



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

Board of Trustees Meeting
Tuesday, September 16, 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>.

- | | |
|--------------------------------------------------------------------------------------|------|
| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Approval of Minutes – July 15 & July 29, 2025 (Requested Action – Approve) | 6:02 |
| 3.1 Finance Committee Meeting pg 3 | |
| 3.2 Personnel Committee Meeting pg 5 | |
| 3.3 Board Meeting pg 7 | |
| 3.4 Board Special Session pg 11 | |
| 4. Public Open Forum | 6:04 |
| 5. Financials | 6:08 |
| 5.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 5.3 Current Letter of Credit Designations (Requested Action – Accept) pg 13 | |
| 6. Consent Agenda (Requested Action – Approve) | 6:11 |
| 6.1 Regional Library Telecommunications Aid FY25 Final Report pg 21 | |
| 6.2 Regional Library Telecommunications Aid FY26 Application pg 25 | |
| 6.3 2026 Preliminary Board Meeting Schedule pg 29 | |
| 6.4 Other | |
| 7. Communications | 6:14 |
| 7.1 Other | |
| 8. Presentations | 6:14 |
| 8.1 Other | |
| 9. Staff Reports | 6:14 |
| 9.1 Executive Director’s Report pg 31 | |
| 9.2 Management Reports pg 33 | |
| 9.3 Building Reports pg 41 | |
| 9.4 Other | |
| 10. Committee Reports | 6:20 |
| 10.1 Strategic Plan Committee (verbal) | |
| 10.2 Central Minnesota Libraries Exchange Board (verbal) | |
| 10.3 Executive Director Transition & Search Committee (verbal) | |

11. Unfinished Business	6:30
11.1 GRRL Board Remote Meeting Attendance Proposal (Requested Action)	pg 43
11.2 Other	
12. New Business	6:40
12.1 2026 All Staff Day Closure Request (Requested Action – Approve)	pg 49
12.2 GRRL Policy Review & Revisions (Requested Action – Approve)	
12.2.1 Patron Services Chapter 1. Circulation Services	pg 51
12.2.2 Technology Chapter 5. Information Security	pg 63
12.3 Capital Vehicle Expenditure Request (Requested Action – Approve)	pg 67
12.4 Executive Director Schedule Change Proposal (Requested Action – Approve)	pg 69
12.5 Other	
13. Board Open Forum	6:54
14. Next Meetings: October 21, 2025, Board of Trustees Work Session	6:59
November 18, 2025, Board of Trustees	
15. Adjournment	7:00

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
July 15, 2025**

Chairperson Tina Diedrick called the Great River Regional Library (GRRL) Finance Committee to order on Tuesday, July 15, 2025, at 5:13 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tarryl Clark, Tim Denny, Tina Diedrick, Gregg Felber, Ed Popp

Members Excused: Jayne Dietz, Bobby Kasper

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

ADOPTION/AMENDMENT OF AGENDA

Tim Denny made a motion to adopt the agenda as presented. Seconded by Ed Popp, the motion carried unanimously.

APPROVAL OF MINUTES

Ed Popp made a motion to approve the June 24, 2025, Finance Committee meeting minutes as presented. Seconded by Tim Denny, the motion carried unanimously.

SECOND QUARTER 2025 FINANCIAL REPORT

Associate Director – Accounting Amy Anderson reviewed revenues, account balances, and interest rates as of June 30. The MAGIC savings account is earning 4.28 percent. The certificate deposit of portfolio average rate is 4.53 percent. Both are a decrease from the same time last year. Interest income is 72 percent received for the year and continues to be strong.

For expenses, the personnel and services/contracts are in line with 2025 spending patterns. The patron contact services line is showing reduced monthly costs as GRRL moves from mailing notices to email and phone communications. Amy also stated that the fleet repairs line is being watched closely; vehicle expenses have been higher this year. She explained several vehicle maintenance issues. A vehicle replacement request will likely be presented to the Board in September.

Tarryl Clark joined the meeting at 5:18 p.m.

Following a brief discussion, Ed Popp made a motion to approve the Second Quarter 2025 Financial Report as presented. Seconded by Tim Denny, the motion carried unanimously.

GRRL 2026 BUDGET PROPOSAL

This 2026 Budget proposal is the same as the preliminary that was reviewed by the Finance Committee and Board in May. There was a conversation about the upcoming presentation of GRRL's budget information to the county boards. Tim Denny made a motion to approve the GRRL 2026 Budget as presented. Seconded by Tarryl Clark, the motion carried unanimously.

NEXT MEETING

The next Finance Committee meeting will be Tuesday, Sep. 16, 2025.

ADJOURNMENT

Ed Popp made a motion to adjourn the meeting at 5:28 p.m. Seconded by Tim Denny, the motion carried unanimously.

Tina Diedrick, Chair

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
July 15, 2025**

The Great River Regional Library (GRRL) Personnel Committee was called to order on Tuesday, July 15, 2025, at 5:46 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Teresa Dahl, Tina Diedrick, Lynn Grewing

Members Excused: Jayne Dietz, Melissa Fee, Jacey Wallace

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

Al Amdahl made a motion for Tina Diedrick to serve as chairperson for this evening's Personnel Committee meeting. Seconded by Lynn Grewing, the motion carried unanimously.

ADOPTION OF AGENDA

Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Al Amdahl, the motion carried unanimously.

APPROVAL OF MINUTES

Lynn Grewing made a motion to approve the May 20, 2025, Personnel Committee meeting minutes as presented. Seconded by Al Amdahl, the motion carried unanimously.

GRRL POLICY ADDITION, REVIEW & UPDATES

The new policy, 2M. Travel, was a procedure that GRRL's auditor recommended be written in policy. The remaining chapters in this section were renumbered due to the addition. Associate Director – Human Resources Nichol Wojcik noted that the last policy chapter in this group was inadvertently omitted and asked for approval to renumber along with the others.

Al Amdahl made a motion to approve policy 2M. Travel and the chapter updates as presented and to include the omitted policy. Seconded by Lynn Grewing, the motion carried unanimously.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURNMENT

Tina Diedrick adjourned the meeting at 5:50 p.m.

Jacey Wallace, Chair

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
July 15, 2025**

Vice President Ed Popp called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, July 15, 2025, at 6:03 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Tarryl Clark, Teresa Dahl, Tim Denny, Tina Diedrick, Gregg Felber, Lynn Grewing, Laura Kangas, Ed Popp

Members Excused: Zurya Anjum, Jayne Dietz, Melissa Fee, Bobby Kasper, Holly Lammers, Jacey Wallace

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

ADOPTION/AMENDMENT OF AGENDA

The following amendments were made to the agenda:

- Labor Negotiations Discussion – Closed Session moved to follow Consent Agenda
- Ehlers Public Finance Advisors Proposal moved to follow Closed Session
- Regional Library Basic System Support FY2024 Report of Results – Amended added to New Business
- Remote Meeting Attendance Discussion added to New Business

Lynn Grewing made a motion to approve the agenda as amended. Seconded by Gregg Felber, the motion carried unanimously.

APPROVAL OF MINUTES

Board Meeting

Gregg Felber made a motion to approve the May 20, 2025, Board meeting minutes as presented. Seconded by Al Amdahl, the motion carried unanimously.

PUBLIC OPEN FORUM

Alex Kelton spoke as a representative of the library workers' union AFSCME Local 1345. She presented a petition with 41 signatures for the upcoming negotiations. Alex stated that the petition is to urge the GRRL administration and Board to engage in fair, equitable, and comparable contract negotiations.

FINANCIALS

Bills

Financial Reports

Letter of Credit Designation

Tina Diedrick made a motion to:

- Approve the June and July bills and July bills addendum as presented.
- Accept the May and June financial reports and letter of credit designation as presented.

Seconded by Gregg Felber, the motion carried unanimously.

CONSENT AGENDA

Arts & Cultural Heritage Fund (ACHF) FY2026 Application

Regional Library Basic System Support (RLBSS) FY2025 Report of Results

Tina Diedrick made a motion to approve the above Consent Agenda items as presented. Seconded by Gregg Felber, the motion carried unanimously.

2026 Preliminary Board Meeting Schedule

According to GRRL Bylaws, Board meetings are held on the third Tuesday of the month. Zurya Anjum reviewed the proposed 2026 schedule. She noted that Ramadan might conflict with the February date. There was no action taken. The Board will consider the preliminary schedule at the September meeting.

Labor Negotiations Discussion – Closed Session

Tarryl Clark made a motion to close the Board meeting at 6:11 p.m. for labor negotiations strategy discussion pursuant to Minnesota Statute 13D.03. Seconded by Tina Diedrick, the motion carried unanimously.

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

The open meeting resumed at 7:04 p.m.

Ehlers Public Finance Advisors Proposal

Ryan Miles, Managing Director of Ehlers Public Finance Advisors, shared that the company is employee-owned, locally operated, and works solely in the public sector. He gave a brief overview of the investments they offer and how they could collaborate with GRRL. Ehlers' fiduciary responsibility is to manage with loyalty to their client and provide a reliable and safe investment strategy that produces a measurable rate of return. Their goals include planning to meet GRRL's needs, being available to answer questions, and high-level reporting to GRRL.

Board members asked detailed questions and received answers. Tina Diedrick shared positive comments about Wright County's experience with Ehlers. A lengthy discussion took place, and next steps were reviewed. Tarryl Clark expressed concern and requested that Amy have a conversation with a MAGIC fund representative prior to making a decision.

Tina Diedrick made a motion for management to move ahead with the Ehlers investment proposal. They directed Karen Pundsack and Amy Anderson to exercise discretion and reach out to MAGIC for a conversation. Seconded by Lynn Grewing, the motion carried unanimously.

COMMUNICATIONS**Minitex Resolution Thank You Letter****Viking Library System 50th Anniversary Open House**

The Board reviewed the formal thank-you from Minitex to those who approved support resolutions and the Viking Library System's open house invitation.

PRESENTATION

There were no presentations.

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

Karen Pundsack informed the Board of several GRRL groups and staff members who will present sessions at the Minnesota Library Association conference in October.

Building Reports

Updates were provided for building issues at two libraries. Swanville continues to have water problems. The City of Sauk Centre is aware of the broken window and has talked about replacing the library windows, but has no plan in place.

Second Quarter 2025 Strategic Plan Objectives & Key Results

Karen Pundsack pointed out the following second quarter strategic plan statistics:

- The total borrower increase has slowed to three percent.
- There were fewer new borrowers in quarter two than last year.
- Physical circulation year-over-year is down two percent.
- The digital library is circulating more than St. Cloud for the first time.
- Several libraries had circulation increases.

