | 176,096.73 | 203,488.60 | 172,335.00 | (10,000.00) | 162,335.00 |
| 933 Equipment | 92,295.03 | 118,654.64 | 96,000.00 | - | 96,000.00 |
| 935 Professional Services | 6,443.00 | 9,981.25 | 2,000.00 | - | 2,000.00 |
| 936 Software | 67,645.22 | 8,947.00 | 11,000.00 | 16,020.00 | 27,020.00 |
| Total Automation | \$ 342,479.98 | \$ 341,071.49 | \$ 281,335.00 | \$ 6,020.00 | \$ 287,355.00 |
| | | | Dollar Change | | \$ 6,020.00 |
| | | | Percent Change | | 2.14% |
| Total Operating Expenditure Budget | \$ 8,820,886.15 | \$ 8,962,601.43 | \$ 9,428,101.00 | \$ 103,701.00 | \$ 9,531,802.00 |
| | | | Dollar Change | | \$ 103,701.00 |
| | | | Percent Change | | 1.10% |
| | | | Revenue Budget | | \$ 9,531,802.00 |
| | | | Expenditure Budget | | \$ 9,531,802.00 |
| | | | Balanced | | \$ - |

| Capital Expenditure Budget | | | | | |
|---|------------------------|------------------------|------------------------|----------------------|------------------------------------|
| 5000 Capital | 2018 Actual | 2019 Actual | 2020 Budget | Change +/- | 2021 Annual Proposed Budget |
| 710 Automation | 18,300.00 | 33,593.72 | 76,415.00 | (15,735.00) | 60,680.00 |
| 720 Branch Development | 7,191.27 | - | - | - | - |
| 730 Equipment | 34,218.48 | - | 10,000.00 | - | 10,000.00 |
| 740 Vehicle | - | 21,544.50 | 10,000.00 | 15,000.00 | 25,000.00 |
| Total Capital | \$ 59,709.75 | \$ 55,138.22 | \$ 96,415.00 | \$ (735.00) | \$ 95,680.00 |
| | | | Dollar Change | | \$ (735.00) |
| | | | Percent Change | | -0.76% |
| Total Operating & Capital Expenditure Budget | \$ 8,880,595.90 | \$ 9,017,739.65 | \$ 9,524,516.00 | \$ 102,966.00 | \$ 9,627,482.00 |
| | | | Dollar Change | | \$ 102,966.00 |
| | | | Percent Change | | 1.08% |
| | | | Revenue Budget | | \$ 9,627,482.00 |
| | | | Balanced | | \$ - |

**Great River Regional Library
2021 Annual Proposed Budget
Signatory Share Factor Table**

| | | | | | | | | | | | | | | |
|---------------------|-------------------|-------------------------------|---------------------------------|-----------------------------|----------------------|-----------------------|-------------------------|-------------------------------------|--------------------------------------|----------------------|----------------------|-------------------|-----------------|---|
| 1.02 | | \$ - | 1.08% | | \$ - | | | | | | | | | |
| Formula: | | 1/3 Population 33% | 1/3 Registered Borrowers 33% | 1/3 Net Tax Capacity 33% | | | | | | | | | | |
| Operating | | | | | | | | | | | | | | |
| \$ 7,275,483 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | Levy Rate as share of Tax Capacity |
| County | Population | % Population Share | \$ Population Share | Registered Users | % Users Share | \$ Users Share | Net Tax Capacity | % Net Tax Capacity Share | \$ Net Tax Capacity Share | % Total Share | Budget Shares | Per Capita | Capacity | |
| Benton | 40452 | 8.25% | \$ 200,125 | 7798 | 7.56% | \$ 183,222 | \$ 34,666,438 | 6.37% | \$ 154,446 | 7.39% | \$ 537,793 | \$ 13.29 | 1.55% | |
| Morrison | 33191 | 6.77% | 164,203 | 7900 | 7.65% | 185,618 | 35,352,867 | 6.49% | 157,504 | 6.97% | 507,326 | 15.29 | 1.44% | |
| Sherburne | 96208 | 19.63% | 475,963 | 17904 | 17.35% | 420,672 | 107,127,245 | 19.68% | 477,274 | 18.88% | 1,373,909 | 14.28 | 1.28% | |
| Stearns | 159258 | 32.49% | 787,886 | 34775 | 33.69% | 817,073 | 164,747,325 | 30.27% | 733,983 | 32.15% | 2,338,941 | 14.69 | 1.42% | |
| Todd | 24587 | 5.02% | 121,638 | 4576 | 4.43% | 107,518 | 24,530,952 | 4.51% | 109,290 | 4.65% | 338,446 | 13.77 | 1.38% | |
| Wright | 136510 | 27.85% | 675,346 | 30263 | 29.32% | 711,059 | 177,918,505 | 32.68% | 792,663 | 29.95% | 2,179,068 | 15.96 | 1.22% | |
| Total | 490206 | 100% | \$ 2,425,161 | 103216 | 100% | \$ 2,425,161 | \$ 544,343,332 | 100.00% | \$ 2,425,161 | 100% | \$ 7,275,483 | \$ 14.84 | 1.34% | |
| Weight | 2018 | | | 1/1/2020 | | | 2019 | | | | | | | |
| | 33.33% | | | 33.33% | | | 33.33% | | | | | | | |

