



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

**Board of Trustees Meeting**  
**Tuesday, January 18, 2022, 6:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

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

<b>1. Call to Order</b>	6:00
<b>2. Introduction of New Board Members &amp; Oath of Office</b>	6:01
<b>3. Adoption/Amendment of Agenda</b>	6:10
<b>4. Election of 2022 Great River Regional Library Board Officers</b> pg 3	6:11
4.1 President	
4.2 Vice President	
4.3 Secretary	
4.4 Treasurer	
4.5 GRRL Board Standing Committees Appointments	
<b>5. Approval of Minutes</b> – November 16, 2021, Meeting ( <a href="#">Requested Action – Approve</a> ) pg 7	6:25
<b>6. Public Open Forum</b>	6:26
<b>7. Financials</b>	6:26
7.1 Bills (emailed) and Addendum (emailed) ( <a href="#">Requested Action – Approve</a> )	
7.2 Financial Reports (emailed) ( <a href="#">Requested Action – Accept</a> )	
<b>8. Consent Agenda</b>	6:30
8.1 Annual Financial Designations ( <a href="#">Requested Action – Approve</a> ) pg 11	
a. Designation of Accounting Coordinator as Custodian of Library Funds	
b. Designation of Bank Depositories	
c. Acceptance of Current Letter of Credit	
d. Designation of Signers on Bank Accounts	
e. Designation of Signers on Payroll and Expense Checks	
8.2 Designation of Official Newspaper ( <a href="#">Requested action – Approve</a> ) pg 19	
8.3 Other	
<b>9. Communications</b>	6:33
9.1 Audit Engagement Agreement from BerganKDV pg 21	
9.2 Virtual Library Legislative Week February 28-March 4, 2022 (verbal)	
9.3 2022 Meeting Schedule pg 29	
9.4 Other	
<b>10. Presentations</b>	6:36
10.1 Other	

<b>11. Staff Reports</b>	6:36
11.1 Executive Director’s Report pg 31	
11.2 Management Reports pg 33	
11.3 Building Reports pg 39	
11.4 Human Resources Reports pg 41	
11.5 Summaries of 2021 Activity pg 51	
11.5.1 Unique Management	
11.5.2 Revenue Recapture	
11.6 Other	
<b>12. Committee Reports</b>	6:46
12.1 Finance Committee (verbal) (Requested Action – Approve)	
12.2 Personnel Committee (verbal) (Requested Action – Approve)	
12.3 Fund Development Committee (verbal)	
12.4 Central Minnesota Libraries Exchange Board (verbal)	
<b>13. Unfinished Business</b>	6:56
13.1 Pending Litigation: Henne v. Great River Regional Library Discussion – Closed Session	
<i>Closed meeting as permitted by the attorney-client privilege pursuant to Minn. Stat. 13D.05, Subd. 3(b)</i>	
<b>14. New Business</b>	7:05
14.1 Proposed 2023 Budget Process Timeline (Requested Action – Approve) pg 53	
14.2 Other	
<b>15. Board Open Forum</b>	7:10
<b>16. Next Meetings:</b> February 15, 2022, Board of Trustees Work Session	
March 15, 2022, Board of Trustees	
<b>17. Adjournment</b>	7:15

## **GRRL Board of Trustees 2022 Officer Elections and Committee Appointments**

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

### **Election of Board President**

**2021 President** – *Lisa Fobbe (maximum of two terms have been served)*

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

### **Election of Board Vice President**

**2021 Vice President** – *Ed Popp (two terms have been served)*

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

### **Election of Board Secretary**

**2021 Secretary** – *Zurya Anjum (one term has been served)*

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

### **Election of Board Treasurer**

**2021 Treasurer** – *Wayne Bauernschmitt (one term has been served)*

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

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

## **Appointment of Executive Committee**

### **2021 Executive Committee Members**

*Lisa Fobbe, President*

*Ed Popp, Vice President*

*Zurya Anjum, Secretary*

*Wayne Bauernschmitt, Treasurer*

*Al Amdahl*

*Dave Kircher*

*Randy Winscher*

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

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

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

This committee meets irregularly as needed.

## **Appointment of Finance Committee**

### **2021 Finance Committee Members**

*Ed Popp, Chair*

*Wayne Bauernschmitt*

*Lisa Fobbe*

*Dave Kircher*

*Leigh Lenzmeier*

*Mike Kaczmarek*

*Randy Winscher*

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

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

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

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

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

### **Appointment of Personnel Committee**

#### ***2021 Personnel Committee Members***

*Jayne Dietz, Chair*

*Zurya Anjum*

*Melissa Fee*

*Lisa Fobbe*

*Dave Kircher*

*Jacey Wallace*

*Randy Winscher*

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

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

### **Appointment of Fund Development Committee**

#### ***2021 Fund Development Committee Members***

*Jayne Dietz*

*Karen Pundsack, Executive Director*

*Mary Eberley*

*Breanne Johnson, Communications & Development Coordinator*

*Leigh Lenzmeier*

*Bernice Berns, Donor*

*Mark Thelen, Donor*

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

This committee meets quarterly.

## **Appointment of Library Safety & Security Committee**

### **2021 Library Safety & Security Committee Members**

<i>Mary Eberley</i>	<i>Karen Pundsack, Executive Director</i>
<i>Dave Kircher</i>	<i>Julie Schmitz, Associate Director – Human Resources</i>
<i>Leigh Lenzmeier</i>	<i>Neil Vig, Patron Services Coordinator</i>
<i>Mike Kaczmarek</i>	<i>Terri Deal-Hansen, Library Services Coordinator</i> <i>St. Cloud Police Department representative</i>

The formation of a Library Safety & Security Committee resulted from GRRL Board discussion about library building security in June 2017. It was agreed Committee members should include GRRL staff, Board members and the St. Cloud Police Department. The Committee last met prior to the pandemic in November 2019.

This committee meets as needed.

## **Appointment of Union Negotiations Committee**

### **2021 Union Negotiations Committee Members**

<i>Ed Popp</i>	<i>Karen Pundsack, Executive Director</i>
<i>Randy Winscher</i>	<i>Julie Schmitz, Associate Director – Human Resources</i>

The President shall appoint a Union Negotiations Committee tasked with contract negotiations.

This team meets as needed. The Library Services Coordinator Unit and General Unit bargaining agreements expire at the end of 2022.

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 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, November 16, 2021, at 6:02 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present

Lisa Fobbe  
Ed Popp  
Zurya Anjum  
Wayne Bauernschmitt  
Al Amdahl  
Dave Kircher  
Randy Winscher  
Jayne Dietz  
Melissa Fee  
Jacey Wallace  
Leigh Lenzmeier  
Mary Eberley  
Mike Kaczmarek  
George Fiedler

Members Excused

None

GRRL Staff present

Karen Pundsack  
Julie Schmitz

**ADOPTION/AMENDMENT OF AGENDA**

Jayne Dietz made a motion to adopt the agenda as presented. Seconded by George Fiedler, the motion carried unanimously.

