

1300 St. Germain Street West
St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Meeting
Tuesday, January 19, 2021, 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/88019199457?pwd=K2s1OS9icStqSU4zQlE1UnpBOHpuQT09>, Passcode: 147762 or US: +1 312 626 6799, Webinar ID: 880 1919 9457.

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

- 1. Call to Order** 6:00
- 2. Introduction of New Board Members & Oath of Office** 6:01
 - 2.1 Farewell to Departing Member (verbal)
- 3. Adoption/Amendment of Agenda** 6:10
- 4. Election of 2021 Great River Regional Library Board Officers** pg 3 6:11
 - 4.1 President
 - 4.2 Vice President
 - 4.3 Secretary
 - 4.4 Treasurer
 - 4.5 GRRL Board Standing Committees Appointments
- 5. Approval of Minutes** – November 17, 2020, Board Meeting (Requested Action – Approve) pg 7 6:25
- 6. Public Open Forum** 6:26
- 7. Financials** 6:26
 - 7.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
 - 7.2 Financial Reports (emailed) (Requested Action – Accept)
- 8. Consent Agenda** 6:30
 - 8.1 Annual Financial Designations (Requested Action – Approve) pg 11
 - a. Designation of Accounting Coordinator as Custodian of Library Funds
 - b. Designation of Bank Depositories
 - c. Acceptance of Current Letter of Credit
 - d. Designation of Signers on Bank Accounts
 - e. Designation of Signers on Payroll and Expense Checks
 - 8.2 Designation of Official Newspaper (Requested action – Approve) pg 19
 - 8.3 Other

9. Communications	6:33
9.1 Audit Engagement Agreement from BerganKDV pg 21	
9.2 Virtual Library Legislative Week February 21-27, 2021 (verbal)	
9.3 2021 Meeting Schedule pg 31	
9.4 Other	
10. Presentations	6:36
10.1 Other	
11. Staff Reports	6:36
11.1 Executive Director’s Report pg 33	
11.2 Management Reports Including Strategic Plan Progress pg 35	
11.3 Building Reports pg 41	
11.3.1 Kimball Library Building Task Force Recognition (verbal)	
11.4 Human Resources Reports pg 43	
11.5 Summaries of 2020 Activity	
11.5.1 Unique Management pg 51	
11.5.2 Revenue Recapture pg 53	
11.6 Other	
12. Committee Reports	6:50
12.1 Diversity, Equity & Inclusion Committee (verbal)	
12.2 Central Minnesota Libraries Exchange Board (verbal)	
13. Unfinished Business	6:55
13.1 Other	
14. New Business	6:55
14.1 RLBSS Funding Request 2021 and Resolution (Requested Action – Approve) pg 55	
14.2 Year-End Campaign Analysis pg 63	
14.3 Pay Equity Report (Requested Action – Approve) pg 65	
14.4 Proposed 2022 Budget Process Timeline (Requested Action – Approve) pg 69	
14.5 Other	
15. Board Open Forum	7:10
16. Next Meetings: February 16, 2021, Board of Trustees Work Session March 16, 2021, Board of Trustees	
17. Adjournment	7:15

GRRL Board of Trustees 2021 Officer Elections and Committee Appointments

For all elected Board positions: An officer may succeed himself/herself, provided, however, that a President or Vice President shall not serve more than two consecutive terms. Terms are annual.

Election of Board President

2020 President – *Lisa Fobbe (one term has been served)*

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

Election of Board Vice President

2020 Vice President – *Ed Popp (one term has been served)*

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

Election of Board Secretary

2020 Secretary – *Michael Potter*

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

Election of Board Treasurer

2020 Treasurer – *Jeff Bertram*

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 Treasurer will serve on the Finance Committee.

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 disbursements and preparing financial statements.

Appointment of Executive Committee

2020 Executive Committee Members

Lisa Fobbe, President

Ed Popp, Vice President

Michael Potter, Secretary

Jeff Bertram, Treasurer

Karlyn Forner

Dave Kircher

Randy Winscher

In accordance with the regional library agreement, an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

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

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

This committee meets irregularly as needed.

Appointment of Finance Committee

2020 Finance Committee Members

Ed Popp, Chair

Jeff Bertram

Lisa Fobbe

Dave Kircher

Leigh Lenzmeier

Michael Potter

Randy Winscher

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than seven (7) voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

This committee meets most months the full Board meets; the meeting time is prior to the full Board.

Appointment of Personnel Committee

2020 Personnel Committee Members

- Jayne Dietz, Chair*
- Jeff Bertram*
- Melissa Fee*
- Lisa Fobbe*
- Dave Kircher*
- Michael Potter*
- Randy Winscher*

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

This committee meets as needed; the meeting time is prior to the full Board.

Appointment of Fund Development Committee

2020 Fund Development Committee Members

- | | |
|------------------------|--|
| <i>Jayne Dietz</i> | <i>Karen Pundsack, Executive Director</i> |
| <i>Mary Eberley</i> | <i>Breanne Johnson, Communications & Development Coordinator</i> |
| <i>Leigh Lenzmeier</i> | <i>Bernice Berns, Donor</i> |
| | <i>Mark Thelen, Donor</i> |

The President shall appoint a Fund Development Committee tasked with supporting the library’s fundraising activities and advancing fundraising at GRRL.

This committee meets quarterly.

Appointment of Library Safety & Security Committee

2020 Library Safety & Security Committee Members

Jeff Bertram

Karen Pundsack, Executive Director

Mary Eberley

Julie Schmitz, Associate Director – Human Resources

Dave Kircher

Neil Vig, Patron Services Coordinator

Leigh Lenzmeier

Terri Deal-Hansen, Library Services Coordinator

St. Cloud Police Department representative

The formation of a Library Safety & Security Committee resulted from GRRL Board discussion about library building security in June 2017. It was agreed Committee members should include GRRL staff, Board members and the St. Cloud Police Department.

This committee meets as needed.

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 17, 2020**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, November 17, 2020, at 6:01 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:

Karen Pundsack
Jay Roos
Julie Schmitz
Linda Treb
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

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

APPROVAL OF MINUTES

Jeff Bertram made a motion to approve the September 15, 2020, Board meeting minutes as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIALS**Bills**

Ed Popp made a motion to approve the October and November bills and November bills addendum as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

Financial Reports

Randy Winscher made a motion to accept the September and October financial reports as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

CONSENT AGENDA

There were no Consent Agenda items.

COMMUNICATIONS**CMLE Director Update**

This update took place later in the meeting.

Zurya Anjum joined the meeting at 6:11 p.m.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report****Management Reports Including Strategic Plan Progress****Building Reports****Staff Recognition Report****Third Quarter Statistics**

Executive Director Karen Pundsack shared highlights from the staff reports:

- The St. Cloud Public Library/GRRL Lease with city representative signatures has finally been received. It will be complete once GRRL signatures are on the document.
- The City of Otsego contacted GRRL to explore the option of GRRL2Go services similar to Sartell. After receiving preliminary information and costs from GRRL, they decided not to proceed at this time.
- Since the management reports were written, many more year-end campaign donations have been received. There has been a strong response to date.
- CARES funding continues to come in. Karen thanked GRRL's county supporters and several cities for their generosity. GRRL has recouped most costs for extra expenses related to COVID-19.
- Staff hiring is in process. Management is close to making an offer for the Accounting Coordinator. An offer has been accepted for the Patron Services Supervisor position with the hope of that person being here in December. Melrose Library Services Coordinator Jan Atkinson retired after 31 years with GRRL. The process of establishing shared supervision of the Melrose Library with another branch library is moving forward.
- A shout out was given to the many staff members who have taken on additional responsibilities and learned new tasks over the last several months. It is remarkable how staff have stepped up to keep the library functioning and serving patrons.

Karlyn Forner joined the meeting at 6:17 p.m.

COMMITTEE REPORTS**Finance Committee**

Third Quarter Financial Report

Fund Balance Adjustments

2020 Budget Projections

27th Payroll Discussion

2020 Budget Surplus Funds as 2022 Budget Revenue

Ed Popp reported the Finance Committee approved the Third Quarter Financial Report, reviewed 2020 Budget projections, discussed the 27th Payroll designated fund, and approved using 2020 Budget surplus funds as 2022 revenue. Ed Popp made a motion to approve the Finance Committee report as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

Substantial discussion took place following a suggestion to provide a bonus or gift to recognize all GRRL staff for their contributions and extra effort over the last several months. Board members supported acknowledging staff during this difficult time, but expressed concern about setting a precedent even if clearly stating the gift was because of the pandemic. It was also shared that there would likely be lack of support from the GRRL region's counties. Dave Kircher made a motion to approve sending a card of appreciation, rather than a bonus. Seconded by Leigh Lenzmeier, the motion carried by roll call vote with Zurya Anjum, Mary Eberley, and Karlyn Forner opposed.

Central Minnesota Libraries Exchange (CMLE) Director Update

Mary Jordan, CMLE Executive Director, was welcomed to the meeting. She thanked the Board for the invitation to provide an activities update and reviewed the multitype library system. Of the various libraries they support, school libraries are the largest member type. CMLE also reaches out to connect with parochial and private schools.

Each week, a podcast is created to highlight different book genres and another to share state park facts and with the corresponding books. CMLE members are asked to participate in creating the podcasts.

