



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

**Board of Trustees Meeting**  
**Tuesday, May 19, 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/82551556139> or US: +1 312 626 6799, Webinar ID: 825 5155 6139.

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

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| <b>1. Call to Order</b>  | 6:00  |
| <b>2. Adoption/Amendment of Agenda</b>   | 6:01  |
| <b>3. Approval of Minutes</b>  | 6:02  |
| 3.1 January 21, 2020, Board Meeting (Requested Action – Approve)                         | pg 3  |
| 3.2 February 18, 2020, Board Special Session (Requested Action – Approve)                | pg 11 |
| 3.3 April 14, 2020 Board Special Session (Requested Action – Approve)                    | pg 15 |
| <b>4. Public Open Forum</b>  | 6:05  |
| <b>5. Financials</b>   | 6:07  |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)                  |       |
| 5.2 Financial Report (emailed) (Requested Action – Accept)                               |       |
| 5.3 Audit Overview (Requested Action – Approve)  | pg 19 |
| 5.4 Annual Review of Unassigned Fund Balance (Requested Action – Accept)                 | pg 21 |
| <b>6. Consent Agenda</b>   | 6:20  |
| 6.1 Regional Library Basic System Support FY2021 Application (Requested Action – Accept) | pg 23 |
| 6.2 Other  |       |
| <b>7. Communications</b>   | 6:21  |
| 7.1 Other  |       |
| <b>8. Presentations</b>  | 6:21  |
| 8.1 Other  |       |
| <b>9. Staff Reports</b>  | 6:21  |
| 9.1 Executive Director’s Report  | pg 41 |
| 9.2 Management Reports   | pg 45 |
| 9.3 Building Reports   | pg 51 |
| 9.4 Staff Recognition Report   | pg 53 |
| 9.5 Human Resources Annual Statistics  | pg 55 |
| 9.6 Other  |       |

<b>10. Committee Reports</b>	6:35
10.1 Finance Committee (verbal) ( <a href="#">Requested Action – Approve</a> )	
10.2 Personnel Committee (verbal) ( <a href="#">Requested Action – Approve</a> )	
10.3 Central Minnesota Libraries Exchange Board (verbal)	
<b>11. Unfinished Business</b>	6:50
11.1 St. Cloud Library Lease Discussion	pg 57
11.2 Other	
<b>12. New Business</b>	7:00
12.1 Preliminary 2021 Budget & Discussion	pg 69
12.2 Sartell Locker System Agreement and Funding Discussion (verbal)	
12.3 Other	
<b>13. Board Open Forum</b>	7:15
<b>14. Next Meeting</b> – July 21, 2020, Board of Trustees	7:19
<b>15. Adjournment</b>	7:20

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
January 21, 2020**

A regular session of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Randy Winscher on Tuesday evening, January 21, 2020, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present:

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

Members Excused:

Karlyn Forner

GRRL Staff Present:

Aron Murphy  
Karen Pundsack  
Julie Schmitz  
Patricia Waletzko

**INTRODUCTION OF NEW BOARD MEMBER & OATH OF OFFICE**

New GRRL Board members George Fiedler and Jacey Wallace were introduced. Both were appointed as citizen representatives – George for Stearns County and Jacey for Wright County. Following current Board member and staff introductions, Executive Director Karen Pundsack administered the Oath of Office.

**ADOPTION/AMENDMENT OF AGENDA**

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

**ELECTION OF 2020 GREAT RIVER REGIONAL LIBRARY BOARD OFFICERS**

**President** – Jeff Bertram nominated Lisa Fobbe for President. Jayne Dietz seconded the nomination. Michael Potter moved to close nominations and cast a unanimous ballot for Lisa Fobbe. All voted to elect Lisa Fobbe as President.

**Vice President** – Randy Winscher nominated Ed Popp for Vice President. Jeff Bertram seconded the nomination. Michael Potter moved to close nominations and cast a unanimous ballot for Ed Popp. All voted to elect Ed Popp as Vice President.

**Secretary** – Jayne Dietz nominated Michael Potter for Secretary. Dave Kircher seconded the nomination. Dave Kircher moved to close nominations and cast a unanimous ballot for Michael Potter. All voted to elect Michael Potter as Secretary.

**Treasurer** – Dave Kircher nominated Jeff Bertram for Treasurer. Wayne Bauernschmitt seconded the nomination. Jayne Dietz moved to close nominations and cast a unanimous ballot for Jeff Bertram. All voted to elect Jeff Bertram as Treasurer.

**APPOINTMENT OF 2020 GREAT RIVER REGIONAL LIBRARY STANDING COMMITTEES****Executive Committee**

Lisa Fobbe appointed the following Executive Committee members:

Lisa Fobbe, President – Sherburne County  
Ed Popp, Vice President – Benton County  
Michael Potter, Secretary – Wright County  
Jeff Bertram, Treasurer – Stearns County  
Karlyn Forner – Stearns County  
Dave Kircher – Todd County  
Randy Winscher – Morrison County

**Finance Committee**

Lisa Fobbe appointed the following Finance Committee members:

Lisa Fobbe, President – Sherburne County  
Jeff Bertram, Treasurer – Stearns County  
Dave Kircher – Todd County  
Leigh Lenzmeier – Stearns County  
Ed Popp – Benton County  
Michael Potter – Wright County  
Randy Winscher – Morrison County

**Personnel Committee**

Lisa Fobbe appointed the following Personnel Committee members:

Jeff Bertram – Stearns County  
Jayne Dietz – Sherburne County  
Melissa Fee – Wright County  
Lisa Fobbe – Sherburne County  
Dave Kircher – Todd County  
Michael Potter – Wright County  
Randy Winscher – Morrison County

**Fund Development Committee**

Lisa Fobbe appointed the following Fund Development Committee members:

Jayne Dietz  
Mary Eberley  
Leigh Lenzmeier  
Karen Pundsack, Executive Director  
Breanne Johnson, Communications & Development Coordinator  
Bernice Berns, Donor  
Mark Thelen, Donor

**Library Safety & Security Committee**

Lisa Fobbe appointed the following Library Safety & Security Committee members:

Jeff Bertram  
Mary Eberley  
Dave Kircher  
Leigh Lenzmeier  
Karen Pundsack, Executive Director  
Julie Schmitz, Associate Director – Human Resources  
Terri Deal-Hansen, Library Services Coordinator  
Neil Vig, Patron Services Coordinator

**APPROVAL OF MINUTES**

Ed Popp made a motion to approve the November 19, 2019, Board meeting minutes as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Michael Potter made a motion to approve the December 17, 2019, Executive Committee meeting minutes as presented. Seconded by Dave Kircher, the motion carried unanimously.

**PUBLIC OPEN FORUM**

There were no speakers for the Public Open Forum.

**FINANCIAL REPORTS****Bills**

Jayne Dietz made a motion to approve the December and January lists of bills for payment and the January list of bills addendum. Seconded by Mary Eberley, the motion carried unanimously.

**Financial Reports**

Michael Potter made a motion to accept the November and December financial reports. Seconded by Randy Winscher, the motion carried unanimously.

**CONSENT AGENDA****Annual Financial Designations**

*Designation of Accounting & Distribution Supervisor as Custodian of Library Funds*

*Designation of Bank Depositories*

*Acceptance of Current Letter of Credit*

*Designation of Signers on Bank Accounts*

*Designation of Signers on Payroll and Expense Checks*

Randy Winscher made a motion to approve the Annual Financial Designations as presented. Seconded by Michael Potter, the motion carried unanimously.

**Designation of Official Newspaper**

Michael Potter made a motion to approve designation of the *St. Cloud Times* as GRRL's official newspaper for public announcements and legal notices. Seconded by Mary Eberley, the motion carried unanimously.

**COMMUNICATIONS****Audit Engagement Agreement from BerganKDV**

A signed copy of the standard agreement letter was presented.

**Library Legislative Day**

Library Legislative Day 2020 will be on Tuesday, March 31. Karen Pundsack commented that GRRL staff are always open to having Board members and patrons attend with them. There will again be a virtual component during Library Legislative week, March 30 – April 3. Karen noted that Associate Director – Collection Development Jami Trenam is the Minnesota Library Association (MLA) legislative chair this year. A request was made for Karen to send an email template to Board members that could be used by them to contact their local legislators during Library Legislative week.

**2020 Meeting Schedule**

Karen Pundsack informed the Board that April's meeting will be a strategic plan work session.

**PRESENTATIONS**

There were no presentations.

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

Additions to the Executive Director's report were:

Karen Pundsack referred to her email sent to the Board earlier this month informing them that Library Services Coordinator Gretchen Vork passed away. A sympathy card was circulated for Board members to sign and will be sent to Gretchen's family.

In November, the Board approved funds for security measures and consulting for GRRL. The security improvement includes a subscription related to electronic security which is available for staff, family members of staff, and Board members to participate. Board members will be included in the subscription unless they decline.

The 20<sup>th</sup> Century Community Learning Centers grant awarded to United Way Partner for Student Success (PFSS) is under way. It is a three-year grant eligible for a three-year renewal. As a grant partner, GRRL is in the process of signing contracts with them for programs and outreach at 10 learning sites. GRRL will be contracted and reimbursed for services such as building maker space kits, training staff at learning sites for STEM programming, conducting conversation circles, and pop-up libraries. Part of this grant is to assess outcomes to measure the impact of after-school activities in relation to student success. Patron Services Supervisor Rachel Thomas, Patron Services Librarian Jade Lauber, Patron Services Librarian Connie Laing, and Karen will attend a January 30<sup>th</sup> workshop offered by State Library Services on M3 after-school assessment. Members from PFSS will also attend this workshop.

**Management Reports**

Accounting & Distribution Supervisor Aron Murphy and Karen Pundsack addressed questions about the reported fundraising dollar amount. The 2019 fund development report, including details and year-end totals, will be presented in February.

**Building Reports**

Michael Potter commented on and asked questions about several GRRL library buildings. Karen Pundsack responded, and there was brief discussion.

Karen and Rachel Thomas will attend Paynesville's City Council work session this Thursday, January 23. The council plans to talk about a local investor's proposal for the library and other facilities in town.

**Human Resources Reports**

Associate Director – Human Resources Julie Schmitz noted Library Associate Lisa Hill was missed in the Staff Recognition report. She recently celebrated 20 years of service with GRRL.

**Library Facility Security Audits Summary**

Human Resources staff conducted library facility security audits as directed by the Library Safety & Security (LSS) Committee. Julie Schmitz reviewed the audits summary and informed the Board that no new significant issues stood out. Some items have been discussed with the LSS Committee and some will be given to the Safety & Wellness Team for follow-up.

As a refresher, all GRRL employees viewed an active threat training video last fall. Julie also noted management continues to hear from staff who close alone, and there is always room to improve relationships with local law enforcement.

### **Unique Management**

#### **Revenue Recapture**

Reports are provided by Unique Management and Revenue Recapture annually. GRRL works with a collection agency and the Department of Revenue for past due materials and fines balances. Both services continue to be cost effective with good cash and materials recovery results.

### **COMMITTEE REPORTS**

#### **Finance Committee**

Lisa Fobbe reported on the following items approved at the Finance Committee meeting:

- *Fourth Quarter Financial Report*  
The 2019 budget was 96.13% spent at year-end. Expenditures were \$360,682.57 under budget and revenue was \$50,715.25 over for an approximate \$411,000 overall 2019 surplus.
- *Capital Equipment Request – Postage Machine*  
A postage machine capital equipment request was presented because the maintenance contract renewal cost for GRRL's current postage machine was extremely high. The postage meter is owned by the by postal service.
- *Proposed 2021 Budget Process Timeline*  
Karen Pundsack reviewed the proposed 2021 budget process timeline. The Committee is not scheduled to meet in April due to the Board's strategic plan work session.

Jeff Bertram made a motion to approve the Finance Committee report as presented. Seconded by Michael Potter, the motion carried unanimously.

#### **Personnel Committee**

Jayne Dietz reported on the following items discussed at the Personnel Committee meeting:

- *GRRL Pay Range Quartiles 2020-2022 Report*  
At their December meeting, the Executive Committee requested a report on GRRL's Pay Range quartiles. The Personnel Committee reviewed and discussed the report.
- *GRRL Staff Recognition Review*  
The Executive Committee also requested GRRL staff receive recognition from the Board. The Personnel Committee talked about the current staff recognition process and policy and viewed anniversary gift items. Going forward, the Board President will also sign the recognition certificates staff receive on their anniversary date.

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

#### **Executive Committee**

Karen Pundsack reported the Executive Committee met on December 17 and approved Collective Bargaining Unit Agreements for the Library Services Coordinator Unit – Local 1345 and General Unit – Local 1345.

#### **Fund Development Committee**

Jayne Dietz reported the January 17 Fund Development Committee meeting was postponed to January 27 due to poor weather conditions. In the meantime, Committee members will write thank you notes to staff and major donors. Also noted was the Year-End Campaign will be open until the end of January; fund development totals for 2019 will follow the close of the campaign.

**Central Minnesota Libraries Exchange Board (CMLE)**

Jayne Dietz reported on the following topics addressed at the January 15 CMLE Board meeting:

- CMLE Bylaws were reviewed and tabled until next meeting.
- The social media policy was reviewed.
- An update was given on CMLE events in the upcoming year.
- A new CMLE Vice President was elected and Personnel committee members appointed.
- The Board was informed of discussion to separate CMLE into two multitype systems. Karen Pundsack will address this topic later in this evening's GRRL Board meeting.

