



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

**Board of Trustees Meeting**  
**Tuesday, September 15, 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/86381060674?pwd=Um0zVEJhNmV5eGlSejVtaFVsaWFJdz09> Passcode: 063898 or US: +1 312 626 6799, Webinar ID: 863 8106 0674.*

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.

- |   |      |
|---|------|
| <b>1. Call to Order</b>   | 6:00 |
| <b>2. Adoption/Amendment of Agenda</b>  | 6:01 |
| <b>3. Approval of Minutes</b>   | 6:02 |
| 3.1 July 21, 2020, Board Meeting (Requested Action – Approve)                                   |      |
| 3.2 August 18, 2020, Special Session (Requested Action – Approve)                               |      |
| <b>4. Public Open Forum</b>   | 6:04 |
| <b>5. Financials</b>  | 6:06 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)                         |      |
| 5.2 Financial Reports (emailed) (Requested Action – Accept)                                     |      |
| 5.3 Financial Designations Update (Requested Action – Approve)                                  |      |
| <b>6. Consent Agenda</b>  | 6:10 |
| 6.1 Regional Library Basic System Support FY2020 Report of Results (Requested Action – Approve) |      |
| 6.2 Regional Library Telecommunications Aid FY2020 Final Report (Requested Action – Approve)    |      |
| 6.3 Regional Library Telecommunications Aid FY2021 Application (Requested Action – Approve)     |      |
| 6.4 Other   |      |
| <b>7. Communications</b>  | 6:12 |
| 7.1 AmeriCorps Vista Summer Reads 2020 Impact Report  |      |
| 7.2 MLA Legislative Update  |      |
| 7.3 Other   |      |
| <b>8. Presentations</b>   | 6:15 |
| 8.1 Other   |      |
| <b>9. Staff Reports</b>   | 6:15 |
| 9.1 Executive Director’s Report   |      |
| 9.2 Management Reports  |      |
| 9.3 Building Reports  |      |

9.4 Summer Reading Program Statistics	
9.5 Other	
<b>10. Committee Reports</b>	6:25
10.1 Personnel Committee (verbal) (Requested Action – Approve)	
10.2 Central Minnesota Libraries Exchange Board (verbal)	
10.3 DEI Toolkit Committee (verbal)	
<b>11. Unfinished Business</b>	6:40
11.1 2021-2025 Strategic Plan Timeline Update (Requested Action - Approve)	
11.2 St. Cloud Library Lease Proposal (Requested Action - Approve)	
11.3 Other	
<b>12. New Business</b>	6:55
12.1 Executive Director Annual Evaluation Form Distribution (verbal)	
12.2 Other	
<b>13. Board Open Forum</b>	7:00
<b>14. Next Meeting</b> – October 20, 2020, Finance Committee	7:04
November 17, 2020 Board of Trustees	
<b>15. Adjournment</b>	7:05

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

A regular session of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, July 21, 2020, at 6:03 p.m. via Zoom webinar.

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

**Members Present:**

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

**Members Excused:**

**GRRL Staff Present:**

Aron Murphy  
Karen Pundsack  
Jay Roos  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Lisa Fobbe requested the addition of item 3.3 Executive Committee minutes from July 15. Michael Potter made a motion to adopt the agenda as amended. Seconded by Wayne Bauernschmitt, the motion carried unanimously by roll call vote.

**APPROVAL OF MINUTES**

Ed Popp made a motion to approve the May 19, 2020, Board and Personnel Committee minutes and the July 15, 2020, Executive Committee minutes as presented. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

**PUBLIC OPEN FORUM**

There were no speakers for the Public Open Forum.

**FINANCIALS**

**Bills**

**Financial Reports**

Mary Eberley made a motion to approve the June and July bills and July bills addendum and accept the May and June financial reports as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

**CONSENT AGENDA****Arts & Cultural Heritage Fund FY2021 Application****GRRL Board 2021 Meeting/Work Session Schedule**

Randy Winscher made a motion to approve the Arts & Cultural Heritage Fund FY2021 Application and GRRL Board 2021 meeting/work session schedule as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

**COMMUNICATIONS**

Lisa Fobbe acknowledged that Board members received two email communications Monday evening. One was from AFSCME Local 1345 employees of Great River Regional Library about a potential joint statement opposing police brutality and systemic racism and in support of diversity, equity, and inclusion. The second was from a staff member regarding masks.

Leigh Lenzmeier made a motion to discuss these topics in more detail at the August work session. Seconded by Ed Popp, the motion carried by roll call vote with Zurya Anjum and Karlyn Forner opposed.

**PRESENTATIONS**

There were no presentations.

**STAFF REPORTS****Executive Director's Report****Management Reports Including Strategic Plan Progress****Building Reports****Second Quarter Cumulative Statistics****Human Resources Reports**

Executive Director Karen Pundsack added the following to the staff reports:

- GRRL subscribed to the Diversity, Equity and Inclusion toolkit from the Charities Review Council. She asked that a Board member participate in the 3-year project as an executive advocate. Several board members expressed interest and requested more information about project involvement. Karen will meet with them over the next couple of weeks.
- The Board was encouraged to read "A Good Time for the Truth" as part of the One Book One Minnesota statewide book club.
- We received notice that GRRL will receive approximately 14 percent less Legacy funding during the next fiscal year. This should not greatly impact our service level in the short-term.
- Patron Services Supervisor Rachel Thomas has accepted a position in Duluth. She will be missed!

**COMMITTEE REPORTS****Finance Committee***Second Quarter Financial Report**GRRL 2021 Budget Proposal & Discussion*

Ed Popp reported the Finance Committee reviewed and approved the second quarter financial report and GRRL 2021 Budget proposal. He informed the Board there were no changes between the preliminary 2021 Budget presented in May and this proposal.

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

Dave Kircher and Jeff Bertram left meeting at 6:48 p.m.

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

Jayne Dietz reported on the following from the June CMLE Board meeting:

- CMLE staff members continue to work from home.

- The 2021 budget was approved.
- Virtual reality kits have been returned and are being prepared for the next school year.
- CMLE is in the process of providing mini grants rather than scholarships.
- There are no new podcasts at this time; past ones are being replayed.
- The Board is looking for new members.

#### **UNFINISHED BUSINESS**

##### **GRRL 2021 Budget Proposal & Discussion**

The proposed GRRL 2021 Budget reflects a slight reduction to our counties, and there were no changes from the preliminary budget presented in May. Ed Popp made a motion to approve the GRRL 2021 Budget as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

##### **Sartell Alternative Library Services Agreement Amendment**

Mary Eberley made a motion to approve the presented amendment, which extends the Sartell Alternative Library Services Agreement through 2021. Seconded by George Fiedler, the motion carried unanimously by roll call vote. The amendment was approved by the Sartell City Council in early June.

##### **St. Cloud Library Lease Proposal**

The most recent St. Cloud Library Lease proposal from the City of St. Cloud was reviewed. Executive Director Karen Pundsack summarized concerns and informed the Board that GRRL moved forward to upgrade the automated materials handling system. Following brief discussion, Ed Popp and Randy Winscher were appointed to work with Karen on the St. Cloud Library Lease with the City of St. Cloud.

#### **NEW BUSINESS**

##### **Central Minnesota Libraries Exchange Board Appointments**

Mary Eberley made a motion to appoint Ed Popp and reappoint Leigh Lenzmeier and herself to the CMLE Board through June 2022. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

#### **BOARD OPEN FORUM**

Comments from Board members included:

- thoughts on a diversity, equity and inclusion statement;
- appreciation for the ability to see everyone;
- looking forward to the August work session and views on the topics to be discussed;
- thanks for the GRRL masks, thoughts and discussion this evening, work by Karen and GRRL staff;
- offers to use county board rooms should the work session not be feasible at the St. Cloud Library.

#### **NEXT MEETINGS**

The next Great River Regional Library Board meetings will be:

Tuesday, August 18, 2020 – Board of Trustees Work Session

Tuesday, September 15, 2020 – Finance Committee

Personnel Committee

Board of Trustees

#### **ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 7:24 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  
August 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, August 18, 2020, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

*Due to the COVID-19 pandemic and need to practice social separation, meeting room occupancy was limited in accordance with MDH and CDC guidelines. Total attendance was limited to available seating, and all persons were expected to maintain a social separation of six (6) feet while attending. Face coverings were required per statewide Executive Order 20-81. This meeting was recorded and posted on the GRRL Board public webpage, <https://griver.org/board-of-trustees>.*

Members Present:

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

Members Excused:

Mary Eberley  
Jacey Wallace

GRRL Staff Present:

Karen Pundsack  
Julie Schmitz  
Patricia Waletzko

**Diversity, Equity & Inclusion Statement Discussion**

Lisa Fobbe thanked everyone for coming to determine whether it is appropriate for the Great River Regional Library Board to make a formal statement about diversity, equity and inclusion as requested in the July email from AFSCME Local 1345. She acknowledged that at times conversations are difficult and uncomfortable, and all attending come from different places and experiences.

Executive Director Karen Pundsack commented about the shared love of the library and that it has been recognized as a place for equity and inclusion. She projected and reviewed the GRRL Vision, Mission, Core Values, and 2016-2020 Strategic Plan priorities.

Work has begun with the Charities Review Council's Diversity, Equity & Inclusion (DEI) toolkit. Board members Zurya Anjum and Karlyn Forner have agreed to work on the project. Staff members on the team will be Collection Development Librarian Amy Schrank and Patron Services Supervisor Ryan McCormick. The hope is to incorporate toolkit results in GRRL's next strategic plan.

An internal staff group that will work on additional diversity, equity and inclusion action steps met for the first time yesterday.

In January, over 40 GRRL staff members who have attended DEI training met to brainstorm about how to move the topic forward and provide access to the greatest number of people. The Leadership Support Team reviewed their suggestions in early March. Action steps from these meetings include a completed diversity audit of the GRRL collection and best practices for community outreach keeping in mind what works varies across the region. Also being considered are adding multi-language resources and forms as well as training staff to deliver diverse topics in displays and programs.

Board members shared concerns and their struggle with making a formal statement about diversity, equity, inclusion, and police brutality. Some were opposed, and others questioned the appropriate role of the Board. During discussion, some members asked for clarification and others provided examples to better understand topics.

Many Board members agreed GRRL's Core Values represent what GRRL stands for and are inclusive enough to address questions about topic position. There was strong encouragement for the Board to reaffirm GRRL's values as a commitment to staff and the community. Importance was placed on the challenge to always do better and show the true belief that the library is where all are welcome.

Board members emphasized the need to be familiar with GRRL's Core Values and organizational priorities. All were reminded that actions speak louder than words. Additional comments included having a more diverse staff to represent the community, continuing appropriate annual staff training, and information on local resources available to citizens.

