



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

Board of Trustees Meeting
Tuesday, July 20, 2021, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

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

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| 1. Call to Order | 6:00 |
| 2. Introduction of New Board Member & Oath of Office | |
| 3. Adoption/Amendment of Agenda | 6:01 |
| 4. Approval of Minutes – May 18, 2021, Board Meeting (Requested Action – Approve) pg 3 | 6:02 |
| 5. Public Open Forum | 6:03 |
| 6. Financials | 6:06 |
| 6.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 6.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 7. Consent Agenda (Requested Action – Approve) | 6:08 |
| 7.1 American Rescue Plan Act of 2021 Application pg 9 | |
| 7.2 Arts & Cultural Heritage Fund FY2022 Application pg 27 | |
| 7.3 GRRRL Board 2022 Meeting/Work Session Schedule pg 39 | |
| 7.4 Other | |
| 8. Communications | 6:12 |
| 8.1 Career Solutions Letter pg 41 | |
| 8.2 Other | |
| 9. Presentations | 6:13 |
| 9.1 Other | |
| 10. Staff Reports | 6:13 |
| 10.1 Executive Director’s Report pg 43 | |
| 10.2 Management Reports pg 45 | |
| 10.3 Building Reports pg 51 | |
| 10.4 2021 Regional Sustainability Plan Progress & Statistics pg 53 | |
| 10.5 Human Resources Reports pg 63 | |
| 10.6 Other | |
| 11. Committee Reports | 6:25 |
| 11.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 11.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 11.3 Fund Development Committee (verbal) | |
| 11.4 Central Minnesota Libraries Exchange Board (verbal) | |

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| 12. Unfinished Business | 6:35 |
| 12.1 Sartell Alternative Library Services Agreement Discussion pg 73 | |
| 12.2 GRRL 2022 Budget Proposal (Requested Action – Approve) pg 77 | |
| 12.3 Central Minnesota Libraries Exchange Board Appointments (verbal) (Requested Action – Approve) | |
| 12.4 Other | |
| 13. New Business | 6:50 |
| 13.1 2022-2025 GRRL Strategic Plan (Requested Action – Approve) pg 85 | |
| 13.2 Labor Negotiations Discussion – Closed Session
<i>Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03</i> | |
| 13.3 Union Negotiations Team Appointments (verbal) | |
| 13.4 Other | |
| 14. Board Open Forum | 7:21 |
| 15. Next Meeting – September 15, 2021, Board of Trustees | 7:24 |
| 16. Adjournment | 7:25 |

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 18, 2021**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, May 18, 2021, at 6:03 p.m. via Zoom webinar.

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

Members Present:

Zurya Anjum
Jayne Dietz
Mary Eberley
Melissa Fee
George Fiedler
Lisa Fobbe
Mike Kaczmarek
Dave Kircher
Leigh Lenzmeier
Ed Popp
Randy Winscher

Members Excused:

Al Amdahl
Wayne Bauernschmitt
Jacey Wallace

GRRL Staff Present:

Amy Anderson
Breanne Johnson
Karen Pundsack
Jay Roos
Jami Trenam
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Mike Kaczmarek made a motion to adopt the agenda as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

APPROVAL OF MINUTES

Zurya Anjum made a motion to approve the March 16, 2021, Board and Personnel Committee meetings minutes as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously by roll call vote.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIAL REPORTS**Bills****Financial Reports**

Ed Popp made a motion to approve the April and May bills, May bills addendum, and accept the March and April financial reports as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

Audit Overview by BerganKDV

Nancy Schulzetenberg, BerganKDV Audit Partner, presented a summary of GRRL's 2020 audit. Details were provided at the Finance Committee and audit outtake meetings. GRRL received an unmodified, or clean, opinion. The recurring audit finding, lack of segregation of duties, is due to the limited number of staff in the Accounting department. A brief review of revenues and expenses showed that 2020

revenues were down about 4.6 percent, and expenses were down about 4.9 percent for an overall \$160,131 net position increase.

Leigh Lenzmeier made a motion to approve the BerganKDV audit overview as presented. Seconded by Mary Eberley, the motion carried unanimously. Comments of thanks went to Nancy and her staff for their 2020 audit work and Karen Pundsack and her staff for being well prepared.

Annual Review of Unassigned Fund Balance

The GRRL 2020 Unassigned Fund balance was \$5,727,388 at year-end. Accounting Coordinator Amy Anderson explained calculations and adjustments that resulted in an adjusted balance of \$4,560,313. This number represents an overall \$1.167 million decrease and a GRRL reserve of 5.74 months.

Following brief discussion, Mary Eberley made a motion to approve the Unassigned Fund balance annual review as presented. Seconded by George Fiedler, the motion carried unanimously by roll call vote.

CONSENT AGENDA

Library Services & Technology Act FY2022 Application

Regional Library Basic System Support FY2022 Application

Randy Winscher made a motion to approve the Library Services & Technology Act (LSTA) and Regional Library Basic System Support (RLBSS) FY2022 applications as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

Dave Kircher left the meeting at 6:20 pm.

COMMUNICATIONS

There were no communications items.

PRESENTATIONS

There were no presentations.

STAFF REPORTS

Executive Director's Report

Management Reports

Building Reports

2021 Regional Sustainability Plan Progress & Statistics

Staff Recognition Report

Human Resources Annual Statistics

Karen Pundsack added the following staff reports information:

- The Leadership Support Team ranked the Diversity, Equity & Inclusion (DEI) committee survey recommendations. The highest priority goals will be incorporated in GRRL's 2022-2025 Strategic Plan. In the "People" section of the survey, recommendations included a review of our recruiting processes and job descriptions as well as training opportunities. GRRL submitted the LSTA grant application, approved earlier in the meeting, to provide support for the DEI recruitment and training goals.
- There is an applicant for the Upsala Library Services Coordinator (LSC) position, which is soon be vacated by LSC Wanda Erickson upon her retirement. The Upsala Library will become a location that shares LSC supervision with another GRRL library. Wanda has worked at the Upsala Library for 34 years. The Upsala Friends of the Library will recognize her with an open house on June 4. In

reply to a question, the Board was informed that retiring GRRL employees receive recognition from Human Resources, a gift, and a certificate from the Board.

- GRRL is on track toward goals in the 2021 Regional Sustainability Plan – a one-year gap plan due to COVID-19. Juvenile and digital library numbers were highlighted. Borrower numbers remain a concern as they have not yet plateaued. The upcoming Summer Reading Program (SRP) and library class visits may help improve them.
- Management hopes to have the GRRL 2022-2025 Strategic Plan draft ready for Board review in July. Using key performance indicators and objective and key results may reduce the number of statistics reported and be a more effective way to communicate changes.
- The Human Resources annual statistics show GRRL's average employee number went down between 2019 and 2020. Although the 2021 staff number remains down, it is expected to come back a bit. There was brief discussion about the difficulty to attract applicants for some locations and lack of competitive wages compared to other library systems.

COMMITTEE REPORTS

Finance Committee

Audit Presentation by BerganKDV

Unassigned Fund Balance Discussion

Current Letter of Credit Designation

A brief Finance Committee report included the approved BerganKDV independent auditor's report and unmodified or clean audit opinion issued to GRRL. Also shared was GRRL's December 31, 2020, Unassigned Fund balance discussion and Federal Home Loan Bank of Des Moines \$110,000 letter of credit approval.

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

Fund Development Committee

The Fund Development Committee has been meeting quarterly. Communications & Development Coordinator Breanne Johnson stated that, in April, the Committee reviewed the current GRRL Fundraising Plan to consider updates for the 2022-25 plan and a guest speaker talked about planned giving. The updated fundraising plan will be reviewed by the Board after they review the 2022-2025 GRRL Strategic Plan.

UNFINISHED BUSINESS

Proposed GRRL Board Code of Conduct

Executive Director Karen Pundsack presented the GRRL Board Code of Conduct as a proposal so Board members could make changes. Favorable comments were made about the document's content. There was a concern about the proposal not including guidance for social media conduct. Karen stated the document was written to address meeting conduct, but could be edited. Following input from several members, the Board agreed to not add social media conduct guidance.

Ed Popp made a motion to approve the GRRL Board Code of Conduct as presented. Seconded by George Fiedler, the motion carried by roll call vote.

NEW BUSINESS

Summer Reading Program (SRP) Campaign Update

Communications & Development Coordinator Breanne Johnson shared the list of 2021 SRP sponsors and explained GRRL asked for sponsorships rather than a mailing request for smaller donations this year.

Sponsors will be recognized on GRRL's public webpage and posted in the library. She asked Board members to share the sponsorship information and form with organizations they may be aware of that support early literacy. SRP promotions will include lawn signs and newspaper ads. They are scheduled to launch the week of June 7th, which is the beginning of the program. The consensus was everything looks great, and kids will love the signs. Board members thanked Breanne for her work.

Preliminary 2022 Budget & Discussion

Following the Board's preliminary GRRL 2022 Budget review this evening, the Finance Committee and Board will consider the final budget for approval in July. An Unassigned Fund spend-down plan will be developed and presented in July also.

Executive Director Karen Pundsack stated the preliminary budget includes \$401,000 from the 2020 surplus. When providing details about revenue and expense number changes, she noted the \$315,218 addition from cash reserves to spend down the unassigned fund and reduce signatory increases. GRRL's expenses for the Sartell locker system are budgeted, but may change because of negotiations to replace the agreement that expires at end of 2021. There will also be a benefit reopener for the Library Services Coordinator and General bargaining units at end of this year. If the RLBSS bill at the capitol passes, there may be increased state funding. If not, the dollar amount GRRL will receive is unknown until September. Interest revenue continues to be down and rates will be monitored. The signatory shares on the budget's summary page showed three counties still see an increase even with additional revenues incorporated.

Fines Free Proposal Discussion

Associate Director – Collection Development Jami Trenam presented information about the Fines Free proposal. GRRL's goal is to improve patron access and eliminate barriers as recommended by the DEI workgroup in February 2021. Although late fees would be eliminated, GRRL would continue to collect fees and charges related to lost item costs as well as assess collection, revenue recapture, and library service fees. Feedback from moving to fines free on juvenile and young adult items in 2019 has been positive. She pointed out the decline in fines revenue over the last five years and reminded the Board that dollars budgeted are often more than what is received making it an unreliable revenue source. The system in place for patron reminders to return items was explained.

Discussion included patron incentives to return items and the effect of less fines processing work on staff levels. Executive Director Karen Pundsack stated streamlining will happen, but it is impossible to know what that will look like. We have a track record of creating efficiencies followed by adjusting staff accordingly when there are opportunities through attrition. Board members indicated support of the proposal.

Leigh Lenzmeier left the meeting at 7:25 p.m.

Additional Open Hours Proposal Discussion

Earlier this year, a Board member suggested adding library hours across the region to encourage increased usage. The Board was informed that dollars for this proposal were not added as the preliminary GRRL 2022 Budget may be able to absorb the costs. It is possible hours may not be added to all locations. Executive Director Karen Pundsack reviewed the 2019 Library Assessment plan open hours document. Kimball is the only library that has not added hours as recommended at that time. Beginning in January, 13 GRRL locations changed schedules.

Feedback included questions about demand for additional hours and how to staff them as well as concern about the timing of this proposal. Board members commented we are just fully opening. It may be something to revisit after 6 months to a year of regular service. Also mentioned were locations with limited or irregular hours that are hard to remember. The consensus was to leave the proposal in the budget and continue to evaluate hours and work toward consistency.

BOARD OPEN FORUM

Lisa Fobbe is thrilled with the Sherburne County park program and GRRL partnership to provide story strolls in a few of their parks.

Melissa Fee inquired if Stearns County's vacant position on the GRRL Board needed to be filled from a specific area of the county. Executive Director Karen Pundsack replied the county normally fills positions with a representative from each of their districts. She encouraged Melissa's interested contact to submit an application anyway.

After brief discussion, there was consensus for the next GRRL meeting to be in person. Board members were asked to be aware of any funding that could be used to assist the City of St. Cloud with an audio/visual equipment upgrade in the Mississippi Room to facilitate hybrid meetings.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, June 15, 2021.

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 7:42 p.m.

Lisa A. Fobbe, President

Zurya Anjum, Secretary

July 20, 2021



APPLICATION COVERSHEET

American Rescue Plan Act – Targeted Library Grants

APPLICANT INFORMATION

Legal name of applicant organization: Great River Regional Library

Total grant request: \$111,491.04

OFFICIAL WITH AUTHORITY

Name of official with authority to sign: Karen Pundsack

Title: Executive Director

Address: 1300 W St. Germain Street

City, state and zip code + 4: St. Cloud, MN 56301

Phone number and email: 320-650-2512/karenp@grrl.lib.mn.us

REQUIRED IDENTIFICATION NUMBERS

Minnesota SWIFT vendor ID number: 0000193523

Federal DUNS number: 095291803

PRIMARY PROGRAM CONTACT

Name of Program Contact: Karen Pundsack

Title: Executive Director

Address: 1300 W St. Germain Street

City, state and zip code: St. Cloud, MN 56301

Phone number and email: 320-650-2512/karenp@grrl.lib.mn.us

BUSINESS MANAGER

Address: 1300 W St. Germain Street

City, state and zip code + 4: St. Cloud, MN 56301

Phone number and email: 320-650-2541/amy@grrl.lib.mn.us

SIGNATURE AND DATE

I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

APPLICATION NARRATIVE

PURPOSE, FUNDING AND GRANT PERIOD

State Library Services makes available \$1,512,000 from the American Rescue Plan Act (ARPA) in the form of targeted grants to the 12 regional public library systems, the 7 multi-type systems, the 4 tribal college libraries, and the 4 independent public libraries to support projects, programs, and services aligned with any of the following priority areas identified by the federal Institute of Museum and Library Services: (1) Responding directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches; (2) Reaching residents with internet hotspots, accessible wi-fi, and other digital inclusion efforts; (3) Meeting the needs of communities through costs related to personnel, technology, training, materials, supplies, equipment, and associated indirect costs; or (4) Supporting any of the goals outlined in Minnesota [State Library Services' 5-year LSTA plan](#).