| | | | | | | | | | | | | | | |
|------------------|-------------------|-------------------------------|--------------------------------|-------------------------|----------------------|-----------------------|-------------------------|-------------------------------------|--------------------------------------|----------------------|----------------------|-------------------|-----------------|---|
| Capital | | | | | | | | | | | | | | |
| \$ 98,378 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | Levy Rate as share of Tax Capacity |
| County | Population | % Population Share | \$ Population Share | Registered Users | % Users Share | \$ Users Share | Net Tax Capacity | % Net Tax Capacity Share | \$ Net Tax Capacity Share | % Total Share | Budget Shares | Per Capita | Capacity | |
| Benton | 40452 | 8.25% | \$ 2,706 | 7798 | 7.56% | \$ 2,477 | \$ 34,666,438 | 6.37% | \$ 2,088 | 7.39% | \$ 7,272 | \$ 0.18 | 0.02% | |
| Morrison | 33191 | 6.77% | 2,220 | 7900 | 7.65% | 2,510 | 35,352,867 | 6.49% | 2,130 | 6.97% | 6,860 | 0.21 | 0.02% | |
| Sherburne | 96208 | 19.63% | 6,436 | 17904 | 17.35% | 5,688 | 107,127,245 | 19.68% | 6,454 | 18.88% | 18,578 | 0.19 | 0.02% | |
| Stearns | 159258 | 32.49% | 10,654 | 34775 | 33.69% | 11,048 | 164,747,325 | 30.27% | 9,925 | 32.15% | 31,627 | 0.20 | 0.02% | |
| Todd | 24587 | 5.02% | 1,645 | 4576 | 4.43% | 1,454 | 24,530,952 | 4.51% | 1,478 | 4.65% | 4,576 | 0.19 | 0.02% | |
| Wright | 136510 | 27.85% | 9,132 | 30263 | 29.32% | 9,615 | 177,918,505 | 32.68% | 10,718 | 29.95% | 29,465 | 0.22 | 0.02% | |
| Total | 490206 | 100% | \$ 32,793 | 103216 | 100% | \$ 32,793 | \$ 544,343,332 | 100% | \$ 32,793 | 100% | \$ 98,378 | \$ 0.20 | 0.02% | |