The CMLE Board is determining how to help those with limited resources and increasing the amount of mini grant funds available to members. It was noted that several GRRL Board members also serve on the CMLE Board.

Mary informed the Board about her work at St. Cloud Technical & Community College. Due to staff vacancies at the beginning of the school year, she was asked to help on a temporary, part-time basis.

Dave left meeting at 6:55 p.m.

Personnel Committee

Administrative Interim Plan and Circulation and Distribution Reorganization Proposal

Circulation and Distribution Coordinator

Senior Distribution Assistant

Library Associate

Executive Director Annual Evaluation – Closed Session

Jayne Dietz reported the Personnel Committee met in person on November 10. They conducted Karen Pundsack's performance review, approved the new position descriptions, and were informed about interviews being done by management to fill vacant positions. She commented that the new hires will not create additional budget costs, but may result in savings. Jayne Dietz made a motion to approve the Personnel Committee report as presented. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

Diversity, Equity & Inclusion (DEI) Toolkit Committee

Yesterday was the last day for DEI survey response collection. The survey was extended by one week because the launch was delayed. Karen Pundsack stated 382 people registered for the survey; 182 completed it. Those completing included board members, staff, patrons, community partners, and volunteers. The DEI Toolkit Committee hopes to meet in the next week to look over results and decide how to proceed.

UNFINISHED BUSINESS

Executive Director Annual Evaluation Summary

Jayne Dietz informed the Board that, based on feedback, Karen exceeds requirements in all areas reviewed.

NEW BUSINESS**2021 Regional Sustainability Plan**

The Sustainability Plan will fill the gap between GRRL's 2016-2020 Strategic Plan and completion of the 2021-2025 Plan, delayed due to the pandemic. Karen Pundsack reviewed management's intended focus for next year: maintain and sustain current levels of access and service; continue raising library service awareness, DEI efforts, and supporting network operations. Mary Eberley made a motion to approve the 2021 Regional Sustainability Plan as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

Open Hours Adjustments

Lead Patron Services Supervisor Brandi Canter and Patron Services Supervisor Ryan McCormick worked with Library Services Coordinators to align branch library open hours with their respective community needs. If the adjustments show positive results, they will likely remain in place after 2021. Board members commented favorably on the work done and were happy with the hours adjustments.

Jeff Bertram left the meeting at 7:15 p.m.

Farewell to Departing Members

Board members and Karen Pundsack thanked Michael Potter, Wright County Commissioner, and Jeff Bertram, Stearns County citizen representative, for their service to the GRRL Board. Both have significantly contributed to the Board and library. Michael commented it was a pleasure to serve and work with the GRRL Board members and staff. Everyone was asked to reach out to Jeff since he left the meeting for another commitment prior to being recognized.

BOARD OPEN FORUM

All Board members shared comments including:

- schools are transitioning to distance learning which has been stressful and difficult;
- wishes for safe and great holidays;
- being thankful for the past year;
- the year ahead will be challenging for many;
- looking forward to seeing everyone in 2021;
- feeling honored to serve on the GRRL Board;
- recognition of Zurya's letter to the editor;
- much of the career force depends on libraries due to lack of access elsewhere/people are suffering;
- compliments to Karen and all library staff for work done and the use of library space for access;
- thank you to the library in general and being able to bring books from the library home;
- appreciation for Grab & Go materials from the library.

NEXT MEETINGS

The next Great River Regional Library Board meetings will be:

Tuesday, January 19, 2021 – Personnel Committee

Board of Trustees

Tuesday, February 16, 2021 – Finance Committee

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 7:36 p.m.

Board President

Board Secretary



Annual Financial Designations for 2021

Submitted by Karen Pundsack, Executive Director

Linda Treb, Interim Accounting Coordinator

Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve the delegation of custodial duties, depository designations, current letter of credit, and signer designations as detailed in the attached documents.

BACKGROUND INFORMATION

Supporting Documents Attached

- Letter of Credit #2234-5905 dated December 10, 2020, from Federal Home Loan Bank of Des Moines
- 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 Annual Financial Designations for 2021

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 Accounting Coordinator. That person shall be responsible for investments, maintaining cash receipts and disbursement, and preparing financial statements.

b. Designation of Bank Depositories

The following banking services have been established for Great River Regional Library:

Bremer Bank, N.A.

- Expense Account
- Payroll Account
- Petty Cash Checking Account
- Savings Account

Magic Fund

- Savings Account
- Investments

It is necessary for the Board to designate the banks as approved depositories for Great River Regional Library.

c. Acceptance of Current Letter of Credit

The following amounts are assigned to Great River Regional Library:

\$200,000 Letter of Credit #2234-5905 dated December 10, 2020, secured by the Federal Home Loan Bank of Des Moines.

A copy of the above document is attached for your review. Acceptance of this document by the Board is needed.

d. Designation of Signers on Bank Accounts

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Linda Treb, Interim Accounting Coordinator/Accounting Specialist; and Amy Anderson, Accounting Coordinator, are designated as signers on the main checking, petty cash, savings, and investment bank accounts.

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Linda Treb, Interim Accounting Coordinator/Accounting Specialist; Amy Anderson, 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.

e. Designation of Signers on Payroll and Expense Checks

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Linda Treb, Interim Accounting Coordinator/Accounting Specialist; and Amy Anderson, Accounting Coordinator, are designated as signers on the checks for the main checking and petty cash expense accounts.

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Linda Treb, Interim Accounting Coordinator/Accounting Specialist; Amy Anderson, Accounting Coordinator; Julie Schmitz, Associate Director – Human Resources; and Brenda Olinger, Payroll & Benefit Coordinator, are designated as signers on the checks for the payroll accounts.

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



LETTER OF CREDIT NO. 2234-5905

Effective Date: December 10, 2020

Great River Regional Library
lindat@grrl.lib.mn.us
1300 @ St Germain St
St Cloud, MN 56301
Attention: Linda Treb

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-5905 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$200,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.
2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.
3. If a drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such drawing. If a drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the drawing was not in accordance with the Letter of Credit, you may attempt to correct any such drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.
4. As used herein "business day" shall mean any day other than a Saturday, Sunday, a day on which financial institutions in the State of Iowa are authorized or required by law to close or on which the Fed wire system of the Federal Reserve Board is closed for fund transfers.

5. Only you may make a drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on March 10, 2021 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES
909 Locust Street
Des Moines, IA 50309

By: 

Title: Senior Money Desk Specialist Dec 10, 2020

Effective Date: December 10, 2020

LETTER OF CREDIT NO. 2234-5905

EXHIBIT A
DRAWING CERTIFICATE

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-5905 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.
2. The amount of the drawing when added to the amount of any other drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.
3. Payment by the Bank pursuant to this drawing shall be made by wire transfer in immediately available funds to _____, ABA Number _____, Account Number _____, Attention: _____, Re: _____.

IN WITNESS WHEREOF, this Certificate has been executed this ____ day of _____, 20__.

GREAT RIVER REGIONAL LIBRARY

By _____

Title: _____



Official Newspaper Designation for 2021

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Designate the *St. Cloud Times* as GRRL's official newspaper for public announcements and legal notices.

BACKGROUND INFORMATION

Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in 2017, 2018, 2019, and 2020.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: Yes

No

N/A

ACTION

Passed

Failed

Tabled

Sent via electronic mail.

January 13, 2021

Great River Regional Library,
Board of Directors and Karen Pundsack, Director
1300 West St. Germain Street
St. Cloud, MN 56301

Dear Ms. Pundsack:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Summary of Engagement Terms:

Level of Attest Service: Audit in accordance with Governmental Auditing Standards (Governmental Yellow Book Audit)

Financial Statements: Governmental activities and the General Fund

Financial Reporting Framework: Accounting principles generally accepted in the United States of America

Period: As of and for the Year Ended December 31, 2020

Required Supplementary Information: Management's Discussion and Analysis, Schedule of Library's and Non-employer's Proportionate Share of Net Pension Liability - Minnesota PERA, Schedule of Library's Contributions to Retirement Fund - Minnesota PERA

Supplementary Information:

- **Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules:** Opinion in relation to the financial statements as a whole
- **Introductory Section and Statistical Section of the Comprehensive Annual Financial Report:** N/A

Engagement Partner: Nancy Schulzetenberg

Fees: We estimate that our fees for these services will be \$14,450 for the audit, and \$3,700 for non-audit services including accrual trial balances and preparation of the financial statements. If necessary, the fee for the federal single audit will range from \$3,000 - \$5,000.

Non-attest Services: Preparation of the financial statements/schedule of federal awards, if applicable.

We appreciate the opportunity to be of service to you and believe this letter and attached **audit engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and as further detailed in the attached **audit engagement agreement**, please acknowledge your acceptance by signing and returning it to us.

I have read, and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

Nancy Schulzetenberg

Nancy Schulzetenberg, Certified Public Accountant
BerganKDV

Acknowledged by:

Title:



AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

AUDIT OBJECTIVES

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and to report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the governmental entity's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the governmental entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**AUDIT PROCEDURES – GENERAL**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of American and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

AUDIT PROCEDURES – INTERNAL CONTROL

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These

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non-attest services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

MANAGEMENT RESPONSIBILITIES

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also

AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT

responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the non-attest services identified in the summary of engagement terms and any other non-attest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

THIRD-PARTY SERVICE PROVIDERS

We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of BergankDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BergankDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

The engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or disruptions in providing our services. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting standards (ASU) will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed

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upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

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You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

PEER REVIEW REPORT

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report is attached as follows.

AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT

**Report on the Firm's System of Quality Control**

October 16, 2017

To the Partners of BerganKDV, Ltd.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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Email: info@bmgcpas.com

AUDIT ENGAGEMENT AGREEMENT | GOVERNMENTAL – YELLOW BOOK AUDIT**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of BergankDV, Ltd. in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BergankDV, Ltd. has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

Handwritten signature of BMG in blue ink.

Lincoln, Nebraska



1300 St. Germain Street West
St. Cloud, Minnesota 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees 2021 Meeting Schedule

St. Cloud Public Library at 6:00 p.m.

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

January 19 – Annual Meeting

February 16 – Work Session

March 16

April 20 – Work Session

May 18

June 15 –Work Session

July 20

August 17 – Work Session

September 21

October 19 – Work Session

November 16

December 21 – Work Session

Executive Director Report January 2021

Strategic Plan Progress

Operational Priority: Operational Excellence

The 2021 GRRL Regional Sustainability Plan was approved by the GRRL Board in November. The timeline for the full update of the long-range plan was extended to spring 2021. Work continues on incorporating the analysis over the past year from the 2018 user/non-user survey, community meetings, Edge Assessment, Theory of Change exercises, and the Diversity, Equity & Inclusion (DEI) survey into the final plan.

Diversity, Equity & Inclusion (DEI) Committee

The DEI Committee reviewed survey results and is developing next steps. The initial results have been shared with the Leadership Support Team (LST) and the DEI workgroup members. A total of 181 people completed the survey, including 50 staff and 11 board members. A summary of the survey and action steps will be shared with the GRRL Board at a future meeting.

One of the findings is a lack of diversity in respondents. GRRL Board member Zurya Anjum led a meeting of the DEI Committee with diverse guests to talk about the survey and get a broader perspective. Participants shared insights on how the library could be more inclusive in its programming, signage, and displays. Their recommendations will be incorporated into final action steps and into the strategic plan update. Some of these takeaways have been shared with staff to start working into local displays and programs. We are also investigating options to use Legacy funds to support broader cultural and historical programming.

Leadership Support Team

We discussed how to track sustainability plan progress for 2021. Updates will be provided to the Board quarterly. Library Services Coordinators (LSC) will meet in January to discuss local goals progress. We also discussed the latest state guidance on reopening. The team reviewed the Diversity, Equity & Inclusion survey results.

Ss. Cloud Public Library (SCPL) Lease

Administrative Assistant Patty Waletzko shepherded the document through final signatures. The SCPL lease is updated and final!

Transitions

Onboarding is under way for our new Accounting Coordinator Amy Anderson and Patron Services Supervisor Cara Langston. Both are completing the orientation programs for their positions. Interim Accounting Coordinator Linda Treb will be leading Amy through the year-end accounting activities and audit preparation. Patron Services Supervisors Brandi Canter and Ryan McCormick have been helping Cara learn the role and connect with the libraries that will be assigned to her. I will continue to supervise the St. Cloud Public Library during the transition period, which we anticipate will go through March.

Council of Regional Public Library System Administrators (CRPLSA)

CRPLSA met several times over the past few months. We discussed how to handle FY2021 Regional Library Telecommunications (RLTA) Aid applications. An additional category of funding was added with

the legislative changes this spring, so the timeline has changed a bit. CRPLSA also met to develop a refined legislative request for Regional Library Basic System Support (RLBSS). The proposal is included in this packet for consideration. Each of the 12 regional library system boards are reviewing the proposal this month. It is a more incremental and phased approach than in the past, but the basic concept of stabilizing the formula is unchanged.

Highlighted Executive Director Activities since November Board Meeting

November 18 – St. Cloud Chamber Government Affairs Advisory Committee, LST Board follow-up meeting, State Library Services conference call
 November 19 – DEI toolkit user group, PS Supervisor meeting
 Novembers 23 – LST, Supervisor update, DEI Committee
 November 24 – Staff huddle
 November 25 – LST
 November 30 – CRPLSA RLTA planning
 December 1 – Patron Services Supervisor meeting
 December 2 – State Legacy coordinators meeting
 December 3 – DEI toolkit user group
 December 7 – CRPLSA meeting, Amy’s first day
 December 9 – DEI committee
 December 10 – St. Cloud Reading Room
 December 14 – SCPL Patron Services meeting, DEI work group, RLTA meeting, Cara’s first day
 December 15 – SCPL coordinators meeting, Patron Services Supervisor meeting, St. Cloud Public Library Board meeting
 December 16 – St. Cloud Chamber Government Affairs meeting, LST, Supervisor update
 December 17 – St. Cloud Quarterly Business Report
 December 21 – CRPLSA/MLA-ITEM meeting with governor’s office
 December 23 – DEI Committee meeting with community diversity representatives
 December 31 – GRRL Board orientation with Al Amdahl
 January 4 – Orientation with Belgrade/Paynesville LSC Kateri Gruber and Long Prairie LSC Amanda Wehrspann
 January 5 – Patron Services Supervisor meeting
 January 6 – MLA Legislative Committee
 January 7 – LST meeting
 January 8 – CRPLSA Legislative Discussion
 January 11 – Career Solutions Program Committee
 January 12 – LST meeting

Management Reports January 2021

Amy Anderson
Accounting Coordinator
Linda Treb
Interim Accounting Coordinator

Strategic Plan Progress

Operational Priority: Operational Excellence

During the annual audit, we will re-evaluate our internal controls and procedures to ensure effective transparency and adequate duty delegations are in place for best practice techniques going forward. Internal controls are being reviewed for the upcoming 2020 Annual Audit. Both Linda Treb, Interim Accounting Coordinator, and Amy Anderson, Accounting Coordinator, will attend audit procedure training with Jackie Knowles of BerganKDV in January.

Accounting

Training and Transition

Amy’s onboarding has included 1:1 meetings with department heads, several branch visits, and the completion of branch orientation checklists. Linda and Amy continue to work on completing the Accounting Coordinator Training Checklist as day-to-day operations and closeout processes for month- and year-end are being completed. As these tasks are finished, more daily work can transition to Amy as we begin audit preparation.

Investments

This information is being provided based on a Board request for more transparency around GRRL investments:

Matured CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Franklin Synergy Bank, TN	12/08/2020	\$245,000.00	1.65	\$3,964.97
Gateway First Bank, OK	12/17/2020	\$245,000.00	1.95	\$4,568.08
Southern States Bank, AL	12/30/2020	\$175,000.00	1.78	\$2,867.51

Purchased CDs

Institution Name	Purchase Date	Amount	Gross Rate	Interest @ Maturity
Third Coast Bank Ssb, Humble, TX	11/17/2020	\$248,000.00	0.20	\$868.00

Our current savings account rate is 0.04%. Certificate investment options were quoted at rates of 0.05%. After consultation, no CD purchases were authorized by our Executive Director during the month of December 2020.

Letter of Credit

GRRL holds a \$200,000.00 Letter of Credit, (#2234-5905) issued December 10, 2020, from Federal Home Loan Bank of Des Moines. This information is included with the Annual Financial Designations agenda item.

Brandi Canter
Lead Patron Services Supervisor

Strategic Plan Progress

Strategic Priority: Literacy

Computer-based literacy services – Our Patron Services (PS) Librarians have worked to provide Book-a-Librarian support via phone or zoom. This has posed challenges because historically most patrons’ questions were about accessing the digital library and/or using technology, but PS Librarians did what they could to troubleshoot over the phone. In one instance, a family member navigated Zoom so that an elderly patron could work with PS Librarian Connie Laing to create an account and download Overdrive eBooks.

In addition, staff around the region worked hard to provide additional support as we saw digital library use increase significantly. In St. Cloud, local and regional staff provided five online computer literacy classes with the Whitney Senior Center. Questions were answered locally via the regional Hotline and through the AskMN online chat.

Increase regional borrower numbers – We have seen an unfortunate decline in borrower numbers since March 2019. Local staff have worked hard to retain borrowers, reaching out with personal phone calls to check in with patrons, offering to renew accounts, and/or updating patrons on changes to services.

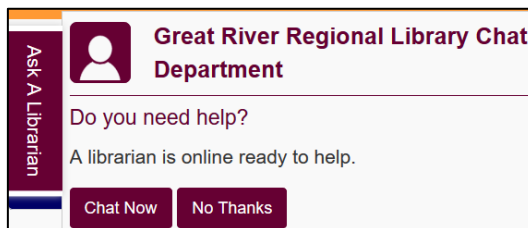
Strategic Priority: Access

Expand and implement existing services to homebound patrons – Again, the closure and reduced service opportunities brought by the pandemic frustrated local and regional efforts to meet this goal. At the same time, the way that COVID-19 intensified challenges in our communities and increased isolation for many seniors only served to make this goal a higher priority. A large percentage of Library Services Coordinators (LSC) indicated that homebound and/or institutional delivery is a key local service goal for 2021.