Over the course of the meeting, all Board members participated in the discussion. Jeff Bertram made a motion to not make a specific statement about the topics, but to reaffirm the GRRL Core Values for staff and the public (included below). Dave Kircher seconded the motion.

Staff was directed to post the Core Values in all branches and on the public website. The posting is to be in multiple languages according to those most popular in each county. Upon roll call vote, the motion was approved unanimously.

Thanks and appreciation were expressed for work done by Karen and Karlyn on the Board packet information, direction provided by the Board, shared ideas and perspectives, and the presence of everyone for the difficult conversation.

**Core Values:** Great River Regional Library is a **PATRON CENTERED** organization, and we express this commitment through three **Core Values**:

#### **EXCEPTIONAL SERVICE**

- We are an ***empowered, knowledgeable staff.***
- We speak and act with ***honesty*** and ***integrity.***
- We operate with ***respect for all***, and ***appreciate our opportunity to serve.***
- We provide ***free and equal access to information.***

#### **FORWARD THINKING**

- We ***challenge ourselves*** to always do better.
- We explore ***innovation and new ideas.***
- We are ***responsive*** to a changing world, and will ***build on past success.***
- We promote ***lifelong learning.***
- We ***anticipate future service needs.***



#### COMMUNITY FOCUS

- We build ***trust*** with one another, and operate as a ***team***.
- We ***communicate*** openly.
- We ***create partnerships*** throughout the communities that we serve, to ***promote our libraries and services***.
- We are ***inclusive***, and ***embrace diversity***.

#### NEXT MEETINGS

The next Great River Regional Library Board meetings will be Tuesday, September 15, 2020:

Finance Committee

Personnel Committee

Board of Trustees

#### ADJOURNMENT

Lisa Fobbe adjourned the meeting at 7:27 p.m.

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Lisa A. Fobbe, President

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Michael Potter, Secretary





## Financial Designations Update

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

### RECOMMENDATION

Approve the updated designation of library fund custodial duties and signer designations as detailed in the attached document.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Statement of GRRL's Updated Financial Designations

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled



**Great River Regional Library  
Financial Designations  
September 2020**

**a. Designation of Accounting Coordinator as Custodian of Library Funds**

The Service Agreement, in Section 4.1 states the following:

The treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The treasurer shall be the custodian of all bonds belonging to the Library.

The Board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursement, and preparing financial statements.

The Accounting Coordinator is defined as the GRRL Finance Manager in the job description.

**b. Designation of Signers on Bank Accounts**

Karen Pundsack, Executive Director; Lisa Fobbe, President of the Great River Regional Library Board; and Linda Treb, Accounting Coordinator, are designated as signers on the main checking, petty cash, savings, bank, and investment accounts.

Karen Pundsack, Executive Director; Lisa Fobbe, President of the Great River Regional Library Board; Linda Treb, Accounting Coordinator; Julie Schmitz, Associate Director – Human Resources; and Brenda Olinger, Payroll & Benefit Coordinator are designated as signers on the payroll account.

Designation of these employees as signers by the Board is required. This allows them to make deposits and transfer funds between accounts.

**c. Designation of Signers on Payroll and Expense Checks**

Karen Pundsack, Executive Director; Lisa Fobbe, President of the Great River Regional Library Board; and Linda Treb, Accounting Coordinator, need to be designated as the signers on the checks for the main checking and petty cash expense accounts.

Karen Pundsack, Executive Director; Lisa Fobbe, President of the Great River Regional Library Board; Linda Treb, Accounting Coordinator; Julie Schmitz, Associate Director – Human Resources; and Brenda Olinger, Payroll & Benefit Coordinator need to be designated as signers on the checks for the payroll accounts.

Designation of these employees as signers by the Board is required.





## **REGIONAL LIBRARY BASIC SYSTEM SUPPORT REPORT OF RESULTS AND EXPENDITURES FY 2020 (July 1, 2019 - June 30, 2020)**

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

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

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

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 496,477

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

Signature:

Name: Lisa A. Fobbe  
Chair, Governing Board  
Date: September 15, 2020

Signature:

Name: Karen Pundsack  
Regional Public Library System Administrator  
Date: September 15, 2020

Please email one PDF copy of the signed original report to Hannah Buckland at [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us) by Thursday, October 1, 2020.

## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY2020 results:

2020 Qtr 2	
<b>Online Catalog Requests</b> Number of items requested online	270,332
<b>Chat Reference Sessions</b> Number of questions answered through chat	432
<b>Digital Library Checkouts</b> Number of e-books and e-audiobooks borrowed	127,285
<b>Website Usage (sessions)</b> Number of unique sessions taking place	554,157
<b>Book-a-Librarian reference sessions</b> Number of questions answered through scheduled in-person appointments	17

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY2020, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program:**

- Please describe what you did through this program: **Resource sharing throughout the six-county region**
- What was the goal of your program? Goal of delivering available requested items within the region within a 2- to 3-day turnaround period. Estimated 590,000 items delivered.
- Who was served by this program? Delivery between 32 libraries that will serve an estimated 190,000 borrowers in the region.



- How did this program contribute to your organization's mission and strategic plan goals? GRRL Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 2: Library users will have materials available through regional lending and interlibrary loan services.

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

Name of measure	FY2019 data	FY2020 data
Online Catalog Requests (through Q2)	357,954	270,332

Briefly highlight the programs/services/activities that took place during FY2020, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program:**

- Please describe what you did through this program: **Provide an enhanced ebook and database collection**
- What was the goal of your program? The GRRL Digital Library will provide electronic materials to users throughout the region. Goal of providing access through the checkout of at least 226,800 items for 38,000 unique users.
- Who was served by this program? Provide access to enhanced database collection with the goal to increase usage by 1 percent for each GRRL-provided database.
- How did this program contribute to your organization's mission and strategic plan goals? GRRL Service Priority Lifelong Learning Goal 1: Library users will have the resources and services they need to identify, locate and evaluate information. They will find pleasurable reading, viewing, and listening experiences in pursuit of lifelong learning at all libraries. Objective 3: Library users will find an up-to-date and relevant ebook, audiobook and database collection available through the library website.

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

Name of measure	FY2019 data	FY2020 data
Digital Library usage (through Q2)	107,889	127,285

**Description of Program:**

- Please describe what you did through this program: **Provide a unified integrated library system experience for GRRL users**
- What was the goal of your program? Goal of providing access to at least 580,000 requested items through the online catalog and website usage to reach at least 1,351,500 sessions annually.
- Who was served by this program? The library website and catalog will provide remote access to library services to users throughout the region.
- How did this program contribute to your organization's mission and strategic plan goals? GRRL Service Priority Access Goal 2: Residents will access library services through a unified and user-friendly online library experience that provide relevant information for making decisions and exploring topics of personal interest. Objective 1: A plan to enhance library website access to mobile devices and improve user experience will be created and implemented and Objective 3: A solution to improve catalog search functionality will be implemented.

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

Name of measure	FY2019 data	FY2020 data
Website usage (sessions) through Q2	649,516	554,157

Briefly highlight the programs/services/activities that took place during FY2019, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program:**

- Please describe what you did through this program: **Enhance communication among staff around the region and provide professional development opportunities.**
- What was the goal of your program? Goal of training all new employees in the region, an estimated 51 annually.
- Who was served by this program? All new library staff will participate in a track-based training program that will increase their knowledge regarding effective, courteous, and efficient library service.
- How did this program contribute to your organization's mission and strategic plan goals? GRRL Operational Priority Exceptional Service
  - Goal 1: Library users will encounter well-trained, engaged and empowered team members at all libraries to meet their current and future information needs. Objective 1: All new library staff will participate in a competency-based training program which will instill an understanding of GRRL Core Values and increase their knowledge regarding effective, courteous, and efficient library service and

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

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

Name of measure	FY2019 data	FY2020 data
All Staff Day attendees	246	0 – cancelled due to COVID-19
Organizational Orientation attendees (through Q2)	17	0 – postponed due to COVID-19
Shadow Day attendees (through Q2)	10	5 – most sessions postponed due to COVID-19

Briefly highlight the programs/services/activities that took place during FY2019, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program:**

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

Name of measure	FY2019 data	FY2020 data
Chat reference sessions (Q1 & Q2)	573	432
Book-a-Librarian reference sessions (Q1 & Q2)	34	18

Briefly highlight the programs/services/activities that took place during FY2019, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

## Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY2020 state aid application: N/A

<b>Regional Library System Name: Great River Regional Library</b>	
<b>State Fiscal Year 2020</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$1,587,563
Benefits	
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel</b>	<b>\$1,587,563</b>
<b>Total FTE Supported</b>	<b>37.74</b>
<b>Operating Expenses</b>	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	
<b>Total State Aid Expenditures</b>	<b>\$1,587,563</b>





## Regional Library Telecommunications Aid Program FY 2020 (July 1, 2019 – June 30, 2020) Final Report Signature Page

A complete final report for the FY 2020 RLTA program includes a signature page, spreadsheet, and documentation of actual costs. Acceptable documentation includes:

Category One Costs (please choose one):

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

Category Two Costs:

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

Participation Costs:

- Vendor invoices

Please contact [Hannah Buckland](#) if you have questions about documentation or any other part of the report.

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

Regional Public Library System Name: [Great River Regional Library](#)

Signature:

Name: Lisa A. Fobbe

Chair, System Governing Board

Date: [9/15/2020](#)

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

Date: [9/15/2020](#)

Please email your report to [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us) by 5:00 PM on Friday, September 11, 2020.





