

# Great River Regional Library

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Nancy Schulzetenberg, CPA



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# The Audit

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# Independent Auditor's Report

- ◆ Pages 1-3 of financial statements document
- ◆ Audit of financial statements
- ◆ Management's responsibility for fair presentation of financial statements
- ◆ Auditor's responsibility to express opinion on financial statements
- ◆ Unmodified (clean) audit opinion

# Audit Results

- ◆ Report related to *Government Auditing Standards*
  - ◇ Consider internal control over financial reporting
  - ◇ Consider compliance with grants, contracts, and regulations
  - ◇ One internal control finding
    - ❖ Lack of segregation of accounting duties
- ◆ Report on the results of testing on *Minnesota Legal Compliance*
  - ◇ No findings

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# **Financial Communications**

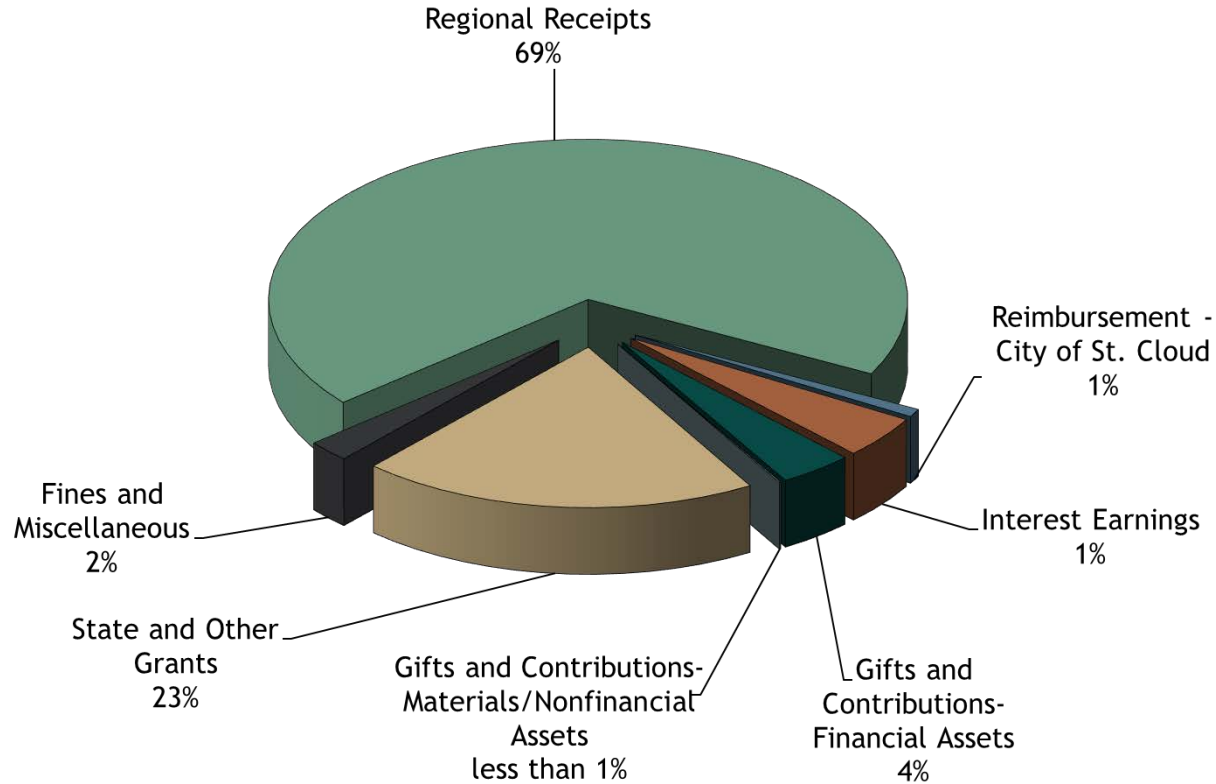
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# Governmental Activities Revenues