| | | | | | | | | | | | | |
|---------------|-----------------------|---------------------|---------------------|---------------|-----------------------|---------------------|---------------------|---------------|-------------------------|-----------------------|---------------------|---------------------------|
| County | 2021 Operating | 2021 Capital | 2021 Total | County | 2020 Operating | 2020 Capital | 2020 Total | County | Operating Change | Capital Change | Total Change | Total % Change |
| Benton | \$ 524,739 | \$ 7,096 | \$ 531,834 | Benton | \$ 528,760 | \$ 7,150 | \$ 535,909 | Benton | \$ (4,021) | \$ (54) | \$ (4,075) | -0.760% |
| Morrison | 496,290 | 6,711 | 503,001 | Morrison | 500,083 | 6,762 | 506,845 | Morrison | (3,793) | (51) | (3,844) | -0.758% |
| Sherburne | 1,342,114 | 18,148 | 1,360,262 | Sherburne | 1,352,387 | 18,287 | 1,370,674 | Sherburne | (10,273) | (139) | (10,412) | -0.760% |
| Stearns | 2,269,717 | 30,692 | 2,300,409 | Stearns | 2,287,206 | 30,928 | 2,318,134 | Stearns | (17,488) | (236) | (17,724) | -0.765% |
| Todd | 326,428 | 4,413 | 330,841 | Todd | 328,958 | 4,448 | 333,406 | Todd | (2,531) | (35) | (2,565) | -0.769% |
| Wright | 2,116,514 | 28,620 | 2,145,134 | Wright | 2,132,807 | 28,840 | 2,161,648 | Wright | (16,293) | (220) | (16,513) | -0.764% |
| Total | \$ 7,075,802 | \$ 95,680 | \$ 7,171,481 | Total | \$ 7,130,201 | \$ 96,416 | \$ 7,226,616 | Total | \$ (54,399) | \$ (736) | \$ (55,135) | -0.763% |

July 21, 2020



Sartell Alternative Services Agreement Amendment

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve extension of the Sartell Alternative Services Agreement through December 2021.

BACKGROUND INFORMATION

Supporting Documents Attached

- Sartell Alternative Services Agreement Amendment

Sartell City Council approved this extension on June 8, 2020.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 10,500 Funding Source: City of Sartell Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

AMENDMENT

SARTELL ALTERNATIVE LIBRARY SERVICES AGREEMENT

WHEREAS, the City of Sartell and Great River Regional Library has established a commitment to develop and maintain alternative library services in the City of Sartell in accordance with the Alternative Library Services Agreement dated May 16, 2017.

WHEREAS, the representatives of these parties discussed in May 2020 extending the term of the agreement for one more year to allow more time for evaluation due to the COVID-19 pandemic.

NOW, THEREFORE, in exercise of the power to amend the Alternative Library Services Agreement reserved to the parties in Article 12 of the Agreement, the City of Sartell and Great River Regional Library commit in writing the extension to the term of the agreement through December 31, 2021.

IN WITNESS WHEREOF, the City of Sartell and Great River Regional Library have each caused this Amendment to the Alternative Library Services Agreement dated May 16, 2017 to be executed by its proper officers, to be effective the 21st day of July, 2020.

CITY OF SARTELL



Mayor



City Administrator/Clerk

GREAT RIVER REGIONAL LIBRARY

Library Executive Director

President, GRRL Board of Trustees

Secretary, GRRL Board of Trustees



St. Cloud Public Library Lease Proposal

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Consider July 7, 2020, St. Cloud Public Library lease proposal from the City of St. Cloud.

BACKGROUND INFORMATION

Supporting Documents Attached

- July 7, 2020, St. Cloud Public Library and Great River Regional Library Lease Agreement proposal from the City of St. Cloud

The lease agreement between GRRL and the City of St. Cloud for the St. Cloud Public Library expired on December 31, 2014. The lease agreement indicates GRRL’s tenancy continues on a month-to-month basis. GRRL pays the City of St. Cloud for use of the building for regional services, including office and workspaces for regional staff, dock space for delivery, and the Information Technology server room. It is the only building for which GRRL pays a city for space.

Most expenses for the St. Cloud Public Library are split on a cost share basis – 82% City/18% GRRL, including the automated materials handling system (AMHS) maintenance. This split is based on the space occupied by regional functions. GRRL pays an additional amount for parking.

In 2016, all cities other than St. Cloud signed a standard branch agreement. Parts of this standard agreement are incorporated into the new lease proposal, where possible. Cleaning services for all other locations are fully city costs.

Changes to the current lease the City of St. Cloud is offering in the July 7, 2020, proposal:

- Custodial fees move from 82% City/18% GRRL to 100% GRRL.
- Overhead costs for operating expenses increase from 20% of the City’s budget for the library to 25%.
- The City of St. Cloud does not recognize its responsibility under state statute. This language was added to align with our standard branch agreements.