	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Regional Public Library System: Great River Regional Library													
2						Actual Costs State FY 2020								
3		Hours Open to the Public	E Rate Year 2019 Discount %	Bandwidth Available 7/1/2019	Bandwidth Available 6/30/2020	Total Actual Costs- Category One	Total E-rate Reimburse- ment for Category One	RLTA for Category One	Participation Fees	Total Actual Costs- Category Two	Total E-rate Reimburse- ment for Category Two	RLTA for Category Two	Notes	
4	Sites Eligible for RLTA:													
5	Albany Public Library	37	80%	100 Mbps	100 Mbps	\$13,992.00	\$11,192.00	\$2,800.00					\$0.00	
6	Annandale Public Library	25	80%	100 Mbps	100 Mbps	\$12,912.00	\$10,328.00	\$2,584.00					\$0.00	
7	Becker Public Library	30	80%	100 Mbps	100 Mbps	\$13,692.00	\$10,952.00	\$2,740.00					\$0.00	
8	Belgrade Public Library	20	80%	100 Mbps	100 Mbps	\$11,472.00	\$9,176.00	\$2,296.00					\$0.00	
9	Big Lake Public Library	29	80%	100 Mbps	100 Mbps	\$12,912.00	\$10,328.00	\$2,584.00					\$0.00	
10	Buffalo Public Library	48	80%	100 Mbps	100 Mbps	\$7,812.00	\$6,248.00	\$1,564.00					\$0.00	
11	Clearwater Branch Library	23	80%	100 Mbps	100 Mbps	\$13,692.00	\$10,952.00	\$2,740.00					\$0.00	
12	Cokato Public Library	28	80%	100 Mbps	100 Mbps	\$13,992.00	\$11,192.00	\$2,800.00					\$0.00	
13	Cold Spring Public Library	34	80%	100 Mbps	100 Mbps	\$10,092.00	\$8,072.00	\$2,020.00					\$0.00	
14	Delano Public Library	41	80%	100 Mbps	100 Mbps	\$13,992.00	\$11,192.00	\$2,800.00					\$0.00	
15	Eagle Bend Public Library	20	80%	100 Mbps	100 Mbps	\$13,572.00	\$10,856.00	\$2,716.00					\$0.00	
16	Elk River Public Library	51	80%	100 Mbps	100 Mbps	\$10,788.00	\$8,632.00	\$2,156.00					\$0.00	
17	Foley Public Library	35	80%	100 Mbps	100 Mbps	\$10,092.00	\$8,072.00	\$2,020.00					\$0.00	
18	Great River Regional Library	59	80%	1000 Mbps	1000 Mbps	\$13,956.00	\$11,164.00	\$2,792.00					\$0.00	
19	Grey Eagle Public Library	20	80%	100 Mbps	100 Mbps	\$17,712.00	\$14,168.00	\$3,544.00					\$0.00	
20	Howard Lake Public Library	28	80%	100 Mbps	100 Mbps	\$11,472.00	\$9,176.00	\$2,296.00					\$0.00	
21	Kimball Public Library	20	80%	100 Mbps	100 Mbps	\$17,712.00	\$14,168.00	\$3,544.00					\$0.00	
22	Little Falls Public Library	43	80%	100 Mbps	100 Mbps	\$10,092.00	\$8,072.00	\$2,020.00					\$0.00	
23	Long Prairie Public Library	35	80%	100 Mbps	100 Mbps	\$13,272.00	\$10,616.00	\$2,656.00					\$0.00	
24	Melrose Public Library	25	80%	100 Mbps	100 Mbps	\$13,572.00	\$10,856.00	\$2,716.00					\$0.00	
25	Monticello Public Library	43	80%	100 Mbps	100 Mbps	\$13,572.00	\$10,856.00	\$2,716.00					\$0.00	
26	Paynesville Public Library	31	80%	100 Mbps	100 Mbps	\$11,472.00	\$9,176.00	\$2,296.00					\$0.00	
27	Pierz Public Library	25	80%	100 Mbps	100 Mbps	\$13,692.00	\$10,952.00	\$2,740.00					\$0.00	
28	Richmond Public Library	20	80%	100 Mbps	100 Mbps	\$11,472.00	\$9,176.00	\$2,296.00					\$0.00	
29	Rockford Public Library	31	80%	100 Mbps	100 Mbps	\$10,092.00	\$8,072.00	\$2,020.00					\$0.00	
30	Royalton Public Library	20	80%	100 Mbps	100 Mbps	\$13,692.00	\$10,952.00	\$2,740.00					\$0.00	
31	Sauk Centre (Bryant) Public Library	32	80%	100 Mbps	100 Mbps	\$13,992.00	\$11,192.00	\$2,800.00					\$0.00	
32	St. Michael Public Library	47	80%	100 Mbps	100 Mbps	\$14,688.00	\$11,752.00	\$2,936.00					\$0.00	
33	Staples Public Library	35	80%	100 Mbps	100 Mbps	\$11,472.00	\$9,176.00	\$2,296.00					\$0.00	
34	Swanville Public Library	20	80%	100 Mbps	100 Mbps	\$10,092.00	\$8,072.00	\$2,020.00					\$0.00	
35	Upsala Public Library	23	80%	100 Mbps	100 Mbps	\$26,112.00	\$20,888.00	\$5,224.00					\$0.00	
36	Waite Park Public Library	30	80%	100 Mbps	100 Mbps	\$10,788.00	\$8,632.00	\$2,156.00					\$0.00	
37	ELIGIBLE SITE TOTAL	1008	n/a	n/a	n/a	\$417,936.00	\$334,308.00	\$83,628.00	\$0.00	\$0.00	\$0.00	\$0.00		
38														
39													\$0.00	Category 3 Total
40													\$83,628.00	Total RLTA





## REGIONAL LIBRARY TELECOMMUNICATIONS AID

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

### APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 West St. Germain Street

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

Telephone: 320-650-2500

Fax: 320-650-2556

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

Minnesota Tax ID#: 41-0976030

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

Please identify any locations open fewer than 20 hours per week and provide a reason for each: NONE

#### Assurances

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

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

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

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

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

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

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

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

### **Authorized Signatures**

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

Date: September 15, 2020

Signature:

Name: Lisa A. Fobbe

Chair, System Governing Board

Date: September 15, 2020

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

## Required Attachments

☐ FY 2021 Applicant Information, Assurances and Authorized Signatures

☐ FY 2021 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2020, if available, to complete this document. Otherwise, please use your e-rate year 2019 FCDL(s) and your e-rate year 2020 form 471. When you receive your e-rate year 2020 FCDL, please update and re-submit your spreadsheet.

You can apply for additional category two services by resubmitting the FY 2021 Regional Library Telecommunications Aid Application spreadsheet by January 15, 2021. You can apply for additional category three services by resubmitting the application spreadsheet by March 26, 2021.

☐ E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2020. Each entity included in your application must have or be included in submitted FCDL(s).

If e-rate year 2020 FCDL is not available, please submit e-rate year 2020 form 471 and e-rate year 2019 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2020 FCDL, please submit it along with an updated spreadsheet.

☐ If you are applying for category two services from the current eligible services list, please include e-rate year 2020 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2021 final report.

Please contact Hannah Buckland, State Library Services, at [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us) with any questions. Please email the signed and completed application forms to [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us) by October 16, 2020. Completed forms can be sent as PDF documents or in original Word/Excel formats.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Regional Library Telecommunications Aid Program Application SFY 2021															
2	Regional Public Library System: Great River Regional Library															
3																
4																
5																
6	Member Library Sites Included:	Is the location open at least 20 hours per week?*	Bandwidth Available 6/30/2020	Anticipated Bandwidth SFY 2021	E-Rate % Discount Rate Year 2020	Total Costs - Category One	Anticipated Total E-Rate Reimbursement for Category One	Anticipated Total RLTA for Category One	Total Costs - Category Two	Anticipated Total E-rate Reimbursement for Category Two	Anticipated Total RLTA for Category Two	Participation Costs	RLTA Application Total	NOTES		
7	Albany Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,965.00	\$11,172.00	\$2,793.00	\$504.00	\$0.00	\$504.00		\$3,297.00	Cat2 reflects planned wireless equipment replacement		
8	Annandale Public Library	Yes	100 Mbps	100 Mbps	80%	\$12,885.00	\$10,308.00	\$2,577.00	\$504.00	\$0.00	\$504.00		\$3,081.00	Cat2 reflects planned wireless equipment replacement		
9	Becker Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,665.00	\$10,932.00	\$2,733.00	\$1,008.00	\$0.00	\$1,008.00		\$3,741.00	Cat2 reflects planned wireless equipment replacement		
10	Belgrade Public Library	Yes	100 Mbps	100 Mbps	80%	\$11,445.00	\$9,156.00	\$2,289.00	\$504.00	\$0.00	\$504.00		\$2,793.00	Cat2 reflects planned wireless equipment replacement		
11	Big Lake Public Library	Yes	100 Mbps	100 Mbps	80%	\$12,885.00	\$10,308.00	\$2,577.00	\$504.00	\$0.00	\$504.00		\$3,081.00	Cat2 reflects planned wireless equipment replacement		
12	Buffalo Public Library	Yes	100 Mbps	100 Mbps	80%	\$7,785.00	\$6,228.00	\$1,557.00	\$504.00	\$0.00	\$504.00		\$2,061.00	Cat2 reflects planned wireless equipment replacement		
13	Clearwater Branch Library	Yes	100 Mbps	100 Mbps	80%	\$13,665.00	\$10,932.00	\$2,733.00	\$1,008.00	\$0.00	\$1,008.00		\$3,741.00	Cat2 reflects planned wireless equipment replacement		
14	Cokato Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,965.00	\$11,172.00	\$2,793.00	\$504.00	\$0.00	\$504.00		\$3,297.00	Cat2 reflects planned wireless equipment replacement		
15	Cold Spring Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,065.00	\$8,052.00	\$2,013.00	\$504.00	\$0.00	\$504.00		\$2,517.00	Cat2 reflects planned wireless equipment replacement		
16	Delano Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,965.00	\$11,172.00	\$2,793.00	\$504.00	\$0.00	\$504.00		\$3,297.00	Cat2 reflects planned wireless equipment replacement		
17	Eagle Bend Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,545.00	\$10,836.00	\$2,709.00	\$504.00	\$0.00	\$504.00		\$3,213.00	Cat2 reflects planned wireless equipment replacement		
18	Elk River Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,752.00	\$8,601.60	\$2,150.40	\$1,199.00	\$0.00	\$1,199.00		\$3,349.40	Cat2 reflects planned wireless equipment replacement		
19	Foley Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,065.00	\$8,052.00	\$2,013.00	\$1,008.00	\$0.00	\$1,008.00		\$3,021.00	Cat2 reflects planned wireless equipment replacement		
20	Great River Regional Library	Yes	1000 Mbps	1000 Mbps	80%	\$13,821.00	\$11,056.80	\$2,764.20	\$2,200.00	\$0.00	\$2,200.00		\$4,964.20	Cat2 reflects planned wireless equipment replacement		
21	Grey Eagle Public Library	Yes	100 Mbps	100 Mbps	80%	\$17,685.00	\$14,148.00	\$3,537.00	\$504.00	\$0.00	\$504.00		\$4,041.00	Cat2 reflects planned wireless equipment replacement		
22	Howard Lake Public Library	Yes	100 Mbps	100 Mbps	80%	\$11,445.00	\$9,156.00	\$2,289.00	\$504.00	\$0.00	\$504.00		\$2,793.00	Cat2 reflects planned wireless equipment replacement		
23	Kimball Public Library	Yes	100 Mbps	100 Mbps	80%	\$17,685.00	\$14,148.00	\$3,537.00	\$504.00	\$0.00	\$504.00		\$4,041.00	Cat2 reflects planned wireless equipment replacement		
24	Little Falls Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,065.00	\$8,052.00	\$2,013.00	\$1,008.00	\$0.00	\$1,008.00		\$3,021.00	Cat2 reflects planned wireless equipment replacement		
25	Long Prairie Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,245.00	\$10,596.00	\$2,649.00	\$504.00	\$0.00	\$504.00		\$3,153.00	Cat2 reflects planned wireless equipment replacement		
26	Melrose Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,545.00	\$10,836.00	\$2,709.00	\$504.00	\$0.00	\$504.00		\$3,213.00	Cat2 reflects planned wireless equipment replacement		
27	Monticello Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,545.00	\$10,836.00	\$2,709.00	\$1,008.00	\$0.00	\$1,008.00		\$3,717.00	Cat2 reflects planned wireless equipment replacement		
28	Paynesville Public Library	Yes	100 Mbps	100 Mbps	80%	\$11,445.00	\$9,156.00	\$2,289.00	\$504.00	\$0.00	\$504.00		\$2,793.00	Cat2 reflects planned wireless equipment replacement		
29	Pierz Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,665.00	\$10,932.00	\$2,733.00	\$504.00	\$0.00	\$504.00		\$3,237.00	Cat2 reflects planned wireless equipment replacement		
30	Richmond Public Library	Yes	100 Mbps	100 Mbps	80%	\$11,445.00	\$9,156.00	\$2,289.00	\$504.00	\$0.00	\$504.00		\$2,793.00	Cat2 reflects planned wireless equipment replacement		
31	Rockford Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,065.00	\$8,052.00	\$2,013.00	\$504.00	\$0.00	\$504.00		\$2,517.00	Cat2 reflects planned wireless equipment replacement		
32	Royalton Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,665.00	\$10,932.00	\$2,733.00	\$504.00	\$0.00	\$504.00		\$3,237.00	Cat2 reflects planned wireless equipment replacement		
33	Sauk Centre (Bryant) Public Library	Yes	100 Mbps	100 Mbps	80%	\$13,965.00	\$11,172.00	\$2,793.00	\$504.00	\$0.00	\$504.00		\$3,297.00	Cat2 reflects planned wireless equipment replacement		
34	St. Cloud Public Library	Yes	100 Mbps	100 Mbps	80%	\$18,000.00	\$14,400.00	\$3,600.00	\$7,340.00	\$0.00	\$7,340.00		\$10,940.00	New connection, Cat2 planned wireless equip replacement		
35	St. Michael Public Library	Yes	100 Mbps	100 Mbps	80%	\$14,652.00	\$11,721.60	\$2,930.40	\$1,332.00	\$0.00	\$1,332.00		\$4,262.40	Cat2 reflects planned wireless equipment replacement		
36	Staples Public Library	Yes	100 Mbps	100 Mbps	80%	\$11,445.00	\$9,156.00	\$2,289.00	\$1,008.00	\$0.00	\$1,008.00		\$3,297.00	Cat2 reflects planned wireless equipment replacement		
37	Swanville Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,065.00	\$8,052.00	\$2,013.00	\$504.00	\$0.00	\$504.00		\$2,517.00	Cat2 reflects planned wireless equipment replacement		
38	Upsala Public Library	Yes	100 Mbps	100 Mbps	80%	\$26,085.00	\$20,868.00	\$5,217.00	\$504.00	\$0.00	\$504.00		\$5,721.00	Cat2 reflects planned wireless equipment replacement		
39	Waite Park Public Library	Yes	100 Mbps	100 Mbps	80%	\$10,752.00	\$8,601.60	\$2,150.40	\$504.00	\$0.00	\$504.00		\$2,654.40	Cat2 reflects planned wireless equipment replacement		
40	ELIGIBLE SITE TOTAL	n/a	n/a	n/a	n/a	\$434,937.00	\$347,949.60	\$86,987.40	\$29,711.00	\$0.00	\$29,711.00	\$0.00	\$116,698.40			
41																
42												Total RLTA=	\$116,698.40			
43																
44																
45	*If any locations are open less than 20 hours per week, please provide an explanation for each in the application.															



