

1300 St. Germain Street West
St. Cloud, MN 56301
320-650-2500 griver.org

Board of Trustees Meeting
Tuesday, January 21, 2025, 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.

- 1. Call to Order** 6:00
- 2. Introduction of New Board Members & Oath of Office** 6:01
- 3. Adoption/Amendment of Agenda** 6:03
- 4. Election of 2025 Great River Regional Library Board Officers** pg 3 6:04
 - 4.1 President
 - 4.2 Vice President
 - 4.3 Secretary
 - 4.4 Treasurer
 - 4.5 Appointments to GRRL Board Standing Committees
- 5. Approval of Minutes – November 19, 2024** 6:14
 - 5.1 Board Meeting ([Requested Action – Approve](#)) pg 7
 - 5.2 Finance Committee Meeting ([Requested Action – Approve](#)) pg 13
- 6. Public Open Forum** 6:16
- 7. Financials** 6:20
 - 7.1 Bills (emailed) and Addendum (on table) ([Requested Action – Approve](#))
 - 7.2 Financial Reports (emailed) ([Requested Action – Accept](#))
 - 7.3 Fourth Quarter 2024 Financial Report ([Requested Action – Approve](#)) pg 15
- 8. Consent Agenda ([Requested Action – Approve](#))** 6:25
 - 8.1 Annual Financial Designations pg 23
 - a. Designation of Associate Director of Accounting as Custodian of Library Funds
 - b. Designation of Approved Depositories
 - c. Acceptance of Current Letter(s) of Credit
 - d. Designation of Authorized Account Signers on Bank Accounts
 - 8.2 Designation of Official Newspaper pg 31
 - 8.3 Regional Library Telecommunications Aid: Priority 2 FY25 Application pg 33
 - 8.4 Other
- 9. Communications** 6:29
 - 9.1 2025 Meeting Schedule pg 35
 - 9.2 MCIT Certificate of Excellence pg 37
 - 9.3 Other

10. Presentations	6:30
10.1 Other	
11. Staff Reports	6:30
11.1 Executive Director’s Report pg 39	
11.2 Management Reports pg 41	
11.3 Building Reports pg 47	
11.4 Human Resources Reports pg 49	
11.5 Summaries of 2024 Activity	
11.5.1 Unique Management pg 57	
11.5.2 Revenue Recapture pg 58	
11.6 Other	
12. Committee Reports	6:44
12.1 Personnel Committee (verbal) (Requested Action – Approve)	
12.2 Central Minnesota Libraries Exchange Board (verbal)	
13. Unfinished Business	6:49
13.1 Other	
14. New Business	6:49
14.1 Proposed 2026 Budget Process Timeline (Requested Action – Approve) pg 59	
14.2 GRRL Policy Review & Revisions – Administration (Requested Action – Approve) pg 61	
14.3 American Library Association United for Libraries Board Training (verbal)	
14.4 Other	
15. Board Open Forum	6:55
16. Next Meetings: February 18, 2025, Board of Trustees Work Session February 18, 2025, Finance Committee	
17. Adjournment	7:00

GRRL Board of Trustees 2025 Officer Elections and Committee Appointments

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

2024 President – *Jayne Dietz (served one term)*

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

2024 Vice President – *Wayne Bauernschmitt (Board term expired)*

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

2024 Secretary – *Melissa Fee (served one term)*

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

2024 Treasurer – *Ed Popp (served one term)*

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
2024 Executive Committee Members

- Jayne Dietz, President*
- Wayne Bauernschmitt, Vice President*
- Melissa Fee, Secretary*
- Ed Popp, Treasurer*
- Tim Denny*
- Lynn Grewing*
- Robert Kasper*

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 as needed.

Appointment of Finance Committee
2024 Finance Committee Members

- Ed Popp, Chair*
- Tarryl Clark*
- Tim Denny*
- Tina Diedrick*
- Jayne Dietz*
- Lisa Fobbe*
- Robert Kasper*

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

2024 Personnel Committee Members

Jacey Wallace, Chair

Al Amdahl

Tina Diedrick

Jayne Dietz

Melissa Fee

Lynn Grewing

Robert Kasper

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

2024 Fund Development Committee Members

Zurya Anjum, GRRL Board

Karen Pundsack, Executive Director

Lisa Fobbe, GRRL Board

Breanne Fruth, Communications & Development Coordinator

Leigh Lenzeimer, GRRL Board

Jonathan Lahr, Web Developer

Constance Crane

Pat Hontos

Joanne Kudrna

The President shall appoint two (2) to three (3) GRRL Board members to the Fund Development Committee whose duties shall be advance fundraising for Great River Regional Library and help build increased financial support from external resources.

This committee meets quarterly.

Appointment of Union Negotiations Committee

2024 Union Negotiations Committee Members

Wayne Bauernschmitt

Karen Pundsack, Executive Director

Ed Popp

Nichol Wojcik, Associate Director – Human Resources

Amy Anderson, Associate Director – Accounting

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

This committee meets as needed. The Library Services Coordinator Unit and General Unit bargaining agreements expire at the end of 2025.

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 19, 2024**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Jayne Dietz on Tuesday, Nov. 19, 2024, at 6:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Tarryl Clark, Teresa Dahl, Tina Diedrick, Jayne Dietz, Melissa Fee, Lisa Fobbe, Lynn Grewing, Laura Kangas, Bobby Kasper, Ed Popp, Jacey Wallace

Members Excused: Tim Denny

GRRL Staff Present: Brandi Canter, Breanne Fruth, Cara Langston, Karen Pundsack, Jami Trenam, Patricia Waletzko

INTRODUCTION OF NEW BOARD MEMBER & OATH OF OFFICE

Commissioner Tarryl Clark introduced herself and read the Oath of Office. Everyone present introduced themselves.

ADOPTION/AMENDMENT OF AGENDA

Melissa Fee made a motion to adopt the agenda as presented. Seconded by Jacey Wallace, the motion carried unanimously.

APPROVAL OF MINUTES

Tina Diedrick made a motion to approve the Sept. 17, 2024, Board meeting minutes as presented. Seconded by Lynn Grewing, the motion carried unanimously.

APPOINTMENT OF FINANCE COMMITTEE MEMBER

Jayne Dietz appointed Tarryl Clark to the Finance Committee.

PUBLIC OPEN FORUM

Peter Wilson from Sartell stated he has spoken before about the desire to donate books and have them placed in the children's department, but has been rebuffed. He wants to give children the opportunity to read why graphically inappropriate books were introduced. He concluded with comments about DEI, hoping that racist and sexist concepts end.

FINANCIALS

Bills

Financial Reports

Current Letters of Credit Designation

Ed Popp made a motion to approve the October and November bills and November bills addendum and to accept the September and October financial reports as presented. Seconded by Al Amdahl, the motion carried unanimously.

CONSENT AGENDA**Arts & Cultural Heritage Fund FY2023 Interim Progress Report**

The Arts & Cultural Heritage Fund (ACHF) interim report describes programming supported by the 2023 fiscal year allocation. Program attendance was highlighted. Melissa Fee made a motion to approve the ACHF FY2023 Interim Progress Report as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

COMMUNICATIONS**Schlenner Wenner Audit Engagement Agreement**

This is the official, signed agreement for Schlenner Wenner to conduct the GRRL annual audit.

An appreciation letter was sent to Nancy Schulzetenberg at BerganKDV for all her work with GRRL.

Minitex Strategic Priorities & Goals 2024

The new Minitex strategic priorities focus on connecting people to life-long learning. Minitex is a strong partner that GRRL relies on heavily.

Minnesota Library Association 2025 Legislative Priorities

Executive Director Karen Pundsack reviewed the priorities, which were approved by the Minnesota Library Association in October.

PRESENTATION**Digital Library**

Associate Director – Collection Development Jami Trenam introduced herself and stated the presentation was created to give the Board a broad overview of GRRL's Digital Library. She reviewed slides about the public website, digital licensing styles, consumer vs. library pricing, and Libby ebook/eaudio collection growth and use statistics. The topics below were explained and discussed:

- Libby and hoopla differences, including content and costs
- Digital licensing styles and terms set by the publisher
- Consumer and library pricing differences
- Statistics showing usage totals, by branch, and by format

Questions followed about the digital library budget and use demographics. Jami explained what is budgeted, what is spent, and how fund development contributes to GRRL's materials purchases. She had no additional information for use related to demographics.

STAFF REPORTS**Executive Director's Report**

Karen Pundsack pointed out the word cloud in her report created by Katie Whitney, Technical Services Clerk. The Diversity, Equity & Inclusion (DEI) Team just started meeting and is working to define what DEI means at GRRL.

Management Reports

Patron Services Supervisor Cara Langston shared that she will meet with the Cold Spring Library Building Committee and Cold Spring Library Services Coordinator Jason Kirchoff on November 25. She also talked about the Library Youth Advisory Council, which now has representation from every county in the region. At their recent meeting, the council reviewed survey results from the summer. It is a very energetic group that is excited about libraries.

Lead Patron Services Coordinator Brandi Canter commented on the M3 Huddle held at the St. Cloud Library in September. Staff from around the region discussed programming and how to make programs better and more meaningful. She also provided information about future-forward planning being done by the Automated Materials Handling System (AMHS) and Delivery work groups.

Communications & Development Coordinator Breanne Fruth stated, as of November 18, the GRRL 2024 Year-End Campaign has received \$21,264 toward the \$94,000 goal. Zurya Anjum added that the Fund Development Committee has worked for a few years on achieving 100 percent GRRL Board participation. She encouraged all to participate and noted it is not about the dollars. Rather, it is a contribution to show patrons and staff that the Board is invested in the library.

Building Reports

Karen Pundsack thanked everyone who came to the Howard Lake Library grand opening celebration. She also recognized Breanne Fruth for her involvement with the event organization.

Third Quarter 2024 Strategic Plan Objectives & Key Results

GRRL's total borrowers were at approximately 98,000 as of September 30, which is up from last year. Retaining new borrowers was talked about prior to the pandemic and is again being considered. Digital and branch circulation statistics were reviewed and compared. If the trajectory continues, digital library circulation will surpass the St. Cloud Library in the next couple of months. Overall, regional circulation is down about 3 percent. Key performance metrics indicate 2024 been a fairly stable year.

Staff Recognition Report

As the report was reviewed, the years of service for Associate Director – Human Resources Nichol Wojcik and Administrative Assistant Patty Waletzko were highlighted.

Employee Engagement and Internal Communication Survey Summary

Last year, about 11 staff members provided their names for follow-up on the GRRL Employee Engagement and Internal Communication Survey; this year there were about 20. Karen Pundsack has been meeting with them as a group and individually. She stated that GRRL has really engaged staff and pointed out the number of people who are here to give their best work every day. Major personnel issues in multiple locations this year are reflected in some of the metrics. In response to a question about employees dissatisfied with the culture of their work place, Karen replied that staff and leadership changes will help employees move forward.

COMMITTEE REPORTS

Finance Committee

Third Quarter Financial Report

GRRL 2024 Budget Projections

Fund Designation Requests

Ed Popp reported the Committee reviewed the Third Quarter Financial report and 2024 Budget projections; there will be a surplus at year-end. The Committee also approved the following fund designation requests:

- *2024 Budget Surplus as 2026 Revenue* – \$350,000 for the GRRL 2026 operating budget from the anticipated 2024 budget surplus
- *Aide Positions Pay Grade Change* – \$31,300 for an increase to the wage base for Aide and Senior Library Aide positions
- *Automated Materials Handling System (AMHS) and Radio Frequency Identification (RIFD)* – \$350,000 from the 2024 Budget surplus toward future purchases related to AMHS and RFID conversions

Ed Popp made a motion to approve the Finance Committee report. Seconded by Lisa Fobbe, the motion carried unanimously.

Personnel Committee

Position Description Update – FLSA Changes

Executive Director Annual Evaluation – Closed Session

Jacey Wallace reported the Human Resources Generalist position description was approved. Due to Fair Labor Standards Act (FLSA) changes, the position was reclassified to non-exempt. The Committee also met in closed session to present the Executive Director Performance review.

Jacey Wallace made a motion to approve the Personnel Committee report. Seconded by Zurya Anjum, the motion carried unanimously.

Fund Development Committee

Zurya Anjum reported that the Fund Development Committee met in October and discussed GRRL's year-end campaign appeal. They plan to meet January to work on thank-you notes to donors. Lisa Fobbe added that they will also make telephone calls to some of our donors.

Central Minnesota Libraries Exchange (CMLE) Board

At the September CMLE Board meeting, Karen Pundsack was elected CMLE Board Chair. Lynn Grewing was elected to be Secretary. Karen and Mark Schmitz, Resource Training & Solutions Executive Director, will meet on November 25 to talk about the December CMLE meeting.

