

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

Board of Trustees Meeting
Tuesday, May 20, 2025, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

Public Open Forum – Time limit is 10 minutes; each speaker is given 2 minutes for comments. Speakers must address library-related topics not on this agenda. All parties must display appropriate behavior. Board members will not interact with public speakers. Concerns will be referred to GRRL management for follow-up. The Board Chair reserves the right to suspend or limit the forum to meet time constraints or avoid repeated information. If time does not allow every person to speak, you may share comments with the Board by using our online contact form <https://griver.org/board-of-trustees>.

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|--|------|
| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Approval of Minutes – March 18, 2025 (Requested Action – Approve) pg 3 | 6:02 |
| 4. Public Open Forum | 6:03 |
| 5. Financials | 6:08 |
| 5.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 5.3 Auditor’s Report by Schlenner Wenner & Co. (on table) (Requested Action – Approve) | |
| 5.4 Annual Review of the Unassigned Fund Balance (Requested Action – Approve) pg 7 | |
| 6. Consent Agenda (Requested Action – Approve) | 6:24 |
| 6.1 Annual Financial Designations pg 9 | |
| 6.2 Current Letter of Credit Designation pg 13 | |
| 6.3 Arts & Cultural Heritage Fund FY2023 Completion Report pg 17 | |
| 6.4 Arts & Cultural Heritage Fund FY2024 Interim Progress Report pg 25 | |
| 6.5 Regional Library Basic System Support FY2026 Application pg 31 | |
| 6.6 Other | |
| 7. Communications | 6:25 |
| 7.1 Other | |
| 8. Presentations | 6:25 |
| 8.1 Library Youth Advisory Council (verbal) | |
| 9. Staff Reports | 6:40 |
| 9.1 Executive Director’s Report pg 39 | |
| 9.2 Management Reports pg 43 | |
| 9.3 Building Reports pg 49 | |
| 9.4 First Quarter 2025 Strategic Plan Objectives & Key Results pg 51 | |
| 9.5 Staff Recognition Report pg 59 | |
| 9.6 Human Resources Annual Statistics pg 60 | |
| 9.7 Other | |

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| 10. Committee Reports | 6:50 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 10.3 Fund Development Committee (verbal) | |
| 10.4 Strategic Plan Committee (verbal) | |
| 11. Unfinished Business | 7:00 |
| 11.1 Other | |
| 12. New Business | 7:00 |
| 12.1 GRRL Policy Review & Revisions – Financial (Requested Action – Approve) pg 61 | |
| 12.2 2026 Preliminary Budget Proposal & Discussion pg 89 | |
| 12.3 Other | |
| 13. Board Open Forum | 7:15 |
| 14. Next Meetings: June 17, 2025, Board of Trustees Work Session | 7:19 |
| 15. Adjournment | 7:20 |

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 18, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, Mar. 18, 2025, at 6:14 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Tarryl Clark, Teresa Dahl, Tina Diedrick, Jayne Dietz, Melissa Fee, Gregg Felber, Laura Kangas, Holly Lammers, Ed Popp, Jacey Wallace

Members Excused: Zurya Anjum, Tim Denny, Lynn Grewing, Bobby Kasper

GRRL Staff Present: Amy Anderson, Karen Pundsack, Patricia Waletzko, Nichol Wojcik

BOARD MEMBER OATH OF OFFICE

Wright County citizen representative Holly Lammers read the Oath of Office.

Appointment of Executive Committee Member

Sherburne County Commissioner Gregg Felber was appointed to the Executive Committee.

ADOPTION/AMENDMENT OF AGENDA

The following amendments were made to the agenda:

- Labor Negotiations Discussion – Closed Session moved to follow the Public Open Forum
- Minitex Library Services Resolution & Federal Issues added to New Business

Without a motion or second, the Board adopted the agenda as amended.

APPROVAL OF MINUTES

Board Meeting

Personnel Committee Meeting

Tina Diedrick made a motion to approve the January 21, 2025, Board and Personnel Committee meeting minutes as presented. Seconded by Gregg Felber, the motion carried unanimously.

PUBLIC OPEN FORUM

Heidi Kroll introduced herself as a St. Cloud Library patron and employee as well as a St. Cloud resident. She spoke about the public open forum sign-in and guidelines changes discussed at the February work session, which she attended. Heidi asked when a speaker would be able to discuss an agenda topic if not at the meeting. Jayne Dietz and Karen Pundsack reminded her that the public open forum topic is on this evening's agenda. They suggested ways for someone to contact the Board outside a meeting.

Tiffany Person, a St. Cloud Library employee and resident, spoke about upcoming budget considerations and union negotiations. She shared the hope of everyone working toward a new chapter of administration and staff relations. She has observed administration and staff take opposed approaches to GRRL's mission. As income, safety, and benefits at work are determined, Tiffany asked that lower-level staff requests be considered fairly. This could be shown by providing training and safety measures for staff most at risk. She requested the budget include active shooter training for the next all staff day and implementation of physical safety improvements. She thanked the Board for their time and consideration.

Labor Negotiations Discussion – Closed Session

Ed Popp made a motion to close the Board meeting at 6:25 p.m. for labor negotiations strategy discussion pursuant to Minnesota Statute 13D.03. Seconded by Gregg Felber, the motion carried unanimously.

Present for the closed session discussion were the Board members, Executive Director Karen Pundsack, Associate Director – Human Resources Nichol Wojcik, and Associate Director – Accounting Amy Anderson. Tessia Melvin of DDA Human Resources, Inc. and Susan Hansen of Madden Galanter Hansen, PLLC, attended virtually.

Tarryl Clark left the meeting at 7:18 p.m.

The open meeting resumed at 7:30 p.m.

FINANCIALS**Bills****Financial Reports****Letter of Credit Designation**

Ed Popp made a motion to approve the February and March bills, March bills addendum, January and February financial reports, and the Letter of Credit designation dated February 26, 2025. Seconded by Gregg Felber, the motion carried unanimously.

CONSENT AGENDA*2024 Minnesota Public Library Annual Report*

Laura Kangas made a motion to approve the 2024 Minnesota Public Library Annual Report as presented. Seconded by Tina Diedrick, the motion carried unanimously.

COMMUNICATIONS

There were no communications items.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report****Management Reports****Building Reports**

Staff had no additional comments, and Board members had no questions about the staff reports.

COMMITTEE REPORTS**Finance Committee**

Tina Diedrick reported the Finance Committee reviewed a signatory share factor table showing how 2025 county contributions shifted with the 2026 formula. They reviewed the 2026 Base Budget and Unassigned Fund Balance Spending and Recovery Plan. The MessageBee service for patron email and telephone contact was also discussed and approved.

Tina Diedrick made a motion to approve the Finance Committee report as presented. Seconded by Ed Popp, the motion carried unanimously.

Strategic Plan Committee

Laura Kangas reported the Strategic Plan Committee has met twice in 2025 and will meet again on March 26. They developed a timeline for 2026-2030 Strategic Plan project milestones. Subcommittees are meeting and being mindful of GRRL's core values, established priorities, and goals. She recognized that GRRL staff are passionate, knowledgeable, and want to serve our patrons. The April Board work session will focus on strategic planning.

Central Minnesota Libraries Exchange (CMLE) Board

Jayne Dietz shared that Resource Training & Solutions has been working well with CMLE. Grant funds totaling \$40,000 remain available for disbursement by July 1. CMLE has updated their website, fund balances policy, and social media policy. They also approved a strategic plan consulting proposal.

UNFINISHED BUSINESS**Fund Development Committee Member Job Description**

The Fund Development Committee (FDC) Member job description was reviewed in February. The Board recommended adding GRRL's diversity and inclusion statement so that it aligns with all other GRRL job descriptions.

Melissa Fee made a motion to approve the FDC job description as presented. Seconded by Al Amdahl, the motion carried unanimously.

Public Open Forum Update

Based on Board feedback in February, the Public Open Forum guidelines and sign-in sheet were changed. Tina Diedrick asked why an open forum speaker is not allowed to talk about items on the agenda. Karen Pundsack explained the legal and practical need to avoid the appearance of a public hearing and have limitations. Several Board members commented on how their respective counties and cities conduct public open forums. Karen will contact legal counsel for clarification prior to further guidelines changes.

NEW BUSINESS*Project Evaluations*

- *American Rescue Plan Act Laptops*
- *Local Tablets*

The two project evaluations were reviewed.

GRRL Policy Review & Revisions – Administration

The revisions to Administration policy Chapter 4. Services provide language consistency with the Collection Development and Patron Services policies.

Ed Popp made a motion to approve Administration policy revisions as presented. Seconded by Holly Lammers, the motion carried unanimously.

Minitex Library Services Resolution & Federal Issues

Karen Pundsack informed the Board about the purpose of the Minitex Library Services Resolution. Minitex provides resource sharing across Minnesota including eLibrary Minnesota (ELM) databases and interlibrary loan (ILL). She shared details about Minitex funding. This resolution is being presented to the 12 Minnesota regional library boards for consideration.

The Institute of Museum and Library Services (ILMS) has been targeted for reduced funding. Minitex and State Library Services would be directly impacted. Two handouts from them were reviewed. Karen provided information about what is known and acknowledged there is a lot of uncertainty.

Tina Diedrick made a motion to approve the Minitex Library Services Resolution as presented. Seconded by Laura Kangas, the motion carried unanimously. A request was made to share this resolution with GRRL's six counties.

BOARD OPEN FORUM

Ed Popp commented that Karen and Jen Thompson presented at Benton County earlier in the day and complimented Jen's enthusiasm.

Tina Diedrick stated that she and Wright County Finance have had a conversation about financial fraud. They talked about looking into entities funded by the county for potential fraud. She wanted to make GRRL aware that the county may ask for financial information.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Apr. 15, 2025.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 8:08 p.m.

Jayne Dietz, President

Melissa Fee, Secretary

Great River Regional Library
Annual Review of the Unassigned Fund Balance

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

| | |
|---|------------------------------|
| Unassigned Fund Balance as of December 31, 2024 | \$ 5,017,353.00 |
| Less: 2023 Operating surplus to supplant 2025 budget | \$ (389,000.00) |
| 2024 Operating surplus to supplant 2026 budget | \$ (350,000.00) |
| Reserves to supplant 2025 budget | \$ (233,744.00) |
| Spend down plan, 2026 budget | \$ (139,921.00) |
| Spend down plan, 2027 budget | \$ (63,595.00) |
| Spend down plan, 2028 budget | \$ (39,529.00) |
| Spend down plan, 2029 budget | \$ (23,374.00) |
| 2025 Surplus Designation, Future AMHS projects | \$ (350,000.00) |
| Adjusted Unassigned Fund Balance as of December 31, 2024 | \$ 3,428,190.00 |
| Decrease in Unassigned Fund Balance | \$ (1,589,163.00) |
| 2025 Operating Budget | \$ 10,495,544.00 |
| Average Monthly Expenditures (Operating Budget/12) | <u>874,629.00</u> |
| 3-Months of Reserves in the Unassigned Fund Balance (Required) | \$ 2,623,887.00 |
| Number of Months in Reserve | 3.92 |
| Adjusted Unassigned Fund Balance as of December 31, 2024 | \$ 3,428,190.00 |
| 3-Months of Reserves in the Unassigned Fund Balance (Required) | <u>2,623,887.00</u> |
| Amount in excess of 3 month's reserves as of December 31, 2024 | \$ 804,303.00 |



2025 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. 2234-1011054, 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 |
| American Heritage 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. The merger occurred on May 1, 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.:

- \$600,000.00 Letter of Credit #2234-1011054 dated April 30, 2025

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:

- Jayne Dietz, 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: April 30, 2025
LETTER OF CREDIT NO. 1011054

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. 1011054 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 \$600,000.00 ("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 May 19, 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).

FEDERAL HOME LOAN BANK OF DES MOINES

909 Loc

Des Moi

By: _____



Title: _____ Lead Risk, Money Desk and Cash Analyst Apr 30, 2025

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. 1011054 (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: _____



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2023

Completion Report

A report on projects paid for with SFY23 (July 1, 2022–June 30, 2023) ACHF funds

A completed Completion Form includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY23
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Completion Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Great River Regional Library

Summary Data:

Total number of projects: **260**
 Total number of programs and/or events (if different than total number of projects): **same as projects**
 Total attendance/participation: **16,533 (9,690 branch, 6,843 regional)**
 Total number of partnerships: **90**
 Total value of in-kind contributions: **n/a**
 Total administrative costs: **\$0—did not use**
 Total FTE hours: **n/a**

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2023 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

Now.Make.Art. was a new partner for Great River Regional Library in 2024—we learned about their programming from receiving an application from them in our Request for Proposal process in a prior year with Springboard for the Arts/Ready Go Art. They offer art events for intergenerational groups/families. A total of 672 people participated in the 18 events that took place across the region.



Now.Make.Art. Clay City event at Richmond Public Library.



Close-up of Clay City event.



Another Now.Make.Art. event for GRRL.

Tiny School of Art & Design is a project of artist Heidi Jeub. As part of Ready Go Art's "tools," the Tiny School brings high quality artist materials to library and community events around the state. The striking blue trailer "school" captures attention and sparks creativity among participants of all ages. They make art accessible, fun, and inclusive for everyone. There were 11 events and 454 people participated in summer 2024.



Tiny School of Art & Design set up at a GRRL library.



Participants in the Tiny School events at libraries in summer 2024.

Signatures:

Signature _____

Printed Name **Karen Pundsack**

Regional Library System Administrator

Date **May 20, 2025**

Signature _____

Printed Name **Beth Ringsmuth Stolpman**

Report preparer (if not Regional Library System Administrator)

Date **May 20, 2025**

| title | field_parent_project | body | field_appropriation_year | field_citation | field_funding_amount | field_measurable_proposed | field_measurable |
|----------------------------|---|--|--------------------------|--|----------------------|---|--|
| Branch-planned ACHF events | Great River Regional Library ACHF Grant SFY 2022-SFY 2023 | Branch staff planned various events based on local interest, including art workshops with local artists, author visits and history presentations, concerts, and performing arts for all ages. Feedback is included for the report in the three categories below. | 2023 | Minnesota Session Laws - 2021, 1st Special Session, Chapter 1, Article 4, Sec 2, Subd 5(a) | \$80,113.56 | Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude]. Attendees are asked "If it was an educational program, please identify one thing you learned at this program" and "If it was an entertainment program, was your life enriched because of the program? If so, how?" | <p>July 2024-December 2024</p> <p>Branches hosted author visits, performances for children, music and theatre events, and local art workshops.</p> <p>Branch authors</p> <p>"Good experience for the kids."</p> <p>"Interesting, educational."</p> <p>"I love having new things in the community for my children to experience."</p> <p>"I learned about how this author writes a book series. I enjoyed hearing about how common objects fit into a novel. Great program. Thank you!"</p> <p>"Learned the process of writing and publishing."</p> <p>"Great class. Very informative."</p> <p>"This program was fabulous. Thank you."</p> <p>"The craft of writing as a creative process per individual authors."</p> <p>"Lots of great info. on history!"</p> <p>"I learned that racial covenants existed and legal rules were put in place to overcome them."</p> <p>"Learned about systemic racism. My life is better by being aware of reality."</p> <p>"I never knew about racial covenants and knew little about the history of redlining."</p> <p>[Learned] Lake Superior agates are the oldest agates anywhere. . . It was inspiring, it makes me want to go rock hounding."</p> <p>"[Learned] about the history behind the books. It was very interesting and fun."</p> |
| | | | | | | | <p>Branch performers</p> <p>"I enjoyed watching my daughter laugh and have fun."</p> <p>"The kids were laughing and having a lot of fun the whole time. He was really funny!"</p> <p>"Fantastic way to have fun together as a family!"</p> <p>"All my kids were able to participate. Awesome show!"</p> <p>"Relaxing time with kids. They were great! Love this. Very talented."</p> <p>"This was a treasure to have at the library and see."</p> <p>"The music was very refreshing and enjoyable to listen to. I really enjoyed the saw !"</p> <p>"I loved learning about the music. It was lovely music. We loved it!"</p> <p>"Music performance, but still learned new things. Soothing and enjoyable."</p> <p>"Obviously the performers love their work. Mozart and Haydn would have been impressed if they were alive today."</p> <p>"It was great to hear the beautiful music by talented musicians in a live setting."</p> <p>"It was beautiful! Such different techniques used!"</p> <p>"Being exposed to variety is how I keep me on my toes!"</p> <p>"I enjoyed being able to attend in the afternoon. I m not comfortable driving at night so can t usually go to evening concerts."</p> <p>"Relaxing evening--exposure to music I hadn t heard before."</p> <p>"Interesting to hear traditional Swedish music and see the variety of instruments. What a beautiful evening!"</p> |

| title | field_parent_project | body | field_appropriation_year | field_citation | field_funding_amount | field_measurable_proposed | field_measurable |
|--------------------------------|---|--|--------------------------|--|----------------------|---|--|
| | | | | | | | <p>Branch art</p> <p>"My kids and I tried a new skill and learned about it."</p> <p>"I learned the techniques so I can do it at home."</p> <p>"Very entertaining and loved doing something new. The instructor was fantastic. She did an awesome job."</p> <p>"Creativity always enriches--making something new!"</p> <p>"Cuttlebone is a great sculpture mold. History of cuttlebone for metal work."</p> <p>"I feel like I could do my own project now! Thank you!"</p> <p>"Very entertaining! It was a wonderful creative time with good people."</p> <p>"It made me realize to trust the process and you re more creative than you think. Really, really fun, loved it. I loved the different things you can paint on and use different colors. Thank you so much!!"</p> <p>"Learned about metals and properties of a couple of different ones. Learn about how they came to the library and arts programs. Learned a new craft and process, something that I wouldn't have done without this class. This was great! The staff/instructors were super friendly and knowledgeable. I would definitely do this again! Awesome!"</p> <p>"[Learned] how to paint using oil pastels. This was a wonderful de-stresser."</p> <p>"I really liked learning about this art form."</p> <p>"[Learned] to do something out of the box."</p> <p>"Unique. Anyone can do this type of painting. The instructor was so helpful. Thank you for providing this opportunity."</p> <p>"Explored a new art form without having to spend a lot of money--try it out, begin creativity."</p> <p>"Art makes life rich. It is so enjoyable and adds value to life."</p> |
| Regionally-planned ACHF events | Great River Regional Library ACHF Grant SFY 2022-SFY 2023 | The regional library system planned tours to libraries in 2023 and into 2024 with FY2023 ACHF dollars. Ready Go Art and Now.Make.Art. are arts organizations we partnered with to offer programming, as well as with mosaic artist Laura Ruprecht to bring her workshops to libraries. | 2023 | Minnesota Session Laws - 2021, 1st Special Session, Chapter 1, Article 4, Sec 2, Subd 5(a) | \$129,540.41 | <p>Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude].</p> <p>Attendees are asked "If it was an educational program, please identify one thing you learned at this program" and "If it was an entertainment program, was your life enriched because of the program? If so, how?"</p> | <p>Since our interim report, Ready Go Art and Now.Make.Art. summer tours wrapped up, and we continued to work with mosaic artist Laura Ruprecht to bring her workshops to libraries. Ready Go Art programs included events from Collaboratory Outdoor Music Deck, Art Book Circle, Paper Plain, the Tiny School of Art & Design, and Creative Cart Studio.</p> <p>"You can use your imagination to create anything."</p> <p>"Great class; knowledgeable instructor! [Learned] how to improve my overall photo taking."</p> <p>"So fun! The kids loved the artistic freedom!"</p> <p>"We learned how to use watercolors."</p> <p>"My hesitant child had way more fun than he was expecting. Wonderful class!"</p> <p>"We learned how to create using clay."</p> <p>"Hands-on learning experience! Messy = good!"</p> <p>"All four of my kids and myself learned and enjoyed this experience."</p> <p>"My kids learned a lot more about music and timing. It was fun and entertaining for all the kids. 10/10 would attend again!"</p> <p>"I got to share my art with people."</p> <p>I learned how to use pastels on pavement. I had a great time with family and the Delano community making art. Thanks for making such an amazing program accessible!"</p> <p>"Collaborating with our community!"</p> <p>"Kids were entertained and it was something we could do together."</p> <p>"I loved that it was taught by a well-known artists and that all the supplies were really high quality!"</p> <p>"Instructor was very informative."</p> |
| | | | | | | | <p>"I learned new skills with mediums I have no used before. I got some confidence using the nippers. I liked the expert advice and the way the class was presented."</p> <p>"I had fun with friends and learned a new, fun craft."</p> <p>"[Learned] how much I like the irregular in arts & crafts."</p> <p>"It was so great! Fun to be creative. Great presenter/artist."</p> <p>"[Learned] that my family is super creative. We made art together as a family! Keep these fun activities coming to our sweet, small town."</p> |



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2024

Interim Progress Report

A report on projects paid for with SFY24 (July 1, 2023–June 30, 2024) ACHF funds

A completed Executive Summary Form includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY24
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Interim Progress Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Great River Regional Library

Summary Data:

Total number of projects: **83**
 Total number of programs and/or events (if different than total number of projects): **same as projects**
 Total attendance/participation: **2,070**
 Total number of partnerships: **32**
 Total value of in-kind contributions: **n/a**
 Total administrative costs: **\$0**
 Total FTE hours: **n/a**

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2024 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

This interim report is for spending between June 1, 2024 and March 30, 2025. We began spending FY24 funds at the end of the summer of 2024 to complete summer art workshop tours and winter music tours.