Literacy  
Minnesota

# SUMMER READS 2020

Great River Regional Library

## OVERALL

**5,447**

children & youth served

**8,393**

books donated

**2,664**

adults served

**3,326**

books read

**5,491**

tutoring sessions

**27,337**

meals served

**232**

navigation, wellness & safety  
checks performed

**5,167**

pounds of food  
collected/distributed

**17**

lesson planning guides for  
tutors created &  
distributed

**29**

community resource &  
public benefits guides for  
students & families created  
& distributed

## READING FLUENCY

Maintained/increased scores: **86.03% out of 179**

Average change in score: **+10.12 words per minute**

## READING ENGAGEMENT

Maintained/increased scores: **95.14% out of 144**

Average change in score: **+0.49 (out of 6 points)**

## YOUR SITE

**298**

children & youth served

**923**

tutoring sessions

**928**

activity packets/literacy  
kits distributed

## STORIES & QUOTES

- Supervisor: Our VISTA, Cecilia, played an important role for the St. Cloud library this summer. [...] Cecilia created and assembled activities for children and families to complete at home. During the library closure, curbside pickup was available, so Cecilia created activities that could be picked up by children or families who stopped by curbside to pick up other library materials. Educational games and crafts for both children and teens were created. [...] Cecilia decided on the activities, and put together all materials and instructions necessary for children or families to complete the activities away from the library.

Cecilia also prepared a four-week "Library Summer Camp" experience for children in the area. Each week had a theme, and kits with supplies for multiple activities were prepared and distributed. Themes included self-care during times of stress, nature/outdoors, puzzles and brainteasers, and community and current issues. Each week, kits containing three to four activities were placed at curbside, and also distributed to several local organizations that work with children from low-income households. 30 Summer Camp kits were placed at the library's curbside spot, 20 kits were taken to Promise Neighborhood, and 99 kits were distributed to three different Kid's Stop (Boys & Girls Club) locations.

A weekly virtual session was also offered. The camp was advertised through the Library's website with an option to sign up for the virtual sessions through the online event calendar. An email with the link to a Zoom session was sent to anyone who signed up.





**DRAFT****Minnesota Library Association (MLA) + Information Technology Educators of Minnesota (ITEM)  
2020-2021 Legislative Priorities****Support Lifelong Learners by Improving Minnesota School and Public Library Services**

- Provide adequate funding to the regional library systems so that libraries across the state have sufficient capacity to support students and citizens attain educational equity and economic recovery through digital inclusion. Specifically, the legislature should increase funds for Regional Library Basic System Support and amend the distribution formula to stabilize revenues to the 12 regional public library systems.
- Incentivize school districts to increase student and classroom teacher access to licensed media specialists with state matching funds. Access to licensed school media specialist services has a demonstrable positive impact on student academic achievement.

**Assist Communities in securing quality library facility and cultural programming**

- Maintain Local Government Aid (LGA) and County Program Aid to support local governments maintain library services.
- Provide state bonding dollars for construction and remodelling of public library buildings through the state's authorized dollar-for-dollar matching program to ensure safe, accessible, and welcoming library spaces for Minnesotans.
- Support Arts & Cultural Heritage funding for regional public library systems at the same level as in previous biennial budgets to support arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage.

**Expand Broadband and Digital Access to All Minnesotans**

- MLA-ITEM supports the efforts of the MN Rural Broadband Coalition and their legislative requests for community broadband access. Equitable access to broadband, internet, and technology is vital for all Minnesotans to achieve economic success in today's digital society
- Maintain resources for the E-Library of Minnesota that enables every library and school in Minnesota to have access to the highest quality online resources, including research databases, career prep tools, and more.
- Maintain funding for Minitex and provide bonding support for public Higher Education facilities that improve access to library and digital learning space.

**Intellectual Freedom and Network Neutrality**

- MLA-ITEM supports intellectual freedom and legislation requiring internet service providers to abide by 'net neutrality' principles.



## **Executive Director Report September 2020**

### Reopening Timeline

GRRL staff members have continued to step up to the challenge of providing services in new ways and within the constraints of the current environment. In early May, curbside services were offered at all libraries and book drops opened. By mid-June, all libraries offered appointment-based services for computer access and holds pick up. By the beginning of August, all locations offered “Grab and Go” services, expanding access to the GRRL collection. We continue to monitor service levels and adjust as needed. We have seen some interruptions due to staffing limitations. Many positions remain unfilled. In some libraries, short staffing has meant libraries have not opened, delayed opening or closed early. Patrons have understood our challenges. Many expressed appreciation for the access and services our libraries provide, especially at this time.

One of the biggest changes over the past two months was the statewide mask mandate. It was especially challenging to navigate the days between St. Cloud passing a mask ordinance and the statewide mask mandate put into place later in the week. The rules we operate under are constantly in flux.

### CARES Act Funding

I spent time contacting cities and counties about possible CARES Act funds for GRRL. Many have responded positively. I worked with Associate Director – Information Technology Jay Roos, Associate Director – Collection Development Jami Trenam, and Patron Services Coordinator Neil Vig to pull together COVID-19 related expenses by library. It has been a time-consuming challenge because we do not typically track expenses by location.

### Hot Spot Project Partners

We have the Promise Neighborhood hot spot partnership up and running. The partnership will expand digital inclusion efforts to students and their families who experience poverty in the St. Cloud area and lack reliable Internet access. Unfortunately, our partnership to place a hot spot at the Watab Town Hall was voted down by the township board. After further discussion, more people and traffic at the location were a concern. We continue to attempt to work with a couple of mobile home park managers as potential partner sites.

### Leadership Support Team (LST)

We discussed the strategic planning process for 2021-2025, which has been on hold due to COVID-19. It was due to be completed by the end of the year.

Our focus for the next year will be to sustain changes we have made to adapt to our new environment. We will focus on meeting our communities where they are. We want to help the people who need us most and meet our mission and goals. Later in September, we will meet with library coordinators to develop local goals to align with our regional plans.

LST also talked about strategic plan next steps. We talked about what might be our five key metrics post-COVID. Number of requests seems to be a leading indicator for circulation. We also talked about possibly using an engagement metric, such as checkouts/checkout session or the one developed for us

by the University of Michigan School of Information (UMSI) students earlier this year. Juvenile materials will be a metric we watch in the Digital Library since we expanded this collection in 2020. A qualitative measure, such as user satisfaction, is also one we will explore. Internet and wireless statistics are both relevant measures of patron activity over the past several months.

#### Diversity Equity & Inclusion (DEI) Work Group and Toolkit Committee

The DEI work group met for the first time and discussed next steps. Work group members include: Alex Kelton, Amy Schrank, Brandi Canter, Jason Kirchoff, Julie Schmitz, Karen Pundsack, Katie Whitney, Ryan McCormick and Theresa Jacobs. The work group's charge is to move forward with action items generated from the January 2020 staff DEI meeting. Questions members are exploring include:

- How do local headings in the catalog, compared to standard Library of Congress headings, enhance user search-ability in regards to DEI?
- Does our performer database include a diverse range of Minnesota presenters?
- GRRL has identified best practices for merchandising and creating displays that include DEI. Is this enough? Are we taking action and implementing these DEI procedures when we create displays?
- Have we trained staff in best practices for including DEI in storytimes/arts and crafts programming?
- Are we including homeschooling focus and multi-language focus when sharing and developing resources?
- Are we sharing training tools on Daily News, in webinars, and with each other that enhance our own understanding of DEI?
- Once the diversity audit of the catalog is complete, how do we continue to bring in Black, Indigenous and People of Color (BIPOC)/DEI content?
- What are GRRL best practices for building community partnerships that support DEI?
- How do we create access to library materials for patrons without a physical address?
- Are we valuing staff at all levels by including them in work groups?
- Can Human Resources bring in DEI subject experts for regional trainings?
- Has GRRL developed recruitment strategies to attract a diverse applicant pool?