UNFINISHED BUSINESS

2026-2030 Strategic Plan Committee Appointments

Karen Pundsack asked for three Board members to serve on a Strategic Plan Committee in 2025. She shared her vision of staff groups that will meet and develop strategic plan recommendations. This committee would receive the recommendations and organize the information into a draft plan. The goal is to have a strategic plan draft in place by October 2025. Tina Diedrick, Zurya Anjum, Jayne Dietz, and Laura Kangas volunteered and were appointed.

NEW BUSINESS

GRRL Policy Review

Conflict of Interest

After brief review, Tina Diedrick made a motion to approve the Conflict of Interest policy with no changes. Seconded by Lynn Grewing, the motion carried unanimously.

Library Open Hours Adjustments

Cara Langston explained the recommendation for the Swanville Library to return to 20 open hours per week, beginning January 2025. It has been increasingly difficult to staff the current open hours. She met with Karen Pundsack, Little Falls/Swanville Library Services Coordinator Jade Lauber, and Nichol Wojcik to evaluate the library's 2023-2024 daily activity, hiring history, and current staff available hours. Reducing total open hours by three will change the schedule for most days of the week.

Brandi Canter stated that open hours at the Waite Park Library will be moved to different days in response to shifts in community use. The total number of open hours will not change.

Executive Director Annual Evaluation Summary

On behalf of the Personnel Committee, Jacey Wallace stated a comprehensive evaluation of Karen Pundsack's performance was conducted. The results and feedback were discussed with her in closed session earlier this evening. Jacey added that Karen exceeded expectations in all six areas of review. The Committee formally acknowledged her achievements and expressed gratitude for her hard work and commitment to the organization.

Farewell to Departing Members

Lisa Fobbe shared that she has loved serving on this board with the commissioners and community members. She thanked the Board's community members for their service, and stated that working with and learning about GRRL staff has been a privilege.

Wayne Bauernschmitt commented it has been an honor and a lot of fun serving on this Board. He added that legislators know how important the library is and credited the staff and commissioners who connect with them. Wayne thanked Karen, staff, and all for rising to the occasion in past events experienced by the library system.

BOARD OPEN FORUM

Jayne Dietz wished everyone a Happy Thanksgiving.

NEXT MEETINGS

The next Board of Trustees meeting will be Tuesday, January 21, 2025.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 7:48 p.m.

Jayne Dietz, President

Melissa Fee, Secretary

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
November 19, 2024**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, Nov. 19, 2024, at 5:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tarryl Clark, Tina Diedrick, Jayne Dietz, Lisa Fobbe, Bobby Kasper, Ed Popp

Members Excused: Tim Denny

GRRL Staff Present: Amy Anderson, Brandi Canter, Karen Pundsack, Jami Trenam, Patricia Waletzko, Nichol Wojcik

Stearns County Commissioner Tarryl Clark was introduced. Committee and staff members also introduced themselves.

ADOPTION/AMENDMENT OF AGENDA

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

APPROVAL OF MINUTES

The July 16, 2024, Finance Committee minutes were approved at the Sept. 17, 2024, Board meeting.

THIRD QUARTER FINANCIAL REPORT

Associate Director – Accounting Amy Anderson stated patron receipts will exceed the 2024 budgeted amount, and interest received is significantly greater than what was budgeted. The certificate of deposit (CD) portfolio was reviewed. On September 30, the MAGIC fund was at 5.16 percent, down from last year as interest rates are starting to fall. Revenues were 86 percent received. For expenditures, the personnel line was 70 percent spent, and mileage reimbursement will be overspent. Fund balance activity was also reviewed.

Tina Diedrick joined meeting at 5:09 p.m.

Following brief questions and answers about CDs and mileage reimbursement, Jayne Dietz made a motion to approve the Third Quarter Financial Report as presented. Seconded by Bobby Kasper, the motion carried unanimously.

GRRL 2024 BUDGET PROJECTIONS

Amy Anderson informed the committee that GRRL is anticipating a very large 2024 Budget surplus due to strong interest revenue and a state aid increase. Revenues are projected to be 5.63 percent over budget – approximately \$572,000. Operating expenditures are projected to be 2.5 percent underspent – approximately \$254,000. She noted the surplus revenues are mostly additional interest and a one-time state aid increase. One-time funds are not anticipated, nor can they be budgeted.

Due to falling rates, interest in 2025 will likely be considerably lower. GRRL has shifted some patron communications to voicemail and email rather than USPS because of increasing postage rates. Also, the

building maintenance and Human Resources Information System (HRIS) budget lines will be overspent because of the St. Cloud Library lighting project and HRIS conversion to Paylocity.

FUND DESIGNATION REQUESTS

2024 Budget Surplus as 2026 Revenue

Lisa Fobbe made a motion to approve the designation of \$350,000 from the anticipated 2024 budget surplus for the GRRL 2026 operating budget. Seconded by Jayne Dietz, the motion carried unanimously.

Aide Positions Pay Grade Change

Aide and Senior Library Aide positions are at GRRL's lowest pay grade, which results in minimal wage increases and contributes to recruitment and retention challenges. Amy Anderson stated the 2024 budget surplus provides an opportunity to designate an additional \$31,300 for the 2025 wage base. This compensation consultant recommendation will move Aide positions from Pay Grade 6 to 8. The Senior Library Aide will move from Pay Grade 6 to 9.

Tina Diedrick made a motion to approve the designation request for the Aide positions Pay Grade change. Seconded by Bobby Kasper, the motion carried unanimously.

Automated Materials Handling System (AMHS) and Radio Frequency Identification (RFID)

Lead Patron Services Supervisor Brandi Canter presented the request to designate \$350,000 from the 2024 Budget surplus toward future purchases related to AMHS and RFID conversions. A work group has looked at the current St. Cloud Public Library (SCPL) AMHS, researched how an updated system could benefit GRRL, and talked about what a move to RFID might look like. This designation would start a fund for the SCPL AMHS replacement and possibly a smaller AMHS in other location. She clarified that \$350,000 will not cover both projects.

Associate Director – Collection Development Jami Trenam provided rough cost estimates for the two projects: SCPL AMHS system, \$350,000 to \$600,000, and RFID conversion, \$600,000 to \$750,000. She explained cost increases for barcode system technology and added it is time to think about how to best upgrade at GRRL.

Committee members questioned if positions would be eliminated because of the upgrades, what maintenance costs might be, and how cost sharing with the City of St. Cloud would be applied. Following staff responses, Tina Diedrick made a motion to approve the designation of \$350,000 from the 2024 budget surplus for the AMHS and RFID projects. Seconded by Jayne Dietz, the motion carried unanimously.

NEXT MEETING

The next Finance Committee meeting will be Tuesday, January 21, 2025.

ADJOURNMENT

Ed Popp adjourned the meeting at 5:29 p.m.

Ed Popp, Chair

**Great River Regional Library
Financial Report
As of December 31, 2024**



Balance, December 31, 2023	\$	9,742,457.76
Changes to Fund Balance		-
	\$	9,742,457.76

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$	540,046.00
Morrison County		519,097.00
Sherburne County		1,464,162.00
Stearns County		2,309,746.00
Todd County		349,764.00
Wright County		2,331,300.00
	\$	7,514,115.00

Patron Receipts:

Branch	\$	115,968.00
Revenue Recapture		8,037.64
	\$	124,005.64

Other:

Interest	\$	515,718.75
City of Sartell	\$	20,825.06
Interlibrary Loan Delivery	\$	6,200.00
Revenue Fund (MCIT & Miscellaneous Income)	\$	4,911.28
St. Cloud Reimbursement	\$	89,355.13
CMLE Grant	\$	7,368.76
RLBSS State Aid	\$	1,939,435.40

Operating & Capital Revenue Total	\$	10,221,935.02
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RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$	207,557.45
RLTA Grants	\$	243,620.74
Minitex Last Mile Grant		7,000.00

Restricted Revenue Total	\$	458,178.19
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ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$	54,023.80
Fund Development - Communications		18,921.82
Fund Development - Programs & Services		23,652.24
Interlibrary Loan		708.33
Gift Funds - Branch		128,352.20
Gift Funds - Regional		42,464.72
Gift Funds - Designated		204,426.57
Revolving Fund		39,990.33
Sales Revenue		4,742.07

Assigned Revenue Total	\$	517,282.08
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Total Revenue & Balance -----	\$	20,939,853.05
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EXPENDITURES

Operating Fund -- see attached report	\$	9,820,553.63
Fund Balance Report -- see attached report		975,723.09
YTD Health Reimbursement Arrangement (HRA) Distributions	\$	24,407.90
Accumulated Depreciation		180,000.00

Total Expenditures -----	\$	11,000,684.62
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Total Balance & Revenues less Expenditures	\$	9,939,168.43
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**Great River Regional Library
Investment Listing
As of December 31, 2024**

Total Revenue including prior year Balance, less Expenditures ----- \$ 9,939,168.43

CASH AND INVESTMENTS

Checking Account - FDIC Insured

Bremer Expense	\$ 345,847.30
Branch Cash	\$ 2,705.00

Savings Accounts

	Rate	Amount
MAGIC (Minnesota Association of Governments Investing for Counties)	4.63%	\$ 2,235,838.35

Custodial Account

Health Reimbursement Arrangement (MAGIC)	\$ 638,772.78
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Certificate of Deposit Investments - FDIC Insured

	Net Rate	CD Investment
Crossfirst Bank, Kansas - Maturity 01/27/2025	5.20%	\$ 239,000.00
Bank of Montgomery, LA - Maturity 02/04/2025	5.35%	\$ 240,000.00
Toiga Franklin Savings Bank, PA - Maturity 02/10/2025	5.35%	\$ 240,000.00
Austin Capital Bank, TX - Maturity 03/14/2025	5.45%	\$ 240,000.00
Solera National Bank, CO - Maturity 04/07/2025	5.10%	\$ 237,000.00
Texas Heritage Bank, TX - Maturity 04/07/2025	5.05%	\$ 237,000.00
Cibm, Waukesha, WI - Maturity 04/21/2025	5.13%	\$ 237,000.00
First National Bank of Hutchinson, KS - Maturity 05/15/2025	5.20%	\$ 237,000.00
Cornerstone Bank, NE - Maturity 06/18/2025	5.35%	\$ 231,000.00
United Trust Bank, IL - Maturity 06/20/2025	5.20%	\$ 237,000.00
First State Bank, AR - Maturity 08/21/2025	4.95%	\$ 237,000.00
First Internet Bank of Indiana - Maturity 08/14/2025	5.00%	\$ 237,000.00
Gbank, Las Vegas, NV - Maturity 09/11/2025	4.60%	\$ 238,000.00
GBC Bank, CA - Maturity 10/2/2025	4.95%	\$ 232,000.00
Maplemark Bank, TX - Maturity 10/02/2025	4.95%	\$ 232,000.00
West Pointe Bank, WI - Maturity 11/21/2025	4.15%	\$ 239,000.00
Financial Federal Savings Bank - Maturity 01/13/2026	5.05%	\$ 231,000.00
Nexbank, TX - Maturity 02/10/2026	4.70%	\$ 233,000.00
Flagstar Bank, TX - Maturity 05/12/2026	4.05%	\$ 235,000.00
First Capital Bank, SC - Maturity 06/04/2026	4.10%	\$ 235,000.00
First Priority Bank, - Maturity 07/17/2026	5.00%	\$ 226,000.00
Traditional Bank, KY - Maturity 11/23/2026	3.98%	\$ 230,000.00
Merrick Bank, UT - Maturity 12/07/2026	4.01%	\$ 230,000.00

Total MAGIC Certificate of Deposit Investments \$ 5,410,000.00

Falcon National Bank, MN - Maturity 09/28/2025	4.16%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/2025	4.31%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 09/20/2025	4.60%	\$ 250,000.00
Minnesota National Bank, MN - Maturity 07/22/2025	5.15%	\$ 250,000.00
MidCountry Bank, MN - Maturity 02/23/2025	4.90%	\$ 250,000.00
Trustone Financial CU - Maturity 08/23/2025	5.01%	\$ 236,005.00

Total Local Certificates of Deposit Investments \$ 1,486,005.00

Total Deposits \$ 10,119,168.43
Accumulated Depreciation (180,000.00)

Month End Balance \$ 9,939,168.43

\$ -

Submitted by Amy Anderson, Associate Director, Accounting

GRRL holds Letter of Credit No. 1007413 dated December 24, 2024 in the amount of \$650,000 from Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, NA