- AMHS maintenance moves to 50% through 2024, 25% City/75% GRRL for 2025-2027, and 100% GRRL afterward, with GRRL assuming ownership of the machine.

The newest proposal from the City is similar to their offer last year, with the addition of a shift in custodial costs and a longer period phasing out City ownership of the AMHS.

The current lease costs GRRL roughly \$7 per square foot of regional space. The City's proposal would move this closer to \$12 per square foot. Long-term costs for the maintenance and ownership of the AMHS are impossible to estimate, so actual costs may be higher under this proposal.

FINANCIAL IMPLICATIONS

Estimated Cost: \$110,500 for the first year Funding Source: GRRL Operating

Budgeted: Yes No N/A

ACTION

Passed Failed Tabled

LEASE AGREEMENT ST. CLOUD PUBLIC LIBRARY AND GREAT RIVER REGIONAL LIBRARY

THIS AGREEMENT, made and entered into this ____ day of _____, _____, by and between the City of St. Cloud, a municipal corporation, hereinafter collectively referred to as “CITY,” and Great River Regional Library, a public regional library system established under Minnesota Statutes, hereinafter referred to as “GRRL.”

WHEREAS, the St. Cloud City Council, by written action, has established a branch library of the Great River Regional Library System in the City of St. Cloud.

WHEREAS, GRRL desires to lease certain library premises located in the St. Cloud Public Library from the city; and

WHEREAS, the CITY is willing to lease said property to GRRL, pursuant to the terms and conditions of this agreement.

NOW, THEREFORE, the parties hereto wish to commit in writing the terms and conditions under which the CITY will be affiliated with GRRL, and in consideration of the premises, the parties do hereby agree as follows:

DESCRIPTION OF LEASED PREMISES. The CITY does hereby lease to the GRRL and GRRL agrees to lease from the CITY certain library premises located in the St. Cloud Public Library, containing approximately 18,000 square feet of space as depicted in Exhibit C attached (the “Leased Premises”), including approximately 13,000 square feet of office space and 4,200 square feet of dock space. During the term of this Agreement, GRRL will have the right in common with the St. Cloud Public Library to use, subject to the terms and provisions of this lease, office, clerical, retail and storage space in its building located at 1300 St. Germain Street in the City of St. Cloud, Stearns County, Minnesota.

TERM. The term of this Agreement will be for ten (10) years from the Effective Date of this Agreement (the “Original Term”). Following the Original Term, this Agreement may be renewed for two (2) additional five (5) year terms (the “Extended Term”). Any Extended Term must be approved by the City Council and GRRL.

CONSIDERATION. The consideration for this lease will include but is not limited to the services provided by Lessee in fulfilling its obligation to fully staff and operate the premises as a Regional Library serving the residents of the City and geographical territory served by the Regional Library. Additional consideration includes an apportionment of the cost of operating the premises between the Lessee and the Lessor.

OPERATING COSTS. Lessee shall maintain, or cause to be maintained, the premises in good repair and operating condition, making all repairs which may, in the reasonable judgment of the Lessee, be necessary so that the premises will remain suitable and efficient for use in accordance with this lease, except that the Lessor shall repair and maintain the structural portions of the building on the premises in accordance with Paragraph 6. Lessee shall be responsible for maintaining the cleanliness of the entire facility. **The cost of performing cleaning functions are not considered part of the operating costs for purposes of**

apportionment. If the Lessee elects to use Library staff to perform cleaning function Lessee will pay all compensation, including fringe benefits, to its employees in accordance with established GRRL policies

With the exception of maintenance of the parking lot and the Automated Material Handling System, all other operating costs, including, but not limited to, exterior maintenance, snow removal, grounds maintenance, water and sewer charges, utilities, air conditioning, heating, elevator maintenance, supplies, materials, equipment and tools, maintenance, repairs other than structural, costs of upkeep and costs of compliance with the laws required by paragraph 7 of this lease, shall be approved by the Lessors Library Board and shall be paid by the Lessor from the City Library Operating Fund in accordance with the Lessors annual City Council approved budget for the St. Cloud Public Library. Infrastructure, Support and Overhead is subject to apportionment as an operating cost. The City first calculates an amount based on **25%** of the City's budget for the Library and that amount is then apportioned.