The DEI toolkit committee also met. Committee members include Zurya Anjum (executive advocate), Karen Pundsack (project champion) Karlyn Forner, Ryan McCormick and Amy Schrank. We discussed how to implement the surveys. We set a target date of October 1 to launch. Committee members are gathering contact information for the stakeholder survey. Our next meeting is September 16.

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

CRPLSA met in July and September. We discussed a potential partnership with CareerForce and State Library Services. We approved an updated shared contract for Capitol Hill Associates as the lobbyist representing library issues at the state capitol. Regional library system directors shared the status of library services. The range of services offered at public libraries around the state varies greatly. Several systems are offering similar services to what GRRL is under the "Grab and Go" model.

#### Highlighted Executive Director Activities since July Board Meeting

July 22 – State Library Services call re: CareerForce & libraries, LST board follow-up meeting, panel presentation "Library Services in a Post-Pandemic World," St. Cloud mask ordinance staff meeting

July 23 – CRPLSA online meeting, GRRL Supervisor update, Staff Q&A huddle  
July 28 – Community Foundation webinar *Listening to our Communities: Building Bridges - Stories from St. Cloud and Alexandria*  
July 30 – LST meeting  
August 4 – PS Supervisor meeting, GRRL Supervisor update, Community Foundation webinar *Listening to our Communities: Building Bridges – How to Engage in Community Conversations*  
August 5 – St. Cloud lease meeting with Commissioners Winscher and Popp  
August 6 – GRRL Planning team, Staff Q&A huddle  
August 7 – DEI Toolkit user group  
August 10 – Benton County budget presentation, Career Solutions Program Committee meeting  
August 11 – Supervisor training  
August 12 – 21CCLC Grantee Stakeholder meeting  
August 13 – United Way Community Forum, GRRL Planning team, Staff Q&A huddle  
August 14 – State Library Services call, State Library Statistics meeting  
August 17 – Diversity, Equity & Inclusion work group, GRRL supervisor update  
August 18 – GRRL Board work session  
August 19 – LST Board follow up meeting, State Library Services racial equity listening session, DEI Toolkit Committee  
August 20 – PS Supervisor check-in, Staff Q&A huddle  
August 24 – St. Cloud coordinators meeting  
August 25 – Morrison County budget meeting  
August 27 – St. Cloud Patron Services meeting, LST, Staff Q&A huddle  
August 28 – SOIS Professional Immersion Day panel presentation  
September 1 – PS Supervisor meeting  
September 3 – CRPLSA online meeting, GRRL planning team, Staff Q&A huddle  
September 8 – Community Foundation webinar *Racial Inequities in Every Day Life*  
September 9 – GRRL Supervisor update, Kimball library tour  
September 10 – DEI user group, Reading Room Society meeting  
September 14 – Career Solutions Program Committee  
September 15 – Todd County budget presentation



## **Management Reports September 2020**

**Brandi Canter  
Lead Patron Services Supervisor**

### Open Libraries

It has been so exciting to see patrons return to the libraries. Staff are excited to reconnect, and throughout the region, many staff have been directly calling patrons who were active prior to the March closure but have not checked out anything since. Many patrons have said they appreciate the extra effort to let them know that the library doors are open and the books are ready for check out. We still have many patrons using the library Hotline, although numbers have reduced significantly now that we are open for Grab & Go service and patrons can contact their local libraries more easily. The number of calls has fallen from a high of 1,006 in May to 342 in August. Mondays are the busiest day of the week for the Hotline.

### Personnel

With Patron Services Supervisor Rachel Thomas' departure, I have taken over as supervisor for Nancy Bunting, Library Services Coordinator (LSC) in St. Michael. I'm looking forward to getting to know the St. Michael Library, staff, and patrons again. This week, we will interview (via Zoom) for a new library assistant in Cold Spring and Richmond. We hope to be moving forward with recruitment for a Belgrade and Paynesville library assistant soon.

### Summer Reading Program and Beanstack

As mentioned in my July report, staff across the region worked incredibly hard to reimagine the Summer Reading Program (SRP). The two priorities were to keep it simple and make it fun. In spite of not being able to welcome kids and families into the libraries for much of SRP and not being able to have the kinds of engaging and educational programs we normally have, we still had a lot of engagement with kids and families. We made significant use of the online Beanstack tracker to encourage kids to read and as a gateway to other activities.

Dig Deeper, the Beanstack program for 3-17 year olds, had 1,228 kids and teens participating. In total, they read 10,968 hours and collectively completed 2,205 activities. Dig for Littles, for the under-3 set, had 181 participants who completed 716 activities. We also discovered that there was great synchronicity between Beanstack programs, as Dig for Littles saw a lot of crossover with our 1000 Books Before Kindergarten program, adding another 186 participants there.

We saw increases in other Beanstack programs this summer as well: Year in Reading gained 188 participants for a total of 814, and the Great Library Road Trip (which goes through October 31) gained over 670 participants and 1,125 library visits.

**Breanne Johnson  
Communications and Development Coordinator**

### Fundraising

GRRL raised \$8,698 through 64 gifts for the Summer Reading Program. Our Summer Reading Program sponsors: St. Michael-Albertville Women of Today, Quinlivan & Hughes, P.A., Grede Company, Mary

Eilers, Blattner Energy, and St. Cloud Moose Lodge #1400. We took a new approach in running this fundraising campaign through sponsorships. It proved successful since our goal for 2020 was \$7,800.

We are also helping the Kimball Building Committee as they launch their final fundraising campaign, "Opening Together Fund," which is going towards the completion of the library building scheduled to open fall of 2020. I sent a letter to GRRL's major donors who have indicated interest in supporting special projects. The letter addresses their interest and GRRL's partnership with the Kimball Public Library Task Force. We are glad to collaborate and see success in Kimball's new building.

We have been gathering "stories of hope," also known as success stories, from our library staff during the pandemic. These stories highlight the value and importance of our library. The GRRL Fund Development Committee weighed in on which story should be highlighted in our 2020 Year-End Campaign. We begin to draft what the campaign will look like this year.

### Communications

Press releases have been sent to our media contacts about the following: core values reaffirmed by Board, Grab & Go service, computer by appointment, new streaming service "hoopla," and local services by branch. These press releases have been published in many local media sources due to interest, previous paid advertisements, and staying up-to-date on resources.

A press release was sent to media contacts about "Great River Regional Library Board Reaffirms Core Values." Communications about core values also included griver.org homepage story, Facebook and Twitter posts, donor e-newsletter, September patron e-newsletter, and signage to be posted in branch lobbies. We are working with a business to have our core values poster translated into Spanish, Somali, and German, which are the other top languages in our counties.

We created a one-page handout to present to counties in regards to our 2021 budget. The handout, formerly a presentation, highlights stories of hope, new library initiatives during COVID-19, number of borrowers in the county, and 2021 county budget share.

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

### AmeriCorps VISTA

Our efforts to engage with families and keep kids reading this summer were greatly enhanced by our participation in the Summer Reads program. In addition to "Take and Make" and craft kits, our VISTA also created a 4-week "Library Day Camp" centered around the themes of self-love, nature, coding/puzzles, and community. Each week, 150 kits were distributed, both at the library and through other community organizations. Once again, we thank Cecilia Maus-Conn for her work and the St. Cloud Friends of the Library for funding this opportunity. (For a bit more information on this project, please see the Impact Report included in the packet.)

### Think Tank

COVID certainly threw a wrench into our Summer Reading Program plans. Kudos to everyone who adjusted and embraced the new program on short notice. Think Tank will soon review feedback and begin tentative planning for next summer's program. Other recent projects include finding ways to support at-home learners, creating user tutorials for the library's digital resources, continuing to promote Census participation, and continuing to fill requests for the new, very popular, "Personalized Book Picks" service.



New Branch Assignments

With Rachel Thomas' recent resignation, I have begun working with seven new branches. I appreciate everyone's patience and flexibility as I learn how to best support them in their work.

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

Wireless Extension/Replacement

In order to support distance education and continue to provide services to our patrons, we reached out to our cities to find out which would like to partner with us to extend our wireless connection into their library's parking lot. We have completed the work with those cities that expressed interest in extending service. We also rectified a difficult issue where increasing browser security standards caused many patrons to be unable to view and accept our acceptable use policy. We are now moving on to replacing our aged equipment with access points that support the latest wireless standards. The new equipment also has an acceptable use policy process that has worked very well in real world testing. We are working out final details and reviewing quotes.

Public Access Catalog Computer Replacement

Our computer replacement cycle this year brings us to our public access catalog (PAC) computers. These computers are used by patrons in each of our buildings to search our library catalog and access a limited set of services including tax forms, the census website and library databases. Needs have changed since our last replacement so we are decreasing the count of computers from 67 to 54. Replacements will begin as soon as the new computers and monitors arrive.

Website Consultants

In 2019, the Board allocated funds for technical support and consulting on our websites. Starting in January, GRRL hired Kanopi Studio, a web consultant firm, to assist web development efforts for Great River Regional Library. The consultants provide services such as code and technical review/support and website analysis. The assistance provided by the consultants has been applied to both our staff and public web sites.

The consultants work closely with our web developer to help improve functionality and security of our websites. With their help, we moved old website versions and custom modules to a supported version of the content management system (CMS) used for our sites, found ways to improve our current website's functionality and speed, and transferred and developed for the newest versions of Drupal. These benefits help staff maintain secure and useful library services for patrons.

In the move to the newest version of the CMS, patrons will see increased speed, a new accessible interface, and easier integrations with current and future online library tools such as the catalog and calendar.

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

Organizational Orientation

We are planning to conduct Organizational Orientation for new hires in October via Zoom. This is a valuable program to help new hires understand the organization and how different departments work together. We are adapting it to a virtual presentation.

Unemployment

As of early September, our liability for unemployment as a reimbursing employer is \$22,552.62. Currently, there is just over \$30,000 in the designated fund for this expense. Due to numerous unfilled vacancies, we expect to have adequate funds in Personnel Salaries to absorb the liability for unemployment claims if the designated fund is depleted.

Benefits Plan Administrator Change

We intend to change the plan administrator for our Health Reimbursement Account (HRA) and Flexible Spending Accounts (FSA) from Plan Source to Alerus in 2021 due to service issues. This may result in additional costs for set up and ongoing administration, but will not significantly affect the budget. Alerus is the current administrator for our Health Savings Account (HSA) benefit. We are also considering adding an engagement platform to our 2021 benefits that has telemedicine in it. This voluntary benefit allows employees to access doctors and therapists by phone, video or app to obtain free healthcare services.