**UNFINISHED BUSINESS**

No unfinished business was presented at this meeting.

**NEW BUSINESS****Central Minnesota Libraries Exchange Resolution Proposal**

East Central Regional Library (ECRL) and GRRL share governance of CMLE. Karen Pundsack explained the multitype's boundaries and when they were set as well as why multitype systems exist. The ECRL Board passed a resolution last week that asked the Minnesota Commissioner of Education to reconsider CMLE's existing boundaries. It also recommended establishing two multicounty multitype systems whose boundaries align with the existing ECRL and GRRL systems. Karen provided several examples of current GRRL resource-sharing services that fall under what a multitype does. GRRL and ECRL would like to eliminate duplication of services and use public funds more efficiently.

Unable to attend this evening, Karlyn Forner sent an email stating her perspective on the change and resolution, which Karen shared with the Board.

After brief discussion, Mary Eberley made motion to approve the GRRL resolution as presented. Dave Kircher seconded the motion.

The lengthy discussion that followed included opinions, questions, and suggestions. Board members agreed the intent is good, a change is desired and would be positive. However, more time is needed prior to a decision to consider details, risks, and the potential impact on libraries within the CMLE multitype as well as other Minnesota multitype systems.

Upon vote, the motion failed. This topic will be revisited at the Board's work session in February.

**Central Minnesota Libraries Exchange Board Appointment**

GRRL is transitioning CMLE Board appointments to fiscal year terms. Mary Eberley will serve through June 30, 2020. Gloria Palmer's position needs to be filled as her final term expired December 31, 2019. Randy Winscher was appointed to represent GRRL at CMLE's February meeting.

**Other**

A Board member briefly talked about the GRRL Board member per diem amount and requested it be addressed at the next Finance Committee meeting.

**BOARD OPEN FORUM**

Comments from Board members included: thank you to Randy for his two-year leadership; Todd County recently appointed Chris Pelzer as County Coordinator; several county have passed their levies; welcome to Jacey and George; and Benton approved a regional airport authority for the St. Cloud Airport.



**NEXT MEETINGS**

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

February 18, 2020 – Finance Committee  
Board of Trustees Work Session

March 17, 2020 – Finance Committee  
Personnel Committee  
Board of Trustees

**ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 7:38 p.m.

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Lisa A. Fobbe, President

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Michael Potter, Secretary



**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 18, 2020**

A special session of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, February 18, 2020, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present:

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

Members Excused:

Wayne Bauernschmitt  
Jeff Bertram  
Jacey Wallace

GRRL Staff Present:

Breanne Johnson  
Aron Murphy  
Karen Pundsack  
Julie Schmitz  
Patricia Waletzko

**Public Open Forum**

There was no speaker for the Public Open Forum.

**Finance Committee Report**

Ed Popp reported on the following items from the Finance Committee meeting:

- *Elect Finance Committee Chairperson* – He was elected Chairperson.
- *Proposed 2021 Budget Process Guidelines* – The Budget Process Guidelines for 2021 were approved as presented.
- *Per Diem and Mileage Reimbursement Discussion* – Following discussion, the Committee approved a per diem increase to \$75 per meeting effective February 2020. Mileage remains at the federal rate.
- *Library Cultural Navigator Position Discussion* – Consensus was to discuss the Cultural Navigator position again at the March meeting.
- *Reducing Signatory Contributions with Unassigned Fund Balance* – The Committee discussed GRRL's unassigned fund balance and directed staff to reduce the reserve balance to 5½ months with the goal of reducing county signatory contributions.
- *Consideration of Local Bank Investments Discussion* – The possibility of GRRL investing in local banks was discussed. GRRL will continue its current investment practice.

Ed Popp made a motion to approve the Finance Committee report as presented. Michael Potter seconded the motion. Following brief discussion about the per diem increase, upon vote, the motion carried unanimously.

**Central Minnesota Libraries Exchange Board (CMLE) Report**

GRRL Board members Jayne Dietz, Karlyn Forner, Leigh Lenzmeier, Mary Eberley and Randy Winscher attended the February 12 CMLE Board meeting.

Randy reported on the meeting's discussion, which included the history of CMLE, why the multitype was established and what services they currently provide. Concerns were raised about state funding allocations and the East Central Regional Library (ECRL) resolution asking the Minnesota Commissioner of Education to reconsider CMLE's existing boundaries. The CMLE Board decided to take more time to gather additional information and work through questions.

#### **Pending Litigation – Closed Session**

Lisa Fobbe asked for a motion to close the meeting based upon the attorney client privilege to discuss *Henne v. Great River Regional Library*. The specific topics to be discussed were the nature of the claims, defenses and legal strategy.

Michael Potter made a motion to close at 6:12 p.m. as permitted by the attorney client privilege, Minnesota Statute 13D.05, Subd. 3(b). Seconded by Ed Popp, the motion carried unanimously.

Present for the closed session were the Board members, Executive Director Karen Pundsack, Associate Director – Human Resources Julie Schmitz and Ann R. Goering of Ratwik, Roszak & Maloney, P.A.

Michael Potter made a motion to reopen the meeting. Seconded by Mary Eberley, the motion carried unanimously. The open meeting resumed at 6:45 p.m.

#### **Central Minnesota Libraries Exchange Discussion**

To address GRRL Board member questions from the CMLE discussion at January's Board meeting, Karen Pundsack reviewed CMLE-related documents in the Board packet. She explained specific concerns and highlighted CMLE budget lines that GRRL could absorb or decrease if the two merged. As stated in Minnesota statute, the CMLE Board is governing not advisory. GRRL and East Central Regional Library (ECRL) fill eight of the 11 Board seats.

Comments from several Board members and substantial discussion followed including:

- A job evaluation is in progress for CMLE Executive Director Mary Jordan.
- The ECRL resolution was to initiate discussion and inform the CMLE Board of their position.
- Observations of CMLE – operations and services, lack of a broad vision, direction of service efforts potentially lost since first established.
- Concern about how funding will look for all multitypes should boundaries change.
- The duplication of services between GRRL and CMLE.

Karen informed the Board that if we would like to have a conversation with the Department of Education, a meeting could be arranged without having a formal resolution in place. Interest was expressed, as this seems to be a logical next step. GRRL representatives on the CMLE Board would be part of the conversation.

The next CMLE Board meeting is March 11.

#### **2016-2020 GRRL Strategic Plan**

##### *Fourth Quarter 2019 Statistics*

The current strategic plan statistical targets were set in 2015. Karen Pundsack highlighted exceeded targets – all were digital services or platforms. Borrower numbers are stabilizing. Also pointed out were changes in borrowers among the region's libraries. GRRL's next strategic plan may need to focus on larger libraries due to their larger declines in borrowers and circulation.

*2019 Library Impact Report*

This information report will be shared at the upcoming County Board visits.

*Year-End Campaign Report and Analysis*

Communications & Development Coordinator Breanne Johnson provided final 2019 Year-End Campaign numbers. The total received was \$41,977 plus an additional \$976 from a Finance Committee member and donor who offered the staff challenge match to encourage participation. Overall, the campaign received 541 gifts with an average gift of \$77.

*Fourth Quarter 2019 Strategic Plan Progress*

Strategic plan progress was reviewed. Karen Pundsack noted the key trend of strategic partners being important for success; community collaboration makes a difference. The Information Technology staff has moved GRRL's staff and public computers to Windows 10. Over the course of our current strategic plan, 23 community meetings have been completed. Feedback from them will be incorporated in our next strategic plan. There has been significant work to raise GRRL's social media presence. Examples were provided of collection development growth resulting from fund development work. Karen also shared a message from Associate Director – Collection Development Jami Trenam about circulation, e-materials, and the difference donations make toward focus on patron interests.

*2020 Department Work Plans*

Department work plans are part of the base budget process. They show each department's structure, planned expenditures and budgeted revenue for 2020.

A Board member commented that Karen Pundsack and the GRRL staff do a great job; their work is appreciated. Karen also complimented her staff and the Board.

**NEXT MEETINGS**

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

March 17, 2020 – Finance Committee  
Personnel Committee  
Board of Trustees

**ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 7:23 p.m.

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Lisa A. Fobbe, President

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Michael Potter, Secretary



**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
April 14, 2020**

A special session of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday, April 14, 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  
Leigh Lenzmeier  
Ed Popp  
Michael Potter  
Jacey Wallace  
Randy Winscher

Members Excused:

Dave Kircher

GRRL Staff Present:

Brandi Canter  
Breanne Johnson  
Aron Murphy  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Rachel Thomas  
Jami Trenam  
Patricia Waletzko

**FINANCIALS**

**Bills and Addendum including April**

Ed Popp made a motion to approve the February, March and April lists of bills for payment and the March list of bills addendum. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

**Financial Reports including March**

Jeff Bertram made a motion to accept the January, February, and March financial reports. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

**CONSENT AGENDA**

**Minnesota Public Library Annual Report**

Michael Potter made a motion to approve the 2019 Minnesota Public Library Annual Report as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

**Financial Policy Chapter 8. Grants Revision**

Discussion took place to clarify the Financial policy Chapter 8. Grants revision language referring to a grant's impact on GRRL's operating budget and staff for future years. Board members agreed that once grant money expires, funding should not automatically continue for grant-related items and suggested modified language.

Jeff Bertram made a motion to approve the Grants revision as amended by adding the following statement: "The program is not guaranteed if grant funding is discontinued." Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

#### **Library Services & Technology Act FY2021 Mini Grant Application**

Patron Services Librarian Jade Lauber and Communications and Development Coordinator Breanne Johnson are working on a Library Services & Technology Act (LSTA) grant application. The grant funds will be used to purchase book cub kits and other materials to help GRRL establish outreach relationships with a few county jails in our region.

Randy Winscher made a motion to approve the LSTA FY2021 Mini Grant application as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

#### **ASSIGN FINANCE COMMITTEE REPRESENTATIVE TO AUDIT OUTTAKE MEETING**

Each year, Finance Committee members participate in GRRL's annual audit outtake meeting. This year's meeting with BerganKDV is on April 23 and will be conducted remotely. Jeff Bertram, Lisa Fobbe, and Ed Popp volunteered to participate.

#### **MILEAGE AND PER DIEM CLARIFICATION**

Executive Director Karen Pundsack received library board-specific information from State Library Services referring to Minnesota Statue 134.10 Board Vacancies; Compensation. GRRL's current practice of paying both per diem and mileage for library board and committee meetings is counter to this statute. Going forward, GRRL will pay mileage or per diem as requested by each Board member.

#### **COVID-19 LIBRARY CLOSURE UPDATES**

##### **Report on Continuing Operations & Modified Services**

The Board was informed of staff activity and services in development or being offered in the GRRL region. Karen Pundsack provided many service examples and related statistics.

Lisa Fobbe recognized all GRRL staff and Karen's leadership. She thanked staff members for their continued work and support of our communities through library services.

##### **Hot Spot Grant Update**

To increase Internet access for students during distance learning, Minnesota's regional public library systems were eligible to apply for a Hot Spot grant. GRRL was granted \$4,300 and has ordered 21 hot spots. Using the Pierz lending model, the hot spots will be distributed in locations with the greatest lack of coverage.

Karlyn Forner left the meeting at 7:00 p.m.

#### **2020 Budget & COVID-19 Impact Reports**

Accounting & Distribution Supervisor Aron Murphy has reviewed the 2020 budget revenues and expenditures to date. As of March 31, all counties have paid their signatory share, which fully funds GRRL through June 30. Karen Pundsack commented on estimated revenue shortfalls and possible future budget impacts. She also talked about expenditure shifts related to staff, services, materials, and marketing.



**FAMILIES FIRST CORONAVIRUS RESPONSE ACT – PERSONNEL POLICIES****Chapter 4A.8 Temporary Emergency Paid Sick Leave 2020****Chapter 4D.3 Medical Leave – Temporary Emergency Leave Addendum**

Associate Director – Human Resources Julie Schmitz explained the new policy and addendum are a result of the temporary Families First Coronavirus Response Act (FFCRA), which is effective through December 31, 2020. She highlighted policy requirements and benefits. They will be implemented for GRRL once staff are back to work.

Michael Potter made a motion to approve the Temporary Emergency Paid Sick Leave 2020 and Medical Leave – Temporary Emergency Leave Addendum as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

**NEXT MEETINGS**

The Great River Regional Library Board of Trustees announced their next meetings to be held on Tuesday, May 19, 2020, via Zoom webinar: Finance Committee, Personnel Committee and GRRL Board.

Lisa Fobbe requested the Finance Committee meet on Tuesday, April 28 to keep GRRL's 2021 budget process moving forward. Staff will work with the Committee to coordinate a date prior to the May 19 Board meeting.

**ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 7:17 p.m.

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Lisa A Fobbe, Board President

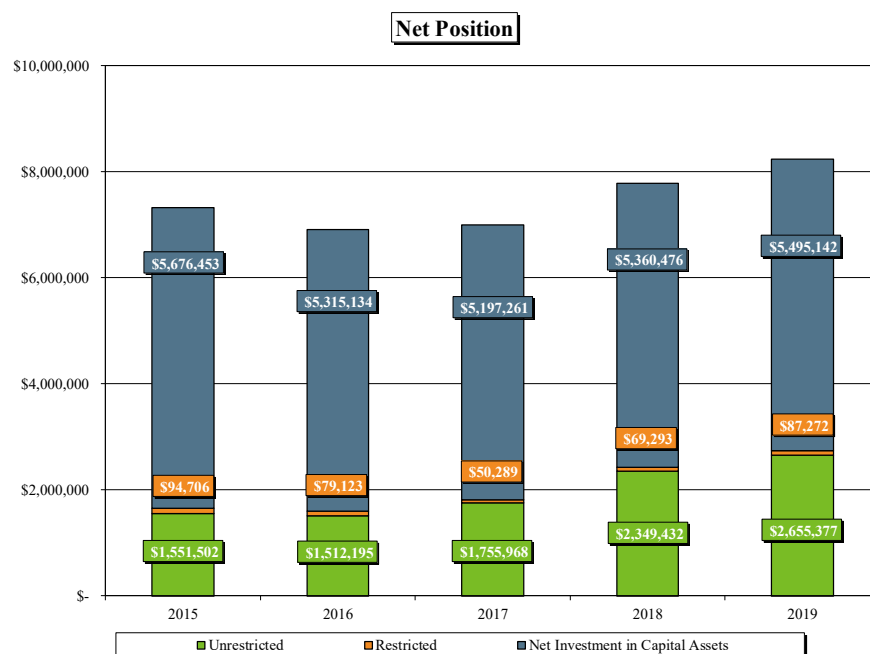
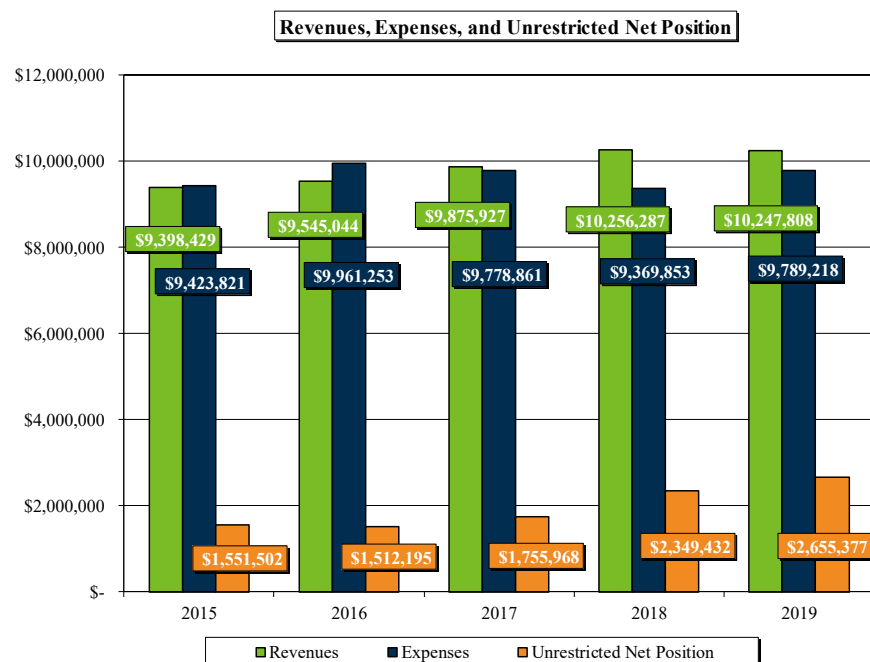
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Michael Potter, Board Secretary



## Great River Regional Library Audit Overview

- Unmodified or clean audit opinion (Financial Statements page 2)
- Carryover audit finding – Lack of Segregation of Accounting Duties (Communications Letter page 3)
- Revenues decreased \$8,479 or 0.1% from 2018 to 2019 (Communications Letter page 8)
- Expenses increased \$419,365 or 4.5% from 2018 to 2019 (Communications Letter page 10)
- Net position increased \$458,590 in total, unrestricted net position increased \$305,945 (Communications Letter page 13)



Net Investment in Capital Assets: investment in capital assets, net of accumulated depreciation

Restricted: limitations on use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments

Unrestricted: remaining net position



## Great River Regional Library

### Annual Review of the Unassigned Fund Balance

The Board of Trustees is required to review the Unassigned Fund Balance following the annual audit presentation.

<b>Unassigned Fund Balance as of December 31, 2019</b>	<b>\$ 5,735,423.00</b>
Less: Streaming Services	(25,000.00)
Less: Fund Development Training	(1,000.00)
Less: Kimball - Express Check	(11,000.00)
Less: Kimball - One additional Staff Workstation	(1,600.00)
Less: Kimball - Additional Book Carts	(700.00)
Less: Kimball - New Book Drop (Replacement)	(4,000.00)
Less: Kimball - Opening/Lucky Day Collection	(5,000.00)
Less: New Book Drop Pilot	(4,000.00)
Less: Network Penetration Testing	(18,500.00)
Less: Web Site Technical Support and Consulting	(9,000.00)
Less: Cash Reserves to supplant 2021 Budget Revenue	(100,000.00)
<b>Adjusted Unassigned Fund Balance as of January 1, 2020</b>	<b>\$ 5,555,623.00</b>
 <b>2020 Operating Budget</b>	 <b>\$ 9,428,101.00</b>
Average Monthly Expenditures (Operating Budget/12)	\$ 785,675.00
<b>3-Month Minimum Unassigned Fund Balance (Average monthly expenditures x 3)</b>	<b>\$ 2,357,025.00</b>
 <b># of Months in Reserve</b>	 <b>7.07</b>
 Amount in excess of 3 months reserve as of December 31, 2019	 \$ 3,198,598.00
Amount in excess of 3 months reserve as of December 31, 2018	2,983,950.91
<b>Increase in Unassigned Fund Balance</b>	<b>\$ 214,647.09</b>





## REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2021 (July 1, 2020 – June 30, 2021) Application

### A. Applicant Information

**1. Regional public library system name and address:**

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

**2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:**

Karen Pundsack Executive Director (320)650-2512 fax (320)650-2556 karenp@grrl.lib.mn.us

**3. Educational background** (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

1995 BS, Mass Communication, News Editorial Emphasis, St. Cloud State University, St. Cloud, MN 2013 MLIS, University of Wisconsin-Milwaukee, Milwaukee, WI 1999–2002 Branch Librarian II, Great River Regional Library, Sauk Centre, MN 2002–2009 Branch Manager, Great River Regional Library, Albany 2009–2015, Associate Director, Patron Services, Great River Regional Library, St. Cloud, MN 2014 Adjunct Reference Librarian, St. Cloud State University, St. Cloud, MN 2014– May 2015 Interim Executive Director, Great River Regional Library, St. Cloud, MN May 2015- Current Executive Director, Great River Regional Library, St. Cloud, MN

**4. Number of FTE staff paid with RLBSS funds:**

**5. Attach a copy of all organizational agreements** defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

☐ Organizational agreement(s) that are new or have been updated since the last application are attached.

☒ There are no updates to organizational agreements.

**6. Strategic Plan:**

**Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide one of the following with this aid application.**

**Please indicate which is attached:**

☐ A new long-range strategic plan.

☒ **A brief report on the status of the current plan. The report details any changes to the current plan or indicates that there are no changes.**

☒ **A brief update on the status of developing a new plan.** Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2020.

## **7. Proposed Program Activities:**

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

**At a Glance** – Please summarize your plans for State FY2021 in a few sentences:

Briefly describe the programs that will take place during FY2021, using the format below.

*Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.*

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program.
- How will this program contribute to your organization's mission and strategic plan goals?
- Who will be served by this program?
- Please describe this program's proposed activities.
- How will these activities help to achieve your program goal?

### **Activity: Resource sharing throughout the six-county region**

Goal of delivering available requested items within the region within a 2- to 3-day turnaround period. Estimated 162,000 requested items delivered.

Delivery between 32 libraries that will serve an estimated 100,000 borrowers in the region.

GRRL Service Priority Lifelong Learning

Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries.

Objective 2: Library users will have materials available through regional lending and interlibrary loan services.

### **Activity: Cooperative reference service**

Target of at least 1,200 questions annually will be answered through chat reference services.

Target of at least 100 individuals will be assisted region-wide through computer-based literacy classes and one-on-one sessions

Contributes to GRRL strategic plan Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 1:



Children, teens and adults will have professional library assistance for homework help and digital literacy questions available to them virtually through cooperative chat service.

**GRRL Service Priority Literacy**

Goal 1: Provide materials and services that encourage users to develop and maintain their literacy skills.

Objective 2: Adults will continue to have targeted digital literacy efforts, such as basic Internet classes and technology training, available to assist them with maintaining or increasing their skills and accompanying confidence levels.

**Activity: Provide an enhanced ebook and database collection**

The GRRL Digital Library will provide electronic materials to users throughout the region. Goal of providing access through the checkout of at least 231,000 items for 13,100 active users.

Provide access to enhanced database collection with the goal to increase usage by 1 percent for each GRRL-provided database.

**GRRL Service Priority Lifelong Learning**

Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries.

Objective 3: Library users will find an up-to-date and relevant ebook, eaudiobook and database collection available through the library website.

**Activity: Provide a unified integrated library system experience for GRRL users**

The library website and catalog will provide remote access to library services to users throughout the region. Goal of providing access to at least 600,000 requested items through the online catalog and website usage to reach at least 1,925,000 sessions annually.

**GRRL Service Priority Access**

Goal 2: Residents will access library services through a unified and user-friendly online library experience that provide relevant information for making decisions and exploring topics of personal interest.

Objective 1: A plan to enhance library website access to mobile devices and improve user experience will be created and implemented and

Objective 3: A solution to improve catalog search functionality will be implemented.

**Activity: Enhance communication among staff around the region and provide professional development opportunities.**

All new library staff will participate in a track-based training program which will increase their knowledge regarding effective, courteous, and efficient library service. Goal of training all new employees in the region, an estimated 51 annually.

The library will set aside 8 hours of staff training time per employee for an All Staff Training day covering topics such as new technology, reader's advisory, and customer service. Goal of providing training to 250 employees.

**GRRL Operational Priority Exceptional Service**

Goal 1: Library users will encounter well-trained, engaged and empowered team members at all libraries to meet their current and future information needs. Objective 1: All new library staff will participate in a competency-based training program which will instill an understanding of GRRL Core Values and increase their knowledge regarding effective, courteous, and efficient library service and

Objective 2: The library will set aside 8 hours of staff training time per employee for an annual All Staff Training day covering topics such as new technology, reader's advisory, and customer service.

**8. List local governmental units** (cities and counties with branch or member libraries) participating in the region as of June 30, 2020, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Governmental Unit	2019 Dollar Amount Provided for OPERATING Purposes
<u>GRRL Signatories:</u>	
Benton County	\$ 536,825.00
Morrison County	\$ 495,332.00
Sherburne County	\$ 1,344,771.00
Stearns County	\$ 2,290,491.00
Todd County	\$ 329,704.00
Wright County	\$ 2,129,793.00
<u>GRRL cities with supplemental levy:</u>	
City of Buffalo	\$ 78,141.24
City of Elk River	\$ 102,461.95
City of St. Cloud	\$ 337,406.96
<u>GRRL cities without a supplemental levy, but a separate library line item in budget:</u>	
City of Big Lake	\$ 64,497.00
City of Cold Spring	\$ 1,693.00
City of Delano	\$ 1,143.85
City of Eagle Bend	\$ 244.66
City of Little Falls	\$ 65,440.06
City of Monticello	\$ 53,470.40
City of Paynesville	\$ 238.00
City of Pierz	\$ 205.94
City of Rockford	\$ -
City of Waite Park	\$ 1,707.45
<u>GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:</u>	
City of Cokato	\$ -
City of Foley	\$ 1,000.00
City of Sauk Centre	\$ 35,064.49
City of Staples	\$ 27,135.67

**9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status** (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

None

**10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries** that are not a member of this designated regional public library system:

None

**11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.** State Library Services collects information on newly constructed or renovated library buildings and encourages the completion of the *Library Journal Architectural Questionnaire for Public Libraries*. State Library Services will contact each location when the online submission period opens, usually in late August.

None

## B. Assurances

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

1. Funds shall be used only for purposes for which granted as 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 Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. 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 Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to 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.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' 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. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

## C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

**Signature:**

Printed Name: Lisa Fobbe  
Chair, System Governing Board

Date: May 19, 2020

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

**Signature:**

Printed Name: Karen Pundsack  
Regional Public Library System Administrator

Date: May 19, 2020

## D. Attachments and Due Date

- FY 2021 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Wednesday, July 1, 2020**. Please submit one PDF of the signed original application to [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us).

<b>Regional Library System Name: Great River Regional Library</b>	
<b>State Fiscal Year 2021</b>	
<b>Proposed Budget</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$1,587,600
Benefits	
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel</b>	<b>\$1,587,600</b>
<b>Total FTE Supported</b>	<b>32.58</b>
<b>Operating Expenses</b>	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total Anticipated State Aid Expenditures</b>	<b>\$1,587,600</b>



## 2016-2020 GRRL Strategic Plan Progress Fourth Quarter 2019

### SERVICE PRIORITY: LITERACY

#### Patron Services

As part of the overall Strategic Plan, each library set local target audience goals developed by the Library Services Coordinator (LSC) to better provide programs and services to the community. During the first quarter of 2019, over half of the LSCs made some significant progress in meeting these goals.