The costs paid by both the Lessor and the Lessee pursuant to paragraph 5 above, shall be apportioned as follows:

82% to the Lessor

18% to the Lessee

This apportionment shall be affected following the end of the lease term as follows:

Each party will present to the other a written accounting of all operating costs which is advanced during the initial term and thereafter during each Lease Year. After review and approval by the GRRL Board and the St. Cloud Public Library Board, necessary accounting adjustments will be made to accomplish the apportionment set out in this paragraph 5. Within thirty (30) days following the determination of the actual cost apportionment, the difference between the actual cost apportionment and the advances actually made shall be paid between the parties so that costs for the Lease Year are apportioned pursuant to this paragraph.

USE OF LEASED PREMISES. GRRL may use the Leased Premises for library purposes as follows:

- A. The premises, building and all other site improvements shall be known as the St. Cloud Public Library.
- B. The premises shall be operated as the St. Cloud Public Library and as the headquarters of the Great River Regional Library.
- C. The premises shall be the site of central processing and cataloging and shall house the main collection of library materials used by the Great River Regional Library.
- D. In accordance with the diagram of the building floors attached hereto as Exhibit C, the area crosshatched in blue shall be used as administrative office space and in support of operations of the Great River Regional Library. The area crosshatched in green is space that has been allocated for joint use of the Great River Regional Library and the St. Cloud Public Library.

The balance of the premises shall be used to serve the public as the St. Cloud Public Library.

- E. GRRL shall not do or permit anything to be done in or upon the premises nor bring or keep anything thereon which will cause the rate of fire or other insurance for the building located on the premises to be in excess of the normal rate for the library as used in accordance with this lease.

SERVICES. Throughout the term of this agreement GRRL agrees to provide basic system services as defined in Minnesota Statute 134.001, Subdivision 5. These services shall include, but shall not be limited to, communication among parties, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service. In addition, the following specific services shall be provided:

- A. Determination and development of services to be provided with input from citizens of the communities.
- B. Development and carrying out of all library policies. GRRL maintains uniform policies for all library services, and to minimize confusion, no individual policies for the St. Cloud location will be maintained.
- C. GRRL administrative staff determines hours of service with input from local residents. GRRL will provide staffing for a minimum of 20 open hours per week or the minimum number of hours necessary to qualify for Regional Library Telecommunication Aid.
- D. The GRRL staff is responsible for selection of library materials for all GRRL libraries. All materials purchased for any library are to be ordered through GRRL regardless of the source of funds. Local citizens are encouraged to make suggestions for collection development and GRRL staff will evaluate those recommendations utilizing the library's Collection Development Policy. Gift materials, monetary donations, and equipment will be accepted under the provisions of GRRL policies.
- E. Personnel administration: GRRL is responsible for the selection, training and employment of all branch personnel. The GRRL Board is responsible for maintaining a region-wide pay schedule and personnel policy for all GRRL personnel. All decisions relating to promotion, demotion, hiring or termination are the responsibility of GRRL.
- F. GRRL will insure all building contents, including materials, which are owned by GRRL.
- G. Miscellaneous services: telephone, internet and cable services, delivery service, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of physical facilities. Services beyond established GRRL base-level services as defined in GRRL policy outlined in Exhibit B will be the responsibility of the CITY.
- H. Automation equipment, software and licenses required to perform assigned GRRL functions. GRRL maintains a centralized integrated library automation system and is a MnLINK participant. Computers are to be used for library purposes only. No hardware or software can be added to any GRRL computer without the authorization of library administration.
- I. All library Internet access will be provided through GRRL, to assure compliance with the state and federal regulations and funding requirements. GRRL will provide an Internet connection to operate the GRRL- sponsored integrated library system as well as public computing stations and public wireless services.