**Linda Treb**  
**Accounting Coordinator**

Accounting

The below information is provided based on a Board request for additional transparency related to GRRL investments.

There were no certificates of deposit (CD) purchased or reinvested in July or August due to extremely low interest rates. An evaluation of the market and rates is ongoing. As rates improve, we will invest in new certificates.

Matured CDs:

<u>Institution Name</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Gross Rate</u>	<u>Interest</u>
T Bank, TX	7/15/2020	\$244,000.00	2.34%	\$5,709.60
First National Bank, ME	7/22/2020	\$175,000.00	2.101%	\$3,676.75
Great Midwest Bank, Ssb, WI	7/30/2020	\$244,000.00	2.10%	\$5,124.00
Financial Federal Savings Bank, TN	8/17/2020	\$244,000.00	2.05%	\$5,029.41
Fidelity Bank, IA	8/25/2020	\$175,000.00	2.25%	\$3,937.50

Purchased CDs:

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

We hold Letter of Credit #2234-5120 issued July 24, 2020, in the amount of \$150,000.00.

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

Acquisitions Module Update

We nearly have a whole year of acquisitions expenses tracked in the new module. One benefit has been the invoicing process is much less time intensive than our previous workflow. One of the perennial

challenges of the collection budget is “the curse of the encumbered.” As we order materials up to 6 months in advance, we start to preorder 2021 releases beginning in August. In the past, it’s taken a lot of careful monitoring and some educated guesswork to determine how much of the encumbrance is material that may arrive before the “old” budget closes and the “new” fiscal year begins. With the Acquisitions Module, we are able to separately track the 2021 releases from other publications that may arrive in 2020 which will help us maximize the collection budget without extra staff tracking.

#### Trends in the Publishing World

The coronavirus has left its mark on the publishing world. As publishers and authors delayed spring publications in hopes of fall book tours and events, there are now more releases than printing presses available, causing some authors and publishing houses to delay release dates yet again. There are fewer new titles to order, and those we can order may not arrive as quickly as in the past due to increased demand for printing. In addition, many previously released titles, particularly those dealing with racism as well as educational materials for children, are in high demand. So many books to print would normally be cause for celebration, but publishing houses are struggling to meet the resurgence of the physical book. It’s highly likely more release dates will shift for print.

Additionally, with box offices shuttered for most of the year, many feature films have been delayed or have gone straight to streaming/digital release.

As far as GRRL goes, plenty of new materials are coming in, but patrons are continuing to place heavy demand on the digital collections. Fewer physical blockbusters helps to meet demand for electronic materials, which are far pricier than their physical counterparts. It will be interesting to see how the publishing supply chain impacts releases and service delivery in the future.



## Building Reports September 2020

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

### Belgrade

We had water intrusion at the back of the library after recent heavy storms. City maintenance staff were very quick – as always – to clean up the water. The city is researching ideas for how to stop the water coming in: whether there are repairs needed to the building, landscaping fixes that could prevent water pooling, etc. Once the water issues are resolved, the city may look at flooring replacement.

### Delano

The city has completed interior and exterior work – carpet and lighting replacement, painting the interior and new fascia on the exterior. As a bonus, the library also has a new mural celebrating its location in the historic district next to the train lines. The library looks great and staff have received many comments from patrons who appreciate the lighter, brighter feeling. The number of new library card applications and checkouts is back on the rise. Library Services Coordinator Theresa Jacobs submitted great before and after pictures to show the improvements (see attached). We very much appreciate all the work the city has done to make the library look so inviting.

### Kimball



The new Kimball library is nearing completion! Windows and flooring are in, and the project appears on track for a mid-September completion. After that, the Library Building Committee will start moving in new and repurposed shelving and furniture, finalizing exterior signage, etc. Our latest estimate is that we will be able to move in sometime in late October or November. Staff have received many comments

about how beautiful the new building is, and locals are very excited about the visibility from Highway 55. Again, our deepest appreciation to the City of Kimball, the Kimball Library Building Committee, and the Kimball Friends of the Library for all their hard work over the years to get to this point.

### Rockford

The city approved funds for the carpet replacement project. Library Services Coordinator Julie Eskritt and I have been working with city maintenance staff and our Eagle Scout volunteer to develop a new floorplan that will shift existing shelving to provide greater visibility, a multi-use program or meeting space, and a more cohesive layout throughout. While we do not yet have a date set for the project, it should be completed before the end of the year.

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

Little Falls

Late August was apparently bat season at the library in Little Falls, with more than 15 spotted over the last two weeks. They have mostly been keeping to the attic, with a few making appearances elsewhere in the building. The city has been notified and, hopefully, can resolve the issue soon.

Sauk Centre

The library recently had a bit of an electrical issue, with the line on the north side of the building no longer working. Staff were able to move items from those outlets. The city has been working on repairs.

St. Cloud

Lighting has been a bit of a challenge in St. Cloud. The system has had recent communication issues; and a number of bulbs and ballasts are in need of replacement.

## GRRRL Delano Library Facility Work 2020



Before: Brown exterior fascia rotted. White drop ceiling broken and worn out. Sign chipped



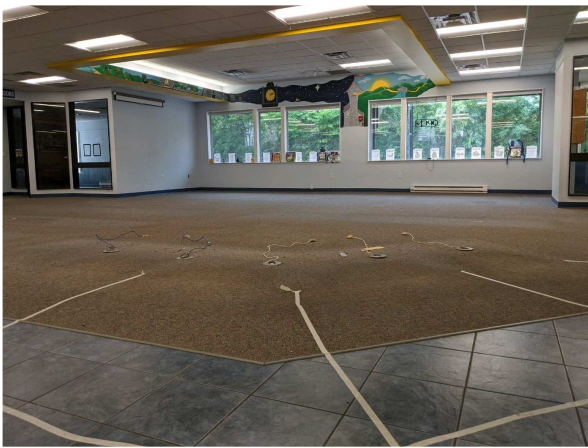
After: Wood fascia replaced with metal. Drop ceiling is now white metal. New GRRRL Delano Library sign will be in Sept 14<sup>th</sup>.

Before





Before:  
Old dirty  
carpets from  
2004



During  
carpet  
installation



During  
new light box  
installation



Before:  
You can see  
how dark  
the library is  
before new  
lights.







After:  
New paint!  
New carpet!  
New lights!



After:  
Bright &  
clean library  
with spaces  
designed for  
social  
distancing



After:  
Canned  
overhead  
lights were  
replaced.  
Bright and  
beautiful.



After:  
Orange,  
yellow, and  
blue accent  
paint  
enhances the  
mural in our  
children's area



After:  
New mural added.

Delano library is  
located on  
Railroad Ave. right  
on a train line.

## 2020 Summer Reading Program participation

In-person participants	Baby Toddlers	Kids	Teens
Albany	13	54	18
Annandale	4	15	7
Becker	4	199	59
Belgrade	2	27	7
Big Lake	6	115	42
Buffalo	36	315	76
Clearwater	3	14	1
Cokato	8	104	24
Cold Spring	8	57	15
Delano	13	90	19
Eagle Bend	1	17	3
Elk River	7	75	16
Foley	8	54	6
Grey Eagle	-	6	3
Howard Lake	4	66	8
Kimball	3	11	3
Little Falls	-	11	5
Long Prairie	-	2	4
Melrose	23	49	33
Monticello	6	107	35
Paynesville	13	49	9
Pierz	6	27	7
Richmond	7	36	5
Rockford	4	21	5
Royalton	5	16	-
Sauk Centre	6	26	17
St. Cloud	26	136	28
St. Michael	29	111	31
Staples	13	32	7
Swanville	-	15	3
Upsala	5	20	2
Waite Park	3	27	3
<b>Total</b>	<b>266</b>	<b>1,904</b>	<b>501</b>

**Total SRP in-person participants – all ages: 2,671**

### Beanstack – online SRP participation

- Dig Deeper had 1,228 kids and teens participating who collectively read for 10,968 hours and collectively completed 2,205 activities.
- Dig for Littles had 181 little ones participating who collectively completed 716 activities.
- Great Library Road Trip has 674 participants (continues through October 31): 1,125 badges earned (which means 1,125 library visits).





## 2021-2025 GRRL Strategic Plan Process

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

### RECOMMENDATION

Approve updated timeline and process for 2021-2025 GRRL Strategic Plan.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2021-2025 Strategic Plan Process Timeline

The current GRRL Strategic Plan extends through December 2020. State Library Services requires an updated plan for Regional Library Basic System Support funding. Due to the pandemic, the deadline for the update has been extended.

Some steps in the process will be omitted due to limitations on gathering: the St. Cloud community meetings, focus groups for identified service areas, and the large group facilitated goal-setting workshop with the GRRL Board, Leadership Support Team (LST), other staff members, and stakeholders. We will conduct the DEI toolkit assessment as an added step.

LST will assemble a one-year sustainability plan for 2021. Our focus for the next year will be to sustain changes we have made to adapt to our new environment. We will focus on meeting our communities where they are. We want to help the people who need us most and meet our mission and goals. Information from the fall local goal-setting meeting with library coordinators will be incorporated.

### FINANCIAL IMPLICATIONS

Estimated Cost: NA

Funding Source: NA

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled



## 2021-2025 GRRL Strategic Plan Process Timeline

September 9, 2020 update

### 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 at 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
Theory of Change Activity 3	Leadership Team	Completed – 4/2020

Create community profiles by county, and largest cities	Executive Director	Completed 3/2020
Theory of Change Activity 4	Executive Director/ComDev Coordinator	In progress
Meet with Patron and Library Services Coordinators to develop local goals	PS Supervisors	September & October 2020 via Zoom
St. Cloud Patron Services & Circulation meeting	PS Supervisors	Following goal setting meeting
DEI toolkit survey	DEI committee	Survey October 1-15, 2020 – analyze results after
Develop 1-year regional sustainability plan	Leadership Team	October 2020
Review and approve regional sustainability plan	GRRL Board	November 2020
Synthesize results into final 2021-2026 Strategic Plan	Leadership Team	Quarter 1 2021
Review and approve plan	GRRL Board	Spring 2021

The following activities may not take place due to the limitations on large group gatherings:

- St. Cloud community meeting/patron feedback sessions
- Strategic planning workshop with GRRL Board, staff, and stakeholders





## St. Cloud Public Library Lease Proposal

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

☐ Information
 ☐ Discussion
 ☒ Approve/Accept

### RECOMMENDATION

Approve St. Cloud Public Library lease proposal negotiated with the City of St. Cloud.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

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

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

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

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

Changes in this proposal:

- Extended time period.
- Addition of language from current lease agreement included in the TERM clause to continue the agreement until it is replaced.
- Custodial fees remain the same. Addition of language about GRRL consulting with City Administration regarding appropriate staffing levels for custodial functions.