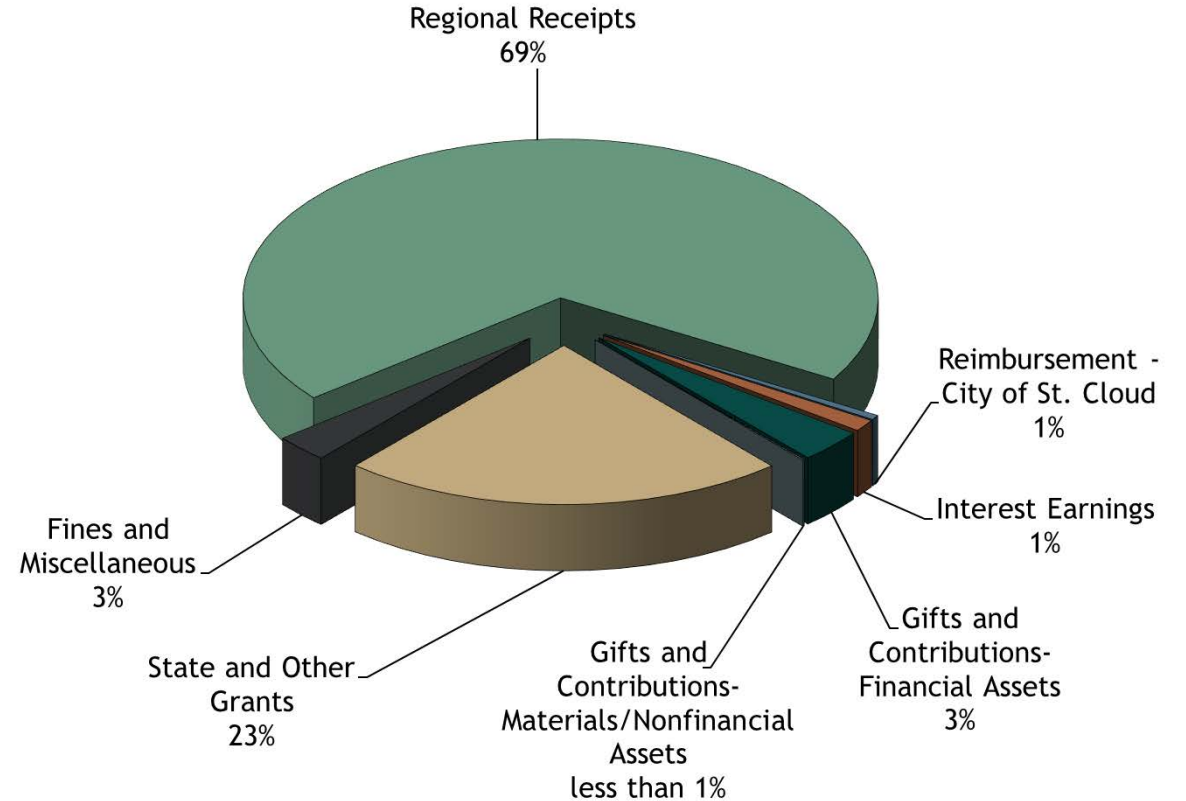
	2019	2020	2021	2022	2023
Regional receipts	\$ 7,223,289	\$ 7,226,618	\$ 7,171,481	\$ 7,171,283	\$ 7,630,951
Reimbursement - City of St. Cloud	96,748	94,912	81,089	49,668	89,355
Interest	221,098	120,608	10,441	124,758	472,658
Gifts and contributions - financial assets	179,375	132,988	175,364	347,054	413,969
Gifts and contributions - nonfinancial assets	152,971	56,937	27,202	7,992	8,832
State and other grants	2,020,675	1,830,162	1,885,559	2,348,783	2,235,111
Fines and miscellaneous	353,652	319,207	272,941	286,718	240,777
<b>Total revenues</b>	<b>\$ 10,247,808</b>	<b>\$ 9,781,432</b>	<b>\$ 9,624,077</b>	<b>\$ 10,336,256</b>	<b>\$ 11,091,653</b>