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity
DECEMBER 2024

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$639,752.32	\$0.00	\$979.54	\$638,772.78
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$1,486,005.00	\$0.00	\$0.00	\$1,486,005.00
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$5,181,000.00	\$465,000.00	\$236,000.00	\$5,410,000.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$3,226,759.64	\$318,753.67	\$1,309,674.96	\$2,235,838.35
G 10-1017 CASH - BRANCH CASH	\$2,705.00	\$0.00	\$0.00	\$2,705.00
G 10-1010 CASH -BREMER CKG	\$295,606.89	\$662,249.55	\$612,009.14	\$345,847.30
	<u>\$10,831,828.85</u>			<u>\$10,119,168.43</u>

**Great River Regional Library
Revenue Report: Operating Capital Funds
For the Month Ended December 31, 2024**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 537,890.00	\$ 537,890.00	\$ -	100.00%
Morrison County	517,025.00	517,025.00	\$ -	100.00%
Sherburne County	1,458,316.00	1,458,316.00	\$ -	100.00%
Stearns County	2,300,524.00	2,300,524.00	\$ -	100.00%
Todd County	348,368.00	348,368.00	\$ -	100.00%
Wright County	<u>2,321,992.00</u>	<u>2,321,992.00</u>	\$ -	<u>100.00%</u>
Signatory Operational Receipts:	\$ 7,484,115.00	\$ 7,484,115.00	\$ -	100.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,156.00	\$ 2,156.00	\$ -	100.00%
Morrison County	2,072.00	2,072.00	\$ -	100.00%
Sherburne County	5,846.00	5,846.00	\$ -	100.00%
Stearns County	9,222.00	9,222.00	\$ -	100.00%
Todd County	1,396.00	1,396.00	\$ -	100.00%
Wright County	<u>9,308.00</u>	<u>9,308.00</u>	\$ -	<u>100.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 30,000.00	\$ -	100.00%

Sub-Total Signatory Receipts:	\$ 7,514,115.00	\$ 7,514,115.00	\$ -	100.00%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 200,711.00	\$ 200,711.00	\$ -	100.00%
Unassigned Fund Balance (2022 Surplus)	407,350.00	407,350.00	\$ -	100.00%
Patron and Revenue Recapture Receipts	105,000.00	124,005.64	19,005.64	118.10%
Interest	200,000.00	515,718.75	315,718.75	257.86%
City of Sartell	20,000.00	20,825.06	825.06	104.13%
ILL Delivery	6,200.00	6,200.00	-	100.00%
Minitex Last Mile	7,000.00	7,000.00	-	100.00%
Revenue Fund	15,000.00	4,911.28	(10,088.72)	32.74%
St. Cloud Reimbursement	<u>85,000.00</u>	<u>89,355.13</u>	<u>4,355.13</u>	<u>105.12%</u>

Sub-Total Other Receipts:	\$ 1,046,261.00	\$ 1,376,076.86	\$ 329,815.86	131.52%
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<u>RLBSS State Aid Revenue</u>	Budget	Received	Balance	% Rec'd
Sub-Total RLBSS State Aid*	\$ 1,638,000.00	\$ 1,912,811.29	\$ 274,811.29	116.78%

	Budget	Received	Balance	YTD % Rec'd
Total Operating/Capital Revenue:	\$ 10,198,376.00	\$ 10,803,003.15	\$ 604,627.15	105.94%

***Notes to Revenue**

<u>2023-2024 RLBSS State Aid:</u>	<u>2025 Revenue Received</u>
\$ 573,843.39 Received 09-30-2023	\$ 1,174,476.39 RLBSS FY 25
\$ 573,843.38 Received 10-13-2023	\$ 115,309.70 Legacy Grant, FY 2025
\$ 573,843.39 Received 02-13-2024	\$ 58,742.94 RLTA FY 2025
\$ 191,281.13 Received 07-30-2024	\$ -
\$ 1,912,811.29 Total received	\$ 1,348,529.03 Total received

Revenue received in prior calendar year(s)
Revenue received for 2025 budget

GREAT RIVER REGIONAL LIBRARY
Quarterly YTD Comparative Report - QTR 4
DECEMBER 2024

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
10 GENERAL FUND								
4100 PERSONNEL								
SALARIES	10-00-4100-110	\$684,740.00	\$671,300.21	\$13,439.79	98.0%	\$680,646.80	-\$9,346.59	-1.37%
SALARIES	10-20-4100-110	\$3,912,450.00	\$3,493,498.41	\$418,951.59	89.3%	\$3,692,537.94	-\$199,039.53	-5.39%
SALARIES	10-30-4100-110	\$91,050.00	\$88,502.25	\$2,547.75	97.2%	\$80,097.91	\$8,404.34	10.49%
SALARIES-RLBSS	10-20-4100-111	\$1,638,000.00	\$1,912,811.29	-\$274,811.29	116.8%	\$1,673,974.56	\$238,836.73	14.27%
EE BENEFITS	10-00-4100-140	\$138,000.00	\$137,932.88	\$67.12	100.0%	\$129,754.42	\$8,178.46	6.30%
EE BENEFITS	10-20-4100-140	\$703,800.00	\$450,396.54	\$253,403.46	64.0%	\$424,384.68	\$26,011.86	6.13%
EE BENEFITS	10-30-4100-140	\$27,600.00	\$14,038.43	\$13,561.57	50.9%	\$20,196.86	-\$6,158.43	-30.49%
WORKERS COMPENSATION	10-30-4100-160	\$33,100.00	\$33,071.00	\$29.00	99.9%	\$31,724.00	\$1,347.00	4.25%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$103,700.00	\$98,673.98	\$5,026.02	95.2%	\$110,032.63	-\$11,358.65	-10.32%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$793,800.00	\$797,308.41	-\$3,508.41	100.4%	\$775,567.95	\$21,740.46	2.80%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$13,800.00	\$13,175.07	\$624.93	95.5%	\$11,810.89	\$1,364.18	11.55%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$12,000.00	\$11,381.18	\$618.82	94.8%	\$15,781.20	-\$4,400.02	-27.88%
4100 PERSONNEL		\$8,152,040.00	\$7,722,089.65	\$429,950.35	94.7%	\$7,646,509.84	\$75,579.81	0.99%
4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$6,800.00	\$8,418.41	-\$1,618.41	123.8%	\$5,885.83	\$2,532.58	43.03%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$14,645.56	\$9,854.44	59.8%	\$21,377.39	-\$6,731.83	-31.49%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$7,360.31	-\$60.31	100.8%	\$9,571.37	-\$2,211.06	-23.10%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$4,414.97	\$585.03	88.3%	\$2,987.95	\$1,427.02	47.76%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$70,564.62	-\$10,564.62	117.6%	\$71,849.14	-\$1,284.52	-1.79%
BUILDING MAINTENANCE	10-30-4200-240	\$105,000.00	\$168,972.44	-\$63,972.44	160.9%	\$110,196.26	\$58,776.18	53.34%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$40,150.00	\$41,951.00	-\$1,801.00	104.5%	\$40,439.00	\$1,512.00	3.74%
CATALOG SERVICES	10-20-4200-248	\$94,000.00	\$93,878.37	\$121.63	99.9%	\$117,077.90	-\$23,199.53	-19.82%
AUDIT	10-30-4200-250	\$25,000.00	\$24,365.00	\$635.00	97.5%	\$21,730.00	\$2,635.00	12.13%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,590.00	\$4,818.00	-\$228.00	105.0%	\$4,587.00	\$231.00	5.04%
TELEPHONE	10-00-4200-260	\$31,000.00	\$30,180.08	\$819.92	97.4%	\$30,461.13	-\$281.05	-0.92%
DELIVERY SERVICES	10-30-4200-265	\$2,200.00	\$2,055.26	\$144.74	93.4%	\$2,004.24	\$51.02	2.55%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$27,500.00	\$27,601.36	-\$101.36	100.4%	\$29,787.21	-\$2,185.85	-7.34%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$29,991.33	\$1,008.67	96.8%	\$32,158.78	-\$2,167.45	-6.74%
SALES TAX	10-00-4200-288	\$4,000.00	\$4,299.00	-\$299.00	107.5%	\$4,310.00	-\$11.00	-0.26%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$96,794.45	-\$10,594.45	112.3%	\$83,125.07	\$13,669.38	16.44%
LEGAL SERVICES	10-30-4200-291	\$12,000.00	\$13,785.49	-\$1,785.49	114.9%	\$11,600.02	\$2,185.47	18.84%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,840.88	-\$340.88	105.2%	\$7,153.71	-\$312.83	-4.37%
4200 SERVICES AND CONTRACTS		\$572,740.00	\$650,936.53	-\$78,196.53	113.7%	\$606,302.00	\$44,634.53	7.36%
4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$2,400.00	\$2,289.31	\$110.69	95.4%	\$1,794.04	\$495.27	27.61%
SUPPLIES	10-20-4300-310	\$57,000.00	\$55,933.89	\$1,066.11	98.1%	\$63,093.41	-\$7,159.52	-11.35%
SUPPLIES	10-30-4300-310	\$300.00	\$0.00	\$300.00	0.0%	\$0.00	\$0.00	0.00%
POSTAGE	10-30-4300-330	\$14,000.00	\$14,633.19	-\$633.19	104.5%	\$16,291.14	-\$1,657.95	-10.18%

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
4300 COMMODITIES		\$73,700.00	\$72,856.39	\$843.61	98.9%	\$81,178.59	-\$8,322.20	-10.25%
4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$27,000.00	\$26,872.74	\$127.26	99.5%	\$23,008.98	\$3,863.76	16.79%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,365.00	\$635.00	84.1%	\$3,471.70	-\$106.70	-3.07%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$9,673.91	\$1,826.09	84.1%	\$10,308.33	-\$634.42	-6.15%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$1,000.00	\$1,388.91	-\$388.91	138.9%	\$839.68	\$549.23	65.41%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$25,000.00	\$33,019.25	-\$8,019.25	132.1%	\$29,555.04	\$3,464.21	11.72%
4400 VEHICLE EXPENSES		\$68,500.00	\$74,319.81	-\$5,819.81	108.5%	\$67,183.73	\$7,136.08	10.62%
4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$560,000.00	\$528,534.42	\$31,465.58	94.4%	\$519,638.86	\$8,895.56	1.71%
PERIODICALS	10-20-4500-520	\$52,000.00	\$51,024.63	\$975.37	98.1%	\$51,773.66	-\$749.03	-1.45%
MEDIA	10-20-4500-540	\$90,000.00	\$57,321.73	\$32,678.27	63.7%	\$67,361.63	-\$10,039.90	-14.90%
ELECTRONIC SERVICES	10-20-4500-560	\$269,370.00	\$334,489.22	-\$65,119.22	124.2%	\$328,595.85	\$5,893.37	1.79%
4500 LIBRARY MATERIALS		\$971,370.00	\$971,370.00	\$0.00	100.0%	\$967,370.00	\$4,000.00	0.41%
4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$4,500.00	\$3,082.35	\$1,417.65	68.5%	\$1,169.86	\$1,912.49	163.48%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$1,237.89	\$262.11	82.5%	\$1,831.01	-\$593.12	-32.39%
4600 EQUIPMENT		\$6,000.00	\$4,320.24	\$1,679.76	72.0%	\$3,000.87	\$1,319.37	43.97%
4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$143.40	\$256.60	35.9%	\$337.46	-\$194.06	-57.51%
4700 CONTINGENCY		\$400.00	\$143.40	\$256.60	35.9%	\$337.46	-\$194.06	-57.51%
4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$167,376.00	\$194,115.89	-\$26,739.89	116.0%	\$190,824.32	\$3,291.57	1.72%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$1,120.13	\$9,479.87	10.6%	\$3,213.13	-\$2,093.00	-65.14%
AUTOMATION EQUIPMENT	10-20-4800-933	\$80,000.00	\$74,571.92	\$5,428.08	93.2%	\$100,480.12	-\$25,908.20	-25.78%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$3,155.00	-\$1,155.00	157.8%	\$0.00	\$3,155.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$1,011.60	\$988.40	50.6%	\$6,713.06	-\$5,701.46	-84.93%
AUTOMATION SOFTWARE	10-20-4800-936	\$61,650.00	\$50,543.07	\$11,106.93	82.0%	\$60,821.11	-\$10,278.04	-16.90%
4800 AUTOMATION OPERATING		\$323,626.00	\$324,517.61	-\$891.61	100.3%	\$362,051.74	-\$37,534.13	-10.37%
10 GENERAL FUND		\$10,168,376.00	\$9,820,553.63	\$347,822.37	96.6%	\$9,733,934.23	\$86,619.40	0.89%

Great River Regional Library Fund Balance Activity For the Month Ended December 31, 2024