Flutist Julie Johnson teamed up with a couple of musical partners for a tour of libraries in the winter of 2024. Harpist Emily Gerard and guitarist Jeff Lambert joined her for a series of 11 concerts that explored a variety of musical styles. One attendee wrote, “Love the music—so relaxing for a library. Thank you for this—just beautiful.” A total of 255 people enjoyed these concerts.



Julie Johnson (right, flute) and Emily Gerard (left, harp) played at the dedication event for the new Howard Lake Public Library building in October 2024.

The Art Book Cart visited eight libraries in the late summer of 2024. A project of Nicole Rojas-Oltmanns and Monica Rojas, this Ready Go Art “tool” explores books via their artwork. Participants of all ages learn the methods used by artists for well-loved illustrations of all kinds—drawing, painting, mixed media, etc. Then participants can try their own hand at creating similar artworks, using their own stories as inspiration. A total of 82 people participated in these intergenerational events.



Art Book Cart event at Belgrade Public Library in summer 2024.

Signatures:

Signature _____

Printed Name **Karen Pundsack**

Regional Library System Administrator

Date **May 20, 2025**

Signature _____

Printed Name **Beth Ringsmuth Stolpman**

Report preparer (if not Regional Library System Administrator)

Date **May 20, 2025**

| title | field_parent_project | body | field_appropriation_year | field_citation | field_funding_amount | field_measurable_proposed | field_measurable |
|----------------------------|---|--|--------------------------|---|----------------------|--|---|
| Branch-planned ACHF events | Great River Regional Library ACHF Grant SFY 2023-SFY 2024 | Branch staff planned various events based on local interest, including art workshops with local artists, author visits and history presentations, concerts, and performing arts for all ages. Feedback is included for the report in the three categories below. | 2024 | Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5 | \$20,718.72 | Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude]. Attendees are asked "If it was an educational program, what is one thing you learned?" and "If it was an entertainment program, how was your life enriched or made better?" | <p>This interim report is for spending between June 1, 2024, and March 31, 2025. Branches used some funding for their local events in the fall of 2024 and into the 2024/2025 winter.</p> <p>Branch</p> <p>A few events took place at the end of 2024 with FY2024 funding. Author Jay Grammond visited the Belgrade and Paynesville libraries. The Newtons performed music in Buffalo. Musical group Homemade Jammin performed at Upsala. Author Dr. Christopher Lehman presented at the St. Cloud Public Library.</p> <p>Authors/history</p> <p>Various authors presented at libraries across the region. This is a sample of feedback from attendees.</p> <p>"[Learned] lots about the wilderness experience!"</p> <p>"Interesting info about family dynamics and research."</p> <p>"Fun to meet and hear the story of an author."</p> <p>"Awakened my love of reading."</p> <p>"Great fun to learn about his songs and books."</p> <p>"[Learned] about the Ojibwe history and their life in the seasons."</p> <p>"Appreciation of another culture."</p> <p>"Learned a bit about history of tribes in MN and migration. Also about the seasonal foods--some things I didn't know were edible."</p> <p>"Appreciating all the natural richness around us! And Native American ingenuity!"</p> <p>"Happy I came... fun to hear others' life stories."</p> <p>"Presenter was engaging, fun, and educational."</p> <p>"Very educational, wonderful program."</p> |
| | | | | | | | <p>Music/Performances</p> <p>"Beautiful pause in the weekend!"</p> <p>"Appreciate newer chamber music. Thanks."</p> <p>"The music goes to a place in the brain that doesn't always get scratched."</p> <p>"I was expecting atonal works but the modern quarter pieces were rich with melody and harmony!"</p> <p>"Great musical entertainment! Good whole family music."</p> <p>"Fun commentary between songs. Good audience participation."</p> <p>"[Liked] the beautiful singing."</p> <p>"Beautiful music by an amazing group of humans! Loved it!"</p> <p>"It was very inspirational and lovely. Wonderful!"</p> <p>"[Learned] anyone can sing! People who are learning English can sing songs in English. I sang w/new friends and old friends. It was comfortable to sing with strangers."</p> |

| | | | | | | |
|--------------------------------|---|--|------|---|-------------|--|
| | | | | | | <p>Art workshops</p> <p>"Learned about the Highwaymen. Learned about oil pastels which I have never used before."</p> <p>"[Learned] oil pastel blending and color layering."</p> <p>"I got to do art with other people in a setting where it will not be judged."</p> <p>"It made my Saturday special!"</p> <p>"I make art often, but it s nice doing it around others, hearing the background noise and seeing other people s pieces."</p> <p>"[Learned about different artistic modalities."</p> <p>"My 7-year-old LOVED the various activities and learned things about art she hasn t learned yet in school. Thank you!"</p> <p>"I have never done this, I really enjoyed learning something new!"</p> <p>"Learned a new skill. Very enjoyable."</p> <p>"Play! It was simple and fun to sketch and blend. So great! Thank you!"</p> <p>"Fantastic! Would recommend."</p> <p>"I used oil pastels for the first time in 30+ years. It was so much fun."</p> <p>"I enjoyed experimenting with this medium."</p> |
| Regionally-planned ACHF events | Great River Regional Library ACHF Grant SFY 2023-SFY 2024 | Great River Regional Library began spending FY24 funds at the end of the summer of 2024 to finish up regional summer art workshop tours and winter music tours. Author Frank Weber, musicians Julie Johnson, Chris Ward, and Sonic Escape, and art events with Art Book Circle and Mark Rivard comprised the regionally planned tours in this time period. | 2024 | Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5 | \$48,967.07 | <p>Attendees will be able to identify at least one new idea or concept learned [knowledge] or have a richer cultural life [attitude]. Attendees are asked "If it was an educational program, what is one thing you learned?" and "If it was an entertainment program, how was your life enriched or made better?"</p> <p>Author</p> <p>Frank Weber, forensic psychologist and author, began touring GRRL locations in spring 2025.</p> <p>"The story behind an author--the inspiration and motivation--is so interesting to hear! So fascinating."</p> <p>"[Learned] more about forensic psychology. Good speaker. Interesting and engaging."</p> <p>"[Learned] lie detectors don t work well."</p> <p>"I had read a couple of his books so it was fun to listen to him!"</p> <p>"Learned much about how to write true crime books. Good program."</p> <p>"[Learned] all the work in the background to solve the crime. LOVED IT!"</p> <p>"Frank Weber s knowledge is fantastic."</p> |
| | | | | | | <p>Music</p> <p>Sonic Escape (a duo of Maria Millar, violin, and Shawn Wyckoff, flute) performed a fall concert tour of libraries and schools. Musicians Julie Johnson (flute) and Chris Ward (harp) performed winter concerts.</p> <p>"[Learned] the part of the harp."</p> <p>". . . Rejuvenating to hear live harp music."</p> <p>"[Learned] historical music connections. Thank you!"</p> <p>"The variety of music presented; the Japanese piece was really interesting."</p> <p>"Beautiful listening experience of cultural music."</p> <p>"Lifted my spirits--watered the dry sponge of my heart."</p> <p>"Thank you for bringing live arts to the library."</p> <p>"Spectacular!"</p> <p>"This performance was a gift!"</p> <p>"It s vital to our community that these events continue to provide such a joyful experience!"</p> <p>"Great duo! Loved the energy and the music was great."</p> |
| | | | | | | <p>Art</p> <p>Art Book Circle completed their late summer tour. Mark Rivard offered skateboard drawing classes in winter 2025.</p> <p>"Love activities like this! Creative! Fun! Especially for winter."</p> <p>"Very cool story! Inspiring! Entertaining!"</p> <p>"Myles really enjoys drawing and he loved this opportunity. Was super excited!"</p> <p>"The kids learned art is an expression... all starts with shapes and scribbles. Just have fun and create."</p> <p>"[Learned] to be more creative, and when I draw it doesn t need to be perfect."</p> <p>The instructor was very good with the kids. Very encouraging and gave lots of tips. He also did a great job keeping the kids engaged."</p> <p>[Learned] that even if I m not good at art today, I can get better--build up my artist muscle."</p> <p>"Great class, learned a lot and had fun."</p> |



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2026 (July 1, 2025 – June 30, 2026) Application

A. Applicant Information

1. Regional public library system name and address:

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

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

Karen Pundsack Executive Director (320)650-2512 fax (320)650-2501 karenp@grrl.lib.mn.us

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

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

4. Number of FTE staff paid with RLBSS funds: 33.61

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

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

☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide the most recent strategic plan.

7. Proposed Program Activities:

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

At a Glance – Please summarize your plans for State FY2026 in a few sentences:

Briefly describe the programs that will take place during FY2026, using the format below.

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

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

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

Activity: Resource sharing throughout the six-county region

GRRL Strategic Priority: Literacy

- Goal 1: Provide services to advance users' literacy skills.
 - Objective 2: Expand the eBook, eAudiobook and database collection.
 - Objective 3: Enhance the physical collection of library materials.

GRRL Strategic Priority: Access

- Goal 1: Expand efforts to make the library more welcoming and easier to access.
 - Objective 2: Increase display of library materials to represent a wide range of experiences and viewpoints at all libraries.
 - Objective 4: Maximize accessibility of digital tools and library website.

GRRL Strategic Priority: Library Awareness

- Goal 1: Expand awareness of the library's role in the community.
 - Objective 1: Increase targeted advertising to reach a wider audience.
 - Objective 2: Increase awareness of digital tools.
 - Objective 3: Increase the information about diversity, equity and inclusion efforts with the GRRL Board.
- Goal 2: Develop partnerships and collaboration with community organizations.
 - Objective 1: Maximize partnerships with community organizations that serve those unable to come to the library in person.
 - Objective 2: Increase collaboration with community organizations to offer resources and provide training and skill building.
 - Objective 3: Increase presentations about library services to share information and gather feedback.

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

GRRL Strategic Priority: Operational Excellence

- Goal 2: Provide up-to-date library technology.
 - Objective 1: Have a formal library technology management plan, and make it available for all staff to consult.
 - Objective 2: Have a formal network security practices document for timely application of updates and patches.

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

GRRL Strategic Priority: Operational Excellence

- Goal 1: Enhance efforts to offer effective and welcoming library service.
 - Objective 1: Increase training to support access and awareness.
 - Objective 3: Have a formal assessment process for library programs and services.
 - Objective 4: Continue efforts to address diversity, equity & inclusion in the library.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2025, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

| | | Dollar Amount Provided for | |
|--|--|-------------------------------|--|
| Name of Participating Governmental Unit | | OPERATING Purposes | |
| <u>GRRL Signatories:</u> | | | |
| Benton County | | \$ 537,890.00 | |
| Morrison County | | \$ 517,025.00 | |
| Sherburne County | | \$ 1,458,316.00 | |
| Stearns County | | \$ 2,300,524.00 | |
| Todd County | | \$ 348,368.00 | |
| Wright County | | \$ 2,321,992.00 | |
| <u>GRRL cities with supplemental levy:</u> | | | |
| City of Buffalo | | \$ 99,397.39 | |
| City of Elk River | | \$ 106,426.28 | |
| City of St. Cloud | | \$ 281,799.36 | |
| <u>GRRL cities without a supplemental levy, but a separate library line item in budget:</u> | | | |
| City of Big Lake | | \$ 20,298.00 | |
| City of Cold Spring | | \$ 2,969.00 | |
| City of Delano | | \$ 832.98 | |
| City of Eagle Bend | | \$ 351.57 | |
| City of Little Falls | | \$ 46,225.56 | |
| City of Monticello | | \$ 49,392.98 | |
| City of Paynesville | | \$ 204.00 | |
| City of Waite Park | | \$ 836.54 | |
| <u>GRRL cities without supplemental levy or budget line item for library, but do contribute to library operations from their general fund:</u> | | | |
| City of Foley | | \$ 1,000.00 | |
| City of Sauk Centre | | \$ 27,515.40 | |
| City of Staples | | \$ 27,228.04 | |

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

NA

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

NA

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

New construction: Howard Lake Public Library, 817 8th Ave. Box 207 Howard Lake, MN 55349

B. Assurances

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

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

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

Signature:

Printed Name: Jayne Dietz

Chair, System Governing Board

Date: May 20, 2025

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

Signature:

Printed Name: Karen Pundsack

Regional Public Library System Administrator

Date: May 20, 2025

D. Attachments and Due Date

- FY 2026 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Monday, June 30, 2025**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

| | |
|---|------------------------|
| Regional Library System Name: Great River Regional Library | |
| State Fiscal Year 2026 | |
| Proposed Budget | |
| | Amount |
| Personnel Expenses | |
| Salaries and Wages | \$ 1,858,501.87 |
| Benefits | |
| Staff Development, Tuition and Other Reimbursements | |
| Total Personnel | \$ 1,858,501.87 |
| Total FTE Supported | 31.61 |
| Operating Expenses | |
| Telephone (voice and data) | |
| Telecommunications | |
| Computer Software and Software Licensing | |
| Other Technology Equipment | |
| Printing and Copying | |
| Postage and Delivery | |
| Travel and Mileage | |
| Rent | |
| Operating Leases or Rentals | |
| Utility Services | |
| Repairs and Maintenance Services | |
| Insurance | |
| Dues and Memberships | |
| Audit | |
| Board expenses, including per diem | |
| Materials and Supplies | |
| Other (please specify) | |
| Total Operating Expenses | \$0 |
| Program Expenses | |
| Consulting Fees/Fees for Services | |
| Services Purchased from Other MN Joint Powers Agencies | |
| Automation System | |
| Delivery | |
| Vehicles | |
| Equipment | |
| Travel and Mileage | |
| Scholarships/Direct Member support | |
| Library Materials and Collections | |
| Communications and Marketing | |
| Staff Development | |
| Materials and Supplies | |
| Workshops and Events | |
| Other Contracted services | |
| Food and Beverages | |
| Other (please specify) | |
| Total Program Expenses | \$0 |
| Total Anticipated State Aid Expenditures | |
| | \$1,858,501.87 |

Executive Director Report May 2025

2026-2030 Strategic Planning

The Strategic Plan Steering Committee met March 26, continuing the discussion of GRRL's strategic directions for the future. The whole group received updates on city meetings in Long Prairie and Little Falls, reviewed the SWOT analysis, and reviewed our mission/vision/core values and Theory of Change. Ultimately, when asked to pick two core things GRRL is already great at the group identified customer services and resources--like books and databases. The discussion was used to shape the April GRRL Board work session.

Part of our strategic planning process is gathering insights from city stakeholders. So far, we have met with the cities of Long Prairie, St. Michael, Hanover & Albertville, Sartell, Foley, Buffalo, and Little Falls. Some commonalities between these stakeholders are:

- Small-town identity is important to balance with community growth
- Libraries are valued community hubs, especially for safe, welcoming spaces
- Internet access, study areas, and meeting rooms are essential
- Strong local partnerships help to serve diverse community needs

Small Group Staff Meetings

Over the past month, I also conducted small group staff meetings with members of the Leadership Support (LST) and Diversity, Equity and Inclusion (DEI) teams. While these meetings were originally planned to focus on strategic plan feedback, staff members were more interested in discussing state and federal funding issues and challenges working with members of the public. This series of six staff meetings gathered 67 staff members, the highest attendance I have ever had.

County Presentations

We conducted our annual series of visits to each of the six county boards to report on library activities. I was joined by staff members at each of the meetings:

- Benton: Senior Circulation Assistant Jen Thompson
- Sherburne: Library Services Coordinator (LSC) Hilary Dawson and Patron Services Supervisor (PSS) Jeannette Burkhardt
- Morrison: LSCs Terri Deal-Hansen and Jade Lauber
- Wright: LSCs Katie Teesdale, Marla Scherber, and Nancy Bunting
- Stearns: LSCs John Hannon and Jason Kirchoff
- Todd: LSCs Cathy Perish and Amanda Wehrspann

We also presented the resolution in support of Minitex library services to each of the six counties, as the GRRL Board suggested in March. The resolution was presented either within the scheduled annual visit or at a second visit, based on timing. Thanks to Amy Anderson, Jade Lauber, Breanne Fruth, and Jami Trenam for helping with these presentations. As of early May, four of our six counties have also passed the Minitex resolution of support – Wright, Sherburne, Todd, and Benton.

Leadership Support Team (LST)

In March, LST reviewed the final updates to the GRRL Records Retention schedule update. The document was submitted to the Minnesota State Archives for approval.

Each month, we are discussing a visioning topic. In March, the topic was customer retention. Breanne and Karen had attended the St. Cloud Chamber of Commerce's Lunch-and-Learn session, which featured a panel of four business owners. Strategies for retention from the session included:

- Meet user need – what they are looking for
- Build authentic relationships and solve their problem (by assessing where they're coming from)
- Gratitude – thank them for being customers
- Repeat business is a priority – make first customers feel important
- Strong customer service, know names(!), space and listen
- Every touchpoint is equally as important
- Always asking for feedback – know what they are interested in

The panelists also highlighted the importance of online presence, such as Google Reviews. We looked over all GRRL Google reviews and learned that they range from 4.2 or higher!

The focus of the April meeting was quarter one 2025 review – financials, strategic plan key metrics and objectives. Borrower numbers continue to increase, but at a slightly slower pace than last year. In 2024, resident borrowers increased year-over-year by 4 percent. In the first quarter, GRRL is averaging 2.83 percent increase. If this trend continues, we should reach 2019 resident borrower levels by the end of summer! Fourteen locations are circulating more items than last year. Digital Library usage also continues to climb.

This year's focus has been big picture thinking (forward thinking) and shared expectations (exceptional service). Major initiatives completed in quarter one include weeding training, organizational orientation, project evaluations, working with a new auditor, 2026 budget preparations, as well as piloting Paylocity's performance and scheduling modules.

Diversity, Equity and Inclusion (DEI) Team

The team continues to meet monthly. In April, the team reviewed questions received from staff on immigration resources. We encourage staff members to use the poster from the Minnesota Department of Human Services, which has a helpline at 1-800-814-4806. The poster is available in multiple languages.

The survey of public service staff was reviewed. The responses were helpful to identify areas of need and develop resources that address language barrier issues. The survey results found that over 80 percent of public service staff have interacted with patrons who use a language other than spoken English. Further, we found that our patrons speak over a dozen different languages within our libraries, the most common being Spanish, Somali, and Chinese. American Sign Language is also fairly common. As a follow-up to the survey, three libraries (Cold Spring, Long Prairie, and Melrose) will test AI translation devices as a pilot project.

The team is also working through examples of how to handle difficult patron situations. This is in draft stage. We are adding resources and training options to the document. It is a topic we discussed at the small group staff meetings this month. Two policies we highlighted for staff are the security policy and displays policy.

Council of Regional Public Library System Administrations (CRPLSA)

CRPLSA has met several times in the past two months, both in person and online. The uncertainty due to federal funding interruptions has meant a lot of time discussing what this might mean for GRRL services.

There is also concern about the state budget shortfall, which could affect library funding. We continue to monitor this situation and hope to know more in the coming weeks.

CRPLSA also has contracted with Library Strategies to conduct a survey of the public library community on what is needed for standards. Minnesota's library standards were last updated in 1996, well before many technological changes came to public libraries. The survey will help shape what next steps would be, such as updating standards or creating benchmarks that could be used by libraries of different sizes.

