



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

**Board of Trustees Meeting**  
**Tuesday, July 15, 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>.

- |  |      |
|--|------|
| <b>1. Call to Order</b>  | 6:00 |
| <b>2. Adoption/Amendment of Agenda</b>   | 6:01 |
| <b>3. Approval of Minutes</b> – May 20, 2025 (Requested Action – Approve) pg 3 | 6:02 |
| <b>4. Public Open Forum</b>  | 6:03 |
| <b>5. Financials</b>   | 6:07 |
| 5.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve)       |      |
| 5.2 Financial Reports (emailed) (Requested Action – Accept)                    |      |
| 5.3 Current Letter of Credit Designation (Requested Action – Approve) pg 7     |      |
| <b>6. Consent Agenda</b> (Requested Action – Approve)                          | 6:10 |
| 6.1 Arts & Cultural Heritage Fund FY2026 Application pg 17                     |      |
| 6.2 Regional Library Basic System Support FY25 Report of Results pg 23         |      |
| 6.3 2026 Preliminary Board Meeting Schedule pg 27                              |      |
| 6.4 Other  |      |
| <b>7. Communications</b>   | 6:13 |
| 7.1 Minitex Resolution Thank You Letter pg 29                                  |      |
| 7.2 Viking Library System 50 <sup>th</sup> Anniversary Open House pg 30        |      |
| 7.3 Other  |      |
| <b>8. Presentations</b>  | 6:15 |
| 8.1 Other  |      |
| <b>9. Staff Reports</b>  | 6:15 |
| 9.1 Executive Director's Report pg 31  |      |
| 9.2 Management Reports pg 33   |      |
| 9.3 Building Reports pg 41   |      |
| 9.4 Second Quarter 2025 Strategic Plan Objectives & Key Results pg 45          |      |
| 9.5 Human Resources Reports pg 53  |      |
| 9.6 Other  |      |
| <b>10. Committee Reports</b>   | 6:30 |
| 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)
- 10.5 Central Minnesota Libraries Exchange Board (verbal)
- 11. Unfinished Business** 6:45
  - 11.1 Central Minnesota Libraries Exchange Board Appointments (verbal) ([Requested Action – Approve](#))
  - 11.2 Labor Negotiations Discussion – **Closed Session**  
*Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03*
- 12. New Business** 7:25
  - 12.1 Ehlers Public Finance Advisors Proposal ([Requested Action – Approve](#)) pg 61
  - 12.2 GRRL Policy Review & Revisions – Security ([Requested Action – Approve](#)) pg 63
  - 12.3 GRRL 2026 Budget Proposal & Discussion  
(in Finance Committee packet) ([Requested Action – Approve](#))
  - 12.4 Other
- 13. Board Open Forum** 7:50
- 14. Next Meetings:** August 19, 2025, Board of Trustees Work Session 7:55  
September 16, 2025, Board of Trustees
- 15. Adjournment** 8:00

**GREAT RIVER REGIONAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 20, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, May 20, 2025, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Teresa Dahl, Tim Denny, Tina Diedrick, Jayne Dietz, Melissa Fee, Gregg Felber, Lynn Grewing, Laura Kangas, Bobby Kasper, Holly Lammers, Ed Popp, Jacey Wallace

Members Excused: Tarryl Clark

GRRL Staff Present: Amy Anderson, Jeannette Burkhardt, Karen Pundsack, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

The following amendments were made to the agenda:

- Library Youth Advisory Council presentation moved to follow Adoption/Amendment of the Agenda
- Central Minnesota Libraries Exchange Board Appointment added to New Business

Laura Kangas made a motion to approve the agenda as amended. Seconded by Jacey Wallace, the motion carried unanimously.

**PRESENTATION**

**Library Youth Advisory Council**

The Youth Advisory Council members introduced themselves and stated the library they visit most often. They explained information about the council shown in the presentation. The slides also contained data from last summer's survey that asked how youth use library and what more they would like to see. Feedback was shared for improving the Delano Library teen space, including photos of ideas. The council will elect new officers when they begin meeting again in the fall. Council members also plan to work on getting books of interest to teens.

Board members and Executive Director Karen Pundsack thanked the Youth Advisory Council members for presenting. The council was recognized for their work representing youth and thoughtful insights.

**APPROVAL OF MINUTES**

**Board Meeting**

Ed Popp made a motion to approve the March 18, 2025, Board meeting minutes as presented. Seconded by Al Amdahl, the motion carried unanimously.

**PUBLIC OPEN FORUM**

Ashley Johnson from St. Cloud is a library employee, but spoke as a patron. She checked out a book and returned it without reading after realizing it had AI cover art. Ashley stated that having work represented by AI diminishes its integrity, and she believes GRRL's collection should not include any AI works. She hopes ethics are the backbone of rules and guidelines development. The library is a source of trusted information. With the Internet full of AI, where can the public turn but the library?

**FINANCIALS****Bills****Financial Reports**

Tina Diedrick made a motion to approve the April and May bills, May bills addendum, and accept the March and April financial reports as presented. Seconded by Melissa Fee, the motion carried unanimously.

**Auditor's Report by Schlenner Wenner & Co.**

Ryan Schmidt, Partner with Schlenner Wenner & Co., presented a summary of GRRL's annual audit. The auditors looked at transaction-level details and the support for those transactions. GRRL received an unmodified/clean opinion, which is the best an organization can receive. This was the first GRRL audit by Schlenner Wenner, and everything went smoothly. Ryan discussed accounting standards, controls and compliance, and asset to liability comparisons. The segregation of duties finding was downgraded from a material weakness to a significant deficiency.

Zurya Anjum joined the meeting at 6:24 p.m.

Associate Director – Accounting Amy Anderson, Karen Pundsack, and Ryan Schmidt received thanks for their work on the audit and auditor transition. Board members Tarryl Clark and Tina Diedrick were recognized for attending the auditor's exit meeting.

Tina Diedrick made a motion to approve the auditor's report as presented. Seconded by Bobby Kasper, the motion carried unanimously.

**Annual Review of the Unassigned Fund Balance**

The GRRL Unassigned Fund Balance is reviewed each year following the annual audit presentation. Amy Anderson noted the designations subtracted from the December 31, 2024, fund balance to determine the adjusted balance of \$3,428,190. This dollar amount is a reserve of 3.92 months. She stated the number is a little low in comparison to the last several years. Karen Pundsack added that the Governmental Accounting Standards Board (GASB) changed a requirement related to compensated absences. This required change affected GRRL's months in reserve calculation.

Tina Diedrick made a motion to approve the Unassigned Fund Balance as presented. Seconded by Tim Denny, the motion carried unanimously.

**CONSENT AGENDA****Annual Financial Designations****Current Letter of Credit Designation****Arts & Cultural Heritage Fund FY2023 Completion Report****Arts & Cultural Heritage Fund FY2024 Interim Progress Report****Regional Library Basic System Support FY2026 Application**

Tina Diedrick made a motion to approve all consent agenda items as presented. Seconded by Jacey Wallace, the motion carried unanimously.

**COMMUNICATIONS**

There were no communications items.

**STAFF REPORTS****Executive Director's Report**

Karen Pundsack informed the Board that federal funding was halted for the Digital Opportunity Grant mentioned at the April work session. She provided updates on federal-level legal happenings that affect

libraries. Little has happened at the state level; a lot of uncertainty about funding remains. Karen thanked the four GRRL counties and other groups for approving the Minitex services resolution. The advocacy support and public awareness is appreciated.

### **Management Reports**

Patron Services Supervisor Jeannette Burkhardt informed the Board that the Elk River City Council approved the Elk River Library's shelving and flooring project last evening. Jayne Dietz stated the project also received Central Minnesota Libraries Exchange (CMLE) grant funds.

Amy Anderson commented on the Revenue Recapture program, which GRRL has used as a last effort to collect for materials not returned. During this year's audit, GRRL learned there was additional compliance required to continue the program as well as a requirement to purchase a specific database. Given the cost increases, Revenue Recapture will be discontinued and the funds redirected to MessageBee for more patron communications and notices.

### **Building Reports**

The City of Belgrade will be replacing the library's windows, and there may be service interruption during the project.

### **First Quarter 2025 Strategic Plan Objectives & Key Results**

GRRL has nearly recovered regional borrower numbers to the level they were prior to the pandemic. Karen Pundsack reviewed local libraries that have and have not seen recovery; growth continues. Year-over-year new borrowers and OverDrive circulation continue to increase, but not at the pace of last year. A review of the Strategic Plan objectives showed many of GRRL's goals have been reached.

### **Staff Recognition Report**

Karen Pundsack highlighted Library Assistant Joan Stuckmayer for her 25 years of service and retirement. She added that most GRRL staff members with many years of service have worked in more than one position.

### **Human Resources Annual Statistics**

Paylocity may calculate the turnover number differently from prior year calculations. The increase in application numbers was pointed out. Although applicant pools are larger, staff are conducting the same number of interviews and finding people that better fit the position.

## **COMMITTEE REPORTS**

### **Finance Committee**

Tina Diedrick reported that the Finance Committee approved the First Quarter 2025 Financial Report and Unassigned Fund Balance annual review. The committee took no action on the preliminary 2026 Budget and will meet in June to discuss further.

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

### **Personnel Committee**

Jacey Wallace reported that she was elected Personnel Committee chairperson for another year, and the committee approved the next group of Personnel policy revisions.

Jacey Wallace made a motion to approve the Personnel Committee report as presented. Seconded by Teresa Dahl, the motion carried unanimously.

**Fund Development Committee**

Karen Pundsack reported the committee met in April and approved distributions from designated funds for several projects. The annual donor recognition is scheduled next week at the St. Cloud Library.

**Strategic Plan Committee**

Board members Tina Diedrick and Laura Kangas reported last week's Strategic Plan meeting was productive. They appreciate staff members sharing their experiences, knowledge, and feedback that bring about better strategic planning.

**UNFINISHED BUSINESS**

There were no unfinished business items.

**NEW BUSINESS****GRRL Policy Review & Revisions – Financial**

The Financial policies were reviewed and revised as part of the three-year cycle. Amy Anderson commented on some of the changes. Karen Pundsack stated that old effective dates will be removed from all policies to eliminate confusion; this includes previously approved policies.

Tina Diedrick made a motion to approve the Financial policy revisions as presented. Seconded by Al Amdahl, the motion carried unanimously.

**2026 Preliminary Budget Proposal & Discussion**

The Board received the same preliminary 2026 Budget information as was discussed by the Finance Committee earlier in the evening. Preliminary revenues and expenditures were reviewed. This budget reflects an overall 0.42 percent increase for 2026. All signatories will see a contribution increase as shown on the preliminary Signatory Share Factor Table.

**Central Minnesota Libraries Exchange (CMLE) Board Appointment**

Jayne Dietz's final term with the CMLE Board expires June 30; she has served six years. Jayne appointed Holly Lammers to the CMLE Board beginning July 1.

**BOARD OPEN FORUM**

Tina Diedrick complimented management and Schlenner Wenner & Co. for a great annual audit and presentation. Al Amdahl commented about the recent legislative changes to teacher pensions. Lynn Grewing asked staff to thank the Youth Advisory Council again for their presentation and work. Jayne Dietz mentioned that Tarryl Clark listened to the meeting by phone this evening.

**NEXT MEETINGS**

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

**ADJOURNMENT**

Tina Diedrick made a motion to adjourn the meeting at 7:10 p.m. Seconded by Bobby Kasper, the motion carried unanimously.

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Jayne Dietz, President

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Melissa Fee, Secretary



FEDERAL HOME LOAN BANK OF INDIANAPOLIS  
IRREVOCABLE PUBLIC UNIT DEPOSIT STANDBY LETTER OF CREDIT  
NO. **2517100249**

Date: **June 20, 2025**

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

Attention: **Great River Regional Library**

Ladies and Gentlemen:

We, the Federal Home Loan Bank of Indianapolis (the "FHLBI") hereby establish at the request and for the account of **Old National Bank, Evansville, IN**, ("Member"), this Irrevocable Public Unit Deposit Standby Letter of Credit No. **2517100249** (the "Letter of Credit") in favor of the aforesaid addressee (the "Beneficiary") for drawings in a maximum amount of up to **\$500,000.00** (the "Maximum Credit Amount") effective **June 20, 2025** and expiring on the Expiration Date(as defined below).

The term "Beneficiary" includes any successor by operation of law of the named Beneficiary including, without limitation, any liquidator, rehabilitator, receiver or conservator and any transferee in accordance with the terms hereof.

This Letter of Credit will expire at 4:00 p.m. (Eastern Time) on the date (the "Expiration Date") that is the earliest of: (i) **July 21, 2025**, (the "Termination Date"); or (ii) the honoring by the FHLBI of the final drawing available to be made hereunder (including, without limitation, a drawing pursuant to a Discontinuation Notice (as defined below), whether upon request of the Beneficiary or automatically as set forth in this Letter of Credit); provided, however, that in no event shall the Termination Date be extended beyond **July 21, 2025**

FHLBI hereby undertakes to promptly honor your drawing certificate(s) drawn on the FHLBI in the form of Exhibit A attached hereto (the "Drawing Certificate"), indicating the Letter of Credit number above, for all or any part of this Letter of Credit. Presentation of your duly completed Drawing Certificate and any other documents, notices and communications shall be delivered electronically to the FHLBI via e-mail at [creditdesk@fhlbi.com](mailto:creditdesk@fhlbi.com). Alternatively, presentation of your duly completed Drawing Certificate may be made in person or by overnight delivery at 8250 Woodfield Crossing Boulevard, Indianapolis, Indiana 46240, Attention: Credit Department, or at such other address as may be specified in writing by the FHLBI.

Presentation on or before noon Eastern Time on any day other than a Saturday, Sunday or other day on which the FHLBI or all commercial banks in Indianapolis, Indiana are authorized or

required to be closed ("Banking Day") shall result in payment to Beneficiary on the same date. Drafts presented after noon Eastern Time on a Banking Day or on any day other than a Banking Day, shall result in payment to Beneficiary on the next Banking Day. Payment shall be made in immediately available funds.

You may draw on this Letter of Credit for any reason, including whenever necessary to prevent and/or satisfy losses to the public deposit under applicable state law and/or upon a notice of nonrenewal of this Letter of Credit. You may make multiple draws under this Letter of Credit, in respect of multiple financial institutions, at any time, for less than the Maximum Credit Amount, provided that the aggregate amount drawn and honored by us over time shall not exceed the Maximum Credit Amount of this Letter of Credit as the Maximum Credit Amount may have been increased or reduced from time to time. Subject to the foregoing, the "Maximum Credit Amount" on any Banking Day shall mean the lesser of: (i) that portion of the balance held in the Beneficiary's Public Unit Deposit Account with the Member (and secured by this Letter of Credit) as of the date of presentation of the Drawing Certificate; or (ii) the amount listed as the Maximum Credit Amount in the first paragraph of this Letter of Credit.

Except as otherwise set forth herein, each demand for payment honored by the FHLBI hereunder shall pro tanto reduce the amount available under this Letter of Credit. If requested, payments under this Letter of Credit may be made by wire transfer of immediately available funds to such account as is designated in your drawing certificate. If no such request is made, payment shall be made by a check drawn by the FHLBI and mailed, first class postage prepaid, to your address as indicated above, or at such other address as may be specified in writing by you to the FHLBI. Each draw hereunder shall specify the specific dollar amounts and financial institution on whose behalf the draw is being made.

The Member may request the Beneficiary to provide a reduction notice (the "Reduction Notice") in the form of Exhibit B attached hereto. Upon receipt by the FHLBI of the duly completed Reduction Notice executed by the Beneficiary, the Maximum Credit Amount shall be reduced to the amount set forth on such Reduction Notice and the FHLBI shall acknowledge such reduction.

Upon a default under any Irrevocable Public Unit Deposit Standby Letter of Credit Reimbursement Agreement executed by the Member and the FHLBI concerning the applicable Letter of Credit, the FHLBI may deliver to the Beneficiary a discontinuation notice (a "Discontinuation Notice") relating to such Member's Letter of Credit, substantially in the form set forth in Exhibit C attached hereto. Such Discontinuation Notice shall be executed and delivered by the FHLBI to the Beneficiary by certified mail, return receipt requested or by recognized overnight courier service with a signature proof of delivery. Following its receipt of a Discontinuation Notice, upon the earlier to occur of (a) the Beneficiary presenting a drawing certificate on the terms contained in this Letter of Credit in an amount equal to such Maximum Credit Amount then available, or (b) 30 calendar days after Beneficiary receives such Discontinuation Notice, the FHLBI shall pay the applicable Member's Maximum Credit Amount to the Beneficiary, at a bank account either set forth in such drawing certificate or, if Beneficiary has not then sent a drawing certificate to the FHLBI, to the account set forth in the Discontinuation Notice.

Except as expressly stated herein, this undertaking is not subject to any agreement, condition or qualification. The obligation of the FHLBI under this Letter of Credit is the individual obligation of the FHLBI, and is no way contingent upon reimbursement with respect thereto.

This Letter of Credit is governed by the Federal Home Loan Bank Act, Rules and Regulations of the Federal Housing Finance Agency and policies, guidelines and directives of the Federal Housing Finance Agency and, to the extent state law is applicable, shall be governed by the laws of the State of Indiana, including Article 9 of the Uniform Commercial Code as in effect in the State of



Indiana, which shall be deemed applicable to this Letter of Credit. In the event of any conflict with other laws, the laws of the State of Indiana shall govern. It is further agreed that this Letter of Credit shall be supplemented by the provisions (to the extent such provisions are not inconsistent with this Letter of Credit) of the Uniform Customs and Practice for Documentary Credits, 2007 Revision, International Chamber of Commerce Publication No. 600 (the "Uniform Customs") and International Standby Practices, International Chamber of Commerce Publication No. 590, and any subsequent revisions thereof approved by a Congress of the International Chamber of Commerce, and to the extent not inconsistent therewith, by Article 5 of the Uniform Commercial Code in effect in the State of Indiana. Communications with respect to this Letter of Credit shall be in writing and shall be addressed to the FHLBI at the address indicated herein, specifically referring to the number of this Letter of Credit.

Notwithstanding anything in Article 38 of the Uniform Customs to the contrary, this Letter of Credit is not transferable or assignable, either in whole or in part, except with the express written consent of the FHLBI. Beneficiary may request such consent (which shall not be unreasonably withheld, delayed or conditioned) by presentation to the FHLBI of a request for consent (the "Request for Consent") substantially in the form set forth in Exhibit D attached hereto and appropriately completed.

Upon the provision of its consent, and as soon as this original Letter of Credit is delivered to the transferee(s) and the FHLBI has been paid its customary transfer fee, the FHLBI shall forthwith transfer the Letter of Credit to the new beneficiary or, if so requested, issue a new Letter of Credit upon physical receipt of this Letter of Credit to the new beneficiary with provisions therein substantially identical with those of this Letter of Credit, other than substituting such new beneficiary as "Beneficiary"). If there are multiple new beneficiaries, the FHLBI shall issue separate letters of credit in each case in the Maximum Credit Amount set forth in the Request for Consent request with respect to each Beneficiary; provided, however, that at no time shall there be any one or more letters of credit issued in replacement of this Letter of Credit in the aggregate in excess of the Maximum Credit Amount hereof.

Notwithstanding anything in Uniform Customs to the contrary, regardless of whether the Expiration Date is a Business Day, this Letter of Credit expires on said Expiration Date and cannot be drawn on thereafter, for any purpose.

\* \* \*

Exhibits attached hereto:

Exhibit A: Form of Drawing Certificate

Exhibit B: Form of Reduction Notice

Exhibit C: Form of Discontinuation Notice

Exhibit D: Form of Request for Consent re: Beneficiary Transfer

This Letter of Credit sets forth in full the undertaking of the FHLBI, and such undertaking shall not be modified, amended or amplified in any way except by a writing executed by the FHLBI.

Sincerely,

FEDERAL HOME LOAN BANK OF  
INDIANAPOLIS

DocuSigned by:

*Belal Abdulwahab*

By: B6A73452C7634CA...

Name: Belal Abdulwahab

Title: Lending officer

Signed by:

*Patrick Crowell*

By: FC47CEF8890041B...

Name: Patrick Crowell

Title: Associate Director, Advances

**EXHIBIT A**

**FORM OF DRAWING CERTIFICATE**

(Beneficiary's Letterhead)

Federal Home Loan Bank of Indianapolis  
8250 Woodfield Crossing Boulevard  
Indianapolis, Indiana 46240  
Attention: Credit Department

Date: \_\_\_\_\_, 20\_\_

Re: Irrevocable Public Unit Deposit Standby Letter of Credit No. **2517100249** ("the "Letter of Credit")

Ladies and Gentlemen:

FOR VALUE RECEIVED, pay at sight to the order of **Great River Regional Library** (the "Beneficiary") the sum of U.S. \$ \_\_\_\_\_. This draft is drawn under The Federal Home Loan Bank of Indianapolis Letter of Credit No. **2517100249** for the account[s] of **Old National Bank, Evansville, IN**.

The sum drawn under the above Letter of Credit does not exceed the above-referenced financial institution's Member's Maximum Credit Amount as defined in such Letter of Credit.

Please transfer to the Beneficiary by Fedwire the amount of this draft in accordance with the following wiring instructions:

\_\_\_\_\_, as Beneficiary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABA: [To be provided]  
Account Number: [To be provided]  
Account Name: [To be provided]

Sincerely,

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

Name: \_\_\_\_\_

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

**EXHIBIT B**

**FORM OF REDUCTION NOTICE**

Federal Home Loan Bank of Indianapolis  
8250 Woodfield Crossing Boulevard  
Indianapolis, Indiana 46240

Attention: Credit Department

Re: FEDERAL HOME LOAN BANK OF INDIANAPOLIS  
Public Unit Deposit Letter of Credit No. **2517100249**

Ladies and Gentlemen:

The undersigned, a duly authorized officer of **Old National Bank, Evansville, IN** as Member, and **Great River Regional Library** as Beneficiary, hereby instruct the Federal Home Loan Bank of Indianapolis to reduce our applicable Maximum Credit Amount on Irrevocable Public Unit Deposit Standby Letter of Credit No. **2517100249** (the "Letter of Credit") to \$\_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Letter of Credit.

**Great River Regional Library**

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

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

**Old National Bank**

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

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

Acknowledged by  
The Federal Home Loan Bank of Indianapolis

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

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

**EXHIBIT C**  
**FORM OF DISCONTINUATION NOTICE**

To: **Great River Regional Library** , as Beneficiary

(the "Beneficiary")

**1300 W St Germain Street**

**St. Cloud, MN , 56301**

Attention: **Great River Regional Library**

The undersigned, a duly authorized officer of the Federal Home Loan Bank of Indianapolis (the "FHLBI"), hereby certifies to the Beneficiary with reference to the FHLBI's Irrevocable Public Unit Deposit Standby Letter of Credit No. **2517100249** (the "Letter of Credit") issued in favor of the Beneficiary that an event of default has occurred under an Irrevocable Public Unit Deposit Standby Letter of Credit Reimbursement Agreement executed concurrently and in connection herewith by Old National Bank and the FHLBI concerning the Member's Letter of Credit. You are hereby required to accelerate the Member's Letter of Credit in a principal amount equal to the Maximum Credit Amount of the Letter of Credit, currently \$\_\_\_\_\_.

As provided in the Letter of Credit, unless you present a drawing certificate to the FHLBI within 30 days of your receipt of this Discontinuation Notice, on \_\_\_\_\_, the FHLBI will pay the Maximum Credit Amount of the Letter of Credit to your account set forth in the attachment hereto and made part thereof.

Pursuant to its terms, the Member's Letter of Credit will terminate upon the FHLBI's payment of such amount to you.

All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Letter of Credit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

FEDERAL HOME LOAN BANK OF  
INDIANAPOLIS

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

**cc: Old National Bank**

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EXHIBIT D

FORM OF REQUEST FOR CONSENT RE: BENEFICIARY TRANSFER

Federal Home Loan Bank of Indianapolis  
8250 Woodfield Crossing Boulevard  
Indianapolis, Indiana 46240  
Attention: Credit Department

Re: FEDERAL HOME LOAN BANK OF INDIANAPOLIS  
Letter of Credit No. **2517100249**

Ladies and Gentlemen:

The undersigned, a duly authorized officer of \_\_\_\_\_ (the "Current Beneficiary"), makes reference to the above-mentioned Irrevocable Public Unit Deposit Standby Letter of Credit No. **2517100249** (the "Letter of Credit") issued by the Federal Home Loan Bank of Indianapolis (the "FHLBI") in favor of the Current Beneficiary, and hereby requests, in accordance with the terms of the Letter of Credit, the consent of FHLBI to name \_\_\_\_\_ [and \_\_\_\_\_], whose address[es] for purposes of giving notices in connection with the Letter of Credit [is][are] as follows:

\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

[repeat for each new Beneficiary -- specify "Maximum Credit Amount" (as defined in the Letter of Credit) for each new Beneficiary]

as the new Beneficiar[y][ies] under the Letter of Credit by proper transfer of the underlying obligation in accordance with applicable law.

Upon providing your consent, we further request that you forthwith change the Current Beneficiary to the new Beneficiar[y][ies] identified above. [We are also delivering the Letter of Credit to the new Beneficiar[y][ries], as indicated by its acknowledgment attached hereto.] [In addition, we request that you issue new letters of credit in substantially the form of the Letter of Credit, with respect to [the][each] Beneficiary, in the amount specified below (which shall, in the aggregate, not exceed the Maximum Credit Amount):]

Beneficiary

Amount of Standby LC

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IN WITNESS WHEREOF, the Current Beneficiary has executed and delivered this Request for Consent as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_,as  
Current Beneficiary

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

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized officer of [each new Beneficiary] hereby acknowledge receipt of the Letter of Credit from [Current Beneficiary].

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

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**cc: Old National Bank**

#### **ACKNOWLEDGEMENT & CONSENT OF FHLBI**

I, \_\_\_\_\_, a duly authorized officer of the FHLBI, on behalf of the FHLBI, hereby consent to the transfer of the Letter of Credit from the Current Beneficiary to the new Beneficiar[y][ies] in accordance with applicable law and the terms of the Letter of Credit, all as specified in this Request for Consent.

FEDERAL HOME LOAN BANK OF  
INDIANAPOLIS

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

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_







**ARTS AND CULTURAL HERITAGE FUND (ACHF)  
Regional Library System Application Narrative Form  
State Fiscal Year 2026 (July 1, 2025 – June 30, 2026)**

The regional library system named below applies for funds as authorized and provided for in [Minnesota Session Laws - 2025, Regular Session, chapter 36, Article 4, Section 5.](#)

A completed application, due July 31, 2025 at 5 p.m., includes:

- This narrative form including assurances with signature(s) (PDF)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name: Great River Regional Library  
Address: 1300 West Saint Germain Street, St. Cloud MN 56301

Regional Library System Administrator Name: Karen Pundsack  
Phone: 320-650-2512  
Email: karenp@grrl.lib.mn.us

ACHF program coordinator name:  
Phone: Beth Ringsmuth Stolpman  
Email: bethr@grrl.lib.mn.us

Regional Library System Finance Manager:  
Phone: 320-650-2541  
Email: amya@grrl.lib.mn.us

Regional library system UEI Number: K869RN4FKEP3

**AUTHORIZED SIGNATURES**

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Chair, Regional Library System Governing Board

Regional Library System Administrator

Signature\_\_\_\_\_

Signature\_\_\_\_\_

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

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

Date\_\_\_\_\_

Date\_\_\_\_\_

## ARTS AND CULTURAL HERITAGE FUND

### Regional Library System Grant Program Application

7. Please describe how your regional library system anticipates using its state fiscal year 2026 ACHF allocation to achieve the goals of the ACHF legislation, which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

*GRRL plans to continue offering programming/events planned by local branch staff, as well as regionally-planned events (tours). In general, events consist of art workshops, music performances, history presentation, theatre performances, author presentations, and performances for children that are artistic in nature.*

8. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes ☒

No ☐

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

*Administrative costs help GRRL offset time spent by administrative staff on activities related to these events (advertising/promotion, accounting, and planning time for both regionally-planned and branch-planned events).*

9. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes ☐

No ☒

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

10. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the Legislative Guide. These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the Legacy website. Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF Legislative Guide.

*Feedback surveys are available at every GRRL program, to anonymously collect attendees' changes in attitude, behavior, knowledge, etc. after Arts & Cultural Heritage programs; feedback is reviewed regularly and compiled annually to ensure the intended outcomes are being met.*

11. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

*This funding is vital to GRRL being able to provide high quality arts, culture, and history programming to our communities, especially to bring culturally relevant programming led by experts in their fields. GRRL is able to offer a variety of programs that we would not otherwise be able to fund—art workshops, lectures, presentations, performances, exhibits, author talks, and more.*

*Thank you for completing the FY2026 ACHF application.*

**ARTS AND CULTURAL HERITAGE FUND (ACHF)  
REGIONAL LIBRARY SYSTEM  
BUDGET APPLICATION FORM**  
State Fiscal Year 2026 (July 1, 2025-June 30, 2026)



Regional library system name: Great River Regional Library

Full-time equivalents (FTE) funded with ACHF: 0

*Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.*

Budget items (used to create Financial Reporting Form)	FY26 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$229,719.51	
<b>TOTAL</b>	<b>\$229,719.51</b>	
Other estimated expenses (will be included above)	FY26 Estimated Expenditures	Notes
Contracted services	\$183,919.51	80%
Personnel		
Subgrants		
Advertising	\$22,900.00	10%
Collection		
Adminstration	\$22,900.00	10%
<b>Total Other</b>	<b>\$229,719.51</b>	

July 15, 2025



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT REPORT OF RESULTS AND EXPENDITURES

*FY25 (July 1, 2024 - June 30, 2025)*

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Great River Regional Library 1300 W. St. Germain Street, St. Cloud, MN 56301

Name, phone number and e-mail address of regional public library system administrator: Karen Pundsack Executive Director (320)650-2512 fax (320)650-2501 karenp@grrl.lib.mn.us

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 515,857

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Jayne Dietz

Chair, Governing Board

Date: 07/15/2025

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

Date: 07/15/2025

Please send one PDF copy of the signed report to Emma De Vera at [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by October 1, 2025.

## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY25 results:

2025 Qtr 2 YTD cumulative	
<b>Resident Borrowers</b> Number of residents with active library card	96,317
<b>New Borrowers</b> Number of new registrations for a library card	10,308
<b>Circulation</b> Number of books and media borrowed by patrons (not digital)	1,155,027
<b>Active Digital Library Users</b> Number of borrowers using the Digital Library	67,989
<b>Digital Library Checkouts</b> Number of eBooks and eAudiobooks borrowed	268,362

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY25, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

**Description of Program: Resource sharing throughout the six-county region**

- Please describe what you did through this program: **Provided and maintained a physical and digital collection and coordinated library services across all 32 libraries.**
- What was the goal of your program? **Provide services to advance users' literacy skills.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization's mission and strategic plan goals?  
**Objective 2: Expand the eBook, eAudiobook and database collection. Objective 3: Enhance the physical collection of library materials.**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2024 data 2024 Qtr 2 YTD cumulative	FY2025 data 2025 Qtr 2 YTD cumulative
<b>Resident Borrower Numbers</b> Number of residents with active library card	95,194	96,317
<b>New Borrowers</b> Number of new registrations for a library card	10,555	10,308
<b>Circulation</b> Number of books and media borrowed by patrons (not digital)	1,176,728	1,155,027
<b>Active Digital Library Users</b> Number of borrowers using the Digital Library	63,717	67,989
<b>Digital Library Checkouts</b> Number of eBooks and eAudiobooks borrowed	226,471	268,362



**Description of Program: Provide a unified integrated library system experience for GRRL users**

- What was the goal of your program? **Provided a unified library catalog and website for the six-county area**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization's mission and strategic plan goals? **Goal: Library users will experience effective and efficient library service and up-to-date library technology each time they use GRRL through a well-maintained infrastructure focused on continuous improvement and process simplification.**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2024 data 2024 Qtr 2 YTD cumulative	FY2025 data 2025 Qtr 2 YTD cumulative
Public Internet sessions	34,794	33,824
Online catalog requests	351,099	351,128

**Description of Program: Enhance communication among staff around the region and provide professional development opportunities.**

- What was the goal of your program? **Enhance efforts to offer effective and welcoming library service.**
- Who was served by this program? **Library users in Central Minnesota**
- How did this program contribute to your organization's mission and strategic plan goals?  
**Objective 1: Increase training to support access and awareness.**

**Program Outcomes** – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2024 data 2024 Qtr 2 YTD cumulative	FY2025 data 2025 Qtr 2 YTD cumulative
Regional Staff meeting	39	27
Weeding Workshop	NA	40
Organizational Orientation attendees	24	12
Summer Reading Program training attendees	32	0
Homeless Library Academy attendees	122	46

**Summary of Expenditures**

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY25 state aid application: [Click here to enter text.](#)

<b>Regional Library System Name: Great River Regional Library</b>	
<b>State Fiscal Year 2025</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$1,891,103
Benefits	
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel Expenses</b>	<b>\$1,891,103</b>
<b>Total FTE Supported</b>	<b>36.57</b>
<b>Operating Expenses</b>	
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)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
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)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	<b>\$1,891,103</b>



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

## Preliminary

### Board of Trustees 2026 Meeting Schedule

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

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

January 20 – Annual Meeting

February 17 – Work Session

March 17

April 21 – Work Session

May 19

June 16 –Work Session

July 21

August 18 – Work Session

September 15

October 20 – Work Session

November 17

December 15 – Work Session

July 15, 2025

July 15, 2025

Item 7.1



DEDICATION, COLLABORATION, INNOVATION

*An Information and Resource Sharing Program of the Minnesota Office of Higher Education  
and the University of Minnesota Libraries*

University of Minnesota  
Wilson Library, Room 60  
309 19<sup>th</sup> Avenue South  
Minneapolis, MN 55455

Telephone: 612-624-4002

Toll Free: 800-462-5348

Fax: 612-624-4508

June 24, 2025

Jayne Dietz, President  
Great River Regional Library Board of Trustees  
1300 W. St. Germain  
St. Cloud, MN 56301

Dear Library Board Members,

On behalf of Minitex, thank you for your recent resolution in support of our services. Your endorsement affirms the value of library collaboration to inform and engage Minnesotans, expand access to information, and build stronger communities.

Your support helps sustain a network of public, academic, special, and K-12 libraries, and cultural heritage institutions, that not only expands access but also amplifies the impact of every participating organization. We are proud to count Great River Regional Library among our valued partners and look forward to continuing our work together to serve communities across the state.

Together, we ensure that every Minnesotan has access to a vast array of materials, digital resources, and expert support. This statewide partnership shows what can be achieved when institutions unite around common goals—delivering services that are effective, efficient, and fiscally responsible. This success is made possible through the dedication of your staff.

Thank you again for your commitment to library services and for recognizing Minitex's role in sustaining a strong library network.

Sincerely,

Maggie Snow, Director

July 15, 2025



# Viking Library System

*... providing local access to the world*

Item 7.2

**18  
JULY  
2025**

# OPEN HOUSE

**11 A.M.  
-  
2 P.M.**

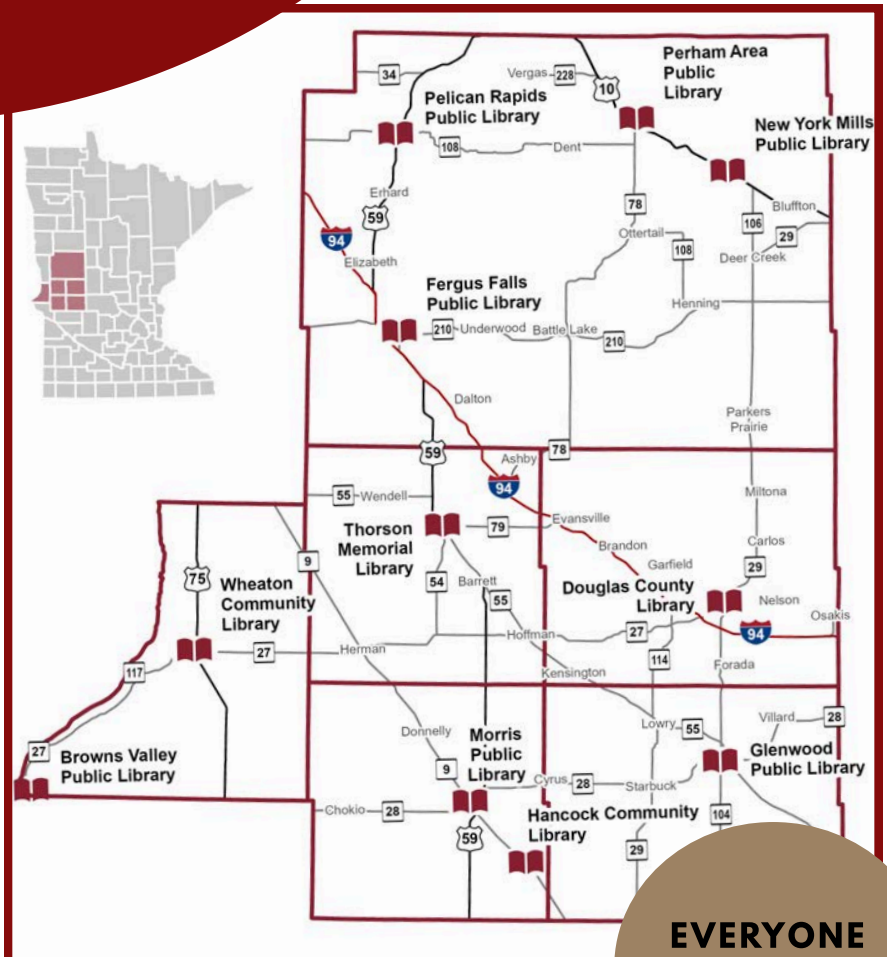
1915 Fir Avenue West  
Fergus Falls, MN 56537  
218-739-5286  
[viking.lib.mn.us](http://viking.lib.mn.us)

Proudly Serving  
6 Counties and  
11 Member Libraries!



- **ARTMAKING**
- **REFRESHMENTS**
- **TOURS & TRIVIA**

Free  
Commemorative  
Golden 50<sup>th</sup>  
Anniversary  
Library Card  
Sticker!



**EVERYONE  
WELCOME!**

## **Executive Director Report July 2025**

### 2026-2030 Strategic Planning

Over the past four months, we met with city stakeholders from key GRRL communities to gauge how needs differ across the region and what communities had in common. Our hope is to incorporate these insights into the next five-year plan. Feedback was gathered from the cities of Long Prairie, Little Falls, Foley, St. Michael, Monticello, Buffalo, Elk River, Becker, St. Joseph, Waite Park, St. Cloud, and Sartell, as well as community visioning feedback from Delano.

From these conversations, we have learned that cities can be key partners in getting the word out about library services. For example, following our meeting with the St. Joseph mayor, the city sent out a library informational flier with utility bills and included it in their welcome packets. The City of Long Prairie also updated their website to highlight library services.

A separate subcommittee has continued work from the April GRRL work session to update the mission and vision statements. The group has also formed the preliminary strategic directions. These will be reviewed at the next steering committee meeting. The GRRL 2030 Strategic Plan Steering Committee has two meetings schedule before the draft plan is presented at the Board's October work session.

### Leadership Support Team (LST)

In April and May, LST's visioning topic focused on Artificial Intelligence (AI) in the library. Jami and Karen attended Public Libraries Division (PLD) Day, which highlighted this subject. In May, the St. Cloud Chamber of Commerce hosted a Lunch and Learn session on AI. This is a quickly evolving topic. AI means many different things and can be used in many different ways. GRRL will develop policies to guide AI use and determine which tools and use cases are appropriate. Staff will also need to develop competency in using AI and assist patrons in understanding it.

One of our first steps is helping staff to understand what generative AI is, what it can and cannot do. We hope to have policy updates in place by year-end. Other organizations, such as Minitex, are developing model policies that we will use as resources.

LST finalized the remaining policy update schedule, aiming to review most sections with the GRRL Board by year-end. Policies that need to be reviewed include Patron Services, Security, Strategic Plan, and several sections of Personnel. Fund Development and Library Development updates are planned for 2026.

### Diversity, Equity and Inclusion (DEI) Team

The DEI Team met in May and June. The team reviewed 2023 staff convening feedback. We are also in the process of evaluating social media images and display guidelines. The team shared tips on Pride Month displays and worked with Public Services Team to update the "Sensitive Topics" posters that are available as a resource.

Cold Spring, Albany, and Long Prairie tested a handheld translation device, which is an audio and written word translator for many languages. More data and testing needs to be done along with instructions/tips for staff. We are hoping to put together best practices for the translation devices soon.

The team has resumed a continued series of Daily News posts to share information about diversity, equity, and inclusion topics. The effort began in 2020. They are not mandatory reading. They are meant for staff members to learn from/reflect as an option. We continue to review training opportunities for staff. We are currently trying to find the best options in terms of length and the ability to show completion.

The DEI graphic that was presented to the GRRL Board in February was sent out as laminated posters to each library and department. The team hopes this can help everyone explain what DEI (Diversity, Equity, and Inclusion) means to GRRL and that we are here to serve a community of people the best we can.

#### Council of Regional Public Library System Administrators (CRPLSA)

CRPLSA met online in May. We heard from State Library Services as well as the Minnesota Library Association (MLA) lobbyist. CRPLSA has contracted services to conduct a survey of public library staff. The survey will dig into whether statewide standards for public library service should be updated. I am serving on the committee that is working with the consultant, Library Strategies, to conduct the survey.

#### Highlighted Executive Director Activities since May Board Meeting

May 21 – LST Board follow-up meeting  
 May 22 – CRPLSA online meeting  
 May 28 – Spring donor luncheon  
 May 29 – LST meeting  
 May 30 – Strategic plan meeting with City of Elk River  
 June 2 – Strategic plan meeting with City of Waite Park  
 June 3 – Strategic plan meeting with City of Monticello  
 June 4 – Immigration issues webinar  
 June 10 – Strategic plan meeting with City of St. Joseph, meeting with Ehlers Investments  
 June 11 – CMLE Board meeting  
 June 12 – Labor Management Committee meeting, Stearns County Human Services Council meeting  
 June 16 – CRPLSA Steering Committee on MN State Standards survey, meeting with One Digital account representative, meeting with City of Waite Park, Boys and Girls Club  
 June 17 – DEI Team meeting  
 June 18 – LST meeting, CRPLSA meeting on funding methodologies  
 June 24 – GRRL Finance Committee meeting  
 July 1 – Strategic Plan meeting with City of St. Cloud  
 July 9 – GRRL Strategic Plan Steering Committee, Fund Development Committee  
 July 10 – Labor Management Committee  
 July 15 – Organizational Orientation, statewide library directors meeting



## Management Reports July 2025

**Amy Anderson**  
**Associate Director – Accounting**

### Accounting

Quarter two ended with revenues 67.11 percent received. Expenditures are 47.01 percent spent for the 2025 budget year. Expenses for 2025 are 0.72 percent lower than at the same time in 2024. This is due to cyclical spending in the automation and library materials budget lines.

A proposal of services from Ehlers Public Investment Advisors will be presented to the Board this month. GRRL met with Ryan Miles from Ehlers to learn more about their investment services and portfolio management experience. The Finance Committee discussed this in June.

Ehlers specializes in working with public entities to maximize their investment portfolio. They are registered investment advisors with over \$3 billion of investments in Minnesota, Wisconsin, and Illinois. Local clients include Stearns and Wright counties as well as the St. Cloud School District.

Working with Ehlers would allow GRRL to diversify investments beyond certificates of deposit, including more local investments. These options could insulate GRRL from interest rate fluctuations and provide consistent revenue.

GRRL currently uses the Minnesota Association of Governments Investing for Counties (MAGIC) for its portfolio management. The organization has held funds with MAGIC since 2011.

### Investments

On June 30, the interest rate for MAGIC savings was 4.28 percent. There are currently 30 certificates of deposit (CD) in the GRRL portfolio. Six are invested with local institutions. There are 12 maturities remaining in 2025. These outcomes align with the strategic plan objective to maximize library financial investment options.

#### *Matured CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
First National Bank of Hutchinson, KS	05/15/2025	\$237,000	5.20%	\$12,679.50
Cornerstone Bank, NE	06/18/2025	\$231,000	5.35%	\$18,970.48
United Trust Bank, IL	06/20/2025	\$237,000	5.20%	\$12,679.50

#### *Purchased and Renewed CDs*

<b>Institution Name</b>	<b>Maturity Date</b>	<b>Amount</b>	<b>Net Rate of Interest</b>	<b>Interest at Maturity</b>
Solera National Bank, CO	05/15/2026	\$239,000	4.20%	\$10,396.50
First Bank of Ohio, OH	05/17/2027	\$230,000	4.00%	\$19,142.30
Cedarstone Bank, TN	12/17/2025	\$244,000	4.30%	\$ 5,354.63
Farmers & Merchant Union Bank, WI	12/17/2026	\$234,000	4.25%	\$15,373.48

### Letter of Credit

A Letter of Credit No. 2517100249 was issued by the Federal Home Loan Bank of Indianapolis on behalf of Old National Bank (Bremer Bank) for \$500,000 and is dated June 20, 2025.

**Jeannette Burkhardt**  
**Patron Services Supervisor**

### Staffing

Elk River has two Library Aide positions posted. These openings allowed us to bring Elk River's staffing more in line with the staffing level in St. Michael. Overall, staff openings have slowed for the south, and branches are enjoying a fully staffed summer.

### Summer Reading Challenge

Summer Reading Challenge (SRC) has been a huge success the first few weeks of the season! A couple of the southern libraries are very close to meeting the sign up levels of last year, and the summer is only half over! St. Michael had over 1,000 sign-ups during the first week. Everyone is feeling very busy. Howard Lake had a late start due to road construction in front of the library. The library did not have access to water and had to be closed on Monday, June 9 and Tuesday, June 10, the first two days of SRC sign-up.



Delano sign-ups – 2025



St. Michael sign-ups – 2025

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

### Public Services Team Update

While continuing to look for ways to improve access for patrons around the region, the Public Services Team (PST) has also started working on evaluation of GRRL's popular Print2Go service. During a strategic

planning meeting earlier this year, it was noted that the instructions for patrons needed to be more clear and available in languages other than English.

Additionally, PST has been tasked with providing recommendations for how to organize local and regional resources for patrons in crisis in a way that is useful to staff across the region and avoids duplication. This task is particularly challenging when the service area for GRRL is different from our partners. PST will discuss this effort more when we next meet on July 15.

In May, I shared that PST was looking forward to the policy recommendations from the Brooklyn Public Library's multi-year study on library card access. The recommendations were due to be completed by mid- to late-June. I requested a copy of the final recommendations to share with PST and the Leadership Support Team.

#### St. Cloud Library Partnerships Support Early Literacy

St. Cloud held its annual Llama Llama Read-a-Rama event in April. This event is a collaboration with the Central MN United Way to promote early literacy. Hundreds of kids and caregivers join us every year to hear stories, receive a book, pet llamas, do STEM-based crafts and games, and more. Local emergency services also join in the fun, so that kids can get an inside look at firetrucks and police cars. It is one of the most popular one-day events at the St. Cloud Library.

In addition, we realized a years-long effort of collaborating with Twin Cities Public Television (TPT) and the local Boys and Girls Club by hosting the *Skillsville* Innovation Program. TPT provided a kid-sized, touch-screen kiosk with *Skillsville* characters offering stories and facts to answer the question, "What could I be when I grow up?" We placed the kiosk in the Children's Room, and it was popular with children and caregivers. It allowed kids to select occupations such as "mayor of Skillsville" then learn about skills needed for that role like decision-making. Unfortunately, in early May, the *Skillsville* project was cut short due to termination of TPT's Ready to Learn grant from the federal Department of Education.

### **Breanne Fruth Communications & Development Coordinator**

#### Fundraising

Our fundraising efforts for GRRL's SRC are complete. We raised funds for SRC through business sponsorships, an invitation to give on our website homepage, and solicitation in our quarterly donor newsletter, *Currents*. Sponsorships are at the following levels: \$500, \$750, and \$1,000. The businesses featured on this year's book bags (at the \$1,000 level) 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, Liberty Paper, Lincoln Area Business Association, Mary Eilers, St. Cloud Family Dental, Tom Hoffman and Kristin Vonnegut, and STMA Women of Today are \$500-level sponsors. We surpassed our 2025 campaign goal of \$20,000 and reached \$21,208! We greatly appreciate our sponsors for supporting the reading challenge.

August is National Make a Will Month. We are sharing books and guides to check out in the library catalog and promoting our planned giving brochure. We will be sharing this on our website homepage, in our monthly newsletter, and in our quarterly newsletter to our Friends of the Library groups.

Friends Meet Friends is scheduled for Tuesday, Sept. 30 at the Princeton Public Library. Friends of the Library members from the Great River Regional Library and East Central Regional Library regions are invited. A save-the-date was included in both spring and summer Friends of the Library newsletters, and formal invitations were sent in early July. The event will be held in the afternoon and provide the opportunity for Friends to network, learn from each other, and hear success stories from the Princeton Friends.

### Communications

Similar to our past Library Card Design Contest and Teen Bookmark Contest, we are hosting a Teen Sticker Design Contest this summer. Our Proud Library Staff and Proud Library Supporter stickers from Library Lovers Month received a lot of interest, since many use stickers on their water bottles, laptops, and notebook covers. Teens are invited to submit artwork. The submissions will be judged on creativity, design, and how well it fits a library theme. The contest will run from July 14 through August 31. GRRL staff will choose three finalists, and then vote for one winner. The winning stickers will be printed and available to the public in October for TeenTober and Teen Read Week.

Welcome emails are an important part of helping new patrons learn how to access GRRL's collection and other resources. Our customized NextReads newsletters help patrons discover items in the collection. We conducted project evaluations of our welcome email series and the Customer Engagement Platform (CEP) and included the evaluations in the April board packet. Since then, we have moved to sending our welcome email series through a platform we already subscribe to called LibraryAware. Now all of our NextReads e-newsletters are in the same platform, and both staff and patrons can view the listing of e-newsletters to subscribe to at [tinyurl.com/grrl-nextreads](http://tinyurl.com/grrl-nextreads). Our e-newsletters include readers' advisory based on genre, our monthly GRRL e-newsletter, and the welcome to GRRL series.

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

### Library Youth Advisory Council

The Youth Advisory Council is breaking for the summer. We will restart in the fall!

### Summer Activity

Northern branches are welcoming kids of all ages into the libraries for SRC. Anecdotally, staff report more kids and families visiting the library.



A younger sister cheering her sister on in Albany!



SRC participants

The Jolly Pops in Royallton

### **Jay Roos**

#### **Associate Director – Information Technology**

##### Penetration Testing

Our Regional Library Telecommunications Aid (RLTA) Priority 2 funds this year are paying for a penetration test of our networks. The test included both an external test as if anyone out on the internet was attempting an attack and an internal test that placed 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. Issues ranged from a severity of information-only to high. Of the issues identified, nine of 16 have been full remediated, five are partially resolved, and one has been referred to a vendor.

##### Horizon Upgrade

The library's integrated library system (ILS), Horizon, was upgraded in June. The upgrade was performed while the library was closed and Information Technology (IT) staff worked with Patron Services staff to remediate any lingering issues the following day. This upgrade was performed primarily to keep Horizon up to date with supported versions. However, it included a number of bug fixes. Some new features will be assessed for their usefulness.

##### Switch Replacement

IT staff are working with our vendor to configure and replace our server room switches and core network switch. The server room switch replacement is complete. The core switch replacement remains to be done. The process will continue over a number of weeks as we carefully make changes a step at a time to minimize downtime for patrons and staff.

**Jami Trenam**  
**Associate Director – Collection Development**

Enhancing the Physical Collection: Weeding Training and Minnesota State Parks Pass Expansion

In May, the Collection Development and Human Resources teams hosted a hands-on training on "weeding" for over 40 library staff members. The three-hour workshop taught important skills like how to spot damaged materials and ways to keep shelves organized. Feedback from the event shows that staff members now feel more confident about the weeding process. Those who attended have been named "Weeding Ambassadors" and are now key resources for their colleagues across the region.

More libraries began offering Minnesota State Parks passes on July 1. This is made possible through a partnership with the Minnesota Department of Natural Resources (DNR) and Legacy funds. The DNR chose libraries to participate based on factors like poverty rates, family income, participation in SNAP benefits, and social vulnerability.

The participating Great River libraries include:

- Annandale
- Big Lake
- Buffalo
- Cokato
- Eagle Bend
- Foley
- Little Falls
- Long Prairie
- Monticello
- Sauk Centre
- Saint Cloud
- Staples
- Upsala
- Waite Park

The passes are available on a first-come, first-served basis and are valid for one-week checkouts.

Expanding the Digital Collection: New Collection Development Librarian

I am excited to announce that Felicia Fiedler has joined Great River as our new Collection Development Librarian. With Jade Lauber transitioning from Patron Services Librarian to Library Services Coordinator, we reviewed staffing needs. We decided to fill the open librarian position in Collection Development to meet the growing demand for digital resources.

Felicia's role will focus on improving our digital collection and providing staff with training on these resources. She will also help grow other initiatives like the Try It Yourself kits and continue supporting the weeding efforts in our physical collections.

**Nichol Wojcik**  
**Associate Director – Human Resources**

Minnesota Paid Family Leave

The Minnesota Department of Employment and Economic Development Paid Leave Division is starting to roll out more information on Paid Family and Medical Leave (PFML). They have finally released rules,

but there is still uncertainty surrounding actual mechanics of leave. I am working with Accounting to make sure we stay on top of all the new information as it is released to be as prepared as possible for Jan. 1, 2026. We are also in contact with GRRL's benefits broker about possible private plans and what the new law means for short-term disability benefit offerings.

#### Labor Management Committee

In March, the Labor Management Committee (LMC) started meeting. The LMC is made up of union members, non-union members, and management. We have had several productive meetings. Covered topics have included the dress code policy and updating questions on the staff engagement survey.

#### Supervisor Training

We finalized a proposal with St. Cloud Technical & Community College's Customized Training to provide supervisor training in August. We will have a session titled "The Irresistible Power of Communication Styles" and discover our own communication styles and how best to communicate with others who have a different style. I am very excited to be bringing this training to our supervisors.





## **Building Reports July 2025**

**Jeannette Burkhardt  
Patron Services Supervisor**

### Elk River

We are working to solidify the final dates of the flooring and shelving project for this fall. The project is slated for November, with the library being closed for about three weeks. We plan to have curbside pickup of holds/requests available during the time the library is closed. The shelving order has been placed.

### Howard Lake

GRRL staff, the city administrator, and staff from BKV Group conducted a one-year walkthrough of the Howard Lake Library building on Friday, June 13. The purpose of the visit was to assess the building's performance over the past year and identify any outstanding issues that still need to be addressed.

Several items were discussed:

- The solar array is ready for operation but has not yet been connected to the electrical grid. Coordinating with the necessary personnel to complete this task has proven challenging.
- The electronic key/locking system has been difficult to work with, especially on days the library is closed, like holidays.
- High humidity levels have been a concern as the summer has started. Staff are currently using a dehumidifier to maintain humidity levels below 50 percent.

**Brandi Canter  
Lead Patron Services Supervisor**

### Belgrade

In mid-June, the city worked with a local contractor to replace all of the front windows in the building to prevent water intrusion and add more UV protection. Staff worked with local volunteers to pack up and move collection items so that the workers had clear access. The new windows look great!

### Foley

Executive Director Karen Pundsack, Library Services Coordinator Shelly Kuelbs, and I met with City Administrator Sarah Brunn and Mayor Brandon Voit to talk about the next GRRL strategic plan. At that meeting, the idea of extended access came up as something that might work well at the Foley Library. Later in June, Shelly shared this idea with Foley Library board members as a possible way to expand library access for Benton County residents. We were able to use information from Scott County (<https://www.scottcountymn.gov/1917/Extended-Access>) to help answer most of the board members' questions.

### Paynesville

The Ad Hoc Library Board unanimously recommended to the City of Paynesville that they hire Widseth to do a site survey, schematic design, and cost analysis for a new facility. The city approved the hire at

their June 23 meeting. Costs will be split between the city, Friends of the Library, and Community Foundation.

At their June 12 meeting, I informed the Ad Hoc Library Board members that the city would need to present information about its new library project and relocation to the GRRL Board for approval. Members shared that they would like to present at the GRRL Board's November meeting.

#### St. Cloud

The library closed early due to a power outage on June 10. We are very appreciative of local fire and paramedic crews who safely carried one of our patrons and her electric scooter down the main stairs while the elevators were out of service.

At the end of May, we had the three- and five-year inspections completed on the buildings dry and wet sprinkler systems. Everything looked okay. At the end of June, the cold-water pumps went out overnight. SCR, Inc. quickly responded to the service call to get back-up systems working. A condenser on Chiller 2 will need to be replaced. The technicians speculated the damage might have been a result of a nearby lightning strike.

#### Waite Park

In June, the city completed regular servicing of the wheelchair lift. City staff installed a privacy door to keep curious children out of the staff break area.

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

#### Cold Spring

The city continues to meet regarding remodeling 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.

#### Eagle Bend



Eagle Bend Friends of the Library purchased new book bins for the children's section. Now the bins are standardized, easy to flip through, and sturdy. This makes the children's area easier to access for patrons and more welcoming.

#### Grey Eagle

The conference room's ceiling leaked and exposed ceiling water damage. The city replaced the tile, and staff are monitoring the spot. The city is also having local cabinetmakers give quotes on a potential new circulation desk.

Little Falls

The city serviced both the air conditioning and boiler units for the building. By the end of May, there were five bats found the library, and in June, three bats were found.

Using funds generously donated by the Zimmerman Trust, the Little Falls staff added new computer tables and lighting in the DVD area. Soon, a new indoor book drop will be added as well. These initial changes make the main floor library space brighter, more open, and easier for patrons to use. This will be an ongoing process, and we are thankful for the opportunity to make the library more user friendly and welcoming to patrons.

Swanville

Water and humidity have been an ongoing challenge this spring. Public works serviced the furnace, and it seems to be helping with building humidity levels. The city also bleached the basement. Staff report the basement is currently dry with no smells.

Sauk Centre

The June 19 storm gusts broke a window over the staff work area. Staff taped it in place. They also reported water intrusion by the fifteen-minute internet station and in the basement. Luckily, the city plans window replacements this year. The timeline is unknown.



**GRRL 2022-2025 Strategic Plan Objectives and Key Results**  
**Total Borrowers by Library – Q2 2025**

<b>Library</b>	<b>1/1/2025</b>	<b>7/1/2025</b>	<b>Total change YTD</b>
Albany	2,352	2,224	(128)
Annandale	2,281	2,196	(85)
Becker	2,528	2,523	(5)
Belgrade	419	436	17
Big Lake	3,086	3,053	(33)
Buffalo	6,051	6,199	148
Clearwater	1,040	1,049	9
Cokato	1,399	1,394	(5)
Cold Spring	2,246	2,210	(36)
Delano	3,090	3,185	95
Eagle Bend	430	414	(16)
Elk River	10,746	10,868	122
Foley	1,633	1,680	47
Grey Eagle	318	304	(14)
Howard Lake	1,212	1,237	25
Kimball	850	871	21
Little Falls	4,388	4,313	(75)
Long Prairie	1,474	1,534	60
Melrose	1,258	1,330	72
Monticello	5,268	5,371	103
Paynesville	1,361	1,405	44
Pierz	1,309	1,221	(88)
Richmond	696	673	(23)
Rockford	1,349	1,337	(12)
Royalton	1,076	1,067	(9)
Saint Cloud	23,390	23,301	(89)
Saint Michael	9,901	10,217	316
Sartell Locker	777	834	57
Sauk Centre	1,679	1,693	14
Staples	1,794	1,760	(34)
Swanville	370	322	(48)
Upsala	482	495	13
Waite Park	2,708	2,674	(34)
<b>Region Total</b>	<b>98,961</b>	<b>99,390</b>	<b>429</b>

**GRRL 2022-2025 Strategic Plan Objectives and Key Results**  
**New Borrowers by Library – Q2 2025**

<b>Library</b>	<b>2025 YTD Q2 new borrowers</b>	<b>2024 YTD Q2 new borrowers</b>	<b>2023 YTD Q2 new borrowers</b>	<b>2022 YTD Q2 new borrowers</b>	<b>2021 YTD Q2 new borrowers</b>	<b>2020 YTD Q2 new borrowers</b>
Albany	186	178	275	237	144	54
Annandale	200	229	217	253	153	59
Becker	297	308	301	307	253	101
Belgrade	45	40	66	35	17	20
Big Lake	311	358	323	390	217	133
Buffalo	649	626	564	495	389	260
Clearwater	77	102	85	66	44	43
Cokato	106	137	131	135	90	70
Cold Spring	224	241	210	279	144	69
Delano	311	322	289	239	196	125
Eagle Bend	25	42	41	41	29	31
Elk River	1,221	1,286	1,177	1,004	757	517
Foley	171	193	288	134	84	53
Grey Eagle	19	18	23	27	22	10
Howard Lake	131	93	75	136	67	33
Kimball	83	73	96	83	101	14
Little Falls	429	477	482	502	341	127
Long Prairie	197	126	148	136	100	42
Melrose	134	150	209	71	67	35
Monticello	678	558	563	502	288	240
Paynesville	163	141	194	101	78	40
Pierz	100	123	126	170	63	25
Richmond	65	72	79	82	25	22
Rockford	108	141	149	104	85	44
Royalton	119	119	119	131	36	36
Saint Cloud	2,425	2,484	2,352	2,232	1,313	1,288
Saint Michael	1,117	1,119	1,112	988	769	335
Sartell	141	152	151	88	65	58
Sauk Centre	146	181	119	127	81	109
Staples	169	157	240	197	104	140
Swanville	25	23	17	41	30	8
Upsala	47	39	35	35	13	75
Waite Park	189	247	208	188	113	68
<b>Region Total</b>	<b>10,308</b>	<b>10,555</b>	<b>10,464</b>	<b>9,556</b>	<b>6,278</b>	<b>4,284</b>

## April 2025 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Apr 2025	Circ/Hour Apr 2024	CPH % Change	YTD 2025	YTD 2024	% Change YTD
Albany	5,093	815	30	44	-33.2%	21,018	25,417	-17.3%
+ Annandale	3,697	778	30	31	-4.9%	13,745	11,662	17.9%
Becker	4,493	776	31	34	-9.7%	17,320	18,933	-8.5%
+ Belgrade	853	150	9	8	18.1%	3,308	2,945	12.3%
+ Big Lake	4,968	869	35	36	-1.8%	20,476	19,032	7.6%
Buffalo	13,885	2,488	65	68	-4.2%	55,726	56,598	-1.5%
Clearwater	2,558	438	23	22	4.3%	8,833	9,659	-8.6%
+ Cokato	3,300	614	24	25	-1.4%	13,056	12,882	1.4%
+ Cold Spring	5,481	897	34	32	6.0%	21,457	19,751	8.6%
Delano	6,556	1,112	34	34	0.2%	26,360	26,745	-1.4%
Eagle Bend	1,340	201	13	15	-7.9%	4,785	5,447	-12.2%
Elk River	15,707	2,756	75	81	-7.4%	61,957	68,317	-9.3%
+ Foley	4,215	634	27	27	-1.3%	16,079	15,362	4.7%
Grey Eagle	594	142	6	6	6.4%	2,330	2,379	-2.1%
+ Howard Lake	2,298	447	17	16	9.4%	9,267	7,636	21.4%
Kimball	1,450	276	15	15	0.7%	5,944	6,333	-6.1%
+ Little Falls	6,226	1,379	31	33	-4.9%	26,491	26,306	0.7%
Long Prairie	2,626	621	16	20	-19.3%	10,795	12,325	-12.4%
+ Melrose	13,307	716	113	84	33.6%	49,155	36,892	33.2%
Monticello	9,261	1,767	49	55	-9.7%	39,788	41,980	-5.2%
Paynesville	1,787	422	12	12	4.1%	6,833	6,835	0.0%
Pierz	1,573	393	14	14	-3.1%	6,654	6,666	-0.2%
+ Richmond	1,235	278	12	11	8.8%	5,067	4,590	10.4%
+ Rockford	2,807	420	19	18	9.8%	12,489	10,851	15.1%
Royalton	1,192	280	12	16	-23.5%	4,478	6,016	-25.6%
Saint Cloud	36,321	6,639	141	157	-10.2%	143,654	156,787	-8.4%
Saint Michael	16,874	2,901	80	86	-6.5%	67,632	68,465	-1.2%
Sauk Centre	5,110	824	34	35	-4.9%	20,115	21,839	-7.9%
Staples	4,273	778	26	27	-4.6%	15,992	17,645	-9.4%
Swanville	358	89	4	9	-51.2%	1,895	2,958	-35.9%
Upsala	1,764	285	16	21	-21.1%	7,667	8,308	-7.7%
Waite Park	6,163	1,332	45	46	-2.0%	24,411	25,346	-3.7%
+ Sartell Locker	825	215				3,533	2,230	58.4%
<b>Total</b>	<b>188,190</b>	<b>32,732</b>	<b>41</b>	<b>43</b>	<b>-6.0%</b>	<b>748,310</b>	<b>765,137</b>	<b>-2.2%</b>
+ Total OverDrive	42,185					169,631	153,508	10.5%

+ Indicates an increase in YTD circulation total over last year

## May 2025 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour May 2025	Circ/Hour May 2024	CPH % Change	YTD 2025	YTD 2024	% Change YTD
Albany	4,545	798	28	40	-31.6%	25,563	32,266	-20.8%
+ Annandale	3,726	773	32	27	21.0%	17,471	14,821	17.9%
Becker	4,033	778	29	29	0.2%	21,353	23,075	-7.5%
+ Belgrade	744	140	8	7	22.4%	4,052	3,566	13.6%
+ Big Lake	4,443	823	32	37	-12.4%	24,919	24,216	2.9%
Buffalo	12,402	2,186	62	65	-4.4%	68,128	69,964	-2.6%
Clearwater	2,213	445	21	22	-1.2%	11,046	11,941	-7.5%
Cokato	3,209	581	24	25	-5.5%	16,265	16,328	-0.4%
+ Cold Spring	5,353	940	33	30	9.8%	26,810	24,749	8.3%
Delano	6,330	1,033	34	32	4.8%	32,690	32,916	-0.7%
Eagle Bend	1,337	199	14	14	-1.5%	6,122	6,761	-9.5%
Elk River	15,014	2,578	74	74	-0.2%	76,971	83,651	-8.0%
+ Foley	4,159	682	27	27	1.1%	20,238	19,556	3.5%
Grey Eagle	586	148	6	6	-3.8%	2,916	3,013	-3.2%
+ Howard Lake	2,217	423	17	13	25.8%	11,484	9,452	21.5%
Kimball	1,564	280	17	14	24.6%	7,508	7,629	-1.6%
Little Falls	5,748	1,263	30	35	-16.0%	32,239	33,011	-2.3%
Long Prairie	2,433	554	16	17	-6.7%	13,228	15,001	-11.8%
+ Melrose	12,226	774	108	78	38.0%	61,381	45,906	33.7%
Monticello	9,286	1,726	51	53	-3.7%	49,074	51,893	-5.4%
Paynesville	1,595	462	11	14	-19.6%	8,428	8,861	-4.9%
Pierz	1,621	361	13	15	-11.2%	8,275	8,552	-3.2%
+ Richmond	1,191	256	13	13	-2.1%	6,258	5,832	7.3%
+ Rockford	2,831	433	21	17	20.9%	15,320	13,279	15.4%
Royalton	1,105	300	11	12	-11.6%	5,583	7,303	-23.6%
Saint Cloud	35,337	6,437	141	148	-5.0%	178,991	194,557	-8.0%
Saint Michael	16,938	2,906	83	81	1.9%	84,570	85,406	-1.0%
Sauk Centre	4,538	803	30	36	-16.1%	24,653	27,318	-9.8%
Staples	3,805	695	25	25	-2.9%	19,797	21,691	-8.7%
Swanville	303	74	4	5	-29.1%	2,198	3,459	-36.5%
Upsala	1,510	249	15	21	-30.2%	9,177	10,533	-12.9%
Waite Park	6,449	1,291	46	44	5.0%	30,860	31,488	-2.0%
+ Sartell Locker	876	236				4,409	2,980	48.0%
<b>Total</b>	<b>179,667</b>	<b>31,627</b>	<b>39</b>	<b>41</b>	<b>-5.1%</b>	<b>927,977</b>	<b>950,974</b>	<b>-2.4%</b>
+ Total OverDrive	42,548					212,179	189,110	12.2%

+ Indicates an increase in YTD circulation total over last year



## June 2025 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour June 2025	Circ/Hour June 2024	CPH % Change	YTD 2025	YTD 2024	% Change YTD
Albany	5,457	1,042	35	43	-19.9%	31,020	39,167	-20.8%
+ Annandale	4,501	934	38	36	4.7%	21,972	19,012	15.6%
Becker	4,955	924	38	43	-12.1%	26,308	28,838	-8.8%
+ Belgrade	796	200	8	8	10.7%	4,848	4,255	13.9%
+ Big Lake	5,117	1,005	40	44	-9.0%	30,036	29,929	0.4%
Buffalo	15,144	2,728	78	77	1.7%	83,272	85,014	-2.0%
Clearwater	2,703	515	27	28	-5.3%	13,749	14,824	-7.3%
Cokato	4,293	752	35	36	-2.7%	20,558	20,884	-1.6%
+ Cold Spring	6,486	1,060	45	40	12.3%	33,296	30,764	8.2%
Delano	8,186	1,446	47	50	-7.4%	40,876	41,911	-2.5%
Eagle Bend	1,275	236	14	16	-15.0%	7,397	8,310	-11.0%
Elk River	19,951	3,357	104	102	2.1%	96,922	103,697	-6.5%
+ Foley	4,591	733	32	33	-3.4%	24,829	24,440	1.6%
Grey Eagle	633	167	7	8	-10.9%	3,549	3,739	-5.1%
+ Howard Lake	2,712	511	22	16	34.8%	14,196	11,480	23.7%
+ Kimball	2,400	510	24	19	26.4%	9,908	9,433	5.0%
Little Falls	6,693	1,486	38	38	-0.5%	38,932	39,963	-2.6%
Long Prairie	2,565	575	17	17	-0.8%	15,793	17,622	-10.4%
+ Melrose	12,842	803	118	88	33.7%	74,223	55,686	33.3%
Monticello	11,605	2,093	67	69	-3.9%	60,679	64,037	-5.2%
Paynesville	1,848	495	14	18	-21.7%	10,276	11,256	-8.7%
Pierz	2,072	487	19	19	-0.1%	10,347	10,710	-3.4%
+ Richmond	1,699	395	18	18	0.5%	7,957	7,523	5.8%
+ Rockford	3,474	514	26	24	9.0%	18,794	16,466	14.1%
Royalton	1,231	331	14	14	0.5%	6,814	8,610	-20.9%
Saint Cloud	41,335	7,215	175	181	-3.1%	220,326	238,493	-7.6%
Saint Michael	23,338	3,968	122	116	5.2%	107,908	108,171	-0.2%
Sauk Centre	5,315	949	38	40	-6.4%	29,968	33,075	-9.4%
Staples	4,250	751	29	28	1.7%	24,047	25,925	-7.2%
Swanville	343	94	4	5	-20.9%	2,541	3,956	-35.8%
Upsala	2,491	399	24	25	-4.9%	11,668	13,079	-10.8%
Waite Park	6,414	1,364	52	51	1.7%	37,274	38,152	-2.3%
+ Sartell Locker	1,004	233				5,413	3,799	42.5%
<b>Total</b>	<b>217,719</b>	<b>38,272</b>	<b>47</b>	<b>49</b>	<b>-3.3%</b>	<b>1,145,696</b>	<b>1,172,220</b>	<b>-2.3%</b>
Total								
+ OverDrive	42,890					255,069	226,471	12.6%

+ Indicates an increase in YTD circulation total over last year



Great River Regional Library			April	May	June	Q2 Cumulative
Expand the eBook, eAudiobook and database collection.	Owner	Baseline Q2/2024	Status 4/30/2025	Status 5/31/2025	Status 6/30/2025	Q2 2025 - Cumulative
Digital Library circulation increases	Collection Development	111,754	44,421	44,810	45,062	134,293
Active Digital Library users increase	Collection Development	34,085	11,365	11,338	11,473	34,176
Enhance the physical collection of library materials	Owner	Baseline Q2/2024	Status 4/30/2025	Status 5/31/2025	Status 6/30/2025	Q2 2025 - Cumulative
Key metric - Circulation/Open Hour by library increases	Collection Development	44	41	39	47	44
Eliminate late fees on all library materials to remove a major barrier to access.	Owner	Baseline Q2/2024	Status 4/30/2025	Status 5/31/2025	Status 6/30/2025	Q2 2025 - Cumulative
Key metric - New resident borrowers by regional increase	Leadership Support Team	5,720	1,769	1,722	2,318	5,809
Key metric - Total current resident borrowers by regional increase	Leadership Support Team	95,194	96,802	96,618	96,317	96,317
Key metric - Items/checkout session by library increase	Leadership Support Team	5.71	5.73	5.67	5.67	5.69
Key metric - Circulation - physical materials	Leadership Support Team	607,542	189,838	181,171	219,008	590,017
Key metric - \$ collected - Miscellaneous receipts	Accounting	\$30,535	\$10,976	\$11,388	\$10,344	\$32,708
Increase targeted advertising to reach a wider audience.	Owner	Baseline 6/30/2023	Status 4/30/2025	Status 5/31/2025	Status 6/30/2025	Q2 2025 - Cumulative
Regularly post on social media to followers about collections and services	Communications & Development	NA	posts about National Poetry Month, hoopla, April Library Love challenge on Beanstack, Earth Day books, Good Friday books, Pope Francis books, DVD collection	posts about Vox books, kids' spring books, Consumer Reports database, "The Perfect Divorce" read-alikes, Phil Robertson books & DVDs, comic books and manga on hoopla	posts about audiobooks, laptops for virtual meetings, pride autobiographies, Edmund White books, Summer Reading Challenge, James Patterson books, Year in Reading Challenge on Beanstack, Juneteenth books, Tumblebooks platform	
Number of e-newsletter subscribers	Communications & Development	4,523	3,746	3,717	3,699	
E-newsletter open rate	Communications & Development	36.25%	50.19%	48.91%	50.01%	
Increase the information about diversity, equity and inclusion efforts with the GRRL Board.	Owner		Status 4/30/2025	Status 5/31/2025	Status 6/30/2025	Q2 2025 - Cumulative
Information on DEI initiative shared at GRRL Board meeting quarterly	Executive Director	NA		DEI Team updates included in management reports		

<b>Build GRRL's culture of philanthropy.</b>	<b>Owner</b>	<b>Baseline Q2/2024</b>	<b>Status 4/30/2025</b>	<b>Status 5/31/2025</b>	<b>Status 6/30/2025</b>	<b>Q2 2025 - Cumulative</b>
Board giving rate	Communications & Development	26%				46%
Staff giving rate	Communications & Development	11%				9%
<b>Increase donor support of the library.</b>	<b>Owner</b>	<b>Baseline Q2/2024</b>	<b>Status 4/30/2025</b>	<b>Status 5/31/2025</b>	<b>Status 6/30/2025</b>	<b>Q2 2025 - Cumulative</b>
Donors retention rate	Communications & Development	62%	54%	58%	57%	avg. 56%
Donors acquired	Communications & Development	59	149	49	8	206
Fund Development Plan progress	Communications & Development	NA	held Locally Growin' campaign	gaining sponsors for Summer Reading Challenge	surpassed Summer Reading Challenge goal	
<b>Increase training to support access and awareness.</b>	<b>Owner</b>	<b>Baseline Q2/2024</b>	<b>Status 4/30/2025</b>	<b>Status 5/31/2025</b>	<b>Status 6/30/2025</b>	<b>Q2 2025 - Cumulative</b>
Weeding Workshop attendees	Human Resources	NA	0	49	0	49
Organizational Orientation attendees	Human Resources	24	0	0	0	0
Homeless Library Academy attendees	Human Resources	80	5	16	25	46
<b>Maximize library financial investment options.</b>	<b>Owner</b>	<b>Baseline Q2/2024</b>	<b>Status 4/30/2025</b>	<b>Status 5/31/2025</b>	<b>Status 6/30/2025</b>	<b>Q2 2025 - Cumulative</b>
Number of accounts with new financial institutions established	Accounting	Q2 Ending # of CD = 24	29	30	30	30
Key metric -Overall CD Portfolio rate of return	Accounting	Q2 Average = 5.23%	4.58%	4.53%	4.47%	4.53%

**Staff Recognition Report**

2025 - Quarter 3

July 1 - September 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Susan	Gosswiller	Howard Lake	Nicole Wilson	08/05/2025	1
Connie	Lumley	Big Lake	Hilary Honer-Dawson	08/19/2025	1
Nicole	Behrens	Saint Michael	Nancy Bunting	07/11/2025	1
Christina	Theis	Saint Cloud - Patron Services	Neil Vig	09/06/2025	3
Janie	Thole	Long Prairie	Amanda Wehrspann	09/19/2025	3
Heather	Bean	Saint Cloud - Patron Services	Neil Vig	08/08/2025	3
Mary	Haliburton	Becker	Hilary Honer-Dawson	08/08/2025	3
Amber	Zierden	Saint Cloud- Distribution	Colleen Sjostedt	08/08/2025	3
Maiya	Lunning	Buffalo	Katie Teesdale	07/14/2025	3
Mary	Johannes	Saint Cloud - Custodial	Neil Vig	07/11/2025	3
Jen	Randall	Foley	Shelly Kuelbs	07/27/2025	5
Jade	Lauber	Little Falls	Cara Langston	09/28/2025	10
Katie	Whitney	Saint Cloud - Technical Services	Lorie Warren Wuolu	09/14/2025	10
Jill	Spoden	Cold Spring	Jason Kirchoff	08/17/2025	10
Kathleen	Johnson	Saint Cloud - Circulation	Eric Blotkamp	08/17/2025	10
Taunja	Warga	Upsala	Marisa George	09/08/2025	15
Amanda	Wehrspann	Long Prairie	Cara Langston	07/22/2025	15
Keith	Penzkover	Saint Cloud - Information Technology	Jami Roos	07/12/2025	25

**Promotion Report**

2025 - Quarters 1 and 2

January - June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor	Promotion Effective Date	Previous Job Title	Previous Department
Botz	Becky	5/15/2023	Library Associate	St Cloud - Circulation	Eric Blotkamp	1/6/2025	Library Aide	St Cloud - Circulation
Fogal	Tera	6/8/2015	Library Services Coordinator	Clearwater	Brandi Canter	3/31/2025	Library Assistant	Monticello
Kerr	Danielle	3/3/2025	Library Assistant	Monticello	Marla Scherber	4/21/2025	Library Aide	Monticello

**New Hire Report**  
2025 - Quarters 1 and 2  
January - June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Carey	Elise	01/06/2025	Library Assistant	Little Falls	Jade Lauber
Dahl	Ashley	01/06/2025	Library Services Coordinator	Delano	Jeannette Burkhardt
Brinkman	Jodi	01/07/2025	Library Assistant	Waite Park	Amanda Jones
Bock	Astro	01/13/2025	Library Associate	St Cloud - Patron Services	Chris Mallo
Skiffington	Kate	01/14/2025	Library Assistant	Delano	Ashley Dahl
Creed	Glory	01/14/2025	Library Associate	Delano	Ashley Dahl
Kerr	Danielle	03/03/2025	Library Aide	Monticello	Marla Scherber
Frank	Ryan	03/17/2025	Driver	St Cloud - Distribution	Colleen Sjostedt
Machovsky	Jenny	03/17/2025	Library Assistant	Rockford	Christina Heitz
Sommers	AJ	03/24/2025	Library Aide	Annandale	Carla Asfeld
Gilchrist	Sabrina (Sabs)	04/14/2024	Library Services Coordinator	Elk River	Jeannette Burkhardt
Patterson	Elena	04/28/2025	Library Assistant	Buffalo	Katie Teesdale
Granzow	Traci	05/05/2025	Library Aide	Buffalo	Katie Teesdale
McLeod	Kelly	05/13/2025	Library Assistant	Clearwater	Tera Fogal
Deppa	Chris	05/12/2025	Library Aide	St Cloud - Circulation	Jen Thompson
Quady	Michael (Mike)	05/13/2025	Library Assistant	Rockford	Christina Heitz
Drew	Katie	05/12/2025	Library Assistant	Pierz	Grace Heschke
Betancourt	Carrie	05/27/2025	Library Assistant	Little Falls	Jade Lauber
Mohamud	Riann	06/02/2025	Summer Library Aide	St Cloud - Circulation	Ariel Kirst
Lieser	Nathan	06/02/2025	Summer Library Aide	St Cloud - Circulation	Connie Laing
Wyffels	Renee	06/02/2025	Summer Library Aide	Annandale	Carla Asfeld
Winterfield	Taylor	05/28/2025	Summer Library Aide	Foley	Shelly Kuelbs
Clark	Aubrey	06/02/2025	Summer Library Aide	St Cloud - Circulation	Ariel Kirst
Anderson	Christy	06/02/2025	Summer Library Aide	Buffalo	Katie Teesdale
Fiedler	Felicia	06/23/2025	Collection Development Librarian	St Cloud - Collection Development	Jami Trenam

**Rehires**

Last Name	First Name	Rehire Date	Rehire Positon and Location	Terminated Position and Location	Termination Date
Thompson	Jennifer (Jen)	01/21/2025	Sr Circulation Assistant - St Cloud	Library Associate - St Cloud	1/13/2022
Foy	Terry	05/05/2025	Library Aide - Monticello	Library Assistant - Buffalo	7/13/2024
Godfrey	Lydia	05/27/2025	HQ, Lib Assc	Circulation Assistant - St Cloud	5/2/2020
Rittmann	Natalie	06/02/2025	HQ, Summer Lib Aide	Summer Library Aide - St Cloud	8/8/2024
Edgar	Lily (Frankie)	06/02/2025	SM Summer Aide	Summer Library Aide - St Michael	8/8/2024

**Termination Report**

2025 - Quarters 1 and 2

January - June

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Prow	Andrea	01/23/2025	Circulation Aid	St Cloud - Circulation	Eric Blotkamp	04/09/2018	6 years, 9 months
Corcoran	Tim	01/31/2025	Driver	St Cloud - Distribution	Colleen Sjostedt	01/31/2022	3 years
Boeckers	Nancy	02/07/2025	Library Aide	Annandale	Carla Asfeld	06/17/2013	11 years, 7 months
Barry	Margot	03/06/2025	Library Services Coordinator	Elk River	Jeannette Burkhardt	11/14/2022	2 years, 3 months
Machovsky	Jenny	03/19/2025	Library Assistant	Rockford	Christina Heitz	03/17/2025	2 days
Helget	Betty	03/28/2025	Library Aide	Clearwater	Shelly Kuelbs	02/12/2018	7 years, 1 month
Eggerth	Shannon	04/12/2025	Library Assistant	Swanville	Jade Lauber	03/13/2017	8 years
Sorenson	Hannah	04/17/2025	Library Aide	Elk River	Sabs Gilchrist	03/23/2021	4 years
Lentner	Aerith	05/15/2025	Library Associate	St Cloud - Patron Services	Chris Mallo	02/22/2024	1 year, 2 months
McCormick	Ryan	05/16/2025	Library Assistant - Sub	Waite Park	Amanda Jones	12/11/2023	1 year, 6 months
Skinner	Allison	06/28/2025	Library Aide	Elk River	Sabs Gilchrist	06/27/2023	2 years

**Retirements**

Last Name	First Name	Job Title	Department	Supervisor	Retirement Date	Years of Service
Stuckmayer	Joan	Library Assistant	Pierz	Grace Heschke	04/26/2025	25 years



## Exit Interview Summary

January - June 2025

Area of Questions	Summary of Responses
<b>What did you enjoy most about your position?</b>	My co-workers Working with the public Loved the people & keeping the library neat and organized Flexibility & independence The work Collaborating with staff and various stakeholders Diverse interactions with patrons Organizing library materials, handling all kinds of books, the consistency of my responsibilities
<b>What would have changed about the position?</b>	Better pay & subs to help when co-workers are out Nothing Better pay for aides Not much, jobs evolve The hours More duties reflective of being a Librarian No Comment N/A
<b>Supervisor</b>	Was awesome Awesome I've had three different supervisors and all were awesome Good - engaged employees and responsive Really like her Sometimes excellent but found many things frustrating within the system Amazing. Projects laid out nicely with clear instructions I adored them. Wonderful, kind, supportive and amazing
<b>Co-workers</b>	They are great Great Most were wonderful to work with Good - reliable Likes most of them Amazing Great group of people, very understanding, answered questions I loved my co-workers. Amazing and super supportive. Everyone really acted like a team.
<b>Benefits utilized</b>	PTO PTO, PERA, Deferred Comp PERA PERA PTO PTO, PERA, Personal Holidays PTO PTO & PERA

<b>Benefits to be offered</b>	<p>N/A</p> <p>It's sufficient for part-time</p> <p>Performance bases raises/incentives</p> <p>N/A</p> <p>N/A</p> <p>Good health insurance</p> <p>N/A</p> <p>Health insurance for part-time employees</p>
<b>Wage Rates</b>	<p>Low pay for circ aides</p> <p>Great</p> <p>Very low for aides</p> <p>Low</p> <p>Way too low</p> <p>Sherburne &amp; Wright counties are not competitive with being Metro adjacent</p> <p>Pretty decent but could be a little higher considering some things such as the amount of situations we have to deal with and projects we have to take on</p> <p>Pay should be higher for all employees for the amount of work everyone is doing to keep the library running.</p>
<b>Training</b>	<p>trained by co-workers</p> <p>Abundant</p> <p>Adequate</p> <p>Good</p> <p>okay</p> <p>Fair</p> <p>Super helpful having those checklists</p> <p>Positive, informative and easy to understand. Only complaint is that the recent weeding training seemed hypocritical</p>
<b>Morale in department/branch</b>	<p>Good</p> <p>Good</p> <p>Decent</p> <p>Good</p> <p>N/A</p> <p>High &amp; positive</p> <p>Very welcoming and always pleased with how co-workers act</p> <p>Good but usually stressed and going above and beyond to keep things afloat</p>
<b>Work Hours</b>	<p>They were fine</p> <p>Perfect</p> <p>Fine</p> <p>Good</p> <p>Not good</p> <p>Good</p> <p>I wish there were a little more especially for those of us who don't want/can't get a second job</p> <p>Varied over my two years</p>
<b>Working Conditions</b>	<p>Good besides being short staffed</p> <p>Fun</p> <p>Good besides being short staffed</p>

	Good besides being short staffed Great In the branch: Good. In the system: not good Good Good, clean and nice environment
<b>Reasons for leaving?</b>	Moving Retiring Took another job Retirement (Not PERA retiree) The change in hours and one other employee Poor administration, performative leadership and GRRL's structure Training to become a school para/counselor The pay is lower than similar positions in other library systems, especially for the amount of work aides accomplish daily.

<b>Responses Submitted</b>	<b>Number of Responses</b>	<b>Number of separations</b>
Library Services Coordinator	1	1
Library Assistant	1	2
Library Aide/Circulation Aide	4	5
Distribution Staff	1	1
Patron Services/Circulation Public Service	1	1
Administration/Office Support	0	0
Library Support Staff	0	0
Substitute Staff	0	1

**Please Note:**

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

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





## Ehlers Public Finance Advisors Proposal

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Associate Director – Accounting

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

### RECOMMENDATION

Review a proposal about the products and services offered by Ehlers Public Finance Advisors (Ehlers) as a replacement to PFM Asset Management's Minnesota Association of Governments Investing for Counties (MAGIC) Fund.

### BACKGROUND INFORMATION

☐ Supporting Documents Attached

GRRL met with Ryan Miles from Ehlers to learn more about their investment services and portfolio management experience.

Ehlers specializes in working with public entities to maximize their investment portfolio. They are registered investment advisors with over \$3 billion of investments in Minnesota, Wisconsin, and Illinois. Local clients include Stearns and Wright counties as well as the St. Cloud School District. Working with Ehlers would allow GRRL to diversify investments beyond certificates of deposit, including more local investments. These options could insulate GRRL from interest rate fluctuations and provide consistent revenue.

GRRL currently uses the MAGIC for its portfolio management. The organization has held funds with MAGIC fund since 2011.

### FINANCIAL IMPLICATIONS

Estimated Cost:

Funding Source: Interest Revenue Line

Budgeted: ☒ Yes ☐ No ☐ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled





## Policy Review & Revisions

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

### RECOMMENDATION

Review and approve revisions to Security policy Introduction and Chapters 1 – 8.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Security policy Introduction and Chapters 1 – 8 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





# 700 Security Policies

## Introduction

Great River Regional Library (GRRL) is committed to fostering a welcoming and supportive environment for all who visit the library through mutual respect between patrons and staff. GRRL strives to minimize barriers to access to services and materials for our patrons.~~A role of GRRL is to provide safe and welcoming physical and virtual spaces. This is~~Maintaining library spaces is a shared responsibility, and~~achieved in part by the willingness of its users to respect one another and coexist in library spaces. Library spaces are designed for multiple purposes and are intended to be used by our diverse communities~~patrons of diverse backgrounds, identities, needs, and experiences are encouraged to use these resources cooperatively. As valued community assets, public libraries thrive on stewardship, cooperation, and goodwill from everyone who uses them.~~Public library spaces are precious community assets that rely on the stewardship, mutual support and goodwill of all.~~

## Chapter 1. Roles and Responsibilities

### 1A. Patrons

Patrons are expected to conduct themselves appropriately in this shared public space, treating both staff and fellow patrons with courtesy and consideration.

- ~~— Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of other patrons and staff.~~
- Parents and caregivers are responsible~~forte~~superviseing the activities and choices of their children.
- Patrons are stewards of the library and its resources.~~They will value and~~and should respect~~library its~~resources~~while ensuring their own safety and that of others.~~and conduct themselves in a safe and orderly way.
- All~~P~~patrons~~will~~must comply with federal, state, and local laws,as well as library~~and~~ policies.
- Library users are expected to behave respectfully toward staff and other library users. Harassment of others will not be tolerated.

### 1B. Library Staff

GRRL staff~~will~~are responsible for monitoring public behaviorand maintaining a welcoming environment within the library~~inside its libraries.~~While staff may not observe all activities due to staffing limitations or building design, they will remain attentive to security concerns.~~Although not all public activities can be seen because of staffing limitations and~~

~~building design, GRRL staff will attempt to remain observant and aware of any potential security issues.~~

Any designated staff member may issue a warning to an individual who violates library policy or local Rules of Behavior. If the behavior continues after a warning, ~~is given,~~ staff may ~~also~~ ask the individual to leave the library. ~~However, t~~he facility supervisor and the Patron Services Supervisor ~~should will~~ be notified after this occurs.

Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.

Staff ~~should will~~ follow GRRL procedures when ~~responding handling to~~ security issues. In ~~the case of cases involving~~ juvenile patrons, contacting parents or guardians ~~is an option may be considered.~~ Staff is authorized to request identification from patrons as necessary. Refusal to identify oneself under these circumstances may ~~be grounds for~~ result in eviction or ~~calling~~ local law enforcement involvement.

~~Designated~~ Authorized staff members may ban people from entering a library for more than one day (trespass). Individuals may be banned for a limited period of time, indefinitely pending a legal resolution, or permanently. The length of time of the ban will depend on, but is not limited to the following factors:

- Severity and frequency of the offenses
- ~~Repeated offenses~~
- Likelihood of possible continued ~~problems~~ disruption
- Safety ~~of~~ concerns for staff and patrons
- Preservation of the library environment

When an individual is banned, ~~they both the individual~~ and local law enforcement will be notified. Other GRRL libraries will be notified if the ban ~~is for all libraries~~ applies system wide. ~~If a banned individual returns to any GRRL library in violation of the ban~~ Violations of the ban may result in law enforcement involvement and/or trespass ~~may be contacted to cite them for trespass citations.~~

The Library Executive Director serves as the final GRRL ~~arbitrator authority on~~ any trespass issue. Any appeals beyond that level should be directed to the local library board or city council as appropriate.

## Chapter 2. Internet

Patrons who violate the library's Acceptable Use Policy may be banned from computer and/or library access ~~may be banned from using the library's computer stations if they are found to be in violation of the library Acceptable Use Policy. Patrons found in violation of these policies will be banned from using the computer workstations.~~ The duration ~~Length of the~~ ban will be based on the severity and/or number of offenses. If the ~~rules violation is severe~~ offense is

~~serious, however~~, the Executive Director may impose a permanent ban on computer use or library access. ~~ban the individual from using library computer services, or the library, permanently.~~

If illegal activities are observed, law enforcement may be ~~called~~ notified, and the patron may be banned from all further access to GRRL libraries and services.

## Chapter 3. Unattended Children and Vulnerable Adults

Great River Regional Library welcomes children of all ages and strives to create welcoming and enjoyable library experiences ~~to use its facilities and services~~. The safety and well-being of children within the library is a primary concern.

Parents, guardians, or designated caregivers must accompany children while visiting the library. Responsibility for children's behavior, safety, and wellbeing rests with their caregivers, not library staff. Young children should not be left unattended, as they may not be safe alone in the library.

~~Since all visits to the library should be positive, enjoyable experiences for children, their safety and well-being while they are in library buildings is of great concern.~~

~~Children should always be accompanied by a parent/guardian or designated caregiver while in a Great River Library. Ultimate responsibility for the behavior and well-being of children using the library rests with the parent/guardian or designated caregiver and not with the library's personnel. Young children may not be safe when left unattended at the library.~~ Since responsible adults may choose not to stay with young children at GRRL libraries, the following identifies the unattended and/or vulnerable child and addresses problems that may arise.

- A responsible adult or caregiver must remain in the library when children ages six (6) and under are attending a library-sponsored program, such as story time.
- Library staff must assist all patrons in the library, and they are not permitted to assume responsibility for the safety, care, supervision, or entertainment of specific children at the expense of others who may need assistance as well.
- Designated caregivers must be at least 16 years old.

Staff will attempt to locate a parent or caregiver of an unattended child or vulnerable adult within the library. If unsuccessful, local law enforcement will be contacted.

### Definitions

#### Children

An unattended child is any young person using the library facility unaccompanied by a responsible adult or left alone in one part of the library while the adult is in another.

A vulnerable child is an unattended child whose safety or well-being could be ~~endangered~~ compromised either in the building, or if they were to leave the library.

Because children develop and mature at different rates, there is no particular age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Library staff must use their judgment and discretion in determining whether or not an unattended child is vulnerable or at risk.

~~A designated caregiver should be at least 16 years old.~~

~~Staff will make every attempt to locate a parent or caregiver of an unattended child within the library. However, local law enforcement will be called if a parent or caregiver cannot be located.~~

~~1. Library staff must assist all customers in the library and they are not permitted to assume responsibility for the safety, care, supervision, or entertainment of specific children at the expense of others who may need assistance as well.~~

~~2. A responsible adult or caregiver must remain in the library when children ages 6 and under are attending a library sponsored program, such as story time.~~

#### Vulnerable Adults

~~A vulnerable adult is an~~ is ~~are those~~ individuals who, due to ~~because of~~ physical or mental disability, is ~~are~~ dependent on others for care. ~~GRRL staff will make every attempt to locate a caregiver for unattended vulnerable adults before calling local law enforcement for assistance.~~

Approved Date: prior to May 2010

~~Effective Date:~~

Revised Date: 05/11/10, 03/20/12, 07/15/25

## Chapter 4. Service Animals

~~The Great River Regional Library System (GRRL)~~ recognizes that some patrons with disabilities may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. GRRL recognizes legal rights under federal and state laws regarding use of service animals. GRRL also considers the safety and health of all of its patrons, the public and library staff to be of utmost priority.

No pets or animals other than service animals, service animals in training, or animals featured in GRRL approved programs are allowed in GRRL libraries. Owners of pets will be asked to remove them from the library.

A service animal is defined as: "a dog that is trained for the purpose of assisting or accommodating a person's sensory, mental, or physical disability." A miniature horse may also qualify as a service animal under certain conditions set forth below. All other species of animal, whether wild or domestic, trained or untrained, do not qualify as service animals.

A miniature horse may qualify as a service animal if:

1. the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability;
2. the public facility can accommodate the miniature horse accounting for its type, size and weight;
3. the handler maintains sufficient control of the miniature horse; the miniature horse is housebroken; and the presence of the miniature horse does not compromise legitimate safety requirements that are necessary for safe operations. 28 C.F.R §36.302.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. Also, all service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

A person with a disability may be asked to remove a service animal if:

1. The animal is out of control, such as uncontrolled barking or jumping on people, and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken.

Fear of allergies, annoyance on the part of other patrons or employees, or fear of animals are not valid reasons for denying access or refusing service to people with service animals or service animals in training.

Dogs and other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA and are not permitted in library facilities.

Staff may not make inquiries about a service animal when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability. When it is not readily apparent that the animal is a service animal, staff may ask the following two questions:

1. Is the animal a service animal required to be present because of a disability?
2. What work or task has the animal been trained to perform?

Staff may not ask about the owner's disability. Staff may not ask for documentation or proof that the animal has been certified, trained, or licensed as a service animal.

If an animal is properly excluded, library staff should give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises.

Approved Date: 05/21/13

~~Effective Date: 05/21/13~~

Revised Date: 01/15/19, [07/15/25](#)

## Chapter 5. Rules of Behavior

Each GRRL library has its own Rules of Behavior approved by [the local](#) library board or city council.

## Chapter 6. Behavior Outside the Library

Activities occurring outside GRRL libraries are the responsibility of local law enforcement officials. It is not possible for GRRL staff to observe and/or monitor public activities occurring outside the library property.

## Chapter 7. Communication

Staff will inform supervisors and other staff of issues related to violations of library rules of behavior. The ~~Library~~ Executive Director will be informed of all incidents that result in a patron being trespassed from the library.

## ~~Chapter 8. Injuries~~

~~Should staff sustain an injury from a patron, staff will inform a supervisor, Patron Services Supervisor and/or Associate Director immediately. The appropriate forms must be completed in accordance with GRRL worker's compensation policy.~~

~~Approved Date:~~

~~Effective Date:~~

~~Revised Date: 07/16/19~~

# 700 Security

## Introduction

Great River Regional Library (GRRL) is committed to fostering a welcoming and supportive environment for all who visit the library through mutual respect between patrons and staff. GRRL strives to minimize barriers to access to services and materials for our patrons. Maintaining library spaces is a shared responsibility, and patrons of diverse backgrounds, identities, needs, and experiences are encouraged to use these resources cooperatively. As valued community assets, public libraries thrive on stewardship, cooperation, and goodwill from everyone who uses them.

## Chapter 1. Roles and Responsibilities

### 1A. Patrons

Patrons are expected to conduct themselves appropriately in this shared public space, treating both staff and fellow patrons with courtesy and consideration.

- Parents and caregivers are responsible for supervising the activities and choices of their children.
- Patrons are stewards of the library and its resources and should respect its resources while ensuring their own safety and that of others.
- All patrons must comply with federal, state, and local laws, as well as library policies.
- Library users are expected to behave respectfully toward staff and other library users. Harassment of others will not be tolerated.

### 1B. Library Staff

GRRL staff are responsible for monitoring public behavior and maintaining a welcoming environment within the library. While staff may not observe all activities due to staffing limitations or building design, they will remain attentive to security concerns.

Any designated staff member may issue a warning to an individual who violates library policy or local Rules of Behavior. If the behavior continues after a warning, staff may ask the individual to leave the library. The facility supervisor and the Patron Services Supervisor will be notified after this occurs.

Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.

Staff will follow GRRL procedures when handling security issues. In cases involving juvenile patrons, contacting parents or guardians may be considered. Staff is authorized to request identification from patrons as necessary. Refusal to identify oneself under these circumstances may result in eviction or local law enforcement involvement.

Authorized staff members may ban people from entering a library for more than one day (trespass). Individuals may be banned for a limited period of time, indefinitely pending a legal resolution, or permanently. The length of time of the ban will depend on, but is not limited to the following factors:

- Severity and frequency of the offenses
- Likelihood of possible continued disruption

- Safety concerns for staff and patrons
- Preservation of the library environment

When an individual is banned, both the individual and local law enforcement will be notified. Other GRRL libraries will be notified if the ban applies system wide. Violations of the ban may result in law enforcement involvement and/or trespass citations.

The Library Executive Director serves as the final GRRL authority on any trespass issue. Any appeals beyond that level should be directed to the local library board or city council as appropriate.

## Chapter 2. Internet

Patrons who violate the library's Acceptable Use Policy may be banned from computer and/or library access. The duration of the ban will be based on the severity and/or number of offenses. If the offense is serious, the Executive Director may impose a permanent ban on computer use or library access.

If illegal activities are observed, law enforcement may be notified, and the patron may be banned from all further access to GRRL libraries and services.

## Chapter 3. Unattended Children and Vulnerable Adults

Great River Regional Library welcomes children of all ages and strives to create welcoming and enjoyable library experiences. The safety and well-being of children within the library is a primary concern.

Parents, guardians, or designated caregivers must accompany children while visiting the library. Responsibility for children's behavior, safety, and wellbeing rests with their caregivers, not library staff. Young children should not be left unattended, as they may not be safe alone in the library.

Since responsible adults may choose not to stay with young children at GRRL libraries, the following identifies the unattended and/or vulnerable child and addresses problems that may arise.

- A responsible adult or caregiver must remain in the library when children ages six (6) and under are attending a library-sponsored program, such as story time.
- Library staff must assist all patrons in the library, and they are not permitted to assume responsibility for the safety, care, supervision, or entertainment of specific children at the expense of others who may need assistance as well.
- Designated caregivers must be at least 16 years old.

Staff will attempt to locate a parent or caregiver of an unattended child or vulnerable adult within the library. If unsuccessful, local law enforcement will be contacted.

### Definitions

#### *Children*

An unattended child is any young person using the library facility unaccompanied by a responsible adult or left alone in one part of the library while the adult is in another.

A vulnerable child is an unattended child whose safety or well-being could be compromised either in the building, or if they were to leave the library.



Because children develop and mature at different rates, there is no particular age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Library staff must use their judgment and discretion in determining whether or not an unattended child is vulnerable or at risk.

#### *Vulnerable Adult*

A vulnerable adult is an individual who, due to physical or mental disability, is dependent on others for care.

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## Chapter 4. Service Animals

GRRL recognizes that some patrons with disabilities may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. GRRL recognizes legal rights under federal and state laws regarding use of service animals. GRRL also considers the safety and health of all of its patrons, the public and library staff to be of utmost priority.

No pets or animals other than service animals, service animals in training, or animals featured in GRRL approved programs are allowed in GRRL libraries. Owners of pets will be asked to remove them from the library.

A service animal is defined as "a dog that is trained for the purpose of assisting or accommodating a person's sensory, mental, or physical disability." A miniature horse may also qualify as a service animal under certain conditions set forth below. All other species of animal, whether wild or domestic, trained or untrained, do not qualify as service animals.

A miniature horse may qualify as a service animal if:

- the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability;
- the public facility can accommodate the miniature horse accounting for its type, size and weight;
- the handler maintains sufficient control of the miniature horse; the miniature horse is housebroken; and the presence of the miniature horse does not compromise legitimate safety requirements that are necessary for safe operations. 28 C.F.R §36.302.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. Also, all service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

A person with a disability may be asked to remove a service animal if:

- The animal is out of control, such as uncontrolled barking or jumping on people, and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

Fear of allergies, annoyance on the part of other patrons or employees, or fear of animals are not valid reasons for denying access or refusing service to people with service animals or service animals in training.

Dogs and other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA and are not permitted in library facilities.

Staff may not make inquiries about a service animal when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability. When it is not readily apparent that the animal is a service animal, staff may ask the following two questions:

- Is the animal a service animal required to be present because of a disability?
- What work or task has the animal been trained to perform?

Staff may not ask about the owner's disability. Staff may not ask for documentation or proof that the animal has been certified, trained, or licensed as a service animal.

If an animal is properly excluded, library staff should give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises.

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## Chapter 5. Rules of Behavior

Each GRRL library has its own Rules of Behavior approved by the local library board or city council.

## Chapter 6. Behavior Outside the Library

Activities occurring outside GRRL libraries are the responsibility of local law enforcement officials. It is not possible for GRRL staff to observe and/or monitor public activities occurring outside the library property.

## Chapter 7. Communication

Staff will inform supervisors and other staff of issues related to violations of library rules of behavior. The Executive Director will be informed of all incidents that result in a patron being trespassed from the library.