Fund Description	Program Code	Fund Balance	Monthly Receipts	YTD Expenses	Fund Balance, 12/31/24
COMMITTED CAPITAL FUNDS	10.05.5000.				
Capital - Automation	710	798,677.20		10,736.52	787,940.68
Capital - Branch Development	720	153,235.46	-	28,022.22	125,213.24
Capital - Equipment	730	67,806.36		16,163.20	51,643.16
Capital - Vehicle	740	74,052.80	-	42,000.00	32,052.80
		\$ 1,093,771.82	\$ -	\$ 96,921.94	\$ 996,849.88
RESTRICTED FUNDS	10.10.4900.				
CMLE Grant Awards	978	4,058.56	3,310.20	7,368.76	-
Legacy Fund 2023	938	174,918.60		174,918.60	-
Legacy Fund 2024	939	230,619.40	-	42,901.91	187,717.49
Legacy Fund 2025	940	92,247.76	23,061.94		115,309.70
Minitex Last Mile	946	-	7,000.00	7,000.00	-
LSTA - Opportunity Hardware	942	28,294.98		28,294.98	-
RLTA	986	649,389.39	29,371.47	285,421.80	393,339.06
		\$ 1,179,528.69	\$ 62,743.61	\$ 545,906.05	\$ 696,366.25
COMMITTED OTHER FUNDS	10.40.5100.				
Building Maintenance	240	12,043.92		12,043.92	-
Compensated Absence Fund	983	503,256.00	-		503,256.00
Compensation Study	840	25,000.00		9,587.50	15,412.50
Computer Replacement Fund	984	67,760.22			67,760.22
Digital Library Content	845	50,000.00		50,000.00	-
Emergency Sub & Severance	880	19,844.17		100.26	19,743.91
Extended Hours Pilot	850	50,000.00			50,000.00
Patron Self Service	813	9,807.98			9,807.98
Payroll & HRIS Services	890	2,572.85		2,572.85	-
Payroll Fund	870	220,000.00			220,000.00
Security	831	8,740.27			8,740.27
Staff Development Services	211	8,689.45		7,533.88	1,155.57
		\$ 977,714.86	\$ -	\$ 81,838.41	\$ 895,876.45
ASSIGNED FUNDS	10.40.5200.	Balance, 12/1/24	MTD Receipts	YTD Expenses	Balance, 12/31/24
FD - Collection	816	80,229.42	15,393.61	52,882.14	42,740.89
FD - Communications	821	33,891.11	5,597.65	19,741.30	19,747.46
FD - Programs & Services	822	72,597.08	6,997.09	5,052.73	74,541.44
Gift Funds - Branch	820	195,574.72	21,542.50	96,711.96	120,405.26
Gift Funds - Designations	818	580,266.78	17,516.44	6,296.63	591,486.59
Gift Funds - Regional	819	63,313.42	20,200.00	29,281.97	54,231.45
Interlibrary Loan - Lost Materials	810	8,691.49	47.97	651.94	8,087.52
Revolving Fund	825	37,184.36	2,421.04	39,605.40	-
Sales Revenue	994	59,347.43		832.62	58,514.81
		\$ 1,131,095.81	\$ 89,716.30	\$ 251,056.69	\$ 969,755.42
TOTAL		\$ 4,382,111.18	\$ 152,459.91	\$ 975,723.09	\$ 3,558,848.00

Fund Balance Report
DECEMBER 2024

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
10 GENERAL FUND						
05 CAPITAL BUDGET						
5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$798,677.20	\$0.00	\$10,736.52	\$787,940.68	1.34%
720	CAPITAL - BRANCH DEVELOPMENT	\$153,235.46	\$47.99	\$28,022.22	\$125,213.24	18.29%
730	CAPITAL - EQUIPMENT	\$67,806.36	\$0.00	\$16,163.20	\$51,643.16	23.84%
740	CAPITAL - VEHICLE	\$74,052.80	\$0.00	\$42,000.00	\$32,052.80	56.72%
5000 CAPITAL COMMITTED FUNDS		\$1,093,771.82	\$47.99	\$96,921.94	\$996,849.88	8.86%
05 CAPITAL BUDGET		\$1,093,771.82	\$47.99	\$96,921.94	\$996,849.88	8.86%
10 OUTREACH SERVICES						
4900 RESTRICTED FUNDS						
978	CMLE GRANTS	\$7,368.76	\$0.00	\$7,368.76	\$0.00	100.00%
938	LEGACY FUND 2023	\$174,918.60	\$0.00	\$174,918.60	\$0.00	100.00%
939	LEGACY FUND 2024	\$230,619.40	\$400.00	\$42,901.91	\$187,717.49	18.60%
940	LEGACY FUND 2025	\$115,309.70	\$0.00	\$0.00	\$115,309.70	0.00%
946	MINITEX LAST MILE	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.98	\$0.00	\$28,294.98	\$0.00	100.00%
986	RLTA	\$678,760.86	\$29,786.07	\$285,421.80	\$393,339.06	42.05%
4900 RESTRICTED FUNDS		\$1,242,272.30	\$37,186.07	\$545,906.05	\$696,366.25	43.94%
10 OUTREACH SERVICES		\$1,242,272.30	\$37,186.07	\$545,906.05	\$696,366.25	43.94%
40 OTHER						
5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$12,043.92	\$0.00	\$12,043.92	\$0.00	100.00%
983	COMPENSATED ABSENCES	\$503,256.00	\$0.00	\$0.00	\$503,256.00	0.00%
840	COMPENSATION STUDY	\$25,000.00	\$0.00	\$9,587.50	\$15,412.50	38.35%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
845	DIGITAL LIBRARY CONTENT	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.00%
880	EMERGENCY, SUB & SEVERANCE	\$19,844.17	\$0.00	\$100.26	\$19,743.91	0.51%
850	EXTENDED ACCESS PILOT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
813	PATRON SELF SERVICE	\$9,807.98	\$0.00	\$0.00	\$9,807.98	0.00%
890	PAYROLL & HRIS SERVICES	\$2,572.85	\$0.00	\$2,572.85	\$0.00	100.00%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
831	SECURITY	\$8,740.27	\$0.00	\$0.00	\$8,740.27	0.00%
211	STAFF DEVELOPMENT SERVICES	\$8,689.45	\$0.00	\$7,533.88	\$1,155.57	86.70%
5100 COMMITTED FUNDS		\$977,714.86	\$0.00	\$81,838.41	\$895,876.45	8.37%
5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$95,623.03	\$28,377.86	\$52,882.14	\$42,740.89	55.30%
821	FD - COMMUNICATIONS	\$39,488.76	\$536.22	\$19,741.30	\$19,747.46	49.99%
822	FD - PROGRAMS & SERVICES	\$79,594.17	\$0.00	\$5,052.73	\$74,541.44	6.35%
820	GIFT FUNDS BRANCH	\$217,117.22	\$19,604.96	\$96,711.96	\$120,405.26	44.54%
818	GIFT FUNDS DESIGNATED	\$597,783.22	-\$15.00	\$6,296.63	\$591,486.59	1.05%
819	GIFT FUNDS REGIONAL	\$83,513.42	\$5,390.77	\$29,281.97	\$54,231.45	35.06%
810	INTERLIBRARY LOAN	\$8,739.46	\$25.22	\$651.94	\$8,087.52	7.46%
825	REVOLVING FUND	\$39,605.40	\$2,421.04	\$39,605.40	\$0.00	100.00%
994	SALES REVENUE	\$59,347.43	\$0.00	\$832.62	\$58,514.81	1.40%
5200 ASSIGNED FUNDS		\$1,220,812.11	\$56,341.07	\$251,056.69	\$969,755.42	20.56%
40 OTHER		\$2,198,526.97	\$56,341.07	\$332,895.10	\$1,865,631.87	15.14%
10 GENERAL FUND		\$4,534,571.09	\$93,575.13	\$975,723.09	\$3,558,848.00	21.52%



2025 Annual Financial Designations

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the 2025 depository designations, authorized account 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. 2234-1007413 dated December 24, 2024, from FHLB on behalf of Bremer Bank, N.A.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

Annual Financial Designations

a. Designation of Associate Director – Accounting as Custodian of Library Funds

The Associate Director – Accounting serves as Finance Manager. 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 Finance Manager. 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.*	Expense Checking Account
	Certificates of Deposit
MAGIC Fund	Liquid Savings Account
	Investments
Stearns Bank	Expense Checking Account
	Certificates of Deposit
Minnesota National Bank	Certificates of Deposit
Falcon National Bank	Certificates of Deposit
MidCountry Bank	Certificates of Deposit
Annandale State Bank	Certificates of Deposit
Wells Fargo Bank	Certificates of Deposit
Trustone Financial Credit Union	Certificates of Deposit

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

**Bremer Bank, N.A., has been purchased by Old National Bank. The Bremer Bank name will change in 2025.*

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.:

- \$650,000 Letter of Credit #2234-1007413 dated December 24, 2024

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

d. Designation of Authorized Account Signers on Bank Accounts

The following persons are designated as account signers on the bank accounts held by Great River Regional Library:

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

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



Effective Date: December 24, 2024
LETTER OF CREDIT NO. 1007413

Great River Regional Library
amya@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. 1007413 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 \$650,000.00 ("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 January 24, 2025 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
- 7. This Letter of Credit is issued subject to 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).

FEDERA
 909 Loc
 Des Moi



By: _____

Title: Senior Risk, Money Desk and Cash Analyst Dec 24, 2024

EXHIBIT A
DRAWING CERTIFICATE

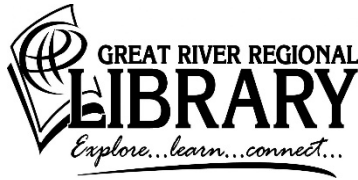
The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 1007413 (the "Letter of Credit") (any capitalized term used herein and not 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__.

By: _____

Title: _____



Official Newspaper Designation for 2025

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 the years 2017-2024.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled



Regional Library Telecom Aid: Priority 2 Application (FY25)

FY25 Priority 2 funds can support eligible expenses incurred from July 1, 2024 to June 30, 2025. Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

Please submit this form as a PDF to emma.devera@state.mn.us no later than **January 15, 2025**

System Name: Great River Regional Library

Date Submitted: 1/21/25

	Description	Total Budgeted	Brief Description
Content	Content Subscriptions <i>annual Overdrive fees</i>		
	Library Resources <i>Overdrive materials</i>	\$70,721.27	Digital content: ebooks, eaudio, etc.
Non-E-Rate Equipment	Individual Devices <i>tablets, computers, hotspots without service</i>		
	Operational Devices <i>copier, printer, self-check</i>		
	Networking Equipment <i>server, redundant lines</i>		
	Tech Supplies <i>hotspot cases, USB drives</i>		
Subscriptions	Data Plans <i>hotspot data plans, off-site internet service</i>		
	Service Subscriptions <i>Zoom, website hosting</i>		
	Software Licenses <i>MS Office, Deep Freeze</i>		
Miscellany	Professional Services <i>web design, tech repair</i>	\$20,000.00	External and internal network penetration testing.
	Category 2 <i>see FCC eligible services list</i>	\$29,400.00	Network switches.
		\$120,121.27	



1300 St. Germain Street West
St. Cloud, Minnesota 56301
Telephone 320-650-2500 griver.org

Board of Trustees 2025 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 the regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 2.

January 21 – Annual Meeting

February 18 – Work Session

March 18

April 15 – Work Session

May 20

June 17 – Work Session

July 15

August 19 – Work Session

September 16

October 21 – Work Session

November 18

December 16 – Work Session

Minnesota Counties Intergovernmental Trust Certificate of

Excellence

Presented to

Great River Regional Library

In recognition of an

OUTSTANDING LOSS RATIO UNDER 50%

PROPERTY AND CASUALTY
PLAN YEARS: 2019 – 2023



Ron Antony, Board Chair



Gerd Clabaugh, Executive Director

PRESENTED: *December 9, 2024*

January 21, 2025

Executive Director Report January 2025

2026-2030 Strategic Planning

A kickoff meeting for our next strategic plan was set for January 15. Members are selected for each subcommittee. All steering committee and subcommittee members were invited to attend the kick off meeting. This meeting focused on introduction of members, reviewing GRRL personas and a visioning exercise. We will spend the next few months envisioning a bright future for the library.

Leadership Support Team (LST)

In November, students from the University of Michigan School of Information presented the St. Cloud Community Profile they created as their class project. The graduate students, Sandhya Srinivasan and Nuzhat Jahan, spent time reviewing 2023 SCSU Survey data, demographics, library statistics, and community goals over the past three months. They also interviewed various stakeholders, including patrons, donors, and community partners. In addition, they created several user personas based on their research. This information will be used to inform the 2026-2030 GRRL Strategic Plan update.

LST also discussed preparation for Locally Growin' and continuing work on the Paylocity conversion. The team reviewed responses and follow up to staff engagement survey comments.