Strategic Priority: Lifelong Learning

Increase chat references users – In short: this is the goal we surpassed, with an estimated 3,000 online chat reference contacts from GRRL patrons.

We made some chat reference changes mid-year, with a migration on the LibAnswers platform used by GRRL and other libraries for chat reference. We also updated our website, griver.org, with a chat widget (right) that opens whenever patrons are on a page for more than a few seconds. The widget makes it much easier for patrons to reach out to ask for help, and ask for help they have done!



Operational Priority: Exceptional Service

Investigate best practices to increase repeat use by new borrowers – This goal was sidelined in the effort to reopen libraries and/or adjust services as a result of the COVID closure and being able to offer only limited services. However, I worked closely with Jay Roos, Associate Director – Information Technology, to develop reports that library staff could use to reach out to patrons as described above.

Operational Priority: Community Focus

Each library will provide a presentation or outreach event about library services and/or technology – With elimination of in-person programming and outreach for most of 2020, this goal was not completed.

COVID-19 Related Impacts

COVID-19 continues to impact our libraries and communities. In Cold Spring, as a result of increasing COVID numbers, the city decided after Thanksgiving to close the building and asked us to dial back services to curbside pickup and computer reservations by appointment. Since numbers have declined, we will be able to return to Grab-and-Go services starting Monday, January 11. Elsewhere, libraries continue to offer limited services that include browsing, computer use, holds pickup, etc. with time limitations.

Department Updates

The Patron Services Supervisor transitions are in full swing now that Cara has joined us. I've been doing a lot of file management as I get ready to hand over branches to Cara and Ryan. It's a bit of a juggling act to ensure that all branches continue to have the support they need while we switch supervisors, and we hope to have all the changes completed by the beginning of March. It's a time of real opportunity, and I'm excited about what Cara brings to the team.

In November, I wrote about some of my work with the Diversity, Equity & Inclusion (DEI) workgroup. I have continued investigating ways we might increase access for individuals experiencing homelessness and/or those recently released from incarceration. At the end of December I spoke with Thomas Fortin, Chief of Main at the San Francisco Public Library, about a "Welcome" card used there for people without a current valid address. I'll continue working with GRRL staff and toward the goal of bringing forward service and policy recommendations in 2021.

We have been fortunate to hire some great new staff: assistants in Belgrade/Paynesville, Cokato/Howard Lake, Monticello, and Elk River, and aides in Annandale/Kimball and Elk River. We have open assistant positions in Monticello and Rockford. We also recently received notice that Julie Eskritt, Rockford LSC, will retire at the beginning of February, so we are working to fill that position as well.

Breanne Johnson **Communications and Development Coordinator**

Strategic Plan Progress

Operational Priority: Operational Excellence

The planned giving brochure is available in each of our 32 branch libraries for donors interested in making a life-long impact.

We finished creating a separate memorial/tribute option of giving in 2020. As of December 31, 2020, we have received 25 memorial/tribute gifts totaling to \$3,320. More details and ways to give are on our website at <https://griver.org/support-the-library/honor-and-memorial-gifts>.

Through the 2020 Summer Reading Program, we created opportunities for corporate sponsorships. We raised almost \$3,000 over our goal, so we will plan to do sponsorships for the program again in 2021.

Operational Priority: Community Focus

We continue to use a centralized email distribution list of new borrowers to inform them about library services. Currently, we have an average open rate of 19% and 5,425 recipients. We hope to soon transfer our e-newsletters to the Customer Engagement Platform (CEP) offered by SirsiDynix. Until CEP is running, we continue to use MailChimp to send our monthly e-newsletters.

Fundraising

GRRL’s 2020 Year-End Campaign began on October 1st, 2020, and will run until January 31st, 2021. As we near the end of the campaign, we are astonished by the participation and generosity of our communities! We have succeeded our dollar amount goal and are on our way towards meeting our goal for number of donors. Mark Thelen, major donor and Fund Development Committee member, challenged GRRL staff to a matching gift of \$1,000. Due to an overwhelming staff response, he raised his matching gift to \$2,000 to reflect the amount of staff giving!

Update for 01/11/21:

	<u>2020 Goals</u>	<u>2020 Current</u>
<u>Dollar Amount</u>	\$47,510	\$92,761
<u>Number of Donors</u>	900	865
<u>Board Participation</u>	100%	40%
<u>Staff Participation</u>	17%	12%
<u>Avg. Gift</u>	\$52	\$107

Cara Langston
Patron Services Supervisor

Supervision and Transition

I completed orientation training and began direct supervision of the Cold Spring/Richmond, Little Falls/Swanville, Eagle Bend/ Staples, Grey Eagle, Royalton, Pierz, and Sauk Centre libraries on January 11. Introductory conversations with LSCs have been ongoing and mostly virtual. I've visited Cold Spring, Richmond, Little Falls, and Swanville in person, and I hope to continue visiting in person as I'm able.

Ryan McCormick
Patron Services Supervisor

Personnel

I am happy to report that John Hannon, previously the LSC in Albany, has been hired in the same position for the newly combined Albany/Melrose branches. Congratulations John!

Library Operations

In November, the cities of Albany and Melrose decided to close city buildings, and the libraries rolled back services to only curbside pickup and computer use by appointment.

Think Tank

The second annual Library Card Design Contest has concluded. The “art cards” have been received and are on their way to the branches. We were fortunate to receive many talented submissions and plan to highlight both the winners and runners up on social media. Other current endeavors include Short Story Writing Month and Hour of Code in December, and the Winter Reading Program in January. We also continue our efforts to support students participating in online learning. Some staff members have recently been trained on a popular distance education platform, so they can better serve students and their families.

Jay Roos
Associate Director – Information Technology

Strategic Plan Progress

Organizational Priority: Operation Excellence

Server Replacement – Two replacement servers were ordered in 2020. The old servers had increasing maintenance contract costs due to age and have exceeded their expected lifetime. The first of the two has been placed into service and the second will be completed prior to the January Board meeting.

Wireless Replacement – Our new wireless gear arrived and has been received into our inventory. The Information Department (IT) department is working with our vendor to schedule a start date for the project, and we expect it to begin this month (January). The new equipment operates on the newest WiFi standards and comes with a captive portal (Acceptable Use Policy) that works in real-world tests much more smoothly than our current solution on devices old and new.

Express Checkouts

In 2020, we ordered two additional express checkouts for our Kimball and Howard Lake libraries. Due to supply chain and staffing issues they only just arrived late in December. We are working with the vendor to schedule installation dates. The implementation of these two machines will bring us to a total of 24 libraries with the option of full patron self-service.

Julie Schmitz
Associate Director – Human Resources

Strategic Plan Progress

Organizational Priority: Exceptional Service

From September through December, 11 new employees completed Day One orientation via Zoom or in person at the St. Cloud Library. They are now in the process of completing their online orientation program.

Organizational Orientation was held virtually on October 15, 2020, for 16 new staff members to help them understand how various departments work together at GRRL and how their jobs fit within the organization.

Shared Branch

Due to the retirement of the Melrose Library Services Coordinator, we combined the Albany and Melrose Libraries into a shared branch. The LSC for the shared branches is a part-time, benefit-eligible position.

Training

Training opportunities have been developed to help Circulation Assistants transition to their new role as Library Associates at the St. Cloud Library. Training on the following topics will be held via Zoom during January: Reference/Databases, Horizon Circulation Module, and De-escalation Techniques. In addition, we are conducting a database challenge for interested staff throughout 2021 where we emphasize a different database and include several questions to showcase various features and searching techniques.

Minnesota Pay Equity Report

Our Minnesota Pay Equity Report indicates that we do not have enough male classes for the system to perform the statistical analysis. Therefore, an alternative analysis will be used to determine compliance. This is a manual review by the Pay Equity office.

COVID Update

The Temporary Emergency Paid Sick Leave 2020 Policy, and the Temporary 2020 Emergency Leave Addendum Policy, expired on December 31, 2020. These temporary policies were created under the Families First Coronavirus Response Act (FFCRA) to provide paid leave because of the Coronavirus Pandemic. The FFCRA's leave provisions were not extended into 2021.

Jami Trenam
Associate Director – Collection Development

Strategic Plan Progress

Strategic Priority: Lifelong Learning

Explore streaming services – 1,494 patrons registered for our Hoopla streaming service in 2020. In addition to movies and music, Hoopla offers ebook and eAudio content on demand with no waiting. To better respond to the growing use of eAudiobooks, the audio content available through Hoopla was expanded in November.

Identify new ways to move material around the region to improve the patron browsing experience – The new procedures around sharing materials between libraries continue to evolve and will be carried into 2021. The collection management pilot launched in late October has been successful so far and moved to a new stage in January.

Strategic Priority: Operational Excellence

Implement the Acquisitions module in Horizon to improve workflow – 2020 marked our first full year using the Acquisitions module. Many behind the scenes staff processes have been streamlined, resulting in a faster turnaround time for new materials to be available for patron use. The receiving and invoicing processes have been refined. The transition to the new fiscal year was fairly smooth. While significant time and energy was required to implement the module, the efficiencies gained will continue to pay off for years to come.