- Funding is available from CFDA 45.310.
- The term of the grant period is anticipated to run from July 15, 2021 until September 30, 2022.
- The application must contain all required application components including a budget and any other required supplemental components.
- The application must be reviewed and approved before an award may be made.

TITLE OF PROJECT: American Rescue Plan Act – Targeted Library Grants

APPLICATION NARRATIVE SECTION

PROJECT WORK PLAN

Upgrade technology in select stand-alone libraries with meeting rooms to improve public access for residents.

Upgrade library website by consulting for services to migrate the library website platform to improve security, functionality and accessibility and reduce barriers to access to library resources.

Add equipment to extend wireless Internet signals outside library buildings to provide residents with accessible wi-fi.

Partner with United Way/Partner for Student Success, Resource Training & Solutions, Central Minnesota Boy Scouts and Exploring Potential Career Interests (EPIC) to connect students, families and job seekers with career exploration experiences.

Contract with the Wilder Foundation to build a logic model to document key inputs and activities of GRRL and expected their expected outcomes post-COVID. The project would be aligned with State Library Services' partnership on building evaluation capacity.

PROJECT TIMELINE

Component	Dates	Parties
Logic model and evaluation plan	September 2021-May 2022	Wilder Foundation, GRRL management and Board of Trustees and stakeholders
Consult for library website migration services	September 2021-December 2021	GRRL IT department, vendor
Career exploration programs and resources	September 2021-August 2022	GRRL, United Way/Partner for Student Success, Resource Training & Solutions, Central Minnesota Boy Scouts and Exploring Potential Career Interests (EPIC)
Add equipment to extend wireless Internet signals outside library buildings	September 2021-August 2022	GRRL IT department, cities and vendors
Meeting room technology upgrades	September 2021-June 2022	GRRL IT department, cities and vendors

BUDGET NARRATIVE JUSTIFICATION WORKSHEET

The budget Excel worksheet must be completed and submitted as part of the signed application. The worksheet should be completed based on the anticipated grant period and award amount.

Please provide clear descriptions for each amount entered into each budget object code line. The budget must align with the work plan activities and reflect necessary and reasonable proposed expenditures. Necessary means it adds value to the project and reasonable means you have done some type of market comparison to determine the cost is reasonable.

If subcontracting is approved, MDE expects grantees to select responsible vendors who are not debarred or suspended, who have not engaged in unlawful practices and are qualified to perform the services. Grantees must follow applicable federal or state procurement practices.

- Complete the Budget for this Grant Period: 07/15/2021 – 09/30/2022
- UFARS Finance Code: 499
- Source of Funding—Federal (CFDA and title, award number): 45.310, American Rescue Plan Act, LS-250219-OLS-21

FEDERAL TRANSPARENCY FINANCIAL REPORTING

Respond to these questions if your grant award will be \$25,000 or more and your gross income is \$300,000 or more from all sources for the previous tax year. MDE requires that this information in order to meet reporting requirements under the Federal Funding Accountability and Transparent Act (FFATA).

1. In your organization's preceding fiscal year, did you receive 80% or more of your annual gross revenues in federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements AND \$25M or more in annual gross revenues from federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

No

2. If you answered yes to Question 1, can the public access information about the compensation of your organization's executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934? If you respond no, we may contact you for more information.

Yes

SUBMISSION

Please return the completed and signed application by email (PDF preferred) to Hannah Buckland at hannah.buckland@state.mn.us.

ASSURANCES

The applicant by signing the coversheet to the application submitted to the state, certifies they have read the application and will comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and others as applicable.

1. Survival of Terms

The following clauses survive the expiration or cancellation of this award: 4) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state) or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other projects that are not identified in this application. Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner. The grantee must promptly return to the state any unexpended funds that have not been accounted for in an accepted financial report to the state due at grant closeout.

B. The grantee shall present reports to the Commissioner of the Department of Education (COMMISSIONER) or state's Authorized Representative. At the COMMISSIONER'S discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.

C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management & Budget (MMB), and grantee will only be reimbursed for travel and subsistence outside the state of Minnesota if it has received prior written approval for such out-of-state travel from the state. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota. The current Commissioner's Plan can be viewed: [Access this link to obtain current maximum expense reimbursement rates](http://www.mmd.admin.state.mn.us/commissionersplan.htm) or at [\(http://www.mmd.admin.state.mn.us/commissionersplan.htm\)](http://www.mmd.admin.state.mn.us/commissionersplan.htm)

3. Equipment

Upon termination of the award, the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs. The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 CFR, Part 200 and/or the approved application.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish legitimate meeting, conference business or approved grant activities. Budget allocations for food must be approved by MDE. Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U S Department of Education conference.

B. Records. The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

- 1) The six-year retention period shall commence from the date of submission of the final expenditure report.
- 2) If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3) The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

C. Examination. The state or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

D. State and Federal Audits. Under Minnesota Statutes, section 16B.98, Subdivision 8, the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required

period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal OMB Circular language known as “subrecipient”) receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

5. Liability

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

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights: The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes “Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works for hire.” The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state’s ownership interest in the works and documents.

B. Obligations:

Notification: Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state’s authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

Representation: The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities. Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee’s expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or

in the grantee's or the state's opinion is likely to arise, the grantee, must at the state's discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

7. Publicity

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, **shall publicly identify the state as the sponsoring agency and identify the source of funding including on the grantee's website.** The publicity described may only be released with the prior approval of the state's authorized representative.

The applicant/awardee must **not** claim that the state **or** the federal Department of Education **endorses** its products or services. See a sample statement below:

Example: The contents of this publication, film or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

This training is partially funded with a grant from the Minnesota Department of Education using federal funds, CFDA 45.310, Library Services and Technology Act – American Rescue Plan Act, LS-250219-OLS-21.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the state must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

Effective August 1, 2014, the 2014 Laws of Minnesota, Charter 284, amends Minnesota Statutes, section 13.055, to apply to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

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

11. Antitrust

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

12. Governing Law, Jurisdiction and Venue

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

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR, Part 200, the grantee when signing the application, certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

A. The grantee when signing this application certifies that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;

- 2) Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
- 4) Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an on-going drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - (a) Abide by the terms of the statement; and,
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
- 6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

17. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes

- A. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
- B. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
- C. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
- D. Age Discrimination in Employment Act of 1975 and amendments.
- E. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.

19. Pre-Award Work and Pre-Award Costs

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

20. Grantee's Grant Program Representative

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

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under Minnesota Statutes, section 270C.65, Subdivision 3.

22. Cancellation With or Without Cause

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

24. Cancellation Due to Failure to Comply

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25. Salaries - Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

26. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

27. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to Minnesota Statutes, section 201.162, Duties of State Agencies for the complete statute.

28. Minimizing State Funded Administrative Costs

Under Minnesota Statutes, section 16B.98, Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

29. Uniform Municipal Contracting Law – Supplies/Construction

Per Minnesota Statutes, section 471.345, grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained. Support document for the procurement processes must be retained regardless of the source of funding.

30. Contracting – Nongovernmental Entities

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN.

31. Other Provisions

- A. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- B. When a grant includes the production of a report or other publication and this publication may be posted on the MDE Website, that document must adhere to all MDE Communication's policies, available upon request from the Communication's Division.
- C. The grantee assures that if the award involves federal funding the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles, with the current Federal Education Department General Uniform Administrative Regulations, Part 200 or other applicable code of federal regulations applicable to this federal reimbursement request.
- D. Grantee if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal, to conserve energy and natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.
- E. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.
- F. The grantee shall also cooperate with the state when the state is enforcing applicable Minnesota Office of Grants Management policies.
- G. Grantees funded with federal funding must follow 200.308, Revision of Budget and Program or as approved in the Official Grant Award Notification (OGAN).
- H. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- I. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more types of information such as social security number, credit card numbers, place of birth.
- J. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 200.321 for more information.
- K. Grantee and their subrecipients of federal grant funds will adopt the requirements in the Code of Federal Regulations at, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are

incorporated into this grant award. A grant may be terminated for any violation of these provisions by the grantee, its employees or its subrecipients.

- L. Grantees and subcontractors receiving federal grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- M. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.
- N. If the initiative is federally funded with an award from the federal Office of Education, grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable and 76.500 – 76.910.
- O. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- P. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- Q. Grantees will provide information to MDE, upon request and in a timely fashion to accommodate MDE's reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, propose grantees must provide, upon request any documentation necessary for MDE to conduct their risk assessment.
- R. Grantees must follow the reporting requirements and terms outlined in the Official Grant Award Notification (OGAN) or other award documentation.

GRANTEE RESOURCES

The applicant may delete the resources below before submitting their application.

Federally Funded Grants

Please refer to Code of Federal Regulations (CFR) Title 2, Parts 200, for new uniform guidance, crosswalks and cost principles for state, local and tribal governments, institutions of higher ed and nonprofit organizations. Information can be accessed at [the federal office of management and budget and uniform guidance](#).

State Travel Plan

[Access current mileage rates and reimbursement rates for lodging](#)

Minnesota Office of Grant Management Policies

Policies are available [to view](#).

REQUIRED I.D. NUMBERS

Your organization may already have these numbers; check with your business office.

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number (*required for all applicants*). If you are a fiscal agent applicant, your SWIFT vendor number must be for the fiscal agent who will be receiving and administering the grant funds. To get a SWIFT Vendor Number, access the [vendor site](#).
2. Data Universal Numbering System (DUNS) number. All organizations applying for **federal funding** must have a Data Universal Numbering System (DUNS). A DUNS is a unique nine-character I.D. number that is used to track how the federal grant is allocated. To verify or register for a DUNS number, access [the Dun and Bradstreet website](#).

GENERAL EXPECTATIONS OF GRANTEES

When awarded a grant, you will be required to submit both interim and final expenditure and program progress reports by the timeframe indicated in the Official Grant Award Notification (OGAN) or other award documentation. An annual program report is the minimum required.

If subcontracting with grant funds is approved, MDE expects grantees to select "responsible vendors" who are not currently debarred or suspended, have not engaged in unlawful practices, lack of delinquent tax liability and qualifications to provide the services. Grantees must follow applicable procurement laws and retain documentation related to procurements.

MONITORING GRANTEES

A financial reconciliation or desk review is required for grants over \$50,000. The desk review may be conducted on at least two budget object code line items for one reimbursement period. In addition, a monitoring visit may also be necessary. If you are contacted for a desk review or reconciliation, you will be sent a MDE Fiscal Monitoring Tool that will need to be completed and returned. A general ledger plus all source documents to support the budget line item expenses may also need to be provided to the grant specialist.

ARPA 2021 Summary Budget

Applicant: ='Budget Plan and Justification'!B1

Cost Code	Budget Item Descriptions	ARPA Funds	Cost Share
100 Series	Salaries and Wages	\$0.00	\$0.00
200 Series	Fringe Benefits	\$0.00	\$0.00
303	Consultant Services: /portion of each contract UP TO \$25,000	\$43,400.00	\$0.00
304	Consultant Services: /portion of each contract EXCEEDING \$25,000	\$0.00	\$0.00
303	Other Purchased Services: /portion of each contract UP TO \$25,000	\$0.00	\$0.00
304	Other Purchased Services: /portion of each contract EXCEEDING \$25,000	\$0.00	\$0.00
320	Telecommunication Services	\$0.00	\$0.00
329	Postage and Parcel Services	\$0.00	\$0.00
366	Staff Travel In-State	\$0.00	\$0.00
368	Staff Travel Out-of-State	\$0.00	\$0.00
370	Rental of Meeting Rooms	\$0.00	\$0.00
401	Supplies and Materials - Non-Instructional	\$5,000.00	\$0.00
405	Non-Instructional Software Licensing	\$0.00	\$0.00
455	Non-Instructional Non-Capitalized Technology Related Supplies	\$0.00	\$0.00
465	Non-Instructional Technology Devices	\$0.00	\$0.00
466	Instructional Technology Devices	\$43,091.04	\$0.00
470	Library Media Resources	\$0.00	\$0.00
490	Meals for Workshop Trainings	\$0.00	\$0.00
530	Other Equipment Purchased	\$0.00	\$0.00
555	Non-Instructional Technology Related Hardware	\$0.00	\$0.00
556	Instructional Technology Related Hardware	\$0.00	\$0.00
820	Online Liscensed Resources	\$0.00	\$0.00
899	Other Expenditures	\$20,000.00	\$0.00
895	Indirect Costs	\$0.00	\$0.00
Total Project Cost		\$111,491.04	\$0.00
End of Worksheet			



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

The regional library system named below applies for funds as authorized and provided for in [2021 Minnesota Special Session Laws, Chapter 1—HF.No 13, Article 4, Section 2, Subdivision 5.](#)

A completed application, due July 30, 2021, 5 p.m., includes:

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

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

Regional library system name and address:

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

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

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

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

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

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

Amy Anderson
320-650-2541
amya@grrl.lib.mn.us

Regional library system DUNS Number:

095291803

AUTHORIZED SIGNATURES

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

Signature _____

Printed Name: **Lisa A. Fobbe**

Chair, Regional Library System Governing Board

Date: July 20, 2021

Signature _____

Printed Name: **Karen Pundsack**

Regional Library System Administrator

Date: July 20, 2021

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Assurances

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

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

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

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

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

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

4) Payments - Payments will be distributed in ten equal payments beginning in Fall 2021.