Human Resources Reports

Staff years of service were highlighted. The average tenure for GRRL staff members is nine years. Rehires were noted.

COMMITTEE REPORTS**Finance Committee**

The GRRL 2026 Budget proposal and second quarter financial report were approved.

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

Personnel Committee

The committee adopted a new travel policy that was previously a procedure. The remaining policies were renumbered.

Tina Diedrick made a motion to approve the Personnel Committee report as presented. Seconded by Lynn Grewing, the motion carried unanimously.

Fund Development Committee

The Fund Development Committee met last week to approve planned gift project proposals and discuss the Year-End Campaign. Planned gift funds were approved to support the purchase of additional books for the juvenile collection and to continue the Little Falls Library building updates. GRRL Planning Your Legacy brochures were shared with the Board. The committee has seen growth in this fundraising area.

Strategic Plan Committee

The Strategic Plan Committee also met last week. Laura Kangas stated appreciation for staff and the group in general; they are open and provide valuable information. Drafts of GRRL's vision, mission, and strategic thinking have been created. The committee should be ready to present a 2026-2030 Strategic Plan draft to the Board in October.

Central Minnesota Libraries Exchange (CMLE) Board

Karen Pundsack is CMLE Board Chair. Audit work is being done, and things seem to be going smoothly with Resource Training & Solutions. A new grant round is beginning; website improvements should help the process go well. Library Strategies was hired to conduct strategic planning for CMLE.

UNFINISHED BUSINESS**Central Minnesota Libraries Exchange (CMLE) Board Appointments**

Tina Diedrick made a motion to reappoint Dorothy Kersten and appoint Tarryl Clark to the CMLE Board. Seconded by Teresa Dahl, the motion carried unanimously.

Labor Negotiations Discussion – Closed Session

The closed session took place earlier in the meeting.

NEW BUSINESS**Ehlers Public Finance Advisors Proposal**

The Ehlers proposal took place earlier in the meeting.

GRRL Policy Review & Revisions – Security

Gregg Felber made a motion to approve the Security policy revisions as presented. Seconded by Al Amdahl, the motion carried unanimously.

GRRL 2026 Budget Proposal & Discussion

The GRRL 2026 Budget proposal was the same as the preliminary budget reviewed in May. Amy Anderson noted that all counties in the region show an increase this year, although the overall budget remains essentially flat.

Tina Diedrick made a motion to approve the 2026 Budget as presented. Seconded by Tarryl Clark, the motion carried unanimously.

Regional Library Basic System Support (RLBSS) FY24 Report of Results – Amended

Karen Pundsack stated that GRRL received approximately \$40,000 of additional RLBSS funds for fiscal year 2024. A report is required for those funds due to the way they were administered.

Laura Kangas made a motion to approve the amended RLBSS FY24 Report of Results as presented. Seconded by Tim Denny, the motion carried unanimously.

Remote Meeting Attendance

During the Finance Committee meeting, it was suggested that remote meeting attendance be discussed with the full Board. Karen Pundsack explained the Minnesota Open Meeting Law changes made during the last legislative session, and options were discussed. Board members commented in favor of attending remotely, including examples of other groups that meet in this manner. Board consensus was to have staff consider remote meeting attendance capabilities for GRRL Board and Committee meetings.

BOARD OPEN FORUM

No comments were made.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Aug. 19, 2025.

ADJOURNMENT

Ed Popp adjourned the meeting at 7:58 p.m.

Jayne Dietz, President

Melissa Fee, Secretary

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
July 29, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees special session to order on Tuesday, July 29, 2025, at 6:00 p.m. in the St. Cloud Public Library Bremer Room.

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

Members Excused: Tim Denny, Gregg Felber, Holly Lammers

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

ACCEPT EXECUTIVE DIRECTOR RESIGNATION

Executive Director Karen Pundsack was asked to share a few comments and stated that many amazing things have been done across the system over the last decade. GRRL staff should be proud of what we have accomplished. Karen will have the ability to ease out of the Executive Director role and be available for as long as there is a need. Her goal is to help GRRL have a smooth transition.

Jayne Dietz thanked Karen for all she has done for GRRL. Ed Popp commented that Karen has been a great leader.

Ed Popp made a motion to accept the Executive Director's resignation. Seconded by Jacey Wallace, the motion carried unanimously.

TRANSITION AND SEARCH COMMITTEE APPOINTMENTS

Associate Director – Human Resources Nichol Wojcik suggested the Transition and Search Committee have six members – four Board members, one GRRL staff member, and herself because of her position. She recommended Jeannette Burkhardt as the staff member. Jayne Dietz asked for any other staff member recommendations.

Questions and discussion included what was done in the past for a search committee and the hiring process, what would work best this time for a streamlined process, and Jeannette's qualifications to be part of the committee. Tarryl Clark made a motion to appoint Jeannette Burkhardt to the Transition and Search Committee. Seconded by Al Amdahl, the motion carried unanimously.

Nichol informed the Board about the considerable time commitment from members and outlined meetings needed throughout the process. This committee will report to the full Board. Jayne recommended Board members Ed Popp, Lynn Grewing, Tarryl Clark, and herself as Board President. After an opportunity for feedback, Al Amdahl made a motion to appoint Ed, Lynn, Tarryl, and Jayne to the Transition and Search Committee. Seconded by Bobby Kasper, the motion carried unanimously.

EXECUTIVE DIRECTOR SEARCH PLAN PROPOSAL

Nichol Wojcik reviewed the Executive Director Search Plan steps, which could be rearranged or have additional steps included. There was considerable discussion about internal and external searches as well as the scope of the search and the methods that will be used. Board members shared search and

hiring experiences. Zurya Anjum made a motion to approve the Executive Director Search Plan as presented. Seconded by Lynn Grewing, the motion carried unanimously.

CANDIDATE TRAVEL EXPENSE REIMBURSEMENT REQUEST

According to Personnel Policy Chapter 2B.8 Executive Director Transition Plan, final candidates may be eligible to have travel expenses reimbursed. Expense details would be verified by Human Resources and Accounting prior to disbursement. Tarryl Clark made a motion to approve the Candidate Travel Expense Reimbursement request, up to \$1,000 per candidate, as presented. Seconded by Bobby Kasper, the motion carried unanimously.

EXECUTIVE DIRECTOR COMPENSATION FOR POSITION POSTING REQUEST

Minnesota Statute requires that a pay range be included with any position's job posting. Melissa Fee made a motion to approve the Executive Director Compensation for Position Posting Request as presented. Seconded by Tina Diedrick, the motion carried unanimously.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Aug. 19, 2025.

There was discussion about the Board's next meeting date and the Executive Director Transition Plan policy. Nichol Wojcik shared thoughts about when the Transition and Search Committee will have their first meeting. Jayne Dietz thanked Nichol for her work and recognized everyone in attendance this evening. Zurya Anjum stated that she would like the Board to have a formal farewell for Karen Pundsack.

ADJOURNMENT

Laura Kangas made a motion to adjourn the meeting at 6:48 p.m. Seconded by Jacey Wallace, the motion carried unanimously.

Jayne Dietz, President

Melissa Fee, Secretary



FEDERAL HOME LOAN BANK OF INDIANAPOLIS
IRREVOCABLE PUBLIC UNIT DEPOSIT STANDBY LETTER OF CREDIT
NO. 2523300124

Date: **August 21, 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. **2523300124** (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 **August 21, 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) **September 23, 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 **September 23, 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. 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 DocumentaryCredits, 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:
Kate Topoll
By: C35E6E60EDA54B9...

Name: Kate Topoll

Title: Senior Lending Officer

Signed by:
Clay Johnson
By: A591021ECDE4F6...

Name: Clay Johnson

Title: Credit Operations Analyst



FEDERAL HOME LOAN BANK OF INDIANAPOLIS
IRREVOCABLE PUBLIC UNIT DEPOSIT STANDBY LETTER OF CREDIT
NO. **2524100100**

Date: **August 29, 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. **2524100100** (the "Letter of Credit") in favor of the aforesaid addressee (the "Beneficiary") for drawings in a maximum amount of up to **\$100,000.00** (the "Maximum Credit Amount") effective **August 29, 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) **September 23, 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 **September 23, 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. 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

DocuSigned by:
Kate Topoll
By: C35E6E60FDA54B9...
Name: Kate Topoll
Title: Senior Lending Officer



Regional Library Telecommunications Aid Program FY 2025 (July 1, 2024 – June 30, 2025) Final Report Signature Page

A complete final report for the FY 2025 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Priority 2 Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: **Great River Regional Library**

Signature:

Name: Jayne Dietz
Chair, System Governing Board
Date: 9/16/25

Signature:

Name: Karen Pundsack
Regional Public Library System Administrator
Date: 9/16/25

Please email your report to emma.devera@state.mn.us by **September 15, 2025**.

Regional Library Telecommunications Aid: Priority 2 Report

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

	Category	Total Budgeted	Brief Description
Content	Library Subscriptions <i>annual Overdrive fees</i>		
	Library Resources <i>Overdrive materials</i>	\$70,430.77	Digital content: eBooks, eAudio, etc.
Non-E-Rate Equipment	Individual Devices <i>tablets, computers, hotspots without service</i>		
	Operational Devices <i>copier, printer, self-check</i>		
	Networking Equipment <i>server, redundant lines</i>		
	Tech Supplies <i>hotspot cases, USB drives</i>		
Subscriptions	Data Plans <i>hotspot data plans, off-site internet service</i>		
	Service Subscriptions <i>Zoom, website hosting</i>		
	Software Licenses <i>MS Office, Deep Freeze</i>		
Miscellany	Professional Services <i>web design, tech repair</i>	\$19,278.00	External and internal network penetration testing.
	Category 2 <i>see FCC eligible services list</i>	\$30,412.50	Core and server network switches.
		\$120,121.27	If the auto-sum function doesn't work, please enter the total here.