**APPROVAL OF MINUTES**

Ed Popp made a motion to approve the September 21, 2021, Board meeting minutes as presented. Seconded by Melissa Fee, the motion carried unanimously.

**PUBLIC OPEN FORUM**

There were no speakers for the Public Open Forum.

**FINANCIALS****Bills**

Mary Eberley made a motion to approve the October and November Bills and November Addendum as presented. Seconded by Al Amdahl, the motion carried unanimously.

**Financial Reports**

Mary Eberley made a motion to accept the September and October financial reports as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**CONSENT AGENDA**

There were no Consent Agenda items.

## **COMMUNICATIONS**

### **MLA Legislative Update**

The proposed Minnesota Library Association (MLA) priorities that are going to the MLA Board for final approval were highlighted by Executive Director Karen Pundsack. She noted two topics of interest including RLBSS support and bonding for library construction. It is hoped that the policy statement on school libraries will be put into action. Karen Pundsack is serving as Treasurer for the MLA Board.

## **PRESENTATIONS**

Wanda Kraemer from Resource Training & Solutions presented on GRRL's partnership to support local school district participation in the Future Forward program through American Rescue Plan Act (ARPA) funding. Future Forward is a web-based program meant to fill the gap between businesses and school districts. The effort is to prepare students to work in the labor force. Roles for businesses to participate include classroom speakers, informational and mock interviews, project based learning, job shadows, mentors, internships, apprenticeships and work experience.

## **STAFF REPORTS**

### **Executive Director's Report**

Karen Pundsack highlighted the American Rescue Plan projects and stated that the Central Minnesota Boy Scouts has hired a staff member to lead the project on expanding career exploration experiences across the region.

Mary Eberley asked about grant money usage. Karen Pundsack stated that for the Future Forward partnership, GRRL is providing funds for school districts to join as a pilot. As school districts sign on, that is when funds are exchanged to ensure that educators are there to lead it. Karen Pundsack stated that Central Minnesota Boy Scouts and Partners for Student Success are partially funding the new position for that project.

## **COMMITTEE REPORTS**

### **Finance Committee**

*Third Quarter Financial Report*

*Request for Fines Purge at Year End*

*Designation for LibraryAware Subscription*

*2021 Budget Surplus Funds as 2023 Budget Revenue*

Ed Popp reported the Finance Committee approved the Third Quarter Financial Report, the request for fines purge at year end, the designation for the LibraryAware subscription, and using 2021 Budget surplus funds as 2023 revenue. Ed Popp made a motion to approve the Finance Committee report as presented. Seconded by Dave Kircher, the motion carried unanimously.

### **Personnel Committee**

The Personnel Committee approved the revision to Personnel Policy 4F. Insurance Benefits and conducted the performance review of Executive Director Karen Pundsack.

Jayne Dietz made a motion to approve the Personnel Committee report as presented. Seconded by Randy Winscher, the motion carried unanimously.



### **Fund Development Committee**

Karen Pundsack reported the Fund Development Committee reviewed the 2022-2025 Fund Development plan, which is included in the packet for Board approval. Leigh Lenzmeier expressed disappointment in Board participation during last year's annual campaign. He requested Board members contribute one per diem to the campaign.

### **UNFINISHED BUSINESS**

#### **Executive Director Review**

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

#### **2022-2025 GRRL Fundraising Plan**

The Fundraising plan was reviewed in-depth during the October work session. Leigh Lenzmeier made a motion to approve the 2022-2025 GRRL Fundraising Plan. Mary Eberley seconded the motion, which carried unanimously.

### **NEW BUSINESS**

#### **GRRL COVID-19 Vaccination Policy**

Karen Pundsack reported there is a federal injunction in the courts regarding the OSHA Emergency Temporary Standard requiring a vaccine/testing policy be in place. As a public employer, GRRL falls under the MNOSHA standard, which is not yet released. Board members discussed the situation. Management will continue to monitor the situation.

#### **Memoranda of Agreement – 2022 Benefits Reopener**

Executive Director Karen Pundsack informed the Board that the Library Services Coordinator (LSC) and General Units approved Memoranda of Agreement for the 2022 benefits reopener. The agreements reached with the Union align with revisions to Personnel Policy 4F. Insurance Benefits to eliminate the proration of the benefit credit.

Leigh Lenzmeier made a motion to approve the Memoranda of Agreement for both units. Ed Popp seconded the motion, and the motion carried unanimously.

#### **2022 Open Hours Adjustment**

Increases to open hours were passed as part of the 2022 budget. Karen Pundsack gave credit to staff, Library Services Coordinators and Patron Services Supervisors for working on the logistics. Dave Kircher stated he had received emails in appreciation of the changes and expressed his own appreciation to GRRL for making the adjustments. Lisa Fobbe also expressed appreciation to staff for working on the changes.

#### **Central Minnesota Libraries Exchange Appointment**

Karen Pundsack reported that Zurya Anjum was willing to serve on the CMLE Board. Lisa Fobbe officially appointed Zurya Anjum to the CMLE Board.

#### **Farewell to Departing Members**

Board members and Karen Pundsack thanked Dave Kircher for his nine years of service on the Board. Dave Kircher expressed his appreciation for the opportunity to serve on the Board and stated he has enjoyed it, learned a lot, and met a lot of great people. He stated he is proud of our Executive Director

and staff. The Board expressed appreciation to Dave for his leadership and thoughtful approach. Lisa Fobbe presented a certificate to Dave Kircher for his service.

**BOARD OPEN FORUM**

Zurya Anjum reported that she is Chair of FACT to feed area children. They are in need of donations to prepare boxes of food for children over the holidays. Donations can be made at [stcloudfact.org](http://stcloudfact.org).

**NEXT MEETING**

The next Great River Regional Library Board meetings will be:  
Tuesday, January 18, 2022 – Finance Committee  
Board of Trustees

**ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 7:10 p.m.

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Board President

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Board Secretary



# Annual Financial Designations for 2022

Submitted by Amy Anderson, Accounting Coordinator and Karen Pundsack, Executive Director

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Approve the updated depository designations, authorized signers, check signers and most recent letter of credit as detailed in the attached documents.

## BACKGROUND INFORMATION

Supporting Documents Attached

- Statement of Annual Financial Designations
- Letter of Credit No. 2234-7998 dated January 10, 2022, from FHLB on behalf of Bremer Bank, N.A.