# Governmental Activities Revenues

2023 Governmental Activities Revenues



2022 Governmental Activities Revenues



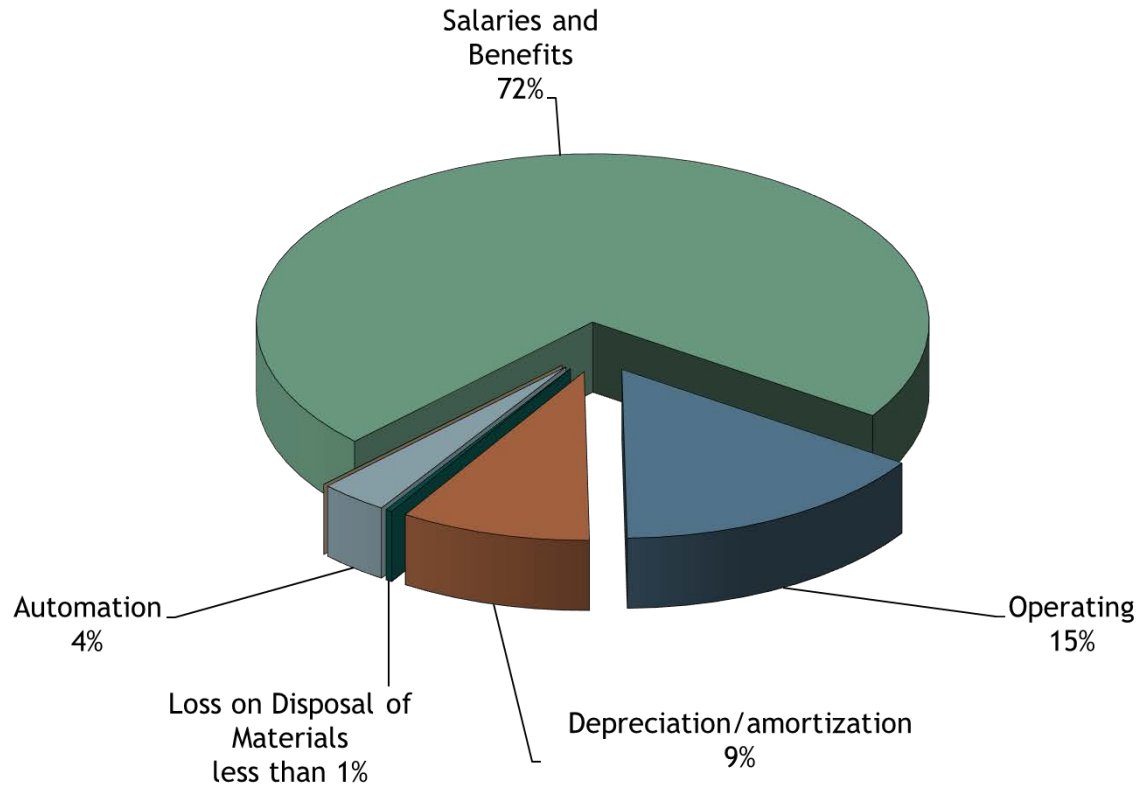
# Governmental Activities Expenses

	2019	2020	2021	2022	2023
Salaries and benefits	\$ 7,078,348	\$ 6,714,500	\$ 6,873,694	\$ 7,756,430	\$ 7,780,400
Operating	1,381,620	1,269,724	1,289,700	1,712,086	1,664,892
Depreciation	1,109,411	1,099,817	1,057,642	1,039,493	991,375
Loss on disposal of materials	4,274	22,877	18,341	131,043	33,801
Automation	215,565	202,025	252,408	414,722	355,568
Bad debt	-	-	304,889	-	-
<b>Total</b>	<b>\$ 9,789,218</b>	<b>\$ 9,308,943</b>	<b>\$ 9,796,674</b>	<b>\$ 11,053,774</b>	<b>\$ 10,826,036</b>