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

- a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2022 are due to MDE by September 30 of each year of the grant.
- b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2022 allocation, or by July 30, 2023, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.
- c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2022 allocation by itemizing, on a project by project basis, how the total allocation was spent.

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

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

Time period	Due date
September 1, 2021 – December 31, 2021	January 31, 2022
January 1, 2022 – March 31, 2022	April 30, 2022
April 1, 2022 – June 30, 2022	July 31, 2022
July 1, 2022 – September 30, 2022	October 30, 2022
October 1, 2022 – December 31, 2022	February 1, 2023
January 1, 2023 – March 31, 2023	April 30, 2023
April 1, 2023 – June 30, 2023	July 30, 2023

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

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

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

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2022 ACHF funds.

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

10) **Cancellation**

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

11) **Conditions of Payment**

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

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

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

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

The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 2018 Chapter 617, Article 241*.

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

Financial Reconciliations/Monitoring and Supporting Documentation

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

State and Federal Audits The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota

Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

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

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

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

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

The grant agreement for nongovernmental organizations incorporates these best practices:

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2022 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

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

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

Yes No

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

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

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

Yes No

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

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

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

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

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

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

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

Thank you for completing the FY2022 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**
State Fiscal Year 2022 (July 1, 2021-June 30, 2022)



Regional library system name: **Great River Regional Library**

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

Budget items (used to create Financial Reporting Form)	FY22 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Administration (5%)	\$9,921.31	
Other (auto sums from info entered below)	\$198,426.20	
TOTAL	\$208,347.51	

Other estimated expenses (will be included above)	FY22 Estimated Expenditures	Notes
Contracted services	\$191,426.20	
Personnel	\$7,000.00	
Subgrants	\$0.00	
<i>(Other--please specify; insert rows as needed)</i>	\$0.00	
Total Other	\$198,426.20	



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

Board of Trustees 2022 Meeting Schedule – Draft

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

The scheduled dates are the third Tuesday of each month, notice pursuant to Minn. Statute 13D.04, Subd. 1.
Special meetings are outside of regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 2.

January 18 – Annual Meeting

February 15 – Work Session

March 15

April 19 – Work Session

May 17

June 21 –Work Session

July 19

August 16 – Work Session

September 20

October 18 – Work Session

November 15

December 20 – Work Session

July 20, 2021

July 20, 2021

Item 8.1



1542 Northway Drive
St. Cloud, MN 56303
320.308.5320

<https://CareerSolutionsJobs.org>

May 25, 2021

Great River Regional Library Board
Attn: Lisa Fobbe, President
1300 W St. Germain Street
St. Cloud, MN 56301

Dear Lisa Fobbe,

Career Solutions would like to thank the Great River Regional Library for the partnership and support while the CareerForce St. Cloud location has been closed during the pandemic. In order to serve the needs of the public, staff from Career Solutions have been onsite at the library Monday through Friday from 2:30-4:30pm to assist the public with job search related activities and assistance on computers. This has been a value-added resource to the public during the Covid-19 pandemic.

We have recently received communication from the Department of Employment and Economic Development (DEED) that CareerForce St. Cloud can be opened on a part-time basis effective June 1, 2021. As a result, our staff will be able to assist the public at our location and our last day at the library will be May 28, 2021. Career Solutions will post signage about this transition and if customers need assistance with job search related activities, we ask that staff please refer them to CareerForce.

During these challenging times, we greatly appreciate GRRL's willingness to open a space for our team to serve jobseekers in our community. We felt welcomed by the Library staff and wish that we had the resources to continue this partnership. I am sure Karen Pundsack and I will continue to explore other partnership opportunities in the future as our teams are driven to serve.

Thank you once again for hosting Career Solutions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammy Biery".

Tammy Biery | Executive Director

Career Solutions
1542 Northway Drive | St. Cloud, MN 56303
Email: Tammy.Biery@CSJobs.org
Direct: 320.308.5702 | Fax: 320.308.1717

July 20, 2021

Executive Director Report July 2021

Leadership Support Team (LST)

In May, LST discussed how reopening is progressing across the region. Julie Schmitz updated and posted the GRRRL Operating Plan. We also reviewed the GRRRL telecommuting policy, which allows for telecommuting up to 24 hours per workweek. Julie drafted guidelines for telecommuting arrangements for staff who wished to continue telecommuting after state restrictions were lifted. Several staff members submitted telecommuting arrangements, which will be reviewed in three months.

LST completed discussion of *Let the Story Do the Work* by Esther K. Choy. We talked about how raising awareness of the library will be part of the next strategic plan. Current storytelling efforts align with the author's recommendations and have resonated with donors.

The team reviewed the timeline for the Library Services and Technology Act grant *Advancing Equity and Inclusion in Central Minnesota Libraries*. This grant will move our Diversity, Equity & Inclusion (DEI) efforts forward. The project includes training for all staff on working with people from different backgrounds and abilities. It will also mean a review of our hiring processes and job descriptions as a step toward diversifying our workforce. These efforts align with recommendations from the DEI Survey Committee last February. The work on the grant will begin after the agreements have been signed with the state. The project will need to be completed by June 30, 2022.

The team reviewed the draft 2022-2025 Strategic Plan framework. Once the framework is approved, LST will build strategies, key performance indicators and key results for each objective. The plan will have four main Strategic Priorities: Literacy, Access, Library Awareness, and Operational Excellence. Breanne Johnson shared highlights from the International Public Library Fundraising Conference, which included information from libraries that went fines free. LST talked about opportunities for fundraising if going fines free is approved by the GRRRL Board.

501c3 Application

Breanne Johnson, Amy Anderson, and I explored options for non-profit status over the past several months. We met with the Community Foundation, discussed options with our auditor, and connected with the state auditor's office. Based on what we have learned up to this point, obtaining 501c3 status would open more fundraising options to GRRRL than alternatives. I resubmitted the application this month. We should receive a response from the IRS within the next 180 days.

Diversity, Equity & Inclusion (DEI) Workgroup

The DEI workgroup met and reviewed progress on action steps. Progress continues on how to improve catalog subject headings and maintain consistency over time. Information on displays was posted on the Daily News. Summer Reading Program materials were translated into both Spanish and Somali.

Highlighted Executive Director Activities since March Board Meeting

May 19 – United Way Community Forum on Mental Health, State Library Services Racial Equity Listening Session

May 20 – LST Board follow-up meeting

May 26 – St. Cloud Chamber Government Affairs Legislative Update, Staff Huddles

June 1 – Create CommUNITY Retreat

June 2 – MLA Legislative Committee, LST meeting

June 8 – CRPLSA/State Library Services ARPA funds discussion, 21CCLC Grantee Stakeholders meeting

June 10 – *Slavery's Reach* presentation, Stearns County Human Services Advisory Committee

June 14 – Career Solutions Program Committee meeting

June 15 – Check-in with State Library Services

June 17 – Quarterly Business Review, LST Board Follow-up Meeting

June 22 – ACES training

June 23 – LST meeting

June 30 – St. Cloud Diversity Committee Food for Thought

July 1 – EPIC partnership meeting via Zoom

July 6 – Meeting at GSDC about EPIC partnership

July 7 – MLA Legislative Committee

July 14 – Fund Development Committee meeting

July 15 – Wilder Foundation Logic model training, GRRL Board member orientation with Mahado Ali

July 20 – Check-in with State Library Services

Management Reports July 2021

Amy Anderson
Accounting Coordinator

Accounting

Accounting continues to work on cross-training and continuity planning. Our current projects include a vendor scrub, internal document review, and a department website update. Several forms and processes have been updated for efficiencies and to reflect actual practices.

Investments

The current savings interest rate is 0.02 percent at Bremer, and 0.03 percent with MAGIC. The low interest rate opportunities available through MAGIC has prompted a review of the library’s investment strategy. A proposal to purchase certificates within GRRL’s six counties will be discussed at the Finance Committee meeting.

Matured CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
First Capital Bank, Germantown, TN	5/06/21	\$248,000.00	0.65%	\$1,984.00
Cibc, Chicago, IL	5/18/21	\$175,000.00	0.50%	\$1,137.50

Purchased CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
First Capital Bank, Germantown, TN	5/06/22	\$248,000.00	0.05%	\$ 744.00

Letter of Credit

GRRL holds a Letter of Credit for \$110,000.00 (#2234-6526) issued April 22, 2021, from Federal Home Loan Bank of Des Moines.

Brandi Canter
Lead Patron Services Supervisor

Summer Reading Program

Things are going well in the libraries – the Summer Reading Program has started, and we’re thrilled to see that our families are returning after such an off year in 2020. It has been great fun to see kids and parents enjoying the library, participating in the reading program, and being excited about checking out books and other items. As librarians, it’s why we do what we do, and staff and patrons alike seem very happy to have things back on track.

Personnel and Programs

Hiring has slowed in the libraries I supervise, with only two current vacancies. This allows staff to better focus on helping patrons. We continue to move back to full service for patrons. On June 14, staff were able to restart in-person programs, and we brought meeting rooms back into use as of Tuesday, July 6.

I continue working with the Patron Services team to develop our programming framework. Now that the StaySafeMN restrictions around social distancing and masking have lifted, we are moving forward to answer the question, “what’s next?” We’re taking advantage of the COVID pause to really think about the feedback we received from our community meetings and user surveys. We are also reviewing the Edge Assessment that looked at digital inclusion and the Diversity Equity Inclusion (DEI) survey that identified gaps in our community engagement. As a result, over the next 18 months, we’ll be providing great programs and assessing how we can do even better. My work then is both the practical aspects of helping to develop a new programming framework and the change management of providing staff the support and direction they need to succeed.

Breanne Johnson
Communications and Development Coordinator

Fundraising

2021 Summer Reading Program fundraising is complete! Our fundraising for the program began in April and concluded in July. Fundraising for the Summer Reading Program is through sponsorships. Our sponsors this year are Bernatello's Foods, Blattner Energy, Central MN Noon Optimist Club, Infinite Eye Care, Quinlivan & Hughes P.A., St. Cloud Industrial Products, and St. Michael-Albertville Women of Today. Our final campaign total is \$10,771.10! Our 2021 goal was \$8,600 and last year's actual was \$9,698, so we surpassed our monetary goal! We received 44 gifts, with an average of \$244.80.

2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
\$2,400	\$7,430	\$7,281	\$9,698	\$10,771

Save-the-Dates were emailed to Friends of the Library (FOL) Presidents for this fall’s annual Friends Meet Friends event, happening on Wednesday, September 22 at the Little Falls Carnegie Public Library. Invites will be sent to FOL Presidents at the end of August.

GRRL was awarded the Library Services & Technology Act (LSTA) grant that focuses on diversity, equity, and inclusion. GRRL also anticipates receiving American Rescue Plan Act (ARPA) funds.

The Fund Development Committee will meet in-person on Wednesday, July 14 to discuss plans for the 2022-2025 Fundraising Plan.

Communications

Marketing for the Summer Reading Program included newspaper ads, Facebook ads, posters, press releases, and a new initiative, lawn signs. The playful theme “Reading Colors Your World” added fun and colorful characters to the program. The crayon design was incorporated in all marketing forms.

Monthly e-newsletters continue to perform well. The July 2021 e-newsletter was sent via LibraryAware platform, which efficiently connects viewers to our catalog and events calendar. Currently, we have an average open rate of 22 percent and 4,121 recipients.

We are looking at promoting September's Library Card Sign-Up Month through billboards. We are currently seeking quotes and working on the design.

**Cara Langston
Patron Services Supervisor**

Personnel

Wanda Erickson, the Upsala Library Services Coordinator (LSC), retired on June 7 after 33 years of service to GRR! The Upsala Friends of the Library hosted a lovely book-themed retirement open house in her honor.

Marisa George, the Sauk Centre LSC, accepted the Upsala LSC position making Upsala and Sauk Centre the most recent combined branches. Also, the newly combined branches will be hiring an additional library assistant.

John Hannon, Albany/Melrose LSC, hired and is training a new library aide for the Melrose branch. Jason Kirchoff, Cold Spring/Richmond LSC, is beginning the process of hiring a new library assistant as well.

Programming

This year, school visits looked a little different! LSCs joined classes virtually, and met students in and outside the library. These visits give us a chance to get library cards into the pockets of children and introduce them to library resources and our Summer Reading Program.

The Summer Reading Program is also up and running. Many locations happily report seeing children and families start to return in person to local libraries. Staff have worked to adapt the program to rapidly changing COVID regulations, and they are offering a mix of in-person and virtual events and story times for our patrons.

**Ryan McCormick
Patron Services Supervisor**

Personnel

A number of new staff members have been hired since May. Logan Johnson is our Library Aide in Monticello, and Shelby Dawson returns as a Summer Reading Program Aide in Becker/Library Big Lake. New Library Assistants include Jenny Cleveland in Monticello, Sophia Fuhrmann in Elk River, Kaitlyn Purvis in Buffalo, Heidi Becker in Annandale/Kimball, and Tricia Tumberg in Cokato/Howard Lake. A warm welcome to all!