## FINANCIAL IMPLICATIONS

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

## ACTION

- Passed
  Failed
  Tabled



## Annual Financial Designations

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

The Service Agreement, in Section 4.1 states the following:

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

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

### b. Designation of Approved Depositories

The following depositories have been designated for banking services of the Great River Regional Library System by the GRRL Board of Trustees:

Bremer Bank, N.A.	Savings Account Expense Checking Account Payroll Checking Account Petty Cash Checking Account
MAGIC Fund	Liquid Savings Account Investments
Stearns Bank	Certificates of Deposit
The Bank of Elk River	Certificates of Deposit
Minnesota National Bank	Certificates of Deposit
Falcon National Bank	Certificates of Deposit
Star Bank	Certificates of Deposit
St. Cloud Financial Credit Union	Certificates of Deposit
Central Minnesota Credit Union	Certificates of Deposit
Spire Credit Union	Certificates of Deposit
Riverwood Bank	Certificates of Deposit
Great River Federal Credit Union	Certificates of Deposit
Citizen’s Alliance Bank	Certificates of Deposit
Old National Bank	Certificates of Deposit
Midwest One Bank	Certificates of Deposit
Sherburne State Bank	Certificates of Deposit
Trustone Financial Credit Union	Certificates of Deposit
Pine Country Bank	Certificates of Deposit
Wells Fargo Bank	Certificates of Deposit

Approval of these designations is required by the Board of Directors.

**C. Acceptance of Current Letter of Credit**

The following collateral amounts are assigned to Great River Regional Library by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, N.A.:

\$100,000.00 Letter of Credit #2234-7998 dated January 10, 2022

Acceptance of this document by the Board of Directors is required.

**d. Designation of Authorized Account Signers on Bank Accounts**

The following persons are designated as account signers on the expense checking, petty cash checking, savings, and investment accounts:

- The newly elected President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator
- Linda Treb, Accounting Specialist

The following are designated as account signers on the payroll checking account:

- The newly elected President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Julie Schmitz, Associate Director, Human Resources
- Amy Anderson, Accounting Coordinator

Designation of these organization members as authorized signers is required by the Board of Directors, and allows signers to conduct banking transactions on behalf of the organization.

**e. Designation of Check Signers**

The following are designated as check signers for the petty cash and expense checking accounts:

- The newly elected President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Amy Anderson, Accounting Coordinator

The following are designated as check signers for the payroll expense checking account:

- The newly elected President of the Great River Regional Library Board
- Karen Pundsack, Executive Director
- Julie Schmitz, Associate Director, Human Resources

Designation of these organization members as check signers is required by the Board of Directors.



LETTER OF CREDIT NO. 2234-7998

Effective Date: January 10, 2022

Great River Regional Library  
amy@grrl.lib.mn.us  
1300 W St Germain St  
St Cloud, MN 56301  
Attention: Amy Anderson

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-7998 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$100,000.00 ("Stated Amount").

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

5. Only you may make a drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on March 08, 2022 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).



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

By:  \_\_\_\_\_

Title: Money Desk Manager Jan 10, 2022

Effective Date: January 10, 2022

LETTER OF CREDIT NO. 2234-7998

**EXHIBIT A**  
**DRAWING CERTIFICATE**

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-7998 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

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

IN WITNESS WHEREOF, this Certificate has been executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GREAT RIVER REGIONAL LIBRARY**

By \_\_\_\_\_

Title: \_\_\_\_\_



## Official Newspaper Designation for 2022

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

Information

Discussion

Action Requested

### RECOMMENDATION

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

### BACKGROUND INFORMATION

Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in 2017, 2018, 2019, 2020, and 2021.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted:  Yes

No

N/A

### ACTION

Passed

Failed

Tabled





Sent via electronic mail.

January 4, 2022

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

Dear Ms. Pundsack:

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

**Summary of Engagement Terms:**

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

**Financial Statements:** Governmental activities and the General Fund

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

**Period:** As of and for the Year Ended December 31, 2021

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

**Supplementary Information:**

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

**Attest Engagement Partner:** Nancy Schulzetenberg

**Fees:** We estimate that our fees for these services will be \$15,200 for the audit, and \$3,880 for non-audit services including accrual trial balances and preparation of the financial statements. If necessary, the fee for the federal single audit will range from \$3,000 - \$5,000, per program.

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

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

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

Sincerely,

*Nancy Schulzetenberg*

Nancy Schulzetenberg, Certified Public Accountant  
BerganKDV

Acknowledged by:

*Karen Pundsack*

Title: Executive Director



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

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

**AUDIT SCOPE AND OBJECTIVES**

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

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

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the financial statements, or the other supplementary information appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

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We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

We have identified significant risk(s) of material misstatement as part of our audit planning, which are communicated to you in our required communications in the communications letter.

**THIRD-PARTY SERVICE PROVIDERS**

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

**AUDIT PROCEDURES – INTERNAL CONTROL**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

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Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**AUDIT PROCEDURES – COMPLIANCE**

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

**OTHER SERVICES**

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

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

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

**RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS**

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

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

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

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



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agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements, that we report.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

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

### REPORTING

We will issue a written report upon completion of our audit of the governmental entity's financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

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

### ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

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

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

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

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

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

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

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees we may incur.

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

During our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

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

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

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

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

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

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

**LIMITATION OF LIABILITY**

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

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

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

**SEVERABILITY**

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of

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engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

**POWER AND AUTHORITY**

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

**PEER REVIEW REPORT**

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at [www.BerganKDV.com](http://www.BerganKDV.com) or will be provided in alternate formats upon request.



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St. Cloud, Minnesota 56301  
Telephone 320-650-2500 Fax 320-650-2501

## **Board of Trustees 2022 Meeting Schedule**

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

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

January 18 – Annual Meeting

February 15 – Work Session

March 15

April 19 – Work Session

May 17

June 21 –Work Session

July 19

August 16 – Work Session

September 20

October 18 – Work Session

November 15

December 20 – Work Session

January 18, 2022

## Executive Director Report January 2022

### Logic Model Development

Through the American Rescue Plan Act (ARPA) funds, GRRL engaged Wilder Research to develop a logic model and evaluation plan. This plan will document GRRL key inputs, activities and expected outcomes post-COVID. On Monday, Nov. 1, 2021, 27 representatives from the GRRL Board, Leadership Support Team, and staff gathered for a virtual session with Wilder Research. The session covered the components of a logic model. Researchers Anna Granias and Maria Robinson explained how it can be used and how we will be building one for Great River Regional Library.

A sub-group from Session 1 met on Monday, Nov. 22, 2021, at the St. Cloud Public Library for a facilitated conversation with Wilder Research. The input is being compiled into GRRL's logic model and evaluation plan for the 2022-2025 Strategic Plan.

### Leadership Support Team (LST)

The team shared department updates and discussed preparations for the 2022 Locally Grown' campaign. The group continued the discussion on Q1 2022 key metrics and the 2022 strategic plan implementation timeline. We will use 2019 statistics as the baseline for comparison. Our key metrics will be:

- New resident borrowers by library and regional
- Total current resident borrowers by library and regional
- Digital Library users – regional
- Current institutional accounts by library and regional
- Circulation/Open Hour by library
- Items/checkout session by library
- Digital Library Circulation – regional

We will build a page to track these metrics over the coming years. Other metrics and key results will also be tracked based on the 2022-2025 Strategic Plan goals assigned to each department.