Highlighted Executive Director Activities since March Board Meeting

March 19 – LST Board follow-up meeting
 March 20 – Labor Management Committee meeting
 March 21 – Little Falls city stakeholders meeting
 March 25 – Morrison County Board presentation with LSCs Terri Deal-Hansen and Jade Lauber
 March 26 – Strategic Plan Steering Committee meeting, Fund Development Committee meeting
 March 27 – Leadership Support Team meeting, Minnesota Revenue Recapture meeting
 April 1 – Minnesota House Capital Investment Committee testimony
 April 2 – St. Cloud Chamber Lunch-and-Learn – Work Smarter – AI Tools for Every Day use
 April 3 & 4 – CRPLSA meeting in Wildwood Library, Mahtomedi
 April 7 – St. Cloud Live interview with Jami Trenam
 April 10 – Stearns County Human Services Advisory Council
 April 11 – Paynesville donor meeting
 April 15 – Wright County Board presentation with LSCs Marla Scherber, Nancy Bunting, and Katie Teesdale, GRRL Board work session
 April 16 – LST Board follow-up meeting
 April 17 – DEI Team meeting, St. Cloud small group staff meeting
 April 18 – Delano LSC 1:1 orientation with Ashley Dahl
 April 21 – Foley small group staff meeting
 April 22 – Stearns County Board presentation with LSCs Jason Kirchoff and John Hannon
 April 23 – LST meeting, City of Sartell meeting
 April 24 – St. Cloud and Little Falls small group staff meetings
 April 25 – PLD Day in Brooklyn Center
 April 30 – LST risk assessment exercise, Audit outtake meeting
 May 1 – Create CommUNITY Advisory Council, Richmond small group staff meeting, State library directors meeting
 May 2 – Buffalo small group staff meeting
 May 6 – Todd County Board presentation with LSCs Cathy Perish and Amanda Wehrspann, CRPLSA standards survey steering committee, Youth Advisory Council meeting
 May 7 – Foley city stakeholder meeting
 May 8 – Buffalo city stakeholder meeting, Stearns County Human Services Advisory Council, St. Cloud Reading Room Society
 May 12 – Career Solutions Program Committee meeting
 May 14 – Strategic Plan Steering Committee meeting
 May 16 – DEI Team meeting

Management Reports

May 2025

Amy Anderson
Associate Director – Accounting

Minnesota Revenue Recapture

Minnesota Revenue Recapture is a state program that allows the Minnesota Department of Revenue (MNDOR) to recapture or reduce income tax or other payments to offset debts from other agencies, (Minnesota Statutes, sections 270C.41 and 270A.03). GRRL has participated in this program as a final effort to collect aged, outstanding balances owed by patrons. The number of instances and amounts reported to this service have fallen significantly since the fines-free initiative.

Regular procedure audits and annual training obligations are a requirement of this program. During the most recent audit (March), GRRL learned that additional compliance and staff time are needed to meet new program standards. These stipulations offset the financial gain of program participation. In addition, a recent price increase to the cost of the database used specifically for Revenue Recapture has further reduced the cost-effectiveness of the program. For these reasons, GRRL has chosen to opt out of participating in the program.

This decision will improve the effectiveness of the Patron Contact Services line in the operating budget. The expense of the database used for Revenue Recapture will be redirected to further offset the enhanced MessageBee platform discussed at the March Finance Committee meeting.

Bremer Bank

On May 1, Bremer Bank, N.A. merged with Old National Bank. GRRL maintains a checking account and certificate of deposit with Bremer Bank. Letters of Credit are issued by the Federal Home Loan Bank of Des Moines (FHLB-Des Moines) on behalf Bremer Bank as additional collateral for balances that exceed the FDIC limit of \$250,000 to comply with GRRL policy and Minnesota statute. On May 1, these Letters of Credit will now be issued by the Federal Home Loan Bank of Indianapolis (FHLB – Indianapolis). Just like the FHLB-Des Moines, the FHLB –Indianapolis is AA+ rated by the S&P Global rating agency and meets Minnesota statutory requirements.

Risk Assessment

The Leadership Support Team (LST) recently conducted risk assessments based on federal funding impacts. As part of these discussions, an evaluation of funding sources, governing documents, and statute directives were conducted. At this time, service and funding interruptions to GRRL would most likely occur due to funding interruptions experienced by partners such as Minitex.

Investments

On April 30, the interest rate for MAGIC savings was 4.32 percent. There are currently 29 certificates of deposit (CD) in the GRRL portfolio. Six are invested with local institutions. There are 19 maturities remaining in 2025. These outcomes align with the strategic plan objective to maximize library financial investment options.

Matured CDs

| Institution Name | Maturity Date | Amount | Net Rate of Interest | Interest at Maturity |
|--------------------------|----------------------|---------------|-----------------------------|-----------------------------|
| Austin Capital Bank, TX | 03/14/2025 | \$240,000 | 5.45% | \$ 9,941.92 |
| Solera National Bank, CO | 04/07/2025 | \$237,000 | 5.10% | \$12,510.68 |
| Texas Heritage Bank, TX | 04/07/2025 | \$237,000 | 5.05% | \$12,391.53 |
| Cibm, WI | 04/21/2025 | \$237,000 | 5.13% | \$12,616.45 |

Purchased or Renewed CDs

| Institution Name | Maturity Date | Amount | Net Rate of Interest | Interest at Maturity |
|---------------------------|----------------------|---------------|-----------------------------|-----------------------------|
| Enterprise Bank, NE | 03/16/2026 | \$239,000 | 4.15% | \$10,333.31 |
| Mission National Bank, CA | 04/07/2026 | \$239,000 | 4.20% | \$10,396.50 |
| Western State Bank, KS | 10/05/2026 | \$235,000 | 3.90% | \$14,237.14 |
| Nano Banc, CA | 04/21/2026 | \$239,000 | 4.20% | \$10,396.50 |

Letter of Credit

Letter of Credit No. 1011054 was issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank for \$600,000, and is dated April 30, 2025.

Jeannette Burkhardt
Patron Services Supervisor

Staffing

April was a busy month of interviewing and hiring for multiple open positions. All branches are now either fully staffed or awaiting the start dates of new hires in the coming weeks, with the exception of the Summer Library Aide positions in Buffalo and Annandale. Interviews for these Summer Library Aide positions are scheduled. Staff will be in place before the Summer Reading Challenge begins on June 9.

Brandi Canter
Lead Patron Services Supervisor

2025 Winter Reading Challenge Update

On behalf of Beth Ringsmuth Stolpman, Patron Services Specialist: The 2025 Winter Reading Challenge took place from January 2 through February 28. The purpose of this reading challenge is to engage adults and encourage them to form a reading habit at the beginning of the new year. Adults (and some teens!) challenged themselves to read more and entered to win mugs and hats. The St. Cloud Friends of the Library generously funded the prizes. Participants could read and log their reading time online with the library's Beanstack app or submit paper reading logs.

We saw a seven percent decrease in the number of registrations for the program in 2025 vs. 2024 with 2,923 people participating. However, we saw a 4.6 percent increase in the number of badges earned and coupons returned for a record high of 19,403! We also set a goal to read two million minutes during the program; although we did not quite reach it, the final count was 1,888,147 minutes — very close!

Public Services Team Update

The Public Services Team (PST) continues to look for ways to improve access for patrons around the region. As mentioned in the March Board Report, PST members have been looking at ways that other organizations and Minnesota state departments verify resident's identity and/or address. We have also reached out to other library systems across the county to find out how they determine who is eligible for a library card.

PST has been following research on this topic by the Brooklyn Public Library (BPL). Because of a 2023 nationwide study of public library eligibility and access policies, BPL created a survey tool for libraries to use for their own assessment. Members of PST have adapted that tool into a survey of GRRL patron services staff to better identify the barriers that our staff encounter when trying to provide services in our six-county region. The team is hopeful this survey will provide insights to develop policies and practices that provide the greatest possible access for our communities while also maintaining the careful stewardship of public dollars for which GRRL is known.

You can find out more about the BPL study at <https://www.bklynlibrary.org/library-card-study>.

Breanne Fruth
Communications & Development Coordinator

Locally Growin' Campaign

The 2025 Locally Growin' campaign is complete. This fundraiser ran throughout the month of April and is a local fundraising effort where 100 percent of the funds raised remain with their respective branch. The branches selected something specific to raise money for, i.e., a program or collection item. Our regional goal for Locally Growin' was \$30,000, and we excitingly surpassed it with a total of \$32,425.45! Here are the branches' totals:

| <u>Branch</u> | <u>2025 Goal items</u> | <u>2025 Goal \$ Amount</u> | <u>Final Total</u> |
|----------------------|---|-----------------------------------|---------------------------|
| Albany | Playaways & audiobook read-alongs | \$500 | \$541.45 |
| Annandale | Exploration Station items | \$500 | \$1,380.65 |
| Becker | Decodable book collection | \$1,000 | \$1,211.09 |
| Belgrade | Items for Family Activity Area | \$500 | \$225.63 |
| Big Lake | Playaways & audiobook read-alongs | \$750 | \$1,245.35 |
| Buffalo | Play2Learn Kits and audiobook read-alongs | \$1,500 | \$2,209.33 |
| Clearwater | Audiobook read-alongs | \$1,500 | \$759.03 |
| Cokato | Read-along picture books | \$500 | \$421.45 |
| Cold Spring | Playaways & audiobook read-alongs | \$1,000 | \$1,180.08 |
| Delano | Playaways & pickleball kits | \$1,500 | \$1,103.92 |
| Eagle Bend | zoo program & core collection | \$500 | \$600.00 |
| Elk River | STEM exploration station items | \$750 | \$874.00 |
| Foley | juvenile fiction series | \$750 | \$498.77 |
| Grey Eagle | core collection - adult fiction | \$500 | \$624.00 |
| Howard Lake | Try It Yourself kits | \$500 | \$206.45 |
| Kimball | Exploration Station items | \$500 | \$796.17 |
| Little Falls | Play2Learn kits and children's room items | \$750 | \$442.39 |

| | | | |
|--------------|---|---------|------------|
| Long Prairie | Play2Learn kits and pickleball kits | \$750 | \$928.25 |
| Melrose | Playaways | \$500 | \$969.92 |
| Monticello | Light table, Magna-Tiles, and kids' graphic novel series books | \$1,000 | \$1,141.07 |
| Paynesville | Try It Yourself Kits | \$500 | \$470.33 |
| Pierz | Playaways | \$250 | \$500.45 |
| Richmond | Playaways & audiobook read-alongs | \$1,000 | \$1,317.33 |
| Rockford | Playaways & audiobook read-alongs | \$1,000 | \$546.45 |
| Royalton | Exploration Station items, decodable books, children's programs | \$1,750 | \$2,273.48 |
| Sauk Centre | Try It Yourself Kits snowshoes | \$1,000 | \$1,382.94 |
| St. Cloud | Audiobook read-alongs & children's programs | \$1,750 | \$3,933.58 |
| St. Michael | Exploration Station items | \$1,200 | \$967.62 |
| Staples | zoo program & core collection | \$650 | \$702.87 |
| Swanville | exploration station items | \$250 | \$567.00 |
| Upsala | exploration station toys | \$250 | \$276.38 |
| Waite Park | 2026 children's STEM & theater programs | \$2,500 | \$2,128.02 |

Several of our branches met their Locally Growin' goals (totals highlighted in green). The branches that did not meet their goal can choose to purchase less, pursue half of their goal, or use their gift funds to bridge the gap. We look forward to what we are able to achieve and offer in our communities thanks to the generosity of our donors!

Summer Reading Challenge Sponsorships

We are seeking businesses and organizations for sponsors of GRRL's Summer Reading Challenge. Sponsorships are at the following levels: \$500, \$750, and \$1,000. Sponsors of \$1,000+, who notified us before March 7, received their business's logo on our book bags. The businesses featured on this year's book bags are Sytek, Garage Door Store, Central MN Noon Optimist Club, St. Cloud Moose Lodge 1400, Schlenner Wenner & Co., Hanover Lions, Motley Lions, St. Cloud Friends of the Library, Evenson Decker P.A., and St. Cloud Sertoma Club. We also have St. Cloud Industrial Products as a \$750-level sponsor. American Legion Post #560, Belgrade Steel Tank Co., Centra Sota Cooperative, Farmers & Merchants State Bank, Land O' Lakes Foundation, Lincoln Area Business Association, and St. Cloud Family Dental are \$500-level sponsors. Here is a proof of our book bags:



Currents

Donors will receive their biannual print newsletter by mail in late May or early June. This edition features the bilingual books given by the St. Cloud Reading Room Society, Pat's Place Mural at the St. Cloud Public Library, a reflection story on the historic summer reading carnival, and an invitation to support the Summer Reading Challenge.

Communications

We are preparing for local marketing efforts to promote the Summer Reading Challenge. Library Services Coordinators (LSCs) were given a selection to pick what best meets local interests. Marketing efforts will include sandwich board signs, banners, and boosted posts on social media. Radio ads will be on KASM 1150 AM, WJON 1240 AM, and Spirit 92.9 throughout the month of June. Digital billboard ads will be in St. Cloud, Waite Park, and Little Falls. Newspaper ads will be published the first publication of June in the *Benton County News*, *Cold Spring Record*, *Crow River News*, *Hometown News*, *Independent News Herald*, *Morrison County Record*, *Patriot News*, *Sauk Centre Herald*, *Staples World*, *Star Post*, and *Wright County Journal Press*.

Cara Langston
Patron Services Supervisor

Library Youth Advisory Council

The Library Youth Advisory Council had an active spring. Several joined the GRRL Board's work session on April 15 to discuss strategic directions. The full group met on April 24 and May 6 to prepare their presentation to the board. Their work this year centered on making meaning of summer survey results and giving recommendations to a branch that reached out regarding their teen space. They are excited about libraries, their communities, and figuring out how to welcome teens into the library.

Jay Roos
Associate Director – Information Technology

Print Server Upgrade

The library's public print server was recently migrated to a supported operating system. Prior to the migration, it was running an end-of-life operating system. In conjunction with the migration, the print management software was upgraded. While everything is working, staff and patrons had noticed the software was running considerably slower. Our vendor was able to change a setting that resolved the speed concern, and things are running much faster. A few occasional issues remain, but they are not consistently affecting anyone. We await additional troubleshooting and fixes from our vendor.

Penetration Testing

Our Regional Library Telecommunications Aide (RLTA) Priority 2 funds this year are paying for a penetration test of our networks. The test includes both an external test, as if anyone out on the Internet was attempting an attack, and an internal test, which places the attacker inside our networks. The tests were performed in the last week of April. The approach to the internal test was to give the tester wide-open access to our internal networks. This approach will give us information about how individual servers, computers and devices need to be hardened against attack. The tester was also given credentials with regular user permissions to test what a regular user might achieve. We have already received some early findings, and the testing this year is proving to be very helpful.

Equipment Disposals

The Information Technology (IT) department is working to clear out old equipment that is either broken or replaced. In April, the St. Cloud Friends of the Library helped us by selling old monitors and power strips at their book sale and in their store. We also just shipped over 250 computers to the computer recycler who made the best offer. The last bit of our annual disposal process is to take the remaining equipment that is either broken or has no resale value to a local recycler.

Jami Trenam
Associate Director – Collection Development

Enhancing the Physical Collection: Training

The first module of the video-based weeding training went live in April! Recent survey data indicates patrons expect library materials to be in good condition. Collection Development responded by creating clearer expectations on how to handle damaged library materials.

We launched the training on KnowBe4, the platform we already use for cybersecurity and compliance trainings. KnowBe4 allows scheduling and automation of trainings. It also provides a way for staff to rate the training and provide feedback. Based on responses so far, staff enjoy the video format, and it is an effective, consistent way to reach a large number of staff in a short amount of time.

Collection Development and Human Resources plan to host an in-person, hands-on weeding workshop in May. This session is intended for LSCs to be more comfortable becoming a resource on collection management for their staff. Each LSC has an opportunity to invite one additional person from their branch. We expect over 40 people; it is sure to be an exciting day of learning!

Enhancing the Physical Collection: Shelving Projects

Patron Services Supervisor Jeannette Burkhardt and I are collaborating on the shelving replacement project for the Elk River Library. The final design and quote will go to the Elk River City Council for approval in May. The Elk River Friends of the Library received a generous \$18,000 grant from Central Minnesota Libraries Exchange (CMLE) to help support the project. Work is scheduled for November.

Lead Patron Services Supervisor Brandi Canter and I collaborated on a method to estimate the linear feet of shelving needed to accommodate collections in new or remodeled buildings. We also resumed meeting with the coordinators of the St. Cloud branch to discuss goals for the layout of the St. Cloud Library.

Nichol Wojcik
Associate Director – Human Resources

Recruitment

Human Resources has been busy with hiring. In April, we completed onboarding with a new LSC and new Library Assistant. We have three Aides scheduled to start this month. We are also looking for six Summer Library Aides. I am thankful to have the onboarding module in Paylocity to help keep track of all the new hire documents.

St. Cloud Chamber Supervisor Development Program

On April 24, six staff members completed the Supervisor Development Certificate Program offered by the Chamber. The program was six sessions on distinct areas focusing on giving participants the necessary tools to become a more effective supervisor.

Training

When we transitioned out of ADP, we lost some functionality with tracking training. I am pleased we found a solution. I worked with IT to learn how to use our KnowBe4 platform to track various training outside of what is assigned in KnowBe4. I am also still excited at the possibility we will be able to use KnowBe4 to create quizzes, which will allow for training that is more robust. IT is currently helping research what software is needed to create the necessary files.

Building Reports May 2025

Brandi Canter
Lead Patron Services Supervisor

Belgrade

The Belgrade City Council approved a measure to replace all the lights in the library with LED. In addition, they have requested quotes to replace the three front windows to both stop water intrusion and have better UV protection. Library Services Coordinator (LSC) Kateri Gruber is working with city personnel to identify timelines for this work.

Paynesville

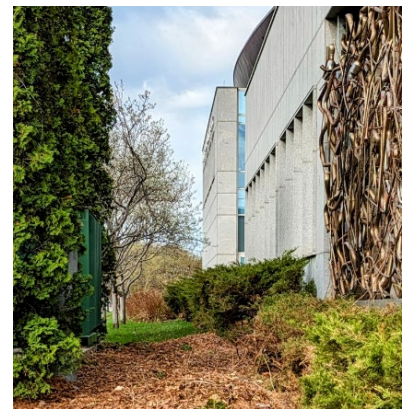
The city and its ad hoc library board continue to move forward the project to build a new Paynesville Library. The city secured additional land so there is now enough space for the building and parking. On May 14, the ad hoc library board will meet with architects to work on getting quotes for the project. They also hope to find someone who could assist the group as a project manager.

St. Cloud

We received and have staff trained to use the city's iPad loaded with software to control the interior lighting and the Open/Closed sign at the library. Additionally, the city hired vendors to replace a burnt-out projector bulb and faulty wires in the Bremer community room. For much of April, the projector did not work, causing issues for community groups who had reserved the space. In some cases, our staff were able to move groups to the Mississippi room, but this did not work for all.

We are thrilled to report that the city made some much-needed improvements with plantings at the library. Parks staff removed oversized trees and shrubs from the green roof so it looks better and is no longer a potential weight hazard.

To deter unwanted behavior, Parks staff also removed dead and obscuring shrubbery from around the electric transformers at the corner of 12th Avenue North and Division. As shown in the photograph, there is now complete visibility into the area where we had repeatedly found signs of drug use and other problematic behavior.



Our St. Cloud Police Department liaison, Officer Dan Nelson, was instrumental in moving this project forward. We appreciate the collaboration with him and Scott Zlotnik, the Community Services and Facilities Director for St. Cloud.

Waite Park

Warming weather brought a re-emergence of ants in the library. We are grateful to the city staff for re-sealing parts of the entry vestibule and putting out deterrents to take care of the problem.

Cara Langston
Patron Services Supervisor

Cold Spring

I presented the updated space needs analysis the Cold Spring City Administrator and the volunteer leading the local fundraising committee. Numbers for the recommended square footage were within the range of previous city architects and GRRL space needs analysis estimates. The fundraising group continues to meet, and the city reports working with an architect to get an idea of costs. The city is also looking to remodel the current city administrative building. They plan to remodel the current fire hall so the police can use the space. Any additional remodeling would wait until the library is in a new location.

Sauk Centre

In March, the Sauk Centre City Council approved a bid for replacement windows that retain the look of the historical windows. Many of the current windows leak and allow substantial airflow from outside. The city reported to staff that they expect the project to happen over the summer, but no additional timeline has been shared.