Think Tank

The Summer Reading Program is currently ongoing, which means a lot of fun and excitement in our libraries. Staff around the region are particularly glad to see it return after last year's program was significantly reduced. Other regional initiatives include a renewed focus on family engagement, planning events for fall, exploring how to better incorporate the library's collection into programming, and considering potential new online resources.

Jay Roos
Associate Director – Information Technology

Media Scheduling

Media Scheduling will bring management of our collection of staff materials, called the Professional Collection, completely into the Horizon Integrated Library System. This move is expected to increase efficiency for staff obtaining materials and planning programs as they will now be able to locate and book materials on their own without mediation by staff from St. Cloud. Staff in Patron Services are currently polishing and testing procedures. This month, all materials booked in our old system will be moved to the media scheduling system, and new bookings will take place in media scheduling by the end of the month.

Telephone Upgrades

The St. Cloud Library phone system is hosted and managed by the City of St. Cloud. The City is preparing to upgrade their phone system and has asked us to consider obtaining our own system. We are in the process of reviewing and comparing quotes. We are planning to bring all libraries onto the same hosted telephone system at a cost savings over our total phone bill today. Having one system will offer efficiency benefits including: no long distance between locations, being able to transfer calls between locations, and being able to make configuration changes without a third party between us and our vendor.

Catalog Somali Translation

We now offer a Somali translation of our catalog's navigational elements to our patrons. The entire catalog is not translated, but the parts you need to navigate like the "My Account" link have been translated. GRRL funded the translation, but SirsiDynix has incorporated the new language translation into their newest release of our Enterprise catalog for all of their customers.

Julie Schmitz
Associate Director – Human Resources

Onboarding

We are now utilizing an ADP module for onboarding new hires. This allows us to provide a more positive experience for new hires to complete the required paperwork, and brings greater efficiency for the Human Resources department.

Shared Branch

Upon the retirement of the Upsala Library Services Coordinator, we combined the Sauk Centre and Upsala libraries into a shared branch arrangement. One Library Services Coordinator will oversee both libraries in a full-time, benefit-eligible position.

Jami Trenam
Associate Director – Collection Development

Get Outside with GRRL

In addition to the Sherburne County Story Strolls project, GRRL collaborated with the MN Department of Natural Resources and the Stearns County Parks Department to increase awareness of and access to our area's parks and trails.

- State Parks Pass Program: five of our libraries (Foley, Little Falls, Long Prairie, Staples, and Upsala) each have **one** pass for checkout. The passes are Lucky Day style, meaning they check out for one week on a first come, first served basis with no holds or renewals. Patrons can call libraries to see if the pass is available.
- Stearns County Parks Pass Program: Each branch in Stearns County will receive two passes to check out on a first come, first served basis. The pass offers up to 7 days of access to the parks in Stearns County, including Quarry Park (typically \$5/day or \$20 annually). While most of the Stearns County parks aside from Quarry Park are free, the passes will promote awareness about the other area parks. We hope to roll out the program yet this summer.

Locally Growin' = New Collection Items

With programming on pause this spring, several libraries chose to focus their local fundraising efforts on new collection items. Staff can use these local dollars to fund some very special collection items exclusive to the branch. It is gratifying to collaborate with staff on these hyper-local projects as the LSCs carefully chose something unique to their own communities. While many projects are still in the works, here are a few highlights:

- Long Prairie LSC Amanda Wehrspann researched Frisbee disc golf sets available for checkout on a first-come, first served basis. These sets are exclusive to Long Prairie.
- Royalton LSC Terri Deal-Hansen did a fantastic job researching ukuleles for the collection. Thanks to the generosity of Royalton patrons, Great River now has five ukuleles available for checkout through the region as part of our "Try It Yourself" collection!
- St. Michael LSC Nancy Bunting and Library Assistant Erin Smeby researched pickleball equipment as the city has opened a brand new park close to the library. The pickleball sets circulate in St. Michael as Lucky Day items, meaning they are available for patrons on a first come, first served basis. Nancy reports the sets are a smash hit and often check out multiple times a day as patrons use them at the park.

July 20, 2021

Building Reports

July 2021

Brandi Canter
Lead Patron Services Supervisor

Paynesville

On Friday, June 25, Library Services Coordinator Kateri Gruber and I met with a collaborative group to discuss the idea of a new Paynesville library. The group included Mayor Shawn Reinke and City Administrator Tariq Al-Rifai as well as representatives from the Friends of the Paynesville Library and others. I answered the group's questions about the updated library space needs analysis that I provided to the city in May. There was productive and lively discussion, with the Friends' Chair Pat Hanson (former GRRL staff) stating that the Friends would be happy to work on fundraising if the city would develop a plan and support the initiative. In response, Mayor Reinke said he would take the idea to the council at their July meeting. I plan to attend as well in order to answer additional questions if needed.

St. Cloud

The garage door issue I mentioned in May has been fixed. However, we still need repairs on the "doghouse," the drive-up book drop attached to our automated materials handling system. Patrons have been asking for this to be turned back on, so I've been working with staff to determine what is broken and when we might be able to get it fixed.

The doghouse isn't the only book drop news. Last year we embarked on a project with students from the St. Cloud Community and Technical College to build a new and additional walk-up book drop to be placed in front of the library. It has been built and painted, and we're awaiting delivery. In addition, we have repurposed a smallish book drop that had been used at Kimball's former library. Some Trustees may recall that in 2019 we asked the Board to purchase a new, larger book drop for the new (2020) Kimball library. The old one was both too small and leaked. We've cleaned it up and bypassed the water intrusion problem by situating it in the lobby of the St. Cloud building. It works great for patrons and staff, and we are working with Jennifer Penzcover from the St. Cloud Arts Commission (and GRRL staff) on an art wrap to go on the book drop.

Waite Park



In June the city repainted the library. The clean, neutral color both looks great and brings out the colorful furnishings and art throughout the space. Michelle Goebel, Library Services Coordinator, shared how much she appreciates the city staff for all their help. We were especially grateful that the painters' flexibility meant that we were able to continue having staff in the space to provide curbside service throughout the week-long project.

Ryan McCormick
Patron Services Supervisor

Cokato

In late June, work began on a new roof for the library.

Howard Lake

The City's application to the Minnesota Department of Education library construction grant program was successful. They will be working with the state on next steps. Potential floorplans for the new library continue to be developed as well, with city staff, architects, engineers, library staff, and community members sharing details on library operations and building functionality.

Meanwhile, lightbulbs in the current building have been replaced.

Rockford

The building's drinking fountains have been checked and cleaned, and are back in service after having been turned off last March.

Cara Langston
Patron Services Supervisor

Royalton

A local Boy Scout is working toward his Eagle Scout rank by working on projects around the library. This includes closet improvements (lighting and shelving), a mural in the children's area, and the purchase and assembly of a display shelf and laptop chair.



Eagle Bend

The museum/library construction is temporarily on hold due to lumber prices.

GRRL 2021 Regional Sustainability Plan Second Quarter Progress

SERVICE PRIORITY: ACCESS

Goal 1: Residents will have clean and comfortable facilities that promote community connection and enhance physical library services access.

Objective 1: Access inside the library

- Fourteen libraries have a local plan for displays, merchandising and/or wayfinding.
- In 22 libraries, at least two new merchandising efforts have generated increased patron interest and checkouts.
- Revised regional weeding guidelines launched in April with increased focus on relocating.

Objective 2: Serve those who are homebound

- Library Services Coordinators made connections with a new, potential community partner for homebound and/or institutional delivery in 16 libraries. Two have worked with a partner organization to develop a plan for serving homebound patrons and one began delivering books to a local care center.
- Four locations created new Caretaker Organization or Institutional accounts, and five renewed or updated existing accounts. Library Services Coordinators made connections with a new, potential community partner for homebound and/or institutional delivery in 16 libraries. Two have worked with a partner organization to develop a plan for serving homebound patrons and one began delivering books to a local care center.

Objective 3: Support for at-home learners

- Eleven libraries provide space - either tables or study rooms - for home learner support. At another 12 libraries, staff provide curriculum-based, take-home materials for children and youth, and at 17 libraries, staff did outreach to local schools and home educators during this quarter.

ORGANIZATIONAL PRIORITY: EXCEPTIONAL SERVICE

Goal 1: Library users will encounter well-trained, engaged, and empowered team members at all libraries to meet their current and future information needs.

Objective 1: Provide training to support access and awareness

- Online training offered by PS Supervisor on merchandising and wayfinding for LSCs, library assistants, associates and aides. Daily News articles continued to highlight relevant topics.
- Seven LSCs made efforts to standardize the welcome and orientation for new card holders. GRRL materials in multiple languages are on hand to share with new card holders in 14 libraries. Most LSCs have had a discussion about improving patron experience at a staff meeting this quarter.

- Accounting cross-training on checklists is ongoing. A department calendar has been created for reference in the event of a coverage gap.

Goal 2: The library provides consistent day-to-day operations and smooth transitions during times of staff absences and vacancies.

Objective 2: Develop a strategy for continuity of operations

- Accounting procedures have been broken down and analyzed for efficiency and task assignments. Procedures and checklists have been created for continuity of operations.

ORGANIZATIONAL PRIORITY: COMMUNITY FOCUS

Goal 1: Residents will have a broader awareness of the library services available to them as potential users.

Objective 1: Bring awareness of library services

- Website homepage stories included collections/services to bring broader library awareness. Stories have included story strolls, streaming Hoopla, language learning Pronunciator, author visits, and Summer Reading Program.
- Lawn signs distributed to Summer Reading Program participants to market participation within neighborhoods.
- In 18 libraries, staff read and discussed ways to implement ideas shared through “Merchandising Mondays” posts on the Daily News. Thirteen libraries have a local plan for displays, merchandising and/or wayfinding.

Objective 2: Continue efforts to address diversity, equity & inclusion in the library

- Summer Reading Program reading logs and details were translated into the Somali and Spanish languages, to bring more awareness of the program open to all children.
- Legacy programming featured several virtual cultural awareness programs including *Slavery’s Reach* with Dr. Christopher Lehman, Indigenous Loop Earrings with Sister Beads by Tawny Trottier Cale, COMPAS teaching artists Afoutai and TaikoArts Midwest.
- LSTA grant applied for and awarded to support staff training on working with people from different backgrounds and abilities and to review library recruitment processes and job descriptions through an equity lens.

ORGANIZATIONAL PRIORITY: OPERATIONAL EXCELLENCE

Goal 1: Library users will experience effective and efficient library service and up-to-date library technology each time they use GRRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.

Objective 1: Network penetration testing

- Multiple quotes have been received and final project specification and pricing adjustments are being made prior to vendor selection.

Objective 2: Improve wireless connectivity

- New wireless equipment up to the latest WiFi 6 standard has been installed in all libraries. The captive portal that patrons use to accept our use policy works much more smoothly than our old system.

Goal 2: Ensure stable and sustainable funding for regional library services for residents now and into the future.

Objective 2: Explore and develop new fund development initiatives that support new and existing library services.

- Summer Reading Program 2021 campaign through business sponsorships. As of July 1, 2021, campaign total is \$10,346.10 through 39 gifts (monetary, not including in-kind donations).

GRRL 2021 Regional Sustainability Plan Second Quarter Update

Key Regional Metrics

	2021 Qtr2 Cumulative	2020 Qtr 2 Cumulative	2019 Qtr 2 Cumulative	2019 YE Total
Resident Borrower Numbers Number of residents with active library card	85,675	93,883	103,600	103,216
Circulation Number of books and media borrowed by patrons (not digital)	1,214,861	792,014	1,452,438	2,889,927
Juvenile Circulation Number of juvenile items (books and media) borrowed by patrons	526,241 43% of total circulation	297,818 38% of total circulation	530,937 37% of total circulation	1,104,667 38% of total circulation
New Digital Library Users Number of borrowers registered for Digital Library	2,631	4,060	2,664	5,106
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	131,828	128,252	107,889	213,036
Internet usage Number of in-person Internet computer sessions	22,890	25,415	64,959	131,312

GRRL 2021 Regional Sustainability Plan Second Quarter Update

Resident Borrowers by Library

Library	1/1/2021	7/1/2021	Total change	% Change Q2 2021
Albany	2,260	2,163	(97)	-4.29%
Annandale	1,974	1,879	(95)	-4.81%
Becker	2,151	2,079	(72)	-3.35%
Belgrade	470	428	(42)	-8.94%
Big Lake	2,400	2,365	(35)	-1.46%
Buffalo	5,919	5,630	(289)	-4.88%
Clearwater	945	900	(45)	-4.76%
Cokato	1,408	1,354	(54)	-3.84%
Cold Spring	2,161	2,019	(142)	-6.57%
Delano	2,945	2,876	(69)	-2.34%
Eagle Bend	516	502	(14)	-2.71%
Elk River	9,688	9,293	(395)	-4.08%
Foley	1,401	1,335	(66)	-4.71%
Grey Eagle	350	350	-	0.00%
Howard Lake	803	791	(12)	-1.49%
Kimball	569	656	87	15.29%
Little Falls	4,005	3,803	(202)	-5.04%
Long Prairie	1,515	1,439	(76)	-5.02%
Melrose	1,027	1,009	(18)	-1.75%
Monticello	5,432	4,990	(442)	-8.14%
Paynesville	1,342	1,255	(87)	-6.48%
Pierz	1,073	988	(85)	-7.92%
Richmond	535	511	(24)	-4.49%
Rockford	1,378	1,293	(85)	-6.17%
Royalton	932	895	(37)	-3.97%
Saint Michael	7,456	7,514	58	0.78%
Sartell Locker	450	362	(88)	-19.56%
Sauk Centre	1,692	1,624	(68)	-4.02%
St. Cloud	25,243	23,159	(2,084)	-8.26%
Staples	1,801	1,692	(109)	-6.05%
Swanville	396	397	1	0.25%
Upsala	578	555	(23)	-3.98%
Waite Park	2,556	2,481	(75)	-2.93%
Region Total	93,371	88,587	(4,784)	-5.12%