Employee Engagement and Communication Survey Follow-Up

In August, GRRL conducted the Employee Engagement and Communication Survey. We conduct this survey on a regular basis as a continuous improvement effort. A total of 235 staff members completed the survey, an 82 percent response rate. Building trust and fostering open communication are GRRL core values.

Over 20 staff members opted to include their names with their survey responses. These individuals were invited to meet in November to provide additional insights on the results. One of the suggestions shared was to provide a summary of the comments and to share next steps. The comments were grouped by theme and shared with staff.

Key takeaways from conversations with staff:

- Similar to previous surveys, GRRL is well above average in terms of commitment and connection to the organization. Most responses indicate a higher level of satisfaction and engagement from GRRL staff members than Survey Monkey benchmark data.
- The number one method of receiving communication continues to be from supervisors. A best practice across multiple departments is for supervisors to send a weekly recap email to all staff and to have all staff sign off on the monthly checklist.
- Staff continue to prefer email, one-on-one conversations and in-person meetings to other ways of providing feedback. This is unchanged from earlier surveys.
- A lot of communication is written (Daily News, email) and all staff have a responsibility to check these sources at least weekly to stay up-to-date.
- There are difficulties for aides to receive email communication. Positions such as library aide, as well as others, do not have immediate access to a computer as part of their day-to-day tasks.
- Staff desire more connection between staff members through in-person meetings.

Diversity, Equity and Inclusion (DEI) Team

The DEI team met in December and finalized GRRRL definitions for Diversity, Equity, Inclusion and Belonging. This will be turned into a graphic. The team also finalized a survey that will go out in January to our patron services staff about language usage at public service desks. This is a follow-up to the counts done in October as part of our annual Count Week. The DEI team spoke on some guidelines in regards to programming and participation for branches. We plan to meet again in January. The DEI Team will share a presentation on 2022-2025 GRRRL Strategic Plan DEI initiatives at the February work session. A representative from this team will be part of the 2026-2030 GRRRL Strategic Plan steering committee.

Staffing Work Group

The staffing work group completed work in December. The goals were to review staffing levels and update the staffing calculator. Another goal was to develop work schedules that are equitable across staff members and serve patron needs.

Staffing levels are determined by staffing calculator results and trends. The staffing calculator was approved by the GRRRL Board in 2010 as a tool for staffing. It calculates staffing by position based on library activity levels. Print2Go activity was added to the 2024 staffing calculator. The calculator data is updated annually based on the previous year's library statistics (circulation, checkout sessions, Internet uses, etc.). We will also use a new transactions per open hour metric to determine base level staffing for each library tier.

Staffing evaluation for each library will happen when a position becomes vacant or at budget time. In most cases, adjustments to total staffing will be no more than once per year. How often a position has been posted in the last year will be a criterion for additional evaluation. We aim to make most changes through attrition, retain existing staff, and hire high quality candidates. We also set goals for minimum hours per position and how schedule adjustments will be handled.

Highlighted Executive Director Activities since November Board Meeting

- Nov. 20 – LST Board follow up meeting, GSDC webinar – Employee Engagement
- Nov. 25 – Meeting with Mark Schmitz regarding CMLE agenda, meeting with staff member on Engagement and Communication survey
- Nov. 27 – LST meeting
- Dec. 5 – CRPLSA online meeting
- Dec. 6 – UMSI meeting, MLA Legislative Committee update
- Dec. 10 – Organizational Orientation
- Dec. 11 – AN/KI staffing meeting, CMLE Board meeting
- Dec. 12 – Staffing work group, St. Cloud Reading Room meeting
- Dec. 16 – UMSI project hand off
- Dec. 18 – LST meeting
- Dec. 19 – DEI Team meeting
- Jan. 8 – St. Cloud Chamber Lunch & Learn
- Jan. 9 – Create CommUNITY advisory board, Stearns County Human Services Advisory Council, St. Cloud Quarterly Business Review
- Jan. 13 – Career Solutions Joint Board meeting
- Jan. 15 – GRRRL Strategic Plan kickoff meeting, Fund Development Committee meeting

Management Reports January 2025

Amy Anderson
Associate Director – Accounting

Accounting

Quarter four ended with an operating surplus of \$571,150. This amount is after the two approved fund designations for Aide positions pay grade changes and future Automated Materials Handling System (AMHS) projects. On December 31, revenues were 106 percent received. Expenses were 97 percent of the yearly budget. From the surplus, \$350,000 will become part of the non-signatory revenue lines of the 2026 budget. This was approved at the November 2024 GRRL Board meeting.

Investments

On December 31, the interest rate for MAGIC savings was 4.63 percent. There are 29 certificates of deposit (CD) in the GRRL portfolio. Six are invested with local institutions. This is an increase of four accounts from December 2024. The CD portfolio rate was 4.63 percent at year-end. These outcomes align with Goal 1 of the Strategic Plan Priority of Operational Excellence and the objective of maximizing library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
R Bank, TX	11/13/2024	\$236,000	5.66%	\$13,711.60
Schertz Bank & Trust TX	11/21/2024	\$236,000	5.60%	\$13,570.00
T Bank, TX	12/06/2024	\$236,000	5.62%	\$13,617.20

Purchased or Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Flagstar Bank, MI	05/12/2026	\$235,000	4.05%	\$14,737.40
West Point Bank, WI	11/21/2025	\$239,000	4.15%	\$10,277.00
Traditional Bank, KY	11/23/2026	\$230,000	3.98%	\$19,050.05
First Capital Bank, SC	06/04/2026	\$235,000	4.10%	\$14,912.84
Merrick Bank, UT	12/07/2026	\$230,000	4.01%	\$19,162.21

Letter of Credit

Great River Regional Library holds Letter of Credit number 1007413 dated December 24, 2024, in the amount of \$650,000 from Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, N.A.

Jeannette Burkhardt
Patron Services Supervisor

Staffing

Staffing levels across the southern branches have improved. We have fewer vacancies at the start of 2025 compared with last year. Openings currently include aide or assistant positions in Monticello, Rockford, and Buffalo.

In December 2024, Library Assistant Sharon Verchota retired after 21 years of dedicated public service to the Delano community. To support ongoing operations, we are welcoming two new assistants and a Library Services Coordinator (LSC), all of whom begin in January.

Community Celebrations

St. Michael, Rockford, and Delano libraries took part in their communities' winter celebrations. St. Michael set an ambitious goal to register 20 new library cardholders during the event. Staff successfully registered 11 people.

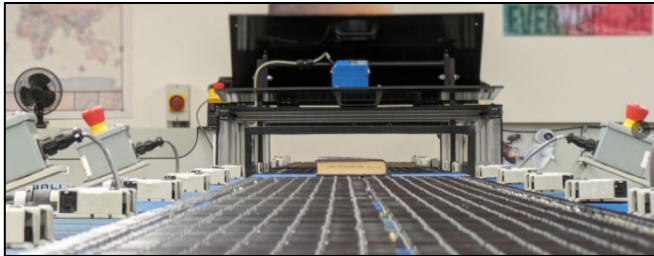
Locally Growin'

Preparations are under way for the annual *Locally Growin'* campaign, scheduled for April 2025. Branch staff are determining how to allocate the funds raised. Some plan to enhance "specialty" collections such as Playaways, Wonder and Vox books, Grab and Go kits, or pickleball equipment.

Brandi Canter Lead Patron Services Supervisor

Automated Materials Handling System and Delivery Work Groups Recommendations

In 2024, two work groups convened, tasked with researching how we process and move materials throughout the region. The work groups included leadership, regional service, and front-line staff. Last month we provided recommendations to the Leadership Support Team (LST) to use in developing GRRL's 2026-2030 Strategic Plan.



A book is checked in and travels down the conveyor belt on the St. Cloud AMHS.

AMHS stands for Automated Materials Handling System, and RFID is Radio-frequency Identification. St. Cloud has had an AMHS since 2008 to check in local and regional materials. The system uses barcode scanning, not RFID. The AMHS and Collection Security Work group evaluated whether to replace the St. Cloud AMHS, the utility of adding more systems in the region, and whether to migrate to RFID.

The Delivery Evaluation and Planning work group was tasked with recommending whether we should stay with canvas bags for delivery, shift to plastic totes, or have a hybrid system. In addition, the group evaluated whether we should continue with the current type of delivery vans and technology or make changes.

An option called "central sort" created overlap between the two work groups. This would expand the use case for the AMHS by using items' catalog information to sort regional delivery. Every library would have a drop point on a conveyor, and the system would direct items to a specific location. For example, staff could program the system to send more juvenile fiction, DVDs, or large print to a location, depending on local usage trends. Relocates could be paused for a library undergoing renovation, and then updated to send extra items to help fill shelves once the work was completed. Distribution aide tasks could shift from filling delivery bags to evaluating materials and handling exceptions.

The work groups recommended that we move toward an AMHS-based, central sort system in St. Cloud. To achieve this, we would need to both replace our current AMHS with a larger system and shift to the use of

plastic totes for delivery. Implementation is likely years away. There are many things GRRL would need to do to prepare. For example, when working with cities on renovation or new-build projects, we would need to account for the larger staff work areas needed because of a shift to plastic totes.

Additionally, the AMHS work group recommended that smaller systems might be worthwhile in our other large libraries: Buffalo, Elk River, Little Falls, Monticello, and St. Michael. Smaller AMHS in these locations would make check in more efficient and allow staff to focus on getting items on the shelves and available for patrons.

LST needs to do more research before making a final recommendation whether to pursue RFID. In addition, we need to find plastic totes that are the right balance of big enough for picture books and small enough to be manageable for staff and fit well on carts. In St. Cloud, we would need technologies to facilitate moving a high volume of totes from the workroom to delivery vans and back again. All this requires long-range budget planning. Last November, the GRRL Board approved the designation of \$350,000 from our 2024 budget surplus toward the future purchase of a St. Cloud AMHS. LST will continue working with the Board to build that fund and refine our goals.

Breanne Fruth
Communications & Development Coordinator

Fundraising

The 2024 Year-End Campaign continues and runs through January 31. GRRL's Year-End Campaign is a fundraising effort to benefit the regional library system as a whole. The campaign funds innovative services, such as the Beanstack app and Try It Yourself kits. It also expands the Digital Library to meet patron demand. Donors who have not yet given are to receive a reminder letter mailed to them in early January.

GRRL Executive Director Karen Pundsack is challenging the Board of Trustees and GRRL staff with a matching gift of \$20 per board/staff gift up to \$1,000! That means if you give \$5, Karen will give \$20, which boosts your impact to \$25! The challenge is to encourage participation from the board and staff. We are currently at \$360 toward the \$1,000 challenge. Support the library and participate in the challenge by giving at griver.org/support-the-library or returning your mailed form.

Current Campaign Totals (1/3/25):

	2024 Goals	Current Totals
Dollar Amount	\$94,500	\$62,058
Number of Donors	1,212	631
Board Participation	100%	60%
Staff Participation	15%	5%
Avg. Gift	\$78	\$97

The donor newsletter, *Currents*, is mailed out twice a year. Donors from the past year received their winter edition in early December. This edition included the following topics: detail on the new Howard Lake building, Appreciation Lunch & Bingo to celebrate donors, 2024 Year-End Campaign, Zurya Anjum's library story, and recognition for the 2024 Summer Reading Challenge sponsors. You may find the digital version of the winter 2024 *Currents* issue here: <https://griver.org/currents-newsletter>.

Preparations begin for the Locally Growin' campaign in April 2025. The campaign has been moved from March to April to align with Library Giving Day and National Library Week. This spring fundraiser is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches select something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their local library and help raise money toward a tangible goal. I am hosting three informational meetings in January for LSCs who have questions or want to brainstorm before determining their branch fundraising goals.

The department is also working on sponsorship forms to offer businesses for the 2025 Summer Reading Challenge (SRC). 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 January for local businesses and corporations. Businesses that give at the \$1,000 before March 7 will have their logo featured on the back of book bags that are distributed to each child upon registration.

Communications

Our 2025 Winter Reading Challenge marketing will begin in early January. LSCs chose their local marketing approach that would best fit their communities.

- Radio ads are featured on AM 1240 WJON and AM 1150 KASM.
- Facebook boosted ads are on the following branch Facebook pages: Richmond, Cold Spring, Clearwater, St. Michael, Big Lake, and Little Falls.
- Banners to display were selected for the following branches: Monticello, Grey Eagle, St. Cloud, Annandale, Kimball, Pierz, Swanville, Long Prairie, and Buffalo.
- Newspaper ads are featured in *Benton County News*, *Bonanza Valley Voice*, *Crow River News*, *Elk River Star News*, *Hometown News*, *Independent News Herald*, *Morrison County News*, *Paynesville Press*, *Sauk Centre Herald*, *Staples World*, *Star Post*, and *Wright County Journal Press*.