Swanville

March snow caused ceiling plaster in the hallway to droop, crumble, and leak. City staff have worked on the interior ceiling, and they report that roof replacement will begin when we are done with snow. In addition, the basement continues to show water intrusion issues. Standing puddles were visible at one point in April, along with discoloration on wood furniture and walls. The city reports they will treat the walls of the basement with bleach. Library staff are monitoring the humidity levels in the library, and they requested a dehumidifier from the city.

Jeannette Burkhardt
Patron Services Supervisor

Elk River

After a long process of reviewing designs and shelving counts, the estimate for new shelving will be submitted to the Elk River City Council at the May 19 meeting for approval. Once approved, the order will be placed, with plans for the new shelving to be installed in November alongside the new flooring.

GRRL 2022-2025 Strategic Plan Objectives and Key Results
Total Borrowers by Library – Year over Year

| Library | 1/1/2025 | 1/1/2024 | 1/1/2023 | 1/1/2022 | 1/1/2021 | 1/1/2020 | Total change 2025-2020 | Add percent change |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------------------|-----------------------------------|
| Albany | 2,352 | 2,335 | 2,028 | 2,096 | 2,260 | 2,611 | (259) | -11% |
| Annandale | 2,281 | 2,188 | 1,948 | 1,827 | 1,974 | 2,274 | 7 | 0% |
| Becker | 2,528 | 2,482 | 2,146 | 2,091 | 2,151 | 2,554 | (26) | -1% |
| Belgrade | 419 | 422 | 376 | 401 | 470 | 490 | (71) | -17% |
| Big Lake | 3,086 | 2,888 | 2,531 | 2,310 | 2,400 | 2,700 | 386 | 13% |
| Buffalo | 6,051 | 5,799 | 5,282 | 5,453 | 5,919 | 6,750 | (699) | -12% |
| Clearwater | 1,040 | 963 | 861 | 871 | 945 | 1,039 | 1 | 0% |
| Cokato | 1,399 | 1,402 | 1,321 | 1,370 | 1,408 | 1,554 | (155) | -11% |
| Cold Spring | 2,246 | 2,152 | 1,937 | 1,953 | 2,161 | 2,433 | (187) | -8% |
| Delano | 3,090 | 2,915 | 2,583 | 2,783 | 2,945 | 3,259 | (169) | -5% |
| Eagle Bend | 430 | 437 | 435 | 487 | 516 | 582 | (152) | -35% |
| Elk River | 10,746 | 9,989 | 8,791 | 8,864 | 9,688 | 10,729 | 17 | 0% |
| Foley | 1,633 | 1,561 | 1,267 | 1,293 | 1,401 | 1,670 | (37) | -2% |
| Grey Eagle | 318 | 332 | 335 | 317 | 350 | 378 | (60) | -19% |
| Howard Lake | 1,212 | 973 | 889 | 814 | 803 | 971 | 241 | 20% |
| Kimball | 850 | 870 | 760 | 682 | 569 | 664 | 186 | 22% |
| Little Falls | 4,388 | 4,268 | 3,734 | 3,724 | 4,005 | 4,753 | (365) | -8% |
| Long Prairie | 1,474 | 1,440 | 1,300 | 1,409 | 1,515 | 1,750 | (276) | -19% |
| Melrose | 1,258 | 1,216 | 971 | 979 | 1,027 | 1,184 | 74 | 6% |
| Monticello | 5,268 | 5,188 | 4,661 | 4,790 | 5,432 | 6,295 | (1,027) | -19% |
| Paynesville | 1,361 | 1,288 | 1,105 | 1,152 | 1,342 | 1,682 | (321) | -24% |
| Pierz | 1,309 | 1,231 | 1,144 | 955 | 1,073 | 1,265 | 44 | 3% |
| Richmond | 696 | 638 | 539 | 516 | 535 | 637 | 59 | 8% |
| Rockford | 1,349 | 1,286 | 1,148 | 1,225 | 1,378 | 1,611 | (262) | -19% |
| Royalton | 1,076 | 1,114 | 1,036 | 1,007 | 932 | 1,058 | 18 | 2% |
| Saint Cloud | 23,390 | 22,754 | 20,670 | 21,721 | 25,243 | 29,958 | (6,568) | -28% |
| Saint Michael | 9,901 | 9,376 | 8,007 | 7,609 | 7,456 | 8,217 | 1,684 | 17% |
| Sartell Locker | 777 | 652 | 460 | 378 | 450 | 366 | 411 | 53% |
| Sauk Centre | 1,679 | 1,635 | 1,528 | 1,551 | 1,692 | 1,718 | (39) | -2% |
| Staples | 1,794 | 1,765 | 1,586 | 1,611 | 1,801 | 2,079 | (285) | -16% |
| Swanville | 370 | 385 | 412 | 388 | 396 | 451 | (81) | -22% |
| Upsala | 482 | 463 | 447 | 506 | 578 | 650 | (168) | -35% |
| Waite Park | 2,708 | 2,639 | 2,452 | 2,403 | 2,556 | 2,769 | (61) | -2% |
| Region Total | 98,961 | 95,046 | 84,690 | 85,536 | 93,371 | 107,101 | (8,140) | -8% |

GRRL 2022-2025 Strategic Plan Objectives and Key Results
New Borrowers by Library – Q1 2025

| Library | 2025 Q1 new borrowers | 2024 Q1 new borrowers | 2023 Q1 new borrowers | 2022 Q1 new borrowers | 2021 Q1 new borrowers | 2020 Q1 new borrowers |
|---------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Albany | 79 | 69 | 71 | 47 | 42 | 40 |
| Annandale | 73 | 69 | 73 | 61 | 38 | 38 |
| Becker | 94 | 98 | 67 | 85 | 57 | 69 |
| Belgrade | 14 | 18 | 13 | 19 | 10 | 17 |
| Big Lake | 138 | 125 | 106 | 101 | 69 | 84 |
| Buffalo | 274 | 312 | 259 | 211 | 164 | 167 |
| Clearwater | 34 | 54 | 36 | 37 | 25 | 26 |
| Cokato | 35 | 51 | 43 | 48 | 42 | 56 |
| Cold Spring | 79 | 92 | 80 | 70 | 34 | 46 |
| Delano | 138 | 155 | 132 | 91 | 74 | 100 |
| Eagle Bend | 12 | 19 | 20 | 22 | 13 | 26 |
| Elk River | 602 | 636 | 554 | 447 | 321 | 385 |
| Foley | 47 | 59 | 63 | 40 | 22 | 38 |
| Grey Eagle | 7 | 7 | 7 | 16 | 11 | 6 |
| Howard Lake | 51 | 52 | 23 | 62 | 26 | 29 |
| Kimball | 29 | 28 | 42 | 36 | 36 | 12 |
| Little Falls | 154 | 271 | 155 | 179 | 172 | 107 |
| Long Prairie | 111 | 54 | 67 | 49 | 31 | 30 |
| Melrose | 36 | 45 | 49 | 25 | 29 | 23 |
| Monticello | 271 | 243 | 247 | 198 | 110 | 195 |
| Paynesville | 49 | 40 | 52 | 54 | 22 | 29 |
| Pierz | 20 | 34 | 32 | 30 | 28 | 19 |
| Richmond | 22 | 20 | 20 | 20 | 11 | 13 |
| Rockford | 49 | 69 | 60 | 43 | 32 | 36 |
| Royalton | 41 | 57 | 29 | 52 | 13 | 33 |
| Saint Cloud | 1,236 | 1,236 | 1,115 | 991 | 555 | 1,060 |
| Saint Michael | 466 | 504 | 388 | 386 | 223 | 257 |
| Sartell | 71 | 87 | 71 | 51 | 41 | 24 |
| Sauk Centre | 64 | 82 | 52 | 42 | 25 | 68 |
| Staples | 85 | 74 | 147 | 86 | 40 | 131 |
| Swanville | 7 | 12 | 10 | 24 | 12 | 8 |
| Upsala | 14 | 24 | 22 | 11 | 5 | 71 |
| Waite Park | 97 | 139 | 117 | 86 | 44 | 37 |
| Region Total | 4,499 | 4,835 | 4,222 | 3,720 | 2,377 | 3,280 |

January 2025 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Jan 2025 | Circ/Hour Jan 2024 | CPH % Change | YTD 2025 | YTD 2024 | % Change YTD |
|-----------------|----------------|-----------------|-----------------------|-----------------------|-----------------|----------------|----------------|-----------------|
| Albany | 5,773 | 738 | 36 | 36 | -2.1% | 5,773 | 6,008 | -3.9% |
| + Annandale | 3,250 | 717 | 29 | 23 | 24.5% | 3,250 | 2,773 | 17.2% |
| Becker | 4,243 | 788 | 31 | 31 | -0.7% | 4,243 | 4,398 | -3.5% |
| Belgrade | 613 | 167 | 7 | 8 | -17.9% | 613 | 730 | -16.0% |
| + Big Lake | 5,240 | 891 | 39 | 35 | 12.4% | 5,240 | 4,730 | 10.8% |
| Buffalo | 13,451 | 2,361 | 69 | 70 | -2.2% | 13,451 | 14,174 | -5.1% |
| Clearwater | 2,059 | 432 | 20 | 23 | -9.5% | 2,059 | 2,388 | -13.8% |
| + Cokato | 3,306 | 607 | 25 | 24 | 3.6% | 3,306 | 3,023 | 9.4% |
| + Cold Spring | 5,696 | 952 | 36 | 32 | 14.4% | 5,696 | 4,917 | 15.8% |
| Delano | 6,676 | 1,140 | 36 | 37 | -0.9% | 6,676 | 6,775 | -1.5% |
| Eagle Bend | 1,180 | 211 | 13 | 13 | -1.0% | 1,180 | 1,218 | -3.1% |
| Elk River | 14,907 | 2,608 | 75 | 87 | -13.8% | 14,907 | 17,467 | -14.7% |
| + Foley | 4,147 | 610 | 27 | 25 | 7.8% | 4,147 | 3,872 | 7.1% |
| Grey Eagle | 571 | 147 | 6 | 7 | -14.3% | 571 | 659 | -13.4% |
| + Howard Lake | 2,378 | 447 | 19 | 15 | 26.7% | 2,378 | 1,862 | 27.7% |
| Kimball | 1,565 | 321 | 17 | 20 | -11.2% | 1,565 | 1,762 | -11.2% |
| + Little Falls | 7,240 | 1,471 | 38 | 36 | 6.9% | 7,240 | 6,843 | 5.8% |
| Long Prairie | 2,601 | 636 | 17 | 20 | -15.8% | 2,601 | 3,170 | -17.9% |
| + Melrose | 11,568 | 678 | 105 | 80 | 31.8% | 11,568 | 8,934 | 29.5% |
| Monticello | 10,313 | 1,793 | 58 | 58 | -0.1% | 10,313 | 10,438 | -1.2% |
| Paynesville | 1,585 | 408 | 11 | 12 | -3.7% | 1,585 | 1,646 | -3.7% |
| Pierz | 1,628 | 409 | 14 | 15 | -7.4% | 1,628 | 1,677 | -2.9% |
| + Richmond | 1,181 | 250 | 13 | 10 | 27.8% | 1,181 | 944 | 25.1% |
| + Rockford | 3,209 | 463 | 24 | 21 | 15.3% | 3,209 | 2,868 | 11.9% |
| Royalton | 1,172 | 280 | 12 | 15 | -17.7% | 1,172 | 1,366 | -14.2% |
| Saint Cloud | 36,794 | 6,577 | 151 | 156 | -3.4% | 36,794 | 38,568 | -4.6% |
| + Saint Michael | 16,208 | 2,834 | 81 | 77 | 5.8% | 16,208 | 15,478 | 4.7% |
| Sauk Centre | 5,134 | 814 | 35 | 40 | -13.2% | 5,134 | 5,871 | -12.6% |
| Staples | 3,675 | 668 | 24 | 27 | -10.0% | 3,675 | 4,193 | -12.4% |
| Swanville | 571 | 115 | 7 | 7 | -1.9% | 571 | 709 | -19.5% |
| Upsala | 2,036 | 308 | 20 | 20 | 0.8% | 2,036 | 2,100 | -3.0% |
| Waite Park | 6,318 | 1,357 | 46 | 51 | -8.8% | 6,318 | 6,525 | -3.2% |
| Sartell Locker | 954 | 211 | | | | 954 | 1,325 | -28.0% |
| Total | 187,242 | 32,409 | 42 | 43 | -1.3% | 187,242 | 189,411 | -1.1% |
| | | | | | | | | |
| Total | | | | | | | | |
| + OverDrive | 43,850 | | | | | 43,850 | 38,985 | 12.5% |

+ Indicates an increase in YTD circulation total over last year

February 2025 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Feb 2025 | Circ/Hour Feb 2024 | CPH % Change | YTD 2025 | YTD 2024 | % Change YTD |
|----------------|----------------|-----------------|-----------------------|-----------------------|-----------------|----------------|----------------|-----------------|
| Albany | 4,762 | 680 | 32 | 40 | -19.9% | 10,535 | 12,191 | -13.6% |
| + Annandale | 3,367 | 654 | 32 | 29 | 9.6% | 6,617 | 5,846 | 13.2% |
| Becker | 3,890 | 735 | 31 | 36 | -14.7% | 8,133 | 9,174 | -11.3% |
| Belgrade | 688 | 159 | 8 | 8 | 6.3% | 1,301 | 1,377 | -5.5% |
| + Big Lake | 4,790 | 794 | 39 | 36 | 7.8% | 10,030 | 9,319 | 7.6% |
| Buffalo | 13,180 | 2,282 | 72 | 70 | 3.5% | 26,631 | 27,465 | -3.0% |
| Clearwater | 1,931 | 392 | 20 | 22 | -7.4% | 3,990 | 4,539 | -12.1% |
| + Cokato | 2,985 | 525 | 25 | 26 | -2.7% | 6,291 | 6,271 | 0.3% |
| + Cold Spring | 4,830 | 779 | 34 | 34 | 1.1% | 10,526 | 9,997 | 5.3% |
| Delano | 6,299 | 1,003 | 37 | 35 | 6.1% | 12,975 | 12,992 | -0.1% |
| Eagle Bend | 1,068 | 214 | 12 | 14 | -12.6% | 2,248 | 2,525 | -11.0% |
| Elk River | 14,323 | 2,388 | 78 | 85 | -8.0% | 29,230 | 33,794 | -13.5% |
| + Foley | 3,785 | 550 | 27 | 26 | 6.3% | 7,932 | 7,563 | 4.9% |
| Grey Eagle | 594 | 160 | 7 | 7 | -2.5% | 1,165 | 1,296 | -10.1% |
| + Howard Lake | 2,062 | 416 | 18 | 0 | 0.0% | 4,440 | 3,554 | 24.9% |
| Kimball | 1,306 | 238 | 16 | 16 | -3.3% | 2,871 | 3,113 | -7.8% |
| Little Falls | 5,866 | 1,270 | 34 | 35 | -4.2% | 13,106 | 13,283 | -1.3% |
| Long Prairie | 2,724 | 572 | 19 | 21 | -6.8% | 5,325 | 6,240 | -14.7% |
| + Melrose | 11,013 | 598 | 108 | 87 | 24.4% | 22,581 | 18,224 | 23.9% |
| Monticello | 9,689 | 1,627 | 59 | 60 | -1.2% | 20,002 | 20,666 | -3.2% |
| Paynesville | 1,547 | 381 | 12 | 13 | -7.3% | 3,132 | 3,395 | -7.7% |
| Pierz | 1,675 | 386 | 16 | 15 | 2.4% | 3,303 | 3,420 | -3.4% |
| + Richmond | 1,275 | 240 | 15 | 13 | 12.4% | 2,456 | 2,118 | 16.0% |
| + Rockford | 3,183 | 414 | 26 | 19 | 32.5% | 6,392 | 5,368 | 19.1% |
| Royalton | 914 | 215 | 10 | 17 | -40.1% | 2,086 | 3,014 | -30.8% |
| Saint Cloud | 32,625 | 5,845 | 145 | 158 | -8.0% | 69,419 | 75,767 | -8.4% |
| Saint Michael | 15,639 | 2,559 | 85 | 88 | -3.1% | 31,847 | 32,407 | -1.7% |
| Sauk Centre | 4,618 | 694 | 35 | 38 | -8.5% | 9,752 | 11,144 | -12.5% |
| Staples | 3,855 | 717 | 28 | 33 | -16.4% | 7,530 | 9,036 | -16.7% |
| Swanville | 432 | 91 | 6 | 8 | -28.5% | 1,003 | 1,446 | -30.6% |
| + Upsala | 1,881 | 288 | 20 | 19 | 5.5% | 3,917 | 3,883 | 0.9% |
| Waite Park | 5,727 | 1,167 | 47 | 47 | -0.7% | 12,045 | 12,621 | -4.6% |
| Sartell Locker | 876 | 222 | | | | 1,830 | 2,013 | -9.1% |
| Total | 173,399 | 29,255 | 43 | 44 | -3.1% | 360,641 | 375,061 | -3.8% |

Total

| | | | | | | | |
|-------------|--------|--|--|--|--------|--------|-------|
| + OverDrive | 39,693 | | | | 83,543 | 75,509 | 10.6% |
|-------------|--------|--|--|--|--------|--------|-------|

+ Indicates an increase in YTD circulation total over last year

March 2025 Circulation Statistics

| Location | Month Total | CKO Sessions | Circ/Hour Mar 2025 | Circ/Hour Mar 2024 | CPH % Change | YTD 2025 | YTD 2024 | % Change YTD |
|------------------|----------------|---------------|--------------------|--------------------|--------------|----------------|----------------|--------------|
| Albany | 5,390 | 782 | 32 | 43 | -23.7% | 15,925 | 19,253 | -17.3% |
| + Annandale | 3,431 | 748 | 28 | 16 | 78.0% | 10,048 | 7,773 | 29.3% |
| Becker | 4,694 | 866 | 33 | 35 | -4.0% | 12,827 | 13,994 | -8.3% |
| + Belgrade | 1,154 | 174 | 12 | 9 | 33.4% | 2,455 | 2,207 | 11.2% |
| + Big Lake | 5,478 | 909 | 40 | 34 | 18.6% | 15,508 | 14,007 | 10.7% |
| Buffalo | 15,210 | 2,588 | 74 | 72 | 1.9% | 41,841 | 42,097 | -0.6% |
| Clearwater | 2,285 | 439 | 21 | 25 | -15.9% | 6,275 | 7,207 | -12.9% |
| + Cokato | 3,465 | 607 | 26 | 25 | 4.5% | 9,756 | 9,510 | 2.6% |
| + Cold Spring | 5,450 | 892 | 35 | 29 | 18.1% | 15,976 | 14,610 | 9.3% |
| Delano | 6,829 | 1,153 | 37 | 38 | -4.9% | 19,804 | 20,170 | -1.8% |
| Eagle Bend | 1,197 | 228 | 12 | 15 | -18.4% | 3,445 | 3,905 | -11.8% |
| Elk River | 17,020 | 2,824 | 83 | 86 | -4.0% | 46,250 | 51,357 | -9.9% |
| + Foley | 3,932 | 580 | 26 | 23 | 12.4% | 11,864 | 11,106 | 6.8% |
| Grey Eagle | 571 | 137 | 6 | 5 | 5.5% | 1,736 | 1,832 | -5.2% |
| + Howard Lake | 2,529 | 480 | 19 | 15 | 26.6% | 6,969 | 5,536 | 25.9% |
| Kimball | 1,623 | 301 | 16 | 17 | -6.7% | 4,494 | 4,818 | -6.7% |
| + Little Falls | 7,159 | 1,498 | 37 | 36 | 4.7% | 20,265 | 20,122 | 0.7% |
| Long Prairie | 2,844 | 647 | 18 | 18 | -1.4% | 8,169 | 9,051 | -9.7% |
| + Melrose | 13,267 | 751 | 113 | 76 | 49.8% | 35,848 | 26,851 | 33.5% |
| Monticello | 10,525 | 1,837 | 57 | 60 | -5.9% | 30,527 | 31,729 | -3.8% |
| Paynesville | 1,914 | 442 | 14 | 12 | 10.2% | 5,046 | 5,119 | -1.4% |
| + Pierz | 1,778 | 420 | 15 | 13 | 11.0% | 5,081 | 5,022 | 1.2% |
| + Richmond | 1,376 | 275 | 14 | 14 | 0.7% | 3,832 | 3,444 | 11.3% |
| + Rockford | 3,290 | 449 | 23 | 21 | 9.3% | 9,682 | 8,294 | 16.7% |
| Royalton | 1,200 | 304 | 12 | 15 | -19.5% | 3,286 | 4,490 | -26.8% |
| Saint Cloud | 37,914 | 6,945 | 149 | 162 | -7.6% | 107,333 | 116,336 | -7.7% |
| + Saint Michael | 18,911 | 3,047 | 92 | 88 | 4.0% | 50,758 | 50,418 | 0.7% |
| Sauk Centre | 5,253 | 839 | 35 | 35 | 0.1% | 15,005 | 16,394 | -8.5% |
| Staples | 4,189 | 809 | 26 | 27 | -1.2% | 11,719 | 13,168 | -11.0% |
| Swanville | 534 | 94 | 6 | 7 | -10.3% | 1,537 | 2,068 | -25.7% |
| Upsala | 1,986 | 307 | 18 | 21 | -13.0% | 5,903 | 6,040 | -2.3% |
| Waite Park | 6,203 | 1,356 | 46 | 47 | -3.7% | 18,248 | 19,060 | -4.3% |
| + Sartell Locker | 878 | 220 | | | | 2,708 | 2,198 | 23.2% |
| Total | 199,479 | 33,948 | 43 | 43 | 0.4% | 560,120 | 569,186 | -1.6% |