GRRL 2021 Regional Sustainability Plan Second Quarter Update

New Borrowers by Library

Library	2021 Q2 New Borrowers	2020 Q2 New Borrowers	Change 2021-2020
Albany Public Library	144	54	90
Annandale Public Library	153	59	94
Becker Public Library	253	101	152
Belgrade Public Library	17	20	(3)
Big Lake Public Library	217	133	84
Buffalo Public Library	389	260	129
Clearwater Public Library	44	43	1
Cokato Public Library	90	70	20
Cold Spring Public Library	144	69	75
Delano Public Library	196	125	71
Eagle Bend Public Library	29	31	(2)
Elk River Public Library	757	517	240
Foley Public Library	84	53	31
Grey Eagle Public Library	22	10	12
Howard Lake Public Library	67	33	34
Kimball Public Library	101	14	87
Little Falls Public Library	341	127	214
Long Prairie Public Library	100	42	58
Melrose Public Library	67	35	32
Monticello Public Library	288	240	48
Paynesville Public Library	78	40	38
Pierz Public Library	63	25	38
Richmond Public Library	25	22	3
Rockford Public Library	85	44	41
Royalton Public Library	36	36	-
Saint Cloud Public Library	1,313	1,288	25
Saint Michael Public Library	769	335	434
Sartell Community Center Locker	65	58	7
Sauk Centre Public Library	81	109	(28)
Staples Public Library	104	140	(36)
Swanville Public Library	30	8	22
Upsala Public Library	13	75	(62)
Waite Park Public Library	113	68	45
Regional Total	6,278	4,284	1,994

April 2021 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Apr 2021	Circ/Hour Apr 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	7,752	755	49	18	168.4%	27,046	16,256	66.4%
+ Annandale	2,534	498	24	42	-42.3%	11,023	8,893	24.0%
+ Becker	4,262	660	33	19	79.3%	17,635	11,446	54.1%
Belgrade	905	185	11	4	169.3%	3,550	3,628	-2.1%
+ Big Lake	4,034	687	32	38	-16.7%	17,003	12,489	36.1%
+ Buffalo	13,738	2,160	68	24	182.6%	55,001	38,374	43.3%
+ Clearwater	2,068	424	21	14	47.2%	8,939	5,749	55.5%
+ Cokato	4,381	605	35	36	-2.0%	18,585	11,900	56.2%
+ Cold Spring	5,016	780	34	30	13.2%	17,774	13,669	30.0%
+ Delano	7,112	1,028	40	22	85.1%	31,009	23,006	34.8%
+ Eagle Bend	2,025	264	24	37	-34.7%	8,325	6,890	20.8%
+ Elk River	17,162	2,493	78	21	271.1%	69,659	48,608	43.3%
+ Foley	4,779	553	31	24	33.3%	17,717	12,665	39.9%
+ Grey Eagle	909	175	11	6	80.7%	4,816	3,148	53.0%
+ Howard Lake	2,472	380	20	26	-23.2%	10,895	8,395	29.8%
+ Kimball	1,743	314	21	60	-65.0%	7,005	4,614	51.8%
+ Little Falls	6,134	1,285	33	21	54.2%	26,250	22,322	17.6%
+ Long Prairie	3,436	661	23	56	-59.2%	14,497	13,034	11.2%
+ Melrose	8,571	564	79	30	162.9%	30,696	21,335	43.9%
+ Monticello	10,757	1,636	58	42	38.0%	46,337	35,624	30.1%
Paynesville	1,812	368	13	38	-65.0%	7,875	8,519	-7.6%
+ Pierz	2,057	398	18	37	-50.8%	9,686	8,437	14.8%
Richmond	1,150	208	14	6	122.1%	4,714	4,991	-5.5%
+ Rockford	3,842	480	29	27	7.6%	16,403	11,643	40.9%
+ Royalton	1,357	252	16	19	-17.0%	5,591	4,282	30.6%
+ Saint Cloud	39,609	6,365	155	11	1262.9%	165,668	141,650	17.0%
+ Saint Michael	14,309	2,198	70	49	42.1%	55,756	35,321	57.9%
+ Sauk Centre	5,047	691	36	23	53.1%	20,368	18,526	9.9%
+ Staples	3,876	691	26	70	-63.2%	16,439	14,460	13.7%
+ Swanville	346	106	4	7	-33.5%	1,705	1,695	0.6%
+ Upsala	2,578	329	26	19	39.4%	11,348	9,050	25.4%
+ Waite Park	6,426	1,344	49	117	-58.3%	25,785	21,043	22.5%
+ Sartell Locker	1,347	178				5,955	3,823	55.8%
Total	192,199	29,537	42	8	425.5%	785,100	601,662	30.5%
+ Total Digital	21,957					87,643	80,849	8.4%

+ Indicates an increase in YTD circulation total over last year

May 2021 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour May 2021	Circ/Hour May 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	6,805	648	45	10	334.5%	33,851	17,480	93.7%
+ Annandale	2,399	484	23	9	168.1%	13,422	9,814	36.8%
+ Becker	3,704	592	30	9	217.7%	21,339	12,356	72.7%
+ Belgrade	749	169	9	3	183.3%	4,299	3,851	11.6%
+ Big Lake	3,419	588	29	13	116.1%	20,422	13,785	48.1%
+ Buffalo	11,977	1,904	61	12	421.3%	66,978	40,601	65.0%
+ Clearwater	1,979	379	21	8	172.2%	10,918	6,277	73.9%
+ Cokato	4,144	546	36	16	131.9%	22,729	13,499	68.4%
+ Cold Spring	4,455	706	32	10	219.7%	22,229	14,812	50.1%
+ Delano	6,609	957	40	14	186.2%	37,618	25,177	49.4%
+ Eagle Bend	1,717	247	21	13	62.3%	10,042	7,744	29.7%
+ Elk River	15,452	2,304	74	16	350.4%	85,111	51,857	64.1%
+ Foley	3,907	476	27	8	226.6%	21,624	13,560	59.5%
+ Grey Eagle	949	192	11	5	109.6%	5,765	3,579	61.1%
+ Howard Lake	2,678	386	23	8	176.6%	13,573	9,220	47.2%
+ Kimball	1,635	294	20	5	291.0%	8,640	5,007	72.6%
+ Little Falls	5,807	1,194	33	12	179.4%	32,057	24,040	33.3%
+ Long Prairie	3,044	632	21	10	103.8%	17,541	14,089	24.5%
+ Melrose	7,675	489	75	27	179.2%	38,371	23,550	62.9%
+ Monticello	10,008	1,490	57	19	205.8%	56,345	38,302	47.1%
+ Paynesville	1,452	308	11	5	120.4%	9,327	9,100	2.5%
+ Pierz	1,928	380	19	11	67.1%	11,614	9,378	23.8%
+ Richmond	936	160	11	4	176.7%	5,650	5,262	7.4%
+ Rockford	3,520	433	28	12	130.8%	19,923	12,868	54.8%
+ Royalton	1,078	201	13	10	33.2%	6,669	4,633	43.9%
+ Saint Cloud	36,793	5,763	151	83	81.5%	202,461	151,116	34.0%
+ Saint Michael	13,373	2,058	70	13	449.4%	69,129	37,717	83.3%
+ Sauk Centre	4,846	612	37	11	228.6%	25,214	19,753	27.6%
+ Staples	3,715	649	26	10	163.7%	20,154	15,534	29.7%
+ Swanville	342	113	4	2	176.5%	2,047	1,784	14.7%
+ Upsala	2,087	279	22	9	146.7%	13,435	9,905	35.6%
+ Waite Park	5,358	1,074	44	21	112.1%	31,143	23,158	34.5%
+ Sartell Locker	1,429	163				7,384	4,345	69.9%
Total	174,540	26,707	38	21	76.3%	959,640	648,808	47.9%
+ Total Digital	22,156					109,799	104,818	4.8%

+ Indicates an increase in YTD circulation total over last year

June 2021 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour June 2021	Circ/Hour June 2020	CPH % Change	YTD 2021	YTD 2020	% Change YTD
+ Albany	9,346	1,050	57	24	133.2%	43,197	21,464	101.3%
+ Annandale	3,619	818	32	18	81.5%	17,041	11,772	44.8%
+ Becker	5,279	884	39	25	59.8%	26,618	15,660	70.0%
+ Belgrade	821	163	10	7	36.1%	5,120	4,355	17.6%
+ Big Lake	4,875	752	39	25	56.1%	25,297	16,884	49.8%
+ Buffalo	15,650	2,432	74	38	94.9%	82,628	48,631	69.9%
+ Clearwater	2,531	460	25	16	52.9%	13,449	7,707	74.5%
+ Cokato	5,387	757	44	25	77.5%	28,116	16,534	70.0%
+ Cold Spring	5,895	911	40	24	63.9%	28,124	18,385	53.0%
+ Delano	9,022	1,346	51	27	85.8%	46,640	30,128	54.8%
+ Eagle Bend	2,171	288	25	19	28.7%	12,213	9,528	28.2%
+ Elk River	21,114	3,156	94	42	122.8%	106,225	61,333	73.2%
+ Foley	5,132	638	34	14	145.9%	26,756	15,523	72.4%
+ Grey Eagle	1,186	195	14	11	28.5%	6,951	4,502	54.4%
+ Howard Lake	3,602	493	30	18	69.1%	17,175	11,368	51.1%
+ Kimball	1,848	422	21	14	58.6%	10,488	6,199	69.2%
+ Little Falls	7,365	1,509	39	21	85.9%	39,422	27,961	41.0%
+ Long Prairie	3,913	780	25	14	82.1%	21,454	16,224	32.2%
+ Melrose	9,403	709	87	77	13.1%	47,774	31,943	49.6%
+ Monticello	13,630	2,119	73	36	99.0%	69,975	45,187	54.9%
+ Paynesville	2,463	454	18	13	36.8%	11,790	10,727	9.9%
+ Pierz	2,551	534	24	23	6.5%	14,165	11,739	20.7%
+ Richmond	1,404	246	16	9	71.3%	7,054	6,091	15.8%
+ Rockford	4,489	589	33	22	50.3%	24,412	15,854	54.0%
+ Royalton	1,607	273	19	10	84.0%	8,276	5,364	54.3%
+ Saint Cloud	47,397	7,356	184	118	55.9%	249,858	178,932	39.6%
+ Saint Michael	19,772	3,015	96	34	179.9%	88,901	44,781	98.5%
+ Sauk Centre	6,438	789	46	26	78.8%	31,652	23,354	35.5%
+ Staples	4,696	741	30	14	111.1%	24,850	17,759	39.9%
+ Swanville	592	164	7	2	227.2%	2,639	1,967	34.2%
+ Upsala	2,925	387	29	20	48.1%	16,360	11,860	37.9%
+ Waite Park	6,684	1,440	52	43	20.5%	37,827	28,876	31.0%
+ Sartell Locker	1,510	212				8,894	5,032	76.7%
Total	232,807	35,870	50	59	-14.1%	1,192,447	778,592	53.2%
+ Total Digital	22,029					131,828	128,252	2.8%

+ Indicates an increase in YTD circulation total over last year

July 20, 2021

**Staff Recognition Report
2021 - Quarter 3
July 1 - September 30**

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Hilary	Honer-Dawson	Elk River Library	Robbie Schake	7/2/2021	3
Crystal	Huston	Circulation	Eric Blotkamp	7/2/2021	3
Breanne	Johnson	Communications & Development	Karen Pundsack	7/16/2021	3
Paul	Nord	Delano/Rockford Library	Theresa Jacobs	7/16/2021	3
Laura	Cassiday	Elk River Library	Robbie Schake	7/25/2021	20
Jennifer	Randall	Clearwater/Foley Library	Shelly Kuelbs	7/27/2021	1
Jane	Armstrong	Technical Services	Chris Getz	8/1/2021	5
Colleen	Sjostedt	Circulation	Rosanna Backen	8/1/2021	5
Ian	Viste	Information Technology	Jay Roos	8/1/2021	5
Monica	Halloran	Grey Eagle Library	Jennifer Shattuck	8/9/2021	15
JoAnn	Lisson	Circulation	Eric Blotkamp	8/15/2021	5
Neil	Vig	Patron Services	Brandi Canter	8/29/2021	5
LuAnne	Chandler	Patron Services	Chris Mallo	9/6/2021	25
Angela	Johnson	Eagle Bend/Staples Library	Cathy Perish	9/6/2021	15
Sara	Koivisto	Cokato/Howard Lake Library	Ryan McCormick	9/10/2021	3
Terri	Deal-Hansen	Royalton Library	Cara Langston	9/12/2021	5
Bernadette	Stephenson	Communications & Development	Breanne Johnson	9/17/2021	20
Connie	Laing	Patron Services	Chris Mallo	9/30/2021	25

**Promotion Report
2021 - Quarters 1 and 2
(January - June)**

Last Name	First Name	Hire Date	Job Title Description	Location Description	Reports To Name	Promotion Effective Date	Previous Job Title Description	Previous Location Description
Frion	Jennifer	09/09/2019	Library Assistant	Elk River	Robbie Schake	01/11/2021	Library Aide	Elk River
Botten	Jolene	01/17/2017	Library Assistant	Delano/Rockford	Theresa Jacobs	04/05/2021	Library Aide	Monticello