#### Expanding services to seniors:

- In Annandale, the LSC met with the program director of a local nursing home to plan ways for library staff and volunteers to bring services and programs to residents.
- A number of libraries held additional programs for seniors, such as a presentation in Big Lake on normal aging versus aging with dementia, and author visits and arts programs in Clearwater.
- In Eagle Bend, Pierz and Upsala, staff promoted and/or expanded the 'Bundled Book Service' for homebound patrons by working with community partners.
- In Kimball, a nursing home facility applied for a caretaker account, and staff have worked closely with them to develop improved ways to get books and other items into residents' hands.

#### Expanding services to educators:

- Delano library staff worked with a local parochial school to provide outreach story times for children ages 3 to 8.
- Elk River staff started a "Schooled in Art" series at the library, designed for homeschool students and educators.
- Rockford staff worked on expanding their avenues for communicating with home educators to promote programs and services.

#### Expanding services to children and their families:

- In Grey Eagle and Melrose, staff have expanded the number of story times offered.
- Long Prairie and Royalton have welcomed dozens of children into their new 1,000 Books Before Kindergarten programs.
- Monticello staff have been giving library tours to hundreds of young students from local schools due to expanded outreach efforts with local schools.

Each Library Services Coordinator was asked to rate the level of engagement with their target audience(s) at the beginning of 2018 and at the end of 2019 on a scale of one (virtually none) to five (extremely high). The average engagement rose from 2.3 to 3.6. In addition, LSCs provided input on what worked well, what they might do differently, and recommendations for others working with the target audience. This feedback will be shared among LSCs so they can learn from each other's experiences.

The borrower work group provided recommendations used by LST in a number of ways to both assess current initiatives and plan the 2021-2025 Strategic Plan.

With Book a Librarian, we served 56 patrons in 14 locations. For Regional Tech Help, we served 88 patrons in 12 locations.

In all, 22 libraries (69%) offered three or more Tech Help programs. Region-wide, local staff offered 239 of these programs and assisted 344 patrons. Only six libraries did not offer any local-led programs, but of these, the majority took advantage of regional Tech Tutor offerings.

## **SERVICE PRIORITY: ACCESS**

### Information Technology

**Library Catalog** – Our Enterprise catalog was upgraded and now works better on mobile devices. The update took place on September 12<sup>th</sup>. On October 23<sup>rd</sup>, we switched all links to our catalog so patrons are now directed to the new catalog. As of November 5<sup>th</sup>, 97 percent of library catalog sessions are taking place on the new catalog. The previous catalog was maintained so patrons could access any lists they created until the end of 2019.

**Wireless Printing (Print2Go)** – Implementation of our new printing solution for patrons' personal devices is nearly complete. The new service has been branded Print2Go in keeping with our other services GRRL2Go and Wifi2Go. Since September 1, 2019, we implemented the new system which includes computer reservation and print management in addition to Print2Go. Only St. Cloud remains to be migrated. We were set to upgrade St. Cloud and discovered that the workflow that works everywhere else is not usable for St. Cloud. Our vendor is working on an enhancement, and we hope to finish this project soon.

### Patron Services

Our target was to increase Summer Reading Program (SRP) participation by 5 percent over 2015 levels. We met this goal. Overall, 6.4 percent increase from 11,262 total participants in 2015 to 12,030 in 2019. Increases by age group:

- 0-3: 1%
- 3-12: 8%
- 12-17: 5%

In 2015, we aimed to increase patron visits to GRRL libraries, measured by the annual door count, by 5 percent over 2015 levels. However, this target has not been met. Overall door count is down by 17 percent. A few branches did meet or exceed 5 percent increase: Elk River (14%), Pierz (11%), Royalton (5%), Swanville (118%), and Upsala (15%).

With a full assessment of all libraries, the Library Development Plan was approved October 15, 2019.

GRRL currently works with Meals on Wheels to provide homebound delivery in two counties – Morrison and Todd. Staff had planned to expand into Stearns County; however, there were multiple factors that inhibited expansion:



- The program has not been as successful in Morrison and Todd county as anticipated so staff want to review promotion and method to recommend changes,
- The LSTA grant, Breaking Down Barriers to Family Literacy, required input and work from every member of the Homebound Delivery Workgroup, most in a key way,
- Staff turnover inhibited the ability of key staff to focus on both homebound delivery and the LSTA grant.

#### **SERVICE PRIORITY: LIFELONG LEARNING**

##### Collection Development

There has been continued demand for kits. In Quarter 1, we added more Brain Fitness kits, Try It Yourself kits, Book Club kits, and Memory Box kits.

Shelf Ready Measurements – Another time study is under way in Technical Services to determine how quickly materials move from receipt to being ready for patron delivery. The data will provide us with an opportunity to improve workflow.

Wi-Fi Hotspot (WiFi2Go) Pilot in Pierz – Access to reliable, high speed internet is still a challenge in many of our communities. Many libraries across the U.S. have started to circulate Wi-Fi hotspots, and GRRL's WiFi2Go hotspot pilot program was launched in May. We started small with five mobile hotspots assigned to the Pierz Library, with funding from Fund Development. The hotspots allow patrons to connect up to 10 devices to the internet, essentially allowing patrons to check out an internet connection! The hotspots are only available to checkout in person at the Pierz Library – first come, first served. They check out for one week, and overdue fines are \$1/day. Service will be disabled when the devices are overdue. With 112 checkouts since mid-May, the patron response has been tremendously positive.

Local Collection Mini-Grants – Collection Development Librarians Amy Schrank and Elizabeth Nummela worked with LSCs around the region to purchase \$1,000 of materials for each library to be held locally. From additional juvenile series books in Elk River to additional Book Club Kits for kids in Cold Spring, these local purchases are a way our regional fund development dollars support local library goals. While these materials are available to the whole region, they will always return “home” to one library.

On-Site Visit in Swanville – Collection Development Librarians Amy Schrank and Elizabeth Nummela met with LSC Cindy Bruggenthies to review collection use in Swanville. We brainstormed ways to keep local collections with lower use fresh, and some of those ideas involved testing new relocating processes during summer 2019.

Explore Streaming Services – This goal was overshadowed by the work required for the acquisitions module. As other libraries across the nation and Minnesota have adopted platforms, it has become evident that demand frequently outstrips available resources. A staff workgroup of both collection and patron services staff will be leveraged in 2020 to explore potential vendors.

##### Communications & Development

Our target was to have users of chat reference services increase by 5 percent over 2015 through regional and local promotions. Sessions surpassed 2015 sessions by 7 percent. We have promoted the Chat with a Librarian service in the Event Guide, on the library website homepage, and in the monthly e-newsletter, to name a few.

**ORGANIZATIONAL PRIORITY: EXCEPTIONAL SERVICE**Executive Director & Leadership Team

At the beginning of the year, we conducted five small group meetings around the region in February to go over 2018 strategic plan progress. Forty-six staff members attended. We also hosted small group meetings in the fall that focused on creating a “Theory of Change” for GRRL. This was part of our strategic plan development. Forty-eight staff members attended these sessions. Karen Pundsack also resumed Day at the Desk activities and spent time working at Richmond, St. Michael, Becker, Pierz, Sauk Centre, Belgrade, and Paynesville in 2019.

Human Resources

During the year, 47 new employees attended Day One orientation in St. Cloud and worked on completing on-line orientation.

In 2019, 20 employees attended Shadow Day to train with Patron Services staff on how to present and/or build a program, and to review circulation desk issues and Patron Services reference work.

We had 29 employees attend Organizational Orientation in 2019 to help them understand how various departments work together at GRRL and how their jobs fit with the total organization.

All Staff Day training was in April 2019 with 243 employees attending. The training day focused on giving staff knowledge and confidence in serving our communities. The main session was on identifying and overcoming obstacles to inclusion and was presented by Cultural Fluency Associates through LSTA grant funding. Another session was related to health and safety in our communities. This session was presented by representatives from the St. Cloud and Waite Park Police departments and included de-escalation techniques and information on sex trafficking and drug abuse in Central Minnesota. We also completed our annual compliance training on harassment and data privacy with presenters from MCIT and State Library Services.

In order to ensure that 100 percent of public services staff are able to answer basic patron technology questions, all staff in a Patron Services position completed a self-assessment on their basic technology skills. The assessment included resources for staff to refresh their basic technology skills and the opportunity to identify areas where they need additional training.

A User/Non-User survey was conducted in 2019. Results will continue to be analyzed as we work on the next strategic plan.

Staff turnover was slightly higher in 2019 than the GRRL’s prior five-year average, 16.50 percent compared to 15.48 percent. Although the unemployment rate in Minnesota is just over 3 percent, we continue to receive adequate applicant pools and are able to fill open positions in a timely manner with qualified candidates.

We are developing training opportunities to assist employees in meeting the core competencies for their positions. We identified potential topics and internal trainers based on the competencies needed in certain positions and will be scheduling training opportunities throughout the region during 2020.

The Employee Communication and Engagement Survey was completed by 231 employees in August 2019. Results of the survey indicate that 68.17 percent of staff are satisfied with internal communication at GRRL. Compared to the 2017 results of 69.4 percent, there is a slight decrease in satisfaction with

internal communication. Trust between senior management and employees also decreased slightly, from 52.05 percent in 2017 to 49.78 percent in 2019.

#### **ORGANIZATIONAL PRIORITY: OPERATIONAL EXCELLENCE**

##### Accounting

We reached out to our auditors, BerganKDV, for a risk assessment document that we could incorporate into our annual audit process. The assessment was geared toward specific areas of risk such as Political and Social, Regulatory, Economic, etc. Accounting completed the assessment, and found that GRRL is at a very low risk in the majority of the sections. Some sections do not apply to GRRL such as Production Process, Product Line, and Facilities and Equipment. This is a great tool for GRRL to use to assess our overall environmental and business risk as it allows one to look at our industry with more depth and clarity.

##### Communications & Development

We have created messages and a case for support (the reason to give to the library) and have published this on our website at [griver.org/why-give](http://griver.org/why-give). This information was communicated with staff at the Regional Staff Meeting in 2019. We also connected “Why Give” within our Year-End Campaign.

Creating a process for communicating with a major donor/Scholar level donor is complete. This group of donors will receive strategic communication for identification, cultivation, solicitation, and stewardship.

##### Executive Director & Leadership Team

GRRL submitted letters of support for two Partner For Student Success/United Way grant projects. They received a 21st Century Learning Centers grant from the Department of Education. This is a three-year grant, with the opportunity to apply for an additional three years. As a grant partner, GRRL may be contracting to extend library services to grant-designated sites. This would allow us to extend the work of the Breaking Down Barriers to Family Literacy grant.

Our 501c3 application was submitted in August. We received confirmation of receipt from the IRS and are awaiting their review.

Two process improvements were undertaken in 2019 – the content workgroup and the staffing calculator.

Associate Director – Human Resources Julie Schmitz retimed activities in libraries to compare with current staffing calculator data. Patron Services Supervisors and Julie also met to talk about possible baselines to be considered.

The staffing calculator is one of the tools that is used for evaluating staffing needs based on objective data. It was developed in 2010 by the Branch Restructure Committee. The committee included members of the GRRL Board, management, and branch staff.

As part of our strategic plan to look at a process for improvement, we reviewed the staffing calculator to see whether updates are needed on job tasks or the length of time it takes to complete job tasks for the Library Aide position.

Julie visited multiple libraries of different sizes and observed and timed tasks included in the Library Aide calculator. Results support adjusting the timings for certain tasks. Since we do more evaluation of materials at check-in, some processes are taking longer now. Other areas such as holds pick-up show a reduction in the time needed. Some tasks took the same amount of time. We intend to use the updated calculator beginning in 2020 when we are able to update it with 2019 statistics. Our practice is to review the calculator and make adjustments to staffing when a position becomes vacant and generally only once per year per position. Therefore, we are not making immediate adjustments to Library Aide staffing levels at this time.

The content workgroup implemented content marketing strategies with our social media and website presence. Efforts completed:

- The “Find It at Your Library Brochure” is new and improved. This brochure is used primarily for new and renewing patrons when they receive a library card or for outreach events. The content in this brochure now focuses on what new users or potential new users at outreach events need to know about the library, with a key concept taking high priority: "What is the benefit to patrons?" The group also enlarged the font to make it more readable.
- The Winter Reading Program posters and updates on Facebook have added information to include the participation benefits to patrons, beyond the chance to win prizes. More hats were ordered for 2019 since they are a popular incentive. On social media, we are using photos of staff using the hats & mugs to highlight the great design and theme.
- The jobs landing page was reviewed with the move to NEOGOV, and the language made more accessible and less technical.
- Updated procedures for social media contributions and shared with the Facebook pilot branches to implement.
- Created content ideas/ready-to-go posts page for social media contributors.
- Revised the Event Approval Request (EAR) form to include content marketing prompts for program descriptions.
- Began the content audit of our website.
- Discussed personas and are working on developing targeted audiences based on personas.
- Discussed “Find It” brochure inserts for targeted audiences as a spin-off from the Public Services Team.
- We now have 17 branch Facebook pages, with more to be added as we are able.
- The website was migrated to a new blog-like format to make it easier to share content.
- The e-newsletter was redesigned to better match our other marketing materials.
- Completed a digital audit of GRRL’s website and social media presence through BadCat Digital Marketing.