COVID-19 Related Impacts

The publishing industry supply chain disruptions of 2020 resulted in more dollars invested in the Digital Library than ever before. Patron response has been tremendous: the Digital Library circulated 259,014 titles in 2020 as compared to 213,036 in 2019. I anticipate this trend will continue and plan to leverage Fund Development dollars to meet the increased demand.

The WiFi2Go program will be expanded again, this time thanks to CARES Act funding from Todd County. Additional hotspots from Verizon will be added to enhance connectivity in our Eagle Bend, Grey Eagle, Long Prairie, and Staples locations in the first quarter.

Building Reports January 2021

Brandi Canter Lead Patron Services Supervisor

Cokato

The city installed new LED lights in the library. In addition, the city is working on a new cleaning contract for the library and other city facilities.

Delano

The city ran new Ethernet cable so GRRL WiFi now reaches the library parking lot. In addition, local contractors installed a ground fault circuit interrupter as requested through the latest MCIT facility review. Maintenance staff also identified a large crack in one of the windows and will work on getting that replaced as soon as possible.

Howard Lake

The city has purchased a desk for the new Express Checkout machine, which we hope to have installed by the end of the month.

Kimball

The new Kimball Library opened on Monday, December 7th as planned. Patrons and staff are thrilled with the beautiful new space. We anticipate installation of the new Express Checkout machine within the next couple of weeks. The Library Task Force is still waiting to hear whether they will receive a Bremer grant for some additional shelving and other needs.

Once again, I want to express my deepest appreciation to the City of Kimball and the Kimball Library Building Task Force for all their work to bring this dream to fruition! I have been working with Mayor Tammy Konz and the Kimball Friends of the Library about a new library project since I started as the Patron Services Supervisor for Kimball in the fall of 2009. The new library has truly been a labor of love for so many in the Kimball community.

Monticello

The city installed a new heating system for the library – for which staff and patrons alike are grateful! Also, we learned that the city has put money in the 2021 budget to replace the library toilets and improve functionality in the library restrooms. We do not yet have a date for when this work will be completed.

Rockford

The Rockford library reopened as planned on Tuesday, November 24th with brand new flooring and a new, more efficient layout. Staff and patrons alike appreciate the bright, fresh look and the improved flow for the space. We so appreciate all the time, attention, and work from our Eagle Scout, Joe Harkess, and wish him all the best in his future endeavors.

Ryan McCormick
Patron Services Supervisor

Big Lake

The Community Room has recently been repainted, and wheels have been installed on the tables to make them easier to move. The city is looking into new chairs for the room as well.

Sauk Centre

The city has contracted with a local construction company to replace two of the transom windows that have rotted sills. They have been ordered, but not yet replaced. The plan is to replace the rest of the outside windows all at once in the next year or two. The city has also taken down the “mushroom lights” to rewire for LED. There was an issue with the heat a few weeks ago, which was promptly fixed.

Upsala

Finding space to quarantine items is tricky for many libraries, and the city has purchased baskets to help with the storage of these items.

**Staff Recognition Report
2021 - Quarter 1
January 1 - March 31**

First Name	Last Name	Home Department Description	Supervisor	Celebration Date	Years of Service
Irene	Gruber	Albany	Hannon, John	01/02/2021	20
Carla	Asfeld	Annandale/Kimball	Canter, Brandi	01/03/2021	25
Robert	Lake	Information Technology	Roos, Jayme	01/04/2021	5
Brenda	Olinger	Human Resources	Schmitz, Julie	01/19/2021	5
Valerie	Matlock	Pierz	Heschke, Grace	01/24/2021	10
Jan	Bothun	Monticello	Scherber, Marla	01/29/2021	3
Judy	Wolak	Eagle Bend/Staples	Perish, Cathy	02/03/2021	10
LeAnna	Kingsleigh	Distribution	Christensen, Heavenly	02/10/2021	1
Betty	Helget	Clearwater/Foley	Kuelbs, Shelly	02/12/2021	3
Brandi	Canter	Patron Services	Pundsack, Karen	02/20/2021	20
Betsy	Pahl	Clearwater/Foley	Kuelbs, Shelly	02/26/2021	3
Teresa	Foy	Monticello	Scherber, Marla	03/09/2021	1
Cheryl	Johnson	Becker/Big Lake	Burkhardt, Jeannette	03/09/2021	1
Trudy	Laffer	Long Prairie	Wehrspan, Amanda	03/09/2021	1
Laura	Hansen	Little Falls/Swanville	Bruggenthies, Cindy	03/14/2021	5
Samuel	Puterbaugh	Waite Park	Goebel, Michelle	03/14/2021	5
Georgine	Nathe	Sauk Centre	George, Marisa	03/31/2021	20

**Promotion Report
2020 - Quarters 3 and 4
(July - December)**

Last Name	First Name	Hire Date	Job Title Description	Department	Reports To Name	Promotion Effective Date	Previous Job Title Description	Previous Location Description
Zongo	Delaine	09/09/2019	Library Associate	STC Patron Services	Neil Vig	10/19/2020	Circulation Assistant	Circulation
Gomez	Jessica	04/10/2017	Library Assistant	Cold Spring/Richmond	Jason Kirchoff	09/21/2020	Library Aide	Cold Spring/Richmond
Backen	Rosanna	10/21/2019	Circulation & Distribution Coord.	Circulation	Pundsack, Karen	11/16/2020	Circulation Coordinator	Circulation
Christensen	Heavenly	02/27/2017	Senior Distribution Assistant	Distribution	Backen, Rosanna	11/16/2020	Distribution Assistant	Distribution
Wahlin-Fiskum	Denise	01/03/2017	Library Associate Sub	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant Sub	Circulation
Brothen	Katy	09/25/2012	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Bennett	Katelyn	11/07/2016	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Travis	Kelly	06/06/2016	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Eiden	Ruby	10/19/2020	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Soriano	Courtney	10/19/2020	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Thompson	Jen	02/25/2019	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Headlee	Mary Kay	04/29/2014	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Sjostedt	Colleen	08/01/2016	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation
Juetten	Janice	10/12/2015	Library Associate Sub	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant Sub	Circulation
Church	Chris	02/11/2019	Library Associate	Circulation & Patron Svcs	Backen, Rosanna	12/28/2020	Circulation Assistant	Circulation

**New Hire Report
2020 - Quarters 3 and 4
(July - December)**

Last Name	First Name	Hire Date	Job Title Description	Department	Supervisor
Randall	Jennifer	07/27/2020	Library Assistant	Clearwater/Foley	Kuelbs, Shelly
Soriano	Courtney	10/19/2020	Circulation Assistant	Circulation	Backen, Rosanna
Eiden	Ruby	10/19/2020	Circulation Assistant	Circulation	Backen, Rosanna
Norgren	Elizabeth	10/26/2020	Library Associate	Patron Services	Mallo, Chris
Leasman	Laura	11/16/2020	Library Assistant	Long Prairie	Wehrspan, Amanda
Wilson	Nicole	12/01/2020	Library Assistant	Cokato/Howard Lake	Koivisto, Sara
Anderson	Amy	12/07/2020	Accounting Coordinator	Accounting	Pundsack, Karen
Marx	Phoebe	12/14/2020	Library Aide	Annandale/Kimball	Asfeld, Carla
Steuckrath	Miranda	12/28/2020	Library Assistant	Belgrade/Paynesville	Gruber, Kateri

Rehires					
Last Name	First Name	Rehire Date	Rehire Position	Terminated Position and Location	Termination Date
Bennett	Michael	10/05/2020	Driver Sub	Driver	01/03/2020
Langston	Cara	12/14/2020	Patron Services Supervisor	Library Associate, St. Cloud	08/20/2020