**New Hire Report
2021 - Quarters 1 and 2
(January - June)**

Last Name	First Name	Hire Date	Job Title Description	Department	Supervisor
Cuthrell	Sophia	01/11/21	Library Associate	Circulation	Rosanna Backen
Krause	Lauren	01/11/21	Library Aide	Elk River	Robbie Schake
Purdy	Audrey	01/04/21	Library Aide	Elk River	Robbie Schake
Munz	Ellen	01/11/21	Library Associate	Circulation	Rosanna Backen
Fandel	Mary Jo	03/08/21	Circulation Aide	Circulation	Eric Blotkamp
McKim	Maren	03/08/21	Library Aide	St Michael	Nancy Bunting
Forslund	Adric	03/08/21	Circulation Aide	Circulation	Eric Blotkamp
Braaten	Nathan	03/22/21	Library Assistant	Eagle Bend/Staples	Cathy Perish
Sorenson	Hannah	03/23/21	Library Aide	Elk River	Robbie Schake
Johnson	Kimberly	04/19/21	Library Assistant	Delano/Rockford	Theresa Jacobs
Johnson	Lori	05/03/21	Library Assistant	Royalton	Terri Deal-Hansen
Tumberg	Tricia	05/03/21	Library Assistant	Cokato/Howard Lake	Sara Koivisto
Buck	Riley	05/03/21	Circulation Aide	Circulation	Eric Blotkamp
Pearson	Yvonne	05/17/21	Circulation Aide	Circulation	Eric Blotkamp
Sichler	Rachel	05/17/21	Distribution Aide	Distribution	Heavenly Christensen
Becker	Heidi	05/17/21	Library Assistant	Annandale/Kimball	Carla Asfeld
Fuhrmann	Sophia	06/01/21	Library Assistant	Elk River	Robbie Schake
Purvis	Kaitlyn	06/01/21	Library Assistant	Buffalo	Chris Pommerenke
Agre	Nicole	06/02/21	Summer Lib Aide	Patron Services	Connie Laing
Mallo	Erin	06/02/21	Summer Lib Aide	Patron Services	Ariel Kirst
Dehon	Cassandra	06/02/21	Summer Lib Aide	Patron Services	Connie Laing
Parker	Se-Ri	06/02/21	Summer Lib Aide	Patron Services	Ariel Kirst
Sauve	Caitlin	06/14/21	Circulation Aide	Circulation	Eric Blotkamp
Russ	Carrie	06/14/21	Library Aide	Albany/Melrose	John Hannon
Johnson	Logan	06/28/21	Library Aide	Monticello	Marla Scherber

Rehires					
Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Derner	Brooke	01/27/21	Library Assistant-Monticello	Library Assistant-Monticello	08/14/20
Ellingson	Jean	02/08/21	Library Assistant-St.Michael	Library Assistant-St. Michael	12/09/20
Dawson	Shelby	06/02/21	Summer Library Aide-Becker	Summer Library Aide-Becker	08/10/19
Cleveland	Jennifer	06/14/21	Library Assistant-Monticello	Library Services Coordinator-Big Lake	05/09/18

**Termination Report
2021 - Quarters 1 and 2
(January - June)**

First Name	Last Name	Termination Date	Job Title Description	Department	Supervisor	Hire Date	Years of Service
Amanda	Peterson	01/08/2021	Library Aide	Albany/Melrose	John Hannon	11/18/2019	1 year, 1 month
Oliver	Rittman	01/09/2021	Circulation Aide	Circulation	Eric Blotkamp	12/2/2019	1 years, 1 months
Lauren	Krause	01/11/2021	Library Aide	Elk River	Robbie Schake	01/11/2021	0
Krista	Pope	01/12/2021	Library Assistant	Cokato/Howard Lake	Sara Koivisto	09/09/2019	1 year, 4 months
Katilynne	Jarmon	01/14/2021	Library Assistant	Rockford	Julie Eskritt	06/17/2019	1 year, 6 months
Beverly	Anderson	01/23/2021	Library Assistant	Eagle Bend/Staples	Cathy Perish	12/17/2009	11 years, 1 month
Julie	Eskritt	02/06/2021	Library Services Coordinator	Rockford	Brandi Canter	04/24/2017	3 years, 9 months
Katelyn	Bennett	02/16/2021	Library Associate	Circulation	Rosanna Backen	11/07/2016	4 years 3 months
Adric	Forslund	03/10/2021	Circulation Aide	Circulation	Eric Blotkamp	03/08/2021	0
Sarah	Jacobsen Krone	03/13/2021	Library Assistant	Annandale/Kimball	Carla Asfeld	07/02/2018	2 years, 8 months
Mary Jo	Fandel	03/15/2021	Circulation Aide	Circulation	Eric Blotkamp	03/08/2021	0
Amy	Hagberg	03/20/2021	Library Assistant	Buffalo	Chris Pommerenke	10/21/2019	1 year, 4 months
Anastasia	Lentner	03/26/2021	Distribution Aide	Distribution	Heavenly Christensen	09/10/2018	2 years, 6 months
Connie	Meagher	04/16/2021	Circulation Aide	Circulation	Eric Blotkamp	2/3/2014	7 years, 2 months
Michele	Forsman	04/17/2021	Library Assistant	Monticello	Marla Scherber	08/23/2010	10 years, 7 months
Trisha	Decker	04/24/2021	Library Aide	Buffalo	Chris Pommerenke	02/10/2014	7 years, 2 months
Jennifer	Frion	05/01/2021	Library Assistant	Elk River	Robbie Schake	09/09/2019	1 year, 7 months
Maxim	Kroll	05/01/2021	Circulation Aide	Circulation	Eric Blotkamp	5/26/2015	6 years, 1 month
Stephanie	Graftaas	05/04/2021	Library Aide	Monticello	Marla Scherber	04/10/2017	4 years
Tiana	Hanan	06/01/2021	Library Aide	Annandale/Kimball	Carla Asfeld	09/23/2019	1 year, 8 months
Wanda	Erickson	06/04/2021	Library Services Coordinator	Upsala	Cara Langston	12/28/1987	33 years, 5 months
Molly	Wills	06/04/2021	Library Associate	Patron Services	Chris Mallo	5/9/2016	5 years
Rachel	Sichler	06/11/2021	Distribution Aide	Distribution	Heavenly Christensen	5/17/2021	1 month
Deborah	Haggar	06/30/21	Library Aide	Delano/Rockford	Theresa Jacobs	9/26/2007	13 years, 9 months



Exit Interview Summary

January 1 – June 30, 2021

Area of Question	Summary of Responses
<p>What did you enjoy most about your position?</p>	<ul style="list-style-type: none"> ▪ Getting to know the patrons and seeing how excited they were to get their materials, making crafts with the children ▪ The workload ▪ Everything, Patrons, Book club ▪ Loved working with patrons, specifically children ▪ Working with people, both staff and patrons ▪ Colleagues, helping connect patrons with resources ▪ Loves the library ▪ Enjoyed how relaxed and flexible it was ▪ Loved creating displays and assisting patrons ▪ The staff and work duties ▪ The people I work with, patrons and programming ▪ My co-workers and the flexibility in my hours ▪ Helping the public find information, creating displays, leading programs ▪ Nice co-workers and friendly atmosphere. Interacting with public. ▪ Really enjoyed learning about the library
<p>What would you have changed about the positions?</p>	<ul style="list-style-type: none"> ▪ I enjoyed all my tasks but think Aides should be able to answer phones and check in/out materials to help ▪ The type of work ▪ Being able to continue ▪ How many hours are offered ▪ The work exceeded time allotted. Sometimes policies benefited the organization rather than the patron. ▪ More hours ▪ Nothing ▪ More staff so supervisor was more available, refresher on active shooter ▪ My hours, worked every Saturday. Not enough hours. ▪ I would have liked to be more appreciated as a sub ▪ I feel the pay is low for keeping the library organized and in order
<p>Supervisor</p>	<ul style="list-style-type: none"> ▪ She created a lot of tension and was very rude ▪ A+ ▪ The best, helpful, knowledgeable ▪ Was flexible. Could not have asked for a better boss. ▪ Supervisors were available and encouraging. They were also willing to exhort. ▪ Approachable and willing to provide accommodation. Disappointed in leadership regarding changes ▪ Above average ▪ Was very helpful-felt comfortable with ▪ Always willing to answer questions ▪ Good, wish they were more available ▪ I liked working for her ▪ Always willing to listen and be flexible with my schedule ▪ Liked working with supervisor ▪ Fantastic, understanding and flexible with schedule ▪ Great supervisor



Exit Interview Summary

January 1 – June 30, 2021

<p>Co-workers</p>	<ul style="list-style-type: none"> ▪ I can't say enough amazing things about my co-workers ▪ A+ ▪ The best in every way, a total joy ▪ Everyone was great, no complaints ▪ Incredible to work with. They care. Worked together as a team to provide seamless library service. Highlight of career. ▪ Nothing but positive things to say about colleagues. ▪ Above average ▪ Very kind and welcoming - willing to help ▪ Love them ▪ Good, one or two appear to want to take over supervisor duties ▪ Enjoyed them ▪ The best, could not have asked for better people to work with ▪ Liked working with all coworkers ▪ Great. Enjoyed everyone worked with ▪ Enjoyed working with all of them
<p>Benefits Utilized</p>	<ul style="list-style-type: none"> ▪ Did not have any except Pera ▪ PTO ▪ PTO, Pera ▪ PTO, personal holiday, PERA ▪ PTO, Pera ▪ PTO and Pera ▪ PTO ▪ Pera, Deferred Compensation ▪ PTO, Holiday ▪ Pera ▪ Pera ▪ Pera ▪ PTO
<p>Benefits Needed</p>	<ul style="list-style-type: none"> ▪ What they offered was fine ▪ Fine as is ▪ Offer more full-time positions with benefits at local branches ▪ Pleased that aides have paid holidays ▪ Access to benefits and full-time status to more staff at lower pay grades ▪ GRRR already offers good benefits to its employees ▪ Health insurance for PT staff
<p>Wage Rates</p>	<ul style="list-style-type: none"> ▪ For Aides, it is fine ▪ Fine ▪ Good ▪ Appreciated how much wage rates were ▪ Pleased with the wage ▪ Wages unsustainable for long term ▪ Average ▪ Good ▪ Assistant rate is good - wish aides could be paid more ▪ Poor ▪ Fair



Exit Interview Summary

January 1 – June 30, 2021

	<ul style="list-style-type: none"> ▪ Low for Aides ▪ Too low for people with a Masters in Library Studies. Could get a better paying job at Walmart or Quick Trip ▪ Fair, scale higher with longevity ▪ Low for aides
Training	<ul style="list-style-type: none"> ▪ Fine, I had previous experience from a library ▪ Fine ▪ Good ▪ Cannot get over how much training was offered ▪ Excellent. Enjoyed opportunity to participate in professional, national conferences ▪ Lacking for new job duties ▪ Above average ▪ Great ▪ Good ▪ Fair ▪ Good amount of training ▪ Not a lot of opportunities for Aides ▪ More money is spent on this than necessary ▪ Good ▪ Good
Morale in Dept/Branch	<ul style="list-style-type: none"> ▪ Depended on who was working ▪ Fine ▪ Excellent ▪ Everyone in branch was amazing, they work with such passion, collaborated together to find ways to improve outreach and communicated well ▪ Morale has been very good ▪ Burnout and exhaustion doing work in this climate ▪ Average ▪ Great ▪ Good ▪ Good ▪ With Covid and business slow, we all are a bit worn out ▪ Excellent ▪ It is incredibly low, staff are pushed to do more with less hours ▪ Great ▪ Morale seemed good
Work Hours	<ul style="list-style-type: none"> ▪ The hours were great for people who have another job or didn't want many hours ▪ Fine ▪ Good ▪ Limited hours is only reason leaving ▪ Work always exceeded the time allotted ▪ Below average – hours per week hard to justify ▪ Good ▪ Fine



Exit Interview Summary

January 1 – June 30, 2021

	<ul style="list-style-type: none"> ▪ Fair ▪ Not enough offered ▪ Great schedule but wished I could work more than 28 hours ▪ Terrible, there should be more fulltime and 20 hour positions, most employees have to have a second or third job, no hope of obtaining a full time position ▪ Good ▪ My work hours and schedule were good
<p>Working Conditions</p>	<ul style="list-style-type: none"> ▪ No complaints ▪ Fine ▪ Good ▪ Fine, sometimes scary keeping library open during bad weather ▪ Excellent. Support from City and building owners has been outstanding ▪ Untenable since COVID ▪ Average ▪ Good ▪ Good ▪ Fair ▪ Fine ▪ Great ▪ The atmosphere is bad, staff are stressed and unhappy with administration’s micromanaging and lack of interest in suggestions. The branches should be making more decisions and administration should be there to support them. ▪ Great ▪ Good
<p>Reasons for leaving?</p>	<ul style="list-style-type: none"> ▪ Received a job offer I couldn’t refuse ▪ College ▪ Medical ▪ Student teaching, difficult to balance with part-time job ▪ Retiring ▪ Untenable working conditions exacerbated by COVID ▪ Schedule change conflicts with spouse’s job ▪ I accepted a different position ▪ Moving out of state ▪ Moved an hour away ▪ Health reasons ▪ Full time work with higher pay closer to home ▪ Changing careers, leaving a library system that is very mismanaged ▪ Graduating from college and finding job in field ▪ Looking for new opportunities with better pay



Exit Interview Summary

January 1 – June 30, 2021

Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator	1	1
Library Assistant	5	8
Library Aide/Circulation Aide	5	7
Distribution Staff	1	1
Patron Services/Circulation Public Service	1	1
Administration / Office Support		
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.