Total

| | | | | | |
|-------------|--------|--|---------|---------|-------|
| + OverDrive | 43,903 | | 127,446 | 114,717 | 11.1% |
|-------------|--------|--|---------|---------|-------|

+ Indicates an increase in YTD circulation total over last year

| Great River Regional Library | | January | | February | March | Q1 Cumulative |
|---|------------------------------|--------------------|--|---|--|----------------------|
| Expand the eBook, eAudiobook and database collection. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/29/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
| Digital Library circulation increases | Collection Development | 114,717 | 43,850 | 39,693 | 43,903 | 127,446 |
| Active Digital Library users increase | Collection Development | 28,892 | 11,410 | 11,055 | 11,348 | 33,813 |
| Enhance the physical collection of library materials | Owner | Baseline Q4/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
| Key metric - Circulation/Open Hour by library increases | Collection Development | 37 avg | 48 | 43 | 44 | 45 avg |
| Key metric - Percent of dead materials by library declines | Collection Development | 14.64% | | | 7.95% | |
| Key metric - Number of collection check items by library declines | Collection Development | 6,556 | | | 6,733 | |
| Eliminate late fees on all library materials to remove a major barrier to access. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
| Key metric - New resident borrowers by regional increase | Leadership Support Team | 4,835 | 1,526 | 1,340 | 1,633 | 4,499 |
| Key metric - Total current resident borrowers by regional increase | Leadership Support Team | 94,028 | 93,030 | 93,607 | 94,028 | 94,028 |
| Key metric - Items/checkout session by library increase | Leadership Support Team | 5.79 | 5.77 | 5.92 | 5.86 | 5.85 |
| Key metric - Circulation - physical materials | Leadership Support Team | 569,186 | 188,908 | 175,015 | 201,087 | 565,010 |
| Key metric - \$ collected - Miscellaneous receipts | Accounting | \$35,169 | \$9,898 | \$11,252 | \$11,471 | \$32,621 |
| Increase targeted advertising to reach a wider audience. | Owner | Baseline 3/31/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
| Regularly post on social media to followers about collections and services | Communications & Development | | posts about Winter Reading Challenge, Year in Reading best book picks, books on Supercross, memory boxes | posts about NextReads newsletters, Year in Reading challenge, Try It Yourself kits, Beanstack app, Winter Reading Challenge | posts about LinkedIn Learning, Read Across America challenge in Beanstack, One Book One MN, Lucky Day collection, quirky books, spring books, games to play in-library | |
| Number of e-newsletter subscribers | Communications & Development | 4,557 | 3,775 | 3,621 | 3,757 | |
| E-newsletter open rate | Communications & Development | 45.48% | 51.07% | 51% | 52.89% | |

| Increase the information about diversity, equity and inclusion efforts with the GRRL Board. | Owner | | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
|--|--------------------|----|-------------------------|--|-------------------------|-----------------------------|
| Information on DEI initiative shared at GRRL Board meeting quarterly | Executive Director | NA | | DEI Team presentation on 2021-2025 Strategic Plan DEI initiatives | | |

| Build GRRL's culture of philanthropy. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
|--|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| Board giving rate | Communications & Development | 26% | | | | 40% |
| Staff giving rate | Communications & Development | 6% | | | | 5% |

| Increase donor support of the library. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
|---|------------------------------|-------------------------|----------------------------------|--|---|-----------------------------|
| Donors retention rate | Communications & Development | 61% | 56% | 57% | 54% | avg. 55 6% |
| Donors acquired | Communications & Development | 116 | 24 | 6 | 8 | 38 |
| Fund Development Plan progress | Communications & Development | NA | Completed 2024 Year-End Campaign | Attended MCN National Foundations workshop | Welcomed two new FDC members, Tarryl & Teresa | |

| Increase training to support access and awareness. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
|---|-----------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| Organizational Orientation attendees | Human Resources | 0 | 0 | 0 | 12 | 12 |
| Regional Staff Meeting attendees | Human Resources | 39 | 0 | 27 | 0 | 27 |
| Homeless Library Academy attendees | Human Resources | 42 | 7 | 7 | 8 | 22 |

| Maximize library financial investment options. | Owner | Baseline Q1/2024 | Status 1/31/2025 | Status 2/28/2025 | Status 3/31/2025 | Q1 2025 - Cumulative |
|--|--------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|
| Number of accounts with new financial institutions established | Accounting | Q4 Ending # of CD = 28 | 29 | 29 | 29 | 29 |
| Key metric - Overall CD Portfolio rate of return | Accounting | Q4 average = 4.93% | 4.80% | 4.73% | 4.68% | 4.74% |

Staff Recognition Report**2024 - Quarter 2****April 1 - June 30**

| First Name | Last Name | Department | Supervisor | Celebration Date | Years of Service |
|------------|---------------|--------------------------------------|----------------------|------------------|------------------|
| Jalyssa | Bauer Mundell | Albany/Melrose Branch Services | Hannon, John | 6/26/2025 | 1 |
| Amanda | McCormack | Annandale/Kimball Branch Services | Asfeld, Carla | 6/24/2025 | 1 |
| Erica | Reinke | Belgrade/Paynesville Branch Svcs | Gruber, Kateri | 6/24/2025 | 1 |
| Noelle | Hensel | Royalton Branch Services | Langston, Cara | 5/15/2025 | 1 |
| Camille | Wilder | St. Michael Branch Services | Hougo, Sommer | 4/29/2025 | 1 |
| Katie | Teesdale | Buffalo Branch Services | Burkhardt, Jeannette | 6/6/2025 | 3 |
| Innocent | Okose | Grrl - Information Technology | Roos, Jayme | 6/1/2025 | 3 |
| Tamara | Radke | St. Cloud - Circulation | Blotkamp, Eric | 6/1/2025 | 3 |
| Chris | Viney | St. Cloud - Circulation | Blotkamp, Eric | 5/16/2025 | 3 |
| Cara | Norling | Albany/Melrose Branch Services | Hannon, John | 4/20/2025 | 3 |
| Mary | Cornelius | Becker/Big Lake Branch Svcs | Honer-Dawson, Hilary | 6/22/2025 | 10 |
| Diane | Hesselroth | Sauk Centre/Upsala Branch Services | George, Marisa | 6/22/2025 | 10 |
| Tera | Fogal | Clearwater/Foley Branch Services | Kuelbs, Shelly | 6/8/2025 | 10 |
| John | Hannon | Albany/Melrose Branch Services | Langston, Cara | 5/26/2025 | 10 |
| Lorie | Wuolu | Grrl - CD - Technical Services | Getz, Christopher | 5/11/2025 | 10 |
| Minda | Johnson | Cold Spring/Richmond Branch Services | Kirchoff, Jason | 4/28/2025 | 20 |
| Joy | Fiore | Grrl - CD - Technical Services | Wuolu, Lorie | 4/19/2025 | 20 |
| Joan | Stuckmayer | Pierz Branch Services | Heschke, Grace | 4/26/2025 | 25 |

| Retirements | | | | | |
|-------------|------------|-----------------------|----------------|-----------------|------------------|
| First Name | Last Name | Department | Supervisor | Retirement Date | Years of Service |
| Joan | Stuckmayer | Pierz Branch Services | Heschke, Grace | 04/26/25 | 25 |

HR Annual Statistics

| Year | Turnover | Separations | Avg Employees | New Hires | Promo/ Transfers | Applications | Interviews |
|---------|----------|-------------|---------------|-----------|---------------------|--------------|------------|
| 2004 | 10.13% | 23 | 227 | 48 | na | 440 | 103 |
| 2005 | 16.59% | 37 | 223 | 60 | na | 1029 | 211 |
| 2006 | 12.55% | 29 | 231 | 50 | na | 1392 | 297 |
| 2007 | 12.86% | 31 | 241 | 49 | 22 | 889 | 225 |
| 2008 | 11.81% | 30 | 254 | 41 | 7 | 1010 | 235 |
| 2009 | 11.07% | 28 | 253 | 27 | 8 | 935 | 154 |
| 2010 | 17.24% | 45 | 261 | 41 | 16 | 1090 | 190 |
| 2011 | 15.27% | 40 | 262 | 42 | 7 | 937 | 255 |
| 2012 | 15.66% | 44 | 281 | 41 | 9 | 769 | 266 |
| 2013 | 23.83% | 61 | 256 | 27 | 22 | ** | 273 |
| 2014 | 12.86% | 34 | 264 | 41 | 15 | 360* | 85* |
| 2015 | 13.66% | 37 | 271 | 38 | 13 | 558 | 212 |
| 2016 | 18.33% | 50 | 273 | 46 | 14 | 569 | 207 |
| 2017 | 18.06% | 50 | 277 | 52 | 8 | 542 | 212 |
| 2018 | 14.51% | 40 | 276 | 41 | 6 | 481 | 178 |
| 2019 | 16.50% | 45 | 273 | 40 | 8 | 484 | 178 |
| 2020 | 20.00% | 50 | 250 | 16 | 19 | 373 | 103 |
| 2021 | 20.34% | 48 | 236 | 45 | 3 | 509 | 199 |
| 2022 | 19.67% | 47 | 239 | 58 | 13 | 468 | 184 |
| 2023 | 21.58% | 52 | 241 | 44 | 11 | 242 | 182 |
| 2024*** | 21.50% | 46 | 232 | 31 | 14 | 696 | 172 |

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

**2013 - 14 open positions were carried over and filled in 2014. 2013 numbers are estimates due to HRMS software conversion.

***2024 Moved from ADP to Paylocity, not calculating stats manually



Policy Review & Revisions

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Action Requested

RECOMMENDATION

Review and approve revisions to the Financial policy Introduction and Chapters 1-19.

BACKGROUND INFORMATION

- ☒ Supporting Documents Attached
- Financial policy Introduction and Chapters 1-19 markup and clean versions

Based on GRRL Board discussion in 2023, all policies are being placed on a three-year review cycle.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed ☐ Failed ☐ Tabled

| Summary of Financial Policies | | | |
|-------------------------------|---------------------------------|----------------------|--|
| Policy # | Policy Title | Latest Revision Date | Recommended Changes |
| Introduction | 300 Financial Introduction | | Clarity; add revised date |
| 1. | Audit Process | | Clarity; add revised date |
| 2. | Budget Process | 03/20/18 | Reference Finance Committee |
| 3. | Internal Controls | | Add revised date |
| 4. | Financial Reports | | Clarity; add revised date |
| 5. | Deposit and Investment | 09/21/21 | Remove title specific Accounting department roles; reorganize policy sections with no change to content |
| 6. | Revenue Receipting | | Update policy title; incorporate current practice; reorganize policy and incorporate 7D.; add revised date |
| 7A. | Signatory Payments | 07/10/01 | Clarity |
| 7B. | Grant Payments | 03/20/07 | Clarity |
| 7C. | Service Charge for NSF Checks | 03/09/00 | Update policy title; incorporate current practice |
| 7D. | Receipting Cash | 05/12/10 | Section moved to Chapter 6 |
| 7E. | Write Off of Uncollectible Debt | 11/20/18 | Update policy title and number; incorporate current practice; clarity |
| 8. | Grants | 04/14/20 | Increase Board approval standard; clarity |
| 9A. | Purchasing | 03/16/21 | Incorporate current practice; remove obsolete practice; adjust policy to Minnesota Statutes; remove procedure references |
| 9B. | Bill Payment | 03/16/21 | Clarity |
| 9C. | Per Diem & Mileage Payment | 03/16/21 | Add reviewed date |
| 10. | Pre-Payment Authorization | 03/16/21 | Clarity |
| 11. | Library Credit Cards | 03/15/22 | Remove procedure references |
| 12. | In-Store Charge Accounts | 03/16/21 | Add authorization provision |
| 13. | Records Retention Schedule | 03/20/18 | Incorporate current practice |
| 14. | Fixed Assets | 07/18/23 | Add reviewed date |

| | | | |
|-----|---|----------|---|
| 15. | Disposal of Obsolete Equipment, Materials, Software and Furnishings | 07/18/23 | Update fixed assets list |
| 16. | Sales Tax | 11/13/07 | Update policy title; Clarity |
| 17. | Library Book Sale | 11/13/07 | Clarity |
| 18. | Credit and Payment Card Transactions | 03/15/22 | Update subsection title; add reference to refund platform; organize and number policy subsections |
| 19. | Fund Balance | 05/10/11 | Number policy subsections; Clarity |

300 Financial

Introduction

~~The Great River Regional Library (GRRL) operates 32 libraries and one to-go locker system in Benton, Morrison, Sherburne, Stearns, Todd, and Wright counties, by providing GRRL provides the staff, services and technology for the system. The Accounting Department provides administrative support to the system in relation to financial matters.~~

~~This policy is written to ensure that~~ GRRL ensures all legal and accounting compliance issues related to Minn. Stat. 134.34 are met and that all fiscal accounting ~~done by the Accounting Department~~ is in compliance with U.S. Generally Accepted Accounting Principles (GAAP), ~~auditing standards and which encompasses the accounting and reporting~~ the standards applicable to financial audits for U.S. state and local governments established by the Governmental Accounting Standards Board (GASB), ~~contained in the Government Auditing Standards.~~

~~The Accounting Department provides fiscal accounting for GRRL including payroll, purchasing, accounts receivable, accounts payable, fixed assets, records retention, budgeting and investments.~~

Revised Date: 05/20/25

~~300 Financial~~ Chapter 1. Audit Process

An annual audit by an independent auditor will be performed in compliance with ~~the~~ Minn. Stat. 134.34, Generally Accepted Auditing Standards (GAAS), and the Government Auditing Standards issued by the Comptroller General of the United States as required by the Minnesota Department of Education-Minnesota State Library Agency.

Revised Date: 05/20/25

~~300 Financial~~ Chapter 2. Budget Process

An annual budget is prepared and submitted to the Great River Regional Library (GRRL) Board of Trustees for their approval prior to August 1st of each year for the next calendar year.

The budget document will include past and requested revenue, operating, and capital budgets. The strategic plan document will be instrumental in producing the budget request. Signatory factor tables will be provided based on the budget request.

The Finance Committee shall appoint a member to participate in the annual post-audit meeting. The Finance Committee will assist in preparation of preliminary budget, review final draft of budget, and make recommendations regarding requests for expenses in excess of budget.

~~Approved Date:~~~~Effective Date:~~Revised Date: 03/20/18, 05/20/25~~300 Financial~~ Chapter 3. Internal Controls

The Accounting Department will segregate duties whenever feasible among the positions in the department ~~to limit incompatible duties~~ in an attempt to lower the risk of possible error or mismanagement of funds.

Revised Date: 5/20/25~~300 Financial~~ Chapter 4. Financial Reports

Financial Reports are prepared on a monthly basis by ~~the Accounting Coordinator~~ and presented to the Executive Director and Board of Trustees for acceptance. The Financial Report will include operating, capital, and encumbered budget figures. The reports will also include monthly ~~expenditures~~, and year-to-date expenditure amounts, budget balances, monthly and ~~revenue receipts~~, year-to-date revenue receipts, accumulated ~~depreciation and investment~~ depreciation, investments balances, and prepaid bills. This information is provided in accordance with U.S. Generally Accepted Accounting Principles standards.

Revised Date: 05/20/25~~300 Financial~~ Chapter 5. Deposit and Investment

The GRRL Board of Trustees will designate the financial institutions approved as depositories for the library at its annual meeting in January and when organizational change necessitate additional designations. Designated account and check signers are approved at the annual meeting in January and when personnel changes necessitate updates. The Board President, Library Executive Director, and designated Accounting ~~staff Coordinator, and Accounting Specialist~~ may make deposits and authorized investments on behalf of the library.

The Great River Regional Library may invest in certificates of deposit, money market accounts, savings and interest-bearing checking accounts. All investments must be insured by the FDIC or NCUA, or be collateralized at 110% percent of the face value of the investment. Investments will have a maturity date no greater than two years.

Investments shall be diversified by limiting investments to avoid over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. In addition, at the time of investment, NCUA or FDIC insurance or collateral will be reviewed for adequate coverage, and maturity dates will be set to meet future financial obligations. Investment maturities shall coincide with projected cash flow needs. Investment maturity dates will be staggered to avoid undue concentration of assets.

The primary objectives, in priority order of investment activities shall be safety, liquidity, and yield.

5A. Safety ~~SAFETY~~

~~a.~~ Investments shall ensure the preservation of capital in the overall portfolio. The objective will be to mitigate risk.

~~b.~~ Investment instruments and designated institutions will be limited to those defined in Minnesota Statute 118A as it pertains to the investment of public funds. Investments will further adhere to the Board approved investment instruments set forth in this GRRL policy.

~~c.~~ Interest rate risk is the potential for investment losses resulting from a change in the interest rate that can adversely affect the fair value of an investment. This will be limited by structuring the investment portfolio so securities mature to meet cash requirements for ongoing operations. This practice will avoid the need to sell securities on the open market prior to maturity. Investing operating or committed funds in money market mutual funds or similar pools, and fixed-rate instruments with maturities of two (2) years or less will also mitigate interest rate risk.

~~d.~~ Concentration of credit risk is the risk of loss attributed to large numbers of investments with a single user. GRRL investments will be held at separate financial institutions with NCUA or FDIC insurance, and accounts will adhere to insurance limits unless there is additional approved collateral designated for library investments. All investments will be disclosed on the financial reports.

5B. Liquidity ~~LIQUIDITY~~

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. This is accomplished by structuring the portfolio so securities mature concurrent with anticipated cash needs. The portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

5C. Yield ~~YIELD~~

The investment portfolio shall be designed with the objective of attaining a market rate of return that avoids investment risk and provides sufficient liquidity. Return on investment is secondary to the importance of safety and liquidity objectives. The core of investments are limited to low risk securities. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal,
2. A security swap would improve the quality, yield, or target in the portfolio, or
3. The liquidity needs of the portfolio require that the security be sold.

Approved Date: 11/21/06

Revised Date: 06/09/09, 01/18/11, 03/16/21, 9/21/21, 05/20/25

~~Effective Date:~~

~~300 Financial~~ Chapter 6. Revenue ~~Receipting~~ Receipts

All Great River Regional Library funds ~~will be accounted for by a process that requires~~ accepted by staff will be processed immediately. Receipts ~~be~~ are offered to patrons and donors at the time the funds are received.

The Accounting Department keeps cash on hand for breaking larger bills. This fund does not exceed \$350. Branch locations also have cash on hand for making change to patrons. These amounts are based on local activity levels. The Saint Cloud Public Library has cash on hand in the Technical Services department, and at the reference and circulation desks.

Library staff is responsible for system input of all Great River Regional Library funds accepted at their location. Each location has a cash fund used for making change to patrons. No expenditures are paid from this cash. No cash exchanges occur from this cash. No cash back is given for payments made via check or electronic means. Weekly or bi-weekly reports are submitted and sent to headquarters.

Approved Date: 03/20/07

Revised Date: 05/12/10, 05/20/25

~~A statement will be posted at each branch location and included on all solicitations informing our patrons and donors of our receipt process.~~

Revised Date: 5/20/25

~~300 Financial~~ Chapter 7. Accounts Receivable

7A. Signatory Payments

The counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright are identified in the Great River Regional Library Service Agreement as the ~~entities~~ responsible entities for governing the library system. ~~These~~ Ccounties ~~will be billed on the approved budgets.~~ will receive quarterly invoices based on the funding formula outlined in the agreement and the approved annual budget.