**Termination Report
2020 - Quarters 3 and 4
(July - December)**

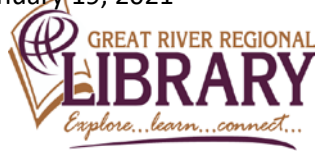
Last Name	First Name	Termination Date	Job Title Description	Department	Supervisor	Hire Date	Years of Service
Czech	Terri	07/01/2020	HR Specialist	Human Resources	Schmitz, Julie	09/08/2010	9 year, 9 months
Luken	Debra	07/11/2020	Library Assistant Sub	Elk River	Schake, Roberta	03/13/1989	4 year, 1 month
Davis	Lillian	08/01/2020	Library Assistant Sub	Annandale/Kimball	Asfeld, Carla	11/19/2012	0 year, 11 months
Mohs	Krista	08/03/2020	Library Associate Sub	STC Patron Services	Mallo, Chris	11/19/2018	1 year, 8 months
Thomas	Rachel	08/07/2020	Patron Services Supervisor	Patron Services	Pundsack, Karen	04/26/2015	5 year, 3 months
Wahrman	Carolyn	08/08/2020	Library Assistant	Belgrade/Paynesville	Gruber, Kateri	10/31/2012	7 year, 9 months
Derner	Brooke	08/14/2020	Library Assistant	Monticello	Scherber, Marla	07/29/2019	1 year, 0 month
Langston	Cara	08/20/2020	Library Associate	STC Patron Services	Vig, Neil	03/25/2019	1 year, 4 months
Maas	Nancy	08/20/2020	Library Assistant Sub	Monticello	Scherber, Marla	07/01/2004	16 year, 1 month
Murphy	Aron	08/21/2020	Accounting & Distribution Supv	Accounting	Pundsack, Karen	12/01/2008	11 year, 8 months
Pirkl	Amy	08/25/2020	Library Assistant Sub	Coldspring/Richmond	Kirchoff, Jason	07/01/2019	1 year, 1 month
Blom	Anne	08/31/2020	Library Aide	Buffalo	Pommerenke, Chris	11/29/1995	24 year, 9 months
Huff	Katie	09/03/2020	Library Assistant Sub	Cokato/Howard Lake	Koivisto, Sara	07/30/2018	2 year, 1 month
Lantis	Barbara	09/11/2020	Library Assistant	Coldspring/Richmond	Kirchoff, Jason	08/01/1975	45 year, 1 month
Mayer	Julene	09/14/2020	Technical Services Asst Sub	Technical Services	Getz, Christopher	04/16/1990	1 year, 7 months
Harris	Kathie	09/15/2020	Library Assistant Sub	Belgrade/Paynesville	Gruber, Kateri	12/12/1991	2 year, 7 months
Groth	Kelly	09/25/2020	Library Associate	STC Patron Services	Vig, Neil	05/26/2015	5 year, 3 months
Wulf	Susan	09/25/2020	Library Assistant Sub	Rockford	Eskritt, Julie	02/25/2019	0 year, 9 months
Schaeffbauer Grahl	Melinda	10/05/2020	Library Assistant	Elk River	Schake, Roberta	08/06/2014	6 year, 1 month
Coulombe	Elizabeth	10/09/2020	Library Assistant	Cokato/Howard Lake	Koivisto, Sara	12/02/2019	0 year, 10 months
MacMillan	Noelle	10/31/2020	Circulation Assistant	Circulation	Backen, Rosanna	06/06/2016	4 year, 4 months
Atkinson	Janet	11/04/2020	Library Services Coordinator	Melrose	McCormick, Ryan	01/03/1989	31 year, 10 months
Vento	Kathryn	11/14/2020	Library Aide	Elk River	Schake, Roberta	10/10/2016	4 year, 1 month
Ellingson	Jean	12/09/2020	Library Assistant	St. Michael	Bunting, Nancy	04/16/1999	21 year, 7 months
Welton	Sandra	12/12/2020	Library Assistant	Monticello	Scherber, Marla	01/24/2007	13 year, 10 months
Lingl	Julie	12/18/2020	Circulation Aide	Circulation	Blotkamp, Eric	03/05/2012	8 years, 9 months



Exit Interview Summary

July 1 – December 31, 2020

Area of Question	Summary of Responses
<p>What did you enjoy most about your position?</p>	<ul style="list-style-type: none"> ❖ Meaningful work with excellent co-workers ❖ Everything ❖ Liked being in a position that kept me busy and was detail oriented ❖ Helping people find great books and being involved with programming ❖ The patrons, programming, storytime ❖ Working with books and patrons ❖ Working directly with patrons ❖ My coworkers ❖ No two days were alike ❖ Working as part of a team ❖ Patrons, Coworkers, Books ❖ Amazing co-workers, great teamwork ❖ Getting to work between different work stations/tasks ❖ The patrons that have become friends ❖ Working with the books ❖ Working with books, helping patrons, organizing ❖ My co-workers and the patrons
<p>What would you have changed about the positions?</p>	<ul style="list-style-type: none"> ❖ Nothing ❖ Nothing ❖ Nothing ❖ Nothing ❖ Nothing ❖ Too much training for a sub position ❖ Wished to be included with decision making when it came to things like programming ❖ Been given more hours ❖ Nothing – Loved it ❖ Wished I had full time hours and benefits ❖ Stronger communication between departments ❖ The amount of hours given ❖ That some employees have to work Saturdays while others don't ❖ Fine as is
<p>Supervisor</p>	<ul style="list-style-type: none"> ❖ Very knowledgeable, patient, service oriented ❖ Great ❖ Good, fair and made me feel valuable ❖ Great team leader with amazing energy and love of libraries ❖ Great person to work with and with great ideas ❖ Was very helpful and made me feel valued ❖ Good supervisor, we worked well together ❖ Enjoyed my supervisor and their support ❖ Great, helpful and kind ❖ Good, supportive and receptive ❖ Awesome, very supportive ❖ Easy to work with, helps out with questions ❖ Always available to talk to and work with ❖ Amazing ❖ Great, checks to make sure everyone is ok



Exit Interview Summary

July 1 – December 31, 2020

<p>Co-workers</p>	<ul style="list-style-type: none"> ❖ Excellent ❖ Great ❖ Great, we made a great team and worked well together ❖ Good people who are willing to step in when needed ❖ Liked them ❖ They are a credit to the library ❖ Will miss them very much ❖ Best part of my job ❖ Best team ever ❖ Great ❖ They are the best ❖ Great with the exception of one that I will not miss at all ❖ For the most part good to work with ❖ Great teamwork, always willing to help out ❖ Loved all my co-workers
<p>Benefits Utilized</p>	<ul style="list-style-type: none"> ❖ n/a ❖ Health, Dental and life insurance. PTO. Deferred Comp. HSA and HRA ❖ PTO and Pera ❖ PTO ❖ N/A ❖ Pera ❖ LTD & STD, Deferred Comp, Pera ❖ PTO and vision ❖ LTD & STD ❖ Deferred Compensation ❖ Pera
<p>Benefits Needed</p>	<ul style="list-style-type: none"> ❖ The option of employee + 1 for health insurance ❖ N/A ❖ The benefits should be offered to all employees ❖ The benefits offered were good. ❖ Nothing else ❖ There should be an opportunity for more full time positions with benefits ❖ Feel like PT people are not offered enough benefits
<p>Wage Rates</p>	<ul style="list-style-type: none"> ❖ Need to be raised to draw good employees ❖ Good ❖ Not bad but it should have stayed with the Steps structure ❖ Compatible with the profession ❖ Fine ❖ Average ❖ Never researched whether the wage was good or not ❖ Seem OK ❖ Fine for assistants – too low for aides ❖ Fine ❖ Fine but in recent years it has not kept up ❖ Better than when I started, could be a little higher ❖ Could be a little higher to match other library systems ❖ Good



Exit Interview Summary

July 1 – December 31, 2020

<p>Training</p>	<ul style="list-style-type: none"> ❖ More than enough ❖ Good ❖ Good ❖ On the job and online training make the best combination ❖ Excessive ❖ Helpful ❖ Good ❖ Should have more hands on training ❖ There should be a period of shadowing a more experienced person ❖ Fine ❖ Good ❖ Good ❖ Well done ❖ Good ❖ Good, everyone was willing to answer questions I had
<p>Morale in Dept/Branch</p>	<ul style="list-style-type: none"> ❖ Excellent ❖ Good ❖ Good ❖ Very high until the pandemic ❖ Good ❖ Low, added stress of COVID. Patrons cursing and yelling. ❖ Very good ❖ Was good but changed with the onset of COVID ❖ Good amongst co-workers ❖ Mostly good but many wish that they had more hours ❖ Tension between one worker and myself ❖ Pretty good, some ups and downs ❖ Generally good but it has been a difficult year ❖ Good until this year-Not a lot of direction from supervisor
<p>Work Hours</p>	<ul style="list-style-type: none"> ❖ Good ❖ Good ❖ Good ❖ Too low and not consistent ❖ Very good ❖ Not enough hours – needed a second job ❖ Had an excellent schedule ❖ Need more hours ❖ Afternoon shifts seem to chop up the day ❖ Good ❖ The last few years very good day hours ❖ Good ❖ Really good
<p>Working Conditions</p>	<ul style="list-style-type: none"> ❖ Excellent ❖ Good ❖ Good ❖ Acceptable ❖ Good ❖ Since re-opening, I have been put in volatile situations ❖ Very good



Exit Interview Summary

July 1 – December 31, 2020

	<ul style="list-style-type: none"> ❖ Building is clean but have concerns about some patrons ❖ Fine ❖ Good ❖ Very good, the city is great at maintaining the building ❖ Good ❖ Good ❖ Lacking care and concern from HR
Reasons for leaving?	<ul style="list-style-type: none"> ❖ COVID-19 & it was time ❖ COVID-19 ❖ Retiring ❖ Moving ❖ Taking time to spend with family and it is time ❖ Other FT employment ❖ Accepted a FT librarian position ❖ Accepted another position ❖ Too busy with other job, COVID ❖ Got a full time job, can't live on part time hours ❖ Retiring ❖ Retiring ❖ Concerns about exposure to COVID-19 ❖ Moving

Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator	1	1
Library Assistant	5	6
Library Aide/Circulation Aide	3	5
Distribution Staff		
Patron Services/Circulation Public Service	2	3
Administration / Office Support	1	1
Library Support Staff		
Substitute Staff	1	1

Please Note:

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

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



Great River Recovery by Quarter:

Jan 1 - Mar 31, 20

Accounts Submitted:	485
Dollars Submitted:	\$44,794.00
Cash Recovery:	\$13,515.76
Material Recovery:	\$11,113.15
Waives:	\$4,650.58
Recovery Total:	\$29,279.49
Total Invoice Amount:	\$4,340.75
Total ROI:	7:1
Asset ROI:	6:1