Regional Library Telecommunications Aid Report SFY 2025										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 7/1/2024	Bandwidth Available 6/30/2025	E-Rate % Discount (2024)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.76	\$3,483.14	
Annandale Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Becker Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Belgrade Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.16	\$2,687.54	
Big Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Buffalo Public Library	Yes	100Mbps	100Mbps	80%	\$7,636.92	\$6,109.54	\$1,527.38	\$458.16	\$1,985.54	
Clearwater Branch Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Cokato Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.76	\$3,483.14	
Cold Spring Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Delano Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Eagle Bend Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Elk River Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Foley Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Great River Regional Library	Yes	1Gbps	1Gbps	80%	\$21,852.12	\$17,481.70	\$4,370.42	\$1,311.12	\$5,681.54	
Grey Eagle Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Howard Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.16	\$2,687.54	
Kimball Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Little Falls Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Long Prairie Public Library	Yes	100Mbps	100Mbps	80%	\$9,736.92	\$7,789.54	\$1,947.38	\$584.16	\$2,531.54	
Melrose Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Monticello Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Paynesville Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Pierz Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Richmond Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Rockford Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
Royalton Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Sauk Centre (Bryant) Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
St. Michael Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Staples Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Swanville Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
Upsala Public Library	Yes	100Mbps	100Mbps	80%	\$25,876.92	\$20,701.54	\$5,175.38	\$1,552.56	\$6,727.94	
Waite Park Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
					\$362,336.64	\$289,869.31	\$72,467.33	\$21,738.48	\$94,205.81	
*If any sites are under 20 hours per week, please explain.										

September 16, 2025



REGIONAL LIBRARY TELECOMMUNICATIONS AID

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

APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 W. St. Germain

City: Saint Cloud State: MN Zip Code: 56301

Telephone: 320-650-2500

Fax: 320-650-2501

E-mail: jayr@grrl.lib.mn.us

Minnesota Tax ID#: 41-0976030

Locations Open Fewer than 20 Hours per Week

Please identify any locations open fewer than 20 hours per week and provide a reason for each:

Assurances:

All regional public library system members or branches meet the state-certified level of library support as required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ open network architecture permitting interconnectivity with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the RLTA program.

The regional public library system and its members or branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)*. This means all public library computers with access to the internet and available for use by children under the age of 17 restrict all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law. The library system is also in compliance with section (c), prohibiting adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and have a policy prohibiting library users from using the library's internet access to view, print, or distribute material that is obscene per *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

Authorized Signatures

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 9/16/25

Signature:

Name: Jayne Dietz

Chair, System Governing Board

Date: 9/16/25

Signature:

Name: Karen Pundsack

Regional Public Library System Administrator

The following forms comprise a complete application:

- ☐ FY26 Applicant Information, Assurances and Authorized Signatures
- ☐ FY26 RLTA Priority 1 application spreadsheet
- ☐ E-rate FCDLs for 2025. Each entity included in the RLTA application must be included in FCDL(s).

If 2025 FCDLs are not available, submit 2025 form 471 and 2024 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2025 FCDL, please submit it along with an updated application spreadsheet.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY25 final report.

Please email the signed and completed application forms to emma.devera@state.mn.us by **Monday, October 20, 2025**. Completed forms can be sent as PDF documents or in original formats.

Regional Library Telecommunications Aid Application SFY 2026										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 6/30/2026	Anticipated Bandwidth 6/30/2027	E-Rate % Discount (2025)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.76	\$3,483.14	
Annandale Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Becker Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Belgrade Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.16	\$2,687.54	
Big Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Buffalo Public Library	Yes	100Mbps	100Mbps	80%	\$7,636.92	\$6,109.54	\$1,527.38	\$458.16	\$1,985.54	
Clearwater Branch Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Cokato Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.76	\$3,483.14	
Cold Spring Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Delano Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Eagle Bend Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Elk River Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Foley Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Great River Regional Library	Yes	1Gbps	1Gbps	80%	\$21,852.12	\$17,481.70	\$4,370.42	\$1,311.12	\$5,681.54	
Grey Eagle Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Howard Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.16	\$2,687.54	
Kimball Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Little Falls Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Long Prairie Public Library	Yes	100Mbps	100Mbps	80%	\$9,736.92	\$7,789.54	\$1,947.38	\$584.16	\$2,531.54	
Melrose Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Monticello Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Paynesville Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Pierz Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Richmond Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Rockford Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
Royalton Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Sauk Centre (Bryant) Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
St. Michael Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$630.96	\$2,734.34	
Staples Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.16	\$2,609.54	
Swanville Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
Upsala Public Library	Yes	100Mbps	100Mbps	80%	\$25,876.92	\$20,701.54	\$5,175.38	\$1,552.56	\$6,727.94	
Waite Park Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.16	\$2,921.54	
					\$362,336.64	\$289,869.31	\$72,467.33	\$21,738.48	\$94,205.81	
*If any sites are under 20 hours per week, please explain.										



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

Executive Director Report September 2025

County Budget Presentations

Since the July meeting, we have presented budget information to each of the county boards, with the exception of Wright County. County Administrator Greg Kryzer relayed that GRRL put together a great budget and is doing great work so the presentation was unnecessary there. Thanks to Associate Director – Accounting Amy Anderson for her work on making the budget process understandable and for co-presenting.

2026-2030 Strategic Planning

The Strategic Plan Steering Committee met on Wednesday, Aug. 6. We reviewed the draft of the 2026-2030 Goals and Objectives that contained every subgroups' ideas on what GRRL needs to focus on over the next five years. Through consensus, we recognized that we needed to hone down our goals. Next steps include condensing the goals and objectives into a more manageable format.

Members of the Leadership Support Team worked to fine-tune a final draft that will be reviewed by Steering Committee members. The draft will be discussed at the October 21 GRRL Board work session.

GRRL Executive Director Transition

Over the past two months, I have spent time wrapping up projects, reassigning tasks, and cleaning up files. My goal is to pass the baton smoothly to the next GRRL Executive Director. Patron Services (PS) Supervisor Cara Langston has joined the DEI Team in my place. PS Coordinator Neil Vig will represent GRRL on the Career Solutions Program Committee. Associate Director – Collection Development Jami Trenam has agreed to take on writing book reviews for the St. Cloud Chamber's *Business Central* magazine. Brandi Canter will serve as a GRRL representative on the Create CommUNITY Advisory Board. East Central Regional Library Assistant Director Rachel Howell fill the public librarian seat on the Central Minnesota Libraries Exchange (CMLE) Board.

Records Retention

We received approval from the Minnesota Historical Society on our updated records retention schedule. Kudos to Administrative Assistant Patty Waletzko for her work on this multi-year project. It has been helpful to have an updated reference point as we review a lot of old files due to the director transition.

Leadership Support Team (LST)

Associate Director – Human Resources Nichol Wojcik led this month's visioning topic on appreciation in the workplace. She shared an exercise on the "languages of appreciation" based on the book *The 5 Languages of Appreciation in the Workplace* by Gary Chapman. She also shared information on how recognition is different from appreciation. Recognition focuses on performance or achievement – WHAT a person does. Appreciation focuses on the value of the individual – WHO the person is.

LST also looked over the latest draft of the GRRL 2026-2030 Strategic Plan. Other topics included the Brooklyn Public Library card study, which is being researched by the Public Services Team (PST), and draft changes to Patron Services policies. The 2026 staff meeting and training calendar is also in development.

Cara led the July visioning topic on staff empowerment. She found a LinkedIn Learning webinar that included a section on “Understanding Empowerment.” Empowerment goes beyond the delegation of tasks and includes monitoring and supporting staff members in their work. Many professional articles about empowerment do not include clear definitions of what this term means and are vague. LST is hoping that staff engagement survey results will help inform how best to approach recognition and appreciation in the coming year.

Breanne also shared highlights from the Viking Library System 50th anniversary tour. Other discussion topics included department updates and shaping an evaluation of the open hours added in 28 libraries in 2022.

Council of Regional Public Library System Administrators (CRPLSA)

At the state regional library director’s meeting in July, we met with Minitex Director Maggie Snow and State Librarian Tami Lee. Both shared updates on the impacts of federal funding shifts and state legislation on library services. We also discussed changes to Open Meeting Law and upcoming requirements regarding Paid Family Medical Leave.

CRPLSA has contracted with Library Strategies to conduct a survey to explore whether state standards are needed or should be updated. I am part of the steering committee working on this project.

Highlighted Executive Director Activities since July Board Meeting

July 16 – LST Board follow-up meeting
 July 23 – LST meeting, 1:1 with Collection Development Librarian Felicia Fiedler
 July 24 – MCHRMA Technical Day session on Paid Family Medical Leave
 July 25 – MLA Legislative Forum, Meeting with DDA
 July 26 – Morrison County budget presentation, OneDigital strategy meeting, CRPLSA steering committee, GRRL Board special session
 July 28-29 – CRPLSA meeting in Luverne
 Aug. 5 – Sherburne County budget meeting, LST check-in
 Aug. 6 – GRRL 2030 Strategic Plan steering committee meeting
 Aug. 12 – Benton County budget presentation
 Aug. 14 – LMC meeting, Stearns County Human Services Advisory Board
 Aug. 19 – Todd County budget presentation
 Aug. 20 – LST check-in meeting
 Aug. 26 – Supervisory training and Regional Staff meeting
 Sept. 3 – DEI Team meeting
 Sept. 9 – Stearns County budget presentation
 Sept. 11 – LMC meeting
 Sept. 12 – CMLE board meeting

Management Reports September 2025

Amy Anderson
Associate Director – Accounting

Accounting

The summer closes for the Accounting department with presentations to signatories of the 2026 Great River Regional Library (GRRL) budget. The update includes highlights from around the region and an overview of each signatory's 2026 contribution to the budget.

A capital expenditure request to replace the 2019 Ford Transit will be presented to the Board. The van being replaced was purchased in September 2022 and has reached the end of its useful life due to high maintenance costs. This purchase aligns with the five-year replacement plan for fleet vehicles as part of 300 Financial Policy Chapter 14. Fixed Assets.

Investments

The new relationship with Ehler's Public Finance Advisors (Ehler's) continues to progress. Follow-up conversation assignments have been completed. Next steps have been defined by Ehler's and are being prepared by GRRL.

The savings rate for MAGIC liquid was 4.28 percent on August 31. On this same day, the GRRL investment portfolio's average rate of return was 4.36 percent. There are eight certificate maturities remaining in 2025.

These developments align with Goal 1 of the Strategic Plan Priority of Operational Excellence and the objective of maximizing library financial investment options.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
First State Bank, AR	08/21/2025	\$237,000	4.95%	\$12,087.00
First Internet Bank of IN	08/14/2025	\$237,000	5.00%	\$12,205.50
Trustone Financial C.U., MN	08/23/2025	\$236,005	5.01%	\$14,075.93

Purchased/Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Cornerstone Bank, NE	02/10/2027	\$235,000	4.10%	\$14,912.84
American Commercial Bank	08/16/2027	\$230,000	4.10%	\$19,603.56
Bank of Montgomery, LA	08/21/2026	\$239,000	4.25%	\$10,516.00

Letter(s) of Credit

GRRL holds Letters of Credit Nos. 2523300124 and 2524100100 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank (Old National Bank) for \$500,000 and \$100,000. The letters are dated August 21, 2025, and August 29, 2025, respectively.