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 07/10/01, 05/20/25

7B. Grant Payments

~~Funds received from grants will be deposited in a Great River Regional Library (GRR) Board of Trustees approved bank account and tracked through the Financial Report. Grant funds are~~ deposited into bank accounts approved by the GRR Board of Trustees. Funds received through Regional Library Basic System Support (RLBSS) funds will be are used to support the operating budget ~~in accordance with~~ in the grant parameters. All other grant funds ~~will be~~ are deposited

into an encumbered fund and expended ~~in accordance with the grant~~ within grant parameters.
Grant fund activity is included in the Financial Reports.

Approved Date: 03/20/07

~~Effective Date:~~

Revised Date: 05/25/25

7C. Service Charge for ~~NSF Checks~~ Dishonored Checks

~~A \$20 charge will be added to the patron account of anyone who presents a NSF check to the Great River Regional Library.~~

Dishonored checks used for payment of library services or patron account balances are reversed and a \$20.00 fee is assessed to the patron's account.

Dishonored checks used for a library donation are reversed from the fund development receivables. Bank service fees (charged to GRRL) are assessed to Fund Development – Communications receipts.

Approved Date: 03/09/00

~~Effective Date:~~

Revised Date: 05/20/25

~~7D. Receipting of Cash~~

~~Each library will be Library staff is responsible for receipting system input of all Great River Regional Library funds received accepted at their location. Each branch will have location has an established cash fund that is to be used for making change to patrons, for fines and miscellaneous charges. The fund will be reimbursed weekly to the appropriate beginning fund balance set for their branch. No expenditures will be are paid from this fund cash. No cash back is given for payments made via check or electronic means. Weekly or bi-weekly reports are submitted and sent to headquarters.~~

Approved Date: 03/20/07

~~Effective Date:~~

Revised Date: ~~05/12/10~~ 5/25/25

~~7D~~7E. Write-off of Uncollectible ~~Debt~~ Patron Receivables

~~Bad debt is defined as "payment for actual costs incurred on any given patron record that is deemed uncollectible."~~ Uncollectible patron receivables are defined as "outstanding balances on patron records that are deemed uncollectible." Great River Regional Library recognizes ~~bad debts arising from unpaid accounts receivable~~ uncollectible patron receivables when ~~after~~ all appropriate internal and external collection efforts have proven unsuccessful. ~~GRRL Patron Services is responsible for collecting payments on all outstanding patron balances and recommending the status and continuation of patron access to materials where payment receipt is doubtful.~~ Continuation of patron access to materials is determined by the current Patron Services Policies Chapter 1. Circulation Services.

~~GRRRL will a~~Annually, at its discretion, GRRRL will remove all outstanding patron debt that is older than seven (7) years, ~~including Year seven (7) includes~~ the current year. Removal ~~will be is~~ done within the Integrated Library System by the IT Department and ~~subsequently booked in conjunction with amounts are included~~ the GRRRL accounts receivable collectible amount. ~~Removed debt will be recorded in the annual financial statements as bad debt expense.~~

Approved Date: 11/20/18

~~Effective Date:~~

Revised Date: 05/20/25

~~300 Financial~~ Chapter 8. Grants

The Great River Regional Library may apply for grants that support the operating budget, services ~~and or~~ programs to the patrons of the GRRRL service area. Board approval is required on grant applications of \$6,000 ~~\$10,000 and or~~ more. ~~An evaluation of the grant's impact on the library's operating budget and staffing for future years and the cost of administering the grant will be done prior to application.~~ The program is not guaranteed if grant funding is discontinued. Prior to the application process, an evaluation of the grant's impact to the library's budget, staffing levels and administration costs are completed.

The Regional Library Basic System Support (RLBSS) grant application will be filed annually to support the operating budget.

Approved Date: 03/20/07

~~Effective Date: 04/14/20~~

Revised Date: 04/14/20, 05/20/25

~~300 Financial~~ Chapter 9. Accounts Payable

9A. Purchasing

~~GRRRL Petty Cash on Hand approved~~

~~Petty Cash may be used to reimburse employees for expenses under \$25. Submit sales receipt to the Accounting Specialist for reimbursement noting the fund to be charged and including the authorized signature. The Accounting Department keeps cash on hand for breaking larger bills. This fund is reimbursed to does not exceed \$350.00 weekly. Branch locations have cash on hand for making change to patrons. These amounts are based on local activity levels. The Saint Cloud Public Library has cash on hand in the Technical Services department, and at the reference and circulation desks.~~

~~GRRRL Petty Cash Checking Reimbursement approved~~

~~Petty Cash checking may be used to reimburse patrons for returned materials, paying for post office box rentals, and misc. items that require prepayment of less than \$50. Receipts must accompany copy of payment including fund to be charged and authorized signature. Fund is reimbursed to \$1,000 monthly.~~

~~If the fund is depleted prior to next board meeting an additional \$250 can be issued to replenish the fund until board approval can be obtained at their next meeting.~~

~~GRRL Petty Cash Patron Refund Checks and Offsetting Fines~~

~~Processed patron refund checks will be marked "Void after 90 Days". This means that any outstanding checks older than 90 days will be voided by the Accounting Coordinator and filed with the respective month bank statement. Refund amounts will not be reposted to patron accounts. In addition to this policy revision, old outstanding patron refunds will be cross checked with patron accounts prior to voiding and if fines exist, the fine amount will be offset with the outstanding refund.~~

The GRRL Board of Trustees recognizes the purchases of goods and services used for on-going regional activity are required for daily operations. On-going regional operating expenses do not exceed the limits of the annual operating budget. These expenses are included on the monthly lists of bills, bill addendums, or monthly prepaid bills. GRRL will comply with Minnesota Statutes as they pertain to public funds expenditures, best value, contracting laws, performance bonds, and purchasing. Reference Minnesota Statutes, sections 471.345, 574.26, 412.311 and others to aid public purpose spending decisions.

Purchases less than \$1,000

Purchaser will attempt to purchase all goods and services at the lowest possible cost.

Purchases \$1,000 - ~~\$5,999~~ \$9,999

Purchases ~~\$1,000 and over~~ are ~~must be~~ preapproved by the department head or designee. Secure two quotes ~~and attach them to the Request for Payment form~~. If two quotes cannot be readily obtained, give a detailed explanation in writing as to the process used.

~~Purchases \$6,000 - \$9,999~~

~~The approval of the GRRL Board of Trustees must be given prior to purchases made or contracts signed. Secure two quotes and attach them to the Board Action form.~~

Purchases \$10,000 - ~~\$50,000~~ \$24,999

~~At least two quotes are required per Minnesota Statutes for purchases or contracts \$10,000 and over. Approval of the GRRL Board of Trustees is must be given in advance of the purchase being made or contract(s) signed. All contracts furnishing supplies or materials of \$10,000 and over require contractor performance bond per Minnesota Statute. The performance bond must be equal to or greater than the contract amount.~~

Purchases and Contracts \$25,000 and Above

For purchases that exceed \$25,000, consideration to the state cooperative purchasing venture or national municipal association's purchasing alliance or cooperative created by a joint powers agreement is required per Minnesota Statutes, section 471.345.

Approval of the GRRL Board of Trustees is given in advance of the purchase being made or contract(s) signed. Two or more quotes are required either by direct negotiation, a request for quotes process or by sealed bids. ~~Attach quotes received or results and recommendations to the Board Action form.~~

Purchases over \$50,000

~~the Board Action form. Sealed bids are required for purchases over \$50,000 or as required by Minnesota Statutes.~~

Sealed bids are required for purchases over \$175,000 as required by Minnesota Statutes, section 471.345.

During the request for quote or sealed bidding process, ~~the~~ the department head ~~shall prepare~~ will prepare and approve contract specifications in conjunction with the project prior to receiving authorization to place and advertise for bids. ~~The department head shall approve the specifications and authorization to place and advertise for bids.~~ Following the bid opening and analysis ~~of the bids~~ by the department head and ~~the Accounting Coordinator~~ assigned leadership, a recommendation will be made to the GRRL Board of Trustees for approval of purchase.

Capital Outlay

~~All~~ Capital outlay items specifically approved in the annual budget, ~~providing the actual purchase price is at or below the budgeted amount,~~ do not need GRRL Board approval prior to purchase if the purchase is made within the budget line limits. However, in its approval of the annual budget, ~~the~~ the GRRL Board of Trustees may require certain items to be submitted for its approval at the time of actual purchase during its annual budget approval.

Cooperative Purchases

Purchases may be made through cooperative purchasing ventures with other governmental agencies when it is determined to be in the best interest of the GRRL. Minnesota Statute 471.345 compliance is required.

Approved Date: 03/20/07

~~Effective Date:~~

Revised Date: 04/22/14, 03/20/18, 03/16/21, 05/25/25

9B. Bill Payment

A List of Bills ~~will be mailed~~ is sent to the GRRL Board of Trustees ~~on the second Wednesday of each month~~ for review and approval. In addition, a List of Addendum Bills ~~will be~~ is presented to the GRRL Board of Trustees at their regularly scheduled board meetings for approval. ~~The Accounting Department follows the bill payment schedule posted on the Accounting page of the GRRL staff website. A bill payment schedule is posted annually to the Accounting staff page.~~

Approved payments ~~will be sent out~~ are mailed the third Wednesday of each month.

In December, bills are mailed the last Wednesday of the month to ~~ensure the maximum~~ maximize the number of expenses ~~are~~ allocated to the current fiscal year.

Approved Date: 11/18/03

~~Effective Date:~~

Revised Date: 01/15/13, 03/20/18, 03/16/21, 05/25/25

~~Revision Effective Date: 02/01/13~~

9C. Per Diem & Mileage Payment

Great River Regional Library Board of Trustee members will receive per diem at \$75 or mileage reimbursement at 100 percent% of the Federal I.R.S. rate for attendance at GRRL meetings in compliance with Minnesota ~~State~~ Statutes.

Approved: 07/14/09

~~Effective: 01/01/10~~

Revised Date: 01/16/18, 02/18/20, 03/16/21

~~Revision Effective Date: 01/01/18, 02/18/20~~

Reviewed Date: 05/25/25

~~300 Financial~~ Chapter 10. Pre-Payment Authorization

Expenditures ~~that are~~ necessary ~~to for~~ continued library operations will be prepaid and ~~then~~ ratified by the Board of Trustees at their next board meeting. These payments are included in the monthly financial statements. The following items are scheduled for prepayment: salaries and benefits, investment fees, ~~telephone,~~ postage, sales tax, ~~staff training,~~ credit card transactions, ~~purchases,~~ ~~gasoline,~~ staff mileage reimbursement, gift fund expenditures, and invoices that would result in late penalties if paid in the next GRRL billing payment cycle.

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 03/20/07, 01/08/08, 11/15/11, 03/16/21, 05/20/25

~~300 Financial~~ Chapter 11. Library Credit Cards

Credit cards may be issued to employees designated by the Executive Director. Credit cards are to be used only for the purchase of materials and services that would otherwise already be authorized by the GRRL Board.

Use of the GRRL credit card for personal use is strictly prohibited. Any violation may lead to disciplinary action up to and including termination. Use of a GRRL credit card is strictly limited to the employee to whom it is issued. It may not be shared by a fellow employee. The limit on an individual credit card will not exceed \$5,000. 00. Individual purchases made with a GRRL credit card over \$1,000 require preapproval from the Executive Director.

~~Employees submit GRRL credit card expense forms and receipts to Accounting as incurred. Billing disputes should be handled as per the agreement with the credit card company. If a card is lost or stolen, the card user must report the loss to the Accounting department immediately.~~

Granting and revocation of credit card privileges is at the discretion of the Executive Director.

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 03/20/07, 03/20/18, 03/16/21, 03/15/22, [05/20/25](#)

~~300 Financial~~ Chapter 12. In-Store Charge Accounts

In-store charge accounts will be instituted and maintained by the Great River Regional Library when deemed necessary [by the Executive Director](#). ~~for staff to complete their job tasks~~. Individual employees will be authorized to purchase items on account based on their position. In-store charge accounts will not exceed \$2,500 in any given billing cycle. In-store charge account purchases will comply with established Financial Policy 9A. Purchasing guidelines.

Approved: 03/20/07

~~Effective Date:~~

Revised Date: 01/8/2008, 03/16/21, [05/20/25](#)

~~300 Financial~~ Chapter 13. Records Retention Schedule

~~The following Records Retention schedule will be followed as it relates to records held in the Accounting Department.~~

- ~~• Bank Statements & Canceled Checks — 6 years~~
- ~~• Accounts Payable Records — 6 years~~
- ~~• Purchasing Records — 6 years on general purchases, fixed asset purchases up to 25 years (see Fixed Asset Schedule)~~
- ~~• General Correspondence — 3 years~~
- ~~• Insurance Policies — indefinitely~~
- ~~• Financial Reports — indefinitely~~
- ~~• Audit Reports — indefinitely~~
- ~~• Audit Information — 6 years~~
- ~~• Annual Statistical Reports — indefinitely~~

[The Accounting department will use the most current GRRL Records Retention schedule as the basis for data retention.](#)

Approved Date: 03/20/07

~~Effective Date:~~

Revised Date: 05/08/07, 03/20/18, [05/20/25](#)

~~300 Financial~~ Chapter 14. Fixed Assets

A fixed asset is any organizational property valued at \$1,000 or more at the time of acquisition. The expected lifecycle of fixed assets is at least one year. The aggregate value of a purchase is considered

when determining application of the fixed asset policy. Examples of such purchases would be desktop or laptop computers, printers, projectors, copiers and library materials.

The lifecycles used to determine depreciation are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10-20 years
- Furniture and Fixtures – 10-25 years
- Operating Equipment – 5 years
- Computer Equipment – 5 years
- Fleet Vehicles – 5 years
- Desktop Software & Licenses – 5-10 years

The library keeps a centralized list of fixed assets. The list is adjusted annually for acquisitions and disposals as part of the third-party audit. The library will depreciate fixed assets using the straight-line depreciation method. The asset's original value is reduced by the same amount of depreciation each year during its pre-determined lifecycle.

Asset values include the purchase price, shipping, delivery and set-up charges. Values also include permanent enhancement or equipment affixed to the original asset. Donated library materials and other equipment additions booked to fixed assets use the asset's acquisition value.

Fixed assets remain on the organization's asset listing until one of the following:

- The end of the asset's lifecycle as determined by operational disposal.
- The asset becomes obsolete or destroyed.
- The asset is determined to be non-functional by a member of the Leadership Support Team.

Fixed assets are disposed of in accordance with the library's financial policy Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings.

Approved Date: 11/12/02

~~Effective Date:~~

Revised Date: 06/09/09, 3/16/21, 07/18/23

Reviewed Date: 05/20/25

~~300 Financial~~ Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

Disposal of obsolete and non-functional equipment, library materials, software and furnishings by GRRL staff may be done with authorization of the responsible department head. An itemized list of all equipment, library materials, software and furnishings is available for inventory and audit purposes. This list is sent to accounting no less than annually and is available for inspection by the organization's management team, third-party auditor and GRRL Board of Trustees.

Acceptable disposal methods include:

- Donations to non-profit organizations
- Sold by auction
- Trade-in against a new asset(s)
- Recycled in a manner consistent with state and local laws and regulations

The lifecycle of fixed assets are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs, etc. – 10-20 years
- Furniture and Fixtures – 10-25 years
- Operating Equipment – 5 years
- [Computer Equipment – 5 years](#)
- [Fleet Vehicles – 5 years](#)
- Desktop Software and Licenses – 5-10 years

Ideally, at the time of disposal, the item should have no book value. The responsible department head, (with consultation of the Leadership Support Team), determines any exception(s).

~~Approved Date:~~

~~Effective Date:~~

Revised Date: 03/20/07, 03/20/18, 03/19/19, 03/16/21, 07/18/23, [05/20/25](#)

~~300 Financial~~ Chapter 16. Sales [and Use](#) Tax

The Great River Regional Library is required to ~~pay~~ [collect and remit State and Local sales and use](#) tax on ~~items taxable goods or services~~ sold to staff and patrons [per Minnesota Department of Revenue guidelines](#). ~~Sales tax will be paid on copies, library materials, book bags, equipment and other items sold. Sales tax will be paid on items in accordance with the Minnesota Department of Revenue. State and Local sales and use taxes are remitted to the Minnesota Department of Revenue within stated deadlines using current tax rates.~~

The Great River Regional Library is required to pay sales tax on purchases according to the Minnesota Department of Revenue for meals, lodging, and passenger vehicles.

Approved Date: 11/13/07

~~Effective Date:~~

Revised Date: [05/20/25](#)

~~300 Financial~~ Chapter 17. Library Book Sale

The Great River Regional Library or a branch library may conduct a library book sale. The items sold may be used or donated and usually consist of books, media and miscellaneous items. ~~The items that are~~ sold are subject to sales tax in accordance with the Minnesota Department of Revenue.

If the Friends of the Library conduct the library book sale, sales tax is not owed unless the sale would extend past the number of days allowed in accordance with the Minnesota Department of Revenue.

Approved Date: 11/13/07

~~Effective Date:~~

~~R~~Revised Date: 05/20/25

~~300 Financial~~ Chapter 18. Credit and Payment Card Transactions

18A. Privacy and Security for Credit and Payment Card Transactions

Great River Regional Library is committed to protecting the privacy and security of all patrons who use credit or other payment cards as a form of payment. The GRRL website uses industry-standard security measures including the Secure Socket Layers (SSL) protocol for the encryption of the transmitted data.

~~No~~-GRRL employees will not intentionally disclose personal information regarding credit or payment card transactions to third parties except as required by law.

18B. Error Refunds s for Credit and Payment Card Transactions

Refunds will be issued on credit and payment card transactions when an error occurs. All refund transactions are processed by the Accounting department through the third-party card processor. Refunds are issued for the amount of the transaction error.

Approved Date: 03/13/08

~~Effective Date:~~

Revised Date: 05/12/10, 03/15/22, 05/20/25

~~300 Financial~~ Chapter 19. Fund Balance

The purpose of this policy is to classify fund balances in a way that allows useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

19A. Fund Balance Classifications

- **Assigned** – fund balance amounts are comprised of unrestricted funds that can be used for specific purposes, but do not meet the criteria to be classified as restricted or committed. They include long-term liabilities such as, but not limited to, compensated absences.
- **Committed** – fund balance amounts are comprised of unrestricted funds used for specific purposes by formal action of the GRRL library board. This action will remain binding unless the library board takes formal action to rescind. This balance may not be negative.
- **Fund Balance** – means the arithmetic difference between the assets and liabilities reported.
- **Non-spendable** – fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as: ~~but not limited to,~~

inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

- **Restricted** – fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that ~~either~~ are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, ~~or~~ laws ~~and~~ ~~or~~ regulations, ~~or~~ other governments, or are imposed by law through constitutional provisions of enabling legislation.
- **Unassigned** – fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are ~~technically~~ available for expenditures ~~for~~ of any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net ~~resources of that fund~~.
- **Unrestricted** – fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

19B. Minimum Unassigned Fund Balance

The ~~Great River Regional Library~~ GRRL Board ~~of Trustees~~ is committed to ~~provide~~ maintaining a stable financial structure for the library system. ~~by maintaining a~~ As such, the unassigned fund balance should be equal to or greater than three months expenses of the current operating budget.

An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board ~~of Trustees~~ at the time the budget is approved or amended.

19C. Review

The GRRL ~~library b~~ Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level at the time the annual audit is presented.

~~Cash Reserve Policy Eliminated: 05/10/11~~

Approved Date: 05/10/11

~~Effective Date: 05/10/11~~

Revised Date: 05/20/25

300 Financial

Introduction

GRRL ensures legal and accounting compliance issues related to Minn. Stat. 134.34 are met and that all fiscal accounting is in compliance with U.S. Generally Accepted Accounting Principles (GAAP), which encompasses the accounting and reporting standards for U.S. state and local governments established by the Governmental Accounting Standards Board (GASB).

Revised Date: 05/20/25

Chapter 1. Audit Process

An annual audit by an independent auditor will be performed in compliance with Minn. Stat. 134.34, Generally Accepted Auditing Standards (GAAS), and the Government Auditing Standards issued by the Comptroller General of the United States as required by the Minnesota Department of Education-Minnesota State Library Agency.

Revised Date: 05/20/25

Chapter 2. Budget Process

An annual budget is prepared and submitted to the Great River Regional Library (GRRL) Board of Trustees for their approval prior to August 1st of each year for the next calendar year.