Apr 1 - Jun 30, 20

Accounts Submitted:	130
Dollars Submitted:	\$11,992.71
Cash Recovery:	\$3,470.37
Material Recovery:	\$2,725.64
Waives:	\$1,512.40
Recovery Total:	\$7,708.41
Total Invoice Amount:	\$1,163.50
Total ROI:	7:1
Asset ROI:	5:1

Jul 1 - Sep 30, 20

Accounts Submitted:	744
Dollars Submitted:	\$76,115.54
Cash Recovery:	\$7,898.34
Material Recovery:	\$12,492.57
Waives:	\$5,635.29
Recovery Total:	\$26,026.20
Total Invoice Amount:	\$6,658.80
Total ROI:	4:1
Asset ROI:	3:1

Oct 1 - Dec 31, 20

Accounts Submitted:	225
Dollars Submitted:	\$22,865.16
Cash Recovery:	\$5,381.25
Material Recovery:	\$11,544.28
Waives:	\$5,288.85
Recovery Total:	\$22,214.38
Total Invoice Amount:	\$2,013.75
Total ROI:	11:1
Asset ROI:	8:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

Revenue Recapture, Minnesota Department of Revenue

1/1/2020 - 12/31/2020

Accounts Reviewed in 2020:	109
Accounts Submitted in 2020:	67
Dollars Submitted in 2020:	\$ 25,921.54
Cash Recovery (incl. from older accounts submitted):	\$ 9,726.88
Material or Cash Recovery:	\$63.93

Recovery Total:	\$ 9,790.81
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Total Outstanding from previous accounts submitted:	-
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Percentage of Recovery:	-
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Database cost:	\$ 2,279.88
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Total ROI:	4:1
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Council of Regional Public Library System Administrators Regional Library Basic System Support Funding Request 2021

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve the following resolution:

“The GRRL Board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.”

BACKGROUND INFORMATION

Supporting Documents Attached

- Council of Regional Public Library System Administrators RLBSS Funding Request 2021

The Council of Regional Public Library System Administrators (CRPLSA) recently passed a proposal for a change in state library funding. All systems are presenting the information to their regional library boards for consideration. The goal is to receive unanimous support from all regional public library system boards in order to move the proposal forward for the 2021 legislative session.

- The last change to the Regional Library Basic System Support (RLBSS) funding formula was in 2009. RLBSS funding has increased only once in 20 years.
- Current state funding is \$13.57 million divided among the 12 regional public library systems through the following formula: Population 57.5%, Area 12.5%, Base 5%, and Equalization 25%.
- Equalization is a function of population and adjusted net tax capacity and is unpredictable.
- The proposal would request the following changes:
 - Incremental requests for increase to RLBSS funding.
 - A proportional shift of a portion of the Equalization formula factor to Base.

- Moving the calculation date earlier to have the allocation amounts known prior to July 1 when many library systems set their budgets.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

Council of Regional Public Library System Administrators RLBSS Funding Request 2021

The Council of Regional Public Library System Administrators (CRPLSA) proposes a funding request to the MN State Legislature as part of the appropriation sessions, which occur in the odd-numbered years. After the required unanimous agreement by CRPLSA members present, the proposal is taken to the twelve regional public library boards for their approval. If all boards approve the measure, it is then taken to the MN State Legislature as a formal request for funding.

Timeline

The Council of Regional Public Library System Administrators will be presenting this document to the regional library system boards during the beginning of 2021. If approved by all boards, the request will be made to the 2021 MN State Legislature. If a funding request and formula change are granted, RLBSS funds will be appropriated according to the new funding formula for FY2022. A chart similar to those above will be released in August or September of 2021 by State Library Services.

Proposed Resolution:

The Great River Regional Library Board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.

Proposal

The goal for increased RLBSS funding is to stabilize the formula incrementally and build toward more sustainable funding. The proposal for the 2021 Legislature requests an increase to RLBSS funds as well as a change to the current formula. The formula change shifts funds from the Equalization factor to increase the Basic System Services factor.

This is intended to shift funding to support basic operations in all public library systems and to lessen the volatility of the formula. The Council of Regional Public Library System Administrators propose and working incrementally to shift the formula over time. Ideally, public library system funding would increase to support the inflationary increases in costs to deliver services.

In addition, the proposal requests that the formula be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. On January 8, 2021, according to their bylaws, the Council of Regional Public Library System Administrators presented at the meeting voted unanimously in favor of the recommendation. The charts below demonstrate the proposed formula change impacts. The charts below demonstrates the changes resulting from a \$150,000, a \$300,000, \$500,000 and \$1 million per year increase to RLBSS. Amounts between \$150,000 and \$1 million would result in corresponding changes.

Proposed Revisions to RLBS Formulas Factors (\$150,000/1% Shift to Base)

Population from State Demographer: August 2019										Current RLBS Allocation: \$ 13,570,000			
ANTC from Dept of Revenue: July 2019										NOTE: FY2022 distribution formula would use population and tax date from FY2021 version			
										Recommended New Funding: 150,000			
										Recommended Total Funding: \$ 13,720,000			
Current Factors:	Population:	57.50%			Area:	12.50%		Basic:	5.00%		Equalization:	25.00%	
Proposed Factors:	57.50%			12.50%		6.00%		24.00%		Alternate Proposed FY2022: \$13,720,000			
	\$7,889,000			\$1,715,000		\$686,000		\$3,430,000					
System	2019 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	FY2021 Distribution	Alternate FY2022 Distribution	Change in Dollar Value	
Arrowhead	312,963	5.52%	435,667	22.28%	382,072	8.33%	68,600	15.93%	529,388	1,405,746	1,415,727	9,982	
East Central	184,076	3.25%	256,247	6.50%	111,450	8.33%	68,600	13.25%	441,892	869,587	878,189	8,602	
Great River Regional	496,477	8.76%	691,131	6.18%	105,902	8.33%	68,600	22.39%	740,269	1,604,284	1,605,903	1,619	
Kitchigami	174,308	3.08%	242,649	8.77%	150,465	8.33%	68,600	6.79%	227,621	675,652	689,335	13,684	
Lake Agassiz	148,697	2.62%	206,997	9.43%	161,720	8.33%	68,600	3.31%	109,169	533,513	546,486	12,973	
MELSA	3,154,432	55.66%	4,391,194	3.50%	60,020	8.33%	68,600	23.09%	742,359	5,242,381	5,262,173	19,792	
Northwest	47,268	0.83%	65,800	7.03%	120,521	8.33%	68,600	2.58%	86,119	328,260	341,040	12,780	
Pioneerland	158,765	2.80%	221,012	7.82%	134,096	8.33%	68,600	1.30%	42,538	451,903	466,246	14,342	
Plum Creek	116,236	2.05%	161,809	7.33%	125,785	8.33%	68,600	0.00%	-	340,991	356,193	15,203	
SELCO	515,554	9.10%	717,688	8.49%	145,539	8.33%	68,600	10.83%	356,622	1,277,845	1,288,449	10,604	
Traverse des Sioux	231,293	4.08%	321,976	6.44%	110,474	8.33%	68,600	0.54%	16,824	502,614	517,875	15,261	
Viking	127,026	2.24%	176,829	6.24%	106,955	8.33%	68,600	0.00%	-	337,223	352,384	15,161	
Total	5,667,095	100%	\$ 7,889,000	100%	\$ 1,715,000	100%	\$ 823,200	100%	\$ 3,292,800	\$13,570,000	\$ 13,720,000	\$ 150,000	

Proposed Revisions to RLBS Formulas Factors (\$300,000/2.5% Shift to Base)

Population from State Demographer: August 2019										Current RLBS Allocation: \$ 13,570,000			
ANTC from Dept of Revenue: July 2019										Recommended New Funding: 300,000			
NOTE: FY2022 distribution formula would use population and tax date from FY2021 version										Recommended Total Funding: \$ 13,870,000			
Current Factors:	Population:	57.50%			Area:	12.50%		Basic:	5.00%		Equalization:	25.00%	
Proposed Factors:	57.50%			12.50%		7.50%		22.50%		Alternate Proposed FY2022: \$13,720,000			
	\$7,975,250			\$1,733,750		\$1,040,250		\$3,120,750					
System	2019 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	FY2021 Distribution	Alternate FY2022 Distribution	Change in Dollar Value	
Arrowhead	312,963	5.52%	440,430	22.28%	386,250	8.33%	86,688	15.93%	509,733	1,405,746	1,423,100	17,354	
East Central	184,076	3.25%	259,048	6.50%	112,669	8.33%	86,688	13.25%	428,554	869,587	886,958	17,371	
Great River Regional	496,477	8.76%	698,687	6.18%	107,060	8.33%	86,688	22.39%	711,919	1,604,284	1,604,354	70	
Kitchigami	174,308	3.08%	245,302	8.77%	152,110	8.33%	86,688	6.79%	222,852	675,652	706,952	31,301	
Lake Agassiz	148,697	2.62%	209,260	9.43%	163,488	8.33%	86,688	3.31%	103,609	533,513	563,044	29,531	
MELSA	3,154,432	55.66%	4,439,203	3.50%	60,676	8.33%	86,688	23.09%	669,334	5,242,381	5,255,901	13,519	
Northwest	47,268	0.83%	66,520	7.03%	121,839	8.33%	86,688	2.58%	83,772	328,260	358,817	30,557	
Pioneerland	158,765	2.80%	223,429	7.82%	135,562	8.33%	86,688	1.30%	39,686	451,903	485,364	33,460	
Plum Creek	116,236	2.05%	163,578	7.33%	127,160	8.33%	86,688	0.00%	-	340,991	377,425	36,434	
SELCO	515,554	9.10%	725,534	8.49%	147,130	8.33%	86,688	10.83%	337,190	1,277,845	1,296,542	18,696	
Traverse des Sioux	231,293	4.08%	325,496	6.44%	111,682	8.33%	86,688	0.54%	14,102	502,614	537,968	35,354	
Viking	127,026	2.24%	178,763	6.24%	108,124	8.33%	86,688	0.00%	-	337,223	373,574	36,351	
Total	5,667,095	100%	\$ 7,975,250	100%	\$ 1,733,750	100%	\$ 1,040,250	100%	\$ 3,120,750	\$13,570,000	\$ 13,870,000	\$ 300,000	