EQUIPMENT AND FURNISHINGS. In connection with the location of a branch library in the City of St. Cloud, the City of St. Cloud will provide appropriate equipment and furnishings for the library as determined by GRRL and CITY. City-owned equipment is outlined in Exhibit A. It is the understanding of the parties hereto that the title to the said equipment and furnishings will remain with the CITY throughout the term of this agreement. If during the term of the agreement the equipment and furnishings shall be deemed to be obsolete or shall need replacing, then the original furnishings and equipment shall be returned to the City of St. Cloud for sale or other disposition. In the event that the equipment provided by the City

of Cloud becomes inadequate for the provision of library service, the CITY shall have one (1) year or a time frame established through mutual agreement of both the CITY and GRRL to provide an acceptable plan for replacement of equipment before this agreement may be terminated.

LIBRARY FACILITY. Throughout the term of this agreement, the City of St. Cloud will provide a facility to serve as the location of the St. Cloud Public Library based on the standards as outlined in GRRL policy in Exhibit B. The CITY, its employees and agents, will be allowed to access the said building in order to inspect and maintain the building. GRRL is responsible for the daily janitorial services.

The CITY will make necessary arrangement to provide for all necessary maintenance and repair of the buildings and grounds including, but not limited to, raking, lawn mowing and timely snow removal and ice control. CITY agrees to remove all accumulated snow from sidewalk areas adjacent to the building and the parking lot within 24 hours of the snowfall. The CITY will utilize ice control measures when appropriate. The facility needs to meet the following requirements:

- Adequate air conditioning and heating.
- Adequate space to meet its service, operation and storage needs.
- Complies with local or state ADA parking requirements, whichever is greater.
- Complies with federal, state and local restroom requirements.
- Has an exterior book drop in a well lit area.
- Facility remodels of the library will be done with mutual agreement of both GRRL and the CITY.
- Meet uniform building code, pass GRRL safety audit standards and meet library insurance carrier requirements.
- Complies with GRRL policies as outlined in Exhibit B and includes GRRL branding for building identification and internal signage.
- Interior space is well maintained to reasonable standards and presents a modern, fresh and clean appearance including walls, paint, wiring and flooring.

ADDITIONAL CITY RESPONSIBILITIES. In connection with the operation of a branch in the City of St. Cloud, the CITY shall be responsible for the following:

- A. The host location must meet state maintenance of effort requirements throughout the term of this agreement. Libraries must receive financial support sufficient to qualify for state and federal aid (maintenance of effort does not apply to St. Cloud since the GRRL receives property tax funding through Sherburne, Benton and Stearns Counties);
- B. Development and interpretation of policies related to meeting room use (if applicable);
- C. Support of special programming by providing space for discussion groups, lectures, art exhibits and children's programming, etc.;
- D. Support for provision of adequate funding for regional library service programs with local, state, and federal authority;
- E. Development of additional local funding (taxes, gifts, etc.) for supplementary equipment and facilities; and
- F. Establishing "Rules of Behavior", satisfactory to GRRL; this will be enforced by the City or County Law Enforcement. GRRL will, upon request, provide examples of previously approved behavior codes.

G. Libraries must abide by the policies established by the GRRL Board of Trustees.

CONDITIONS OF PREMISES. The GRRL accepts the leased premises in its present condition and agrees that no repairs or alterations are necessary to prepare the same for its intended use.

AUTOMATED MATERIALS HANDLING SYSTEM. The GRRL will assume ownership and responsibility for the maintenance of the Automated Materials Handling System. The CITY will maintain responsibility for the operation and maintenance of the exterior book drop as well as the tunnel running between the book drop and the library. The City will contribute 50% of the cost for maintenance and repairs to the AMHS through 2024. In the years 2025 through 2027 the City will contribute 25% of the cost for maintenance and repairs to the AMHS. Thereafter, the GRRL will assume total financial responsibility for the AMHS.

PARKING. Lessee will be provided sufficient parking permits for St. Cloud based employees. The parking permits will allow parking in the lot owned and operated by Lessor adjacent to the public library building. Lessee will pay \$20,000 for the use of the parking spaces in 2020. Thereafter, consideration for parking will be increased by 3% for each year. Payment of this amount is due within 30 days of the commencement of each lease term. Periodic maintenance on the parking lot including stripping, plowing and resurfacing is not subject to cost sharing, but will be borne by Lessor.