Jeannette Burkhardt
Patron Services Supervisor

Summer Reading Challenge

Several libraries exceeded 2024 Summer Reading Challenge sign-ups, including Annandale, Big Lake, Delano, Elk River, Howard Lake, Kimball, Monticello, Rockford, and St. Michael. St. Michael had the highest participation in the region with 2,175 children enrolled.

Wright County Social Workers

Buffalo and Monticello libraries have begun hosting a Wright County social worker on-site. They aim to replicate the success of the St. Cloud Library partnership with Stearns County and the social worker at the St. Cloud Library.

Brandi Canter
Lead Patron Services Supervisor

Public Services Team Update

The Public Services Team (PST) finished reviewing Chapter 1 of the Patron Services policy. Their draft was reviewed and approved by the Leadership Support Team and is part of this packet for approval by the Board.

Some important changes were made to give clearer information about using digital collections and borrowing items through interlibrary loan. Details about how staff check a patron's identity and address were removed. This will allow library leaders to adjust more easily when standards change, such as with Real ID. Other changes were made so the policy matches the updated Personnel and Collection Development policies. The whole chapter was edited to make it clearer and easier for patrons to read.

PST plans to bring Chapters 2 through 5 to the Trustees in November. At this time, no major changes are expected.

The team is also improving how new patrons register for cards. These updates will help reduce staff mistakes and make the process more welcoming in communities like Long Prairie, where some people do not have photo IDs for religious reasons.

Summer Reading Challenge Inspires Reading

In August, we finished our most successful Summer Reading Challenge (SRC) yet – see the attached graph. A record 14,041 kids and teens took part. Families and kids could join in by turning in reading slips at their library (94 percent of participants) or by logging books online using the Beanstack app. Approximately 10 percent of the Beanstack users (84) also filled out a short survey on what their family got out of SRC:

- 89 percent said they would do the Challenge again,
- 72 percent said their kids spent more time reading,
- 72 percent said their kids read more books,
- 58 percent said their family visited the library more often.

These results show the real impact the challenge has on literacy for kids and families. The Summer Reading Challenge helps kids keep up their reading over the summer so they return to school in September ready to succeed.

Lastly, GRRL won honorable mention in Beanstack's *Splash into Stories* challenge for our online-only, adult summer reading challenge. Even though it offered no prizes, we had 237 participants read 788,361 minutes!

Breanne Fruth
Communications & Development Coordinator

Fundraising

The Communications & Development department is planning for our annual fall Friends Meet Friends event. We are collaborating with East Central Regional Library, so Friends of the Library groups from both regional library systems received mailed invitations. The event is on September 30 from 1 to 3 p.m. at the Princeton Public Library. The Princeton Friends of the Library will be our featured speaker, and they will share a presentation on connecting with the community.

Great River Regional Library's 2025 Year-End Campaign will begin in October and run through January 2026. The campaign timeline is as follows:

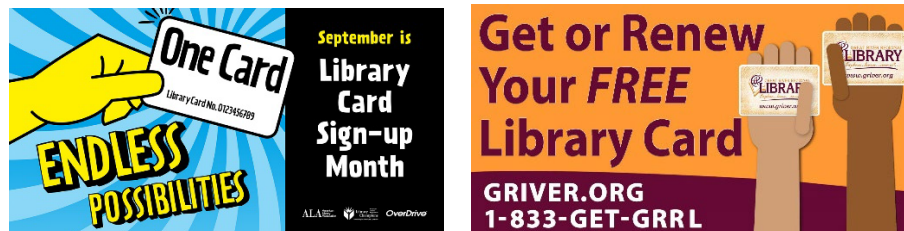
- October: appeal letter mailed to Board of Trustees and Friends of the Library members; email (with letter attached) to GRRL staff
- November: appeal letter mailed to donors from the past three years
- December: donor newsletter Currents mailed
- January: reminder letter mailed to donors who have not yet given to the campaign

Year-End Campaign:

	2024 Goals	2024 Totals	2025 Goals
Dollar Amount	\$94,500	\$75,852	\$100,000
Number of Donors	1,212	775	1,266
Board Participation	100%	100%	100%
Staff Participation	15%	8%	15%
Average Gift Amount	\$78	\$97	\$79

Communications

September is Library Card Sign-Up Month. This year we are using materials provided by the American Library Association (ALA). The theme, "One Card, Endless Possibilities," is a reminder that libraries are for everyone – no matter your age, background, or goals. Whether you are diving into a new hobby, searching for your next great read, brushing up on tech skills, or helping your child succeed in school, it all starts with a library card! Branches have posters, stickers, and local items to promote the month. We are also highlighting the month by posting ALA's themed "One Card, Endless Possibilities" and GRRL branded "Get or Renew Your FREE Library Card" images on Facebook, Instagram, and LinkedIn.



October marks TeenTober and Teen Read Week. We will announce our Teen Sticker Design Contest winner in October and have available the design in vinyl stickers throughout our 32 libraries. The contest

ran from July 14 through August 31. We received 94 submissions, representing 25 of our 32 locations. The Communications & Development department vetted the bulk submissions and selected the top voting choices based on creativity, design, how well it fits a library theme, and if it can transfer well onto a vinyl sticker. GRRL staff will vote on the finalists selected to determine a winner. The finalists are teens from Little Falls, Upsala, St. Cloud, St. Michael, Howard Lake, and Monticello.

Cara Langston
Patron Services Supervisor

Library Youth Advisory Council

The Youth Advisory Council is returning this fall! Currently, we are reaching out to previous years' members to see who plans to rejoin. In addition, our proposal was accepted for a Minnesota Library Association (MLA) presentation at their annual conference. We hope a few council members will be able to join us. I am excited to share what we learned with other library professionals in Minnesota.

Staffing

The northern branches have two recent openings in Long Prairie and Staples. The open hours for the Library Assistant position in Long Prairie will be covered by increasing present staff members' hours. We are currently searching for a new Staples Library Assistant and hope to be training a new colleague by the middle of September.

Jay Roos
Associate Director – Information Technology

Switch Replacement

Information Technology (IT) staff are working with our vendor to configure and replace our server room switches and our core network switch. The server room switch replacement is complete. The core switch is replaced. However, in order to achieve the designed level of redundancy, a number of switches and our firewall need to be reconfigured. The work is expected to be substantially complete by the end of September. All along, the progress has seemed slow as we carefully make changes one-step at a time to minimize downtime for patrons and staff.

Computer Replacement and Windows 11

Our public access catalog computers are due for replacement this year. In conjunction with the replacement, that group of computers will be the first on Windows 11. GRRL runs a version of Windows 10 that will continue to receive updates until 2027.

We are preparing our computer order. At the same time, we are creating a new software image to load on the computers and bringing our systems and processes up to speed with Windows 11.

Web Accessibility

The U.S. Department of Justice Civil Rights Division has set deadlines for state and local governments to achieve compliance with Web Content Accessibility Guidelines (WCAG) Level AA. The deadline for our entity type is April 26, 2027. Many other entities have only until April 26, 2026.

Efforts are already underway and will include updating the website's design and functionality to meet the standard. These updates will range from improved color contrast and sizing to new layouts and features designed for easier navigation and clearer content. The requirement applies to not only web

pages, but also images and documents posted to our site. Work will also be done to archive older content that does not meet accessibility standards.

Jami Trenam
Associate Director – Collection Development

Enhancing the Physical Collection: Merchandising in Action

The St. Cloud Public Library is gearing up to show off during the MLA Conference that will take place in St. Cloud in October. Patron Services Specialist Beth Ringsmuth Stolpman, Buffalo Library Services Coordinator Katie Teesdale, and I will present a session on merchandising at the conference. A workgroup of regional and local staff are refreshing the stacks in St. Cloud by putting our merchandising best practices into action.

Changes include moving the new nonfiction section to the beginning of the nonfiction collection and shifting the collection to incorporate slanted shelves for more books with the covers faced-out. This allows for better browsing; staff already report noticing more patrons interacting with the collection. Other changes include moving the kit collection to be more visible by the reference desk and moving the young adult audiobooks upstairs next to the print teen materials. Kudos to the staff doing the heavy lifting; it is truly a group effort. Please consider exploring the collection – you might just find something new to take home!

Expanding the Digital Collection: New Licensing Models, Database Highlights, eBook Legislation

Now that we have a librarian focused on digital materials, we have had some time to explore alternative licensing models. I have been working with Collection Development Librarian Felicia Fiedler on strategies to help stretch our digital dollars. Digital audiobooks are by far our most popular digital format. To help meet this growing demand, Felicia recommended experimenting with a subscription package of audiobooks. This allows 25 audiobook titles to be available on demand with no waiting for one year. Patrons can explore the “No Wait Audiobooks” feature in Libby to discover these titles. We look forward to measuring the impact of this investment.

Felicia also created some training pieces for patron services staff on the databases featured by our Communications department each month. We share database highlights with staff the month prior to the public promotion in order to help staff familiarize themselves with each product. The response from staff has been positive so far.

At the MLA Legislative Forum in August, members expressed interest in developing legislation to address the challenges with eBook licensing terms. I agreed to help the MLA eBook taskforce with researching how Minnesota might leverage model legislation from the eBook Study Group, Library Futures, and efforts in states such as Connecticut.

Nichol Wojcik
Associate Director – Human Resources

Executive Director Transition & Search Committee

We are making progress with the Executive Director search. The position closed on Thursday, Aug. 28, and we had several qualified candidates. The Transition & Search Committee has agreed on interview questions and will conduct first round interviews on Monday, Sept. 15.