#### Information Technology

Switch Replacement – Information Technology (IT) staff have completed the process of replacing 50 of our network switches. The old switches required the use of Java inside a web browser in order to make configuration changes. All major browser makers have plans to eliminate in-browser Java for security reasons, and Firefox and Chrome have already done so.

Windows 10 Upgrade – Microsoft ended support for Windows 7 on January 14, 2020. From then on, there will be no security updates. Today all but 15 staff workstations and the Sartell locker computer have been upgraded. We are continuing to carefully reload the remaining machines.

Server Replacement – Two servers and a storage array came up for replacement in 2019. The servers had increasing maintenance contract costs due to age and the storage array was completely out of support. We acquired a new array with the Board’s approval and purchased two servers as part of our routine replacement schedule. All three units are in place and operating smoothly.

Integrated Library System Upgrade – In November, we upgraded our Integrated Library System (ILS), Horizon. This was a routine maintenance upgrade that fixed a few long-standing issues. As with any upgrade, we experienced wrinkles and are working with our vendor to resolve issues that appeared following the upgrade.

## **ORGANIZATIONAL PRIORITY: COMMUNITY FOCUS**

### Communications & Development

We are in the process of completing a Communications Plan. After meeting with staff in small groups, donors and retirees over coffee, discussions within the Communications and Development department, and reviewing feedback from Gaslight Creative, we are finalizing a document that encompasses all voices.

We continue to use a centralized e-mail distribution list of new borrowers to inform them about library services. Currently, there is an open rate of 40 percent and 5,133 emails have been sent to date.

### Executive Director & Leadership Team

We continued our community meeting efforts and held sessions in Clearwater, Annandale, Eagle Bend, Richmond, Big Lake, Rockford, Elk River, and Upsala. Feedback from each meeting has been summarized and shared with participants and stakeholders. In response to our email sharing the results, an area legislator and the school superintendent expressed appreciation for the meeting summary. We also scheduled a meeting in Paynesville, but no one attended. We will use the trends from the compiled feedback received from all community meetings since 2016 to develop the next strategic plan.

Cities continue to receive quarterly emails from GRRL. Communication to our city stakeholders highlighted open GRRL Board seats, Kimball’s new building project, service animal policy updates and library legislative activities. An email sharing our 50<sup>th</sup> anniversary video went out and was shared by several on their local website or social media pages. We also sent out a notice prior to the October GRRL Board meeting regarding the Library Development Plan update.

### Patron Services

All libraries have developed a local resource listing of local community organizations offering basic technology services. Additions of local community organizations that offer social, health and employment services are indicated by 26 (81%) of libraries.

An annual milestone is for each library to provide a presentation or outreach event about library services and/or technology (e.g., Kiwanis, Chamber of Commerce), with emphasis on developing new community connections. This was completed by 25 (78%) of libraries.



## 2021-2025 GRRL Strategic Plan Timeline

May 6, 2020

### THE FOLLOWING AREAS WILL BE REVIEWED AND UPDATED:

- Build on current framework and simplify plan to make it easier to digest
- Maintain Mission, Vision and Core Values
- Maintain current Service and Operational Priorities – create new goals.
- Try to reduce duplication between Core Values and Operational Priorities
- Look at adding focus to the individual library level

### PROPOSED PROCESS AND TIMELINE

Tasks	Who	Progress/Due Date
Conduct 2019 GRRL staff engagement survey	HR	Completed 8/2019
Complete 2019 Library Development Plan update	Leadership Team	Approved 10/2019
Small group staff meetings	Leadership Team	Completed Theory of Change activities 1&2 – 9/2019
Complete Edge Assessment 2.0 and develop action steps based on the benchmarks	Leadership Team	Completed 12/2019
Compare team and work group satisfaction and effectiveness	Executive Director	Completed 12/2019
Synthesize feedback from community meeting summaries	Executive Director	Completed 12/2019
Review SCSU user/non-user survey results and compare with 2015 survey results	Executive Director	Completed 12/2019
Compile community goals from existing partners –counties, cities, economic development, workforce development, educational partners	Executive Director	Completed 2/2020
Conduct focus groups for identified service areas	Borrower work group LSTA patron advisory group	Completed
Review Edge Assessment recommendations	Leadership Team	Completed 4/2020
Workgroup on diversity and inclusion next steps	Executive Director	Completed 1/2020
Review strategic plan statistical targets	Leadership Team	Completed 1/31/2020

St. Cloud community meeting/patron feedback sessions	PS Supervisors	On hold due to COVID-19
Theory of Change Activity 3	Leadership Team	In progress – 4/2020
Create community profiles by county, and largest cities	Executive Director	Completed 3/2020
Theory of Change Activity 4	GRRL Board, Executive Director, staff and stakeholders	On hold due to COVID-19
St. Cloud Patron Services & Circulation meeting	PS Supervisors	On hold due to COVID-19
Meet with Patron and Library Services Coordinators to develop local goals	PS Supervisors	6/30/2020
Synthesize workshop feedback into final 2021-2026 Strategic Plan	Leadership Team	10/31/2020
Review and approve plan	GRRL Board	11/17/2020

Timelines for coordinator goal setting, workshop feedback and final plan approval will be subject to change. Large group activities are suspended due to the Stay At Home order.



## **Executive Director's Report May 2020**

### COVID-19 Closure

The GRRL team has done an amazing job pivoting our services to meet the needs of the public as best we can in the current environment. With forward thinking as our core value, we had many tools in our toolbox that enabled us to make a dramatic shift in services. Since March, we have expanded digital collections, added curbside services at all locations, moved to virtual programs, and added a region-wide hotline. The management reports tell the story of these innovative shifts and bold experimentation. Resources like the 2018 designations, fund development, and the Innovation Fund enabled many of these projects. Our experience with the 2016 St. Cloud arson closure also helped us to pivot to remote work quickly. We are fortunate to have a strong information technology (IT) infrastructure, the staff to support it, and staff who can use it to its full potential.

Our planning team includes Brandi Canter, Breanne Johnson, Beth Ringsmuth Stolpman, Jami Trenam, Jay Roos, Julie Schmitz, Aron Murphy, and Patty Waletzko. GRRL Board President Lisa Fobbe attends our meetings, as she is available. We are meeting as needed, at first daily and now semi-weekly, to develop next steps and coordinate efforts. We also hold weekly all supervisor meetings to answer questions and keep people informed on our next steps, as we know them.

State Library Services is hosting weekly meetings to share ideas and progress between libraries across the state. The Council of Regional Public Library System Administrators (CRPLSA) is also meeting more frequently. I have attended these calls, and they have been extremely helpful in learning best practices around curbside and materials handling. We also borrowed ideas like the library hotline by learning about them from other regions.

The Leadership Support Team (LST) discussed preliminary ideas for a phased reopening plan. Julie is working with the safety plan template from DEED, which was posted for staff this week. Brandi shared ideas on how each phase might look for different services. LST members agreed they would be willing to fill in shifts where needed.

Many projects have been put on hold so we can focus on continuing operations. We have not heard from the City of St. Cloud regarding their lease proposal, and do not expect to hear from them during the crisis.

### Hot Spot Grants, Regional Library Telecommunications Aid (RLTA)

GRRL received a grant from State Library Services to improve technology access in our region. With the grant, we purchased an additional 21 hot spots. When they arrive, we plan to circulate them in the parts of the region with the lowest broadband connectivity or households without Internet – Belgrade, Foley, Little Falls and Upsala.

We learned this week that GRRL will receive additional funds through Executive Order 20-41 to help improve internet access and access to technology. LST discussed possible uses for the funds. The Executive Order would also allow us to use reserve RLTA funds for these improvements. We decided to contact cities to gauge interest in expanding wifi signals outside library buildings. We also contacted school districts with high levels of poverty to see what might be most effective. We plan to use the funds for additional hot spots. Some will circulate. We will also work with school districts to identify partners where we might place a hot spot within a community to reach people with high needs.

### Strategic Planning

Our focus has been on continuing operations, so strategic planning reports and statistics will be shared in July. We will also need to extend our strategic planning timeline due to the extended closure. The April workshop and May Regional Staff meeting were postponed. We hope to be able to gather at a future date.

LST reviewed action steps from the January diversity, equity and inclusion meeting. We identified starting points. A staff work group will be formed to implement them once we can hold in-person meetings. We also reviewed draft personas, which will be used for the strategic planning workshop. Personas are representations of key audience segments. The 2018 user/non-user survey results were used to develop them.

LST spent more time on Theory of Change and refined the core outcome statement. This statement came from the many outcomes staff members put forward in the small group meetings last fall. GRRL's Theory of Change is: *People in our communities can find and use trusted information they need to thrive.* Breanne and Karen will work on a final vision for the Theory of Change document. Staff members gave us many ideas to work with.

The team reviewed Edge Assessment benchmarks. We looked at how we can apply them by library size. We also talked about the recent M3 (Making Meaning from Multiple Datasets) trainings and how the framework could be used for continuous improvement.

We reviewed the University of Michigan School of Information (UMSI) study results. Students from UMSI analyzed our fines and circulation data to see if there was a measurable change from our move to no fines on juvenile materials. With the limited data available, the changes were most noticeable in smaller libraries. The students developed an engagement metric, which uses items circulated and checkout sessions.

### Highlighted activities

March 18 – Planning team meeting, conference call with Minnesota Department of Education  
 March 19 – Call with SCSU library, Planning team meeting  
 March 20 – Planning team meeting, call with MDE regarding CMLE structure  
 March 23 – Planning team meeting, call with State Library Services re: hot spot grant  
 March 24- Planning team meeting, Library Coordinators meeting  
 March 25 – Call with State Library Services  
 March 26 – CRPLSA online meeting, Planning team meeting  
 March 27 – UMSI meeting  
 March 30 – Planning team meeting, Library Coordinators meeting  
 March 31 – Planning team meeting, Community-Wide Afterschool Response meeting  
 April 1 – MLA Legislative Committee  
 April 2 – LST Strategic Planning, call with State Library Services  
 April 3 – Virtual St. Cloud Chamber Connection  
 April 6 – Planning team meeting, Library Coordinators meeting  
 April 7 – Planning team meeting  
 April 8 – State Library Services call  
 April 9 – Planning team meeting, CRPLSA online meeting  
 April 13 – Planning team meeting  
 April 14 – GRRL Board Special Session  
 April 15 – GRRL Board follow-up session, Library Coordinators meeting

April 16 – State Library Services call  
April 17 – UMSI meeting, Planning team meeting  
April 20 – Minitex restarting delivery task force  
April 21 – Sherburne County presentation, Planning team meeting, all supervisors meeting  
April 23 – Audit Outtake meeting, State Library Services call, Planning team meeting  
April 24 – Sartell phone call, M3 Huddle Kick-Off  
April 28 – GRRL Finance Committee meeting  
April 29 – State Library Services call, Planning team meeting, all supervisors meeting  
April 31 – LST meeting, State Library Services call  
May 1 – LST meeting  
May 4 – Planning team meeting  
May 5 – All supervisor meeting, PLD Sharing Session  
May 6 – MLA Legislative Committee  
May 7 – State Library Services call  
May 8 – St. Cloud Chamber Government Affairs Committee, CRPLSA online meeting  
May 11 – Career Solutions Program Committee meeting  
May 12 – Partner For Student Success Partner Champion Council, GRRL Finance Committee meeting



## Management Reports

### May 2020

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

#### Regional Staff and Services

Well it's been a wild ride the last couple of months!

We had ambitious plans to expand our Regional Staff Meetings from two to four times a year in order to build professional development and help our staff be better positioned to meet changing local needs. These are meetings held for Library Services Coordinators, Patron Services and Collection Development Librarians, and other professional and/or supervisory staff. Our May meeting is cancelled, and our August meeting is questionable, but our staff have been phenomenal at pivoting services to adapt to the COVID-19 closure. They took curbside from concept to reality at a pace almost unheard of by GRRL standards, and I couldn't be more proud of or grateful to them.

I continue to work with various teams to bring back services to our communities. The needs are great, and few of the old methods of delivery suffice. With Jay Roos in Information Technology (IT), I've been experimenting with our new Blue Cloud Analytics software to develop new reports of patrons who may need a phone call from local staff to offer a bit more assistance during these times. Two such reports: patrons whose accounts were about to expire and those who had been active in-person at a library, but not online.

#### Beanstack

We are so glad we started Beanstack last year and have Winter Reading Program under our belt. Around the country, libraries are scrambling to onboard Beanstack as an alternative for Summer Reading Program. We already had it and are good to go. We are also ramping up other Beanstack reading and activity challenges. There is a lot of fun and creativity happening.

Looking back, we had 915 patrons sign up for WRP on Beanstack, and 732 were active throughout the program, earning 4,157 badges. We also had 135 kids sign up for the Master of Minutes program, and region-wide, 599 have signed up for our Year in Reading program, open to ages 12 and up.

#### Public Services Team

The Public Services Team met for the first time in 2020 in February. We started the year with spirited discussion on a number of matters and brought our new members up to speed on our ongoing projects.

The team recommended moving forward with dropping our billing threshold, the amount at which patrons receive a bill in the mail for fines and fees. Prior to 2012, the threshold was \$25. This resulted in both less-than-ideal customer service and a large amount on our books as owed funds. We have been dropping the threshold since. At the start of this year, it was \$12.50.