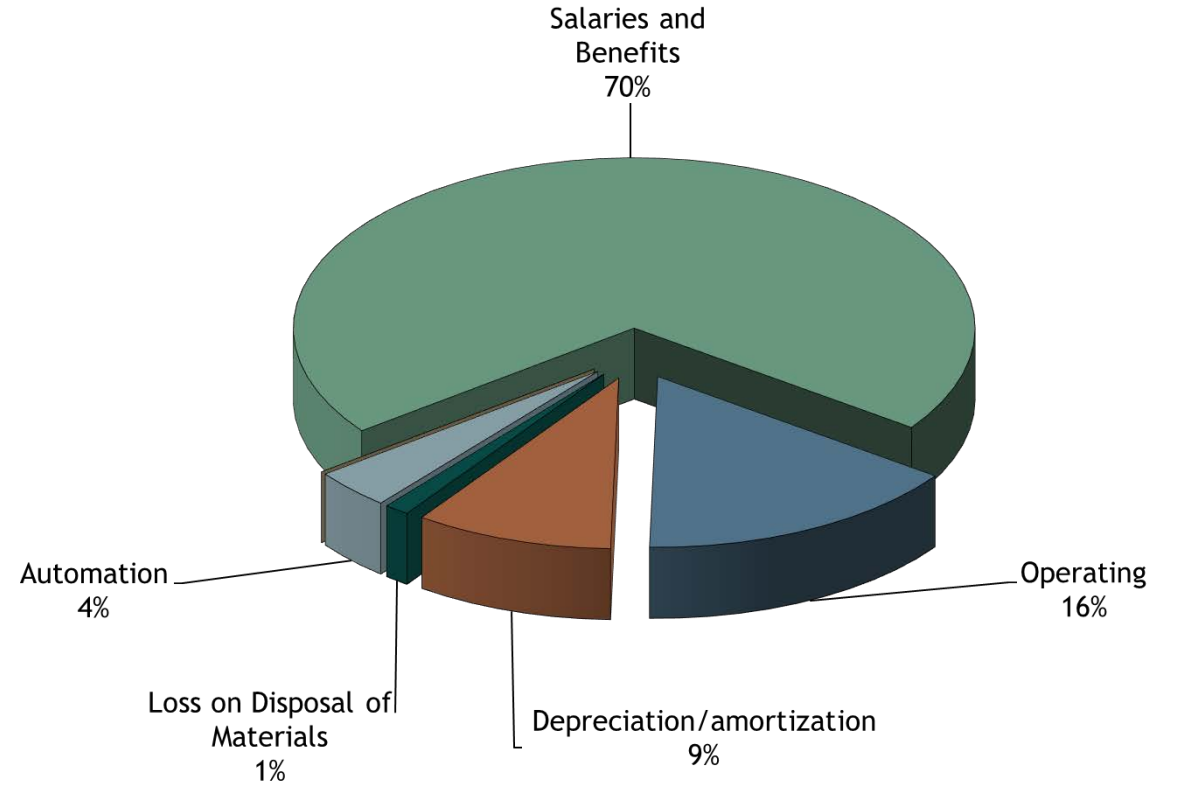


# Governmental Activities Expenses

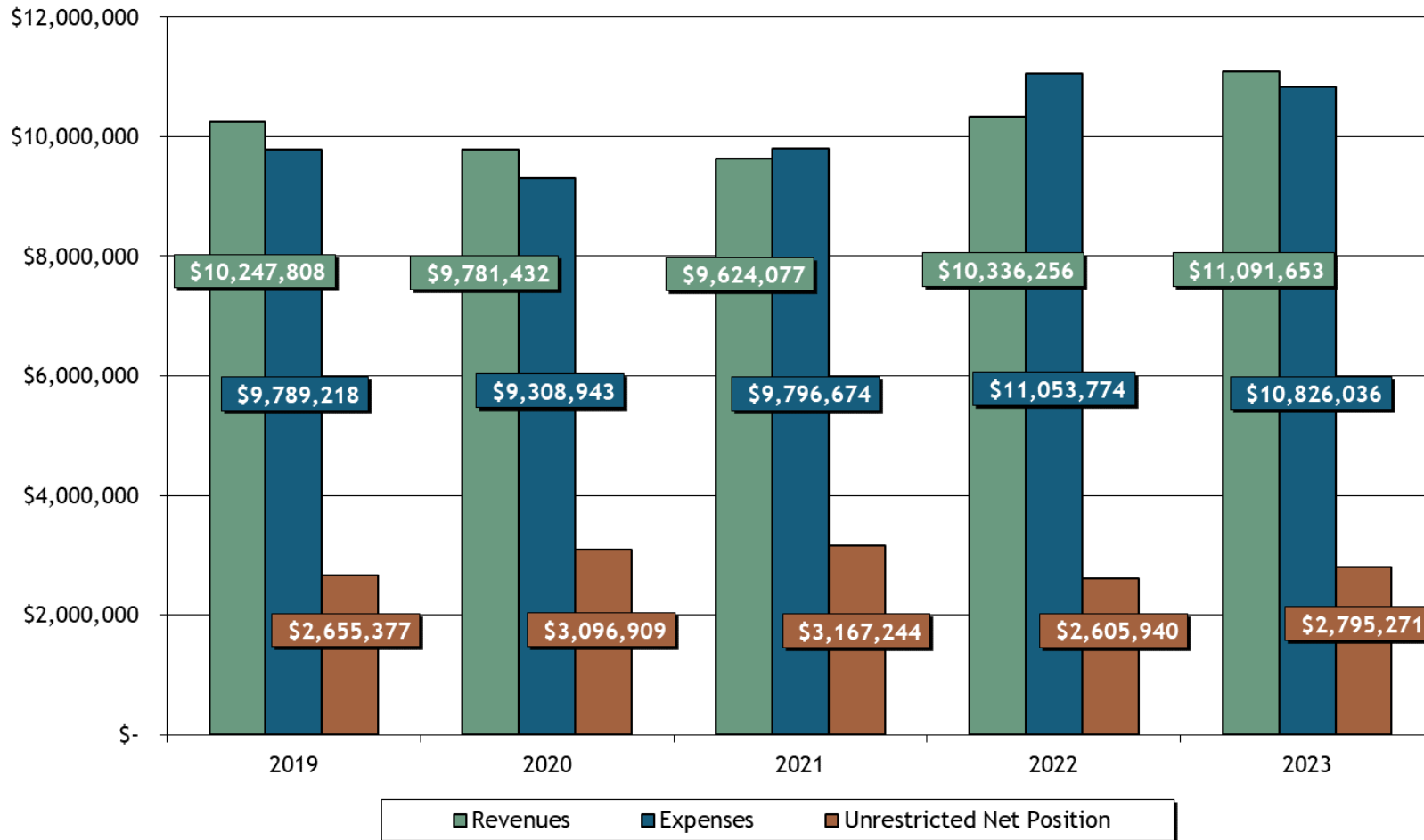
2023 Governmental Activities Expenses



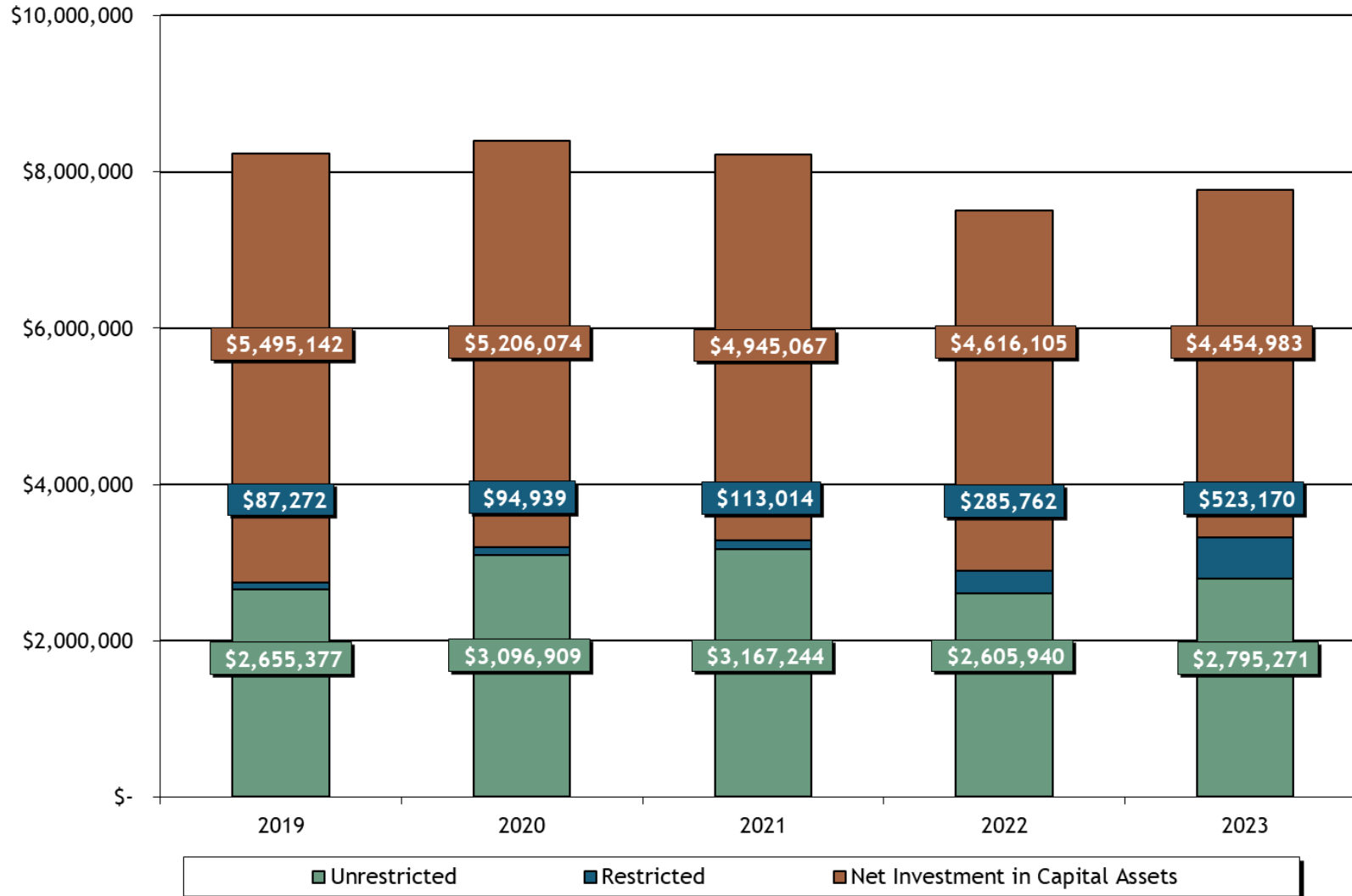
2022 Governmental Activities Expenses



# Governmental Activities - Revenues, Expenses, and Unrestricted Net Position



# Governmental Activities - Net Position



# Governmental Activities - Net Position

	2019	2020	2021	2022	2023
Net position					
Restricted	\$ 87,272	\$ 94,939	\$ 113,014	\$ 285,762	\$ 523,170
Unrestricted	2,655,377	3,096,909	3,167,244	2,605,940	2,795,271
Net investment in capital assets	5,495,142	5,206,074	4,945,067	4,616,105	4,454,983
Total net position	\$ 8,237,791	\$ 8,397,922	\$ 8,225,325	\$ 7,507,807	\$ 7,773,424

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# Auditor

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# Nancy Schulzetenberg

AUDIT PARTNER

320-650-0219

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**Thank You**

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## SUMMER LIBRARY AIDE

~~Department: Patron Services/SCPL~~ ~~Pay Grade: 4~~  
~~Reports To: Library Associate~~ ~~FLSA Status: Non-Exempt~~  
~~Patron Services Librarian~~

~~Date Approved: 05/01/2001~~

~~Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015~~

~~Under direct supervision, the The position of Summer Library Aide exists to handles incoming library materials, makes them available for patrons and assists with work at the sSummer Reading Program (SRP) table in the St. Cloud Public Library Children’s Room. programs.~~

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE DUTIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED BASED ON THE NEEDS OF GRRL.

1. Assists children and families with summer programs.
2. Checks in library materials using computer.
3. Empties book drop.
4. Packs and unpack library materials for delivery.
5. Shelves library materials in proper order.
6. Checks that library materials are in good condition.
7. Finds library materials from shelves for patron requests.
- ~~1. Excluding all SRP Questions, refer all other questions from library customers to the public service staff for prompt and effective service.~~
8. Refers questions from library patrons to public service staff.
- ~~• Provides coverage at the SRP desk in the St. Cloud Public Library to assist children with the Summer Reading Program.~~
- ~~○ Produces, collates, and counts out SRP materials for Great River Regional Library.~~
- ~~○ Produces pieces for programs and activities throughout the year.~~
- ~~○ Produces flannel boards, poetry flip cards and other pieces for GRRL kits.~~
- ~~○ 1. Excluding all SRP Questions, refer all other questions from library customers to the public service staff for prompt and effective service.~~