Sartell Alternative Library Services Agreement

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Discuss renewal of the Sartell Alternative Library Services Agreement and GRRL contribution amount.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRL2Go Proposal

The GRRL2Go pilot project began operating in October 2017. The average cost of operation for Sartell GRRL2Go has been roughly \$31,800 annually, including initial start-up costs. Some indirect costs are not included, such as the fees paid to the credit card processor for payment access.

- City of Sartell has contributed an average of \$27,400 annually toward the costs of the system since 2017. This includes the initial start-up costs to purchase the equipment in 2017 (\$59,500). Total City of Sartell contribution from 2017-2021 is \$109,730.75.
- GRRL has contributed a total of \$17,460 toward the annual operational costs of the system. This does not include indirect costs, such as credit card fees for the payment terminal.

The service agreement for the system is set to expire on December 31, 2021.

Access for patrons is different from a branch library. The Sartell Community Center is open more hours than any other GRRL location. It is limited to only pick up of requested library materials and is not staffed. GRRL does not provide any other services to the site.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 7,297
 Funding Source: TBD
 Budgeted: Yes No N/A

ACTION

Passed
 Failed
 Tabled

GRRL2Go Proposal

Through discussions, GRRL administration and Sartell agree with the following agreement modifications:

- **Remove self-checkout terminal** – This was installed to take patron payments. This equipment is rarely used and generates more in credit card fees than what it collects. GRRL eliminated fines on juvenile materials in 2019 and is considering extending this to other materials in 2022.
- **Lease equipment for a six-year term** – The locker system vendor, Bibliotecha, indicates the current system has reached end of life and will be supported only on a year-by-year basis going forward. They are now offering a leased subscription model for the equipment, which would work better for the purposes of our agreement. The subscription model would be available for a six-year agreement term at \$11,600 annually. This option offers the benefit of consistent pricing for the hardware over the term of the lease.

Estimated annual project costs:

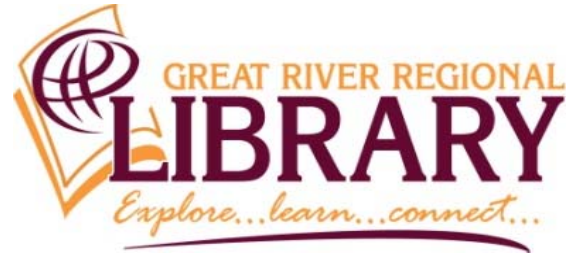
\$11,660	Lease equipment – annual cost
\$13,437	2 days delivery & 4 days book drop pick up – subject to wage increases
\$2,300	Internet connection
\$700	Network equipment and other peripheral maintenance and replacement
\$28,097	Total 2022 GRRL2Go costs

Proposal costs:

Sartell contribution \$18,500 annually – In May, the Sartell City Council approved \$18,500 annually to continue support of GRRL2Go in Sartell. **The City of Sartell has also proposed using the city’s fiber network to support the Internet connection, which would reduce costs by \$2,300 annually.**

GRRL contribution TBD – Sartell requests that GRRL increase its annual contribution to the project to **\$7,297**. GRRL agreed to contribute \$5,820 toward GRRL2Go in the most recent three years of the agreement. These funds have come from the Capital Branch Development Fund.

July 20, 2021



2022 Annual Proposed Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2022 Annual Proposed Budget Summary**

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	2022 Annual Proposed Budget
Signatory Revenue	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 7,141,482.00
Non Signatory Revenue	2,240,378.36	2,180,428.56	2,456,000.00	2,561,178.00
Operating Revenue Total	\$ 9,367,294.36	\$ 9,310,631.56	\$ 9,531,802.00	\$ 9,702,660.00
	Dollar Change	\$ (56,662.80)	\$ 221,170.44	\$ 170,858.00
	Percent Change	-0.60%	2.38%	1.79%

Operating Expenditure Budget				
Personnel	\$ 7,014,869.32	\$ 7,086,537.20	\$ 7,596,200.00	\$ 7,698,400.00
Services & Contracts	501,199.08	457,106.55	551,287.00	545,490.00
Commodities	80,768.02	77,110.66	84,240.00	83,800.00
Vehicle	73,035.73	27,134.06	48,150.00	56,950.00
Library Materials	948,018.19	978,356.32	955,920.00	961,370.00
Equipment	3,426.23	4,083.52	8,200.00	5,500.00
Contingency	213.37	565.30	450.00	400.00
Automation	341,071.49	278,656.36	287,355.00	350,750.00
Operating Expenditure Total	\$ 8,962,601.43	\$ 8,909,549.97	\$ 9,531,802.00	\$ 9,702,660.00
	Dollar Change	\$ (53,051.46)	\$ 622,252.03	\$ 170,858.00
	Percent Change	-0.59%	6.98%	1.79%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 96,373.00	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00
	Dollar Change	\$ 42.00	\$ (735.00)	\$ (65,680.00)
	Percent Change	0.04%	-0.76%	-68.65%

Capital Expenditure Budget				
Total Capital	\$ 55,138.22	\$ 27,182.74	\$ 95,680.00	\$ 30,000.00
	Dollar Change		\$ (65,680.00)	
	Percent Change		-68.65%	

Revenue Budget	\$ 9,732,660.00
Expenditure Budget	\$ 9,732,660.00
Balanced	\$ -

**Great River Regional Library
2022 Annual Proposed Budget**

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
County					
Benton	536,825.00	528,760.00	524,739.00	(622.84)	\$ 524,116.16
Morrison	495,332.00	500,083.00	496,290.00	(6,748.29)	\$ 489,541.71
Sherburne	1,344,771.00	1,352,387.00	1,342,114.00	12,490.07	\$ 1,354,604.07
Stearns	2,290,491.00	2,287,208.00	2,269,717.00	4,664.10	\$ 2,274,381.10
Todd	329,704.00	328,958.00	326,428.00	7,541.24	\$ 333,969.24
Wright	2,129,793.00	2,132,807.00	2,116,514.00	48,355.71	\$ 2,164,869.71
Subtotal - Signatory	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 65,680.00	\$ 7,141,482.00
	Dollar Change	\$ 3,287.00	\$ (54,401.00)		\$ 65,680.00
	Percent Change	0.05%	-0.76%		0.93%

Non-Signatory	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
FY State Aid - RLBSS	1,591,848.20	1,587,563.23	1,587,600.00	8,400.00	1,596,000.00
St. Cloud Reimbursement	95,149.28	96,747.68	103,000.00	(3,000.00)	100,000.00
City of Elk River	10,000.00	10,200.00	10,200.00	800.00	11,000.00
City of Sartell	10,791.57	9,634.73	10,500.00	-	10,500.00
Unassigned Fund Balance (2020 Surplus)	-	-	100,000.00	301,080.00	401,080.00
Unassigned Fund Balance (Cash Reserves)	-	-	250,000.00	65,218.00	315,218.00
Miscellaneous Receipts	285,687.13	162,240.26	280,000.00	(240,000.00)	40,000.00
United Way/PFSS	-	-	-	-	-
Interest	191,513.18	185,926.99	92,500.00	(42,500.00)	50,000.00
PERA Aid	17,151.00	-	-	-	-
ILL Delivery	6,200.00	6,200.00	6,200.00	180.00	6,380.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	9,044.00	22,960.43	9,000.00	-	9,000.00
Revenue Fund	15,994.00	91,955.24	-	15,000.00	15,000.00
Sub Total - Non Signatory	\$ 2,240,378.36	\$ 2,180,428.56	\$ 2,456,000.00	\$ 105,178.00	\$ 2,561,178.00
	Dollar Change	\$ (59,949.80)	\$ 275,571.44		\$ 105,178.00
	Percent Change	-2.68%	12.64%		4.28%

Operating Revenue Total	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
	\$ 9,367,294.36	\$ 9,310,631.56	\$ 9,531,802.00	\$ 170,858.00	\$ 9,702,660.00
	Dollar Change	\$ (56,662.80)	\$ 221,170.44		\$ 170,858.00
	Percent Change	-0.60%	2.38%		1.79%

**Great River Regional Library
2022 Annual Proposed Budget**

Capital Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
County					
Benton	7,259.00	7,150.00	7,096.00	(4,894.29)	\$ 2,201.71
Morrison	6,698.00	6,762.00	6,711.00	(4,654.53)	\$ 2,056.47
Sherburne	18,185.00	18,287.00	18,148.00	(12,457.57)	\$ 5,690.43
Stearns	30,973.00	30,928.00	30,692.00	(21,137.76)	\$ 9,554.24
Todd	4,458.00	4,448.00	4,413.00	(3,010.06)	\$ 1,402.94
Wright	28,800.00	28,840.00	28,620.00	(19,525.80)	\$ 9,094.20
Capital Revenue Total	\$ 96,373.00	\$ 96,415.00	\$ 95,680.00	\$ (65,680.00)	\$ 30,000.00
	Dollar Change	\$ 42.00	\$ (735.00)		\$ (65,680.00)
	Percent Change	0.04%	-0.76%		-68.65%

Operating & Capital Revenue Total	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
	\$ 9,463,667.36	\$ 9,407,046.56	\$ 9,627,482.00	\$ 105,178.00	\$ 9,732,660.00
	Dollar Change	\$ (56,620.80)	\$ 220,435.44		\$ 105,178.00
	Percent Change	-0.60%	2.34%		1.09%

**Great River Regional Library
2022 Annual Proposed Budget**

Operating Expenditure Budget					
4100 Personnel	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
Subtotal Personnel	\$ 7,014,869.32	\$ 7,086,537.20	7,596,200.00	\$ 102,200.00	\$ 7,698,400.00
Total - Personnel	\$ 7,014,869.32	\$ 7,086,537.20	\$ 7,596,200.00	\$ 102,200.00	\$ 7,698,400.00
			Dollar Change		\$ 102,200.00
			Percent Change		1.35%

4200 Services and Contracts	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
210 Regional Board Meetings	5,589.70	5,969.02	12,000.00	(3,000.00)	9,000.00
211 Staff Development Svcs. (Strat. Plan)	27,600.92	18,730.87	25,000.00	-	25,000.00
213 All Staff Day Training (Strat. Plan)	5,161.92	-	7,300.00	-	7,300.00
220 Library Memberships	4,535.00	1,976.00	6,000.00	-	6,000.00
235 Patron Contact Svcs.	57,174.24	44,371.73	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	110,510.11	92,776.42	115,700.00	(15,700.00)	100,000.00
246 Insurance (Mandated)	27,370.00	33,389.00	30,000.00	4,000.00	34,000.00
248 Catalog Svcs.	87,574.34	75,328.36	96,000.00	-	96,000.00
250 Audit (Mandated)	17,750.00	19,100.00	19,250.00	750.00	20,000.00
253 Public Licensing Svcs.	4,356.00	4,587.00	4,587.00	3.00	4,590.00
260 Telephone Svcs.	6,094.88	18,501.94	29,400.00	1,600.00	31,000.00
265 Delivery Svcs.	1,590.44	674.66	1,750.00	-	1,750.00
271 Equip. Rental & Repair	23,429.18	17,071.62	9,500.00	5,250.00	14,750.00
280 Printing/Public Information	29,963.32	30,431.59	31,000.00	-	31,000.00
285 Recruitment Svcs.	1,019.65	954.38	1,000.00	600.00	1,600.00
288 Sales Tax	3,507.00	2,291.01	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs. (Contractual)	72,977.84	68,778.32	76,000.00	1,000.00	77,000.00
291 Legal Svcs.	8,211.75	16,097.77	16,000.00	-	16,000.00
293 System Directors Fund	6,782.79	6,076.86	6,800.00	(300.00)	6,500.00
Total Services & Contracts	\$ 501,199.08	\$ 457,106.55	\$ 551,287.00	\$ (5,797.00)	\$ 545,490.00
			Dollar Change		\$ (5,797.00)
			Percent Change		-1.05%

Operating Expenditure Budget					
4300 Commodities	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
310 Supplies	62,944.07	64,756.07	64,240.00	(440.00)	63,800.00
330 Postage	17,823.95	12,354.59	20,000.00	-	20,000.00
Total Commodities	\$ 80,768.02	\$ 77,110.66	\$ 84,240.00	\$ (440.00)	\$ 83,800.00
			Dollar Change		\$ (440.00)
			Percent Change		-0.52%

**Great River Regional Library
2022 Annual Proposed Budget**

4400 Vehicle	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
420 Vehicle Gas	27,082.53	884.56	9,500.00	7,000.00	16,500.00
430 Vehicle Insurance	3,467.00	3,499.00	3,450.00	200.00	3,650.00
440 Vehicle Repair & Maintenance	6,239.07	7,498.20	4,500.00	1,000.00	5,500.00
450 Vehicle Tires & Miscellaneous	3,352.04	114.15	3,400.00	600.00	4,000.00
460 Vehicle Mileage	32,895.09	15,138.15	27,300.00	-	27,300.00
Total Vehicle	\$ 73,035.73	\$ 27,134.06	\$ 48,150.00	\$ 8,800.00	\$ 56,950.00
			Dollar Change		\$ 8,800.00
			Percent Change		18.28%