The group also talked about progress on the logic model development with Wilder Research. The first draft is being updated and branded. The logic model will need to complement the key metrics. Wilder Research will be building the evaluation plan once the logic model draft is complete.

### Labor Management Committee

Great River Regional Library management and AFSCME Council 65 have jointly requested to explore and form a Labor Management Committee (LMC) to explore the topic of employee benefits. All committee members will need to attend a full-day training with the Bureau of Mediation Services (BMS). The training covers topics such as active listening, perception, the ladder of inference, conflict management, brainstorming and building consensus. The training will also go over a sample mission, bylaws and meeting norms. The BMS would continue to be involved with the LMC through its first few meetings.

### Highlighted Executive Director Activities since November Board Meeting

November 18 – St. Cloud Chamber Government Affairs Committee

November 19 – LST Board follow-up meeting

Novembers 22 – Logic model session #2 with Wilder Research  
November 23 – Q4 Staff huddles  
November 30 – St. Cloud Chamber Government Affairs Advisory Committee  
December 2 – LST meeting, MLA budget discussion  
December 6 – AMC conference booth – CRPLSA  
December 7 – Create CommUNITY Advisory Board  
December 9 – Stearns County Human Services Advisory Committee, St. Cloud Reading Room Society  
December 15 – Central Minnesota Libraries Exchange meeting  
December 16 – St. Cloud Quarterly Business Report, State Library Services Five-Year Evaluation Focus Group  
December 17 – MLA Board of Directors Orientation & meeting, Meet with Wilder Research  
December 21 – Meeting with BMS & AFSCME on forming Labor Management Committee, LST meeting  
January 4 – DEED webinar on OSHA COVID-19 Vaccination and Testing mandate  
January 6 – Meet with CareerForce  
January 10 – Career Solutions Program Committee meeting  
January 12 – Fund Development Committee  
January 13 – State Library Services check-in, LST meeting  
January 14 – GRRL Board new member orientation  
January 18 – Revenue Recapture audit phone conference



## Management Reports January 2022

**Amy Anderson**  
**Accounting Coordinator**

### **Accounting**

The Accounting department is working through year-end processes and have started audit preparations. The 2021 audit will take place March 30 – April 1. At this time, it is scheduled to be held in person. The audit engagement letter is included as a Communications agenda item.

The 2022 LibraryAware subscription was purchased using 2021 surplus dollars as designated at the November Board meeting. The Communications & Development department will use the service for patron communications and newsletter templates.

Continued production delays at Ford have pushed the anticipated delivery of the 2021 capital vehicle purchase to February. For this reason, a request to purchase a 2008 Ford Club Wagon from the East Central Regional Library system will be presented to the Finance Committee. This is an interim solution to the national production bottlenecks. This opportunity will give the library time to reassess the fleet vehicle needs. The delivery routes are in the process of being optimized in 2022.

### **Matured CDs:**

<b><u>Institution Name</u></b>	<b><u>Maturity Date</u></b>	<b><u>Amount</u></b>	<b><u>Net Rate</u></b>	<b><u>Interest</u></b>
Texas Brand Bank, TX	11/3/21	\$248,000.00	0.06%	\$520.80
Security State Bank, Scott City, KS	11/15/21	\$248,000.00	0.10%	\$307.45
Third Coast Bank Ssb, TX	11/17/21	\$248,000.00	0.20%	\$868.00

### **Purchased CDs:**

<b><u>Institution Name</u></b>	<b><u>Maturity Date</u></b>	<b><u>Amount</u></b>	<b><u>Net Rate</u></b>	<b><u>Interest</u></b>
Minnesota National Bank, Sauk Centre, MN	3/19/23	\$250,000.00	0.61%	\$1,529.37

### **Letter of Credit**

GRRL holds Letter of Credit letter 2234-7998 from the Federal Home Loan Bank of Des Moines, issued on behalf of Bremer Bank, N.A., for \$100,000.00. This information is included with the Annual Financial Designations agenda item.

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

### **Hiring**

Much of my time continues to be devoted to filling staff vacancies. We interviewed candidates for a full-time Driver and hope to make an offer soon. We also have a full-time Custodian vacancy (see the St. Cloud Building Report for more information on this). This week, I'll also be interviewing applicants for

Library Services Coordinator in Waite Park. Other job openings for my region include Library Assistant (Foley), Library Associate (St. Cloud), and Circulation Aide (St. Cloud).

#### Fines Free Transition

In collaboration with the Leadership Support Team (LST) and others, I have done a lot of work shifting to fines free. Jami Trenam and I continue to maintain a Frequently Asked Questions (FAQ) page for staff, updating the questions as we get a better understanding of how this change will impact patrons and staff. Beth Ringsmuth Stolpman and I updated the public FAQ page ([griver.org/FAQ](http://griver.org/FAQ)) and staff public service procedures. We both worked with Breanne Johnson and her staff to update patron information handouts. I worked with Jay Roos to create reports that I can share with front-line staff to clean and update patron accounts. Finally, I've tried to ensure that front-line and other staff have received multiple communications through different avenues (email, Daily News, monthly Public Services Checklists, etc.) to keep them informed of our progress and provide avenues for them to ask questions.

#### Updating Delivery Routes

It has been a decade since GRRRL did a deep analysis of our regional delivery routes. With two vacancies, it makes sense to do that analysis now. We determined that we can eliminate the half-time driver position so that we have three full-time delivery routes. Since we last reviewed our delivery routes in 2010, we've seen significant changes in how much gets moved from place to place. Our circulation has declined. We've also implemented significant efficiencies in how we manage our collection. For example, we stopped the "red dot" system that had us manually pulling and moving newer items around the region. While the red dots filled the function of getting new materials to smaller locations, it also meant newer items spent a lot of time in transit instead of on shelves where patrons could discover them. We now have data-driven tools such as CollectionHQ and Stock Rotation to refresh local collections more strategically.

This change will mean incorporating our contracted Minitex interlibrary loan and Sartell deliveries into the three branch delivery routes. I have been working with other members of LST on the analysis, identifying potential routes, and have communicated initial plans and goals to impacted staff. Our plan is to try some different route scenarios over the next few weeks to find one that best balances miles, time and load.

**Breanne Johnson**  
**Communications & Development Coordinator**

#### Fundraising

The 2021 Year-End Campaign fundraiser continues through the end of January. GRRRL Board members are challenged by Mark Thelen, major donor and GRRRL Fund Development Committee member, to a matching gift. Once the Board reaches \$1,000, he will match the amount over that level. For instance, if the Board gives \$1,400, Mark and his wife Ann will match \$400. As of December 29, the Board has 60% giving, \$1,275 in total, meaning the Thelens will match \$275.

Due to the generosity of the library's donors, we can continue our fines free efforts. This year's Year-End Campaign highlights and announces the upcoming Fines Free change in January 2022. Donors may support the efforts if fines have not restricted them from using their local library. If interested in supporting the library's fines free efforts, donors may "pay it forward" to help unlock potential in their community. Donors will receive a final reminder letter via direct mail in early January.