Proposed Revisions to RLBSS Formula Factors (\$500,000/4% Shift to Base)

Population from State Demographer: August 2019										Current RLBSS Allocation: \$ 13,570,000		
ANTC from Dept of Revenue: July 2019										NOTE: FY2022 distribution formula would use population and tax date from FY2021 version		
										Recommended New Funding: 500,000		
										Recommended Total Funding: \$ 14,070,000		
Current Factors:	Population:	57.50%		Area:	12.50%	Basic:	5.00%	Equalization:	25.00%	Alternate Proposed FY2022: \$13,720,000		
Proposed Factors:	57.50%		12.50%		9.00%		21.00%					
	\$8,090,250		\$1,758,750		\$1,266,300		\$2,954,700					
System	2019 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	Actual FY21	Alternate FY2022 Distribution	Change in Dollar Value
Arrowhead	312,963	5.52%	446,781	22.28%	391,819	8.33%	105,525	15.93%	490,763	1,405,746	1,434,888	29,142
East Central	184,076	3.25%	262,784	6.50%	114,293	8.33%	105,525	13.25%	415,681	869,587	898,283	28,696
Great River Regional	496,477	8.76%	708,762	6.18%	108,603	8.33%	105,525	22.39%	684,557	1,604,284	1,607,448	3,164
Kitchigami	174,308	3.08%	248,839	8.77%	154,304	8.33%	105,525	6.79%	218,251	675,652	726,919	51,267
Lake Agassiz	148,697	2.62%	212,277	9.43%	165,845	8.33%	105,525	3.31%	98,242	533,513	581,890	48,377
MELSA	3,154,432	55.66%	4,503,214	3.50%	61,551	8.33%	105,525	23.09%	598,856	5,242,381	5,269,147	26,765
Northwest	47,268	0.83%	67,479	7.03%	123,595	8.33%	105,525	2.58%	81,506	328,260	378,106	49,846
Pioneerland	158,765	2.80%	226,650	7.82%	137,517	8.33%	105,525	1.30%	36,933	451,903	506,626	54,722
Plum Creek	116,236	2.05%	165,937	7.33%	128,993	8.33%	105,525	0.00%	-	340,991	400,455	59,464
SELCO	515,554	9.10%	735,996	8.49%	149,252	8.33%	105,525	10.83%	318,435	1,277,845	1,309,208	31,363
Traverse des Sioux	231,293	4.08%	330,190	6.44%	113,293	8.33%	105,525	0.54%	11,475	502,614	560,483	57,869
Viking	127,026	2.24%	181,340	6.24%	109,684	8.33%	105,525	0.00%	-	337,223	396,549	59,325
Total	5,667,095	100%	\$ 8,090,250	100%	\$ 1,758,750	100%	\$ 1,266,300	100%	\$ 2,954,700	\$ 13,570,000	\$ 14,070,000	\$ 500,000

Proposed Revisions to RLBSS Formula Factors (\$1,000,000/13% Shift to Base)

Population from State Demographer: August 2019										Current RLBSS Allocation: \$ 13,570,000			
ANTC from Dept of Revenue: July 2019										NOTE: FY2022 distribution formula would use population and tax date from FY2021 version			
										Recommended New Funding: 1,000,000			
										Recommended Total Funding: \$ 14,570,000			
Current Factors:	Population:	57.50%			Area:	12.50%		Basic:	5.00%		Equalization:	25.00%	
Proposed Factors:	57.50%			12.50%		13.00%		17.00%		Alternate Proposed FY2022: \$13,720,000			
	\$8,377,750			\$1,821,250		\$1,894,100		\$2,476,900					
System	2019 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	Actual FY21	Alternate FY2022 Distribution	Change in Dollar Value	
Arrowhead	312,963	5.52%	462,658	22.28%	405,743	8.33%	157,842	15.93%	435,423	1,405,746	1,461,666	55,920	
East Central	184,076	3.25%	272,122	6.50%	118,355	8.33%	157,842	13.25%	378,127	869,587	926,445	56,858	
Great River Regional	496,477	8.76%	733,949	6.18%	112,463	8.33%	157,842	22.39%	604,736	1,604,284	1,608,990	4,706	
Kitchigami	174,308	3.08%	257,682	8.77%	159,787	8.33%	157,842	6.79%	204,826	675,652	780,137	104,485	
Lake Agassiz	148,697	2.62%	219,821	9.43%	171,739	8.33%	157,842	3.31%	82,587	533,513	631,989	98,476	
MELSA	3,154,432	55.66%	4,663,243	3.50%	63,739	8.33%	157,842	23.09%	393,254	5,242,381	5,278,078	35,697	
Northwest	47,268	0.83%	69,877	7.03%	127,988	8.33%	157,842	2.58%	74,899	328,260	430,605	102,345	
Pioneerland	158,765	2.80%	234,705	7.82%	142,404	8.33%	157,842	1.30%	28,904	451,903	563,854	111,951	
Plum Creek	116,236	2.05%	171,833	7.33%	133,577	8.33%	157,842	0.00%	-	340,991	463,253	122,262	
SELCO	515,554	9.10%	762,151	8.49%	154,556	8.33%	157,842	10.83%	270,331	1,277,845	1,344,880	67,034	
Traverse des Sioux	231,293	4.08%	341,924	6.44%	117,319	8.33%	157,842	0.54%	3,812	502,614	620,896	118,283	
Viking	127,026	2.24%	187,784	6.24%	113,581	8.33%	157,842	0.00%	-	337,223	459,207	121,984	
Total	5,667,095	100%	\$ 8,377,750	100%	\$ 1,821,250	100%	\$ 1,894,104	100%	\$ 2,476,900	\$ 13,570,000	\$ 14,570,000	\$ 1,000,000	

2020 Year-End Campaign Analysis

Year-End Campaign Year-over-Year Comparison:

<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 YTD 1/11/21</u>
\$ 46,700	\$ 45,250	\$ 42,617	\$ 92,761

Update from 1/11/21:

	<u>2020 Goals</u>	<u>2020 Current</u>
<u>Dollar Amount</u>	\$47,510	\$92,761
<u>Number of Donors</u>	900	865
<u>Board Participation</u>	100%	40%
<u>Staff Participation</u>	17%	12%
<u>Avg. Gift</u>	\$52	\$107

2020 Year-End Campaign Timeline:



Number of mail recipients:

- 3,564 donors
- 238 GRRL staff
- 27 Friends of the Library Presidents
- 15 GRRL Board of Trustees



Minnesota Pay Equity Report

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Recommend approval of Pay Equity Report for submission to the State of Minnesota.

BACKGROUND INFORMATION

Supporting Documents Attached

- Compliance Report

The report is due every three years and must be submitted by January 31, 2021.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A
 Funding Source:
 Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled



Compliance Report

Jurisdiction: Great River Regional Library
1300 West St. Germain Street

Report Year: 2021
Case: 2 - 2020 Data Shared (Shared
(Jur and MMB))

St. Cloud, MN 56301

Contact: Karen Pundsack

Phone: (320) 650-2512

E-Mail: karenp@grrl.lib.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	17	5	25
# Employees	0	0	181	181
Avg. Max Monthly Pay per employee	0.00	0.00		0.00

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	0	0
b. # Below Predicted Pay	0	0
c. TOTAL	0	0
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 0	Value of T = 0.000
-----------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 0

b. Avg. diff. in pay from predicted pay for female jobs = 0

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Great River Regional Library
1300 West St. Germain Street

St. Cloud, MN 56301

Jurisdiction Type: Other

Contact: Karen Pundsack
Contact: Julie Schmitz

Phone: (320) 650-2512
Phone: (320) 650-2511

E-Mail: karenp@grrl.lib.mn.us
E-Mail: juliesc@grrl.lib.mn.us

Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

Factor Evaluation System (FES)

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:

Employee Area at all GRRL Locations

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Great River Regional Board of Trustees

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

\$5777456.00

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted: 1/5/2021

Great River Regional Library 2022 Budget Process Timeline

	January	February	March	April	May	June	July
GRRL Board reviews and adopts 2022 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2022 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Accounting Coordinator.							
Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.							
Finance Committee adopts preliminary budget and shares recommendations with full GRRL Board.							
Full GRRL Board adopts 2022 final budget.							