Dropping the billing threshold is a balancing act between trying to get the threshold as low as possible (our current goal is \$10), without exceeding our budget for mailings and other patron contacts, and without overwhelming front-line staff that work with patrons who suddenly received an unexpected bill.

On March 2, we dropped the threshold to \$12.01. A large number of patron accounts are impacted at the \$12.00 point, but we still hope to drop further later in the year.

**Breanne Johnson**  
**Communications and Development Coordinator**

Fundraising

The Grants Vision document, which was provided in the March GRRL Board packet, explains how the Communications & Development (ComDev) department is shifting to focus on grants from foundations and state and national entities to fulfill region-wide opportunities. We can then work with outside local entities on smaller branch-focused grants.

Jade Lauber, Patron Services Librarian, and I worked together to submit an application for the Library Services & Technology Act (LSTA) mini-grant in April. Our application is about creating relationships with and providing book club kits to our local county jails. The anticipated date of grantee announcement by the Minnesota Department of Education is late May 2020.

GRRL hosted its first-ever one-day fundraising campaign, Library Giving Day. I want to thank you all who supported the campaign and shared about the importance of the library! In one day, we raised \$2,590 through 48 gifts! This will help build our digital collections, as those have been super popular this past month. The biggest takeaway from this campaign is that people truly love and appreciate the library. Many donors left comments with their online donation thanking the library for all that we do.

As of May 6, we have four Summer Reading Program sponsors: 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 be a sponsor for the summer program. In addition, we will highlight the opportunity to give in our spring edition of our donor newsletter, *Currents*.

Communications

Provided in the March Board packet, the External Communication Plan explains how staff members can best talk about the library's mission. The plan also gives staff an idea of how the library communicates with its communities. Examples include the event guide, website, e-newsletter, newspaper ads, etc.

Ads about our free online resources were in all local newspapers during March and April. For the month of May, we are promoting our GRRL hotline service and the One Book One Minnesota statewide book club. These ads are also featured on Facebook.

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

Personnel

After nearly 25 years of service at the Buffalo Library, Library Assistant Kitty Rasset retired in March. Thank you for everything, Kitty!

We have decided to proceed with hiring an AmeriCorps Vista member for summer. Our original application was for two individuals to help provide supplemental library programming during the summer lunch program in St. Cloud. Given the library closures however, we have narrowed the project's scope to

just one individual that would help assemble “Take and Make” STEM and literacy kits to be handed out at the library. The recruitment process is underway.

#### Think Tank

Think Tank has been busy developing and launching library services and programs during the closures. Online programming examples include story time and Chapter-a-Day videos. Online outreach classes about online safety, ebooks, and online meeting options were well received by a local Senior Center. We soon plan to begin offering these classes to other outside organizations as well.

We are also committed to providing children a fun, meaningful Summer Reading Program this year, in spite of the challenges of doing so. Staff have been busy looking for ways to adjust the program into a more simplified version. Much of the program will take place online, through Beanstack, but we have been able to find non-digital ways of engaging with families and promoting literacy as well.

Other projects include finalizing an online Readers’ Advisory form, developing a virtual Fan Fest (formerly known as “Comic Con”) for summer, and generally promoting and creating other online programs.

#### Virtual Chat

AskMN, the online reference chat service used by GRRL and libraries around the state, is changing platforms later this month. We have been training staff on the new version and working with Minitex to migrate existing data. The new platform looks to be a smoother experience for both patrons and staff.

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

#### Accounting

The 2019 annual audit has been completed, and we are anticipating a “clean” opinion on our financial statement presentation. A “clean” opinion is the highest opinion an entity can receive, from an audit standpoint. We continue to receive notice about a lack of segregation of accounting duties, which is a significant deficiency. This implies that we simply do not have the needed accounting staff to segregate incompatible accounting functions to reduce the risk of fraud.

The below information is provided based on a board request for more transparency around GRRL investments:

#### Matured CDs:

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Gross Rate</b>	<b>Interest</b>
Mainstreet Bank, Hemdon, VA	3/13/20	\$243,000.00	2.75%	\$6,682.50
Pacific Enterprise Bank, Irvine, CA	3/23/20	\$175,000.00	2.75%	\$4,838.87
American Plus Bank, Arcadia, CA	3/30/20	\$243,000.00	2.60%	\$6,352.62
First Bank of Ohio, Tiffin, OH	4/17/20	\$243,000.00	2.55%	\$6,196.50
Cfg Community Bank, Lutherville, MD	4/27/20	\$175,000.00	2.75%	\$4,838.87
First Internet Bank of Indiana, Indianapolis, IN	4/29/20	\$243,000.00	2.65%	\$6,439.50

## Purchased CDs:

Institution Name	Purchase Date	Amount	Gross Rate	Interest @ Maturity
CIT Bank, Pasadena, CA	3/13/20	\$247,000.00	1.01%	\$2,508.37
Nicolet National Bank, Green Bay, WI	3/23/20	\$175,000.00	1.10%	\$1,925.00
Unity National Bank of Houston, Houston, TX	3/30/20	\$247,000.00	1.11%	\$2,741.70
Traditional Bank, Inc. of Mount Sterling, KY	4/20/20	\$247,000.00	.99%	\$2,445.30
Fieldpoint Private Bank & Trust, Greenwich, CT	4/27/20	\$179,000.00	.90%	\$1,611.00
First Internet Bank of Indiana, Indianapolis, IN	4/29/20	\$247,000.00	.96%	\$2,371.20

New letter of credit #2234-4652 issued April 24, 2020, in the amount of \$150,000.00.

Distribution

Deliveries have resumed at a pace of two deliveries per week. This is in conjunction with the curbside delivery service we recently rolled out to all locations. Distribution staff has been limited to processing what comes in. Delivery to the Sartell locker system has also resumed on a limited basis. Lockers are filled and patrons are called to pick up their material. The book drop is also emptied on a limited basis to keep materials moving through the system at a steady pace.

**Jay Roos**

**Associate Director – Information Technology**

Telecommuting

At the start of the COVID-19 closure, very few staff were equipped to work from home. IT staff were able to quickly ramp up the number of people with GRRL laptops and remote connections up to over 30. Most of those laptops were repurposed from our existing laptop labs that were used for patron programming. We also have many staff telecommuting to varying degrees with GRRL tablets or without any GRRL equipment at all.

Horizon Changes

The extended closure of the library has required adjusting and reimagining many of the settings of our Integrated Library System, Horizon. At first, we just needed to extend due dates, hold expiration dates, and library card expirations. As the closure lengthened, we also needed to prevent the system from billing patrons for items that had not been returned prior to the closure and stop sending notifications that patrons could not act on while our doors are closed. With the addition of curbside service, we also adjusted parameters to optimize curbside service and minimize the amount of materials transiting between libraries on our reduced delivery schedule. Finally, now that curbside is fully up and running, we are moving to resume automated patron notices via email and phone so staff can focus on drop-in, contactless curbside pickup and our new toll-free hotline service.

Wireless Extension/Replacement

In order to support distance education and continue to provide services to our patrons, we have begun communicating with our city partners about extending our wireless reach into library parking lots. The signal does incidentally reach the parking lots in some locations. However, we are working to place equipment as close to all of our parking lots as practicable to provide a strong signal. The first phase will



be to work with city partners who can quickly add the necessary wiring to make use of equipment we have on hand. In the next phase, we will be seeking a new wireless equipment platform to replace our existing hardware and expand signals into parking lots as available wiring allows.

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

Training

Due to the COVID-19 pandemic, Spring Organizational Orientation and All Staff Day were cancelled. Compliance training was offered virtually to all staff during the closure. Courses on workplace harassment, data security, and data privacy are required for all staff. Other courses were offered to public services staff, LSCs, and Library Aides. The webinar *Mitigating COVID-19 When Managing Paper-Based, Circulating & other Types of Collections*, provided by the CDC (Center for Disease Control), was recommended for all staff. Those who telework were also required to review additional training on this subject.

Volunteer Recognition

This recognition was also delayed due to the closure. All the gifts are ready to be sent. We need to wait until libraries are open so that volunteers can come in to pick up their gift.

Unemployment Claims

We are beginning to see a rise in unemployment claims over the past month, even though all regular staff have been paid during this time of closure. We have had difficulty reaching the Minnesota Office of Unemployment for claims we have questions about, but continue to work on the issues.

COVID-19 Operating Plan

GRRL's COVID-19 Operating Plan is a document developed by LST and reviewed by all supervisors over the past week. The plan is built from a MN DEED template for businesses. While GRRL is not required have an operating plan, we decided it would be helpful to define how we are addressing staff and patron safety. Public and staff safety are a priority. Our goal is to mitigate the potential for transmission of the COVID-19 virus in our libraries. We also aim to have as many staff working as possible safely. We will update this document as needed based on the latest guidance from health authorities.

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

Paynesville Ad Hoc Library Development Board

The Paynesville City Council formed an ad hoc library development board in March. They have met several times over the past two months. From this board, a survey was conducted to gather feedback from the public. The board has worked to re-establish a Friends of the Library group with a 501c3 status. The purpose of the Friends group will be to support the library and fundraise for a new library. The ad hoc library board last met on May 4<sup>th</sup> and decided to recommend to the city that the library move to the vacant Shopko building. Karen Pundsack, Jay Roos, Jami Trenam, Library Services Coordinator Kateri Gruber, and I joined the ad hoc board to tour the vacant space on March 4. It is quite large, and the library would likely take up around 4,000 to 6,000 square feet. The building interior will be renovated to allow for a few businesses or organizations in the space. One strong key point that prompted the board to make their recommendation is there is plenty of parking space at the proposed location. Downtown parking in

Paynesville has been a difficulty, and came up frequently in the community survey. The city will review and vote on the board's recommendation in May.

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

Increased Digital Library Activity

March and April were both record-breaking months for the Digital Library. Circulation soared over 20,000 checkouts for the first time in GRRL history! To meet this increased demand, spending followed suit. No new physical material orders were placed after the library closed. We shifted spending on physical materials to electronic materials. As a result, the budget line for electronic services will be overspent. Lighter spending on print materials will offset this. We are starting to receive shipments of physical materials again. A timeline to restart new physical material ordering is in place.

Hoopla Launch

The Streaming Video staff workgroup recommended a new streaming media service called Hoopla. We launched the service for patrons on May 6. Hoopla includes not only video, but also a selection of e-books, e-audiobooks, music, and comics. Items are available with no hold queues or waiting. Hoopla is a pay-per-use model. In order to make this service financially sustainable, patrons will be limited to four downloads per month. This cap is very much in line with other library systems in the state offering the service.

This service is made possible by the Fund Development revenue dedicated to the collection. Some costs are also covered by the designation for streaming services made by the GRRL Board back in 2018.

The staff workgroup compared the Kanopy and Hoopla products. Hoopla was recommended based on the content available and the ease of use. While the current situation has been a challenge, it is gratifying staff were able to dedicate the time needed to thoughtfully consider this new service model, and, amid this turbulent time, we are still able to move new projects forward.

I would like to extend gratitude to the workgroup for leading us toward this choice: Amanda Wehrspann (Library Assistant, Long Prairie), Taunja Warga (Senior Library Aide, Upsala), Jason Kirchoff (Library Services Coordinator, Cold Spring/Richmond), Sarah Jacobsen Krone (Library Assistant, Annandale/Kimball), Ariel Kirst (HQ Patron Services), Chris Getz (HQ Technical Services, co-chair), and Amy Schrank (HQ Collection Development, co-chair). I appreciate the time the group took to weigh the pros and cons of each service and think of the patron experience as the driving factor. I would also like to recognize Collection Development Librarian Amy Schrank for her lead role in rolling out the implementation so quickly.

## Building Reports May 2020

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

### Cold Spring

The city is moving forward on plans to build a new fire hall in order to free up space for an expanded library. The council sought Requests for Proposal (RFP) for the new fire hall in February, and requested city staff, fire and police chiefs, and the Planning Commission review the RFPs prior to presenting them to the council.

### Delano

Library Services Coordinator (LSC) Theresa Jacobs met in late January with City Administrator Phil Kern, other city staff, and Friends to discuss ongoing issues with the facility. These issues include problems with the front door lock, plumbing challenges, and lighting. Within a week, the city had installed two new, higher powered toilets and did a thorough investigation of what is wrong with the front door. We are cautiously optimistic that the new toilets have resolved the issues. The city is waiting on parts to repair the door.

The city also took advantage of the COVID-19 closure to repaint the interior in bright, uplifting colors, clean carpets, and update lighting with brighter LED lights in half the building.

In addition, the city is planning exterior building work that includes removing the canopy over the drive-up book drop to aid in driveway maintenance, painting stucco, and replacing decorative exterior wood elements. The city has assured us this work should have minimal impact to patron access.

### Elk River

Two comfortable readers' chairs got a facelift with new upholstery. Many thanks to the city for making this happen.

### Foley

Warm days in early March created flooding in the staff workroom, as forceful runoff from gutters shot water across the alley and under the back door. LSC Shelly Kuelbs notified city maintenance staff, and within hours, they had created "water speed bumps" that redirected the water away from the door. We appreciate the city's quick action on this.

### Kimball

Excavation started Monday, May 4, on the new Kimball library (see photo, right). We are incredibly excited to see this progress!

The Library Building Committee continues to meet monthly and is working on plans for



furnishings and shelving. A separate committee is working on additional fundraising for the project. Breanne Johnson, Communication & Development Coordinator, met with the group at their February meeting. She will continue to offer support and suggestions for connecting major donors with the committee.

#### Howard Lake

LSC Sara Koivisto and I met with City Administrator Nick Haggenmiller and other city staff in January to discuss programs and services for the Howard Lake Library. It was a good and productive meeting. Among other things, Nick and Sara started planning ways to make more use of the outdoor spaces for library events.

Following this, the Howard Lake City Council moved forward with a plan to investigate options for expanding the Howard Lake Library. The city contracted with BKV Architects, which recommended a building of about 7,000 square feet, including community meeting space and expanded exterior-facing restrooms for public use.

Nick has requested a Zoom meeting with GRRL staff sometime in the near future, as he works to refine the budget estimate to take before the council.

#### Monticello

The city took advantage of the COVID-19 closure to complete some much needed and appreciated internal updates: cleaning carpets, repainting the activity room, and installing new LED lighting in the central corridor.

#### Rockford

Staff have been working with the city to determine needs and costs for cleaning or replacing the flooring. Carpet in the entry and front circulation area is in need of replacement.

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

There is nothing to report at this time.

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

#### Paynesville

The back wall of the library has been leaking water. The city made repairs to the wall and the roof to stop the leaking in March. Since the library closed, the city has also used the opportunity to clean the carpet.

**Staff Recognition Report**  
**2020 - Quarter 2**  
**April 1 - June 30**

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>Supervisor</b>	<b>Celebration Date</b>	<b>Years of Service</b>
Marisa	George	Sauk Centre	Thomas, Rachel	4/10/2020	3
Jessica	Gomez	Coldspring/Richmond	Kirchoff, Jason	4/10/2020	3
Stephanie	Graftaas	Monticello	Scherber, Marla	4/10/2020	3
Joy	Fiore	Technical Services	Getz, Christopher	4/19/2020	15
Julie	Eskritt	Rockford	Canter, Brandi	4/24/2020	3
Joan	Stuckmayer	Pierz	Heschke, Grace	4/26/2020	20
Rachel	Thomas	Patron Services	Pundsack, Karen	4/26/2020	5
Minda	Johnson	Coldspring/Richmond	Kirchoff, Jason	4/28/2020	15
Lorie	Wuolu	Technical Services	Getz, Christopher	5/11/2020	5
Jessica	Jungroth	Technical Services	Getz, Christopher	5/20/2020	1
John	Hannon	Albany	McCormick, Ryan	5/26/2020	5
Julie	Schmitz	Human Resources	Pundsack, Karen	5/26/2020	5
Libby	Johnson	Rockford	Eskritt, Julie	6/4/2020	1
Tera	Fogal	Clearwater/Foley	Kuelbs, Shelly	6/8/2020	5
Katilynne	Jarmon	Rockford	Eskritt, Julie	6/17/2020	1
Jason	Dullinger	St. Cloud - Custodial	Vig, Neil	6/19/2020	3
Connie	Meagher	St. Cloud - Circulation	Blotkamp, Eric	6/19/2020	3
Mary	Cornelius	Becker/Big Lake	Burkhardt, Jeannette	6/22/2020	5
Diane	Hesselroth	Sauk Centre	George, Marisa	6/22/2020	5
Patty	Rud	Cokato/Howard Lake	Koivisto, Sara	6/22/2020	5



**HR Annual Statistics**

Year	Turnover	Separations	Avg Employees	New Hires	Promo/Transfers	Applications	Interviews
2004	10.13%	23	227	48	na	440	103
2005	16.59%	37	223	60	na	1029	211
2006	12.55%	29	231	50	na	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27	8	935	154
2010	17.24%	45	261	41	16	1090	190
2011	15.27%	40	262	42	7	937	255
2012	15.66%	44	281	41	9	769	266
2013	23.83%	61	256	27	22	**	273
2014	12.86%	34	264	41	15	360*	85*
2015	13.66%	37	271	38	13	558	212
2016	18.33%	50	273	46	14	569	207
2017	18.06%	50	277	52	8	542	212
2018	14.51%	40	276	41	6	481	178
2019	16.50%	45	273	40	8	484	178

\*2014 Applications and Interviews are calculated from April 1 - December 31, 2014 with the implementation of ADP Applicant Tracking Module.

\*\*2013 - 14 open positions were carried over and filled in 2014. 2013 numbers are estimates due to HRMS software conversion.

2014-2019 Numbers recalculated to remove temporary employees from hires and separations.







## St. Cloud Public Library Lease

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☒ Discussion

☐ Approve/Accept

### RECOMMENDATION

At the May 12, 2020, Finance Committee meeting, members requested a review of the current St. Cloud Public Library lease.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Lease Agreement St. Cloud Public Library and Great River Regional Library

At the July 16, 2019, GRRL Board meeting, discussion of the lease proposal from the City of St. Cloud was tabled. The proposal had areas of concern regarding the City of St. Cloud's Maintenance of Effort requirements, increased overhead costs, and the requirement of GRRL to take on AMHS maintenance and ownership.

GRRL emailed the City with these concerns in August 2019. This information was again sent in November 2019. We have not received a new proposal from the City of St. Cloud to date.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ Unknown      Funding Source: GRRL Operating Budget      Budgeted: ☐ Yes ☐ No

### ACTION

☐ Passed

☐ Failed

☐ Tabled



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

This Lease Agreement, entered into between the City of St. Cloud, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter called "Lessor" and the Great River Regional Library, hereinafter called "Lessee."

1.     **Description of Leased Premises.** The Lessor does hereby lease to the Lessee, 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.

2.     **Use of Leased Premises.** The Lessor shall use the 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 A, 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.     The Lessee shall be responsible for the entire operation of the library and for conducting its use in accordance with this lease.

F.     The public to be served by the Lessee on the premises shall be all persons entitled to the services of the Great River Regional Library as residents of the geographical territory served by the Regional Library.

G.     The Lessee 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.

3. **Term of Lease.** The initial term of this lease shall commence at 12:01 a.m. on the first day following the day occupancy is tendered to the Lessee by the Lessor in writing, and expire at 11:59 p.m. on December 31, 2009. This lease will automatically renew for a maximum of five additional one year terms unless either party gives written notice to the other, 90 days prior to the expiration of any term, of its intention to terminate the lease. The existing lease agreement between the parties regarding the premises located at 405 W. St. Germain shall expire at 12:00 a.m. on the 14<sup>th</sup> day after Lessee is tendered occupancy of the new premises.

Any holding over by the Lessee on the expiration of the term of this lease shall not be construed as a renewal thereof, shall constitute only a tenancy on a month to month basis.

4. **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.

5. **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 total cost of performing cleaning functions will be 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, 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 20% 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 effected 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.

6. **Building Expenses.** The Lessor shall repair and maintain the structural portions of the building, including the plumbing, air conditioning, heating and electrical systems, unless such maintenance and repairs are caused in part or in whole by the act, neglect, fault, or omission of any duty by the Lessee, its agents, employees, or invitees, in which case the Lessee shall pay to the Lessor the reasonable costs of such maintenance and repairs. The Lessor shall not be liable for any failure to make any such repairs or to perform any maintenance unless such failure shall persist for an unreasonable time after written notice of the need of such repairs or maintenance is given to the Lessor by the Lessee. There shall be no abatement of consideration and no liability of the Lessor by reason of any injury to or interference with the Lessee arising from the making of any repairs, alterations, or improvements in or to any portion of the building or the premises or to fixtures and equipment therein. The Lessee waives the right to make repairs at the Lessor's expense under any law or statute now or hereafter in effect.

7. **Compliance with Law.** The Lessee 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 Lessee 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 Lessee's improvements or acts. Judgment of any court of competent jurisdiction or the admission by the Lessee in any action against the Lessee, whether the Lessor is a party thereto or not, that the Lessee has violation any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the Lessor and Lessee.

8. **Obligations and Privileges.**

A. **Assignment and Subletting.** The Lessee agrees that it will not assign this lease, or sublet the leased premises or any part thereof, without the prior written consent of the Lessor.

B. **Lessee's Personal Property.** The Lessee shall obtain prior written approval of the Lessor before installation of any equipment requiring new electrical or plumbing connections or changes to those present on the leased premises as of the date of the occupancy under the terms of this lease. Any changes to electrical or plumbing connections required by the installation of such equipment shall be at the Lessee's expense.

C. **Removal of Fixtures and Other Personal Property.** Upon the termination of this lease, the Lessee may remove any fixtures owned by them and placed upon the leased premises by them other than fixtures installed to replace those presently on the premises, provided, however, that it shall leave the premises in the same condition and repair and as tenantable as they were at the making of this agreement and prior to the addition of such fixtures.

D. **Snow.** Lessor agrees to remove all accumulated snow from sidewalk areas adjacent to the building within 24 hours of the snowfall. Lessor will utilize ice control measures when appropriate.

E. **Exterior Maintenance.** Lessor will be solely responsible for the exterior maintenance of the building including, but not limited to, window washing, landscape and lawn upkeep, and cleaning of the grounds.

F. **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 \$17,500 for the use of the parking spaces during this initial lease term of approximately 15 months. Consideration for parking will be \$14,420 during the next 12 month term of this lease and will be increased by 3% for each annual renewal of the lease. 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.

9. **Rights of Inspection.** The Lessor reserves the right to inspect the leased premises at any reasonable time and interval for any purpose consistent with the rights as Lessor. In addition, the Lessee shall permit inspection by employees of the Lessor consistent with inspections necessary for the licensing or permitting or any activities by the Lessee.

10. **Data Practices.** All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Lessee 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.

11. **Insurance.** Lessee shall obtain liability coverage for both personal injury and property damage. The Lessor shall be named as an additional covered party under the coverage for the service provided under the agreement. The Lessee 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 Lessor.

Limits for Lessee's liability coverage shall be in minimum amounts which are at least equivalent to the Lessor's tort liability limits set forth in Minnesota Statutes Chapter 466. All coverage shall be on an "occurrence basis."

Lessee 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.

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

13. **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 Lessor. 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 Lessor's employees shall accrue to Lessee or their employees who perform services during the term of this lease.

14. **Non-Discrimination.** During the performance of this agreement, Lessee agrees to the following:

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.

15. **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.

Any material alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing as an amendment hereto and signed by both parties.

**16. General Provisions.**

A. **Waiver of Subrogation.** Each of the parties hereby waive and relinquishes any and all rights which it may have against the other party on account of any claims or damages resulting from lost property owned by it, caused by the alleged negligence of the other party or its employees or persons under the described premises by permission of such other party, whether or not the property of such other party is insured against loss in the amount of its full insurable value.

Each of the parties hereto will use good faith efforts to procure from the carrier of insurance on its property an endorsement on all its policies of insurance carried by it, substantially in the following language.

It is stipulated that this insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any party for loss occurring to the property described herein or affected thereby.

B. **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. In the event that the Lessee is in default, the Lessor may with or without the service of notice, declare the lease to be void and re-enter the premises to expel the Lessee, using such force as may be necessary, without prejudice to any other remedies which the Lessor may have under law.

C. **Conditions of Premises.** The Lessee 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.

D. **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.

E. **Notice.** Notices required or advisable under the terms of this agreement shall be communicated in writing by the personal delivery or certified mail to the following representatives of the parties hereto:

Lessor

City Clerk  
St. Cloud City Hall  
400 2nd Street South



St. Cloud, MN 56301

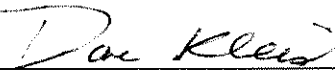
Lessee

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

F. **Applicable Law.** This lease shall be governed by and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SET THEIR  
HANDS THIS 8<sup>th</sup> DAY OF September.