The budget document will include past and requested revenue, operating, and capital budgets. The strategic plan document will be instrumental in producing the budget request. Signatory factor tables will be provided based on the budget request.

The Finance Committee shall appoint a member to participate in the annual post-audit meeting. The Finance Committee will assist in preparation of preliminary budget, review final draft of budget, and make recommendations regarding requests for expenses in excess of budget.

Revised Date: 03/20/18, 05/20/25

Chapter 3. Internal Controls

The Accounting Department will segregate duties whenever feasible among the positions in the department in an attempt to lower the risk of possible error or mismanagement of funds.

Revised Date: 5/20/25

Chapter 4. Financial Reports

Financial Reports are prepared on a monthly basis by Accounting and presented to the Executive Director and Board of Trustees for acceptance. The Financial Report will include operating, capital, and encumbered budget figures. The reports will also include monthly and year-to-date expenditure amounts, budget balances, monthly and year-to-date revenue receipts, accumulated depreciation, investment balances, and prepaid bills. This information is provided in accordance with U.S. Generally Accepted Accounting Principles.

Revised Date: 05/20/25

Chapter 5. Deposit and Investment

The GRRL Board of Trustees will designate the financial institutions approved as depositories for the library at its annual meeting in January and when organizational change necessitate additional designations. Designated account and check signers are approved at the annual meeting in January and when personnel changes necessitate updates. The Board President, Library Executive Director, and designated Accounting staff may make deposits and authorized investments on behalf of the library.

The Great River Regional Library may invest in certificates of deposit, money market accounts, savings and interest-bearing checking accounts. All investments must be insured by the FDIC or NCUA, or be collateralized at 110 percent of the face value of the investment. Investments will have a maturity date no greater than two years.

Investments shall be diversified by limiting investments to avoid over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. In addition, at the time of investment, NCUA or FDIC insurance or collateral will be reviewed for adequate coverage, and maturity dates will be set to meet future financial obligations. Investment maturities shall coincide with projected cash flow needs. Investment maturity dates will be staggered to avoid undue concentration of assets.

The primary objectives, in priority order of investment activities shall be safety, liquidity, and yield.

5A. Safety

Investments shall ensure the preservation of capital in the overall portfolio. The objective will be to mitigate risk.

Investment instruments and designated institutions will be limited to those defined in Minnesota Statute 118A as it pertains to the investment of public funds. Investments will further adhere to the Board approved investment instruments set forth in this GRRL policy.

Interest rate risk is the potential for investment losses resulting from a change in the interest rate that can adversely affect the fair value of an investment. This will be limited by structuring the investment portfolio so securities mature to meet cash requirements for ongoing operations. This practice will avoid the need to sell securities on the open market prior to maturity. Investing operating or committed funds in money market mutual funds or similar pools and fixed-rate instruments with maturities of two (2) years or less will also mitigate interest rate risk.

Concentration of credit risk is the risk of loss attributed to large numbers of investments with a single user. GRRL investments will be held at separate financial institutions with NCUA or FDIC insurance, and accounts will adhere to insurance limits unless there is additional approved collateral designated for library investments. All investments will be disclosed on the financial reports.

5B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. This is accomplished by structuring the portfolio so securities mature concurrent with anticipated cash needs. The portfolio should consist largely of securities with active secondary or resale

markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

5C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return that avoids investment risk and provides sufficient liquidity. Return on investment is secondary to the importance of safety and liquidity objectives. The core of investments are limited to low risk securities. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal,
2. A security swap would improve the quality, yield, or target in the portfolio, or
3. The liquidity needs of the portfolio require that the security be sold.

Approved Date: 11/21/06

Revised Date: 06/09/09, 01/18/11, 03/16/21, 9/21/21, 05/20/25

Chapter 6. Revenue Receipts

Great River Regional Library funds accepted by staff will be processed immediately. Receipts are offered to patrons and donors at the time the funds are received.

The Accounting Department keeps cash on hand for breaking larger bills. This fund does not exceed \$350. Branch locations also have cash on hand for making change to patrons. These amounts are based on local activity levels. The Saint Cloud Public Library has cash on hand in the Technical Services department and at the reference and circulation desks.

Library staff is responsible for system input of all Great River Regional Library funds accepted at their location. Each location has a cash fund used for making change to patrons. No expenditures are paid from this cash. No cash exchanges occur from this cash. No cash back is given for payments made via check or electronic means. Weekly or bi-weekly reports are submitted and sent to headquarters.

Approved Date: 03/20/07

Revised Date: 05/12/10, 05/20/25

Chapter 7. Accounts Receivable

7A. Signatory Payments

The counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright are identified in the Great River Regional Library Service Agreement as the responsible entities governing the library system. Counties will receive quarterly invoices based on the funding formula outlined in the agreement and the approved annual budget.

Revised Date: 07/10/01, 05/20/25

7B. Grant Payments

Grant funds are deposited into bank accounts approved by the GRRL Board of Trustees. Regional Library Basic System Support (RLBSS) funds are used to support the operating budget within grant parameters.

All other grant funds are deposited into an encumbered fund and expended within grant parameters. Grant fund activity is included in the Financial Reports.

Approved Date: 03/20/07

Revised Date: 05/25/25

7C. Service Charge for Dishonored Checks

Dishonored checks used for payment of library services or patron account balances are reversed and a \$20 fee is assessed to the patron's account.

Dishonored checks used for a library donation are reversed from the fund development receivables. Bank service fees (charged to GRRL) are assessed to Fund Development – Communications receipts.

Approved Date: 03/09/00

Revised Date: 05/20/25

7D. Uncollectible Patron Receivables

Uncollectible patron receivables are defined as "outstanding balances on patron records that are deemed uncollectible." Great River Regional Library recognizes uncollectible patron receivables when all appropriate internal and external collection efforts have proven unsuccessful. Continuation of patron access to materials is determined by Patron Services Policies Chapter 1. Circulation Services.

Annually, at its discretion, GRRL will remove all outstanding patron debt that is older than seven (7) years. Year seven (7) includes the current year. Removal is done within the Integrated Library System by the IT Department and amounts are included in the annual financial statements.

Approved Date: 11/20/18

Revised Date: 05/20/25

Chapter 8. Grants

The Great River Regional Library may apply for grants that support the operating budget, services or programs to the patrons of the GRRL service area. Board approval is required on grant applications of \$10,000 or more. The program is not guaranteed if grant funding is discontinued. Prior to the application process, an evaluation of the grant's impact to the library's budget, staffing levels and administration costs are completed.

The Regional Library Basic System Support (RLBSS) grant application will be filed annually to support the operating budget.

Approved Date: 03/20/07

Revised Date: 04/14/20, 05/20/25

Chapter 9. Accounts Payable

9A. Purchasing

The GRRL Board of Trustees recognizes the purchases of goods and services used for ongoing regional activity are required for daily operations. Ongoing regional operating expenses do not exceed the limits

of the annual operating budget. These expenses are included on the monthly lists of bills, bill addendums, or monthly prepaid bills. GRRL will comply with Minnesota Statutes as they pertain to public funds expenditures, best value, contracting laws, performance bonds, and purchasing. Reference Minnesota Statutes, sections 471.345, 574.26, 412.311 and others to aid public purpose spending decisions.

Purchases less than \$1,000

Purchaser will attempt to purchase all goods and services at the lowest possible cost.

Purchases \$1,000 - \$9,999

Purchases are preapproved by the department head or designee. Secure two quotes. If two quotes cannot be readily obtained, give a detailed explanation in writing as to the process used.

Purchases \$10,000 - \$24,999

Approval of the GRRL Board of Trustees is given in advance of the purchase being made or contract(s) signed.

Purchases and Contracts \$25,000 and Above

For purchases that exceed \$25,000, consideration to the state cooperative purchasing venture or national municipal association's purchasing alliance or cooperative created by a joint powers agreement is required per Minnesota Statutes, section 471.345.

Approval of the GRRL Board of Trustees is given in advance of the purchase being made or contract(s) signed. Two or more quotes are required either by direct negotiation, a request for quotes process or by sealed bids.

Sealed bids are required for purchases over \$175,000 as required by Minnesota Statutes, section 471.345.

During the request for quote or sealed bidding process, the department head will prepare and approve contract specifications in conjunction with the project prior to receiving authorization to place and advertise for bids. Following the bid opening and analysis by the department head and assigned leadership, a recommendation will be made to the GRRL Board of Trustees for approval of purchase.

Capital Outlay

Capital outlay items specifically approved in the annual budget do not need GRRL Board approval prior to purchase if the purchase is made within the budget line limits. The GRRL Board of Trustees may require certain items to be submitted for its approval at the time of actual purchase during its annual budget approval.

Cooperative Purchases

Purchases may be made through cooperative purchasing ventures with other government agencies when it is determined to be in the best interest of the GRRL. Minnesota Statute 471.345 compliance is required.

Approved Date: 03/20/07

Revised Date: 04/22/14, 03/20/18, 03/16/21, 05/25/25

9B. Bill Payment

A List of Bills is sent to the GRRL Board of Trustees for review and approval. In addition, a List of Addendum Bills is presented to the GRRL Board of Trustees at their regularly scheduled board meetings for approval. A bill payment schedule is posted annually to the Accounting staff page. Approved payments are mailed the third Wednesday of each month.

In December, bills are mailed the last Wednesday of the month to maximize the number of expenses allocated to the current fiscal year.

Approved Date: 11/18/03

Revised Date: 01/15/13, 03/20/18, 03/16/21, 05/25/25

9C. Per Diem & Mileage Payment

Great River Regional Library Board of Trustee members will receive per diem at \$75 or mileage reimbursement at 100 percent of the Federal I.R.S. rate for attendance at GRRL meetings in compliance with Minnesota Statute.

Approved: 07/14/09

Revised Date: 01/16/18, 02/18/20, 03/16/21

Reviewed Date: 05/25/25

Chapter 10. Pre-Payment Authorization

Expenditures necessary for continued library operations will be prepaid and ratified by the Board of Trustees at their next board meeting. These payments are included in the monthly financial statements. The following items are scheduled for prepayment: salaries and benefits, investment fees, postage, sales tax, credit card transactions, staff mileage reimbursement, gift fund expenditures, and invoices that would result in late penalties if paid in the next GRRL bill payment cycle.

Revised Date: 03/20/07, 01/08/08, 11/15/11, 03/16/21, 05/20/25

Chapter 11. Library Credit Cards

Credit cards may be issued to employees designated by the Executive Director. Credit cards are to be used only for the purchase of materials and services that would otherwise already be authorized by the GRRL Board.

Use of the GRRL credit card for personal use is strictly prohibited. Any violation may lead to disciplinary action up to and including termination. Use of a GRRL credit card is strictly limited to the employee to whom it is issued. It may not be shared by a fellow employee. The limit on an individual credit card will not exceed \$5,000. Individual purchases made with a GRRL credit card over \$1,000 require preapproval from the Executive Director.

Granting and revocation of credit card privileges is at the discretion of the Executive Director.

Revised Date: 03/20/07, 03/20/18, 03/16/21, 03/15/22, 05/20/25

Chapter 12. In-Store Charge Accounts

In-store charge accounts will be instituted and maintained by the Great River Regional Library when deemed necessary by the Executive Director. Individual employees will be authorized to purchase items on account based on their position. In-store charge accounts will not exceed \$2,500 in any given billing cycle. In-store charge account purchases will comply with established Financial Policy 9A. Purchasing guidelines.

Approved: 03/20/07

Revised Date: 01/8/2008, 03/16/21, 05/20/25

Chapter 13. Records Retention Schedule

The Accounting department will use the most current GRRL Records Retention schedule as the basis for data retention.

Approved Date: 03/20/07

Revised Date: 05/08/07, 03/20/18, 05/20/25

Chapter 14. Fixed Assets

A fixed asset is any organizational property valued at \$1,000 or more at the time of acquisition. The expected lifecycle of fixed assets is at least one year. The aggregate value of a purchase is considered when determining application of the fixed asset policy. Examples of such purchases would be desktop or laptop computers, printers, projectors, copiers and library materials.

The lifecycles used to determine depreciation are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs – 10-20 years
- Furniture and Fixtures – 10-25 years
- Operating Equipment – 5 years
- Computer Equipment – 5 years
- Fleet Vehicles – 5 years
- Desktop Software & Licenses – 5-10 years

The library keeps a centralized list of fixed assets. The list is adjusted annually for acquisitions and disposals as part of the third-party audit. The library will depreciate fixed assets using the straight-line depreciation method. The asset's original value is reduced by the same amount of depreciation each year during its pre-determined lifecycle.

Asset values include the purchase price, shipping, delivery and set-up charges. Values also include permanent enhancement or equipment affixed to the original asset. Donated library materials and other equipment additions booked to fixed assets use the asset's acquisition value.

Fixed assets remain on the organization's asset listing until one of the following:

- The end of the asset's lifecycle as determined by operational disposal.
- The asset becomes obsolete or destroyed.
- The asset is determined to be non-functional by a member of the Leadership Support Team.

Fixed assets are disposed of in accordance with the library's financial policy Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings.

Approved Date: 11/12/02

Revised Date: 06/09/09, 3/16/21, 07/18/23

Reviewed Date: 05/20/25

Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

Disposal of obsolete and non-functional equipment, library materials, software and furnishings by GRRL staff may be done with authorization of the responsible department head. An itemized list of all equipment, library materials, software and furnishings is available for inventory and audit purposes. This list is sent to accounting no less than annually and is available for inspection by the organization's management team, third-party auditor and GRRL Board of Trustees.

Acceptable disposal methods include:

- Donations to non-profit organizations
- Sold by auction
- Trade-in against a new asset(s)
- Recycled in a manner consistent with state and local laws and regulations

The lifecycle of fixed assets are as follows:

- Books – 10-15 years
- Periodicals – 1 year
- Library Films, Videotapes, Media Sets, Records, Cassettes, Compact Discs, etc. – 10-20 years
- Furniture and Fixtures – 10-25 years
- Operating Equipment – 5 years
- Computer Equipment – 5 years
- Fleet Vehicles – 5 years
- Desktop Software and Licenses – 5-10 years

Ideally, at the time of disposal, the item should have no book value. The responsible department head, (with consultation of the Leadership Support Team), determines any exception(s).

Revised Date: 03/20/07, 03/20/18, 03/19/19, 03/16/21, 07/18/23, 05/20/25

Chapter 16. Sales and Use Tax

The Great River Regional Library is required to collect and remit State and Local sales and use tax on taxable goods or services sold to staff and patrons per Minnesota Department of Revenue guidelines. State and Local sales and use taxes are remitted to the Minnesota Department of Revenue within stated deadlines using current tax rates.

The Great River Regional Library is required to pay sales tax on purchases according to the Minnesota Department of Revenue for meals, lodging, and passenger vehicles.

Approved Date: 11/13/07

Revised Date: 05/20/25

Chapter 17. Library Book Sale

The Great River Regional Library or a branch library may conduct a library book sale. The items sold may be used or donated and usually consist of books, media and miscellaneous items. Items sold are subject to sales tax in accordance with the Minnesota Department of Revenue.

If the Friends of the Library conduct the library book sale, sales tax is not owed unless the sale would extend past the number of days allowed in accordance with the Minnesota Department of Revenue.

Approved Date: 11/13/07

Revised Date: 05/20/25

Chapter 18. Credit and Payment Card Transactions

18A. Privacy and Security for Credit and Payment Card Transactions

Great River Regional Library is committed to protecting the privacy and security of all patrons who use credit or other payment cards as a form of payment. The GRRL website uses industry-standard security measures including the Secure Socket Layers (SSL) protocol for the encryption of the transmitted data. GRRL employees will not intentionally disclose personal information regarding credit or payment card transactions to third parties except as required by law.

18B. Error Refunds for Credit and Payment Card Transactions

Refunds will be issued on credit and payment card transactions when an error occurs. All refund transactions are processed by the Accounting department through the third-party card processor. Refunds are issued for the amount of the transaction error.

Approved Date: 03/13/08

Revised Date: 05/12/10, 03/15/22, 05/20/25

Chapter 19. Fund Balance

The purpose of this policy is to classify fund balances in a way that allows useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

19A. Fund Balance Classifications

- **Assigned** – fund balance amounts are comprised of unrestricted funds that can be used for specific purposes, but do not meet the criteria to be classified as restricted or committed. They include long-term liabilities such as, but not limited to, compensated absences.
- **Committed** – fund balance amounts are comprised of unrestricted funds used for specific purposes by formal action of the GRRL library board. This action will remain binding unless the library board takes formal action to rescind. This balance may not be negative.
- **Fund Balance** – means the arithmetic difference between the assets and liabilities reported.
- **Non-spendable** – fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as inventories, prepaid items,

long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

- **Restricted** – fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, laws and regulations, other governments, or are imposed by law through constitutional provisions of enabling legislation.
- **Unassigned** – fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are available for expenditures of any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net.
- **Unrestricted** – fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

19B. Minimum Unassigned Fund Balance

The GRRL Board is committed to maintaining a stable financial structure for the library system. As such, the unassigned fund balance should be equal to or greater than three months expenses of the current operating budget.

An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board at the time the budget is approved or amended.

19C. Review

The GRRL Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level at the time the annual audit is presented.

Approved Date: 05/10/11

Revised Date: 05/20/25



2026 Annual Preliminary Budget

Great River Regional Library Board of Trustees

Great River Regional Library
2026 Annual Preliminary Budget Summary

| Operating Revenue Budget | 2023 Actual | 2024 Actual | 2025 Budget | 2026 Annual Preliminary Budget Summary |
|---------------------------------|-------------------------|-------------------------|-------------------------|---|
| Signatory Revenue | \$ 7,600,950.00 | \$ 7,484,115.00 | \$ 7,406,000.00 | \$ 7,605,954.00 |
| Non Signatory Revenue | 2,813,180.19 | 3,288,888.15 | 3,089,544.00 | 2,933,321.00 |
| Operating Revenue Total | \$ 10,414,130.19 | \$ 10,773,003.15 | \$ 10,495,544.00 | \$ 10,539,275.00 |
| | Dollar Change | \$ 358,872.96 | \$ (277,459.15) | \$ 43,731.00 |
| | Percent Change | 3.45% | -2.58% | 0.42% |

| Operating Expenditure Budget | | | | |
|-------------------------------------|------------------------|------------------------|-------------------------|-------------------------|
| Personnel | \$ 7,646,509.84 | \$ 7,722,089.65 | \$ 8,443,300.00 | \$ 8,449,200.00 |
| Services & Contracts | 606,302.00 | 650,936.53 | 585,045.00 | 606,675.00 |
| Commodities | 81,178.59 | 72,856.39 | 73,700.00 | 74,700.00 |
| Fleet Vehicles | 67,183.73 | 74,319.81 | 73,100.00 | 77,000.00 |
| Library Materials | 967,370.00 | 971,370.00 | 976,000.00 | 980,800.00 |
| Equipment | 3,000.87 | 4,320.24 | 6,000.00 | 5,500.00 |
| Contingency | 337.46 | 143.40 | 400.00 | 400.00 |
| Automation | 362,051.74 | 324,517.61 | 338,000.00 | 345,000.00 |
| Operating Expenditure Total | \$ 9,733,934.23 | \$ 9,820,553.63 | \$ 10,495,545.00 | \$ 10,539,275.00 |
| | Dollar Change | \$ 86,619.40 | \$ 674,991.37 | \$ 43,730.00 |
| | Percent Change | 0.89% | 6.87% | 0.42% |

| Capital Revenue Budget | | | | |
|---------------------------------|----------------|--------------|--------------|--------------|
| Signatory Capital Revenue Total | \$ 30,000.00 | \$ 30,000.00 | \$ 35,000.00 | \$ 35,000.00 |
| | Dollar Change | \$ - | \$ 5,000.00 | \$ - |
| | Percent Change | 0.00% | 16.67% | 0.00% |

| Capital Expenditure Budget | | | | |
|-----------------------------------|----------------|--------------|--------------|--------------|
| Total Capital | \$ 79,504.19 | \$ 96,921.94 | \$ 35,000.00 | \$ 35,000.00 |
| | Dollar Change | | \$ - | |
| | Percent Change | | 0.00% | |

| | |
|--------------------|------------------|
| Revenue Budget | \$ 10,574,275.00 |
| Expenditure Budget | \$ 10,574,275.00 |
| Balanced | \$ - |