Cara Langston
Patron Services Supervisor

Staffing

The northern branches are fully staffed, and staff are busy training and onboarding. We are excited to have new folks at the desk.

Library Youth Advisory Council

The Library Youth Advisory Council President, Vice President, and Secretary met to work on an agenda for the winter meeting. We plan to meet with the full council mid-January.

City Presentation

The Little Falls LSC, Jade Lauber, and I presented to the Little Falls City Council in December. We shared an update on circulation statistics, program highlights, and the running bat count from the past year.

Jay Roos
Associate Director – Information Technology

Computer Replacement

Information Technology staff finished replacing 133 staff computers. The computers were five years old and due to be replaced. All 32 locations received two or more new computers from this batch. The bulk of the computers replaced were at locations other than St. Cloud. In 2025, IT staff will replace our Public Access Catalog computers. Patrons use those computers to search the library catalog and access databases.

Server Upgrades

A majority of our end of support servers were upgraded, migrated, or retired in 2024. Unfortunately, there are a number left to deal with. In addition, more servers will age out in just a year or two. At present, we have migrations in progress for our backup server, public print server, and centralized logging server.

Library Catalog

Three things are under way that will improve the library catalog search results and experience for patrons. First, our public interface, Enterprise, was upgraded on January 8. The upgrade resulted in a number of bug fixes and security enhancements. Second, the service that GRRL used for validating and improving our catalog records ceased providing the service. As a result, we have moved to a new vendor. After processing about 450,000 of our records, nearly every record was improved in at least some small way. That should result in better and more consistent search results. Third, we are working behind the scenes to implement an enhancement to our catalog that will combine multiple records for the same work into one listing. That means, if it works, the book, large print book, audio book and ebook for a title would all be combined in to one search result. That effort is ongoing.

Jami Trenam
Associate Director – Collection Development

Digital Library Update

While GRRL provides several ways to access digital materials, our Digital Library circulation numbers only reflect our Libby (OverDrive) usage. Digital Library usage grew 21.7 percent over 2023 levels. Audiobooks continue to have higher usage than eBooks.

Digital Library (Libby) Circulation			
	eBook	eAudio	Total
2022	153,423	145,943	299,366
2023	179,907	200,498	380,405
2024	195,671	267,220	462,891

One of our 2022-2025 strategic goals is to expand the digital collection. Growing the digital collection is different from building a collection of physical materials. Unlike physical items, publishers restrict digital licenses to a length of time or number of uses. When the license expires, we need to repurchase in order to keep the item in our collection. Despite the restrictions, the Digital Library has grown by 56 percent since 2022. This level of growth would have been impossible without fundraised dollars.

Digital Library (Libby) Collection Size

As of Jan 1st	eBook	eAudio	Total Copies
2022	16,691	7,694	24,385
2023	17,287	10,631	27,918
2024	18,669	13,104	31,773
2025	22,449	15,740	38,189

Reconsideration Panel Update

The Reconsideration Panel was established in January 2024 as part of the revision to our Collection Development Policy. This group of staff is responsible for the first level review of Request for Reconsideration forms. Request for Reconsideration forms are completed by patrons if they wish the library to reconsider the selection of a library resource. The Reconsideration Panel meets quarterly to review forms received within 15 business days of their scheduled meeting. In my role as Associate Director – Collection Development, I review and approve panel decisions.

The panel had a successful first year. The group met three times in 2024 and reviewed 13 forms covering eight titles. It is notable that nine of the forms were received in 2023 while responses were paused from May to November 2023 during the Collection Development Policy revision. Only four of the forms were received in 2024. The panel did not meet in quarter four as no forms were received within deadline. The panel recommended retaining all eight titles, and no appeals were received.

Nichol Wojcik
Associate Director – Human Resources

Open Enrollment

Benefits open enrollment ran from November 18-27. The open enrollment went easily this year. We will need to start to look at Minnesota Paid Family Leave by the second quarter of this year and make some decisions about using the state’s plan or to use a private insurer.

Wage Increases in Paylocity

Pay increases for 2025 were effective December 22, 2024. We utilized Paylocity’s upload feature, which made the process fast and easy. Instead of having to go in to every employee’s record and update their pay rate, and then double-check nothing was mis-keyed, we were able to load everything into a spreadsheet, click a button, and the system did it automatically. Definitely a time and sanity saver!

Chamber Supervisor Development Program

We are sending six supervisors to the St. Cloud Chamber of Commerce Supervisor Development Certificate Program that begins on January 28. The program is a series of six half-day sessions aimed at helping supervisors and managers gain skills, knowledge, and confidence in their leadership styles.

Building Reports January 2025

Brandi Canter Lead Patron Services Supervisor

Belgrade

In mid-January, Library Services Coordinator (LSC) Kateri Gruber and I will meet with the Belgrade mayor and members of the local library board to review facility issues. There is evidence of some water intrusion again, so we are hoping to get an update on efforts to take care of this.

Paynesville

The city has fully secured the lots they plan to use for the new Paynesville library. After a short hiatus, the ad hoc library board will resume its meetings in February to discuss the city and Friends' progress with grant applications and next steps for the project.

St. Cloud

The staff elevator was repaired in December, to much celebration by staff and volunteers alike. In late November, city maintenance crews washed the windows – a major undertaking.

Waite Park

City staff worked with LSC Amanda Jones to carve out a small staff workstation at the circulation desk. We appreciate the effort and hope this will help staff complete administrative and other tasks in a facility that is significantly undersized.

Cara Langston Patron Services Supervisor

Cold Spring

Cold Spring LSC Jason Kirchoff and I met with the city's fundraising committee to talk about what the library needed to update the 2016 space needs analysis. At the committee's request, the city council voted on November 27 to request an updated analysis. I will work with Lead Patron Services Supervisor Brandi Canter and Associate Director – Collection Development Jami Trenam to update the space needs.

Eagle Bend

The library's sign has been down since the renovation in early 2024. We learned the city is waiting for a lift to reattach the library sign. The Friends of the Library in Eagle Bend is also replacing the picture book bins.

Grey Eagle

The city is working with an electrician, local staff, and GRRL Information Technology staff to move network equipment from behind the circulation desk. The equipment makes constant noise while running. Moving it will lead to a quieter work and public environment and decrease clutter behind the desk. The library board is also beginning to investigate replacing the circulation desk.

Little Falls

In early January, the boiler started having issues and seemed to be turning itself off. City and library staff worked together to maintain the system until repairs were made.

Sauk Centre

City staff measured windows around the building. We have heard they are pricing out replacements. The windows have had ongoing issues with water and wind intrusion. The building has also had intermittent heating issues, and replacement parts are on order.

Jeannette Burkhardt
Patron Services Supervisor

Elk River

Looking ahead, updates are planned for the Elk River location, including new flooring and shelving, as approved by the City Council in December 2024. An initial planning meeting for this project took place January 8.

Delano

In Delano, a comprehensive facility study of all city-owned buildings, including the library, began in 2024. This process will continue with a stakeholders' visioning meeting on January 30, preceding the selection of an organization to conduct the study.

Becker

Becker began having some heating challenges this fall. Nothing has been decided about the best way to correct this issue.

Kimball

Kimball received new furnishings through donations in memory of Mariella Arnold, a longtime resident and lover of her local library. LSC Carla Asfeld held a Holiday Tea on December 4 for the Friends and donors to show off the new furnishings.

Staff Recognition Report

2025 - Quarter 1

January 1 - March 31

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Robert	Bardos	St. Cloud - Custodial	Neil Vig	1/8/2024	1
Brian	Rasmussen	Grrl - Distribution	Colleen Sjostedt	1/8/2024	1
Matthew	Smith	Grrl - CD - Technical Services	Lorie Wuolu	1/8/2024	1
Aerith	Lentner	St. Cloud - Patron Services	Chris Mallo	2/22/2024	1
Paula	O'Connor	Grey Eagle/Long Prairie	Amanda Wehrspann	1/29/2024	3
Timothy	Corcoran	Grrl - Distribution	Colleen Sjostedt	1/31/2024	3
Katerina	Wells	St. Cloud - Circulation	Eric Blotkamp	2/22/2024	3
Becky	Aanerud	Monticello	Marla Scherber	2/24/2024	3
Julia	Mueller	Little Falls/Swanville	Jade Lauber	1/5/2024	10
Elizabeth	Nummela	Grrl - Collection Development	Jami Trenam	2/16/2024	15
Eric	Blotkamp	St. Cloud - Circulation	Brandi Canter	3/1/2024	15
Lisa	Hill	St. Cloud - Patron Services	Neil Vig	1/3/2024	25

Promotion Report
 2024 - Quarters 3 and 4
 July - December

Last Name	First Name	Hire Date	Job Title	Department	Supervisor	Promotion Effective Date	Previous Job Title	Previous Department
Sjostedt	Colleen	8/1/2016	Sr Distribution Assistant	St Cloud - Distribution	Eric Blotkamp	7/8/2024	Library Associate	St Cloud - Patron Services
Heitz	Christina	3/13/2023	Library Services Coordinator	Rockford	Jeannette Burkhardt	7/8/2024	Library Assistant	Cokato/Howard Lake
Lauber	Jade	9/28/2015	Library Services Coordinator	Little Falls/Swanville	Cara Langston	8/9/2024	Patron Services Librarian	St Cloud - Patron Services
Johnson	Ashley	7/24/2023	Collection Development Clerk	St Cloud - Collection Development	Amy Schrank	8/19/2024	Distribution Aide	St Cloud - Distribution
Parker	Se-Ri	5/29/2024	Distribution Aide	St Cloud - Distribution	Colleen Sjostedt	9/3/2024	Summer Aide	St Cloud - Patron Services
Blotkamp	Eric	3/1/2010	Circulation & Distribution Coordinator	St Cloud - Circulation	Brandi Canter	11/12/2024	Sr Distribution Assistant	St Cloud - Distribution

New Hire Report
2024 - Quarters 3 and 4
July - December

Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Behrens	Nicole	07/11/2024	Library Assistant	Saint Michael	Nancy Bunting
Gosswiller	Susan	08/05/2024	Library Assistant	Howard Lake	Nicole Wilson
Lumley	Connie	08/19/2024	Library Assistant	Big Lake	Hilary Honer-Dawson
Hoes	Kaitlyn (Kat)	10/07/2024	Distribution Aide	St Cloud - Distribution	Colleen Sjostedt
Ward	Kelsey	10/21/2024	Temporary Distribution Aide	St Cloud - Distribution	Colleen Sjostedt
Caldwell	Gabby	12/02/2024	Library Aide	Saint Michael	Sommer Hougo
Solano	Mike	12/09/2024	Library Associate	St Cloud - Patron Services	Neil Vig
Lamb	Clare	12/10/2024	Library Assistant	Albany	John Hannon

Rehires

Last Name	First Name	Rehire Date	Rehire Positon and Location	Terminated Position and Location	Termination Date
Juvland	Maddie	7/9/2024	Library Assistant - Howard Lake	Library Aide - Annandale/Kimball	9/6/2019

Termination Report
 2024 - Quarters 3 and 4
 July - December

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Foy	Teresa	07/13/2024	Library Assistant	Buffalo	Katie Teesdale	03/09/2020	4 years, 4 months
Thorstad	Audrey	07/27/2024	Library Assistant	Monticello	Marla Scherber	04/17/2024	3 months
Sykes	Wendy	08/02/2024	Library Associate	St Cloud - Patron Services	Neil Vig	12/12/2011	12 years, 7 months
Hannon	Annabelle	08/08/2024	Summer Aide	St Cloud - Patron Services	Connie Laing	05/29/2024	2 months
Rittmann	Natalie	08/08/2024	Summer Aide	St Cloud - Patron Services	Connie Laing	05/29/2024	2 months
Edgar	Frankie (Lily)	08/08/2024	Summer Aide	Saint Michael	Sommer Hougo	05/28/2024	2 months
Krone	Dagny	08/10/2024	Summer Aide	Annandale	Carla Asfeld	05/28/2024	2 months
Hamblet	Abigail	08/10/2024	Summer Aide	Delano	Jeannette Burkhardt	05/31/2024	2 months
Smith	Lisa	08/14/2024	Library Assistant	Little Falls	Jade Lauber	04/15/2024	3 months
Puklich	Lisa	09/09/2024	Library Services Coordinator	Delano	Jeannette Burkhardt	06/11/2024	2 months
Filkins	Seamus	09/20/2024	Distribution Aide	St Cloud - Distribution	Colleen Sjostedt	08/08/2022	2 years, 1 month
O'Donnell	Jane	09/30/2024	Library Aide	St Michael	Sommer Hougo	11/28/2023	10 months
Hillmann	Amalia(Mollie)	10/17/2024	Library Assistant	Melrose	John Hannon	04/15/2024	6 months
Zachman	Gael	10/18/2024	Library Aide	Annandale	Carla Asfeld	12/27/2022	1 year, 9 months
Backen	Rosanna	11/15/2024	Library Associate	St Cloud - Patron Services	Neil Vig	10/21/2019	5 years
Ophoven	Kathleen	11/26/2024	Library Associate	St Cloud - Patron Services	Chris Mallo	04/16/2024	7 months
Wilson	Nick	11/27/2024	Library Aide	Elk River	Margot Barry	10/10/2023	1 year, 1 month
Decker	Dez	11/29/2024	Library Assistant	Delano	Jeannette Burkhardt	12/12/2022	1 year, 11 months
Roberts	Barbara	12/03/2024	Library Aide	Monticello	Marla Scherber	10/17/2023	1 year, 1 month
Parker	Sandy	12/14/2024	Library Aide	Buffalo	Katie Teesdale	12/13/2021	3 years
Staples	Lissa	12/31/2024	Library Assistant	Waite Park	Amanda Jones	10/03/2022	2 years, 2 months
Johnson	Kim	12/31/2024	Library Assistant	Rockford	Christina Heitz	04/19/2021	3 years, 8 months