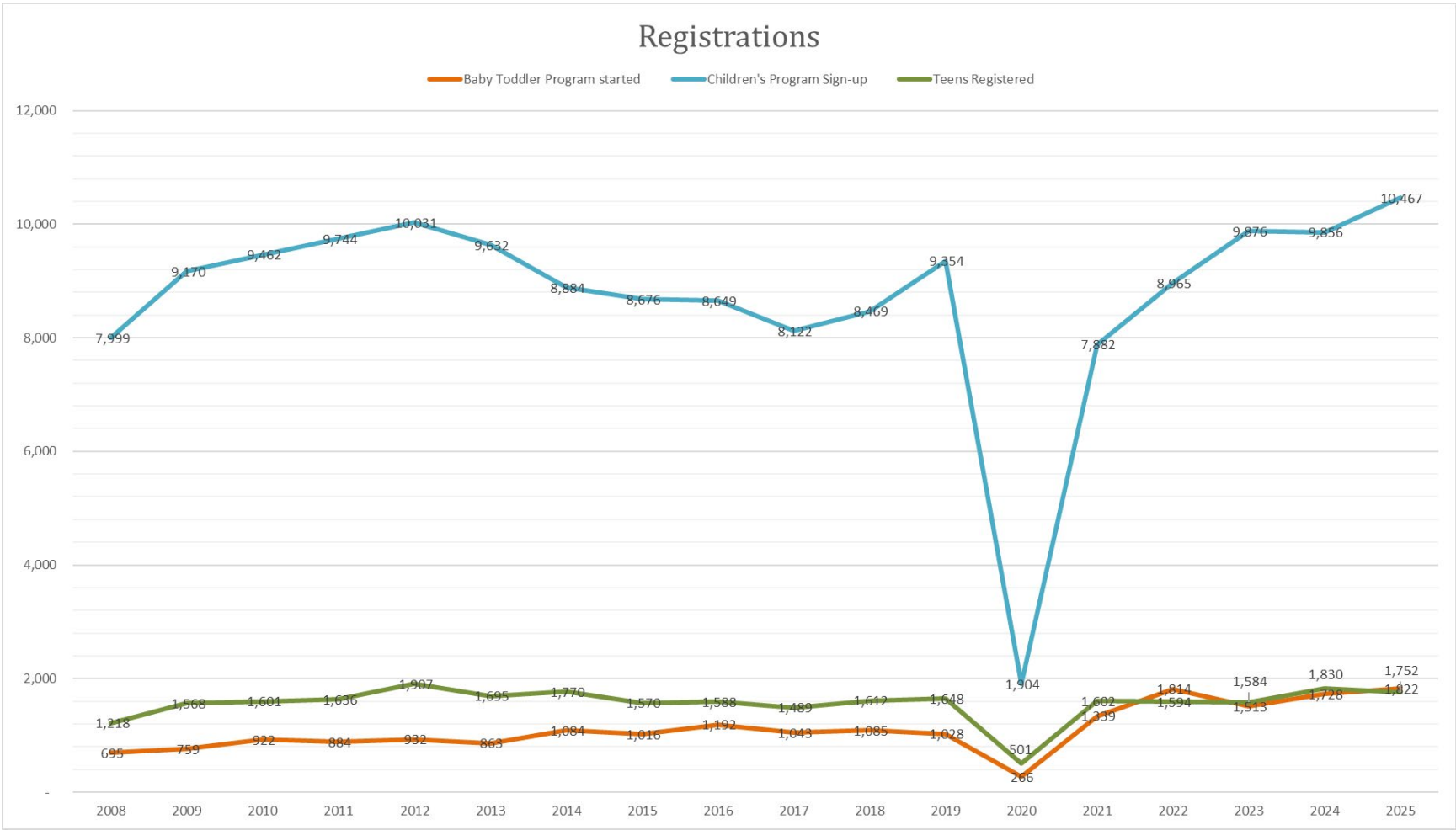
Supervisor Training

I worked with SCTCC's Customized Training to provide supervisor training as part of the fall Regional Staff Meeting. Dr. Janel Anderson conducted communication training called *The Irresistible Power of Communication Styles*. The training focused on how people communicate – and why – unlocking the key to stronger collaboration, increased productivity and more resilient working relationships. The presentation was very good and everyone in attendance seemed very engaged in the training.

Minnesota Library Association (MLA) Conference

The MLA conference is being held in St. Cloud on October 9 and 10. We decided to take advantage of this opportunity and utilize our All Staff Day budget to send as many staff as possible to one day of the meeting. We are able to send 41 staff members!

Record-Breaking Summer Reading Challenge 2025



2025 Summer Reading Challenge total participants: 14,041. Of that total, 13% were aged 0-3, 75% aged 4 to 12, and 12% were teens.

September 16, 2025

Building Reports September 2025

Jeannette Burkhardt
Patron Services Supervisor

Howard Lake

The City of Howard Lake continues to address ongoing A/C issues. Humidity in the building has remained above 50 percent throughout the summer, and a separate dehumidifier is in use. Road construction and utility work that has taken place this summer around the Howard Lake Library on 8th Avenue is coming to an end. Hwy 12 construction is supposed to wrap up soon as well.

Cokato

The parking lot in Cokato received some care and resurfacing.

Elk River

Dates have been set for the new flooring and shelving project at the Elk River Library. The branch will be closed to the public from October 27 to November 24, with curbside pickup available Monday–Friday. Staff will also encourage patrons to use neighboring libraries for holds and returns during this time.

Buffalo

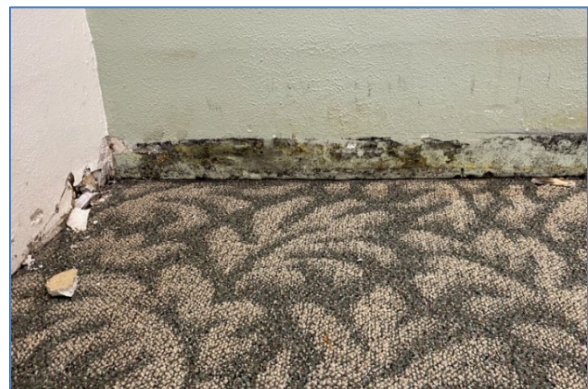
The Buffalo Library experienced minor water damage during a recent storm, affecting several ceiling tiles and one wall. No materials were damaged. The city assisted in drying the area, and it was confirmed that the roof is intact; the leak was caused by a clogged drain. The drywall, however, will need to be replaced. The city will be installing a new water meter at the Buffalo Library.

Brandi Canter
Lead Patron Services Supervisor

Belgrade

There are ongoing water problems at the back of the building. In July, city maintenance staff cleaned the wall behind the baseboards after finding mold there (see image). They bleached the area, replaced the baseboards, and the space looked better afterward.

However, staff have since reported several more issues with water coming in. Because of this, one of the public computer stations had to be moved, which made it unavailable for patrons. Our council contact, Betty Braegelman, has shared that the city plans to increase the size of the gutters and extend the distance for the outflow at the back of the building.



In addition, the building's HVAC system stopped working on Friday, Aug. 29. The city is aware and working to get repairs scheduled.

Paynesville

On August 14, the Ad Hoc Library Board met with staff from Widseth to talk about the new building project. Widseth has finished the land survey and asked the group about their ideas for the design and layout. The board shared their suggestions and expects to see the first designs at the September 18 meeting.

At the current location, the city plans to install a new front door that works with an ADA push button. This will make it easier for people using wheelchairs, strollers, or walkers to enter the building. The Friends of the Library received a grant to help the city cover the cost of this project.

St. Cloud

In mid-August, Matt Glaesman, the city's Community Development Director, asked about moving the St. Cloud Farmer's Market to the library's parking lot next year. The current site, the Lady Slipper lot, will soon be developed, so the market will need a new location.

I have been talking with Robin Heinen from the Farmer's Market to see if the library location would work. In early September, Robin shared that the vendors were interested in relocating to the library parking lot in 2026. We are excited about the possibility, since the market could bring hundreds of additional people to our doorstep each Saturday from May through October.

Also in August, the city replaced 23 feet of cracked plumbing pipe. The work was done early in the morning so the library could open on time. We are grateful to the city for making sure services to the public were not disrupted.

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. Recently, the committee fundraising for the future library requested and received circulation statistics.

Little Falls

Thank you to the city for doing a deep clean around the library building. Bats continue to be an issue with 17 found between May 1 and August 31. The city confirmed that the bat exclusion additions are still in place. It is unclear where the bats are coming in.

Richmond

The Richmond library's front door is sticking. This causes patrons to think the door is locked. Local staff report that they frequently have to flag down patrons who leave, thinking the branch is closed. Public works worked on the door mechanism, but it continues to have significant sticking issues.

Sauk Centre

The city plans window replacements this year. The timeline is still unknown.



GRRL Board Remote Meeting Attendance

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Decide on the adoption of remote participation as a regular option for GRRL Board of Trustees meetings.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- MCIT Article *Changes to Meeting Remotely Under Open Meeting Law*
- Minnesota Statute 13D. Open Meeting Law 2025 Legislative Changes

Minnesota Open Meeting law changed in July 2025 and provides more options for remote attendance at public meetings. The GRRL Board requested in July that management look into what would be necessary to offer this option for attendance. Factors to consider:

- GRRL Board regular meetings take place in the St. Cloud Public Library Mississippi Room. This room has ample seating for members of the public to attend, but it is not optimal for hybrid meetings due to its size. The Bremer Room is better suited to hybrid meeting attendance, but has substantially less seating.
- GRRL Board meetings take place in public meeting rooms so equipment for each meeting is set up the day of the meeting by IT staff and the Administrative Assistant. Additional technology would increase set up and take down time by at least one hour per meeting.
- GRRL purchased technology for hybrid meetings in 2020. This equipment has aged and is beginning to fail, so would need to be updated.
- An upgraded meeting platform subscription would need to be purchased for required meeting controls to permit the public to view but not speak and to meet closed session requirements.
- Remote attendance needs to be published with the meeting notice. The Board would need to take action to have this be a standard part of meeting notices.
- GRRL Board meetings will take longer because roll call votes would be required for all action items when a trustee is attending remotely.

- If remote attendance is regular practice, GRRL Bylaws and Code of Conduct should be updated to clarify expectations for Board members who use this option.

FINANCIAL IMPLICATIONS

Estimated Cost: \$4,000 to upgrade equipment, \$690 annual subscription, plus additional staff time
Funding Source: TBD Budgeted: ☐ Yes ☒ No ☐ N/A

ACTION

☐ Passed ☐ Failed ☐ Tabled

Legal and governance

Changes to Meeting Remotely Under Open Meeting Law

July 1, 2025



Significant changes were made during the 2025 legislative session to the section of the Open Meeting Law that allows board members to attend and participate in meetings from a remote location using interactive technology.

Previously, Minnesota Statutes, Section 13D.02 required:

- Remote locations to be open and accessible to the public
- The meeting notice to include notice of any remote locations
- Limited the circumstances under which a board member's remote location could be closed to the public

The below changes to the law took effect July 1:

- The law no longer requires the remote location to be open and accessible to the public.
- The requirement that remote participation from a closed location be related to an illness or military service has been removed.