Update 12/29/2021:

	<u>2021 Goals</u>	<u>Current</u>
<u>Dollar Amount</u>	\$75,000	\$38,702.25
<u>Number of Donors</u>	1,000	508
<u>Board Participation</u>	100%	60%
<u>Staff Participation</u>	17%	8%
<u>Avg. Gift</u>	\$75	\$76

Preparations begin for the Locally Growin' campaign in March 2022. This spring fundraiser is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches will select something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their branch and help raise money toward a tangible goal. I offered Zoom calls to Library Services Coordinators who had questions or wanted to brainstorm before determining their branch plan(s).

The department is also working on sponsorship forms to offer businesses for the 2022 Summer Reading Program (SRP). In 2020 and 2021, we refocused the SRP fundraiser to ask companies to sponsor. This year, we will offer sponsorships of \$500, \$750, and \$1,000 to businesses to support local children and summer reading. This sponsorship opportunity will begin in February for local businesses and corporations.

Communications

We are planning newspaper ads and billboards at the beginning of 2022 to announce that GRRL is going fines free. Our external message uses our mission statement, is "Explore... Learn... Connect... without fines!"

Billboards are up during January at the following areas across our service area:

- Foley
- Howard Lake
- Kimball
- Little Falls
- Long Prairie
- Monticello
- Royalton
- Sauk Centre
- St. Cloud



During January, and as long as needed, a "Fines Free FAQ" story will be featured on the griver.org homepage for patrons to have their questions answered: <https://griver.org/library-news/fines-free-faq>. A press release was sent to all local media contacts with the subject, "Great River Regional Library Celebrates Going Fines Free in 2022!" The press release is on our website at <https://griver.org/press-releases>. A few news radio stations picked up the story to publish already.

**Cara Langston**  
**Patron Services Supervisor**

Personnel

John Hannon, Albany/Melrose LSC, has an Aide opening in Albany. Amanda Wehrspann, the Grey Eagle/Long Prairie LSC is in the process of hiring Assistants for both locations.

Melrose

The city provided active shooter training that included a building walkthrough. Staff reported it was helpful.

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

Personnel

Deborah Whitmore and Sandy Parker have been hired as Library Aides in Monticello and Buffalo, respectively. A warm welcome to them both!

Think Tank

The 2022 Summer Reading Program manuals are received, and planning is under way. Many of the ideas for this year include craft components. We have been discussing how to align such offerings with our new programming guidelines.

We have also been discussing implications for our preschool programming. The Minnesota Department of Education has begun shifting its focus and language away from kindergarten “readiness.” We continue developing both online and in-person resources, such as library how-to videos and new circulating kits for patrons.

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

Recruitment/Staffing

During 2021, we had our typical number of hires and terminations, 44 and 48 respectively. However, 43 percent of the new hires were hired in June and October. During those months, recruitment was a primary focus for HR and hiring managers. Of the terminations during 2021, 27 percent left after less than one year of service. This is a new trend that we are watching with the current labor market.

Effective January 1, 2022, we increased staff hours in several branches due to an increase in open hours at those libraries. As part of our normal practice, we reviewed job vacancies in 2021 to determine whether to fill positions or adjust the hours. We had a number of hours that we chose not to fill during 2021. As a result, with the open hours increases and unfilled hours, our FTE effective January 1, 2022, is 136.026, which is less than our FTE of 137.153 at the beginning of 2021.

LSTA Grant

We met with Filsan Talent Partners to discuss their progress on reviewing our job descriptions and recruitment process. The Leadership Support Team will be reviewing the research and recommendations provided.

Payroll/Benefits

We are contracting with a third party, Cimplx, to prepare our 2021 1094/1095 forms for ACA reporting to the IRS. With the decreased number of staff we have, there is room in the HRIS budget to cover the cost. This will facilitate electronic reporting of our data to the IRS.

**Jami Trenam****Associate Director – Collection Development**Fines Free Implementation

Over the past several weeks, I collaborated with staff to prepare and implement the Fines Free policy change. I worked with IT and Collection Development staff to clean up catalog records to prevent future refunds. We developed a process to maintain the catalog daily moving forward to speed repurchasing decisions. I am working closely with Circulation Coordinator Rosanna Backen and Accounting Coordinator Amy Anderson to identify and clean up outstanding credits on patron accounts. I also pulled various stats and snapshots of the collection including the number of overdue and lost items to help track the impact of the change.

Wi-Fi Expansion

I am thrilled to announce all libraries now have at least three mobile hotspots for patrons to use. It was a true team effort to scale this project. The patron response has been tremendous so far.

I would like to recognize the following staff members who helped make this effort a success:

- Technical Services Clerk Peggy Aschenbrenner and Computer Support Technician Ian Viste processed and programmed over 150 devices.
- Communications and Development Assistant Julie Bouchie designed the labels and inserts.
- Collection Development Assistant Anne Clune maintains and monitors the service.



## **Building Reports January 2022**

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

#### Paynesville

The city directed work to re-shingle part of the roof. The company hired did a great job scheduling the work so that library open hours were not impacted. We are hopeful that this work will fix the leaks that have been creating problems in the middle of the library.

#### St. Cloud

St. Cloud Public Works has continued its efforts to replace burnt out bulbs. Unfortunately, the type of bulb that we need is getting harder to find. The vendor had to pull stock from two different facilities to fulfill our order. Public Works also contracted with a welder to repair a wobbly handrail on the main stairway. Regular maintenance and updates were completed for environmental systems, the fire sprinkler system, and solar roof software.

One of our full-time custodians has resigned. His last day was Friday, Jan. 7. The custodial salaries are included in the cost-split that is part of the lease with the City of St. Cloud, so Karen has reached out to the city to let them know of the vacancy.

### **Cara Langston Patron Services Supervisor**

#### Cold Spring

The city replaced a lock on the outside media drop box. Summer repairs to the parking lot have also made the parking lot safer during snowy and icy weather.

The Cold Spring City Council voted to stop moving forward with a planned public safety building. They are now investigating a standalone fire hall. This would leave the police department in the current city building, which includes the library and city administration. There was no further discussion about what this might mean for the library.