CAPITAL IMPROVEMENTS AND ALTERATIONS. GRRL will not make any capital improvements in or structural alteration of or changes in the St. Cloud Public Library, including the Leased Premises, without the express written consent of the CITY. GRRL further agrees to discuss any proposed capital improvement projects with the CITY during the CITY's capital improvement budget cycle. In the event the CITY contemplates capital expenditures for the construction of improvements or structural alterations of or changes in the St. Cloud Public Library, including the Leased Premises, the CITY will provide GRRL reasonable notice of its intention to make such improvements, structural alterations or changes not less than thirty (30) days prior to beginning such improvements, alterations or changes.

COMPLIANCE WITH LAW. The GRRL shall not use the premises or permit anything to be done in or about the premises which will in any way conflict with any law, statute, ordinance, or governmental rule or regulation now in force or which may hereafter be enacted. The GRRL shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances, and governmental rules, regulations, or requirements now in force or which may hereafter be in force, and with any requirements of any board, fire insurance underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use, or occupancy of the premises, excluding structural changes now related to or affected by the GRRL's improvements or acts. Judgment of any court of competent jurisdiction or the admission by the GRRL in any action against the GRRL, whether the CITY is a party thereto or not, that the GRRL has violation any law, statute, ordinance or governmental rule, regulation, or requirement, shall be conclusive of that fact as between the CITY and GRRL.

RIGHTS OF INSPECTION. The CITY reserves the right to inspect the leased premises at any time and interval for any purpose consistent with the rights as CITY. In addition, the GRRL shall permit inspection by employees of the CITY consistent with inspections necessary for the licensing or permitting or any activities by the GRRL.

DATA PRACTICES. All data collected, created, received, maintained, or disseminated for any purpose by the activities of the GRRL because of this lease is governed by the Minnesota Government Data

Practices Act, Minn. Stat. Chapter 13 as amended, Minnesota rules implementing such act now in force or as adopted, as well as Federal Regulations on Data Privacy.

FIRE AND EXTENDED COVERAGE INSURANCE. The CITY at its sole cost and expense, shall keep the building and all improvements appurtenant thereto, and all fixtures and equipment therein, insured for the benefit of the CITY against loss or damage by fire and against such other risks as are or shall be customarily covered with respect to buildings similar in construction, general location, use, and occupancy including, but not limited to, windstorm, hail, explosion, vandalism, riot and civil commotion, damage from vehicles, smoke damage, and such other damage as may be deemed necessary by the CITY.

PERSONAL PROPERTY INSURANCE. GRRL shall maintain insurance coverage upon all personal property owned by GRRL including library materials and equipment. The CITY shall maintain insurance coverage upon all other personal property owned by the CITY.

GIFTS AND ENDOWMENTS. After the execution of this agreement, all property, except library materials and equipment, given, granted, conveyed, donated, devised, or bequeathed to, or otherwise acquired by the CITY shall vest in, and be held in the name of the City of St. Cloud. All library materials and equipment so acquired by the CITY will be handled in accordance with the provisions of GRRL policy.

EMPLOYEES. GRRL will employ such individuals as it deems appropriate to provide the necessary library services associated with operating the branch library. The salary, employment schedule and job description for all employees will be established by GRRL. Any employees will serve under the terms of the GRRL Personnel Rules and Policies.

INSURANCE. GRRL shall obtain liability coverage for both personal injury and property damage. The CITY shall be named as an additional covered party under the coverage for the service provided under the agreement. GRRL shall provide a certificate of coverage, which verifies the existence of the coverage required under this contract. Any coverage document obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not be renewed without thirty (30) days prior written notice thereof to the CITY.

Limits for GRRL's liability coverage shall be in minimum amounts which are at least equivalent to the CITY's tort liability limits set forth in Minnesota Statutes Chapter 466. All coverage shall be on an "occurrence basis." GRRL shall additionally obtain worker's compensation coverage extending coverage to all of its employees.