Therefore, the law now allows a board member regularly to attend and participate in board meetings from a remote location that is closed to the public.

Additionally, although public bodies must still provide notice of the meeting, the meeting notice is no longer required to include details on any remote locations. Instead, the notice must only state that members may be participating by interactive technology.

Other requirements related to meetings by interactive technology under Section 13D.02 continue to apply without change, including:

- Providing notice of the regular meeting location
- Requirements for time and method of notice
- One board member must be physically present at the regular meeting location

- All members of the board must be able to hear and see one another and all discussion and testimony presented
- Members of the public present at the regular meeting location must be able to hear and see all discussion, testimony and votes
- All votes must be conducted by roll call, and each member's vote must be recorded

Failure to comply with the above requirements may mean that a remote board member is unable to be counted as part of the quorum and may be unable to participate in all proceedings.

Members are encouraged to consult with their legal counsel regarding how the changes to the Open Meeting Law apply to a specific situation.

2024 Minnesota Statutes

CHAPTER 13D. OPEN MEETING LAW

This chapter has been affected by law enacted during the 2025 Regular Session.

- 13D.02 subd. 1 has been amended by [Chapter 39, Article 6, Section 1](#)
- 13D.02 subd. 4 has been amended by [Chapter 39, Article 6, Section 2](#)

Minnesota Session Laws - 2025, Regular Session

Key: (1) ~~language to be deleted~~ (2) new language

CHAPTER 39--S.F.No. 3045 ARTICLE 6 LOCAL GOVERNMENT POLICY

Section 1.

Minnesota Statutes 2024, section 13D.02, subdivision 1, is amended to read:

Subdivision 1.

Conditions.

~~(a)~~ A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

~~(5) each location at which a member of the body is present is open and accessible to the public.~~

~~(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:~~

~~(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or~~

~~(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons.~~

Sec. 2.

Minnesota Statutes 2024, section 13D.02, subdivision 4, is amended to read:

Subd. 4.

Notice of regular ~~and all member~~ meeting locations.

~~If~~ interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and ~~notice of any location where a member of the public body will be participating~~ the fact that members may participate in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice of the regular meeting location must be as described in section 13D.04.



All Staff Day Library Closure Request

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve closing all GRRL libraries to the public on Monday, Oct. 12, 2026, for GRRL All Staff Day.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

GRRL's annual All Staff Day is an important piece of the Strategic Plan. Trainings are offered on library access and awareness in pursuit of our core values of Exceptional Service and Community Focus.

It is also a chance for all GRRL staff to meet together and learn from each other in one place.

FINANCIAL IMPLICATIONS

Estimated Cost: \$20,000 wages and associated costs

Funding Source: 2026 GRRL Operating Budget (10.00.4200.213)

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled



Patron Services Policy Revisions

Submitted by Brandi Canter, Lead Patron Services Supervisor
and Jami Trenam, Associate Director – Collection Development

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Review and approve revisions to the 400 Patron Services policy Introduction and Chapter 1. Circulation Services.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Patron Services policy Introduction and Chapter 1. Circulation Services markup and clean versions

Based on GRRL Board discussions in 2023, all policies are being placed on a three-year review cycle. Recommended changes have been developed in coordination with the Public Services Team, Patron Services, and Collection Development departments.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Summary of Patron Services Policy Revisions/Updates			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
Introduction		3/19/19	Alignment with Personnel Policy regarding staff expectations; referral options expanded; clarity; add revised date.
1A	Eligible Borrowers	9/19/23	Clarity and add revised date.
1B	Registration Requirements	9/19/23	Clarity.
1B.1	Adult Accounts	9/19/23	Remove procedure elements for verifying identity and address; clarity.
1B.2	Minor Accounts	9/19/23	Alignment with Collection Development Policy by adding guardians and designated caregivers; clarity.
1B.3	Reciprocal Borrowers	9/19/23	Added borrowing exceptions with digital materials; clarity.
1B.4	Temporary Borrowers	9/19/23	No changes.
1B.5	Non-Resident Borrowers	9/19/23	Alignment with Reciprocal Borrower section, added borrowing for physical items only; clarity.
1B.6	ECard Borrowers	NA	New section; add revised date.
1C	Loan Periods and Associated Charges	9/19/23	Combined 1C. Lending and 1C.1 Loan Periods and Associated Charges; added special collection items may need waiver; item charges based on listed price for item; added ILL item exception for removal of charges on items set to lost; renamed equipment and kits as Special Collections; clarity; add revised date.
1D	Interlibrary Loan	9/21/21	Clarity.
1D.1	Interlibrary Loan Borrowing	9/21/21	Removed specific limit to number of requests; clarity.
1D.2	Interlibrary Loan Lending	9/21/21	Clarity and add revised date.

400 Patron Services

Introduction

~~Library~~~~In accordance with GRRL mission and values, library~~ staff ~~strive to~~ provide ~~service that is~~ accurate, efficient, ~~friendly, cordial~~ and impartial ~~service~~ to all library users at all times in all locations. Service is provided without regard to origin, age, background, or views. All information requests are valid and ~~treated will be regarded~~ with equal attention and professionalism. ~~Library staff follow Minnesota statutes and GRRL policy concerning patron privacy and confidentiality.~~

Generally, the public is served on a first-come, first-served basis. People calling the library are helped in sequence. During busy times, library staff may ask library users with time-consuming requests to wait while other patrons are being assisted. At any time, staff may direct patrons to other resources or ~~departments to the St. Cloud Public Library patron services staff~~ for further assistance.

Approved Date: 03/20/12

~~Effective Date: 03/20/12~~

Revised Date: 03/19/19, 09/16/25

Chapter 1. Circulation Services

1A. Eligible Borrowers

Residents of Benton, Morrison, Sherburne, Stearns, Todd, and Wright ~~counties can get~~~~Counties are eligible to receive~~ a GRRL library card ~~for~~ free ~~of charge~~. Under the Minnesota Library Reciprocal Borrowing Compact, anyone with a library card issued from a ~~library~~ participating ~~in a~~ Minnesota regional library system ~~can~~is also ~~eligible to~~ borrow library materials.

Children can get a GRRL card without a parent's signature.

Replacing a lost card~~A parental signature is not required for minor children to acquire a GRRL library card.~~

~~The library~~ may ~~cost~~charge a fee ~~to replace lost library cards.~~

Any business, nursing home, school, hospital, Head Start or similar organization within the six-county area ~~can get~~~~is eligible to receive~~ a GRRL ~~institutional~~ ~~Institutional library~~ card free of charge. ~~The~~ ~~upon the receipt of an~~ application ~~must be signed by the organization's legal representative to accept borrowing~~~~which includes a signature of that organization's Chief Operating Officer recognizing the institutional borrower's~~ responsibilities.

Revised Date: 09/16/25

1B. Registration Requirements

~~Anyone~~All persons who ~~wishes~~wish to register for a library card must be present to do so unless they are unable to appear ~~due to~~~~by reason of~~ disability, with the following exceptions:

- ~~Those~~Adults applying for an ~~eCard~~e-card with digital-only access need only verify that their address is within the GRRL service area, ~~and~~
- Adults and children may register for an account through library-sponsored outreach events or collaborations with educational and/or other partners who ~~can verify their~~assist in verification of identity.

A full access library card will be issued to new library patrons. The card ~~must be signed~~requires a signature before ~~use~~it can be used. The signature indicates that the patron has agreed to be responsible for the materials borrowed and to give immediate notice of a lost or stolen library card. The patron also agrees to inform the library of any change of address immediately. ~~Registration applications will be discarded after the data is checked for accuracy.~~

A full access library card ~~expires~~may be renewed every three years. ~~Renewal requires~~Renewals require updating contact information. In order to help patrons keep library accounts in good standing, GRRL requires all charges ~~on adult library cards~~above \$1 to be paid at renewal.

1B.1 Adult Accounts

Adults applying for full access to digital and physical resources must provide proof of identification ~~(picture identification is mandatory)~~ and current street address. Because of residency requirements, GRRL must have a street address on file for all borrowers. PO Box and general delivery are not sufficient. ~~for residency verification.~~ GRRL will not register any person who cannot supply a street address.

- Adults who do not possess ~~an~~ identification with current name and address ~~information~~ may register by showing ~~an~~ identification with non-current address and an item with their name and another valid current address. ~~verification (a utility bill delivered to that address or check book with current address information, for example).~~
- If the person possesses ~~an~~ identification with ~~an incorrect~~inaccurate address, ~~staff information,~~ ~~we~~ may mail their library card to them to verify address. GRRL limits the number of items that can be checked out to residents without a verified~~with no~~ current address ~~information.~~
- Adults without valid identification may not register for a library card.
- Individuals who choose not to provide address information may not check out ~~any~~ library materials, but may use library materials in the library.

1B.2 Minor Accounts

Children may register for their own library cards. Identification is not required for patrons under the age of 17. Children under 17 may check out any materials except R-rated videos. Parents, guardians, or designated caregivers may request~~choose~~ to restrict their minor child's ability to borrow library materials. ~~by requesting that their library card be expired (or not issued).~~

1B.3 Reciprocal Borrowers

GRRL participates in~~subscribes to~~ the Minnesota Reciprocal Borrowing Compact.

~~Any~~As such, staff will register any person who has a library card from ~~another Minnesota~~any other regional library system can register for an account with GRRL in the state. Adults must show a current ID ~~verify identity~~ and proof of ~~provide~~ address. Reciprocal ~~information as indicated above~~. These borrowers will use their home ~~not be issued a GRRL library card in~~. Their own library card will be entered ~~into~~ the GRRL system, and it may be renewed every three years.

Reciprocal borrowers follow the ~~patron database~~. The same circulation rules as GRRL residents, with the exception of digital materials. ~~Due~~ apply to licensing and budget restrictions, reciprocal borrowers do not have access as to some digital materials.

~~any GRRL resident~~. GRRL cards can also ~~may~~ be used at ~~in~~ other regional libraries in across the state as part of the Minnesota under this agreement ~~Library Reciprocal Borrowing Compact~~.

1B.4 Temporary Borrowers

Residents of shelters or temporary housing are eligible for temporary library cards. ~~Temporary Library Cards~~. GRRL limits the number of library materials that these borrowers may check out.