Retirements

Last Name	First Name	Job Title	Department	Supervisor	Retirement Date	Years of Service
Verchota	Sharon	Library Assistant	Delano	Jeannette Burkhardt	12/20/2024	21 years, 3 months

Exit Interview Summary

July - December 2024

Area of Questions	Summary of Responses
<p>What did you enjoy most about your position?</p>	<p>My co-workers and interacting with patrons My colleagues have been the best I've ever worked with, and our common goal to make the library successful was very fulfilling. Assisting the patrons Interactions with the public Working with the children The amount of work, the co-workers Almost everything. My manager & co-workers are delightful and I greatly enjoyed serving our community alongside them. Working with staff and patrons. The ability to contribute to the community in a meaningful way; excellent coworkers; a respectful and empowering work environment Co-workers & patrons, connection, community I like the patrons. We like the new ones but the regulars are like family.</p>
<p>What would have changed about the position?</p>	<p>More time for programs to be pursued. More Meetings. A full staff to handle things daily. Less restriction with programming fewer short shifts, also, it was not ideal for me to work five days per week at a part-time job. Nothing Nothing Make time to do a better job - it's fast paced I would have it be a full-time, benefited position. N/A Better pay and benefits, eliminate some HR complexity around scheduling and hours for holidays Longer hours/full time positions I would like more hours, more pay, and benefits</p>
<p>Supervisor</p>	<p>I feel she has changed since starting. Not happy with her job. Very positive Wonderful Amazing and always helpful Great supervisor Fortunate! She is specific and constructive in performance feedback, organized in tasks, positive attitude and patience. She makes it such a joy to work with her. A great manager. Supportive and encouraging, working to make sure each member of the staff is heard and well-treated. Fair with all of us. Very good, support & effective supervisor</p>

	<p>Great supervisor I've had some good supervisors.</p>
<p>Co-workers</p>	<p>They were amazing, including subs Exceptionally positive Good Helped me whenever I needed it, they were great They were sweet Talented and hard working, good group My co-workers are incredible people and I will miss working alongside them. They were friendly and cooperative Very good, coworkers are friendly and do their jobs well I really enjoy them I have wonderful co-workers</p>
<p>Benefits utilized</p>	<p>PTO & PERA N/A N/A N/A PTO N/A PTO N/A PERA & PTO PTO PERA & PTO</p>
<p>Benefits to be offered</p>	<p>Full pay for people losing hours on holidays N/A N/A N/A N/A Keep the same N/A N/A N/A N/A N/A</p>
<p>Wage Rates</p>	<p>Good for assistants. Too low for subs. Good Good Good Good Fair but doesn't quite match the physical effort required for the job</p>

	<p>Not a sustainable wage rate, especially for a part-time role. Rate was too low for this position Very low for the current market, even for a part-time job. Could be higher and/or based on performance I think we are underpaid.</p>
<p>Training</p>	<p>Too much to do during work hours. No other available time to do. Good The online training is more useful as a resource than a primary training tool Good Good OJT was helpful Effective, informational, and useful. Good The training that exists on the internal website was somewhat lacking in detail, but I was mostly able to figure things out by asking my supervisor Sometimes could be an email, if possible a recorded version for later viewing I took a lot and it was good that there was a good selection to choose from</p>
<p>Morale in department/branch</p>	<p>Getting lower and lower. People feel unappreciated. Low Good Good Good Positive work environment, good place to be employed In my main branch -wonderful. The morale in the other branch is less uplifting and a little more tense Good Morale seems pretty good here N/A It's generally good although there have been times when it wasn't</p>
<p>Work Hours</p>	<p>Not enough assistants to cover the hours in my branch Difficult The schedule seems to accommodate the employees who work the fewest hours Good Good Daytime work hours were perfect, night time isn't an option for me My schedule worked well Good Work hours were fine for me given my personal situation at the time, but probably for most people they would be a little on the low side I preferred longer shifts to accomplish more in a day They've been okay and I've had some flexibility. I appreciate the willingness of coworkers to help when I needed to take time off.</p>

<p>Working Conditions</p>	<p>N/A Safety concerns Good Good Good Well organized Absolutely lovely Good The library aide position is a surprisingly physical job, especially when it comes to shelving materials on the lower shelves. N/A They're adequate</p>
<p>Reasons for leaving?</p>	<p>Personal Safety concerns/more hours/stress level/morale/mental health Full time position in previous field Temp position Just a summer job A shift change from daytime to evening hours Need to work full-time and/or at a higher wage. Health problems related to age I needed to find a full-time, higher paying job with health benefits Moving further away I am ready to retire and spend time with my grandchildren</p>

Responses Submitted	Number of Responses	Number of separations
Library Services Coordinator	0	3
Library Assistant	5	23
Library Aide/Circulation Aide	5	15
Distribution Staff	0	1
Patron Services/Circulation Public Service	1	3
Administration/Office Support	0	0
Library Support Staff	0	1
Substitute Staff	0	0

Please Note:

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

1. GRRL does not require the completion of an Exit Interview Form by staff leaving the organization
2. Responses are after 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, 2024

Accounts Submitted:	338
Dollars Submitted:	\$16,918.13
Cash Recovery:	\$7,500.91
Material Recovery:	\$16,472.71
Waives:	\$900.38
Recovery Total:	\$24,874.00
Total Invoice Amount:	\$3,329.30
Total ROI:	7:1
Asset ROI:	7:1

Apr 1 - Jun 30, 2024

Accounts Submitted:	353
Dollars Submitted:	\$14,841.63
Cash Recovery:	\$3,467.84
Material Recovery:	\$14,547.76
Waives:	\$853.85
Recovery Total:	\$18,869.45
Total Invoice Amount:	\$3,477.05
Total ROI:	5:1
Asset ROI:	5:1

Jul 1 - Sep 30, 2024

Accounts Submitted:	413
Dollars Submitted:	\$17,111.13
Cash Recovery:	\$4,121.07
Material Recovery:	\$20,377.35
Waives:	\$557.79
Recovery Total:	\$25,056.21
Total Invoice Amount:	\$4,068.05
Total ROI:	6:1
Asset ROI:	6:1

Oct 1 -Dec 31, 2024

Accounts Submitted:	495
Dollars Submitted:	\$28,140.06
Cash Recovery:	\$3,132.10
Material Recovery:	\$13,669.60
Waives:	\$1,030.06
Recovery Total:	\$16,282.96
Total Invoice Amount:	\$4,875.75
Total ROI:	3:1
Asset ROI:	3:1

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

Revenue Recapture, Minnesota Department of Revenue

1/1/2024 - 12/31/2024

Accounts Reviewed in 2024:	58
Accounts Submitted in 2024:	48
Dollars Submitted in 2024:	\$ 12,376.95
Cash Recovery (incl. from older accounts submitted):	\$ 8,685.34
Material or Cash Recovery:	\$252.86

Recovery Total:	\$ 8,938.20
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Total Outstanding from previous accounts submitted:	\$ 41,095.14
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Percentage of Recovery:	-
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Database cost:	\$ 2,279.88
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Total ROI:	4:1
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Great River Regional Library 2026 Budget Process Timeline

	January	February	March	April	May	June	July
GRRL Board reviews and adopts 2026 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2026 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Associate Director - Accounting.							
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 2026 final budget.							

January 21, 2025



Policy Review & Revisions

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Review and approve revisions to Administration policies Introduction and Chapters 1, 2C, 2D, and 3-3G.

BACKGROUND INFORMATION

Supporting Documents Attached

- Markup and clean Administration policies Introduction and Chapters:
 - 1. Cooperation for Development of Public Library Service
 - 2C. Organization – Facilities
 - 2D. Organization – Staff
 - 3. Community Relations
 - 3A. Friends of the Library/Library Support Groups
 - 3B. Volunteers
 - 3C. Organized Groups
 - 3D. Citizen Communication
 - 3E. Annual Report
 - 3F. Donor Relations
 - 3G. Library Youth Advisory Council

Based on GRRL Board discussion in 2023, all policies are being placed on a three-year review cycle. These sections of the Administration policies were last revised in 2019. Policy language has been simplified and aligned with the GRRL Logic Model.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

100 Administration

Introduction

Great River Regional Library is a regional public library system. The purpose of this policy is to guide how GRRL operates and serves our communities, offering equity of service across the region. The GRRL Board reviews all policies on a three-year cycle. ~~Administration Policies have been prepared as guidelines to the operation of the library within the structure of its mission to the communities we serve. These policies shall be subject to review.~~ Procedural interpretation and implementation shall be at the discretion of the Executive Director.

1. GRRL is a patron-centered organization, expressed through a commitment to Exceptional Service, Forward Thinking, and Community Focus.
- ~~1.2.~~ The library shall develop ~~assemble~~, organize, ~~preserve~~ and make ~~easily~~ available to the public a collection of books, media and information resources according to the library's library materials in accordance with the Collection Development Policy ~~adopted by this Board.~~
- ~~2.3.~~ Library The staff empower ~~will promote the resources and services of the~~ library users to ~~encourage~~ use services on their own ~~by our patrons.~~
- ~~3.~~ The term "To this end, the library" refers ~~staff shall be expected to all locations~~ know the resources of Great River Regional Library (GRRL) ~~and the availability of resources of other libraries in the area.~~

~~The term "library" used throughout this policy is meant to convey all Great River Regional Library locations.~~

Approved Date: prior to 11/2010

~~Effective Date:~~

Revised Date: 03/19/19, 01/21/25

~~Chapter 1-~~

Chapter 1. Cooperative ~~Cooperation for Development of Public~~ Library

Services ~~Service~~

~~To improve library To develop and increase effective library service and to strengthen resources, the library shall cooperate with and take advantage of the~~ services and resources, the library shall work with the ~~offered by the~~ Minnesota Department of Education's ~~Education~~ State Library Services.

The goal is to provide the best possible ~~development of maximum effective~~ library services by collaborating ~~service shall be promoted through cooperation~~ with other libraries and organizations ~~institutions~~ in the area and state. This includes being a member of, ~~through membership in~~ the Central Minnesota Library Exchange (CMLE), the ~~and through participation in~~ Council of Regional Public Library Administrators (CRPSLA), the MINITEX Library Information Network, and the Minnesota Library Information Network (MNLINK). The library shall also keep ~~maintain institutional~~ memberships in the American Library Association and the Minnesota Library Association.

~~For the benefit of the community, the library shall take part~~ ~~Recognizing the advantage to the citizens~~ ~~will participate~~ in ~~such cooperative~~ services ~~such as~~ ~~sharing books~~ ~~reciprocal book return~~, interlibrary loans, ~~and~~ library delivery ~~when they are affordable~~ and ~~effective~~. ~~The~~ ~~such other services~~ ~~as may be economically feasible and efficient~~. ~~Generally, the~~ library shall ~~generally avoid~~ ~~offering~~ ~~not duplicate special~~ services ~~that other library systems already provide~~ ~~being furnished to~~ agencies or individuals in the community by another library system, but ~~shall help~~ ~~will~~ promote ~~those~~ ~~and advertise the availability of these~~ services ~~to the public~~.

~~Libraries~~ ~~There is an inter relationship between libraries~~ of all ~~kinds are connected, and there may be~~ ~~overlapping types, and~~ services ~~may overlap~~ between public and non-public libraries. ~~To increase~~ ~~in order to expand~~ access and ~~improve~~ services, ~~the library will look for opportunities to work together~~ ~~and to seek more efficient methods of operation, GRRL will seek collaborative relationships~~ with academic, school, and other ~~types of~~ libraries.