- ~~Attends GRRL staff meetings and takes part in continuing education and training opportunities.~~
- ~~Uses paper resources, the internet and GRRL's catalog to find information as needed for the Children's Library staff.~~
- ~~Assist the Children's library staff and GRRL by looking up location and use on items to be routed or weeded.~~
- ~~Arrange library materials on carts in alphabetical and numerical order in preparation for shelving.~~
- ~~Places holds on materials for Collection Development Assistant as requested.~~
- ~~Assist with routine library aide tasks as directed.~~

## MINIMUM QUALIFICATIONS

[Our commitment to growth:](#) GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

[A successful candidate will have:](#)

- [Positive attitude and strong work ethic](#)
  - [Enjoy working with people from diverse backgrounds](#)
  - [Organizational, interpersonal, and time management skills](#)
  - [Ability to self-direct and work as a team member](#)
  - [Ability to meet deadlines and follow instructions](#)
  - [Ability to foster positive working relationships and an inclusive workplace](#)
- 
- [A desire to learn and develop skills and abilities](#)
  - [Ability to be flexible and adapt to changes](#)

### **Education and Experience:**

~~None~~ [Experience:](#) None required.

### **Required Knowledge, Skills and Abilities:**

~~The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- At least 14 years of age.
- ~~Able~~ [Ability](#) to clearly ~~explain the SRP to children and quickly and politely assist them in participating in the SRP.~~ [communicate with patrons to refer them to appropriate public service staff.](#)
- ~~Able~~ [Ability](#) to arrange and retrieve library materials according to alphabetical and numerical filing systems.
- ~~Able~~ [Ability](#) to determine and abide by the [public service limitations of this position.](#) ~~limitations of this position in dealing with the public.~~
- ~~Able to produce creative high-quality program materials.~~
- ~~Ability to perform regular aide tasks.~~

- ~~Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.~~

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): May respond to general inquiries regarding summer programs from patrons, but refers patrons who need professional assistance to patron services staff.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office and library equipment
- Occasionally positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Occasionally moves library books and materials up to 50 pounds
- Occasionally moves carts loaded with library materials

Department: Patron Services/SCPL  
Reports To: Library Associate Assistant  
Patron Services Librarian

Pay Grade: 46  
FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 05/21/2024

~~The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~In an average hour work day, this job requires: (Check full capacity for each activity).~~

	(number of hours)							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

~~On the job you:~~

	<del>Not at all</del>	<del>Occasionally</del>	<del>Frequently</del>	<del>Continuously</del>
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	(0%)	(1-33%)	(34-66%)	(67-100%)
Bend/Stoop/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Heights/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crouch/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**On the job you carry:**

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**On the job you lift:**

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**This job requires:** \_\_\_\_\_

	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Being around moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Exposure to marked changes in temperature or humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Desk area is very small
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ellison machined used to make cut outs. General office equipment (copier/fax, computer, telephone, other telecommunications equipment)
Use of hands for repetitive motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to distinguish difference in colors to apply to various craft projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of

~~Summer Library Aide at GRRL. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.~~

**ACKNOWLEDGEMENT ~~of Review~~**

~~I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.~~

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an equal opportunity employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GRRL Supervisor Signature

\_\_\_\_\_  
Date



## SUMMER LIBRARY AIDE

### JOB SUMMARY

The Summer Library Aide handles incoming library materials, makes them available for patrons and assists with summer programs.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

**The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.**

1. Assists children and families with summer programs.
2. Checks in library materials using computer.
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8. Refers questions from library patrons to public service staff.

### MINIMUM QUALIFICATIONS

**Our commitment to growth:** GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

**Education and Experience:** None required

**Knowledge, Skills and Abilities:**

- At least 14 years of age.

- Ability to clearly communicate with patrons to refer them to appropriate public service staff.
- Ability to arrange and retrieve library materials according to alphabetical and numerical filing systems.
- Ability to determine and abide by the public service limitations of this position.

**Complexity of Work:** Basic

**Budget Responsibility:** None

**Supervisory Responsibility:** None

**Supervision Received:** Direct

**Scope of Relationships (internal):** Contact with GRRL staff to share information

**Scope of Relationships (external):** May respond to general inquiries regarding summer programs from patrons, but refers patrons who need professional assistance to patron services staff.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office and library equipment
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- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Occasionally moves library books and materials up to 50 pounds
- Occasionally moves carts loaded with library materials

**Department:** Patron Services

**Pay Grade:** 6

**Reports To:** Library Assistant  
Patron Services Librarian

**FLSA Status:** Non-Exempt

**Union:** Non-Union

**Date Approved:** 05/01/2001

**Date of Last Revision:** 11/19/2013, 01/20/2015, 08/17/2015, 05/21/2024

**ACKNOWLEDGEMENT**

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GRRL is an equal opportunity employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee’s understanding of the duties and requirements of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_





# INTRODUCTIONS

HOW WE STARTED

## HOW WE STARTED

FIRST MEETING IN DECEMBER

GROUND RULES

ROBERTS RULES

MEETING NOTES

OFFICERS - PRESIDENT, VICE PRESIDENT, SECRETARY

11 MEMBERS - 5/6 COUNTIES

OUR IDEAS

LIBRARY VISITS

If you could change something about the space, what would that be?