**Staff Recognition Report**  
**2022 - Quarter 1**  
**January 1 - March 31**

First Name	Last Name	Home Department Description	Supervisor	Celebration Date	Years of Service
Jeannette	Burkhardt	Becker/Big Lake	McCormick, Ryan	1/2/2022	15
Audrey	Purdy	Elk River	Schake, Roberta	1/4/2022	1
Sophia	Lohman	St. Cloud - Circulation	Backen, Rosanna	1/11/2022	1
Jolene	Botten	Delano/Rockford	Jacobs, Theresa	1/17/2022	5
Cathy	Perish	Eagle Bend/Staples	Langston, Cara	1/19/2022	15
Shelbe	Pederson	Collection Development	Schrank, Amy	1/31/2022	10
Sherri	Rasmussen	Elk River	Schake, Roberta	2/6/2022	10
Chris	Church	St. Cloud - Circulation	Backen, Rosanna	2/11/2022	3
Tiffany	Person	Collection Development	Trenam, Jami	2/11/2022	3
Tawn	Bjornson	Little Falls/Swanville	Bruggenthies, Cindy	2/13/2022	5
Heavenly	Christensen	Distribution	Backen, Rosanna	2/27/2022	5
Chris	Mallo	Patron Services	Canter, Brandi	3/3/2022	25
Maren	McKim	St. Michael	Bunting, Nancy	3/8/2022	1
Shannon	Eggerth	Little Falls/Swanville	Bruggenthies, Cindy	3/13/2022	5
Nathan	Braaten	Eagle Bend/Staples	Perish, Cathy	3/22/2022	1
Cara	Langston	Patron Services	Pundsack, Karen	3/25/2022	3
Robbie	Schake	Elk River	McCormick, Ryan	3/27/2022	5

**PERA RETIREMENTS**

First Name	Last Name	Department	Supervisor	Retirement Date	Years of Service
Monica	Halloran	Grey Eagle/Long Prairie	Wehrspan, Amanda	1/7/2022	15

**Promotion Report  
2021 - Quarter 3 and 4  
(July - December)**

<b>Last Name</b>	<b>First Name</b>	<b>Hire Date</b>	<b>Job Title Description</b>	<b>Location Description</b>	<b>Reports To Name</b>	<b>Promotion Effective Date</b>	<b>Previous Job Title Description</b>	<b>Previous Location Description</b>
Waletzko	Patricia	11/22/2004	Interim HR Generalist	Human Resources	Julie Schmitz	10/18/2021	Administrative Asst	Administration

**New Hire Report  
2021 - Quarter 3 and 4  
(July - December)**

Last Name	First Name	Hire Date	Job Title Description	Department	Supervisor
Rabbie	GM	07/14/2021	Library Associate	Circulation, St Cloud	Rosanna Backen
Hanvy	Gwen Lynn	07/26/2021	Library Assistant	Sauk Centre	Marisa George
Vazquez	Lisa	07/26/2021	Library Aide	Buffalo	Chris Pommerenke
Kutter	Mariah	08/30/2021	Library Assistant	Buffalo	Chris Pommerenke
Zachman	Kaitlyn	09/07/2021	Library Aide	Elk River	Robbie Schake
Tweed	Janice	09/08/2021	Library Assistant	Cold Spring/Richmond	Jason Kirchoff
Haeg	Stephanie	09/21/2021	Library Assistant	Grey Eagle/Long Prairie	Amanda Wehrspan
Loewen	Olivia	09/27/2021	Library Aide	Annandale/Kimball	Carla Asfeld
Lindberg	Jennifer	10/04/2021	Library Assistant	Belgrade/Paynesville	Kateri Gruber
Newman	Judine	10/04/2021	Senior Library Aide	Royalton	Terri Deal Hansen
Ahmadi	Shokria	10/05/2021	Library Associate	Circulation, St Cloud	Rosanna Backen
Davis	Kimberly	10/05/2021	Library Aide	Delano/Rockford	Theresa Jacobs
Thompson	Patty	10/06/2021	Library Aide	Albany/Melrose	John Hannon
Petersen	Stacey	10/13/2021	Driver	Distribution, St Cloud	Heavenly Christensen
Wigham	Wendi	10/28/2021	Library Aide	Cold Spring/Richmond	Jason Kirchoff
Carlson	Sarah	10/29/2021	Library Assistant	Delano/Rockford	Theresa Jacobs
Whitmore	Deborah	11/02/2021	Library Aide	Monticello	Marla Scherber
Way	Olivia	11/18/2021	Library Associate	Patron Services, St Cloud	Neil Vig
Weikert	Kimberly	11/29/2021	Circulation Aide	Circulation, St Cloud	Eric Blotkamp
Parker	Sandra	12/13/2021	Library Aide	Buffalo	Chris Pommerenke

Rehires					
Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Luken	Deb	10/18/2021	Library Assistant, Monticello	Library Assistant SUB, Elk River	7/11/2020

**Termination Report  
2021 - Quarter 3 and 4  
(July - December)**

Last Name	First Name	Term Date	Job Title Description	Department	Supervisor	Hire Date	Years of Service
Gerads	Kimberly	07/22/2021	Senior Library Aide	Grey Eagle	Shattuck, Jennifer	05/07/2018	3 years, 2 months
Vazquez	Lisa	07/26/2021	Library Aide	Buffalo	Pommerenke, Chris	07/26/2021	0 years, 0 months
Murphy	Betty Lou	07/29/2021	Senior Library Aide	Royalton	Deal-Hansen, Terri	09/14/2015	4 years, 4 months
Purvis	Kaitlyn	07/29/2021	Library Assistant	Buffalo	Pommerenke, Chris	06/01/2021	0 years, 1 months
Dawson	Shelby	08/06/2021	Summer Aide	Becker/Big Lake	Burkhardt, Jeannette	06/10/2019	0 years, 7 months
Agre	Nichole	08/11/2021	Summer Aide	St. Cloud	Laing, Connie A	06/02/2021	0 years, 2 months
Dehon	Dehon	08/12/2021	Summer Aide	St. Cloud	Laing, Connie A	06/02/2021	0 years, 2 months
Parker	Se-Ri	08/12/2021	Summer Aide	St. Cloud	Kirst, Ariel	06/02/2021	0 years, 2 months
Sorenson	Hannah	08/12/2021	Library Aide	Elk River	Schake, Roberta L	03/23/2021	0 years, 4 months
Johnson	Elizabeth	08/13/2021	Library Aide	Delano/Rockford	Jacobs, Theresa	06/04/2019	2 years, 2 months
Munz	Ellen	08/13/2021	Library Associate	Circulation	Backen, Rosanna E	01/11/2021	0 years, 7 months
Stueckrath	Miranda	08/18/2021	Library Assistant	Belgrade/Paynesville	Gruber, Kateri K	12/28/2020	0 years, 7 months
Russ	Carrie	08/20/2021	Library Aide	Albany/Melrose	Hannon, John	06/14/2021	0 years, 2 months
Leasman	Laura	08/21/2021	Library Assistant	Long Prairie	Wehrspann, Amanda	11/16/2020	0 years, 9 months
Johnson	Logan	09/02/2021	Library Aide	Monticello	Scherber, Marla	06/28/2021	0 years, 2 months
Ferguson	Sheila	09/04/2021	Circulation Aide	Circulation	Blotkamp, Eric	12/19/2016	3 years, 1 months
Shattuck	Jennifer	09/04/2021	LSC	Grey Eagle	Langston, Cara L	10/04/1993	27 years, 11 months
Brothen	Katy	09/07/2021	Library Associate	Circulation	Backen, Rosanna E	09/25/2012	8 years, 11 months
Pflueger	Rebecca	09/22/2021	Library Associate	St. Cloud Patron Svc	Vig, Neil R	01/21/2014	7 years, 8 months
Cameron	Shannon	09/27/2021	Library Aide	Albany/Melrose	Hannon, John	07/16/2012	9 years, 2 months
Olinger	Brenda	09/30/2021	Payroll & Benefits	Human Resources	Schmitz, Julie	01/19/2016	5 years, 8 months
Rabbie	GM	10/02/2021	Library Associate	Circulation	Backen, Rosanna E	07/14/2021	0 years, 2 months
Cartwright	Barbara	10/06/2021	Library Assistant	Elk River	Schake, Roberta L	08/04/1997	24 years, 2 months
Samaniego	Justine	10/08/2021	Tech Services Clerk	Technical Services	Getz, Christopher	11/14/2007	8 years, 9 months
Althaus	Sheila	11/10/2021	Tech Services Aide	Technical Services	Getz, Christopher	03/13/2017	4 years, 7 months
Weaver	Susan	11/12/2021	Circulation Aide	Circulation	Blotkamp, Eric	08/26/2014	7 years, 2 months
Haeg	Stephanie	12/03/2021	Library Assistant	Grey Eagle/Long Prairie	Wehrspann, Amanda	09/21/2021	0 years, 2 months
Poorker	Karen	12/18/2021	Library Assistant	Clearwater/Foley	Kuelbs, Shelly	6/15/2020	1 year, 6 months



## Exit Interview Summary

July 1 – December 31, 2021

Area of Question	Summary of Responses
<p><b>What did you enjoy most about your position?</b></p>	<ul style="list-style-type: none"> <li>▪ The variety and community relations</li> <li>▪ Calm atmosphere and fun patrons and co-workers</li> <li>▪ I liked that I was able to do things by myself</li> <li>▪ The co-workers and the patrons were my favorite</li> <li>▪ Friendliness of the patrons and other staff</li> <li>▪ Working with patrons and books</li> <li>▪ Working with both the books and the patrons</li> <li>▪ The patrons and my coworkers</li> <li>▪ Talking with the kids, encouraging them in the SRP</li> <li>▪ Being able to help a lot of different people</li> <li>▪ Everything was simple and easy to understand</li> <li>▪ Everything</li> <li>▪ Spending time with the community helping people</li> <li>▪ The materials and the flexibility</li> <li>▪ The patrons and my co-workers</li> <li>▪ Variety of job working with patrons</li> <li>▪ Interesting work that contributes to the larger community, dedicated co-workers, exemplary supervisors, beautiful workspace, flexibility</li> <li>▪ Working with the public</li> <li>▪ Everything – staff &amp; customers</li> </ul>
<p><b>What would you have changed about the position?</b></p>	<ul style="list-style-type: none"> <li>▪ Better pay</li> <li>▪ More and regular hours with benefits</li> <li>▪ Nothing – was satisfied</li> <li>▪ N/A</li> <li>▪ No changes</li> <li>▪ Would have liked full time hours</li> <li>▪ Opportunity to work more hours</li> <li>▪ Just the schedule a little bit</li> <li>▪ Could have used more hours</li> <li>▪ Nothing</li> <li>▪ The hours available to me</li> <li>▪ More hours with a set schedule</li> <li>▪ More growth, an option to go FT and have health insurance</li> <li>▪ Eliminate required videos that don't seem to be needed for the position.</li> <li>▪ Very little</li> <li>▪ Enable more hours or full-time work</li> <li>▪ Nothing</li> </ul>
<p><b>Supervisor</b></p>	<ul style="list-style-type: none"> <li>▪ Pleased</li> <li>▪ Good, I like them both</li> <li>▪ Loved her-she was friendly and clear in her communication</li> <li>▪ Best supervisor I have ever had. Bright, Friendly, Welcoming</li> <li>▪ Treats patrons and staff with respect</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Dedicated to the library</li> <li>▪ Very approachable and active in providing information</li> <li>▪ Efficient</li> <li>▪ Super helpful, always willing to answer my questions</li> <li>▪ Absolutely wonderful</li> <li>▪ Great to work with</li> <li>▪ Is wonderful</li> <li>▪ Truly wonderful</li> <li>▪ Great, very flexible</li> <li>▪ Have had more than one-amazing job managing staff and much growth over time to be a leader</li> <li>▪ Good manager, cares about staff</li> <li>▪ Steady, respectful, approachable, competent, encouraging &amp; kind</li> <li>▪ Good</li> <li>▪ Have never enjoyed working with a supervisor as much as here</li> </ul>
<b>Co-workers</b>	<ul style="list-style-type: none"> <li>▪ Pleased</li> <li>▪ Good, I enjoy all my co-workers</li> <li>▪ They were awesome team members</li> <li>▪ Worked and communicated really well together</li> <li>▪ Competent and friendly</li> <li>▪ Very helpful and dedicated to the library</li> <li>▪ They were knowledgeable and friendly</li> <li>▪ Competent and supportive</li> <li>▪ Always letting me know what needs to be done and how</li> <li>▪ They were all lovely and fun</li> <li>▪ Everyone was really nice and helpful with questions I had</li> <li>▪ All wonderful</li> <li>▪ Adore all my co-workers</li> <li>▪ They care about what they are doing and want to do their best</li> <li>▪ Loved my coworkers and will miss them</li> <li>▪ Enjoyed and loved everyone</li> <li>▪ Find them to be dedicated, competent, kind friendly &amp; respectful; intelligent diversity</li> <li>▪ Good</li> <li>▪ Great – we were so much the same</li> </ul>
<b>Benefits utilized</b>	<ul style="list-style-type: none"> <li>▪ PTO, PERA</li> <li>▪ PERA, PTO</li> <li>▪ PTO</li> <li>▪ PTO</li> <li>▪ PTO</li> <li>▪ N/A</li> <li>▪ Dental insurance</li> <li>▪ PTO</li> <li>▪ PTO</li> <li>▪ PTO</li> <li>▪ PTO, PERA</li> </ul>
<b>Benefits needed</b>	<ul style="list-style-type: none"> <li>▪ Maybe discounts to events</li> <li>▪ N/A</li> <li>▪ Improve PTO hours</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Full time hours with benefits</li> <li>▪ Medical coverage</li> <li>▪ Health insurance</li> <li>▪ Part-time employee benefits are meager</li> </ul>
<p><b>Wage rates</b></p>	<ul style="list-style-type: none"> <li>▪ Too low</li> <li>▪ Not very good for aides</li> <li>▪ Good</li> <li>▪ Satisfied</li> <li>▪ Adequate</li> <li>▪ Great</li> <li>▪ Acceptable</li> <li>▪ Competitive</li> <li>▪ I wish it was a bit more</li> <li>▪ Prefer it to be higher to match the cost of living</li> <li>▪ Decent when I started but other places in the area have increased their rates</li> <li>▪ Need to be evaluated – no longer competitive</li> <li>▪ Good</li> <li>▪ Not high, should be higher</li> <li>▪ Good</li> <li>▪ Great</li> </ul>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>▪ Adequate</li> <li>▪ Good</li> <li>▪ Extremely helpful</li> <li>▪ Satisfied</li> <li>▪ More extensive training</li> <li>▪ Great</li> <li>▪ Acceptable</li> <li>▪ Adequate</li> <li>▪ Two days were enough</li> <li>▪ Great</li> <li>▪ Was easy</li> <li>▪ Fine</li> <li>▪ Managers should be expected to train staff, not coworkers</li> <li>▪ Need occasional refreshers for subs</li> <li>▪ Very good training, required/offered training opportunities according to need &amp; interest</li> <li>▪ Good</li> <li>▪ Great</li> </ul>
<p><b>Morale in dept/branch</b></p>	<ul style="list-style-type: none"> <li>▪ Very good</li> <li>▪ Great</li> <li>▪ The best</li> <li>▪ Satisfied</li> <li>▪ Excellent</li> <li>▪ Great</li> <li>▪ Very good</li> <li>▪ Varied</li> <li>▪ Everyone was really excited about SRP and the kids</li> <li>▪ Very lively</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Never saw anyone unhappy</li> <li>▪ Covid really hit the department staff</li> <li>▪ Good</li> <li>▪ Pretty good, positive attitude, good communication &amp; connection, trust</li> <li>▪ Good</li> <li>▪ Great</li> </ul>
<b>Work hours</b>	<ul style="list-style-type: none"> <li>▪ Not enough</li> <li>▪ Not enough to make a living</li> <li>▪ Good</li> <li>▪ Satisfied</li> <li>▪ Great</li> <li>▪ Too few</li> <li>▪ Acceptable</li> <li>▪ Good</li> <li>▪ Wish they were longer</li> <li>▪ OK would have liked more</li> <li>▪ Need to be on a much more regular schedule so as to get a second job</li> <li>▪ Good</li> <li>▪ Number of hours were perfect for life schedule</li> <li>▪ Not enough</li> <li>▪ Great</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>▪ Good</li> <li>▪ Great</li> <li>▪ Really great</li> <li>▪ Satisfied</li> <li>▪ Very good</li> <li>▪ Good</li> <li>▪ No complaints</li> <li>▪ Perfect</li> <li>▪ Perfect</li> <li>▪ Fine</li> <li>▪ Other than morale issues, it was a great place to work</li> <li>▪ Good</li> <li>▪ Adequate lighting &amp; air circulation have sometimes been an issue, these have been addressed; appreciate accommodations made</li> <li>▪ Good</li> <li>▪ Great</li> </ul>
<b>Reasons for leaving?</b>	<ul style="list-style-type: none"> <li>▪ Medical</li> <li>▪ Found a FT job with insurance</li> <li>▪ Starting college in the fall</li> <li>▪ Moving out of state for school</li> <li>▪ Job became to physical</li> <li>▪ Moving</li> <li>▪ Found full time employment</li> <li>▪ Accepted a FT position</li> <li>▪ End of temporary assignment</li> <li>▪ Was temporary</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Going off to college</li> <li>▪ Different job opportunity</li> <li>▪ Job opportunity with higher wage and more hours</li> <li>▪ Going from 2 jobs to one full time with more pay</li> <li>▪ Taking FT employment with a living wage and insurance</li> <li>▪ Too many years, needed a change</li> <li>▪ Moving out of state</li> <li>▪ Was offered full-time work elsewhere</li> <li>▪ Moving</li> </ul>
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Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator		1
Library Assistant	5	4
Library Aide/Circulation Aide	11	10
Distribution Staff		
Patron Services/Circulation Public Service	2	2
Administration / Office Support		
Library Support Staff		
Substitute Staff	1	1