**Great River Regional Library
2026 Annual Preliminary Budget**

| Operating Revenue Budget | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|--|
| <u>County</u> | | | | | |
| Benton | 555,284 00 | 537,890.00 | 525,994.00 | 18,172.00 | 544,166.00 |
| Morrison | 525,918 00 | 517,025.00 | 512,922.00 | 13,086.00 | 526,008.00 |
| Sherburne | 1,458,405 00 | 1,458,316.00 | 1,427,712.00 | 32,580.00 | 1,460,292.00 |
| Stearns | 2,368,582 00 | 2,300,524.00 | 2,249,424.00 | 61,559.00 | 2,310,983.00 |
| Todd | 356,739 00 | 348,368.00 | 346,269.00 | 14,608.00 | 360,877.00 |
| Wright | 2,336,022 00 | 2,321,992.00 | 2,343,678.00 | 59,950.00 | 2,403,628.00 |
| Subtotal - Signatory | \$ 7,600,950.00 | \$ 7,484,115.00 | \$ 7,406,000.00 | \$ 199,954.00 | \$ 7,605,954.00 |
| | Dollar Change | \$ (116,835.00) | \$ (78,115.00) | | \$ 199,954.00 |
| | Percent Change | -1.54% | -1.04% | | 2.70% |

| Non-Signatory | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|---|------------------------|------------------------|------------------------|------------------------|--|
| FY State Aid - RLBSS | 1,673,974 56 | 1,912,811.29 | 1,891,100.00 | (32,600.00) | 1,858,500.00 |
| St. Cloud Reimbursement | 49,668.18 | 89,355.13 | 92,000.00 | 3,000.00 | 95,000.00 |
| City of Sartell | 18,500 00 | 20,825.06 | 20,500.00 | 1,200.00 | 21,700.00 |
| Unassigned Fund Balance (Surplus designation) | 313,860 00 | 407,350.00 | 389,000.00 | (39,000.00) | 350,000.00 |
| Unassigned Fund Balance (Spend down plan) | 230,000 00 | 200,711.00 | 233,744.00 | (93,823.00) | 139,921.00 |
| Patron Receipts | 114,749.75 | 124,005.64 | 110,000.00 | 10,000.00 | 120,000.00 |
| Interest | 383,975 85 | 515,718.75 | 325,000.00 | - | 325,000.00 |
| ILL Delivery | 6,200 00 | 6,200.00 | 6,200.00 | - | 6,200.00 |
| Minitex Last Mile Grant | 7,000 00 | 7,000.00 | 7,000.00 | - | 7,000.00 |
| Revenue Fund | 15,251 85 | 4,911.28 | 15,000.00 | (5,000.00) | 10,000.00 |
| Sub Total - Non Signatory | \$ 2,813,180.19 | \$ 3,288,888.15 | \$ 3,089,544.00 | \$ (156,223.00) | \$ 2,933,321.00 |
| | Dollar Change | \$ 475,707.96 | \$ (199,344.15) | | \$ (156,223.00) |
| | Percent Change | 16.91% | -6.06% | | -5.06% |

| Operating Revenue Total | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|-------------------------|------------------|------------------|------------------|------------------------|--|
| | \$ 10,414,130.19 | \$ 10,773,003.15 | \$ 10,495,544.00 | \$ 43,731.00 | \$ 10,539,275.00 |
| | Dollar Change | \$ 358,872.96 | \$ (277,459.15) | | \$ 43,731.00 |
| | Percent Change | 3.45% | -2.58% | | 0.42% |

| Capital Revenue Budget | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|------------------------------|---------------------|---------------------|---------------------|------------------------|--|
| <u>County</u> | | | | | |
| Benton | 2,192 00 | 2,156.00 | 2,486.00 | 18.00 | 2,504.00 |
| Morrison | 2,076 00 | 2,072.00 | 2,424.00 | (3.00) | 2,421.00 |
| Sherburne | 5,756 00 | 5,846.00 | 6,747.00 | (27.00) | 6,720.00 |
| Stearns | 9,348 00 | 9,222.00 | 10,631.00 | 3.00 | 10,634.00 |
| Todd | 1,408 00 | 1,396.00 | 1,637.00 | 24.00 | 1,661.00 |
| Wright | 9,219 00 | 9,308.00 | 11,076.00 | (15.00) | 11,061.00 |
| Capital Revenue Total | \$ 30,000.00 | \$ 30,000.00 | \$ 35,000.00 | \$ - | \$ 35,000.00 |
| | Dollar Change | \$ - | \$ 5,000.00 | | \$ - |
| | Percent Change | 0.00% | 16.67% | | 0.00% |

| Operating & Capital Revenue Total | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|-----------------------------------|------------------|------------------|------------------|------------------------|--|
| | \$ 10,444,130.19 | \$ 10,803,003.15 | \$ 10,530,544.00 | \$ 43,731.00 | \$ 10,574,275.00 |
| | Dollar Change | \$ 358,872.96 | \$ (272,459.15) | | \$ 43,731.00 |
| | Percent Change | 3.44% | -2.52% | | 0.42% |

Great River Regional Library
2026 Annual Preliminary Budget

| Operating Expenditure Budget | | | | | |
|-------------------------------------|------------------------|------------------------|------------------------|-------------------------------|---|
| 4100 Personnel | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
| Subtotal Personnel | \$ 7,646,509.84 | \$ 7,722,089.65 | \$ 8,443,300.00 | \$ 5,900.00 | \$ 8,449,200.00 |
| Total - Personnel | \$ 7,646,509.84 | \$ 7,722,089.65 | \$ 8,443,300.00 | \$ 5,900.00 | \$ 8,449,200.00 |
| | | | | Dollar Change | \$ 5,900.00 |
| | | | | Percent Change | 0.07% |

| 4200 Services and Contracts | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|---------------------------------------|----------------------|----------------------|----------------------|-------------------------------|---|
| 210 Regional Board Meetings | 5,885.83 | 8,418.41 | 6,800.00 | 400.00 | 7,200.00 |
| 211 Staff Development Services | 21,377.39 | 14,645.56 | 24,500.00 | - | 24,500.00 |
| 213 All Staff Day Training | 9,571.37 | 7,360.31 | 7,300.00 | - | 7,300.00 |
| 220 Library Memberships | 2,987.95 | 4,414.97 | 4,000.00 | - | 4,000.00 |
| 235 Patron Contact Services | 71,849.14 | 70,564.62 | 60,000.00 | 7,000.00 | 67,000.00 |
| 240 GRRL Building Maint./Lease | 110,196.26 | 168,972.44 | 105,000.00 | 3,000.00 | 108,000.00 |
| 246 Insurance | 40,439.00 | 41,951.00 | 43,250.00 | 1,450.00 | 44,700.00 |
| 248 Catalog Services | 117,077.90 | 93,878.37 | 100,000.00 | 6,105.00 | 106,105.00 |
| 250 Audit | 21,730.00 | 24,365.00 | 25,000.00 | 2,000.00 | 27,000.00 |
| 253 Public Licensing Services | 4,587.00 | 4,818.00 | 4,820.00 | - | 4,820.00 |
| 260 Telephone Services | 30,461.13 | 30,180.08 | 31,000.00 | (500.00) | 30,500.00 |
| 265 Delivery Services | 2,004.24 | 2,055.26 | 2,275.00 | 75.00 | 2,350.00 |
| 271 Equipment Contracts & Repair | 29,787.21 | 27,601.36 | 31,000.00 | - | 31,000.00 |
| 280 Communications & Marketing | 32,158.78 | 29,991.33 | 31,000.00 | - | 31,000.00 |
| 288 Sales Tax | 4,310.00 | 4,299.00 | 4,400.00 | 100.00 | 4,500.00 |
| 290 HRIS/Payroll Services | 83,125.07 | 96,794.45 | 86,200.00 | - | 86,200.00 |
| 291 Legal Services | 11,600.02 | 13,785.49 | 12,000.00 | 2,000.00 | 14,000.00 |
| 293 System Directors Fund | 7,153.71 | 6,840.88 | 6,500.00 | - | 6,500.00 |
| Total Services & Contracts | \$ 606,302.00 | \$ 650,936.53 | \$ 585,045.00 | \$ 21,630.00 | \$ 606,675.00 |
| | | | | Dollar Change | \$ 21,630.00 |
| | | | | Percent Change | 3.70% |

| 4300 Commodities | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|--------------------------|---------------------|---------------------|---------------------|-------------------------------|---|
| 310 Supplies | 64,887.45 | 58,223.20 | 59,700.00 | - | 59,700.00 |
| 330 Postage | 16,291.14 | 14,633.19 | 14,000.00 | 1,000.00 | 15,000.00 |
| Total Commodities | \$ 81,178.59 | \$ 72,856.39 | \$ 73,700.00 | \$ 1,000.00 | \$ 74,700.00 |
| | | | | Dollar Change | \$ 1,000.00 |
| | | | | Percent Change | 1.36% |

| 4400 Fleet Vehicles | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|-----------------------------|---------------------|---------------------|---------------------|-------------------------------|---|
| 420 Fleet Vehicle Fuel | 23,008.98 | 26,872.74 | 27,000.00 | 1,000.00 | 28,000.00 |
| 430 Fleet Vehicle Insurance | 3,471.70 | 3,365.00 | 3,600.00 | (100.00) | 3,500.00 |
| 440 Fleet Repairs & Maint. | 10,308.33 | 9,673.91 | 11,500.00 | - | 11,500.00 |
| 460 Mileage Reimbursements | 30,394.72 | 34,408.16 | 31,000.00 | 3,000.00 | 34,000.00 |
| Total Vehicle | \$ 67,183.73 | \$ 74,319.81 | \$ 73,100.00 | \$ 3,900.00 | \$ 77,000.00 |
| | | | | Dollar Change | \$ 3,900.00 |
| | | | | Percent Change | 5.34% |

**Great River Regional Library
2026 Annual Preliminary Budget**

| 4500 Library Materials | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|--------------------------------|----------------------|----------------------|----------------------|-------------------------------|---|
| 510 Print | 519,638.86 | 528,534.42 | 540,000.00 | (5,000.00) | 535,000.00 |
| 520 Periodicals | 51,773.66 | 51,024.63 | 52,000.00 | - | 52,000.00 |
| 540 Media | 67,361.63 | 57,321.73 | 70,000.00 | (10,000.00) | 60,000.00 |
| 560 Electronic Services | 328,595.85 | 334,489.22 | 314,000.00 | 19,800.00 | 333,800.00 |
| Total Library Materials | \$ 967,370.00 | \$ 971,370.00 | \$ 976,000.00 | \$ 4,800.00 | \$ 980,800.00 |
| | | | Dollar Change | | \$ 4,800.00 |
| | | | Percent Change | | 0.49% |

| 4600 Equipment | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|-------------------------|--------------------|--------------------|--------------------|-------------------------------|---|
| 610 Operating Equipment | 1,169.86 | 3,082.35 | 4,500.00 | (500.00) | 4,000.00 |
| 630 Small Equipment | 1,831.01 | 1,237.89 | 1,500.00 | - | 1,500.00 |
| Total Equipment | \$ 3,000.87 | \$ 4,320.24 | \$ 6,000.00 | \$ (500.00) | \$ 5,500.00 |
| | | | Dollar Change | | \$ (500.00) |
| | | | Percent Change | | -8.33% |

| 4700 Contingency | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|--------------------------|--------------------|--------------------|--------------------|-------------------------------|---|
| 910 Contingency | 337.46 | 143.40 | 400.00 | - | 400.00 |
| Total Contingency | \$ 337.46 | \$ 143.40 | \$ 400.00 | \$ - | \$ 400.00 |
| | | | Dollar Change | | \$ - |
| | | | Percent Change | | 0.00% |

| 4800 Automation | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
|---------------------------|----------------------|----------------------|----------------------|-------------------------------|---|
| 932 Maintenance | 190,824.32 | 194,115.89 | 170,000.00 | 7,000.00 | 177,000.00 |
| 933 Equipment | 103,693.25 | 75,692.05 | 95,000.00 | - | 95,000.00 |
| 935 Professional Services | - | 3,155.00 | 2,000.00 | - | 2,000.00 |
| 936 Software | 67,534.17 | 51,554.67 | 71,000.00 | - | 71,000.00 |
| Total Automation | \$ 362,051.74 | \$ 324,517.61 | \$ 338,000.00 | \$ 7,000.00 | \$ 345,000.00 |
| | | | Dollar Change | | \$ 7,000.00 |
| | | | Percent Change | | 2.07% |

| | | | | | |
|---|------------------------|------------------------|-------------------------|---------------------|-------------------------|
| Total Operating Expenditure Budget | \$ 9,733,934.23 | \$ 9,820,553.63 | \$ 10,495,544.00 | \$ 43,730.00 | \$ 10,539,275.00 |
| | | | Dollar Change | | \$ 43,731.00 |
| | | | Percent Change | | 0.42% |

| | | |
|--------------------|--|------------------|
| Revenue Budget | | \$ 10,539,275.00 |
| Expenditure Budget | | \$ 10,539,275.00 |
| Balanced | | \$ - |

Great River Regional Library
2026 Annual Preliminary Budget

| Capital Expenditure Budget | | | | | |
|--|-----------------|-----------------|------------------|------------------------|--|
| 5000 Capital | 2023 Actual | 2024 Actual | 2025 Budget | Incr/Decr 2026 to 2025 | 2026 Annual Preliminary Budget Summary |
| 710 Automation | - | 10,736.52 | | - | |
| 720 Branch Development | 16,031.44 | 28,022.22 | | - | |
| 730 Equipment | - | 16,163.20 | | - | |
| 740 Fleet Vehicle | 63,472.75 | 42,000.00 | 35,000.00 | - | 35,000.00 |
| Total Capital | \$ 79,504.19 | \$ 96,921.94 | \$ 35,000.00 | \$ - | \$ 35,000.00 |
| Dollar Change | | | | | \$ - |
| Percent Change | | | | | 0.00% |
| Total Operating & Capital Expenditure Budget | \$ 9,813,438.42 | \$ 9,917,475.57 | \$ 10,530,544.00 | \$ 43,730.00 | \$ 10,574,275.00 |
| Dollar Change | | | | | \$ 43,731.00 |
| Percent Change | | | | | 0.42% |
| Revenue Budget | | | | | \$ 10,574,275.00 |
| Balanced | | | | | \$ - |

**Great River Regional Library
2026 Annual Preliminary Budget
Signatory Share Factor Table**

| Formula: | | 1/3 Population | 1/3 Registered Borrowers | 1/3 Net Tax Capacity | | | | | | | | | |
|---------------------------|------------|--------------------|--------------------------|----------------------|---------------|----------------|------------------|--------------------------|---------------------------|---------------|---------------|------------|------------------------------------|
| | | 33% | 33% | 33% | | | | | | | | | |
| Operating \$ 7,605,954 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| County | Population | % Population Share | \$ Population Share | Registered Users | % Users Share | \$ Users Share | Net Tax Capacity | % Net Tax Capacity Share | \$ Net Tax Capacity Share | % Total Share | Budget Shares | Per Capita | Levy Rate as share of Tax Capacity |
| Benton | 41,599 | 8.06% | \$ 204,449 | 6,587 | 6.87% | \$ 174,101 | \$ 55,158,172 | 6.53% | \$ 165,615 | 7.15% | \$ 544,166 | \$ 13.08 | 0.99% |
| Morrison | 34,249 | 6.64% | 168,326 | 7,255 | 7.56% | 191,757 | 55,261,248 | 6.54% | 165,925 | 6.92% | 526,008 | 15.36 | 0.95% |
| Sherburne | 102,206 | 19.81% | 502,319 | 17,565 | 18.31% | 464,261 | 164,430,919 | 19.47% | 493,712 | 19.20% | 1,460,292 | 14.29 | 0.89% |
| Stearns | 160,981 | 31.21% | 791,184 | 30,031 | 31.31% | 793,750 | 241,810,609 | 28.64% | 726,048 | 30.38% | 2,310,983 | 14.36 | 0.96% |
| Todd | 25,673 | 4.98% | 126,177 | 3,955 | 4.12% | 104,535 | 43,351,508 | 5.13% | 130,165 | 4.74% | 360,877 | 14.06 | 0.83% |
| Wright | 151,149 | 29.30% | 742,862 | 30,529 | 31.83% | 806,913 | 284,375,916 | 33.68% | 853,853 | 31.60% | 2,403,628 | 15.90 | 0.85% |
| Total | 515,857 | 100% | \$ 2,535,318 | 95,922 | 100% | \$ 2,535,318 | \$ 844,388,372 | 100% | \$ 2,535,318 | 100% | \$ 7,605,954 | \$ 14.74 | 0.90% |
| Weight | 2023 | | | 2024 | | | 2025 | | | | | | |
| | 33.33% | | | 33.33% | | | 33.33% | | | | | | |

| Capital | | | | | | | | | | | | | |
|-----------|------------|--------------------|---------------------|------------------|---------------|----------------|------------------|--------------------------|---------------------------|---------------|---------------|------------|---------------------------|
| \$ 35,000 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | Levy Rate as share of Tax |
| | Population | % Population Share | \$ Population Share | Registered Users | % Users Share | \$ Users Share | Net Tax Capacity | % Net Tax Capacity Share | \$ Net Tax Capacity Share | % Total Share | Budget Shares | Per Capita | Capacity |
| Benton | 41,599 | 8.06% | \$ 941 | 6,587 | 6.87% | \$ 801 | \$ 55,158,172 | 6.53% | \$ 762 | 7.15% | \$ 2,504 | \$ 0.06 | 0.005% |
| Morrison | 34,249 | 6.64% | 775 | 7,255 | 7.56% | 882 | 55,261,248 | 6.54% | 764 | 6.92% | 2,421 | 0.07 | 0.004% |
| Sherburne | 102,206 | 19.81% | 2,311 | 17,565 | 18.31% | 2,136 | 164,430,919 | 19.47% | 2,272 | 19.20% | 6,720 | 0.07 | 0.004% |
| Stearns | 160,981 | 31.21% | 3,641 | 30,031 | 31.31% | 3,653 | 241,810,609 | 28.64% | 3,341 | 30.38% | 10,634 | 0.07 | 0.004% |
| Todd | 25,673 | 4.98% | 581 | 3,955 | 4.12% | 481 | 43,351,508 | 5.13% | 599 | 4.74% | 1,661 | 0.06 | 0.004% |
| Wright | 151,149 | 29.30% | 3,418 | 30,529 | 31.83% | 3,713 | 284,375,916 | 33.68% | 3,929 | 31.60% | 11,061 | 0.07 | 0.004% |
| Total | 515,857 | 100% | \$ 11,667 | 95,922 | 100% | \$ 11,667 | \$ 844,388,372 | 100% | \$ 11,667 | 100% | \$ 35,000 | \$ 0.07 | 0.004% |

| County | 2026 Operating | 2026 Capital | 2026 Total | County | 2025 Operating | 2025 Capital | 2025 Total | County | Operating Change | Capital Change | Total Change | Total % Change |
|--------------|---------------------|------------------|---------------------|--------------|---------------------|------------------|---------------------|--------------|-------------------|----------------|-------------------|----------------|
| Benton | \$ 544,166 | \$ 2,504 | \$ 546,670 | Benton | \$ 525,994 | \$ 2,486 | \$ 528,480 | Benton | \$ 18,172 | \$ 18 | \$ 18,190 | 3.442% |
| Morrison | 526,008 | 2,421 | 528,428 | Morrison | 512,922 | 2,424 | 515,346 | Morrison | 13,086 | (3) | 13,082 | 2.539% |
| Sherburne | 1,460,292 | 6,720 | 1,467,012 | Sherburne | 1,427,712 | 6,747 | 1,434,459 | Sherburne | 32,580 | (27) | 32,553 | 2.269% |
| Stearns | 2,310,983 | 10,634 | 2,321,618 | Stearns | 2,249,424 | 10,631 | 2,260,054 | Stearns | 61,559 | 3 | 61,564 | 2.724% |
| Todd | 360,877 | 1,661 | 362,537 | Todd | 346,269 | 1,636 | 347,905 | Todd | 14,608 | 25 | 14,632 | 4.206% |
| Wright | 2,403,628 | 11,061 | 2,414,689 | Wright | 2,343,678 | 11,076 | 2,354,754 | Wright | 59,950 | (15) | 59,935 | 2.545% |
| Total | \$ 7,605,954 | \$ 35,000 | \$ 7,640,954 | Total | \$ 7,406,000 | \$ 35,000 | \$ 7,441,000 | Total | \$ 199,955 | \$ - | \$ 199,955 | 2.687% |