1B.5 Non-Resident ~~resident~~ Borrowers

Non-residents are people not served by a Minnesota regional library system. They must pay a ~~defined as~~ individuals whose permanent address is outside GRRL's six county service area. A non-resident fee of \$7.50 every ~~per~~ 3 months is required if a non-resident wishes to borrow physical GRRL materials. Those planning to live ~~However, if an individual will be living~~ in a GRRL county for more than three months from the date the application is made may, ~~that person is eligible to receive a GRRL library card if they show,~~ ~~with required~~ proof of residency. Non-residents may use GRRL materials and services within the library for free ~~at no charge~~.

~~1C. Lending~~ 1B.6 ECard Borrowers

ECard accounts are available to anyone with an address in GRRL's service area. They provide digital-only access. ECard accounts

~~Patrons must~~ have access to all items in the GRRL digital collection, except for R-rated movies on streaming platforms. ECards are ~~a~~ valid for one year and can be renewed.

Revised Date: 9/16/25

1C. Loan Periods and Associated Charges

Patrons need a library account in good standing to borrow materials.

R-rated videos and DVDs are available ~~for check-out~~ only to individuals 17 or older. Special collection items may require a waiver signed by an adult before checkout.

GRRL staff will try ~~attempt~~ to notify patrons when their requested items are available, and those items. ~~Items~~ are held for a pre-set ~~period of~~ time depending on the item type.

Patrons are responsible for anything~~materials~~ checked out on their account and will be charged the listed price for damaged or lost items. ~~_ based on the indicated price of the item.~~

~~1C.1~~ Loan Periods and Associated Charges

Items are checked out for ~~pre-~~set ~~time~~ periods based~~, depending on the type of material~~ type (see chart below). Patrons may renew GRRL~~their~~ items up to three times unless other patrons are waiting~~so long as the items are not on hold for another patron.~~

GRRL does not charge overdue fines, but~~. All checked-out~~ items still have a due date and must be returned on time. ~~once the checkout period has ended.~~

Borrowing privileges will be temporarily blocked if a patron owes more than~~has library charges over~~ \$1 or has items overdue by~~materials~~ ten or more days ~~overdue~~.

- GRRL will send notices~~notification~~ to patrons when items~~library materials~~ are overdue.
- Items overdue for 45 days or more are~~will be~~ considered lost, and the patron is billed for replacement~~patrons will be charged for the cost of the item.~~
 - With the exception of interlibrary loan items, charges are~~Item costs will be~~ removed if the item is returned in good condition within one year.
 - Payments~~If a patron pays for a lost~~ items are nonrefundable, even~~item, the payment is not refundable~~ if the item is later found ~~and returned~~.
- The library does not accept ~~patron-purchased~~ replacement copies.
- Charges may apply for~~result if items are returned~~ damaged items or missing parts.
- Patron accounts with unpaid~~Unpaid~~ charges may be ~~result in the patron's account being~~ sent to collections ~~and may be subject to Revenue Recapture.~~

Loan periods for library materials	
Material Type	Loan period
Lucky Day Items	7 days (1 week)
Books, audiobooks, CDs, magazines, DVDs & VHS video	21 days (3 weeks)
Interlibrary loan	Varies
Book Club kits	42 days (6 weeks)
<u>Special Collections</u> (Equipment and Try It Yourself Kits)	Varies by type
Note: Failure to return equipment in high-demand, such as hotspots, may result in temporary loss of privilege for future checkouts	

-

Approved Date: 11/20/12

~~Revision Effective Date: 03/17/15, 06/01/19, 01/01/2022, 01/01/24~~

Revised Date: ~~03/17/15, 03/19/2019, 09/21/2021, 09/19/23,~~ 09/16/25

1D. Interlibrary Loan

Since no library can buy everything needed by its patrons, GRRL shares resources through the MNLINK and OCLC interlibrary loan programs as a lender and a borrower.

GRRL abides by the *Interlibrary Loan Code for the United States*.

~~Great River Regional Library will attempt to obtain needed books and other library materials for its patrons. Interlibrary loan (ILL) is one mechanism to ensure that library patrons have access to library materials available in other Minnesota libraries as well as other libraries throughout the United States. GRRL will also make its library materials available to non-GRRL patrons in the spirit of cooperation and effective resource sharing.~~

~~GRRL subscribes to the *Interlibrary Loan Code* of the United States. GRRL also is a participant in both MINITEX and MNLINK (Minnesota Library Information Network), which exist, in part, to provide a statewide resource sharing mechanism.~~

1D.1 Interlibrary Loan Borrowing

GRRL patrons ~~can~~may request materials from other libraries through interlibrary loan (ILL) ~~when items are if an item is not~~ locally available locally. Some requests may not be filled due to ~~libraries have~~ lending restrictions or costs ~~that may prevent requests from being filled. Not all libraries offer free lending;~~ GRRL will notify patrons if free lending is not available.

- ~~The~~Lending libraries decide the loan period and any use restrictions. Most~~for materials borrowed from other libraries is set by the Lender. ILL items cannot~~generally may not be renewed, and some ~~Some materials may only be~~ used ~~available for use inside the library, per the lending institution.~~
- ~~GRRL will quickly respond to recall notices from lending libraries.~~
- Requests for articles may ~~that arrive in printed form will~~ require ~~the patron to sign a~~ signed copyright agreement.
- Borrowers are responsible for ~~The library passes~~ all costs charged by the lending library. If ~~to the GRRL borrower.~~
 - ~~GRRL will pay the lending library all charges associated with the loss of an ILL item is lost, GRRL pays the replacement or other fees and. The borrower is then bills the borrower. billed for those charges.~~ Collection ~~agency~~ fees may also apply. Lost items cannot be accepted as payment once GRRL has paid the lending library, and charges remain even if the ~~be assessed.~~
 - ~~If a patron claims to have returned the item an item, charges will still be assessed as GRRL is required to pay the lending library.~~

ILL services may be limited based on staffing and resources.

- ~~GRRL patrons may have up to 25 active ILL requests, including titles being ordered, checked out, or returned.~~

1D.2 Interlibrary Loan Lending

Non-GRRL patrons ~~can~~may request physical materials through ILL. Most GRRL items have a three-week

- ~~The loan period, but they for most GRRL material is three weeks. However, GRRL items may be unavailable for up to six weeks to allow for transport. time for transportation to and from the borrowing library.~~
- Loan terms ~~periods and other conditions of loan~~ will be ~~stated~~ clearly stated.
- Renewal ~~GRRL will consider granting requests may be granted for renewing loaned ILL materials if there is no local demand. GRRL will inform the borrowing library if it cannot fill a request. All loaned items may be recalled at any time allows.~~
- ~~GRRL~~ GRRL will notify the borrowing library when unable to fill requests.
- ~~All material on loan may be subject to immediate recall.~~

~~Under the terms of this policy, the library~~ may choose not to loan certain ~~the following~~ materials, including reference items, non:

- ~~1. Reference,~~
- ~~2. Non-circulating items, and items, or~~
- ~~3. Those~~ in high local demand.

Approved Date: 05/11/10

~~Effective Date: 05/12/10, 01/01/2022~~

Revised Date: ~~03/16/10, 03/19/19, 09/21/2021,~~ 09/16/25

400 Patron Services

Introduction

Library staff provide service that is accurate, efficient, friendly, and impartial to all library users at all times in all locations. Service is provided without regard to origin, age, background, or views. All information requests are valid and treated with equal attention and professionalism. Library staff follow Minnesota statutes and GRRL policy concerning patron privacy and confidentiality.

Generally, the public is served on a first-come, first-served basis. People calling the library are helped in sequence. During busy times, library staff may ask library users with time-consuming requests to wait while other patrons are being assisted. At any time, staff may direct patrons to other resources or departments for further assistance.

Approved Date: 03/20/12

Revised Date: 03/19/19, 09/16/25

Chapter 1. Circulation Services

1A. Eligible Borrowers

Residents of Benton, Morrison, Sherburne, Stearns, Todd, and Wright counties can get a GRRL library card for free. Under the Minnesota Library Reciprocal Borrowing Compact, anyone with a library card issued from a participating Minnesota regional library system can also borrow library materials.

Children can get a GRRL card without a parent's signature.

Replacing a lost card may cost a fee.

Any business, nursing home, school, hospital, Head Start or similar organization within the six-county area can get a GRRL institutional card free of charge. The application must be signed by the organization's legal representative to accept borrowing responsibilities.

Revised Date: 09/16/25

1B. Registration Requirements

Anyone who wishes to register for a library card must be present to do so unless they are unable to appear due to disability, with the following exceptions:

- Those applying for an eCard with digital-only access need only verify that their address is within the GRRL service area.
- Adults and children may register for an account through library-sponsored outreach events or collaborations with educational and/or other partners who can verify their identity.

A full access library card will be issued to new library patrons. The card must be signed before use. The signature indicates that the patron has agreed to be responsible for the materials borrowed and to give immediate notice of a lost or stolen library card. The patron also agrees to inform the library of any change of address immediately.

A full access library card expires every three years. Renewal requires updating contact information. In order to help patrons keep library accounts in good standing, GRRL requires all charges above \$1 to be paid at renewal.

1B.1 Adult Accounts

Adults applying for full access to digital and physical resources must provide proof of identification and current street address. Because of residency requirements, GRRL must have a street address on file for all borrowers. PO Box and general delivery are not sufficient. GRRL will not register any person who cannot supply a street address.

- Adults who do not possess identification with current name and address may register by showing identification with non-current address and an item with their name and current address.
- If the person possesses identification with an incorrect address, staff may mail their library card to them to verify address. GRRL limits the number of items that can be checked out to residents without a verified current address.
- Adults without valid identification may not register for a library card.
- Individuals who choose not to provide address information may not check out library materials, but may use library materials in the library.

1B.2 Minor Accounts

Children may register for their own library cards. Identification is not required for patrons under the age of 17. Children under 17 may check out any materials except R-rated videos. Parents, guardians, or designated caregivers may request to restrict their minor child's ability to borrow library materials.

1B.3 Reciprocal Borrowers

GRRL participates in the Minnesota Reciprocal Borrowing Compact.

Any person who has a library card from another Minnesota regional library system can register for an account with GRRL. Adults must show a current ID and proof of address. Reciprocal borrowers will use their home library card in the GRRL system, and it may be renewed every three years.

Reciprocal borrowers follow the same circulation rules as GRRL residents, with the exception of digital materials. Due to licensing and budget restrictions, reciprocal borrowers do not have access to some digital materials.