**Please Note:**

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

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





**Great River Recovery by Quarter:**

**Jan 1 - Mar 31, 2021**

<b>Accounts Submitted:</b>	<b>299</b>
<b>Dollars Submitted:</b>	<b>\$32,366.11</b>
Cash Recovery:	\$12,303.61
Material Recovery:	\$14,341.66
Waives:	\$4,248.54
<b>Recovery Total:</b>	<b>\$30,893.81</b>
<b>Total Invoice Amount:</b>	<b>\$2,676.05</b>
<b>Total ROI:</b>	<b>12:1</b>
<b>Asset ROI:</b>	<b>10:1</b>

**Apr 1 - Jun 30, 2021**

<b>Accounts Submitted:</b>	<b>259</b>
<b>Dollars Submitted:</b>	<b>\$25,991.96</b>
Cash Recovery:	\$9,337.90
Material Recovery:	\$10,172.86
Waives:	\$2,654.00
<b>Recovery Total:</b>	<b>\$22,164.76</b>
<b>Total Invoice Amount:</b>	<b>\$2,318.05</b>
<b>Total ROI:</b>	<b>10:1</b>
<b>Asset ROI:</b>	<b>8:1</b>

**Jul 1 - Sep 30, 2021**

<b>Accounts Submitted:</b>	<b>324</b>
<b>Dollars Submitted:</b>	<b>\$31,115.64</b>
Cash Recovery:	\$8,915.48
Material Recovery:	\$13,267.78
Waives:	\$2,313.90
<b>Recovery Total:</b>	<b>\$24,497.16</b>
<b>Total Invoice Amount:</b>	<b>\$2,899.80</b>
<b>Total ROI:</b>	<b>8:1</b>
<b>Asset ROI:</b>	<b>8:1</b>

**Oct 1 -Dec 31, 2021**

<b>Accounts Submitted:</b>	<b>490</b>
<b>Dollars Submitted:</b>	<b>\$42,729.16</b>
Cash Recovery:	\$5,625.58
Material Recovery:	\$13,568.50
Waives:	\$2,870.05
<b>Recovery Total:</b>	<b>\$16,282.96</b>
<b>Total Invoice Amount:</b>	<b>\$4,385.50</b>
<b>Total ROI:</b>	<b>4:1</b>
<b>Asset ROI:</b>	<b>4:1</b>

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

## Revenue Recapture, Minnesota Department of Revenue

1/1/2021 - 12/31/2021

<b>Accounts Reviewed in 2021:</b>	159
<b>Accounts Submitted in 2021:</b>	96
<b>Dollars Submitted in 2021:</b>	\$ 36,686.40
<b>Cash Recovery (incl. from older accounts submitted):</b>	\$ 13,252.51
<b>Material or Cash Recovery:</b>	\$1,044.60
<b>Recovery Total:</b>	\$ 14,297.11

**Total Outstanding from previous accounts submitted:** \$ 60,783.06

**Percentage of Recovery:** -

**Database cost:** \$ 2,279.88

**Total ROI:** 6:1

### Great River Regional Library 2023 Budget Process Timeline

	January	February	March	April	May	June	July
GRRL Board reviews and adopts 2023 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2023 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Accounting Coordinator.							
Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.							
Finance Committee adopts preliminary budget and shares recommendations with full GRRL Board.							
Full GRRL Board adopts 2023 final budget.							