- Overhead costs for operating expenses increase from 20% of the City's budget for the library to 25%.
- Removal of Maintenance of Effort language – it was an irreconcilable point of contention, and likely not to be an issue since city expenditures are four times the requirement.
- Phased approach to AMHS expenses, with eventual GRRL ownership. AMHS maintenance moves to 50% through 2027, 25% City/75% GRRL for 2027-2032, and 100% GRRL afterward, with GRRL assuming ownership of the machine.
- Costs and expenses in excess of \$5,000 shall first be presented to City Administration for approval. Additionally, contracts and expenses not specifically budgeted for that relate to building maintenance in an amount \$30,000 or greater shall first be presented to the St. Cloud City Council for review and approval. The St. Cloud Library board approves this now, so it is a change in how expenses are approved.

The current lease costs GRRL roughly \$7 per square foot of regional space. The proposal would increase slightly – roughly 11% for the first year. Long-term costs for the maintenance and ownership of the AMHS are impossible to estimate. However, the most problematic section of the machine is not operating at this time due to the need to quarantine returned library materials.

#### FINANCIAL IMPLICATIONS

Estimated Cost: \$14,000 for the first year

Funding Source: GRRL Operating

Budgeted: ☐ Yes ☒ No ☐ N/A

#### ACTION

☐ Passed

☐ Failed

☐ Tabled

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

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

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

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

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

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

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

**TERM.** The term of this Agreement will be for ten (10) years from the Effective Date of this Agreement (the "Original Term"). Following the Original Term, this Agreement may be renewed for two (2) additional five (5) year terms (the "Extended Term"). Any Extended Term must be approved by the City Council and GRRL. Any holding over by the Lessee on the expiration of the final term of this lease shall not be construed as a renewal thereof, shall constitute only a tenancy on a month to month basis.

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

**OPERATING COSTS.** Lessee shall maintain, or cause to be maintained, the premises in good repair and operating condition, making all repairs which may, in the reasonable judgment of the Lessee, be necessary so that the premises will remain suitable and efficient for use in accordance with this lease, except that the Lessor shall repair and maintain the structural portions of the building on the premises in accordance with Paragraph 6. Lessee shall be responsible for maintaining the cleanliness of the entire facility. The cost of performing cleaning functions 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. GRRL shall consult with and obtain approval from City Administration regarding appropriate staffing levels for custodial functions.

With the exception of maintenance of the parking lot and the Automated Material Handling System, all other operating costs, including, but not limited to, exterior maintenance, snow removal, grounds maintenance, water and sewer charges, utilities, air conditioning, heating, elevator maintenance, supplies, materials, equipment and tools, maintenance, repairs other than structural, costs of upkeep and costs of compliance with the laws required by paragraph 7 of this lease, shall be approved by the Lessors Library Board and shall be paid by the Lessor from the City Library Operating Fund in accordance with the Lessors annual City Council approved budget for the St. Cloud Public Library. Infrastructure, Support and Overhead is subject to apportionment as an operating cost. The City first calculates an amount based on 25% of the City's budget for the Library and that amount is then apportioned. Costs and expenses in excess of \$5000 shall first be presented to City Administration for approval. Additionally, contracts and expenses not specifically budgeted for relating to building maintenance in an amount \$30,000 or greater shall first be presented to the St. Cloud City Council for review and approval.

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

82% to the Lessor

18% to the Lessee

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

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

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

- A. The premises, building and all other site improvements shall be known as the St. Cloud Public Library.
- B. The premises shall be operated as the St. Cloud Public Library and as the headquarters of the Great River Regional Library.
- C. The premises shall be the site of central processing and cataloging and shall house the main collection of library materials used by the Great River Regional Library.
- D. In accordance with the diagram of the building floors attached hereto as Exhibit C, the area crosshatched in blue shall be used as administrative office space and in support of operations of the Great River Regional Library. The area crosshatched in green is space that has been allocated for joint use of the Great River Regional Library and the St. Cloud Public Library. The balance of the premises shall be used to serve the public as the St. Cloud Public Library.
- E. GRRL shall not do or permit anything to be done in or upon the premises nor bring or keep anything thereon which will cause the rate of fire or other insurance for the building located on the premises to be in excess of the normal rate for the library as used in accordance with this lease.

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

- A. Determination and development of services to be provided with input from citizens of the

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

**EQUIPMENT AND FURNISHINGS.** In connection with the location of a branch library in the City of St. Cloud, the City of St. Cloud will provide appropriate equipment and furnishings for the library as determined by GRRL and CITY. City-owned equipment is outlined in Exhibit A. It is the understanding of the parties hereto that the title to the said equipment and furnishings will remain with the CITY throughout the term of this agreement. If during the term of the agreement the equipment and furnishings shall be deemed to be obsolete or shall need replacing, then the original furnishings and equipment shall be returned to the City of St. Cloud for sale or other disposition. In the event that the equipment provided by the City of Cloud becomes inadequate for the provision of library service, the CITY shall have one (1) year or a time frame established through mutual agreement of both the CITY and GRRL to provide an acceptable plan for replacement of equipment before this agreement may be terminated.

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

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

appropriate. The facility needs to meet the following requirements:

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

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

- A. Development and interpretation of policies related to meeting room use (if applicable);
- B. Support of special programming by providing space for discussion groups, lectures, art exhibits and children's programming, etc.;
- C. Support for provision of adequate funding for regional library service programs with local, state, and federal authority;
- D. Development of additional local funding (taxes, gifts, etc.) for supplementary equipment and facilities; and
- E. Establishing "Rules of Behavior", satisfactory to GRRL; this will be enforced by the City or County Law Enforcement. GRRL will, upon request, provide examples of previously approved behavior codes.
- F. Libraries must abide by the policies established by the GRRL Board of Trustees.

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

**AUTOMATED MATERIALS HANDLING SYSTEM.** The CITY will maintain responsibility for the operation and maintenance of the exterior book drop as well as the tunnel running between the book drop and the library. The City will contribute 50% of the cost for maintenance and repairs to the AMHS through 2027. In the years 2027 through 2032, the City will contribute 25% of the cost for maintenance and repairs to the AMHS. Thereafter, the GRRL will assume total financial responsibility and ownership of the AMHS.

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

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

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

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

**DATA PRACTICES.** All data collected, created, received, maintained, or disseminated for any purpose by the activities of the GRRL because of this lease is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 as amended, Minnesota rules implementing such act now in force or as adopted, as well as Federal Regulations on Data Privacy.

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

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

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

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

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

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

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

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

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

**NON-DISCRIMINATION.** During the performance of this agreement, GRRL agrees no person shall on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age be excluded from the full employment rights in, and participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

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

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

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

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

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



of the items of business to be considered at the meeting.

If the agreement is terminated the CITY agrees to:

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Exhibit A – City-Owned Equipment**

Listing of city-owned assets – chairs, desks, phones, etc.

## **Exhibit B – Related GRRL Policies**

### **GRRL Library Development Policy**

#### **2B.3 Minimum Level of Service**

The following minimum level of service is defined as the basic GRRL library services delivered at every library throughout the region. The total amount of services delivered will be dependent on facility space, population size of community and surrounding area, proximity to other libraries, active registered borrowers, and patron demand.

#### **Collection**

- Shared and Floating - The collection is shared and floats freely among all GRRL libraries.
- Broad audience - Materials are purchased in a variety of formats representing a wide variety of views and tastes.
- Community driven - Patrons may suggest specific titles for purchase. Whenever possible, Interlibrary Loan will be offered for items GRRL does not purchase.
- Delivery - Delivery of requested material is provided on a regular basis.
- Collection maintenance - Library materials are systematically evaluated to facilitate the repair or withdrawal of damaged, unused or obsolete materials from the collection.

#### **Technology**

- Wireless - Public wireless Internet is available for web browsing from most devices.
- Internet station - Computer workstations with software are provided for public use.
- Public Access Catalog - Computer workstations are restricted to library catalog use and accessing library provided databases or services.
- Copying - Copiers are available for patrons to use for a fee per page.
- Printing from public computers - Patrons may print from GRRL computer workstations for a fee per page.

#### **Locally Delivered Public Services**

- Information services - Reference, reader's advisory and technology assistance provided in-person or over the phone.
- Circulation services - Registration of library cards, check-out and check-in of library materials. Automated telephone or email notification for requested materials.
- Programming services - Programs for all ages: pre-k, school age, teen, and adult with a minimum of 25 programs annually. A minimum of one outreach event per library community annually.

#### **Regionally Delivered Public Services**

##### *Web-based*

- Online catalog - The library catalog is maintained to reflect library holdings and facilitate convenient 24/7 access to library materials.
- Digital Library – e-books and e-audio materials are available through the library’s website.
- Virtual reference – Email reference available during library open hours. Chat reference available 24/7 through statewide AskMN consortium.
- Subscription Databases - Patrons have access to databases on various topics that are subscribed to by GRRL or Electronic Library of Minnesota (ELM).

#### *In-library*

- Book-a-Librarian - Personalized face-to-face sessions with a librarian by scheduled appointment.
- Programming
  - Arts & Cultural Heritage Programs (grant dependent)
  - Summer Reading Program
  - Winter Reading Program
- Marketing and publicizing programs and services.

#### **Criteria for Scale of Services Delivered**

The number of public and staff computer stations will be dependent on facility size and wiring capacity. Additionally, total Internet usage, borrowers, and open hours will be used to determine the number of stations assigned to a library. A minimum of one public access catalog, two public Internet station and two staff computer work stations will be provided in each library.

The amount of programs, marketing and publicity will be dependent on the number of borrowers served at each library and grouped by Tier.

<b>Tier</b>	<b>Open Hours</b>	<b>Borrowers</b>	<b>Minimum Annual Program Levels</b>
1	20-23	400-1,300	25
2	24-40	1,300-4,000	30
3	41-49	4,000-20,000	40
4	50 or more	20,000 or more	200

**Approved Date: 7/19/2016**

### **GRRL Library Development Policy**

#### **2B.5 New Libraries**

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

**A. New Libraries - Building Requirements\***

1. The city wishing to add a new GRRL library location needs to meet all GRRL specifications for community size, facility space and distance from other GRRL libraries as outlined in GRRL policy and the GRRL Branch Agreement or other requirements set by the GRRL Board of Trustees.
2. Site: the library site shall provide maximum convenient access to the greatest number of people in the community during the normal course of their daily activities by being located near the center of highest density of daily activity and near high use facilities such as a post office, retail stores, educational facilities, or in close proximity to government centers or community centers.
3. The municipality will provide adequate, safe, convenient and well-lighted parking areas for library users and staff. Parking needs are based on population served. Convenient on and off street parking shall be made available for library customers. The minimum number of parking spaces may be determined by municipal zoning ordinances. Handicapped parking requirements of the Americans With Disabilities Act must be met.
4. Minnesota provides no absolute numerical standards for public library size. However, a large community population indicates a need for greater amounts of public service space to provide for necessary collections and other services. Communities serving larger populations require libraries with more floor space not only for larger collections, but also for additional seating, larger program space and greater numbers of computers to access library information resources.
5. The library must be of adequate size to meet and implement the full range of library services that are consistent with GRRL's long range plan and the standards within this document.
6. The library will have adequate space for adult, child, and family use, with all materials easily accessible for library users of all ages. Furniture provided by the municipality must also include design elements appropriate for children and patrons with disabilities. Furnishings and shelving purchased by the city must be approved by GRRL. Furnishings and shelving will remain as property of the city that will bear the responsibility of maintaining the facility and furnishings as outlined in the branch agreement. All purchased equipment will become the property of GRRL and must be approved by GRRL who will bear the responsibility of maintaining library operations as outlined in the GRRL Branch Agreement.
7. The library building and furnishings must meet state and federal requirements for physical accessibility, including the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG).
8. In compliance with ADAAG, library signage must include directional signs and instructions for the use of the collection, the catalog, and other library services in print, Braille, alternate formats and languages other than English, as appropriate.
9. The library facility will support the implementation of current and future technologies. Installation and repair of code compliant wiring within the facility is a municipal responsibility.
10. The library entrance will be clearly visible and located on the side of the building that most users approach.
11. Interior lighting levels must comply with standards issued by the Illuminating Engineering Society of North America.
12. The library facility provides for the return of library materials when the library is closed. After-hours book deposits must be easily accessible to staff and secure and protect library materials

from weather elements. It is highly recommended that after-hours book deposits store materials inside the facility. They must also be easily accessible to people with disabilities.

13. The municipality will provide appropriate floor covering throughout the building (carpeting or other sound absorbing materials).
14. The building will include appropriate ceiling treatments throughout (sound absorbing materials).
15. The building will include appropriate space for heating and cooling equipment, stairways, janitorial, entryway, and other spaces determined by community needs, service program and architectural design.
16. Because of additional staffing costs associated with multi-level buildings, all new libraries shall be constructed on one level of public service space. The space should be as open and as flexible as possible.
17. The building will include adequate heating and air conditioning.
18. The building will include adequate electrical service, conduits and outlets necessary to meet GRRL's needs.
19. Library space must be utilized only as a library and not as a community meeting room, city hall or any other purpose. Multi-use facilities are acceptable only if the library area has its own designated space and is physically separated from other areas of the building with walls and doors that can be locked and secured by library staff.
20. Library shelving must be standard metal or wood shelving in 3' sections in a variety of heights to accommodate children's, reference, audio-visual and other collections. All standard shelving units will be furnished with adjustable shelves.
21. The building must include convenient delivery access: the delivery access must be accessible for deliveries of library materials from headquarters.
22. The building must include an adequate private work area for staff off-desk tasks and breaks.

#### **B. New Libraries - Access Requirements\***

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

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

## **C. New Libraries - Other General Requirements**

### **Service Area**

Library buildings and their primary area of service must be within the following Minnesota counties: Benton, Morrison, Sherburne, Stearns, Todd, and Wright. The population served must be at least 5,000 based on the community and adjacent townships surrounding the community. The most recent population statistics from the Office of the State Demographer will be used to determine compliance with this requirement.

### **Start-up Costs**

Start-up costs for new library facilities are the responsibility of the host city to be provided through local funds. These costs include but are not limited to:

Library equipment and furnishings – funding for staff and public computers, network equipment, copier, telephone, Express Checkout machine. Equipment must meet minimum GRRL standards as outlined in policy to ensure compatibility with existing systems. Basic library equipment and operations costs required: circulation terminals, public access catalogs, public computer stations, cabling, printers, a copier, book carts and network equipment. Additionally, the costs for software license fees, printing, maintenance contracts, telecommunications (usually provided by RLTA), and miscellaneous equipment need to be covered. Considerations for space, wiring and equipment costs for self checkout stations are strongly recommended for libraries with projected circulation figures over 12,000 items per month. Projected costs will be calculated as part of a new library proposal and will be based on GRRL libraries of similar size and population service area.

Opening Day Collection – Funding for a physical collection of a size adequate to meet the size of the community. Library materials equivalent to 70 percent of capacity based on libraries of comparable size in GRRL. The opening day collection will consist of 25 percent re-distributed older materials from existing GRRL collection and 75 percent newly purchased materials. Projected costs will be calculated as part of a new library proposal and will be based on current GRRL models of collection size and format.

Any other items needed to open the library and meet GRRL specifications as determined by library administration and the GRRL Board.

**Approved Date: 01/08/08**

**Effective Date:**

**Revised Date: 03/20/12, 07/19/16**

## **GRRL Library Development Policy**

### **2B.7 Responsibilities of the Local City Council for Library Operation**

1. Provision and maintenance of a building, furniture for staff and public areas, shelving and other building equipment (including but not limited to circulation desk).
2. Provision and maintenance of heat, air conditioning, light, water and other utilities with the exception of telephone service. All code compliant wiring is to be provided by the building owner or the municipality.
3. Janitorial (cleaning) and trash removal services on at least a weekly basis. Larger facilities need more frequent janitorial services.
4. Maintenance and repair of the building and grounds including raking, lawn mowing and snow removal in a timely manner.



5. Cities must provide insurance on the building (if city owned) and city owned contents. The city must also provide liability insurance coverage.
6. Development and interpretation of policies relating to meeting room use (if applicable).
7. Development of a Rules of Behavior Policy enforceable by local law enforcement.

**Approved Date: 01/08/08**

## **GRRL Library Development Policy**

### **2B.8 Responsibilities of Great River Regional Library**

1. Determination, development, and provision of programs and services to be provided with input from local residents of individual communities.
2. Development and carrying out of all library policies. GRRL maintains uniform service policies for all libraries. To minimize confusion no individual service policies for particular locations will be maintained.
3. GRRL administrative staff determines hours of service with input from local residents.
4. Collection development: The GRRL staff is responsible for selection of library materials for all GRRL libraries. All materials purchased for any library are to be ordered through GRRL regardless of the source of funds. Local citizens are encouraged to make suggestions for collection development and GRRL staff will evaluate those recommendations utilizing the library's Collection Development Policy. Gift materials or monetary donations will be accepted under the provisions of GRRL's Collection Development Policy. Collection maintenance including future purchases and de-acquisitions (weeding)
5. Personnel administration: GRRL is responsible for the selection, training and employment of all personnel. The GRRL Board is responsible for maintaining a region-wide compensation schedule and personnel policy applicable to GRRL employees. All decisions relating to staffing levels, promotion, demotion, hiring or terminations are the responsibility of the regional library.
6. GRRL will insure all GRRL owned materials and equipment.
7. Miscellaneous services: GRRL provides basic telephone service (except building wiring), networking, Internet connections and technology services, programming, delivery service, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of library buildings. Maintenance of GRRL-provided equipment.
8. GRRL will provide automation equipment, software and licenses required to perform assigned GRRL functions.
9. Computers – GRRL computers are to be used for library purposes only. No software can be added to any GRRL computer without the authorization of the Associate Director - Information Technology.

**Approved Date: 01/08/08**

**Effective Date:**

**Revised Date: 03/20/12, 07/19/16**

## **GRRL Library Development Policy**

### **2B.9 Renovated, Re-located or Expanded Libraries**

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

Relocated libraries must meet the criteria established in this document under V. New Libraries, sections A, B and C.

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

**Approved Date: 01/08/08**

## **GRRL Library Development Policy**

### **2B.10 Contracts and Final Agreements**

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

The GRRL board has the final authority to approve the relocation or establishment of any new library.

#### **New Library Consideration Process**

1. City makes an official request by resolution for addition of a new branch location to the GRRL Board.
2. Upon GRRL Board approval, GRRL management provides the City and the GRRL Board with a full analysis of the requirements needed for new branch service, including start-up and ongoing operational costs.
3. Any city given authority by the GRRL Board to establish a new library shall pass a resolution committing the funding needed to meet the expenses listed in GRRL policies V. New Libraries and VI. Responsibilities of the Local City Council for Branch Operation from city revenues. Other funding sources may be used to meet these costs, but they must be backed by city resources under city levy authority. The city presents its proposal to the GRRL Finance Committee for consideration and recommendation to the full GRRL Board of Trustees.
4. The GRRL Board considers the proposal. Any new branch service ongoing operational costs are incorporated into future GRRL budgets.
5. A signed contract must be in place prior to the establishment of a new library outlining responsibilities of GRRL and the city.

**Approved Date: 01/08/08**

**Effective Date:**

**Revised Date: 07/19/16**

## **GRRL Service & Administration Policy**

### **2A.3A Branch Facility Non-Compliance Process**

The following steps will be followed if a GRRL facility is in need of updates or out of compliance with GRRL standards:

1. GRRL management and local staff will notify city officials of facility branch agreement non-compliance issues, such as maintenance needs, wiring requirements, or safety concerns.
2. GRRL management and local staff will work with city officials to develop an action plan to address identified issues.
3. All notifications and actions will be included in management and building reports to the GRRL Board of Trustees.
4. If unsatisfactory response from the city, management will share concerns with the GRRL Board and request approval of next steps for action. These steps will include:
  - An identified timeline for improvements based on safety, security and/or other issues.
  - Presentation of the city's response to management concerns (if any).
  - Proposed level/s of response if GRRL needs/expectations are not met.

If issues remain unresolved for an unsatisfactory amount of time, GRRL Board may vote to suspend services as outlined in the GRRL Branch Agreement.

**Approved Date: 7/19/2016**

**Effective Date:**

**Revised Date: 03/19/19**

## **GRRL Communications & Fund Development Policies**

### **2C. Equipment Donation**

GRRL generally does not accept donated equipment. In the event that an exception is made and the equipment is accepted, the donation must enhance the mission of GRRL. GRRL reserves the right to decline any equipment donation for any reason. This equipment will be considered the property and full responsibility of GRRL.

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

The Associate Director - Information Technology (IT) will determine the suitability of donated equipment that is operated or maintained by IT.

The Associate Director - IT and/or the Library Executive Director must approve equipment donations and monetary donations designated for a particular technology purpose in writing prior to the acceptance. Failure to obtain prior written approval may result in removal of the equipment and/or disciplinary action for staff.

Equipment donations need to follow standard donation procedures. Equipment that is donated may be reallocated or disposed at the discretion of the Associate Director - IT.

**Approved Date: 03/26/06**

**Effective Date: 03/26/06**

**Revised Date: 5/11/10, 03/15/11, 03/20/12, 07/17/18**

## **Exhibit C – Leased Premises**

Map of facility space provided by the lease.