12 responses

community teen artwork

signage comfortable seating

make it more appealing area to read

a bigger teen section

seating

add a seating area for te

area to relax for reading

more mystery murder books

more i love to read month

designated area for teens

## What can you tell us about the space you visited?

I went to the St. Cloud library. It has an awesome space for teens, and lots and lots of books

There is a place for teens and like a comfy spot for people to work on anything. There is a book selection for teens. I went to the St Micheal library.

Unfortunately, I was not able to make it to my library because I was busy with dance. But the last time I went I felt calmed instantly when I walked in because of how quiet it is.

I went to many libraries. A lot of them had a good space to sit and a good selection of books based on the branches size. I wish more had comfy/fun seating areas.

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I went to st. Cloud's library and they had a spot to sit but it was either more for kids or college student studying. Upstairs had seats but it seemed like the chairs were not as comfy comparing to...

... the kids section.

## What can you tell us about the space you visited?

I went to Annandale library and had a library desk in between the adult and children section. They have lots of cushioned chairs. I like it there but it would be nice if they labeled the genre.

more stuff to do

Annandale need to put label on the sections. Kimball should put a teen section.

More Y.A.C. advertisement. VERY crowded. Doing something for I Love To Read month

more stuff to do

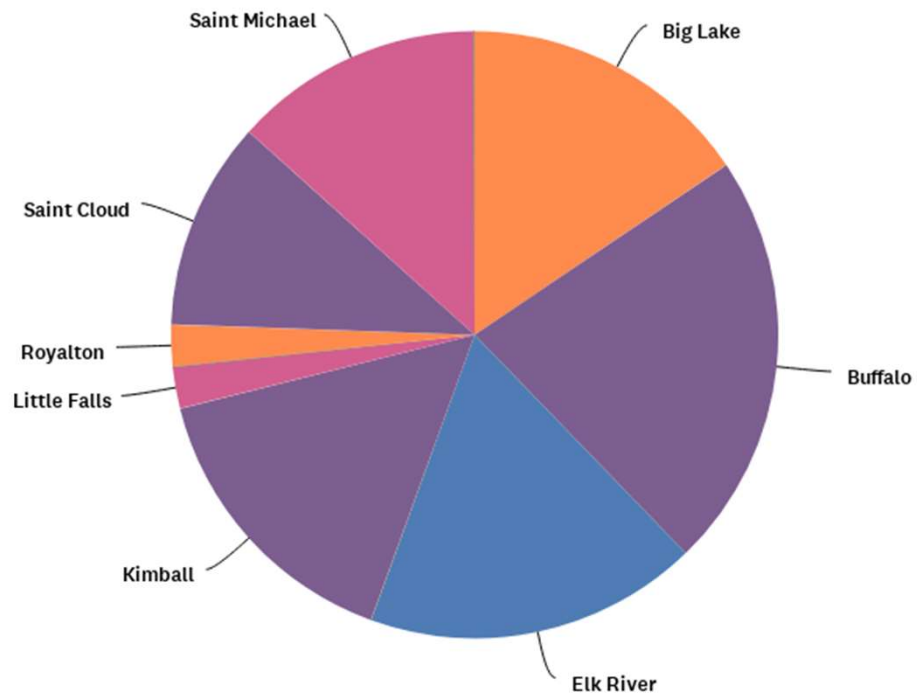
area to read

OUR IDEAS

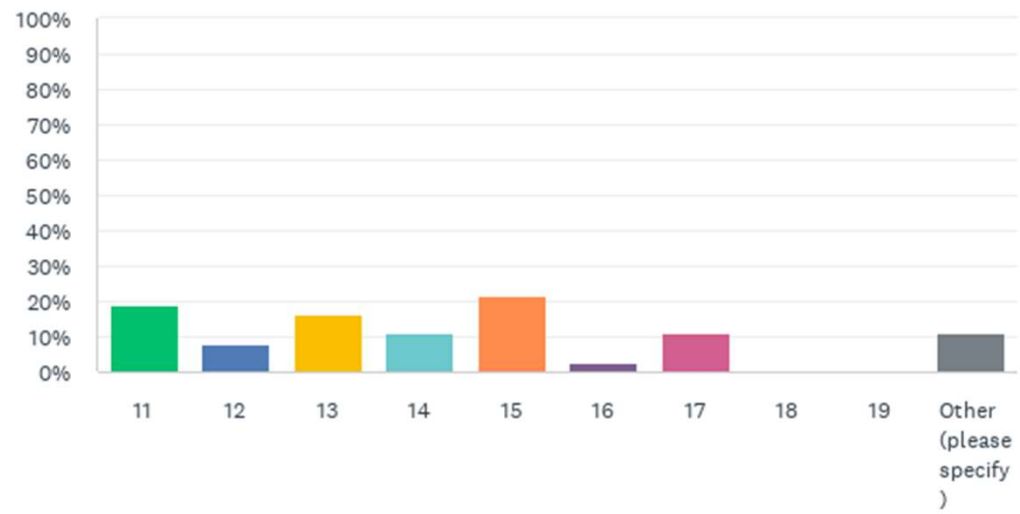
SURVEY



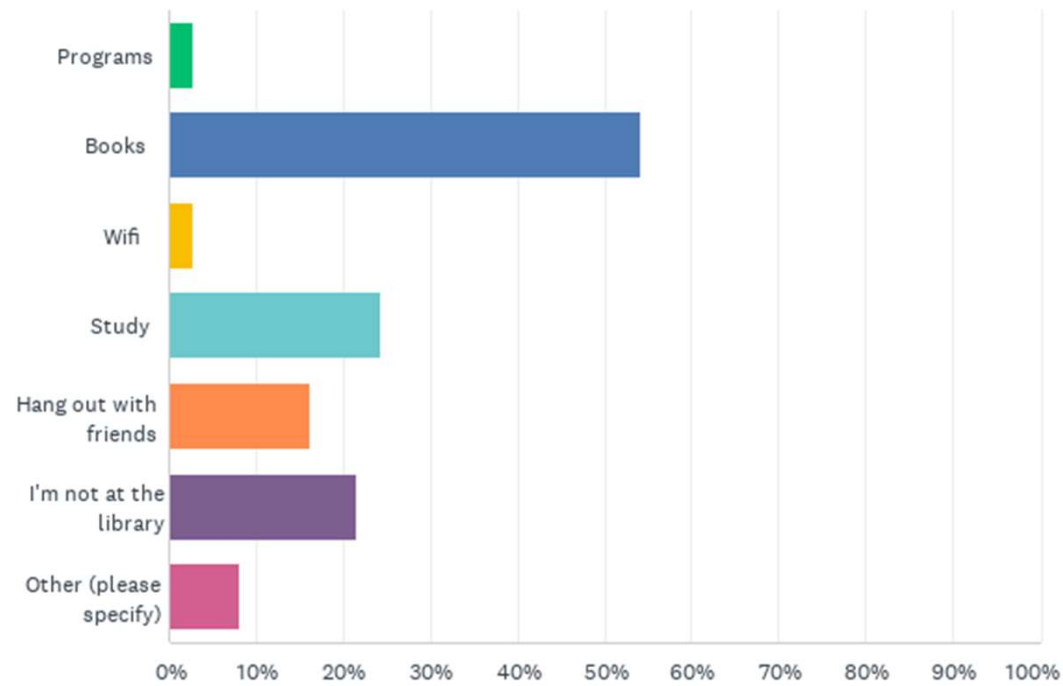
### Q1 What library do you usually use?



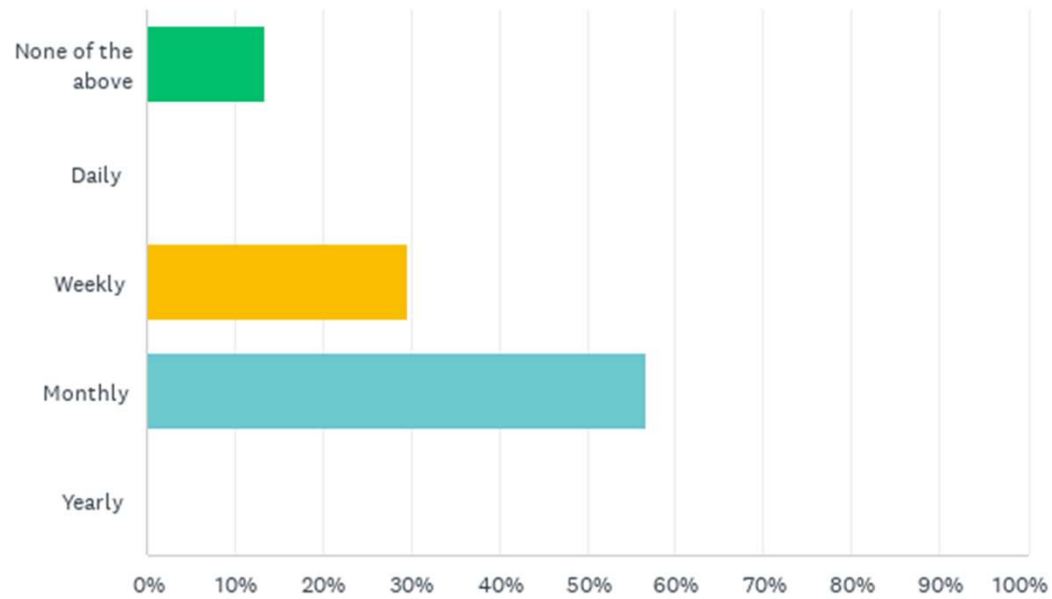
## Q2 What is your age?



### Q3 Why did you come to the library today?



## Q4 How often do you visit the library?



Q5 What more do you want to see in the library?

couches novels programs  
think **books** Maybe  
one teen  
kids comfy areas read

THE FUTURE -  
WHAT'S NEXT

## THE FUTURE - WHAT'S NEXT

KEEP THE SURVEY OPEN THROUGH THE SUMMER

PAUSE MEETINGS FOR THE SUMMER

RE-ELECT OFFICERS IN THE FALL

CONCLUSION