CITY OF ST. CLOUD  
LIBRARY

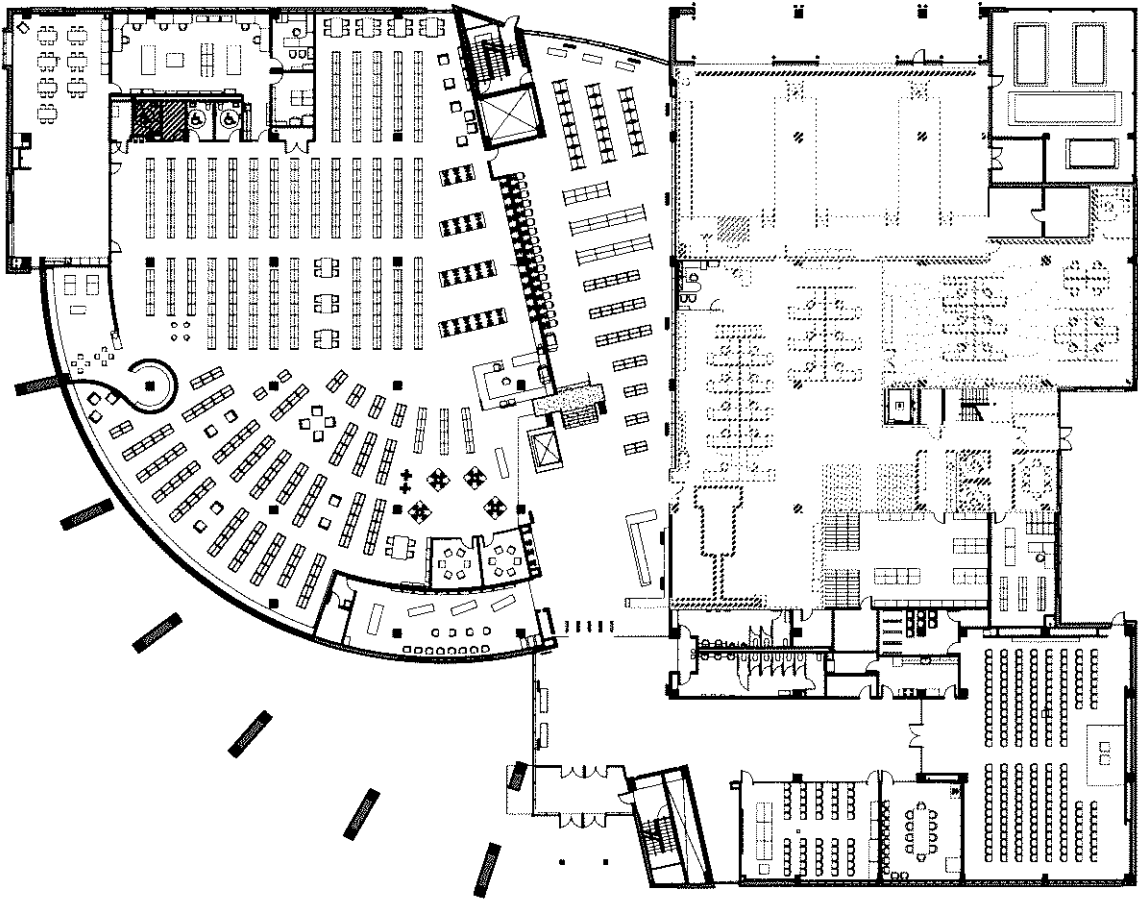
By:   
Its Mayor

By:   
Its City Clerk

GREAT RIVER REGIONAL

By:   
Its President, Board of Trustees





**LEVEL 1**

GRRL usable area	2,604 sf
GRRL/SCPL shared space	9,987 sf

**MS&R**

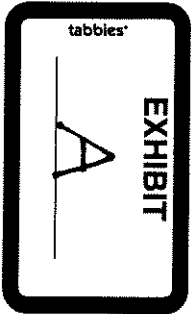
Meyer, Scherer & Rockcastle, Ltd.  
Architecture & Interior Design  
710 South 2nd Street, 7th Floor  
Minneapolis, MN 55401

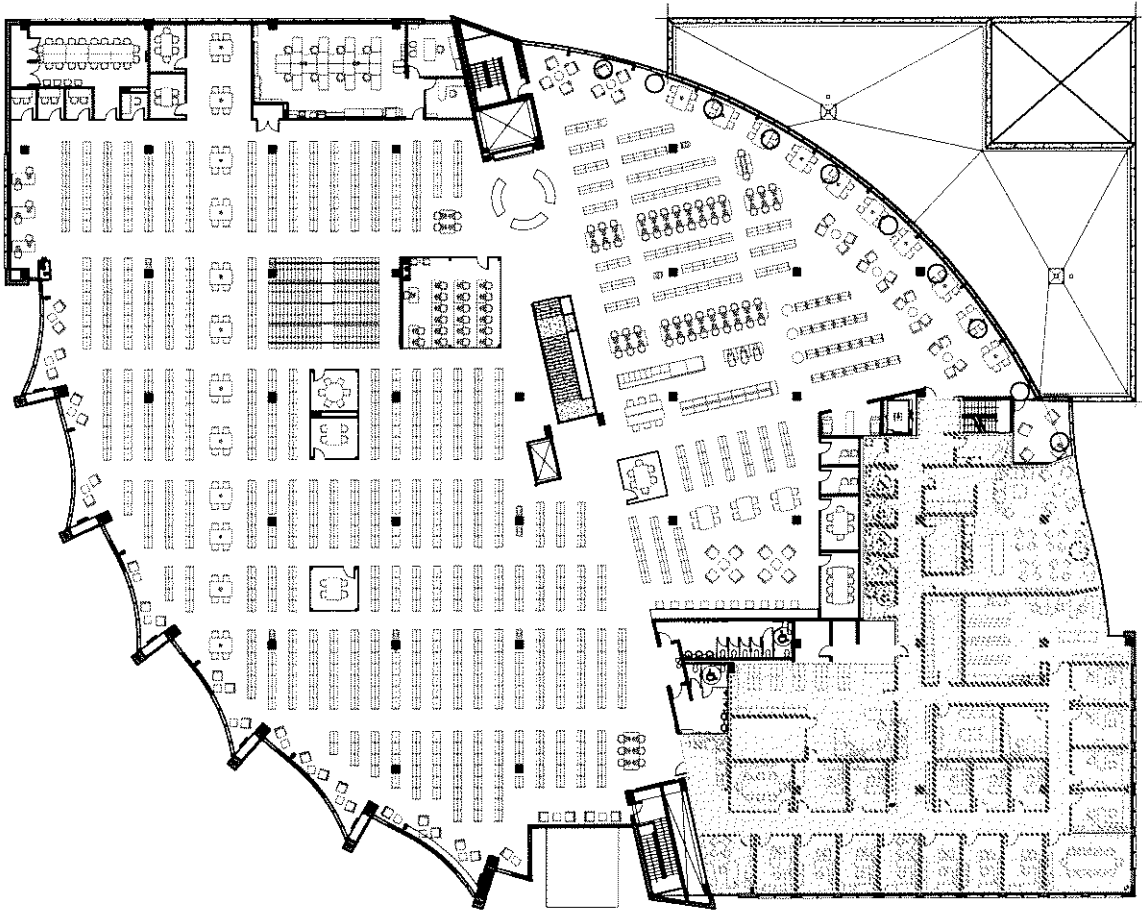
phone 612.376.0116  
fax 612.342.2116  
web www.msrhl.com



**SAINT CLOUD PUBLIC LIBRARY**  
1300 WEST ST. GERMAIN  
SAINT CLOUD, MINNESOTA 56301

PROJECT NO: MS&R-2005054 / GLTA - 0550  
DATE: 08/19/08





**LEVEL 2**



GRRL usable area	10,486 sf
GRRL/SCPL shared space	0 sf

**MS&R**

Meyer, Scherer & Rockcastle, Ltd.  
Architecture & Interior Design  
710 South 2nd Street, 7th Floor  
Minneapolis, MN 55401

phone 612.374.0336  
fax 612.342.2216  
web www.msrltd.com



**SAINT CLOUD PUBLIC LIBRARY**  
1300 WEST ST. GERMAIN  
SAINT CLOUD, MINNESOTA 56301

PROJECT NO: MS&R-2005054 / GLTA - 0550  
DATE: 06/07/07



## ***2021 Annual Preliminary Budget***

***Great River Regional Library Board of Trustees***

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

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

<b>Operating Expenditure Budget</b>				
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
<b>Operating Expenditure Total</b>	<b>\$ 8,820,886.15</b>	<b>\$ 8,962,601.43</b>	<b>\$ 9,428,101.00</b>	<b>\$ 9,531,802.00</b>
	Dollar Change	\$ 141,715.28	\$ 465,499.57	\$ 103,701.00
	Percent Change	1.61%	5.19%	1.10%

<b>Capital Revenue Budget</b>				
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%

<b>Capital Expenditure Budget</b>				
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 Preliminary Budget**

<b>Operating Revenue Budget</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
<u>County</u>					
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
<b>Subtotal - Signatory</b>	<b>\$ 7,151,809.00</b>	<b>\$ 7,126,916.00</b>	<b>\$ 7,130,201.00</b>	<b>\$ (54,399.00)</b>	<b>\$ 7,075,802.00</b>
	<b>Dollar Change</b>	<b>\$ (24,893.00)</b>	<b>\$ 3,285.00</b>		<b>\$ (54,399.00)</b>
	<b>Percent Change</b>	<b>-0.35%</b>	<b>0.05%</b>		<b>-0.76%</b>

<b>Non-Signatory</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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)	-
<b>Sub Total - Non Signatory</b>	<b>\$ 2,226,060.97</b>	<b>\$ 2,240,378.36</b>	<b>\$ 2,297,900.00</b>	<b>\$ 158,108.45</b>	<b>\$ 2,456,000.00</b>
	<b>Dollar Change</b>	<b>\$ 14,317.39</b>	<b>\$ 57,521.64</b>		<b>\$ 158,100.00</b>
	<b>Percent Change</b>	<b>0.64%</b>	<b>2.57%</b>		<b>6.88%</b>

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

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

<b>Capital Revenue Budget</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
<b>County</b>					
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
<b>Capital Revenue Total</b>	<b>\$ 96,712.00</b>	<b>\$ 96,373.00</b>	<b>\$ 96,415.00</b>	<b>\$ (735.00)</b>	<b>\$ 95,680.00</b>
	<b>Dollar Change</b>	<b>\$ (339.00)</b>	<b>\$ 42.00</b>		<b>\$ (735.00)</b>
	<b>Percent Change</b>	<b>-0.35%</b>	<b>0.04%</b>		<b>-0.76%</b>

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



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

**Operating Expenditure Budget**

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

<b>4200 Services and Contracts</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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
<b>Total Services &amp; Contracts</b>	<b>\$ 510,290.80</b>	<b>\$ 501,199.08</b>	<b>\$ 532,351.00</b>	<b>\$ 18,936.00</b>	<b>\$ 551,287.00</b>
				Dollar Change	\$ 18,936.00
				Percent Change	3.56%

**Operating Expenditure Budget**

<b>4300 Commodities</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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
<b>Total Commodities</b>	<b>\$ 87,766.21</b>	<b>\$ 80,768.02</b>	<b>\$ 89,945.00</b>	<b>\$ (5,705.00)</b>	<b>\$ 84,240.00</b>
				Dollar Change	\$ (5,705.00)
				Percent Change	-6.34%

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

<b>4400 Vehicle</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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
<b>Total Vehicle</b>	<b>\$ 65,878.06</b>	<b>\$ 73,035.73</b>	<b>\$ 59,550.00</b>	<b>\$ (11,400.00)</b>	<b>\$ 48,150.00</b>
				<b>Dollar Change</b>	<b>\$ (11,400.00)</b>
				<b>Percent Change</b>	<b>-19.14%</b>

<b>4500 Library Materials</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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
<b>Total Library Materials</b>	<b>\$ 917,480.77</b>	<b>\$ 948,018.19</b>	<b>\$ 953,420.00</b>	<b>\$ 2,500.00</b>	<b>\$ 955,920.00</b>
				<b>Dollar Change</b>	<b>\$ 2,500.00</b>
				<b>Percent Change</b>	<b>0.26%</b>

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
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
<b>Total Equipment</b>	<b>\$ 12,694.47</b>	<b>\$ 3,426.23</b>	<b>\$ 8,200.00</b>	<b>\$ -</b>	<b>\$ 8,200.00</b>
				<b>Dollar Change</b>	<b>\$ -</b>
				<b>Percent Change</b>	<b>0.00%</b>

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

<b>Operating Expenditure Budget</b>					
	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
<b>4800 Automation</b>					
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
<b>Total Automation</b>	<b>\$ 342,479.98</b>	<b>\$ 341,071.49</b>	<b>\$ 281,335.00</b>	<b>\$ 6,020.00</b>	<b>\$ 287,355.00</b>
			<b>Dollar Change</b>		<b>\$ 6,020.00</b>
			<b>Percent Change</b>		<b>2.14%</b>
<b>Total Operating Expenditure Budget</b>	<b>\$ 8,820,886.15</b>	<b>\$ 8,962,601.43</b>	<b>\$ 9,428,101.00</b>	<b>\$ 103,701.00</b>	<b>\$ 9,531,802.00</b>
			<b>Dollar Change</b>		<b>\$ 103,701.00</b>
			<b>Percent Change</b>		<b>1.10%</b>
			<b>Revenue Budget</b>		<b>\$ 9,531,802.00</b>
			<b>Expenditure Budget</b>		<b>\$ 9,531,802.00</b>
			<b>Balanced</b>		<b>\$ -</b>
<b>Capital Expenditure Budget</b>					
	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Change +/-</b>	<b>2021 Annual Preliminary Budget</b>
<b>5000 Capital</b>					
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
<b>Total Capital</b>	<b>\$ 59,709.75</b>	<b>\$ 55,138.22</b>	<b>\$ 96,415.00</b>	<b>\$ (735.00)</b>	<b>\$ 95,680.00</b>
			<b>Dollar Change</b>		<b>\$ (735.00)</b>
			<b>Percent Change</b>		<b>-0.76%</b>
<b>Total Operating &amp; Capital Expenditure Budget</b>	<b>\$ 8,880,595.90</b>	<b>\$ 9,017,739.65</b>	<b>\$ 9,524,516.00</b>	<b>\$ 102,966.00</b>	<b>\$ 9,627,482.00</b>
			<b>Dollar Change</b>		<b>\$ 102,966.00</b>
			<b>Percent Change</b>		<b>1.08%</b>
			<b>Revenue Budget</b>		<b>\$ 9,627,482.00</b>
			<b>Balanced</b>		<b>\$ -</b>

**Great River Regional Library  
2021 Annual Preliminary 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	Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	
	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	Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	
	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%