~~While~~ ~~The~~ public ~~libraries support~~ ~~library complements and supplements~~ school libraries and media centers, ~~they have a~~ ~~but carries the~~ broader ~~role in serving~~ ~~responsibility to~~ the ~~entire~~ ~~total~~ community. ~~When~~ ~~Whenever~~ possible, ~~the library~~ ~~GRRL~~ will ~~work~~ ~~make an effort~~ to ~~enhance~~ ~~supplement~~ the ~~local school~~ curriculum ~~and offer~~ ~~of local schools and develop~~ ~~complementary~~ services ~~that complement what schools provide~~.

Approved Date: prior to 11/2010

~~Effective Date:~~

Revised Date: 03/19/19, 01/21/25

Chapter 2. Organization

2C. ~~Organization~~—Facilities

~~GRRL~~ ~~The Great River Regional Library~~ shall ~~offer equitable~~ ~~provide comprehensive~~ library ~~resources and~~ services ~~to all for~~ the communities ~~it serves through city-provided buildings~~ ~~we serve~~.

- ~~The library is committed to keepings its facilities welcoming and well maintained.~~
- ~~Administrative functions like~~ ~~Centralized services and administration, including~~ accounting, human resources, ~~communications, fund development,~~ information technology, and collection development ~~are managed centrally at,~~ ~~is housed within~~ the ~~regional~~ headquarters in St. Cloud.

~~The~~

- ~~In addition to housing the administrative functions, the~~ St. Cloud Public Library ~~also serves~~ ~~as~~ ~~will hold~~ a ~~strong~~ reference ~~library~~ resource for the community with a ~~large~~ ~~collection~~ ~~broad range~~ of materials ~~for all ages,~~ ~~electronic and traditional,~~ ~~both circulating and non-circulating, for adults and children, consistent with the standards of GRRL~~ ~~Collection Development Policy~~.
- All libraries ~~in the region~~ shall ~~offer services such as~~ ~~provide library service to their~~ communities and neighborhoods which reflects those community interests. This service ~~should include: maintaining popular~~ circulating ~~books,~~ and ~~general~~ reference collections.;

~~providing quick reference and information; access to~~ electronic resources, [technology](#);
~~providing access to resources;~~ and ~~planning and conducting~~ programs [that reflect local interests](#).

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 05/11/10, 03/19/19, [01/21/25](#)

~~2D.~~

2D. Organization—Staff

[GRRL's empowered, knowledgeable staff are dedicated to offering exceptional service and anticipating future service needs. They interpret library rules and provide services for various age groups. They shall operate as a team to promote library services and create partnerships throughout the communities that GRRL serves.](#)

~~The library staff is committed to providing excellent patron service, following the library's patron service standards and creating good rapport with the community. They shall be alert to recent developments in librarianship and new avenues of service. Staff may be called upon to interpret the rules and regulations of the library. The services available shall be limited only by the creative imagination of the staff and the funds available. Programs are offered that are of interest to our patrons and to the communities we serve. Often, staff, because of their training or personal expertise, will provide programs to children, young adults and adults. Often, staff create the concept and arrange for outside speakers or presenters. The staff shall maintain communication with other staff members, colleagues within the area and with community sources of information and development.~~

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 05/11/10, 03/19/19, [01/21/25](#)

~~Chapter 3. Community~~

Chapter 3. Community Engagement

Relations

Great River Regional Library [aims to enhance connection and civic engagement among community members. GRRL raises awareness of](#) ~~will keep citizens informed about~~ library ~~issues and~~ services and [programming through publicity and marketing. The library uses community](#) ~~obtain~~ feedback [to assess and improve library](#) ~~about citizen concerns to engage its citizens in the development and use of~~ ~~GRRL~~ services.

-

3A. Friends of the Library/Library Support Groups

[Support groups like](#) ~~Recognizing that~~ Friends of the Library [help promote the](#) ~~or other~~ library ~~support groups can generate goodwill for GRRL~~ through lobbying, advocacy, ~~volunteerism~~ and fundraising. [GRRL encourages their involvement,](#) ~~GRRL welcomes the interest of these groups, formed for the~~

~~purpose of preserving and strengthening libraries and creating awareness and appreciation of library services.~~

-

Books and other materials withdrawn from the library's collection may be given to the St. Cloud Friends. Such items may then be sold and the proceeds used to fund library programming and services throughout the region.

-

3B. Volunteers

Volunteers help the library by performing various tasks and special projects.

~~Volunteers are individuals and groups are encouraged to volunteer their time and energy in the service of the Great River Regional Library. Library volunteers supplement the efforts of paid library staff to provide quality library collections, services and programs and enhance the library's basic service program by performing various tasks and special projects. Volunteering serves as a method for area residents to become familiar with the library and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.~~

- ~~1. •~~ Volunteers are recruited and selected without considering personal characteristics such as ~~regard to~~ race, ~~creed,~~ color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, ~~age,~~ disability, age, or ~~or~~ relationship to a person with disabilities, marital status. Assignments are made based on the volunteer's ~~or religious or political belief and are assigned according to their~~ ability to successfully complete the required tasks. ~~satisfactorily meet the requirements of the assignment.~~
- ~~•~~ Volunteers must be at least 12 years old and have parental consent if under 18.
- ~~2. •~~ Volunteers are ~~seen~~ recognized by the public as representatives of the library and should follow ~~shall be guided by~~ the same rules for work and behavior ~~codes~~ as library employees.
- ~~3. •~~ Volunteers are not paid and GRRL volunteers do not have ~~any regular~~ employee status or and perform tasks for GRRL without wages, benefits like workers', ~~or~~ compensation. ~~GRRL does not provide workers compensation coverage for volunteers.~~
- ~~4. •~~ Volunteers must sign an ~~All volunteers will complete a volunteer~~ application and must sign a ~~volunteer agreement and~~ release of liability.
- ~~5. •~~ Minor children may only work as volunteers with the signed consent of a parent or legal guardian on the volunteer application. Volunteers must be 12 years old.

~~Volunteers should be used only to enrich budgeted library service programs and not to replace those staff that are employed to provide the library's regularly funded service.~~

3C. Organized Groups

The library collaborates with community groups to increase connection to services and supports for library users. GRRL aims to increase school, workforce, and retirement readiness and success for community members.

~~Cooperation with organized groups in the community toward realizing the objectives of the library shall be sought and sustained.~~

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3D. Citizen Communication

~~Community members~~ Members of the community with comments and concerns about GRRL are encouraged to share their feedback about library services. This can be done via phone, email, ~~with GRRL staff or Board members. GRRL accepts feedback by telephone, mail, e-mail and the GRRL website,~~ or ~~and~~ social media. Citizens may also participate in Public Open Forum sessions during GRRL Board meetings, subject to the Board of Trustees Bylaws.

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3E. Annual Report

~~The A summary of the activities and services of the~~ library shall prepare ~~be prepared~~ and share ~~an~~ distributed annually. The annual report on its activities and services with ~~shall be made available~~ ~~to~~ the public.

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3F. Donor Relations

The library accepts donations to support its services, following ~~will solicit and accept gifts for the benefit of the system subject to the~~ Fund Development Policy.

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3G. Library Youth Advisory Council

The Library Youth Advisory Council serves as the voice of young people across the region. The council provides input on ways to increase the use and awareness of the library for youth.-

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The council is comprised of middle school and high school aged students from each community within the GRRL service area. Each county will have at least two youth representatives on the council. Council members are appointed by the GRRL Board to serve a one-year, renewable term. The council meets at least once per quarter.

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The Youth Advisory Council will:

- Discuss how to improve current library services and programs for youth
- Propose new library services and programs to benefit young people
- Present recommendations to GRRL administration and Board

Council members are eligible for travel and per diem reimbursements consistent with the rules set forth for Board members in GRRL bylaws.-

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~~Approved Date:~~

~~Effective Date:~~

Revised Date: 05/11/10, 03/19/19, 07/18/23, 01/21/25

100 Administration

Introduction

Great River Regional Library is a regional public library system. The purpose of this policy is to guide how GRRL operates and serves our communities, offering equity of service across the region. The GRRL Board reviews all policies on a three-year cycle. Procedural interpretation and implementation shall be at the discretion of the Executive Director.

1. GRRL is a patron-centered organization, expressed through a commitment to Exceptional Service, Forward Thinking, and Community Focus.
2. The library shall develop, organize, and make available to the public a collection of books, media and information resources according to the library's Collection Development Policy.
3. Library staff empower library users to use services on their own.

The term "library" refers to all locations of Great River Regional Library (GRRL).

Approved Date: prior to 11/2010

Revised Date: 03/19/19, 01/21/25

Chapter 1. Cooperative Library Services

To improve library services and resources, the library shall work with the Minnesota Department of Education's State Library Services. The goal is to provide the best possible library services by collaborating with other libraries and organizations in the area and state. This includes being a member of the Central Minnesota Library Exchange (CMLE), the Council of Regional Public Library Administrators (CRPSLA), the MINITEX Library Information Network, and the Minnesota Library Information Network (MNLINK). The library shall also keep memberships in the American Library Association and the Minnesota Library Association.

For the benefit of the community, the library shall take part in services such as sharing books, interlibrary loans, and library delivery when they are affordable and effective. The library shall generally avoid offering services that other library systems already provide, but shall help promote those services to the public.

Libraries of all kinds are connected, and there may be overlapping services between public and non-public libraries. To increase access and improve services, the library will look for opportunities to work together with academic, school, and other types of libraries.

While public libraries support school libraries and media centers, they have a broader role in serving the entire community. When possible, the library will work to enhance the local school curriculum and offer services that complement what schools provide.

Approved Date: prior to 11/2010

Revised Date: 03/19/19, 01/21/25

Chapter 2. Organization

2C. Facilities

GRRL shall offer equitable library services to all the communities it serves through city-provided buildings.

- The library is committed to keeping its facilities welcoming and well maintained.
- Administrative functions like accounting, human resources, information technology, and collection development are managed centrally at the headquarters in St. Cloud.
- The St. Cloud Public Library also serves as a reference library with a large collection of materials for all ages.
- All libraries in the region shall offer services such as circulating books, reference collections, electronic resources, technology access, and programs that reflect local interests.

Revised Date: 05/11/10, 03/19/19, 01/21/25

2D. Staff

GRRL's empowered, knowledgeable staff are dedicated to offering exceptional service and anticipating future service needs. They interpret library rules and provide services for various age groups. They shall operate as a team to promote library services and create partnerships throughout the communities that GRRL serves.

Revised Date: 05/11/10, 03/19/19, 01/21/25

Chapter 3. Community Engagement

Great River Regional Library aims to enhance connection and civic engagement among community members. GRRL raises awareness of library services and programming through publicity and marketing. The library uses community feedback to assess and improve library services.

3A. Friends of the Library/Library Support Groups

Support groups like Friends of the Library help promote the library through lobbying, advocacy, and fundraising. GRRL encourages their involvement.

Books and other materials withdrawn from the library's collection may be given to the St. Cloud Friends. Such items may then be sold and the proceeds used to fund library programming and services throughout the region.

3B. Volunteers

Volunteers help the library by performing various tasks and special projects.

- Volunteers are selected without considering personal characteristics such as race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, or marital status. Assignments are made based on the volunteer's ability to successfully complete the required tasks.
- Volunteers must be at least 12 years old and have parental consent if under 18.
- Volunteers are seen by the public as representatives of the library and should follow the same rules for work and behavior as library employees.

- Volunteers are not paid and do not have employee status or benefits like workers' compensation.
- Volunteers must sign an application and release of liability.

3C. Organized Groups

The library collaborates with community groups to increase connection to services and supports for library users. GRRL aims to increase school, workforce, and retirement readiness and success for community members.

3D. Citizen Communication

Community members are encouraged to share their feedback about library services. This can be done via phone, email, website, or social media. Citizens may also participate in Public Open Forum sessions during GRRL Board meetings, subject to the Board of Trustees Bylaws.

3E. Annual Report

The library shall prepare and share an annual report on its activities and services with the public.

3F. Donor Relations

The library accepts donations to support its services, following the Fund Development Policy.

3G. Library Youth Advisory Council

The Library Youth Advisory Council serves as the voice of young people across the region. The council provides input on ways to increase the use and awareness of the library for youth.

The council is comprised of middle school and high school aged students from each community within the GRRL service area. Each county will have at least two youth representatives on the council. Council members are appointed by the GRRL Board to serve a one-year, renewable term. The council meets at least once per quarter.

The Youth Advisory Council will:

- Discuss how to improve current library services and programs for youth
- Propose new library services and programs to benefit young people
- Present recommendations to GRRL administration and Board

Council members are eligible for travel and per diem reimbursements consistent with the rules set forth for Board members in GRRL bylaws.

Revised Date: 05/11/10, 03/19/19, 07/18/23, 01/21/25