The parties hereto shall be liable for their own acts and negligence and each agrees to indemnify the other for any losses, damages, costs or expense, including litigation expenses paid or sustained by reason of the act or negligence of the other.

The CITY shall maintain, at its sole expense, premises coverage for the St. Cloud Public Library building.

INDEPENDENT CONTRACTOR. Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the CITY. No tenure of any right or benefits, including worker's compensation, unemployment compensation, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to city employees shall accrue to GRRL or their employees who perform services during the term of this lease.

NON-DISCRIMINATION. During the performance of this agreement, GRRL agrees no person shall on the grounds of race, color, creed, religion, national origin, sex, marital status, status with

regard to public assistance, disability, sexual orientation or age be excluded from the full employment rights in, and participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

MERGER AND MODIFICATION. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this agreement are incorporated or attached and are deemed to be a part of this agreement.

DEFAULT. If either party should be in default under any of the provisions, terms, and conditions of this lease and such default shall continue to exist after receipt by the defaulting party of thirty (30) days written notice, the other party may terminate its performance under this lease without prejudice to its right to recover damages against the defaulting party.

SURRENDER OF PREMISES. The Lessee agrees and covenants that at the termination of this lease agreement it shall quietly and promptly yield and surrender the lease premises in the same condition as delivered to it, reasonable wear and tear excepted.

TERMINATION OF AGREEMENT. This Agreement shall remain in full force and effect until terminated by either party, by providing written notice of resignation at least three (3) full calendar months prior to the end of the calendar year. If a party fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the other party has the right to terminate this Agreement.

The GRRL Board of Trustees, at a regular meeting, by a two-thirds (2/3) vote of those present and voting (assuming a quorum), may terminate the operations of any library in violation of any requirements of this agreement, provided that notice of such meeting shall specifically state that such termination shall be one of the items of business to be considered at the meeting.

If the agreement is terminated the CITY agrees to:

- A. Allow GRRL staff and Internet service provider to remove all fixtures, furnishings and telecommunications equipment owned by GRRL but located on site.
- B. Return all materials, equipment or other items received from GRRL for which the ownership has not been transferred whether owned by GRRL or by other persons or facilities.

Cities terminating the agreement cannot re-apply for services until a minimum of three years has passed from the date of termination.

Upon termination of this Agreement by GRRL, the CITY shall be relieved of any further obligations to GRRL. Termination does not relieve the CITY of any current obligations to GRRL. Cities that terminate services can make no future claims against GRRL.

Upon termination of this Agreement by either party, the operation of the branch library will cease. Each party will be responsible for removing its property from the facility. GRRL will remove its property from the branch facility within 30 days of the closing of the branch location.

NOTICES. All communications and notices required to be given or served hereunder shall be in writing and shall be deemed to have been duly given or served if delivered in person or deposited in the United States Mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to a party to this agreement at the address hereafter stated:

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

City Clerk
City of St. Cloud
XXXXXXXXXXXX
St. Cloud, MN 56301

BINDING EFFECT. This agreement shall be binding on and shall inure to the benefit of the parties hereto and to their assigns and successors in interest.

AMENDMENT, MODIFICATION, AND WAIVER. No amendment, modification, or waiver of any condition, provision, or term hereof shall be valid or of any effect unless made in writing, signed by parties hereto and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.

SEVERABLE PROVISIONS. Each provision, section, sentence, clause, phrase, and work of this agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or work hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the agreement.

MINNESOTA LAW. This agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.

ASSIGNMENT. Neither party may assign its interest hereunder without the express written consent of the other party.

INDEMNIFICATION. GRRL and the CITY mutually agree to defend, indemnify and hold each other, its officials, officers, employees and agents harmless from any claims, demands, actions or causes of action, (including reasonable attorney’s fees and expenses), arising out of any act or omission arising from their own negligent acts, its subcontractors, agents or employees in the performance of, or with relation to, any of the work or services to be performed or furnished by GRRL or the CITY under this Agreement.

MEDIATION. By mutual agreement of the parties, any claim or controversy arising out of or relating to this agreement or the breach thereof may be settled by mediation. This shall not be construed to prevent any party from seeking legal redress to enforce the provisions of this agreement.