4500 Library Materials	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
510 Print	583,882.21	498,494.37	547,020.00	11,480.00	558,500.00
520 Periodicals	48,056.55	46,287.74	56,000.00	(4,000.00)	52,000.00
540 Media	149,092.05	127,303.73	180,000.00	(25,600.00)	154,400.00
560 Electronic Svcs.	166,987.38	306,270.48	172,900.00	23,570.00	196,470.00
Total Library Materials	\$ 948,018.19	\$ 978,356.32	\$ 955,920.00	\$ 5,450.00	\$ 961,370.00
			Dollar Change		\$ 5,450.00
			Percent Change		0.57%

Operating Expenditure Budget

4600 Equipment	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
610 Operating Equipment	743.07	1,092.28	6,000.00	(2,700.00)	3,300.00
630 Small Equipment	2,683.16	2,991.24	2,200.00	-	2,200.00
Total Equipment	\$ 3,426.23	\$ 4,083.52	\$ 8,200.00	\$ (2,700.00)	\$ 5,500.00
			Dollar Change		\$ (2,700.00)
			Percent Change		-32.93%

4700 Contingency	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
910 Contingency	213.37	565.30	450.00	(50.00)	400.00
Total Contingency	\$ 213.37	\$ 565.30	\$ 450.00	\$ (50.00)	\$ 400.00
			Dollar Change		\$ (50.00)
			Percent Change		-11.11%

**Great River Regional Library
2022 Annual Proposed Budget**

Operating Expenditure Budget					
4800 Automation	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
932 Maintenance	203,488.60	184,853.90	162,335.00	63,415.00	225,750.00
933 Equipment	118,654.64	90,766.46	96,000.00	-	96,000.00
935 Professional Services	9,981.25	2,200.00	2,000.00	-	2,000.00
936 Software	8,947.00	836.00	27,020.00	(20.00)	27,000.00
Total Automation	\$ 341,071.49	\$ 278,656.36	\$ 287,355.00	\$ 63,395.00	\$ 350,750.00
			Dollar Change		\$ 63,395.00
			Percent Change		22.06%
Total Operating Expenditure Budget	\$ 8,962,601.43	\$ 8,909,549.97	\$ 9,531,802.00	\$ 170,858.00	\$ 9,702,660.00
			Dollar Change		\$ 170,858.00
			Percent Change		1.79%
			Revenue Budget		\$ 9,702,660.00
			Expenditure Budget		\$ 9,702,660.00
			Balanced		\$ -

Capital Expenditure Budget					
5000 Capital	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Proposed Budget
710 Automation	33,593.72	10,000.00	60,680.00	(60,680.00)	-
720 Branch Development	-	9,596.74	-	-	-
730 Equipment	-	7,586.00	10,000.00	(5,000.00)	5,000.00
740 Vehicle	21,544.50	-	25,000.00	-	25,000.00
Total Capital	\$ 55,138.22	\$ 27,182.74	\$ 95,680.00	\$ (65,680.00)	\$ 30,000.00
			Dollar Change		\$ (65,680.00)
			Percent Change		-68.65%
Total Operating & Capital Expenditure Budget	\$ 9,017,739.65	\$ 8,936,732.71	\$ 9,627,482.00	\$ 105,178.00	\$ 9,732,660.00
			Dollar Change		\$ 105,178.00
			Percent Change		1.09%
			Revenue Budget		\$ 9,732,660.00
			Balanced		\$ -

**Great River Regional Library
2022 Annual Proposed Budget
Signatory Share Factor Table**

Formula:													
1/3 Population 33%			1/3 Registered Borrowers 33%			1/3 Net Tax Capacity 33%							
Operating													
\$ 7,141,482													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	40,895	8.26%	\$ 196,592	6657	7.37%	\$ 175,448	\$ 36,995,966	6.39%	\$ 152,077	7.34%	\$ 524,116	\$ 12.82	1.42%
Morrison	33,368	6.74%	\$ 160,408	6747	7.47%	\$ 177,820	36,810,499	6.36%	\$ 151,314	6.85%	489,542	14.67	1.33%
Sherburne	97,520	19.69%	\$ 468,801	15743	17.43%	\$ 414,912	114,554,266	19.78%	\$ 470,890	18.97%	1,354,604	13.89	1.18%
Stearns	160,211	32.35%	\$ 770,172	30056	33.28%	\$ 792,136	173,227,157	29.91%	\$ 712,073	31.85%	2,274,381	14.20	1.31%
Todd	24,665	4.98%	\$ 118,570	4050	4.48%	\$ 106,739	26,433,812	4.56%	\$ 108,660	4.68%	333,969	13.54	1.26%
Wright	138,531	27.98%	\$ 665,951	27070	29.97%	\$ 713,439	191,084,875	33.00%	\$ 785,480	30.31%	2,164,870	15.63	1.13%
Total	495,190	100%	\$ 2,380,494	90323	100%	\$ 2,380,494	\$ 579,106,575	100.00%	\$ 2,380,494	100%	\$ 7,141,482	\$ 14.42	1.23%
Weight	2019	33.33%		2021	33.33%		2020	33.33%					

Capital													
\$ 30,000													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	40,895	8.26%	\$ 826	6657	7.37%	\$ 737	\$ 36,995,966	6.39%	\$ 639	7.34%	\$ 2,202	\$ 0.05	0.01%
Morrison	33,368	6.74%	\$ 674	6747	7.47%	\$ 747	36,810,499	6.36%	\$ 636	6.85%	2,056	0.06	0.01%
Sherburne	97,520	19.69%	\$ 1,969	15743	17.43%	\$ 1,743	114,554,266	19.78%	\$ 1,978	18.97%	5,690	0.06	0.00%
Stearns	160,211	32.35%	\$ 3,235	30056	33.28%	\$ 3,328	173,227,157	29.91%	\$ 2,991	31.85%	9,554	0.06	0.01%
Todd	24,665	4.98%	\$ 498	4050	4.48%	\$ 448	26,433,812	4.56%	\$ 456	4.68%	1,403	0.06	0.01%
Wright	138,531	27.98%	\$ 2,798	27070	29.97%	\$ 2,997	191,084,875	33.00%	\$ 3,300	30.31%	9,094	0.07	0.00%
Total	495,190	100%	\$ 10,000	90323	100%	\$ 10,000	\$ 579,106,575	100%	\$ 10,000	100%	\$ 30,000	\$ 0.06	0.01%

County	2022 Operating	2022 Capital	2022 Total	County	2021 Operating	2021 Capital	2021 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 524,116	\$ 2,202	\$ 526,318	Benton	\$ 524,739	\$ 7,096	\$ 531,835	Benton	\$ (623)	\$ (4,894)	\$ (5,517)	-1.037%
Morrison	489,542	2,056	491,598	Morrison	\$ 496,290	\$ 6,711	\$ 503,001	Morrison	(6,748)	(4,655)	(11,403)	-2.267%
Sherburne	1,354,604	5,690	1,360,295	Sherburne	\$ 1,342,114	\$ 18,148	\$ 1,360,262	Sherburne	12,490	(12,458)	33	0.002%
Stearns	2,274,381	9,554	2,283,935	Stearns	\$ 2,269,717	\$ 30,692	\$ 2,300,409	Stearns	4,664	(21,138)	(16,474)	-0.716%
Todd	333,969	1,403	335,372	Todd	\$ 326,428	\$ 4,413	\$ 330,841	Todd	7,541	(3,010)	4,531	1.370%
Wright	2,164,870	9,094	2,173,964	Wright	\$ 2,116,514	\$ 28,620	\$ 2,145,134	Wright	48,356	(19,526)	28,830	1.344%
Total	\$ 7,141,482	\$ 30,000	\$ 7,171,482	Total	\$ 7,075,802	\$ 95,680	\$ 7,171,482	Total	\$ 65,680	\$ (65,680)	\$ (0)	0.000%



2022-2025 Strategic Plan Policy Update

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the 2022-2025 Strategic Plan to replace policy 100 Administration Chapter 2. Organization 2A.1 2021 Regional Sustainability Plan.

BACKGROUND INFORMATION

Supporting Documents Attached

- 2022-2025 Strategic Plan proposal
- GRRL Theory of Change
- 2022-2025 Strategic Plan timeline

GRRL's last long-range strategic plan expired in 2020. An update was delayed due to the pandemic. The GRRL Board approved the one-year 2021 Sustainability Plan as an outline to sustain changes made over the past year. State Library Services requires an updated strategic plan for Regional Library Basic System Support funding. Due to the pandemic, the deadline for a full update was extended to allow more time for completion. A timeline is included to show the various levels of stakeholder, patron, and community input involved in the plan's creation.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled



2022-2025 GRRL Strategic Plan

Strategic Priorities, Goals and Objectives

OVERVIEW

For over 50 years, the residents of Benton, Morrison, Sherburne, Stearns, Todd and Wright have looked to Great River Regional Library for excellent and efficient public library services.

Our new long-range plan outlines how we will improve and enhance the lives of our residents and users. We aim to be the place where people in our communities can find and use trusted information they need to thrive.

MISSION & VISION

Mission: Explore, Learn, Connect.

Vision: The Neighborhood Gateway: Inspiring Central Minnesota to shape the future through *exploration, knowledge and connection*.

Theory of Change: People in our communities can find and use trusted information they need to thrive.

CORE VALUES

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

EXCEPTIONAL SERVICE

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

FORWARD THINKING

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

COMMUNITY FOCUS

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

STRATEGIC PRIORITIES

Strategic Priority: Literacy

Our communities develop a strong culture of literacy.

Goal 1: Provide services to advance users' literacy skills.

Objective 1 - Increase regularly offered virtual regional programs in areas identified in Edge benchmarks:

- How to use online government resources.
- Job search, workforce skills or professional certification.
- Using online health and wellness resources, including electronic health care.
- Small business development and entrepreneurship.
- Using or navigating online educational content resources.
- How to become a citizen.

Objective 2: Expand the eBook, eAudiobook and database collection.

Objective 3: Enhance the physical collection of library materials.

Strategic Priority: Access

All users feel welcome at the library and can easily access library services.

Goal 1: Expand efforts to make the library more welcoming and easier to access.

Objective 1: Eliminate late fees on all library materials to remove a major barrier to access. (DEI)

Objective 2: Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries. (DEI)

Objective 3: Have programs and services for patrons with special needs. (DEI)

Objective 4: Maximize accessibility of digital tools and library website.

Strategic Priority: Library Awareness

Community members view the library as a trusted institution in which to meet and exchange views.

Goal 1: Expand awareness of the library's role in the community.

Objective 1: Increase targeted advertising to reach a wider audience. (DEI)

Objective 2: Increase awareness of digital tools. (Edge)

Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board. (DEI)

Objective 4: Build GRRL's culture of philanthropy.

Goal 2: Develop partnerships and collaboration with community organizations.

Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.

Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.

Objective 3: Increase presentations about library services to share information and gather feedback.

Objective 4: Increase donor support of the library.

Strategic Priority: Operational Excellence

We use resources effectively and anticipate future needs.

Goal 1: Enhance efforts to offer effective and welcoming library service.

Objective 1: Increase training to support access and awareness.

Objective 2: Improve recruitment processes and job descriptions. (DEI)

Objective 3: Have a formal assessment process for library programs and services. (Edge)

Objective 4: Build up efforts to address diversity, equity & inclusion in the library. (DEI)

Objective 5: Maximize library financial investment options.

Goal 2: Provide up-to-date library technology.

Objective 1: Have a formal library technology management plan, and make it available for all staff to consult. (Edge)

Objective 2: Have a formal network security practices document for timely application of updates and patches. (Edge)



2022-2025 GRRL Strategic Plan Development Timeline

THE FOLLOWING AREAS WERE REVIEWED AND UPDATED:

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

PROCESS AND TIMELINE:

Tasks	Who	Progress/Due Date
Conduct 2019 GRRL staff engagement survey	HR	Completed 8/2019
Complete 2019 Library Development Plan update	Leadership Team	Approved 10/2019
Small group staff meetings	Leadership Team	Completed Theory of Change activities 1&2 – 9/2019
Complete Edge Assessment 2.0 and develop action steps based on the benchmarks	Leadership Team	Completed 12/2019
Compare team and work group satisfaction and effectiveness	Executive Director	Completed 12/2019
Synthesize feedback from community meeting summaries	Executive Director	Completed 12/2019
Review SCSU user/non-user survey results and compare with 2015 survey results	Executive Director	Completed 12/2019
Compile community goals from existing partners – counties, cities, economic development, workforce development, educational partners	Executive Director	Completed 2/2020
Conduct focus groups for identified service areas	Borrower work group LSTA patron advisory group	Completed
Review Edge Assessment recommendations	Leadership Team	Completed 4/2020
Workgroup on diversity and inclusion next steps	Executive Director	Completed 1/2020
Review strategic plan statistical targets	Leadership Team	Completed 1/31/2020
Theory of Change Activity 3	Leadership Team	Completed 4/2020

Create community profiles by county, and largest cities	Executive Director	Completed 3/2020
Theory of Change Activity 4	Executive Director/ ComDev Coordinator	Completed 1/2021
Meet with Patron and Library Services Coordinators to develop local goals	PS Supervisors	September & October 2020 via Zoom
St. Cloud Patron Services & Circulation meeting	PS Supervisors/ Executive Director	Completed
DEI toolkit survey	DEI committee	Survey October 2020
Develop 1-year regional sustainability plan	Leadership Team	October 2020
Review and approve regional sustainability plan	GRRL Board	November 2020
Synthesize results into final 2022-2025 Strategic Plan	Leadership Team	Quarter 1 2021
Present findings to GRRL Board	Leadership Team	February 2021
Approve plan	GRRL Board	July 2021