GRRL cards can also be used at other regional libraries in Minnesota under this agreement.

1B.4 Temporary Borrowers

Residents of shelters or temporary housing are eligible for temporary library cards. GRRL limits the number of library materials that these borrowers may check out.

1B.5 Non-Resident Borrowers

Non-residents are people not served by a Minnesota regional library system. They must pay a fee of \$7.50 every 3 months to borrow physical materials. Those planning to live in a GRRL county for more than three months from the date the application is made may receive a GRRL library card if they show proof of residency. Non-residents may use GRRL materials and services within the library for free.

1B.6 ECard Borrowers

ECard accounts are available to anyone with an address in GRRL's service area. They provide digital-only access. ECard accounts have access to all items in the GRRL digital collection, except for R-rated movies on streaming platforms. ECards are valid for one year and can be renewed.

Revised Date: 9/16/25

1C. Loan Periods and Associated Charges

Patrons need a library account in good standing to borrow materials.

R-rated videos and DVDs are available only to individuals 17 or older. Special collection items may require a waiver signed by an adult before checkout.

GRRL staff will try to notify patrons when their requested items are available, and those items are held for a set time depending on type.

Patrons are responsible for anything checked out on their account and will be charged the listed price for damaged or lost items. Items are checked out for set periods based on material type (see chart below). Patrons may renew GRRL items up to three times unless other patrons are waiting.

GRRL does not charge overdue fines, but items still have a due date and must be returned on time. Borrowing privileges will be temporarily blocked if a patron owes more than \$1 or has items overdue by ten or more days.

- GRRL will send notices to patrons when items are overdue.
- Items overdue for 45 days or more are considered lost, and the patron is billed for replacement.
 - With the exception of interlibrary loan items, charges are removed if the item is returned in good condition within one year.
 - Payments for lost items are nonrefundable, even if the item is later found.
- The library does not accept replacement copies.
- Charges may apply for damaged items or missing parts.
- Patron accounts with unpaid charges may be sent to collections.

Loan periods for library materials	
Material Type	Loan period
Lucky Day Items	7 days (1 week)
Books, audiobooks, CDs, magazines, DVDs & VHS video	21 days (3 weeks)
Interlibrary loan	Varies
Book Club kits	42 days (6 weeks)
Special Collections (Equipment and Try It Yourself Kits)	Varies by type

Approved Date: 11/20/12

Revised Date: 09/19/23, 09/16/25

1D. Interlibrary Loan

Since no library can buy everything needed by its patrons, GRRL shares resources through the MNLINK and OCLC interlibrary loan programs as a lender and a borrower.

GRRL abides by the *Interlibrary Loan Code* for the United States.

1D.1 Interlibrary Loan Borrowing

GRRL patrons can request materials from other libraries through interlibrary loan (ILL) when items are not available locally. Some requests may not be filled due to lending restrictions or costs. GRRL will notify patrons if free lending is not available.

Lending libraries decide the loan period and any use restrictions. Most ILL items cannot be renewed, and some may only be used inside the library. Requests for articles may require a signed copyright agreement.

Borrowers are responsible for all costs charged by the lending library. If an ILL item is lost, GRRL pays the replacement or other fees and then bills the borrower. Collection fees may also apply. Lost items cannot be accepted as payment once GRRL has paid the lending library, and charges remain even if the patron claims to have returned the item.

ILL services may be limited based on staffing and resources.

1D.2 Interlibrary Loan Lending

Non-GRRL patrons can request physical materials through ILL. Most GRRL items have a three-week loan period, but they may be unavailable for up to six weeks to allow for transport. Loan terms will be clearly stated.

Renewal requests may be granted if there is no local demand. GRRL will inform the borrowing library if it cannot fill a request. All loaned items may be recalled at any time.

GRRL may choose not to loan certain materials, including reference items, non-circulating items, and items in high local demand.

Approved Date: 05/11/10

Revised Date: 09/21/21, 09/16/25



Information Security Policy Update

Submitted by Jay Roos, Associate Director – Information Technology and Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Action Requested

RECOMMENDATION

Review and approve revisions to the 600 Technology policy Chapter 5. Information Security.

BACKGROUND INFORMATION

- ☒ Supporting Documents Attached
- Technology policy Chapter 5. Information Security markup

Recommended changes are to address the use of artificial intelligence (AI) at GRRL. Revisions are based on League of Minnesota Cities model policy and Minnesota IT Services Public Artificial Intelligence Services Security Standard.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed ☐ Failed ☐ Tabled

600 Technology

Chapter 5. Information Security

5A. Electronic Communication and Computer Files

Electronic communication includes but is not limited to email, instant messaging, forums, web pages, comment posts, electronic forms and reports, [and artificial intelligence \(AI\) services](#).

Electronic communications and other data composed, transmitted or saved on library computers or the library's computer network are not private and may be monitored by library administration.

The library network and library computers belong to the library and should not be used to store, transmit or execute files concerning:

- personal matters
- gossip
- harassment of another employee and/or
- communications in violation of the library's policies or state or federal law.

Employees' use of electronic communications may be subject to the Minnesota Government Data Practices Act and therefore, should be related to the business of the library. Staff will be aware of and use [the appropriate communication vehicle based on the information being communicated. Employee emails \(including those that are personal in nature\) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws.](#)

[Employees may use low-risk data with AI technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as "public" and is intended to be available to the public. Employees should consult with GRRL's Data Practices Responsible Authority or Designee prior to using AI technologies. Employees must ensure any data entered into an AI application is classified as public data. All data created with the use of AI is to be retained according to GRRL's records retention schedule.](#)

Electronic mail, computers and certain applications are protected by access passwords and/or codes when it is in the interest of the library to do so. Any unauthorized attempt to break such security or unauthorized disclosure of such security credentials is subject to disciplinary ~~action which~~ [action, which](#) could include the possibility of termination and/or criminal prosecution. Inadvertent disclosure of security credentials may be subject to disciplinary action based on the circumstances surrounding the disclosure.

The library does not provide e-mail accounts for library ~~customers~~ [patrons](#) but ~~customers~~ [patrons](#) may sign up for free or fee web-based e-mail accounts and use them on library computers.

Approved Date: 03/16/04

Revised Date: ~~03/19/19, 07/16/19~~ [09/16/25](#)

Reviewed Date: 07/16/24

5B. Passwords

GRRL uses a number of passwords to protect data and services. Passwords must not be shared with anyone who is not authorized to access a particular service or data.

The password for any shared account protecting sensitive data must be changed whenever a staff person with access to that shared account leaves GRRL employment, is demoted or transferred to a position that does not have access to the account in question. IT must be notified of the staff change in a timely manner so that necessary password changes take place within one (1) week of the event. Shared passwords will also be changed upon discovery of unauthorized access to that account.

Approved Date: 06/12/07

Revised Date: ~~03/19/19, 07/16/19~~ [09/16/25](#)

Reviewed Date: 07/16/24

5C. Roles and Responsibilities

In order to maintain effective information security, all employees must understand their roles and responsibilities.

All Employees are required to:

- Follow Great River Regional Library information security policies at all times.
- Assist GRRL with meeting and maintaining compliance with Information Security Policy.
- [Be aware of their role in supporting GRRL's information security program.](#)
- [Read and follow guidance and directives regarding GRRL's information security program.](#)
- Comply with relevant regulations, standards, and/or laws governing GRRL and GRRL's patrons, donors, third parties, and other applicable entities.
- Safeguard GRRL's assets per the policies within the Information Security Policy.
- Report any deviation from Information Security Policy to their direct supervisor immediately.

Supervisors are required to:

In addition to the above requirements:

- Ensure that their direct reports follow Great River Regional Library information security policies at all times and understand their roles.
- Work with Information Technology to implement and maintain security controls for assets.
- Participate (as needed and directed) in incident response procedures.

The Information Technology department is required to:

In addition to the above requirements:

- Manage the definition of user access to the assets under their control and management.
- Ensure that user access to their assets follows the principle of "least privilege."

- Verify that assets are protected sufficiently with the security controls.
- Properly assess and classify assets.
- Oversee and manage systems' compliance with GRRL policies.
- Evaluate and select solutions to reduce risk to GRRL assets.
- Monitor and analyze security alerts and information and distribute to appropriate personnel.
- Define and deploy incident response and escalation procedures.
- Administer user accounts, including additions, deletions, and modifications.
- Monitor and control all access to data held in GRRL systems.
- Provide direction to leadership on best security practices and recommended security controls and initiatives.

The Associate Director – Accounting is required to:

In addition to Employee and Supervisor requirements:

- Ensure effective internal controls around the payment card environment.
- Maintain a current list of third parties in relation to Payment Card Industry (PCI).
- Monitor third-party PCI compliance and maintain written agreements.
- Perform due diligence prior to engaging new service providers.

The Associate Director – Information Technology is required to:

In addition to Employee, Supervisor and Information Technology requirements:

- Ensure that IT staff carry out the requirements assigned to the Information Technology department above.
- Maintain effective Information Security Policies.
- Be the person responsible for information security.
- Establish, document and distribute security incident procedures.
- Review and update the Information Security Policies at least annually.

Approved Date: 07/16/19

Revised Date: ~~07/16/24~~09/16/25



Capital Vehicle Expenditure Request

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve a capital vehicle expenditure of up to \$47,000 to replace the 2019 Ford Transit van with a newer model.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

The current balance in the capital vehicle account is \$67,052.80.

The 2019 Ford Transit has 195,000 miles. Maintenance and repairs are at \$10,172.23 (31.23 percent of the purchase price) over a three-year life cycle.

This purchase aligns with the replacement plan for delivery vehicles as part of Financial Policy Chapter 14. Fixed Assets.

FINANCIAL IMPLICATIONS

Estimated Cost: \$47,000 Funding Source: Capital Vehicle Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled



Executive Director Schedule Change

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Change the Executive Director's schedule to part time, 8-16 hours per week, beginning October 6, 2025, until a new Executive Director is hired and the transition is complete or December 31, 2025, whichever comes first.

The position would temporarily change to non-exempt and be paid at the Executive Director's current hourly rate.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

Karen would continue to support GRRL through the completion of our Executive Director search or December 31, 2025. She would work roughly 8-16 hours per week, but understands and has agreed that certain situations may arise that would necessitate additional hours.

FINANCIAL IMPLICATIONS

Estimated Cost: The Executive Director's salary is already part of the 2025 budget. This would actually be a cost savings.

Funding Source: Personnel Salaries

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled