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

Board of Trustees Meeting
Tuesday, May 18, 2021, 6:00 p.m.
Agenda

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_lqusUqlxS7-sNeVQM4Nhaw. After registering, you will receive a confirmation email containing information about joining the webinar.

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

1. **Call to Order**   6:00
2. **Adoption/Amendment of Agenda**   6:01
3. **Approval of Minutes**   6:02
   3.1 March 16, 2021, Board Meeting (Requested Action – Approve)   pg 3
   3.2 March 16, 2021, Personnel Committee Meeting (Requested Action – Approve)   pg 7
4. **Public Open Forum**   6:03
5. **Financials**   6:06
   5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)
   5.2 Financial Reports (emailed) (Requested Action – Accept)
   5.3 Audit Overview by BerganKDV (Requested Action – Approve)   pg 9
   5.4 Annual Review of Unassigned Fund Balance (Requested Action – Accept)   pg 11
6. **Consent Agenda**   (Requested Action – Approve)   6:25
   6.1 Library Services & Technology Act FY22 Application   pg 13
   6.2 Regional Library Basic System Support FY2022 Application   pg 33
   6.3 Other
7. **Communications**   6:30
   7.1 Other
8. **Presentations**   6:30
   8.1 Other
9. **Staff Reports**   6:30
   9.1 Executive Director's Report   pg 45
   9.2 Management Reports   pg 47
   9.3 Building Reports   pg 53
   9.4 2021 Regional Sustainability Plan Progress & Statistics   pg 55

GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 16, 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, March 16, 2021, at 6:30 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board 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:
Al Amdahl
Zurya Anjum
Wayne Bauernschmitt
Jayne Dietz
Mary Eberley
Melissa Fee
George Fiedler
Lisa Fobbe
Mike Kaczmarek
Dave Kircher
Leigh Lenzmeier
Ed Popp
Jacey Wallace

Members Excused:
Randy Winscher

GRRL Staff Present:
Cara Langston
Karen Pundsack
Jay Roos
Julie Schmitz
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA
Wayne Bauernschmitt made a motion to adopt the agenda as presented. Seconded by Ed Popp, the motion carried unanimously by roll call vote.

APPROVAL OF MINUTES
Dave Kircher made a motion to approve the January 19, 2021, Board meeting minutes as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

PUBLIC OPEN FORUM
There were no speakers for the Public Open Forum.

Lisa Fobbe shared that Stearns County citizen representative Karlyn Forner resigned from the GRRL Board earlier this month. She and her contributions will be missed.

FINANCIAL REPORTS
Bills
Financial Reports
Dave Kircher made a motion to approve the February and March bills and March bills addendum, and accept January and February financial reports as presented. Seconded by George Fiedler, the motion carried unanimously by roll call vote.

CONSENT AGENDA
Minnesota Public Library Annual Report
Executive Director Karen Pundsack shared the 2020 Minnesota Public Library Annual Report on-screen, and informed Board members it is available for review in hard copy. Jayne Dietz made a motion to approve the report as presented. Seconded by Mike Kaczmarek, the motion carried by roll call vote,

COMMUNICATIONS
There were no communications items.

PRESENTATIONS
Summer Reading Program
Patron Services Coordinator Chris Mallo and Patron Services Librarian Connie Laing presented information about GRRL's Summer Reading Program (SRP).

Chris Mallo stated the SRP has been around since the early 1970s. The program has adapted to be flexible and equitable for kids in GRRL's six counties. The focus is a bit different for each of the three age groups: 0-3 year-olds, 4th through 6th grade students, and 6th through 12th grade students. Program goals are to challenge and encourage reading throughout the summer and having all kids feel included and excited to participate no matter what their situation. This year's theme is *Reading Colors Your World*.

Connie Laing displayed and talked about one of this summer's reading records. It coordinates with Beanstack, an online program that manages GRRL's reading challenges and can be used to track participant reading. Beanstack is accessible through a computer or mobile app. Participants can read or listen to a book and do activities or anything else that incorporates reading. This makes the program flexible for kids to participate and engage. Chris added information about rewards, which vary by library.

The Communications & Development department is also working to translate reading records to other more frequently used languages in our region.

STAFF REPORTS
Executive Director's Report
Management Reports
Building Reports
Karen Pundsack provided several updates:
- Dave Kircher met with Kitchigami Director Stephanie Johnson, Senator Paul Gazelka, and Karen about SF1131 which is the Regional Library Basic System Support (RLBSS) bill.
- Representative Dan Wolgamott has sponsored the House side of the RLBSS bill. Zurya Anjum agreed to testify with Karen at the House Committee if needed.
- Libraries were included in the 2021 federal stimulus package. Money will be available through State Library Services for public libraries to use on items related to the emergency connectivity fund. There is also a $20 million grant pool coming to Minnesota for libraries. Distribution is expected to start in April or May; regulations are not yet known.
- There have been conversations with the City of Sartell about renegotiating the library locker system agreement for next year. They seem to be open to continuing as is and are considering a long-term agreement.
- GRRL received a Literacy Leadership VISTA Award and will be a host site for the three- to five-year program starting in August. We will also be given a summer VISTA beginning in June for SRP support.

COMMITTEE REPORTS
Finance Committee
Capital Vehicle Expenditure Request
Minimum Wage Update
2022 Base Budget Proposal
2022 Department Budget Requests
    Fines Free Proposal
    Additional Open Hours Proposal
Ed Popp reported the Finance Committee approved a budgeted capital vehicle expenditure of $31,500; the capital vehicle account balance is about $52,000. The Committee was informed GRRL's liability would be at least $260,000 annually if a minimum wage increase to $15 per hour were approved. Following discussion about GRRL's budget surplus and revenue and expenditure changes, the 2022 Base Budget was approved with the agreement to adjust for zero county increases using up to $250,000 from reserves. The Committee also approved the proposals to move away from fines and add open hours to all GRRL libraries except the St. Cloud Library.

Ed Popp made a motion to approve the Finance Committee report as presented and requested the Fines Free and Additional Open Hours Proposals be on the next Board agenda for discussion. Seconded by Mike Kaczmarek, the motion carried unanimously by roll call vote.

Personnel Committee
Elect Personnel Committee Chairperson
Personnel Policy Revisions
Jayne Dietz reported she was elected Personnel Committee Chairperson. The Committee approved revisions to the Personnel policies which are reviewed annually. It was noted the revisions were for clarity with no substantial changes.

Melissa Fee made a motion to approve the Personnel Committee report as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

Fund Development Committee
Jayne Dietz reported the Fund Development Committee worked on hand-written thank you notes for large donors at their last meeting. The Year-End Campaign donation goals were exceeded. Their next meeting is planned for April.

Central Minnesota Libraries Exchange Board (CMLE)
There were very few attendees at the most recent virtual CMLE Board meeting. Virtual reality kits are going out to schools again. CMLE has almost completed distributing the $1,000 grants; there were 25 recipients. It is likely they will return to providing $300 mini-grants. Their next meeting is June 9.

UNFINISHED BUSINESS
No unfinished business was presented at this meeting.

NEW BUSINESS
Executive Committee Member Appointment
Al Amdahl was appointed to the Executive Committee to fill the vacancy following Karlyn Forner's resignation from the GRRL Board.

Central Minnesota Libraries Exchange Board Appointment
GRRL also needs to appoint a replacement to the CMLE Board. After much discussion, Jayne Dietz offered to talk with Mary Jordan, CMLE's Executive Director, about possible flexibility for meeting dates and times.

Financial Policy Updates
Minor updates were needed after the annual Financial policies review. Leigh Lenzmeier made a motion to approve the Financial policy updates as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

GRRL Signatory Agreement Review
GRRL Board Bylaws Review
Job Descriptions Review
   GRRL Board Member
   Fund Development Committee Member
The Board reviewed GRRL's Signatory Agreement, Board of Trustees Bylaws, and job descriptions for the GRRL Board and Fund Development Committee members. No changes were suggested.

GRRL Board Code of Conduct Discussion
As requested by a Board member, Karen Pundsack shared code of conduct documents from Stearns and Morrison counties for reference. The remaining four counties in our region do not currently have one. During discussion, several Board members supported developing a code of conduct as additional guidance for the GRRL Board. Lisa Fobbe and Karen will use the Stearns County document as a template to draft a GRRL Board Code of Conduct for review at a future Board meeting.

BOARD OPEN FORUM
There were questions and significant discussion about the GRRL Board and Committees being able to meet in person or in a hybrid setting with some members in person and others virtual. Working with the feedback offered, Associate Director – Information Technology Jay Roos will contact the City of St. Cloud's audio/visual vendor for a proposal to implement an audio/visual system that will accommodate alternative meeting arrangements.

NEXT MEETINGS
The next Great River Regional Library Board of Trustees meeting will be Tuesday, May 18, 2021.

ADJOURNMENT
Lisa Fobbe adjourned the meeting at 7:53 p.m.

_____   _____
Lisa A. Fobbe, President   Zurya Anjum, Secretary

GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
March 16, 2021

A meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, March 16, 2021, at 6:02 p.m. via Zoom webinar.

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

Members Present:	Members Excused:	GRRL Staff Present:
Jayne Dietz	Zurya Anjum	Karen Pundsack
Melissa Fee	Randy Winscher	Jay Roos
Lisa Fobbe		Julie Schmitz
Dave Kircher		Patricia Waletzko
Jacey Wallace		

ADOPTION OF AGENDA
Jacey Wallace made a motion to adopt the agenda as presented. Seconded by Melissa Fee, the motion carried unanimously by roll call vote.

ELECT PERSONNEL COMMITTEE CHAIRPERSON
Lisa Fobbe nominated Jayne Dietz for Personnel Committee Chairperson for 2021. The nomination was seconded by Melissa Fee. Lisa Fobbe moved to close nominations and cast a unanimous ballot for Jayne Dietz. Dave Kircher seconded the motion. No vote was taken.

APPROVAL OF MINUTES
Dave Kircher made a motion to approve the November 10, 2020, minutes as presented. Melissa Fee seconded the motion. Jayne Dietz suggested an amendment to the minutes by changing *Next Meeting* language to state *To Be Determined* rather than a specific date because the Committee does not meet regularly. Following acceptance of the amendment, the motion carried unanimously by roll call vote.

PERSONNEL POLICY REVISIONS
The Personnel policy revisions were reviewed. In response to questions, Associate Director – Human Resources Julie Schmitz explained GRRL policies are reviewed annually in March. These Personnel policy revisions do not change content, but update information, clarify content, and eliminate redundancy. She also explained that the Executive Director, with authority from the GRRL Board, must approve all position appointments, including interim appointments.

Lisa Fobbe made a motion to approve the policy revisions as presented. Seconded by Jacey Wallace, the motion carried unanimously by roll call vote.

NEXT MEETING
The next Great River Regional Library Personnel Committee meeting is to be determined.
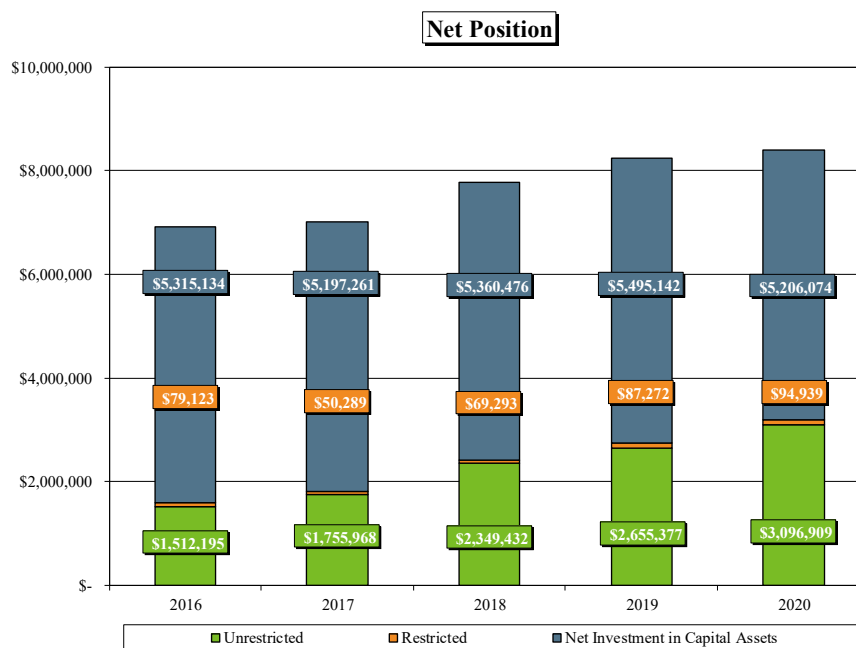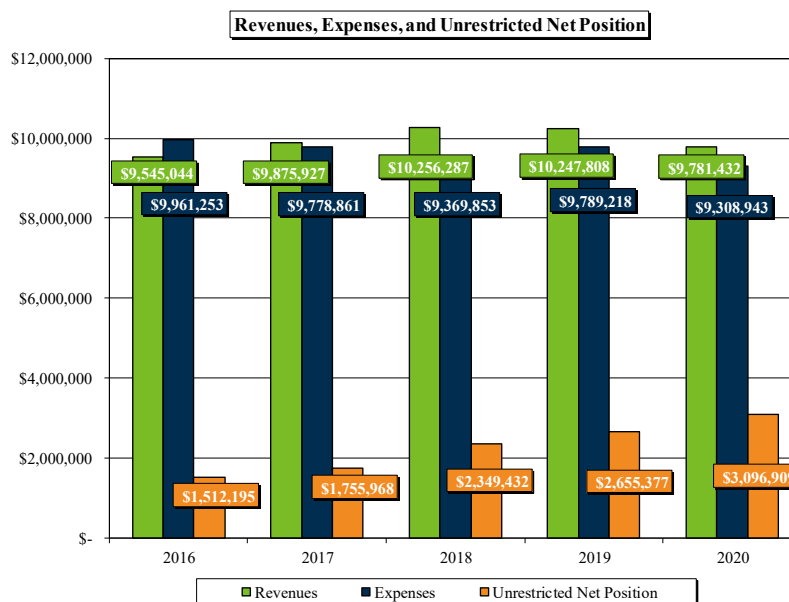
ADJOURNMENT
Jayne Dietz adjourned the meeting at 6:14 p.m.

_____
Jayne Dietz, Chair

Great River Regional Library Audit Overview

- Unmodified or clean audit opinion
- Audit finding – Lack of Segregation of Accounting Duties
- Revenues decreased $466,376 or 4.6% from 2019 to 2020
- Expenses decreased $480,275 or 4.9% from 2019 to 2020
- Net position increased $160,131 in total, unrestricted net position increased $441,532
- At December 31, 2020, $415,995 of funds were separated from Library assets for its Health Reimbursement Arrangement benefit

Revenues, Expenses, and Unrestricted Net Position

Year	Revenues	Expenses	Unrestricted Net Position
2016	$9,545,044	$9,961,253	$1,512,195
2017	$9,875,927	$9,778,861	$1,755,968
2018	$10,256,287	$9,369,853	$2,349,432
2019	$10,247,808	$9,789,218	$2,655,377
2020	$9,781,432	$9,308,943	$3,096,909

Net Position

Year	Unrestricted	Restricted	Net Investment in Capital Assets
2016	$1,512,195	$79,123	$5,315,134
2017	$1,755,968	$50,289	$5,197,261
2018	$2,349,432	$69,293	$5,360,476
2019	$2,655,377	$87,272	$5,495,142
2020	$3,096,909	$94,939	$5,206,074

Net Investment in Capital Assets: investment in capital assets, net of accumulated depreciation
Restricted: limitations on use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments
Unrestricted: remaining net position

Great River Regional Library
Annual Review of the Unassigned Fund Balance

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

Unassigned Fund Balance as of December 31, 2020		$	**5,727,388.00**
Less:			
2019 Operating surplus to supplant 2021 budget	(Approved 11/19/2019)	$	**(100,000.00)**
Additional cash reserves to supplant 2021 budget	(Approved 7/21/2020)		**(250,000.00)**
2020 Operating surplus to supplant 2022 budget	(Approved 11/17/20)		**(401,080.00)**
2020 Audit Adjustment - HRA Custodial Fund	(Audit of 2020)		**(415,995.00)**
Adjusted Unassigned Fund Balance as of January 1, 2021		$	**4,560,313.00**
Decrease in Unassigned Fund Balance		$	**(1,167,075.00)**
2021 Operating Budget		$	**9,531,802.00**
Average Monthly Expenditures (Operating Budget/12)			794,317.00
3-Months of Reserves in the Unassigned Fund Balance (Required)		$	**2,382,951.00**
Number of Months in Reserve			**5.74**
Adjusted Unassigned Fund Balance as of January 1, 2021		$	4,560,313.00
3-Months of Reserves in the Unassigned Fund Balance (Required)			2,382,951.00
Amount in excess of 3 month's reserves as of December 31, 2020		$	**2,177,362.00**

mn DEPARTMENT OF EDUCATION

Federal Library Services and Technology Act (LSTA) Grant Opportunity Application

Application Coversheet – Federal Year 2021 – State Fiscal Year 2022

Applicant Information

Legal name of applicant organization: Great River Regional Library

If district or charter school applicant, enter organization number:

Benefiting public library, if applicant is a fiscal agent:

Library type – Select by clicking twice over the box, then under default value, change it from not checked to checked

- ❏ Academic library
- ❏ Library consortium or cooperative
- ☑ Public library
- ❏ School library
- ❏ Special library

Total LSTA grant funds requested: $49,953.68

Official with Authority

Name of official with authority to sign: Karen Pundsack

Title (Library Director/Administrator/Fiscal Agent/Board President): Executive Director

Address: 1300 West St. Germain Street

City, state and ZIP code + 4: St. Cloud, MN 56301-3414

Phone number: 320-650-2512

Email: karenp@grrl.lib.mn.us

Library Director Information (if not Official with Authority)

Name of Library Director:

Address:

City, state and ZIP code + 4:

Phone number and email:

Required Identification Numbers

Minnesota SWIFT vendor ID number (Tax ID): 0000193523

Federal DUNS number: 095291803

Registered 501(c)(3)?   Enter Yes or No: No

Congressional District(s) ☐1st ☐2nd ☐3rd ☐4th ☐5th ☑6th ☑7th ☑8th

Primary Program Contact

Name of Program Contact: Julie Schmitz

Title: Associate Director Human Resources

Address: 1300 West St. Germain Street

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

Phone number: 320-650-2511

Email: juliesc@grrl.lib.mn.us

Business Manager/Accounting Contact

Name of business manager: Amy Anderson

Title: Accounting Coordinator

Address: 1300 West St. Germain Street

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

Phone number: 320-650-2541

Email: amya@grrl.lib.mn.us

Signature and Date

Signature of Official with Authority to Sign (IOWA) and Date Signed

Signature of Library Director if the library director is **not** the Identified Official with Authority to Sign (IOWA) and Date Signed

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 Submission

Return the completed application through email to mde.compgrants@state.mn.us by April 23, 2021, 3:30 p.m., Central Daylight Time.

A complete application will consist of:

1. Application coversheet, narrative and assurances
2. Partnership Agreement Form (if applicable)
3. Excel budget

Federal Funding Accountability and Transparency Act

Respond to the following two questions if your potential federal grant award will come from **federal funding** and be $25,000 and over **and**, if your gross income is $300,000 or more from all sources for the previous tax year. This information is required in order for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA).

1. In your organization's preceding fiscal year, did the organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

Respond here (yes or no): No

2. If you answered **yes** to the question above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934?

Respond here (yes or no): NA

If you responded **no** to question 2, we may need additional information from you for reporting.

Applications must be received by April 19, 2021, no later than 3:30 p.m. Central Daylight Time

Application Narrative

Provide a narrative response in the space provided directly after each component below. Refer to the instructions section (introduction memo, general information and application components) for additional information. A response is expected for each item listed within each component. Your complete application should consist of the following:

- Completed and signed application coversheet
- Assurances
- Application narrative components (executive summary; advancing equity; project plan, activities and estimated timeline; outcomes and evaluation; sustainability and agency capacity)
- Excel Budget with descriptions – separate budget form

Project Title

Please select a project name that distinguishes the proposed project from broad activity areas. For example "Teen e-Reader Book Club" rather than "e-Readers for Teens" or "21st Century Digital Literacy and Job Skills" rather than "Computer Classes."

Enter Project Title: Advancing Equity and Inclusion in Central Minnesota Libraries

LSTA Sub-goal

This project will address LSTA Five-Year (2018-2022) Plan Goals A: Library Services and policies promote barrier-free access, B: Libraries and the World's Best Workforce Grant Making, C: Libraries respond to diverse community needs and E: Libraries facilitate digital equity and literacy. Please Use an **X** to select **one** sub-goal that best describes your proposed project.

☐Goal A: Library services and policies promote barrier-free access

Libraries will be places that people of all backgrounds find welcoming and accessible. As libraries recast their role in communities, they will ensure that services and policies promote barrier-free access to materials, services and spaces, and focus on both individual and community needs.

> Sub-goal A2: Reducing Barriers to Access Grant Making
>
> Reducing Barriers to Access Grant Making will provide opportunities for local communities to identify barriers to access and develop innovative responses that improve access to library services, programs, and/or materials.

☐Goal B: Libraries contribute to the World's Best Workforce

Strong school libraries will develop collections that reflect student recreational and curricular needs, provide seamless access to state-supported online resources, and work collaboratively with internal and external partners, including public libraries. They will integrate technology fully into student learning and problem solving, and employ engaged and qualified staff who participate in ongoing professional

development. Public libraries are key partners that offer informal learning for all ages and family-focused programs that address early literacy needs.

Sub-goal B2: Libraries and the World's Best Workforce Grant Making

Librarians know their communities best. *Libraries and the World's Best Workforce Grant Making* will   support creative projects and innovative services through competitive grants.

☑Goal C: Libraries respond to diverse community needs

Libraries will expand efforts to extend free access beyond traditional library sites. Understanding that Minnesota's cities and towns are rapidly diversifying, all library staff will benefit from training in racial equity, cultural humility, and radical hospitality. In assessing and adapting library services with an equity lens, libraries can provide responsive and high-quality services.

Sub-goal C3: Promoting Equity through Grant Making

Local libraries have a tremendous opportunity to address issues of equity and inclusion in services, programs, and staffing. *Promoting Equity through Grant Making* provides resources for local, regional, or statewide projects that address concerns about equity in library services, programs, staffing, and/or operations. The intent is to increase equity and inclusion in libraries and to contribute to the diversification of library staff.

☐Goal E: Libraries facilitate digital equity and literacy

State Library Services (SLS) will support equitable access to broadband and efforts to promote its adoption and use, including digital and information literacy initiatives. SLS will encourage the innovative integration of technology into services for all people of Minnesota.

Sub-goal E2: Advancing Digital Literacy through Grant Making

Advancing Digital Literacy through Grant Making is designed to provide local libraries an opportunity to identify and address the need for digital literacy in the community. Knowing that baseline digital literacy is a key to academic and workforce success, and that advanced skills, such as coding, are becoming common place, this project will spur innovative ideas for helping people of any age to gain fluency in this new area of literacy. Grant opportunities will support innovative approaches to digital inclusion, particularly those targeting tribal, rural, and other underserved communities.

Executive Summary (not scored)

Provide a brief overview of the proposed project and describe how it will address the LSTA sub-goal you selected. The executive summary will be used to announce your project if it is selected to receive a grant award. A response is required, however, no points are assigned for this section. 100-300 words recommended. The summary should describe:

- Audience that will be served
- Need your project addresses
- Overarching proposed project goals
- Activities you plan to implement that align with the purpose of funding
- Expected outcomes/products/outputs/benefits

Answer:

Central Minnesota's population is shifting-more people from more backgrounds and differing abilities. Our proposal sets the stage for the library to prepare to welcome and respond to people from a wider range of backgrounds-particularly people of color and people with disabilities. The initiatives will build staff capacity and increase knowledge and skills regarding diversity and inclusion. It also sets the stage for Great River Regional Library to grow our workforce to better reflect the communities we serve.

The activities and outcomes are designed primarily around sub-goal C3 to increase equity and inclusion at Great River Regional Library. Projects in this grant will promote equity by improving our internal hiring processes and building staff knowledge.

By tapping diversity, equity, and inclusion experts, we will take steps to diversify our future workforce. Through this grant, we will hire external consultants and/or temporary staff with HR and DEI expertise to examine our staff recruitment processes and policies. They will review our job descriptions through an equity and accessibility lens using resources from CareerForce to find improvements.

Experts will train library staff on working with people from different backgrounds and abilities. Staff will better understand how to radically welcome and respond to every person who comes through the library door.

Priority Points

Eligible for Priority Points?

Applicants (including benefitting public libraries) that *have not* received a competitive LSTA award with federal fiscal year 2019 or 2020 funds and since July 1, 2019, will receive an additional 10 priority *competitive preference* points.

Has applicant/benefiting public library received an LSTA-funded grant award since July 1, 2019, and with (federal fiscal year 2019 or 2020 funds) from the Minnesota Department of Education?

☐**Yes** (0 points added)
☑**No** (10 points added)
☐**Unsure**

Reviewed and Scored Section – 100 Points Possible

Advancing Equity – 30 points maximum

Primary Audience:

Identify the primary audience that will be served by the proposed project. Use an **X** to select all that apply. To enter an X, click twice on the box, then in the pop-up screen, under default value, change it from not checked to checked.

☐ All ages   ☐ American Indian or Alaska Native   ☑ Urban ☑ Suburban ☑ Rural
☐ 0-5 years   ☐ Asian   ☑ Intergenerational groups (excluding
☐ 6-12 years   ☑ Black or African American   families)
☑ 13-17 years   ☑ Hispanic or Latino   ☐ Families
☑ 18-25 years   ☐ Native Hawaiian or other Pacific   ☐ Immigrants/refugees
☑ 26-49 years   Islander   ☐ Low income
☑ 50-59 years   ☐ Unemployed
☑ 60-69 years   ☑ People with disabilities
☑ 70+ years   ☑ Library staff, volunteers and/or
                                                                                                   trustees
                                                                                                   ☑ People with limited functional literacy
                                                                                                   or informational skills

Need

Describe the need for this project and identify the primary audience (targeted group) who will benefit from the project goals and activities, as they relate to the LSTA sub-goal you selected. Please provide a detailed description of the audience that will be served by the proposed project. Describe how your grant project serves diverse populations, and especially populations experiencing inequities and/or disparities. This can include how the project addresses geographic diversity within and across Minnesota - including greater MN, urban/metro. A complete response will include the following:

- Demonstrate the needs of the audience by describing additional characteristics of the population as clearly as possible, using data when possible. For example: racial and ethnic communities, including American Indians; LGBTQI communities; older adults; people with a specific disability; people experiencing homelessness; people who are incarcerated or on parole; veterans; immigrants, etc.
- Outline barriers faced in serving the targeted patron groups.
- Explain activities to address these barriers in order to provide services to the targeted patron groups.
- Describe how your project will contribute to more equitable library service for the community or state.
- Briefly explain the services and/or resources that this project will provide, touching on how the proposed project addresses identified needs of the targeted audience. Funded projects are required to provide services to patrons as opposed to only providing resources.
- Outline at least one intended goal or outcome that addresses the LSTA sub-goal selected

Answer:

The groups targeted with this project will be current and future library staff, people of color, and people with disabilities.

GRRL is a consolidated public library system serving a population of over 490,000 residents with 90,000 registered borrowers in the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright in Central Minnesota. The region covers 4,880 square miles. The St. Cloud metro area has a population of approximately 189,000 residents and is the location of our regional headquarters. Our other libraries in the region serve both suburban and rural communities. GRRL has a long history of expanding successful programs to all 32 communities with libraries within the region.

Needs

GRRL patrons form a diverse group of ages, races, ethnicities, abilities, and income levels. Four of our six counties (Benton, Morrison, Todd, and Stearns) have poverty rates above 10%. Several communities (Long Prairie, Melrose, Waite Park, Cold Spring, and St. Cloud) have sizable populations who are not fluent in English, particularly Latinos and Somalis. Approximately 8% of GRRL residents are people of color. It is estimated that 53% of the students are children of color in the St. Cloud school district, one of the region's largest. Roughly 12% of residents have some type of disability. According to Minnesota Compass statistics, the number of foreign-born residents in the area has more than doubled since 2000. Demographic projections for the GRRL region show diversity will grow substantially in the coming years.

With this growth, there is a demonstrated need to serve a broader audience. GRRL staff need to increase their knowledge to best respond to our changing communities. They need more tools to meet patrons where they are and provide a welcoming library experience every time they visit. GRRL also is obligated to expand our reach to increase the number of people served with barriers to access.

In January 2020, GRRL staff members gathered to discuss ways GRRL could advance diversity, equity, and inclusion efforts within the workplace and through our services. Over 40 interested staff participated from a wide range of branches and positions in the organization. Action steps were identified, including the need for further staff training to increase understanding of working with people with disabilities, including those with physical, mental and emotional impairments. We also identified the need for further training on cultural competency and inclusion. A DEI workgroup formed from participants in this meeting and are working on other action steps related to our services. We have not yet found the resources to support a major training effort. This grant would help us advance this action step.

Barriers

To identify barriers to library access faced by community members, GRRL conducted the Charities Review Council's Diversity, Equity, and Inclusion survey in October 2020. The study examined GRRL's People, Processes, and Power. The survey was sent to library staff, library users and community stakeholders.

Lack of survey participation from people of color was apparent in the results - 91% of respondents identified as White/European descent. Of the total respondents, 86% identified as female. Less than 2% identified as any other race/ethnicity category. No respondents to the survey indicated they

needed accommodations to participate or benefit from library services and 3% indicated a family member did.

GRRL is limited in collecting specific demographic information about library staff and users. State privacy and anti-discrimination laws limit the data collected on job applicants and library users. GRRL is not required to collect Equal Employment Opportunity Commission data for our workforce.

The most relevant information we have is from the DEI survey responses. Half of the respondents to the DEI survey were staff members. Staff responses represented over one-third of the total staff. The skewed demographics of the respondents demonstrate the lack of diversity of GRRL staff as a whole – primarily white, female and over the age of 36.

In the DEI survey, 49% of respondents indicated the library does not explicitly and intentionally serve individuals or families who require accommodations to access services. Of those who said the library served this audience, most indicated this was through physical accommodations, such as curbside pickup of library materials or having ADA-compliant facilities.

To gain further insight, a focus group of community leaders representing people of color was invited to provide input on their reactions to the survey. They also shared recommendations for GRRL to serve a wider range of people in our community. Members of the focus group emphasized the importance of seeing staff "who look like them" to make the library welcoming to a wider range of people. Educating the board and staff to start understanding how people from different populations experience the services were recommended.

GRRL has participated in other opportunities to try to diversify staff. In 2017, GRRL was one of the first libraries in the country to be part of the Public Library Association's Inclusive Internship program. This grant aimed to attract youth from diverse backgrounds to join the library field. Recruitment for a high school student who met the grant's criterion proved difficult, even through partnerships with school districts and other agencies. It helped us to realize that we had more work to do to make our staff recruitment processes and job descriptions easier to understand and more appealing to a wider audience.

In 2019, GRRL completed the Urban Library Council's Edge Assessment, a benchmarking tool for public library technology services. One benchmark identified was to update job descriptions to contain digital competencies and responsibilities to better serve the public. A gap identified by the Assessment was that GRRL does not currently provide training at least annually to help serve users with disabilities. Updating the organization's job descriptions and providing training would be a step toward improving services and access.

Activities to address barriers

This project has two main strategies to address the barriers faced by the target groups (Sub-goal C3):

- Expand staff capacity to respond to marginalized people in our community - Provide staff training on topics of cross-cultural communication, serving those with disabilities, and best practices in diversity, equity, and inclusion.
- Full review of staff recruitment processes and policies and job descriptions to increase the diversification of library staff.

Intended outcomes

The activities from this project address Sub-Goal C3 to better equip GRRL staff to accommodate our growingly diverse population. Providing specialized training for staff to understand how best to respond to people with disabilities and people of color will increase access. Staff will be better equipped to serve patrons from varying backgrounds and abilities. Reviewing library recruitment processes and job descriptions and job postings will reduce barriers to applicants and increase the diversity of our staff. Providing training to supervisors on interviewing best practices will reduce bias in our hiring processes. Having a more diverse staff will make the library more welcoming to a wider range of people, particularly people of color and those with disabilities.

Project Plan, Activities and Estimated Timeline – 30 point maximum

Please describe your plan for implementing this project and outline the proposed project's major activities to achieve the sub-goal selected. Funded projects are required to provide services to patrons as opposed to providing only resources. Include a timeline based on the anticipated grant period of July 1, 2021 – June 30, 2022.

A complete project plan will:

- Describe each major project activity, milestone and/or strategy in sufficient detail.
- Discuss how similar services/programs/activities have been effective in achieving outcomes related to the sub-goal selected.
- Demonstrate how each major project activity will help to achieve your project's intended outcomes.
- If you have a partner(s), describe the role of partner organization(s) in project activities. Your description of partner roles should align with the Project Partnership Agreement (PPA). Partnerships or collaborations with community-based organizations are an LSTA program priority and encouraged, but not required, for this grant opportunity.
- Discuss where project activities will take place and how the community will be engaged, including marketing and outreach to the primary audience. Describe how you will ensure your outreach strategies and communications method are inclusive and culturally appropriate.
- Provide anticipated outputs for each major project activity. If your proposed project involves instruction, for example, your outputs may include the length and number of training sessions, attendance, curriculum developed. *Please note: If your project is selected for funding, State Library Services will work with you to determine if additional outputs need to be tracked for federal reporting purposes.*

Project components may include and are not limited to planning, purchasing, hiring and/or contracting, implementation of activities, provision of patron services, programs, evaluation, etc.

A complete timeline will:

- Identify major project components.
- Provide estimated dates of completion.
- Identify responsible parties.

Answer:

GRRL will take a team approach to reach the desired outcomes. We will leverage our internal HR team to coordinate training. We will work with external experts to review our hiring processes and policies and make recommendations for change to the GRRL Board.

GRRL staff expertise/core program team bios:

Julie Schmitz. Associate Director - Human Resources. Julie Schmitz has worked in her field for over 20 years in both the public and private sectors. She has worked at GRRL for 6 years and is an active member of GRRL's Diversity, Equity and Inclusion work group. This work group formed in January 2020 and identified action steps to advance diversity, equity, and inclusion efforts within the workplace and through GRRL services.

Elizabeth Proell, Human Resources Generalist, MLIS. Elizabeth has worked for GRRL since 1989. She is responsible for developing and coordinating training opportunities that enhance staff performance and organizational effectiveness.

Julie and Elizabeth coordinate All Staff Day training each year. This event has been on hold due to COVID-19 restrictions. They moved this event into a series of online training sessions in 2020.

Both Julie and Elizabeth are familiar with coordinating diversity, equity and inclusion training for staff and measuring training effectiveness. They worked to provide GRRL's all-staff training event on implicit bias in 2019, which was possible through a federal fiscal year 2018 LSTA grant GRRL received. This was a multi-pronged grant, which included several other staff trainings through several organizations including the Minnesota Literacy Council, the Minnesota Career Information System, and Northstar Digital Literacy.

Possible consulting firms or training providers

We have contacted consulting firms that are interested in helping with this project. They have expertise in providing diversity and inclusion training and/or recruitment and talent strategies:

- Filsan Talent Partners - Hudda Ibrahim - https://www.filsantalentpartners.com/ - A St. Cloud-based company whose goal is "to find, recruit, and retain talented individuals and meet human resource goals by creating and implementing a customized plan designed to maximize the benefits of your local workforce." Hudda Ibrahim is also a local Somali author who has provided programs at our library system, including Dine and Dialogue, a series of community conversations.
- Catch Your Dream Consulting - Donte Curtis - https://www.catchyourdreamconsulting.com/ - Donte Curtis consulted with the Charities Review Council to support the DEI toolkit GRRL used to launch the DEI survey last fall. His company's goals are to energize people to start and maintain progress toward diversity, equity, and inclusion work. He aims to inspire others to take practical action and leave people feeling hopeful that goals are achievable.

Once we receive notification of a grant award, we will work with these firms and others in the field to determine the specifics of the training offered. We will also identify which firm will review job descriptions and our staff recruitment processes.

We have also identified this online training suite, Niche Academy - Homeless Library Academy - https://my.nicheacademy.com/homelesslibraryacademy, as a resource for staff training. This resource provides a wide range of relevant topics such as working with patrons experiencing homelessness, working with those who have dementia or Alzheimer's, traumatic brain injury, and ADA obligations for service animals.

Project activity 1: Staff training

Project activity 1 is focused on building staff knowledge and confidence in working with patrons from marginalized populations. Building staff knowledge in this area will meet Sub-goal C3 to build their skills in racial equity, cultural humility, and radical hospitality. The project would make available monthly training opportunities to public service staff on a variety of topics through the course of the grant period. It would also provide specialized presenters on related topics for staff at all levels in the organization.

A series of training opportunities would be compiled and coordinated throughout the year by the HR Generalist. An All Staff Day training will be set up for Spring 2022. Sessions would be about diversity, equity, and inclusion, and working with patrons with disabilities. The intended audience for this training is employees at all levels in the organization. If in-person sessions are not possible due to COVID-19, this training would be presented virtually.

An online series of training would be subscribed to for public service staff. The focus of these trainings would be serving patrons experiencing homelessness and those with mental health challenges.

Project activity 2: Review recruitment and hiring processes, policies, and job descriptions

Project activity 2 is focused on recruiting a more diverse set of candidates for GRRL positions to contribute to the diversification of library staff, a focus of Sub-goal C3.

A consulting firm or temporary staff with human resources and DEI expertise would be retained to review the 47 job descriptions as well as the GRRL recruitment and hiring process and policies through an equity and accessibility lens. We would use resources from CareerForce, such as *their Diversity & Inclusion Employer Action Guid*e and *Employer Guide to Developing a Diverse, Equitable and Inclusive Workplace* as a road map. An example of such a change is to update hiring information to plain language at a reading level accessible to all candidates. Once this review is complete, all policy and job description changes would require GRRL Personnel Committee and GRRL Board approval. The goal would be to have the full review completed and edits made for GRRL Board consideration at their March 2022 meetings.

Project activity 3: Supervisor training

Project activity 3 builds on the two other project activities. It takes staff training and recruitment process review to the next level. Supervisors in the organization would be trained more in-depth on interviewing

and hiring best practices. This will contribute to the diversification of library staff, a step toward meeting Sub-goal C3. At GRRL, only a limited number of staff members (approximately 15%) are involved with the hiring process. This training would be targeted to the supervisors in the organization because they participate in interviewing and onboarding new staff members.

Based on recommendations from the consultant, we will develop a customized training session for our supervisors on interviewing best practices and the impact of implicit bias on the hiring process. The goal for this training is to create more awareness of these topics so supervisors can be more objective when hiring candidates. By combatting unintentional bias in the hiring process, we will be able to successfully hire and train a more diverse workforce.

Estimated Project Timeline

Project component	Start-end date of completion	Responsible Party	Measurement
Hire consulting firm or temporary staff with HR and DEI expertise to review 47 job descriptions and the recruitment and hiring process to provide recommendations for change.	Goal to have consultant chosen by September 2021 with a project completion date of January 2022	Project lead - Associate Director -HR Julie Schmitz	Consulting firm or temporary staff member hired, job descriptions, job postings and recruitment processes reviewed and recommendations provided.
Present job descriptions and policy changes to GRRL Personnel Committee and Board for approval.	March 2022	Project lead - Associate Director -HR Julie Schmitz	Number of job descriptions and policy changes reviewed, edited, and revised.
Subscribe to Homeless Library Academy	Discussions will begin upon grant award with a goal of May 2022 completion.	Human Resource Generalist Elizabeth Proell	Number of staff members who attend sessions and number of sessions attended. Staff will report feeling more comfortable working with patrons experiencing homelessness.

All staff training on cross-cultural communication.	Discussions will begin upon grant award with a goal of April 2022 completion.	Project lead - Associate Director -HR Julie Schmitz	Staff will identify strategies they can use to increase inclusion at the library and make the library a more welcoming space. Staff will report feeling more comfortable and confident when working with people from differing backgrounds.
All staff training on working with patrons with disabilities.	Discussions will begin upon grant award with a goal of April 2022 completion.	Project lead - Associate Director -HR Julie Schmitz	Staff will identify strategies they can use to better respond to those with disabilities at the library. Staff will report feeling more comfortable and confident working with disabilities due to physical, mental or emotional impairments.
Public service staff training on serving patrons with mental health challenges.	Discussions will begin upon grant award with a goal of May 2022 completion.	Project lead Julie Schmitz	Staff will identify strategies they can use to better respond to those with mental health challenges at the library.
Supervisor training on interviewing and implicit bias.	Discussions will begin upon grant award with a goal of May 2022 completion.	Human Resource Generalist Elizabeth Proell	Through a focus group or survey, supervisors will report feeling more knowledgeable about how to reduce bias in hiring decisions and how implicit bias may play a role in candidate selection.

Outcomes and Evaluation – 20 point maximum

Please describe what changes – skills, knowledge, behavior or attitudes – you expect to see in the project's primary audience. How will the proposed services/resources help participants achieve this project's intended outcomes?

A complete response will:

- Describe the intended change in participants, even if it extends beyond the project's time frame.
- Discuss how the project activities are designed to result in changes in participants.

- Describe how the intended change in participants will be measured during the grant period.
- Describe how information gathered during the grant period will be evaluated to consider the project's effectiveness and areas for improvement.

Answer:

Intended Changes

Our intent is to increase equity and inclusion in GRRL libraries by library staff feeling more supported in their frontline service and more confident in serving people of color and people with disabilities. Staff will demonstrate increased knowledge of best practices and techniques learned from experts in the fields of cultural competency, diversity, and inclusion. By providing these resources to library staff, they will be empowered to assess and adapt local services with an equity and accessibility lens and be even more responsive to local and individual needs.

This project will contribute to the diversification of library staff by evaluating our staff recruitment processes, policies, and job descriptions through a DEI lens. We intend to diversify our workforce by recruiting a wider range of applicants from differing backgrounds and abilities.

These intended changes would meet the stated goals in Sub-goal C3- Promoting Equity through Grant Making.

Changes in Participants

Staff will report feeling more comfortable working and confident in working with patrons from differing backgrounds and abilities. Staff will identify strategies they can use to increase inclusion at the library and make the library a more welcoming space. Staff will identify strategies they can use to better serve people with disabilities at the library and those with mental health challenges at the library.

Job applicants will represent a wider range of experiences from our community.

Patrons will experience a more welcoming environment and feel seen when coming to the library space.

Changes will be measured by:

- By completing the goal of offering training on serving users with disabilities and mental health challenges.
- By updating job descriptions to contain digital and DEI competencies and responsibilities, GRRL will meet the benchmarks set forth in the Edge Assessment.
- By incorporating DEI expectations and technology competencies into job descriptions, GRRL will achieve the action step identified through the 2020 DEI survey and benchmark in the 2019 Edge Assessment.
- Number of processes and policies updated or changed through the hiring process review.
- Responses from a focus group of GRRL supervisors following their participation in the training sessions offered. Supervisors will report feeling more knowledgeable about reducing bias in hiring decisions and how implicit bias may play a role in candidate selection.

- Anecdotal evidence - since GRRL is limited in what it can legally collect about its library staff and library users, we will need to rely on observational evidence that job applications represent a wider range of experiences. Some changes may not be obvious or visible, especially staff demographics reflecting more people with hidden disabilities.
- Results from repeating the Charities Review Council's Diversity, Equity and Inclusion survey. GRRL has a three- year subscription to this toolkit, so can repeat the survey from Fall 2019. Our goal would be to see a wider range of respondents represented in the results.

Information Gathering

Information will be gathered to evaluate for effectiveness and areas of improvement both during and following the grant cycle. Attendance and participation in training sessions will be tracked through our internal HRIS system. Changes to job descriptions and policies will be presented in a public meeting packet to the GRRL Board. Surveys of training participants will be distributed to measure the change in staff knowledge and confidence for each training. Staff will report feeling more comfortable and confident working with people with differing backgrounds and with disabilities due to physical, mental or emotional impairments. We will conduct focus groups or survey supervisors to measure their change in knowledge of implicit bias and interviewing. We will also observe changes and collect anecdotal evidence about changes to the demographics of our staff and library user base. In our conversations with community stakeholders, we will gauge whether the library is perceived as making progress in being a more inclusive and welcoming public space.

During the LSTA grant cycle, GRRL will repeat the Charities Review Council's Diversity, Equity and Inclusion survey to measure the impact of the changes made. GRRL has a 3-year subscription to this toolkit and will repeat the survey to measure changes in responses and the demographic make-up of respondents.

Sustainability and Organizational Capacity – 10 points maximum

Describe your agency's capacity for and commitment to administering the project successfully. Identify primary project staff (employees) and their role in this project. Please describe how the proposed project will help the applicant better respond to the need(s) of the primary audience over time.

A complete response will describe how the proposed project:
- Increases the applicant's capacity to serve the primary audience.
- Contributes to stronger relationships with community organizations, including project partner(s), if applicable.
- Will impact future library-based services to other library users.
- Will contribute to more equitable services in the community or state.
- Will be sustained beyond the grant period, as appropriate.

Answer:

This project will expand GRRL's capacity to respond to its increasingly diverse communities by raising staff awareness of implicit bias, diversity, and inclusion. It will build the cross-cultural communication skills of library staff to assist patrons and provide a more welcoming environment for people of color and people with disabilities. By updating our hiring processes and job descriptions, GRRL will be better positioned to recruit a more diverse workforce. This will make the library space more welcoming to a wider range of people. It will provide tools to library staff to assess and adapt library services with an equity and accessibility lens.

GRRL budgets each year for the time, travel, and costs for an annual all staff day and for staff training. This grant would expand our existing capacity and allow us to provide more specialized and higher-quality opportunities for staff. If COVID-19 restrictions continue, we would pivot all training to be virtual rather than in-person.

This project will impact our future services by having a stronger base of knowledge on which to build. By recruiting from a wider range of personal experiences, future staff will also be able to tap this experience to improve library services. With library staff trained in racial equity, cultural humility, and radical hospitality, GRRL will be positioned to assess and adapt library services to respond to the unique needs in each community.

Reexamining our recruitment process and job descriptions through an equity and accessibility lens will attract a more diverse workforce. This, in turn, will improve our ability to serve increasingly diverse communities in our six-county area.

Excel Budget and Descriptions – 10 points maximum

Complete the Excel spreadsheet and submit as an attachment to the grant application.

A complete Budget and Descriptions document will identify and describe all grant-funded and cost share expenditures. All proposed project expenditures must be reasonable, necessary and allocable to this project. Please refer to the grant instructions for additional information.

Answer: See attachment.

Project Partners

Name of Partner Organization(s):   NA

Reminder: Partnerships and collaboration with community-based organizations are an LSTA program priority and are **encouraged but not required** for this grant opportunity. Please submit a signed Project Partnership Agreement for all identified partners with your application. Funding decisions may be impacted by missing agreements or agreements that do not clearly describe the relationship and partner contributions.

Library Services and Technology Act Grant (LSTA)
FFY21 - SFY22
Competitive Grant Budget Plan and Justification

Summary Budget
Applicant: Great River Regional Library

Cost Code	Budget Item Descriptions	LSTA Funds	Cost Share
100 Series	Salaries and Wages	$11,120.00	$0.00
200 Series	Fringe Benefits	$1,684.68	$0.00
303	Consultant Services: /portion of each contract UP TO $25,000	$35,000.00	$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	$0.00	$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	$0.00	$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 Licensed Resources	$0.00	$0.00
899	Other Expenditures	$2,149.00	$0.00
895	Indirect Costs	$0.00	$0.00
	Total Project Cost	**$49,953.68**	**$0.00**

M1 DEPARTMENT OF EDUCATION

REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2022 (July 1, 2021 – June 30, 2022) Application

A. Applicant Information

1. Regional public library system name and address:

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

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

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

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

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

4. Number of FTE staff paid with RLBSS funds: 32 FTE

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

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

☒There are no updates to organizational agreements.

6. Strategic Plan:

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

Please indicate which is attached:

☐**A new long-range strategic plan.**

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

Development of a new strategic plan was delayed in 2020. A one-year regional sustainability plan was developed and approved. A new long-range strategic plan will be finalized in 2021.

☐A **brief update on the status of developing a new plan**. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2021.

7. Proposed Program Activities:

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

<u>At a Glance</u> **–** Please summarize your plans for State FY2022 in a few sentences:

Briefly describe the programs that will take place during FY2022, using the format below.

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

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

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

Activity: Resource sharing throughout the six-county region

2021 Sustainability Plan GRRL 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

- Local staff will develop displays and adjust spaces to enhance access to the collection and improve the wayfinding and usability of library facilities.

- Collection Development will work on a weeding pilot to create a more browsable collection.

Objective 2: Serve those who are homebound

- A selection of libraries will develop partnerships with community institutions and organizations that serve those unable to come to the library in person.

Objective 3: Support for at-home learners

- A selection of local libraries will provide additional support and outreach for distance and home learners, with emphasis on providing in-library spaces and/or education on library resources.

2021 Sustainability Plan GRRL 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

- Patron services staff will learn more about and implement merchandising strategies to highlight collections.

- Content Workgroup will provide library staff with social media and marketing strategies that align with content marketing.

- Communications and Information Technology departments will redesign the library's website and update its infrastructure, including restructuring the database page for better accessibility.

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

2021 Sustainability Plan GRRL 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 GRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.

Objective 1: Network penetration testing

- The Information Technology Department will contract services to test network vulnerabilities to ensure a secure environment for library staff and patrons.

Objective 2: Improve wireless connectivity

- The Information Technology Department will update wireless equipment to improve service and accessibility to patrons.

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

2021 Sustainability Plan GRRL 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

- Every library will have a public service staff member trained on each of the following topics: merchandising, wayfinding, electronic resources, reader's advisory, content marketing, program assessment and evaluation, supervisor training (coaching and mentoring).

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2021, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Governmental Unit	2020 Dollar Amount Provided for OPERATING Purposes
GRRL Signatories:	
Benton County	$ 528,760.00
Morrison County	$ 500,083.00
Sherburne County	$ 1,352,387.00
Stearns County	$ 2,287,206.00
Todd County	$ 328,958.00
Wright County	$ 2,132,807.00
GRRL cities with supplemental levy:	
City of Buffalo	$ 76,671.54
City of Elk River	$ 85,439.91
City of St. Cloud	$ 313,365.41
GRRL cities without a supplemental levy, but a separate library line item in budget:	
City of Big Lake	$ 32,192.00
City of Cold Spring	$ 1,555.00
City of Delano	$ 835.58
City of Eagle Bend	$ 1,522.18
City of Little Falls	$ 50,590.98
City of Monticello	$ 35,473.27
City of Paynesville	$ 149.00
City of Waite Park	$ 1,570.02
GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:	
City of Foley	$ 1,000.00
City of Sauk Centre	$ 27,244.76
City of Staples	$ 23,254.77

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

   None

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

   None

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

 Kimball Public Library, 51 Spruce Avenue West, PO Box 540, Kimball, MN 55353

B. Assurances

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

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.

2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).

3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).

4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).

5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

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

7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

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

Signature:

Printed Name: Lisa A. Fobbe
Chair, System Governing Board

Date: May 18, 2021

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

Signature:

Printed Name: Karen Pundsack
Regional Public Library System Administrator

Date: May 18, 2021

D. Attachments and Due Date

- FY 2022 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Wednesday, July 1, 2021**. Please submit one PDF of the signed original application to hannah.buckland@state.mn.us.

RLBSS FY2022 Application Budget

	Amount
Regional Library System Name: Great River Regional Library	
State Fiscal Year 2022	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	$1,596,000
Benefits	
Staff Development, Tuition and Other Reimbursements	
Total Personnel	**$1,596,000**
Total FTE Supported	**32.00**
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	**$0**
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	**$0**
Total Anticipated State Aid Expenditures	**$1,596,000**
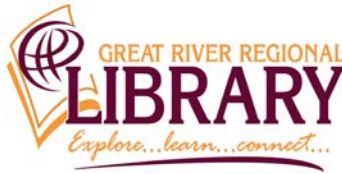
GRRL 2021 Regional Sustainability Plan

Service Priorities, Organizational Priorities, & Goals

SERVICE PRIORITY: ACCESS

All users will have access to reliable information sources in welcoming virtual or physical spaces that support community connection and engagement.

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

- Local staff will develop displays and adjust spaces to enhance access to the collection and improve the wayfinding and usability of library facilities.

- Collection Development will work on a weeding pilot to create a more browsable collection.

Objective 2: Serve those who are homebound

- A selection of local libraries will develop partnerships with community institutions and organizations that serve those unable to come to the library in person.

- If local efforts demonstrate a sustained interest in homebound outreach, the regional library system will develop a plan to launch regional Mail-A-Book services.

Objective 3: Support for at-home learners

- A selection of local libraries will provide additional support and outreach for distance and home learners, with emphasis on providing in-library spaces and/or education on library resources.

ORGANIZATIONAL PRIORITY: EXCEPTIONAL SERVICE

We will be an empowered, engaged, well-trained staff ready to provide 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

- Every library will have a public service staff member trained on each of the following topics: merchandising, wayfinding, electronic resources, reader's advisory, content marketing, program assessment and evaluation, supervisor training (coaching and mentoring).
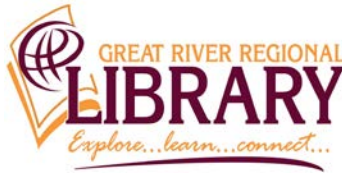
- A selection of local libraries will standardized the process for new patrons to provide a more seamless experience.

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

Objective 1: Develop training and transition plan for the staff at all levels of the organization

- Department heads will create clear procedures and implement cross-training for unique tasks.

- Department heads will have a strategy to reallocate tasks to deal with potential openings and temporary gaps in coverage.

Objective 2: Develop a strategy for continuity of operations

- Department heads will identify what is in place if a key employee in a location is absent, unable to go to the library building, or leaves their position.

ORGANIZATIONAL PRIORITY: COMMUNITY FOCUS

We will enhance our service to current and future patrons by embracing the diversity of our communities.

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

- Patron services staff will learn more about and implement merchandising strategies to highlight collections.

- Content Workgroup will provide library staff with social media and marketing strategies that align with content marketing.

- Communications and Information Technology departments will redesign the library's website and update its infrastructure, including restructuring the database page for better accessibility.

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

- DEI Committee members will analyze information from the Diversity, Equity & Inclusion Toolkit survey and work with the GRRL Board and staff to develop next action steps.

- The DEI work group will complete action steps identified by staff in January 2020 to advance diversity, equity, and inclusion efforts within the workplace and through our services.
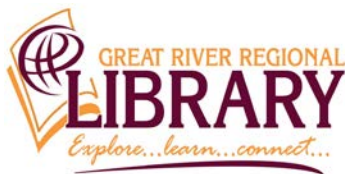
ORGANIZATIONAL PRIORITY: OPERATIONAL EXCELLENCE

We will utilize resources effectively in order to be adaptable to future needs.

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

> **Objective 1: Network penetration testing**
>
> - Information Technology will contract services to test network vulnerabilities.
>
> **Objective 2: Improve wireless connectivity**
>
> - Information Technology will update wireless equipment to improve service.
>
> - Information Technology will improve wireless accessibility.

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

> **Objective 1: Develop a new fundraising plan that supports new and existing library services**
>
> - Communications and Development will evaluate the previous fundraising plan developed by Library Strategies.
>
> - Work with the GRRL Fund Development Committee to create a fundraising plan for 2021-2026.

Executive Director Report
May 2021

<u>Leadership Support Team (LST)</u>

LST reviewed the DEI survey committee's goals and prioritized them in March. Below is a quick summary of the priorities from each section of the survey. The goals with the highest priority will move forward into our next strategic plan.

- People: #1 Recruitment processes and job descriptions, #2 Promote training opportunities, #3 Training reviewed through equity lens
- Process: #1 Reduce or eliminate fines, #2 Displays more intentionally inclusive, #3 Programs & services for patrons with special needs
- Power: #1 Sharing core values and DEI efforts in Board orientation, #2 Looking at decisions with eye to equity, #3 Management highlighting DEI efforts in Board reports

State Library Services announced a new grant round for 2021. Due to American Rescue Plan Act (ARPA) funding for libraries, this year's grant competition is expanded with more funding available and higher maximum awards. LST reviewed the DEI survey committee's goals as a starting point for the grant application. Our proposal is to offer a series of training for staff throughout the organization. Topics will include cross-cultural communication, serving those with limited accessibility and best practices in diversity, equity and inclusion. We also aim to hire a consultant to review our hiring practices and job descriptions through an equity and accessibility lens.

The grant application will focus on our DEI survey committee "People" goals: #1 Recruitment processes and job descriptions, #2 Promote training opportunities, #3 Training reviewed through equity lens. The project fits the State Library Services grant subgoal C3 "Promoting Equity through Grant Making provides resources for local, regional, or statewide projects that address concerns about equity in library services, programs, staffing, and/or operations. The intent is to increase equity and inclusion in libraries and to contribute to the diversification of library staff."

LST is reading the book *Let the Story Do the Work* by Esther K. Choy. The book focuses on the art of storytelling for business success.

<u>Locally Growin'</u>

In an effort to support the Locally Growin' campaign, I visited 28 libraries in March. It was the first time in a year that I have been able to see our staff in action outside of St. Cloud. Staff members shared perspectives on the fines free and open hours proposals. I also met some of the staff members we hired over the past year in person for the first time. I had to wait in line for other patrons in many locations – it is clear activity is picking up again!

Stearns County Human Services Advisory Committee

I joined the Stearns County Human Services Advisory Committee as a District 5 citizen representative. My hope is to learn more about the inner workings of county human services and find opportunities for the library to partner and collaborate, not only in Stearns, but across the region.

Highlighted Executive Director Activities since March Board Meeting

March 17 – St. Cloud Chamber Government Affairs meeting, Locally Growin' visits

March 18 – LST Board follow-up meeting

March 19 – GRRL Staff Huddle on 2022 budget proposals

March 23 – Morrison County presentation, Locally Growin' visits

March 24 – LST strategic plan meeting, Locally Growin' visits, MN House testimony on HF1710

March 25 – Quarterly Business Review, CRPLSA meeting

March 29 – Audit meeting, Locally Growin' visits

April 1 – LSTA grant webinar, Audit meeting

April 6 – Sherburne County presentation, Create CommUNITY Advisory Board

April 7 – MLA Legislative Committee

April 8 – Community Foundation meeting, Stearns County Human Services Advisory Committee

April 12 – Central MN Communities of Excellence town hall, Career Solutions Program Committee

April 13 – Wright County presentation, UW/PFSS 21CCLC Grantee Stakeholders meeting

April 14 – GRRL Fund Development Committee

April 15 – LST strategic plan meeting, Central MN Communities of Excellence town hall

April 16 – Central MN Communities of Excellence town hall

April 20 – Stearns County presentation, State Library Services call, GRRL Finance Committee

April 22 – LST Board follow-up meeting

April 27 – LSC goals check-in, UW/PFSS Partner Champion Council

April 28 – AFP webinar – Adapting Your Development Plan

April 29 – Audit outtake meeting

May 4 – Todd County presentation

May 5 – MLA Legislative Committee, mental health webinar

May 6 – LST strategic plan meeting, Focus Group Facilitation training

May 12 – DEI hiring and training webinar

May 13 –Stearns County Human Services Advisory Committee

May 17 – DEI work group

May 18 – State Library Services call

Management Reports
May 2021

Amy Anderson
Accounting Coordinator

<u>Accounting</u>
The 2020 annual audit has been completed, and BerganKDV representatives will be making a presentation at the May Finance Committee meeting. The Accounting department will receive a "material weakness" finding regarding separation of duties. This finding indicates that the number of Accounting department staff is fewer than is recommended for risk aversion. The auditors also recommended transferring employee Health Reimbursement Account (HRA) balances out of the general fund and into a custodial fund. This distinction will increase the accuracy of the payroll expense lines and better reflect any budgetary differences at year-end. The HRA adjustment has been completed and is reflected on the April 2021 financial reports.

Linda will resume the Accounting Specialist role in May. The Accounting department will continue to work on a continuity of operations plan to incorporate best practices as duties are separated and assigned.

Matured CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Cit Bank, Pasadena, CA	03/15/21	$247,000.00	0.86%	$2,508.37
Nicolet National Bank, Green Bay, WI	03/23/21	$175,000.00	0.95%	$1,979.16
Unity National Bank of Houston, TX	03/30/21	$247,000.00	0.96%	$2,741.70
Traditional Bank, Inc, Mount Sterling, KY	04/20/21	$247,000.00	0.84%	$2,445.30
Fieldpoint Private Bank, Greenwich, CT	04/27/21	$179,000.00	0.75%	$1,611.00
First Internet Bank of Indianapolis, IN	04/29/21	$247,000.00	0.81%	$2,371.20

Purchased CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Royal Business Bank, Los Angeles, CA	03/23/22	$175,000.00	0.25%	$437.50
Pacific Western Bank, Los Angeles, CA	03/16/23	$248,000.00	0.40%	$1,984.00
Prospect Bank, Paris, IL	04/20/22	$248,000.00	0.20%	$496.00
Fieldpoint Private Bank, Greenwich, CT	04/27/21	$248,000.00	0.20%	$245.96

The current savings interest rate is 0.02% at Bremer and 0.03% with MAGIC.

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

There is a lot going on right now with getting to know my new assignment, bringing in new people, and addressing how changes to the state's COVID restrictions impact public service. Regarding the people – I have been working with members of the St. Cloud team to interview for multiple Circulation, Distribution, and Summer Library Aide positions. We have some good people starting already and more to come.

We are excited to be bringing on three AmeriCorps Volunteers in Service to America (VISTA) members this year. Two Summer Reads Mentor VISTAs will help us by developing activities for next year's Summer Reading Program, reviewing and updating our storytelling kits to be more diverse and inclusive, and possibly helping with pop-up libraries this summer. I hope to interview soon for a Literacy Leader VISTA who will help us by researching program evaluation methods and developing an updated programming infrastructure to better focus our child and youth programming on literacy, school achievement, and positive social identity.

Finally, I have been working closely with fellow Patron Services Supervisors and Leadership Support Team (LST) members to provide our Library Services Coordinators (LSC) with guidance for public service and in-person programming. The May 6 update to StaySafe MN COVID mitigation guidelines puts us into a very different level of service provision than what we have been able to do for the last year. Namely, it means we can eliminate time restrictions on patrons in the library spaces, bring back readers seating and study tables, and allow longer public Internet reservations.

Breanne Johnson
Communications and Development Coordinator

Fundraising
GRRL's Locally Growin' fundraiser ran from Monday, March 1st through Wednesday, March 31st. This campaign keeps donations 100 percent within the branch library of the donor's choosing. Each library selects a specific "wish" item and a campaign goal. Unlike our other campaigns, Locally Growin' acquires new donors to GRRL by acting as an in-library across-the-desk fundraiser. Although donors could give online through our website, the campaign is aimed to engage library users to participate in and be excited about their local library. Twenty-three library branches hit or surpassed their goals! GRRL's 2021 campaign overall total is $23,894.65 from 631 gifts. The most notable library, which deserves a big shout-out, is the Eagle Bend Public Library which raised 293% of its goal. The GRRL locations that hit or surpassed their goals include the following: Albany, Annandale, Becker, Big Lake, Buffalo, Clearwater, Cokato, Cold Spring, Delano, Eagle Bend, Foley, Howard Lake, Kimball, Long Prairie, Monticello, Richmond, Royalton, Sauk Centre, St. Cloud, St. Michael, Swanville, and Upsala.

Our Summer Reading Program fundraising campaign has begun. Starting in 2020, we are taking a new approach to fundraising for the regional program. Instead of sending a mailing for smaller gifts to everyone on our donor list, we are asking businesses and organizations to support the library through sponsorships. The sponsorship options are $500, $750, and $1,000, with each receiving different levels of recognition and publicity for their business. Since starting the sponsorship opportunity, we still receive smaller donations. Our overall goal for 2021 is to fundraise $8,600 for the Summer Reading Program. As of May 3rd, we have raised $3,210 from 11 gifts, with an average gift of $292. So far, our $1,000-level sponsor is Bernatello's Foods, $750-level sponsor is St. Cloud Industrial Products, and $500-

level sponsor is St. Michael-Albertville Women of Today. The Fund Development Committee is reaching out to businesses across the region about sponsoring.

The Fund Development Committee met virtually via Zoom on April 14th. We reviewed the 2018-2021 Fundraising Plan Analysis and discussed the future of fundraising at the library. Also, we welcomed a guest speaker to discuss opportunities of growth for planned giving. Our next committee meeting will be on July 14th.

Communications
We are preparing to promote this year's Summer Reading Program. Reading logs are being translated from English into Spanish and Somali. Once translated and materials are printed, we will have them available for libraries to request from supplies to have on-hand. The Summer Reading Program will be advertised in all newspapers across the region the week of June 7th, the starting week of the program. Also, we will feature an ad in the Spanish language *La Voz Libre* newspaper. For social media, the Library Service Coordinators (who administer their local library's Facebook page(s)) will have the option to boost Facebook posts to reach a wider audience than their current following.

Cara Langston
Patron Services Supervisor

Personnel
The past few months I have continued visiting branch locations and getting to know LSCs and their staff. I also completed the St. Cloud Chamber of Commerce Supervisor Development Program. The material was helpful, and I am looking forward to implementing relevant pieces.

In addition, hiring remains an important task. LSC Terri Deal-Hansen hired a new assistant for Royalton, and we are in the process of hiring a new LSC for Upsala due to the retirement of current LSC Wanda Erickson. Currently, an aide position is open and posted by LSC John Hannon for Albany/Melrose. LSC Jason Kirchoff continues to staff Saturdays with substitutes at the Richmond branch since COVID and social distancing protocols make it impractical to bring an additional staff member on board.

Ryan McCormick
Patron Services Supervisor

Personnel
Two new Library Assistants have been hired in Delano/Rockford, Kimberly Johnson and Jolene Botten who was previously a Library Aide in Monticello. In Elk River, Hannah Sorenson joins us as a Library Aide. Welcome, Kimberly and Hannah, and congratulations, Jolene!

Think Tank
The Summer Reading Program is ready to go. This year's theme is "Reading Colors Your World," and the program will run from June 7 to August 7. The group has been exploring additional features on the Beanstack platform, early literacy training opportunities, more library "how-to" videos, and the process for updating readers' advisory resources such as our "New, Best & Fun" lists. Given the changing nature of library programming during COVID, we have also spent time discussing our statistical gathering methods for internal reporting, as well as for GRRL's annual report to the state of Minnesota.

Minnesota Library Association

I am a member of the planning committee for the annual Minnesota Library Association (MLA) conference. The event will be held virtually again this year. The theme is "Join the Movement." This has, of course, been a very trying time for everyone, but we look forward to a conference where libraries can share the challenges they have faced and the solutions they have discovered over the past year.

Jay Roos
Associate Director – Information Technology

Wireless Replacement

We kicked off our wireless project in February. To date, 18 libraries have been upgraded to the new system. By the May Board meeting, St. Cloud and many other libraries will be as well. The new equipment operates on the newest wifi standards and comes with a captive portal (Acceptable Use Policy) that works in real-world tests much more smoothly than our previous solution. Notably, the new product line includes outdoor access points. St. Michael has provided an outdoor network connection so we could place an access point for their parking lot. Other cities who wish to partner with us to provide parking lot wireless may do the same.

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 reserve materials on their own without mediation by staff from St. Cloud. Information Technology (IT) worked with Technical Services staff to set up a sample of materials that are configured for Media Scheduling, and other workgroup members are testing and writing procedures.

Catalog Somali Translation

The translation of our library catalog interface into the Somali language has been in the works since 2019. It has been a long time coming, but soon we will be able to offer this translation to our patrons. SirsiDynix has incorporated the new language translation into their newest release of our Enterprise catalog. Our system will undergo a pre-upgrade evaluation on May 11th after which we will receive an upgrade date – likely before the end of May. Also of note, the whole SirsiDynix customer base will be able to offer the Somali language to their patrons as well, so the benefit of our expenditure goes well beyond our region.

Julie Schmitz
Associate Director – Human Resources

Recruitment

We are continuing to put most of our efforts into filling vacant positions. As vacancies occur, we are carefully evaluating staffing needs.

Pay Equity Report

We received notice that we are in compliance with the Pay Equity Act.

<u>Shared Branch</u>
Due to the upcoming retirement of the Library Services Coordinator in Upsala, we are evaluating whether there is interest from current Library Services Coordinators to combine branches.

<u>Employee Performance Reviews</u>
We are setting up our performance review process in ADP in order to eliminate our manual process for completing and tracking performance reviews.

Jami Trenam
Associate Director – Collection Development

<u>Digital Library Updates</u>
- The transfer of content from Axis 360 to OverDrive is finally complete. On April 2nd, 1,800+ titles were added to the OverDrive platform. Only a small handful of titles did not transfer due to publisher restrictions.
- Our Lynda.com service migrated to the LinkedIn Learning platform in April. I am still troubleshooting some intermittent connectivity issues with the vendor.
- Due to patron demand, I am looking into resources similar to the Reference USA/DataAxle product discontinued in January.

<u>Sherburne County Story Stroll Partnership</u>
Earlier this year Gina Hugo, Sherburne County Public Works Parks Coordinator, approached Elk River Library Services Coordinator Robbie Schake regarding the potential of a partnership to feature Story Strolls in several area parks. Story Strolls are a popular way for kids and families to get active outdoors while enjoying reading. We display oversized pages from a children's book outside in a park, on a lawn, or along a walking path.

Thanks to grant funding Sherburne County received from the Statewide Health Improvement Program, four new Story Strolls are in development to display in Sherburne County area parks this summer. LSCs Robbie Schake (Elk River) and Jeannette Burkhardt (Becker/Big Lake) picked stories that work well with the "Reading Colors Your World" Summer Reading Program theme. Sherburne area residents and library patrons voted on the final selections. The displays will begin in June. Once the program ends, we plan to add the Strolls to the Great River Story Stroll collection for other libraries to use. There is a lot of community enthusiasm around this project, and it has been a wonderful collaboration so far.

May 18, 2021

Building Reports
May 2021

Brandi Canter
Lead Patron Services Supervisor

Paynesville

I have completed an update / review of the 2018 space needs analysis for Paynesville and sent it to Tariq Al-Rifai, City Administrator for the City of Paynesville. I am participating in a 3-week *Library Journal* training on flexible library spaces and hope to learn more tips and suggestions that can be shared for this project.

St. Cloud

We recently had Tech Logic come out to complete some much-needed repairs and maintenance to the Automated Materials Handling System (AMHS) that is used to check in items in St. Cloud. The current split for repair bills is 50/50 with the City of St. Cloud. We intend to work with Tech Logic to set up more regular maintenance visits in order to try to avoid high-cost repairs of our aging system.

We have had some recent issues with things that go up and down – a spring broke on the smaller garage door. Alternative Garage Door has ordered the needed replacement part and will complete repairs as soon as possible. We also needed to have our public elevator serviced due to problems. Most recently, the button on the second floor was not calling the elevator up, meaning that patrons would need to use the staff elevator to get back to the ground floor if they could not use the stairs.

Finally, a possible power spike during a recent storm caused issues with some air handler units, a cold water pump and a cooling unit. The issues have since been resolved.

Waite Park

The city will repaint the library during the week of May 24. Fortunately, we should be able to continue providing curbside pickup during the week rather than needing to close completely. Staff are very excited to have a cleaner, fresher look before summer. The city has said they hope to complete a carpet replacement project at a later date.

Ryan McCormick
Patron Services Supervisor

Delano

The Wright County Master Gardeners have been working with the City of Delano and the Friends of the Library to remove dying trees, test soil, and plant new perennials native to Minnesota on the building's north side.

Elk River

Along with other landscaping work, planter boxes are being ordered for the Junior Master Gardeners Program, and new plants for the rain garden. Inside the library, both the lighting project and HVAC updates are now complete.

Howard Lake
Progress continues on a new library in Howard Lake, with an application recently submitted to the state's Department of Education library construction grant program. In April, Library Services Coordinator (LSC) Sara Koivisto and I met with city officials and project architects to discuss the draft plan and how to align the final design with community needs and expectations.

Rockford
The "1,000 Hearts" volunteers will be planting flowers around the building later this month, and thermostat maintenance was recently completed.

Cara Langston
Patron Services Supervisor

Sauk Centre
Windows over the entry were replaced, and LSC Marisa George wrote a partner letter for a grant with the goal of replacing more windows throughout the building.

Pierz
The city has shampooed carpets in the front of the building.

Cold Spring & Richmond
The Cold Spring Friends group purchased a new book tower that will open shelf space and allow for merchandising opportunities.

Albany & Melrose
Both branches have been given the go ahead from their cities to increase capacity from 25 percent to 50 percent. This will make student visits easier and bring the libraries' capacity limits in line with other branches.

GRRL 2021 Regional Sustainability Plan First 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
- Phase 1 weeding pilot evaluated and paused. Regional weeding guidelines revised to relaunch in Q2. Two condition trainings offered and recorded for later on-demand viewing.
- Library Services Coordinators reported that as a result of staff taking training and sharing thoughts about Merchandising Monday posts, approximately half the libraries have a local plan for merchandising, and over half indicate that they've had at least two highly successful efforts.

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 over a dozen libraries.
- Four locations created new Caretaker Organization or Institutional accounts, and five renewed or updated existing accounts. Total Caretaker Organization and Institutional cards increased from 101 on 1/1/2021 to 103 in Q1.

Objective 3: Support for at-home learners
- Seven libraries provide space - either tables or study rooms - for home learner support. At another 11 libraries, staff provide curriculum-based take-home materials for children and youth, and at nearly a third of libraries, staff have done outreach to local schools and home educators.

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
- Daily news articles included Weeding Wednesdays and Merchandising Mondays. Annual database challenge in process. Trainings conducted by internal experts on Weeding for Condition, Reference/Database Training, and Horizon Circulation Module.
- In seven libraries, the Library Services Coordinator has worked with the team to standardize new cardholder welcome and orientation in order to increase return visits. A third of library teams have had these discussions in their staff meetings or other Library Services Coordinator communication, and basic GRRL borrower handouts are readily available in multiple languages for patrons in eight libraries.

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

- HR: Key responsibilities include processing payroll and recruitment in NeoGov. Procedures are written and located on the HR shared drive for both processes. There is at least one other staff member in the department trained on each function. AD HR and Payroll & Benefits Coordinator have access to all benefit carrier websites. All HR staff have access to NeoGov and ADP.

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

- Added more ready-to-go social media posts and more consistently used the Editorial Content Calendar.
- Our website platform, Drupal, uses many modules which have changed from our current version 7 to versions 8 and 9. Each module is being reviewed to determine whether functionality is available either in Drupal core or under another module going forward. Custom modules are also being reviewed to see whether functionality is available in core, another module or whether they need to be redeveloped under Drupal 8 or 9.
- Over half the Library Services Coordinators took training on merchandising and/or wayfinding, and assistants or aides took these trainings in at least a third of our libraries. In addition, over half the Library Services Coordinators indicated that their local team has discussed topics presented in Merchandising Monday Daily News posts.

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

- The Diversity, Equity & Inclusion Survey Committee presented recommended goals to the Board in February. The Leadership Support Team ranked goals to determine priorities. Fines proposal presented as a 2022 department budget request. State Library Services & Technology Act grant written to expand training opportunities for staff and review recruitment processes and job descriptions. Other priorities will be incorporated into strategic plan update.
- The Diversity, Equity & Inclusion work group met in February. The following action steps were implemented/completed by Q1 2021:
  - Bulletin boards and posters for branch use were analyzed through a diversity, equity and inclusion lens, with the discovery that many related items in the professional collection are old and need to be updated,
  - Performer database was reviewed regarding inclusion of LGBTQ performers,
  - Review of problematic subject headings in the catalog & discussion of where to prioritize our efforts to address issues,

- o Further review of a welcome card that allows patrons without proof of address access to library materials,
- o Presentations to Library Services Coordinators on outreach best practices and diversity, equity and inclusion in displays.

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 GRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.

Objective 2: Improve wireless connectivity

- IT with our vendor planned and deployed the first of the new access points. Procedures were developed and proved for the remaining deployments.

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

Objective 1: Develop a new fundraising plan that supports new and existing library services

- Completed 2018-2021 fundraising plan analysis; reviewing in Fund Development Committee.

GRRL 2021 Regional Sustainability Plan First Quarter Update
Key Regional Metrics

	2021 Qtr 1 Cumulative	2020 Qtr 1 Cumulative	2019 Qtr 1 Cumulative	2019 YE Total
Resident Borrower Numbers Number of residents with active library card	88,042	103,890	104,034	103,216
Circulation Number of books and media borrowed by patrons (not digital)	604,424	596,132	707,901	2,889,927
Juvenile Circulation Number of juvenile items (books and media) borrowed by patrons	252,171 42% of total circulation	226,010 38% of total circulation	238,874 34% of total circulation	1,104,667 38% of total circulation
New Digital Library Users Number of borrowers registered for Digital Library	1,366	1,796	1,431	5,106
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	65,686	56,720	54,788	213,036
Internet usage Number of in-person Internet computer sessions	10,514	24,949	30,420	131,312

GRRL 2021 Regional Sustainability Plan First Quarter Update
Resident Borrowers by Library

Library	1/1/2021	4/1/2021	Total change	% Change Q1 2021
Albany	2,260	2,253	(7)	-0.31%
Annandale	1,974	1,951	(23)	-1.17%
Becker	2,151	2,061	(90)	-4.18%
Belgrade	470	450	(20)	-4.26%
Big Lake	2,400	2,375	(25)	-1.04%
Buffalo	5,919	5,765	(154)	-2.60%
Clearwater	945	944	(1)	-0.11%
Cokato	1,408	1,380	(28)	-1.99%
Cold Spring	2,161	2,117	(44)	-2.04%
Delano	2,945	2,899	(46)	-1.56%
Eagle Bend	516	505	(11)	-2.13%
Elk River	9,688	9,488	(200)	-2.06%
Foley	1,401	1,348	(53)	-3.78%
Grey Eagle	350	349	(1)	-0.29%
Howard Lake	803	770	(33)	-4.11%
Kimball	569	600	31	5.45%
Little Falls	4,005	3,986	(19)	-0.47%
Long Prairie	1,515	1,468	(47)	-3.10%
Melrose	1,027	1,004	(23)	-2.24%
Monticello	5,432	5,235	(197)	-3.63%
Paynesville	1,342	1,310	(32)	-2.38%
Pierz	1,073	1,063	(10)	-0.93%
Richmond	535	533	(2)	-0.37%
Rockford	1,378	1,334	(44)	-3.19%
Royalton	932	902	(30)	-3.22%
Saint Michael	7,456	7,392	(64)	-0.86%
Sartell Locker	450	430	(20)	-4.44%
Sauk Centre	1,692	1,649	(43)	-2.54%
St. Cloud	25,243	24,206	(1,037)	-4.11%
Staples	1,801	1,716	(85)	-4.72%
Swanville	396	401	5	1.26%
Upsala	578	559	(19)	-3.29%
Waite Park	2,556	2,529	(27)	-1.06%
Region Total	**93,371**	**90,972**	**(2,399)**	**-2.57%**

GRRL 2021 Regional Sustainability Plan First Quarter Update
New Borrowers by Library

Library	2021 Q1 New Borrowers	2020 Q1 New Borrowers	Change 2021-2020
Albany Public Library	42	40	2
Annandale Public Library	38	38	0
Becker Public Library	57	69	(12)
Belgrade Public Library	10	17	(7)
Big Lake Public Library	69	84	(15)
Buffalo Public Library	164	167	(3)
Clearwater Public Library	25	26	(1)
Cokato Public Library	42	56	(14)
Cold Spring Public Library	34	46	(12)
Delano Public Library	74	100	(26)
Eagle Bend Public Library	13	26	(13)
Elk River Public Library	321	385	(64)
Foley Public Library	22	38	(16)
Grey Eagle Public Library	11	6	5
Howard Lake Public Library	26	29	(3)
Kimball Public Library	36	12	24
Little Falls Public Library	172	107	65
Long Prairie Public Library	31	30	1
Melrose Public Library	29	23	6
Monticello Public Library	110	195	(85)
Paynesville Public Library	22	29	(7)
Pierz Public Library	28	19	9
Richmond Public Library	11	13	(2)
Rockford Public Library	32	36	(4)
Royalton Public Library	13	33	(20)
Saint Cloud Public Library	555	1,060	(505)
Saint Michael Public Library	223	257	(34)
Sartell Community Center Locker	41	24	17
Sauk Centre Public Library	25	68	(43)
Staples Public Library	40	131	(91)
Swanville Public Library	12	8	4
Upsala Public Library	5	71	(66)
Waite Park Public Library	44	37	7
Regional Total	**2,377**	**3,291**	**-914**

January 2021 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Jan 2021	Circ/Hour Jan 2020	CPH %Change	YTD 2021	YTD 2020	% Change YTD
+	Albany	6,092	637	42	39	8.1%	6,092	5,947	2.4%
	Annandale	2,897	573	29	32	-10.6%	2,897	3,337	-13.2%
+	Becker	4,404	665	37	34	9.5%	4,404	4,194	5.0%
	Belgrade	852	185	11	14	-21.6%	852	1,275	-33.2%
	Big Lake	4,202	630	37	38	-3.7%	4,202	4,629	-9.2%
	Buffalo	13,036	2,037	70	71	-0.6%	13,036	13,819	-5.7%
+	Clearwater	2,338	408	25	23	12.4%	2,338	2,147	8.9%
+	Cokato	4,457	576	41	34	20.3%	4,457	4,042	10.3%
	Cold Spring	4,073	703	31	37	-16.9%	4,073	5,236	-22.2%
	Delano	7,578	1,055	48	52	-8.3%	7,578	8,788	-13.8%
	Eagle Bend	2,065	254	26	33	-18.5%	2,065	2,600	-20.6%
	Elk River	16,496	2,358	83	87	-4.2%	16,496	18,350	-10.1%
	Foley	3,951	500	29	34	-16.3%	3,951	5,028	-21.4%
+	Grey Eagle	1,435	213	19	14	34.2%	1,435	1,097	30.8%
	Howard Lake	2,765	361	25	28	-8.1%	2,765	3,174	-12.9%
+	Kimball	1,698	324	23	23	-0.4%	1,698	1,682	1.0%
	Little Falls	6,475	1,237	38	47	-18.2%	6,475	8,428	-23.2%
	Long Prairie	3,799	630	28	33	-15.6%	3,799	4,832	-21.4%
	Melrose	7,345	507	76	83	-9.3%	7,345	8,513	-13.7%
	Monticello	11,778	1,691	71	74	-5.2%	11,778	13,095	-10.1%
	Paynesville	1,895	313	16	24	-35.0%	1,895	3,084	-38.6%
	Pierz	2,575	430	26	26	0.6%	2,575	2,781	-7.4%
	Richmond	1,122	179	15	26	-43.4%	1,122	1,983	-43.4%
+	Rockford	4,232	509	36	32	11.7%	4,232	3,947	7.2%
	Royalton	1,430	252	18	20	-9.9%	1,430	1,668	-14.3%
	Saint Cloud	42,647	6,481	184	222	-17.3%	42,647	54,227	-21.4%
+	Saint Michael	13,204	2,008	72	67	7.0%	13,204	13,014	1.5%
	Sauk Centre	4,876	652	39	57	-31.8%	4,876	7,607	-35.9%
	Staples	3,872	653	29	36	-20.5%	3,872	5,125	-24.4%
	Swanville	346	100	4	8	-44.8%	346	627	-44.8%
	Upsala	2,881	333	32	32	-0.7%	2,881	2,999	-3.9%
	Waite Park	6,291	1,226	54	64	-15.3%	6,291	7,878	-20.1%
	Sartell Locker	1,426	154				1,426	1,588	-10.2%
	Total	**193,107**	**28,680**	**49**	**56**	**-11.6%**	**193,107**	**225,153**	**-14.2%**
+	Total Digital	22,020					22,020	18,542	18.8%

February 2021 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Feb 2021	Circ/Hour Feb 2020	CPH %Change	YTD 2021	YTD 2020	% Change YTD
+	Albany	6,392	660	45	41	10.0%	12,484	11,880	5.1%
	Annandale	2,836	564	29	33	-11.3%	5,733	6,635	-13.6%
+	Becker	4,305	684	37	37	0.0%	8,709	8,572	1.6%
	Belgrade	816	164	11	16	-29.4%	1,668	2,560	-34.8%
	Big Lake	4,229	657	38	40	-4.2%	8,431	9,122	-7.6%
	Buffalo	12,793	1,981	70	74	-5.3%	25,829	27,632	-6.5%
+	Clearwater	2,135	403	24	22	7.8%	4,473	4,194	6.7%
+	Cokato	4,269	590	40	36	9.4%	8,726	8,018	8.8%
	Cold Spring	4,120	706	32	37	-13.6%	8,193	10,115	-19.0%
	Delano	7,563	1,053	48	53	-7.8%	15,141	17,152	-11.7%
	Eagle Bend	2,069	241	28	30	-7.2%	4,134	4,918	-15.9%
	Elk River	16,452	2,334	85	90	-5.0%	32,948	36,120	-8.8%
	Foley	3,836	493	29	34	-15.6%	7,787	9,676	-19.5%
+	Grey Eagle	1,250	191	17	14	17.5%	2,685	2,204	21.8%
	Howard Lake	2,579	367	24	0	0.0%	5,344	6,135	-12.9%
+	Kimball	1,601	324	22	20	8.8%	3,299	3,215	2.6%
	Little Falls	6,555	1,320	40	49	-18.2%	13,030	16,692	-21.9%
	Long Prairie	3,398	604	26	35	-27.6%	7,197	9,664	-25.5%
	Melrose	6,975	498	74	80	-7.1%	14,320	16,262	-11.9%
	Monticello	11,418	1,609	70	78	-9.9%	23,196	26,003	-10.8%
	Paynesville	2,053	375	17	25	-30.0%	3,948	6,091	-35.2%
	Pierz	2,593	476	27	32	-16.0%	5,168	5,964	-13.3%
	Richmond	1,064	196	14	25	-41.9%	2,186	3,890	-43.8%
+	Rockford	3,806	445	33	35	-6.0%	8,038	8,031	0.1%
	Royalton	1,367	240	18	20	-10.1%	2,797	3,248	-13.9%
	Saint Cloud	40,100	6,084	178	230	-22.6%	82,747	107,637	-23.1%
+	Saint Michael	12,885	1,972	72	67	8.2%	26,089	25,127	3.8%
	Sauk Centre	5,016	635	41	51	-19.3%	9,892	13,978	-29.2%
	Staples	4,227	697	32	43	-24.9%	8,099	10,879	-25.6%
	Swanville	501	143	7	7	-10.1%	847	1,192	-28.9%
	Upsala	2,911	317	33	39	-13.4%	5,792	6,476	-10.6%
	Waite Park	6,309	1,227	56	65	-14.2%	12,600	15,360	-18.0%
	Sartell Locker	1,595	173				3,021	3,072	-1.7%
	Total	**188,423**	**28,250**	**49**	**57**	**-13.5%**	**381,530**	**444,642**	**-14.2%**
+	Total Digital	21,107					43,127	36,538	18.0%

+ Indicates an increase in YTD circulation total over last year

March 2021 Circulation Statistics

	Location	Month Total	CKO Sessions	Circ/Hour Mar 2021	Circ/Hour Mar 2020	CPH %Change	YTD 2021	YTD 2020	% Change YTD
+	Albany	6,810	771	40	47	-16.0%	19,294	16,147	19.5%
	Annandale	2,756	593	24	39	-39.2%	8,489	8,724	-2.7%
+	Becker	4,664	765	34	37	-8.8%	13,373	10,926	22.4%
	Belgrade	977	205	11	21	-51.1%	2,645	3,484	-24.1%
+	Big Lake	4,538	706	35	48	-27.1%	12,969	12,165	6.6%
+	Buffalo	15,434	2,317	71	100	-29.1%	41,263	37,416	10.3%
+	Clearwater	2,398	457	23	28	-19.7%	6,871	5,405	27.1%
+	Cokato	5,478	682	43	51	-15.6%	14,204	11,107	27.9%
	Cold Spring	4,565	801	29	41	-27.7%	12,758	13,130	-2.8%
+	Delano	8,756	1,145	46	50	-7.9%	23,897	22,485	6.3%
	Eagle Bend	2,166	258	24	32	-27.5%	6,300	6,379	-1.2%
+	Elk River	19,549	2,837	84	102	-17.8%	52,497	47,300	11.0%
+	Foley	5,151	544	32	33	-1.7%	12,938	12,099	6.9%
+	Grey Eagle	1,222	188	13	18	-27.1%	3,907	3,006	30.0%
+	Howard Lake	3,079	421	24	31	-22.0%	8,423	7,999	5.3%
+	Kimball	1,963	383	21	26	-19.5%	5,262	4,434	18.7%
	Little Falls	7,086	1,457	36	53	-31.6%	20,116	21,584	-6.8%
	Long Prairie	3,864	735	24	36	-34.6%	11,061	12,361	-10.5%
+	Melrose	7,805	565	68	82	-16.5%	22,125	20,852	6.1%
+	Monticello	12,384	1,793	63	102	-38.4%	35,580	34,786	2.3%
	Paynesville	2,115	407	15	31	-51.9%	6,063	8,212	-26.2%
	Pierz	2,461	477	22	37	-40.1%	7,629	7,989	-4.5%
	Richmond	1,378	254	15	22	-33.5%	3,564	4,860	-26.7%
+	Rockford	4,523	532	31	45	-30.2%	12,561	11,183	12.3%
+	Royalton	1,437	263	16	21	-25.3%	4,234	4,188	1.1%
	Saint Cloud	43,312	6,907	161	213	-24.3%	126,059	140,271	-10.1%
+	Saint Michael	15,358	2,328	71	90	-20.9%	41,447	33,791	22.7%
	Sauk Centre	5,429	707	38	53	-29.4%	15,321	17,661	-13.2%
	Staples	4,464	733	28	42	-34.9%	12,563	14,179	-11.4%
	Swanville	512	131	6	10	-45.4%	1,359	1,656	-17.9%
+	Upsala	2,978	394	28	42	-32.4%	8,770	8,597	2.0%
	Waite Park	6,759	1,369	50	72	-30.4%	19,359	20,109	-3.7%
+	Sartell Locker	1,587	199				4,608	3,818	20.7%
	Total	**211,371**	**32,125**	**46**	**64**	**-28.3%**	**592,901**	**584,485**	**1.4%**
+	Total Digital	22,559					65,686	56,720	15.8%

+ Indicates an increase in YTD circulation total over last year

Staff Recognition Report
2021 - Quarter 2
April 1 - June 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Rendi	Christensen	Waite Park	Goebel, Michele	4/4/2021	10
Cindy	Bruggenthies	Little Falls/Swanville	Langston, Cara	4/5/2021	15
Chris	Getz	Technical Services	Trenam, Jami	4/17/2021	15
Dawn	Shay	Sauk Centre	George, Marisa	4/19/2021	15
Ruth	Laumb	St. Cloud - Patron Services	Mallo, Chris	4/24/2021	15
Cathy	Weldon	Waite Park	Goebel, Michele	4/25/2021	15
Marla	Scherber	Monticello	McCormick, Ryan	5/3/2021	15
Kim	Gerads	Grey Eagle	Shattuck, Jennifer	5/7/2021	3
Andrea	Nelson	Becker/Big Lake	Burkhardt, Jeannette	5/7/2021	3
Suki	Zellgert	Technical Services	Getz, Chris	5/7/2021	3
Anne	Clune	Collection Development	Trenam, Jami	5/30/2021	15
Amy	Schrank	Collection Development	Trenam, Jami	6/1/2021	15
Gregg	Hermerding	Buffalo	Pommerenke, Chris	6/6/2021	5
Kelly	Travis	St. Cloud - Circulation	Backen, Rosanna	6/6/2021	5
Karen	Poorker	Clearwater/Foley	Kuelbs, Shelly	6/15/2021	1
Julie	Bouchie	Communications & Dev.	Johnson, Breanne	6/18/2021	20
Kayla	Dickhoff	Belgrade/Paynesville	Gruber, Kateri	6/18/2021	3
Sunday	Nelson	Eagle Bend/Staples	Perish, Cathy	6/18/2021	3
Becky	Halderson	Buffalo	Pommerenke, Chris	6/20/2021	10
Kathryn	Nevala	Buffalo	Pommerenke, Chris	6/20/2021	5

RETIREMENTS

First Name	Last Name	Department	Supervisor	Retirement Date	Years of Service
Wanda	Erickson	Upsala	Langston, Cara	6/4/2021	34

HR Annual Statistics

Year	Turnover	Separations	Avg Employees	New Hires	Promo/Transfers	Applications	Interviews
2004	10.13%	23	227	48	na	440	103
2005	16.59%	37	223	60	na	1029	211
2006	12.55%	29	231	50	na	1392	297
2007	12.86%	31	241	49	22	889	225
2008	11.81%	30	254	41	7	1010	235
2009	11.07%	28	253	27	8	935	154
2010	17.24%	45	261	41	16	1090	190
2011	15.27%	40	262	42	7	937	255
2012	15.66%	44	281	41	9	769	266
2013	23.83%	61	256	27	22	**	273
2014	12.86%	34	264	41	15	360*	85*
2015	13.66%	37	271	38	13	558	212
2016	18.33%	50	273	46	14	569	207
2017	18.06%	50	277	52	8	542	212
2018	14.51%	40	276	41	6	481	178
2019	16.50%	45	273	40	8	484	178
2020	20.00%	50	250	16	19	373	103

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

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

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

GRRL Board Code of Conduct

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Action Requested

RECOMMENDATION

Approve a code of conduct for GRRL Board meetings.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Draft GRRL Board Code of Conduct

This document was modeled after Stearns County and Morrison County codes of conduct.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed ☐ Failed ☐ Tabled

Code of Conduct for Great River Regional Library
Board of Trustees and Committees

Great River Regional Library Board of Trustees is to represent the Library to the people and to governing officials. The GRRL Board President appoints individuals to committees based on GRRL bylaws. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

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.

In alignment with these values, the GRRL Board expects committee members to maintain a respectful work and public service environment. Members of the GRRL Board and all GRRL committees shall act in a professional, respectful and lawful manner at all times while performing their duties and any time they are representing the library system. The GRRL Board will not tolerate disrespectful or unprofessional behavior towards patrons, members of the public, employees or elected officials.

The following rules of conduct shall apply to all GRRL Board meetings and GRRL Board appointed committee meetings:

Meeting Operation

- Adopt Robert's Rules of Order for the conduct of meeting business. Assemble an agenda to guide the business of the meeting.

- Each chairperson is responsible, along with the members, with ensuring these rules of conduct are adhered to by the members. This includes the holding of a conversation with any members not adhering to the Code of Conduct. If inappropriate behaviors are not resolved, then the member may be subject to removal by their appointing authority for misconduct or neglect.

- Chairpersons shall be consistent with process.

Member Decorum

- Members respect the majority vote of body and do not undermine or sabotage implementation of policies and rules passed the majority.

- Members respect, and do not belittle, the minority opinions and votes of members who are not part of the majority vote on key issues.

- Members respect the dignity of all individuals.

- Members allow citizens, staff members and colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys disrespect for presentations from citizens, staff or colleagues.

- Members are respectful when there are differences of opinion and listen openly to all members' points of view.

- Members refrain from using profane, threatening or abusive language.

- Members are courteous in their dealings and do not interrupt other members, the staff or citizens when they are speaking.

- Members focus on issues, not personalities and avoid questioning motives.

- Members recognize the interdependency of the committee and the professional staff.

- Members praise in public and critique in private.

GREAT RIVER REGIONAL LIBRARY

2021 Summer Reading Program:

The theme for iREAD's 2021 Summer Reading Program (SRP) is *Reading Colors Your World*. The broad motif of "colors" provides a context for exploring humanity, nature, culture, and science, as well as developing programming that demonstrates how libraries and reading can expand your world through kindness, growth, and community. Library users young and old will be encouraged to be creative, try new things, explore art, and find beauty in diversity.

The Great River Regional Library (GRRL) SRP is one of the best programs around! A fun way to keep kids learning and their minds growing! It is offered _free of charge_ to all children, thanks to our sponsors. What does being a GRRL SRP sponsor mean? Children who participate can receive fun reading incentives and earn prizes at their local library, while having the resources to stay on track for school during the summertime – all thanks to you! **In 2019, nearly 12,000 babies, children, and teens signed up to participate!** We hope to fundraise enough to have every child go home with a book of their own. Your sponsorship will make a difference for many children in your community!

Your sponsorship of $500 entitles you to:
- Complimentary subscription to GRRL donor newsletter, *Currents*
- Thank you in *Currents* newsletter
- Annual recognition on GRRL website's "Our Supporters"

Your sponsorship of $750 or more will also be recognized with:
- All previous entitlements PLUS:
- "Thank you Sponsor" poster for display in all 32 GRRL branch libraries

Your sponsorship of $1,000 or more will also be recognized with:
- All previous entitlements PLUS:
- Special acknowledgement on website's homepage in June
- Organization logo included on "Our Supporters" page on website
- Donor listing in GRRL Annual Report

* * * * * * * * * * * * * **2021 Summer Reading Program Sponsorship Form** * * * * * * * * * * * * * *

Yes, we are pleased to sponsor kids reading this summer! ☐ **$500** ☐ **$750** ☐ **$1,000**

Enclosed is our tax-deductible gift, payable to Great River Regional Library:

Organization Name: _____

Contact Name: _____ Position: _____

Mailing Address: _____ City/Zip: _____

Phone: _____Email: _____ Website: _____

Want more information? We'd be happy to visit with you!
Please call GRRL Communications & Development Coordinator, Breanne Johnson, at (320) 650-2532.

Office use only: Rec'd _____ Init _____ Ck# _____ Amt. _____ Appl SRP21sponsor
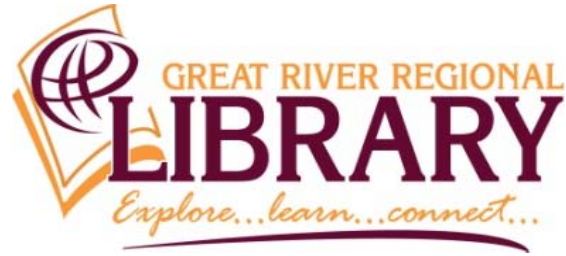
2022 Annual Preliminary Budget

Great River Regional Library Board of Trustees

Great River Regional Library
2022 Annual Preliminary Budget Summary

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	2022 Annual Preliminary 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 Preliminary Budget

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary 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 Preliminary 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%

	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
Operating Revenue Total	$ 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 Preliminary Budget

Capital Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary 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%

	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
Operating & Capital Revenue Total	$ 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 Preliminary Budget

Operating Expenditure Budget

4100 Personnel	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary 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 Preliminary 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 Preliminary 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 Preliminary Budget

4400 Vehicle	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary 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 Preliminary 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 Preliminary 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 Preliminary 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 Preliminary Budget

Operating Expenditure Budget

4800 Automation	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary 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 Preliminary 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 Preliminary 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%

Fines Free Proposal

Submitted by Jami Trenam, Assoc. Director – Collection Dev.

Brandi Canter, Lead Patron Services Supervisor

BOARD ACTION REQUESTED

☐ Information   ☒ Discussion   ☐ Action Requested

RECOMMENDATION

Discontinue collecting fines on all late materials in 2022. GRRL policies and practices for lost material charges and billing would remain in place: patrons will still be billed for damaged items and any items not returned after 45 days. We would continue to collect fees for copies, prints, and proctoring, which are also a portion of Fines and Miscellaneous Receipts revenue.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2022 Department Budget Request to eliminate fines as approved by the Finance Committee in March.

FINANCIAL IMPLICATIONS

Estimated Cost: $ 135,000   Funding Source: Budgeted: ☐ Yes   ☐ No   ☒ N/A

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

2022 Budget Request

Date of Request: 2/25/2021
Department: Executive Director
Request submitted by: Karen Pundsack

Budget Request Issue (Please describe in detail your proposal, why it's needed, any benefits it will produce, and intended outcome.)

Discontinue collecting fines on all late materials. GRRL policies and practices for lost material charges and billing would remain in place: patrons will still be billed for damaged items and any items not returned after 45 days.

Fines at GRRL have declined substantially over the past several years and are no longer a reliable revenue stream. Fines on DVDs continue to be at the highest rate, $1 per day. This collection is likely to decline over the next several years due to the film industry's move to streaming content. Fewer titles are published in a DVD format. We are seeing increases in digital circulation, which does not generate fines revenue. In 2020, the COVID-19 impacts accelerated these changes. We do not expect to return to peak revenue levels at any point. The estimate below is based on the revenue amount included for fines in the 2022 base budget.

Fund Development revenue has helped to bolster funds for the library collection. If the fines change would result in increased demand on materials, donations are available to fill the gap. We would continue to collect fees for lost materials, copies, prints, and proctoring services which are also a portion of Fines and Miscellaneous Receipts revenue.

Libraries across the country, including Hennepin County Library, St. Paul Public library and Kitchigami Regional Library System in Minnesota, either do not charge fines or have eliminated fines completely for all materials. Reducing or eliminating fines was a recommended goal from the Diversity, Equity & Inclusion Survey Committee in February 2021 to improve access to all people.

We expect this change would also increase staffing efficiency, which is impossible to quantify. With fewer patrons with problem accounts, frontline and administrative staff will spend less time negotiating fines with patrons.

If this change is approved, we would also reexamine our lost materials process and possibly eliminate issuing refunds for replacement costs. Accounts with fines-only balances would also be retroactively zeroed out. Only those accounts with lost materials would retain balances.

Budget Request Alternative Solutions (Please describe any alternatives you've researched and why they may not be desirable.)

N/A

Comparative Data (Please provide any comparative data to support this request, if any.)

Date	Circulation	Budget Miscellaneous Receipts (fines, copies, lost materials, etc.)	Actual Miscellaneous Receipts (fines, copies, lost materials, etc.)	Difference between Budget and Actual	
2014	3,477,739	$ 417,700	$ 402,895	$ (14,805)	
2015	3,275,115	$ 400,000	$ 387,290	$ (12,710)	
2016	3,043,629	$ 350,000	$ 346,916	$ (3,084)	
2017	3,078,205	$ 375,000	$ 347,507	$ (27,493)	
2018	3,025,124	$ 345,000	$ 306,770	$ (38,230)	Amnesty week 9/15/2018-9/22/2018
2019	2,852,740	$ 345,000	$ 284,894	$ (60,106)	No fines on juvenile materials as of 6/1/2019
2020	1,879,824	$ 320,000	$ 162,240	$ (157,760)	

Requested Other changes to 2021 allocations for 2022 budget year

Item Description	# of Units	Cost	Subtotal	Replacement or new item?	Strategic Service Priority/ Operational Priority
Eliminate fines revenue	0.00	$ 135,000.00	$ 135,000.00		Service Priority: Access - Goal 1
	0.00	$ -	$ -		
	0.00	$ -	$ -		
		Total Other:	$ 135,000.00		

Summary

Staffing	$ -
Other	135,000.00
Total Budget Request	$ 135,000.00

Approved	
Denied	
Reason Denied	

Additional Open Hours Proposal

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information   ☒ Discussion   ☐ Action Requested

RECOMMENDATION

Beginning in 2022, extend open hours in 31 libraries by absorbing additional staff costs within existing personnel budget.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2022 Department Budget Request to add open hours as approved by the Finance Committee in March
- 2019 Library Development Plan excerpt regarding open hours
- Open hours changes since 2020

The goal of this proposal is to make library schedules more consistent, including adding open days at libraries that are not open six (6) days/week. Up to three (3) hours would be added at all locations, except St. Cloud Public Library. Patrons and stakeholders throughout the region have requested consistent open schedules.

Some locations may need more than one staff member to cover the additional open time. If approved, Patron Services Supervisors would work with local staff to determine what staffing is needed and what days and times open hours would be added. The dollar amount needed for this proposal is an estimate based on the average library assistant wage, so actual costs will vary.

FINANCIAL IMPLICATIONS

Estimated Cost: $ 125,000   Funding Source: 2022 Operating   Budgeted: ☐ Yes ☒ No ☐ N/A

ACTION

☐ Passed   ☐ Failed   ☐ Tabled

2022 Budget Request

Date of Request: 2/25/2021
Department: Executive Director
Request submitted by: Karen Pundsack

Budget Request Issue (Please describe in detail your proposal, why it's needed, any benefits it will produce, and intended outcome.)

The information for this proposal was requested by a board member at the February 2021 Finance Committee meeting. Add open hours to libraries throughout the region.

The goal is to make schedules more consistent, including adding open days at libraries that are not open six (6) days/week. Up to three (3) hours would be added at all locations, other than St. Cloud Public Library. Adding open hours would increase access for patrons. Patrons and stakeholders throughout the region have requested consistent open hours schedules.

Some locations may need more than one staff member to cover the additional open time. If passed, Patron Services Supervisors would work with local staff to determine what staffing is needed and what dates and times open hours would be added. The amount needed for this proposal is an estimate based on the average library assistant wage, so actual costs will vary.

Budget Request Alternative Solutions (Please describe any alternatives you've researched and why they may not be desireable.)

N/A

Comparative Data (Please provide any comparative data to support this request, if any.)

N/A

Requested Staffing changes to 2021 allocations for 2022 budget year

Staffing Description	Current Position Rate of pay/Monthly Benefit Credit	Change	Subtotal	Replacement or new position?	Strategic Service Priority/ Operational Priority
Position #1	$ 20.88	$ 100.00	$ 108,576.00	New	Service Priority: Access - Goal 1
Benefit Credit	$ -	$ -	$ -		
Position #2	$ -	$ -	$ -		
Benefit Credit	$ -	$ -	$ -		
Position #3	$ -	$ -	$ -		
Benefit Credit	$ -	$ -	$ -		
Position #4	$ -	$ -	$ -		
Benefit Credit	$ -	$ -	$ -		
Calculations Only. Do not add any info below this line					
Employer SS/MED Match			$ 8,306.06		
Employer PERA Match			$ 8,143.20		
		Total Staffing:	$ 125,025.26		

Requested Other changes to 2021 allocations for 2022 budget year

Item Description	# of Units	Cost	Subtotal	Replacement or new item?	Strategic Service Priority/ Operational Priority
	0.00	$ -	$ -		
	0.00	$ -	$ -		
	0.00	$ -	$ -		
		Total Other:	$ -		

Summary

Staffing	$ 125,025.26
Other	-
Total Budget Request	$ 125,025.26

Approved	
Denied	
Reason Denied	

2019 Library Development Plan – Open Hours Excerpt

OPEN HOURS

RECOMMENDATIONS

Based on an updated analysis of library usage trends, the following changes are recommended. Each would require an increase in staffing, so will be incorporated as a future department budget request.

Library	Current weekly open hours	Recommended change	Recommended weekly open hours	Reason for recommendation	Funding Source
Kimball	20	Review based on activity levels in the new location when completed.	TBD	Kimball will be moving to a new facility within the next two years. Based on past experiences, we anticipate usage levels will increase.	An increase to staffing is required, so would be incorporated as a future department budget request.
Pierz	23	Increase 2 hours weekly.	25	Sustained increase in circulation/open hour, stable borrower numbers, 10-year increase in circulation.	An increase to staffing is required, so would be incorporated as a future department budget request.
St. Michael	44	Phase in an increase of 3 hours weekly over the next 3 years. Phase 1: Add two hours on Friday for scheduling consistency. Phase 2: If growth is sustained, add one additional hour on Saturday.	47	Sustained increase in circulation/open hour, stable borrower numbers, 10-year increase in circulation.	An increase to staffing is required, so would be incorporated as a future department budget request.

2019 Library Development Plan – Open Hours Excerpt

DATA ANALYSIS

GRRL offers 1,003 open hours each week between our 32 libraries for an average of 31.43 hours at each location. In 2016, GRRL offered 989 weekly open hours for an average of 30.91 at each location. Three libraries offer extended hours (more than 48 weekly): St. Cloud, Elk River and Buffalo. Seven are at the minimum 20-hour weekly level: Belgrade, Eagle Bend, Grey Eagle, Kimball, Richmond, Royalton and Swanville.

Criteria

Recommendations for adjusting library open hour schedules to meet changes in patron need throughout the region are based on the following criteria:

- Borrower numbers
- Circulation per open hour
- Internet usage per open hour
- Staffing per open hour
- Location of library in the county seat
- Proximity to other libraries
- Building size
- Shared patron base with nearby libraries
- Presence of an Express Checkout

Base levels

All libraries located in a county seat are open at least 35 hours weekly. All libraries are open a minimum of 20 hours and four days weekly. All open hours occur between 9 a.m. - 9 p.m. Monday-Friday and 9 a.m. – 5 p.m. Saturday. Current open hour schedules fall into the following groupings:

Tier	Open Hours	Borrowers	Average Circulation/ Open Hour*
1	20-23	400-1,300	< 40
2	24-40	1,300-4,000	30-90
3	41-49	4,000-20,000	50-200
4	50 or more	20,000 or more	> 200

* Average Circulation/Open Hour ranges are based on actual 2016 open hours assigned to branches.

Criteria for increasing open hours

- Ability to make changes within existing base budget
- Sustained increases in circulation and borrower activity over 10-year period
- Adequate facility size to support increased usage
- Average circulation/open hour compared with libraries of similar size or service population
        OR
- Local funds available to increase hours with at least a 5-year commitment

2019 Library Development Plan – Open Hours Excerpt

Additional Notes

Increasing open hours at locations above base levels or adding options like Sunday hours could be considered if locally funded. GRRL would need to create a new process and the city would need to agree to provide ongoing funding for at least a five-year period. Expanded open hour services using this option would be dependent on continuation of local funding.

OPEN HOURS ADJUSTMENTS SINCE 2016

Adjustments to open hours since 2016 have followed the recommendations of the Library Assessment Plan:

Library	2016 Weekly Open Hours	Change	Year changed	Current weekly open hours	Reason for change
St. Michael	43	Increase 1	2016	44	Standardize schedule
Big Lake	26	Increase 3	2017	29	Circulation/open hour alignment
Delano	40	Increase 1	2017	41	Standardize schedule
Elk River	48	Increase 3	2018	51	Contracted with the City of Elk River
Clearwater	20	Increase 3	2018	23	Circulation/open hour alignment
Upsala	20	Increase 3	2019	23	Circulation/open hour alignment

CRITERIA FOR DECREASING OPEN HOURS

- Sustained decrease in circulation and borrower activity over 10-year period
- Budgetary needs
- Inadequate facility space or condition

REDUCTION IN USAGE

Swanville's borrower numbers have been stable, but circulation and Internet use continues to show decreases. Budget constraints and current policy regarding RLTA funding has limited adjustments in open hours to no less than 20 hours weekly. It is not cost effective to operate the library without state funding to support the broadband connection. If rules regarding receipt of this funding change, a decrease in hours would be considered.

Howard Lake and Melrose are both showing sustained declines in borrowers, circulation and Internet use. If these trends continue, moving these libraries into Tier 1 level services and open hours should be considered.

2019 Library Development Plan – Open Hours Excerpt

The statistics for Howard Lake in 2019 will be skewed due to the extended facility closure, so this needs to be taken into account in future evaluations also.

FACILITY SIZE

Some facilities are currently undersized and would be unable to accommodate an increase in open hours. Waite Park and Cold Spring performance indicators demonstrate a need for additional open hours in these communities. The City of Cold Spring has been considering facility improvements. Should these improvements take place, it is recommended that the open hours be increased in this location.

The Waite Park facility is also undersized for the amount of activity that takes place in this library.

PATRON FEEDBACK

The 2018 SCSU User/Non-user survey asked specific questions of non-users about open hours. Non-users were defined as people who did not use any library service in the past year. Participants who did not know if they used a library service in the past year were counted as non-users. The sample included 6,793 users (172 completed the telephone survey) and 985 non-users (254 completed the telephone survey).

A small percentage (2% or less) of non-users reported that parking, inconvenient hours or locations, transportation, or safety concerns prevented them from using GRRL services. Only small percentages of non-users (less than 5%) identified changes to hours, services, or locations as factors that would encourage them to use the library.

We received two comments from users specifically about library hours – one asked for additional hours in St. Michael and one said Sunday hours would be a positive addition.

Feedback at various community meetings included some comments about open hours. Several said we need to maintain hours and look to expand them in some locations. There were also several comments about the need for more consistent open hour schedules.

Open Hours changes since 2020

As of 1/1/2021: 5 libraries are open 4 days, 5 libraries are open 5 days, 22 libraries are open 6 days.
A total of 7 libraries are open the minimum hours - 20 hours per week.

Library	Week Total	Open Days	Last Adjustment
Belgrade	20	4	1/1/2021 - schedule change
Eagle Bend	20	4	1/1/2020- schedule change
Grey Eagle	20	4	
Kimball	20	4	
Royalton	20	4	
Richmond	20	5	
Swanville	20	5	1/1/2021 - schedule change
Upsala	23	5	
Clearwater	23	6	
Annandale	25	5	1/1/2021 - schedule change
Pierz	25	5	1/1/2020 - increased open hours by 2
Melrose	25	6	
Cokato	28	6	
Howard Lake	28	6	1/1/2021 - schedule change
Big Lake	29	6	1/1/2021 - schedule change
Becker	30	6	1/1/2021 - schedule change
Waite Park	30	6	1/1/2021 - schedule change
Paynesville	31	6	1/1/2021 - schedule change
Rockford	31	6	1/1/2020- schedule change
Sauk Centre	32	6	1/1/2021 - schedule change
Cold Spring	34	6	
Foley	35	6	
Long Prairie	35	6	1/1/2021 - schedule change
Staples	35	6	
Albany	37	6	
Delano	41	6	
Little Falls	43	6	1/1/2021 - schedule change
Monticello	43	6	1/1/2021 - schedule change
Saint Michael	47	6	1/1/2020 - increased open hours by 3, 1/1/2021 - schedule change
Buffalo	48	6	
Elk River	51	6	Contract for additional 3 open hours expires 12/31/2022
Saint Cloud	59	6	