



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

Board of Trustees Meeting
Tuesday, November 18, 2025, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

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

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| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Approval of Minutes | 6:02 |
| 3.1 Board Meeting – September 16 (Requested Action – Approve) pg 3 | |
| 3.2 Board Special Meeting – October 2 (Requested Action – Approve) pg 7 | |
| 3.3 Board Special Meeting – October 21 (Requested Action – Approve) pg 9 | |
| 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) | |
| 6. Consent Agenda (Requested Action – Approve) | 6:10 |
| 6.1 Other | |
| 7. Communications | 6:10 |
| 7.1 Other | |
| 8. Presentations | 6:10 |
| 8.1 Paynesville Library Relocation & Construction (verbal) | |
| 8.1.1 Paynesville Library Relocation & Construction Request (Requested Action – Approve) pg 13 | |
| 8.2 Fund Development (verbal) | |
| 9. Staff Reports | 6:40 |
| 9.1 Executive Director’s Report pg 15 | |
| 9.2 Management Reports pg 19 | |
| 9.3 Building Reports pg 27 | |
| 9.4 Staff Recognition Report pg 29 | |
| 9.5 2025 Employee Engagement and Internal Communication Survey Summary pg 31 | |
| 9.6 Other | |
| 10. Committee Reports | 6:50 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 10.3 Fund Development Committee (verbal) | |

11. Unfinished Business	7:00
11.1 Other	
12. New Business	7:00
12.1 Revenue Recapture 2025 Activity Summary pg 33	
12.2 Library Open Hours Adjustments 2026 pg 35	
12.3 Farewell to Departing Members (verbal)	
12.4 Other	
13. Board Open Forum	7:10
14. Next Meeting: January 20, 2026, Board of Trustees	7:14
15. Adjournment	7:15

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
September 16, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, September 16, 2025, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room.

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

Members Excused: Al Amdahl, Tarryl Clark, Tim Denny

GRRL Staff Present: Amy Anderson, Jeannette Burkhardt, Cara Langston, Karen Pundsack, Jay Roos, Patricia Waletzko, Nichol Wojcik

ADOPTION/AMENDMENT OF AGENDA

Lynn Grewing made a motion to approve the agenda as presented. Seconded by Melissa Fee, the motion carried unanimously.

APPROVAL OF MINUTES

Finance Committee Meeting

Zurya Anjum made a motion to approve the July 15, 2025, Finance Committee meeting minutes as presented. Seconded by Ed Popp, the motion carried unanimously.

Personnel Committee Meeting

Jacey Wallace made a motion to approve the July 15, 2025, Personnel Committee meeting minutes as presented. Seconded by Laura Kangas, the motion carried unanimously.

Board Meeting

Laura Kangas made a motion to approve the July 15, 2025, Board meeting minutes as presented. Seconded by Zurya Anjum, the motion carried unanimously.

Board Special Session

Ed Popp made a motion to approve the July 29, 2025, Board special meeting minutes as presented. Seconded by Teresa Dahl, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the public open forum.

FINANCIALS

Bills

Financial Reports

Letter of Credit Designations

Melissa Fee made a motion to:

- Approve the August and September bills and September bills addendum as presented.
- Accept the July and August financial reports and letter of credit designations as presented.

Seconded by Laura Kangas, the motion carried unanimously.

Tina Diedrick and Bobby Kasper joined the meeting at 6:10 p.m.

CONSENT AGENDA**Regional Library Telecommunications Aid FY25 Final Report****Regional Library Telecommunications Aid FY26 Application**

In response to a question, Executive Director Karen Pundsack explained the difference between Regional Library Telecommunications Aid (RLTA) Priority 1 and Priority 2 funding. She also described the application and reporting process. Ed Popp made a motion to approve the RLTA FY25 Report and FY26 Application as presented. Seconded by Lynn Grewing, the motion carried unanimously.

2026 Preliminary Board Meeting Schedule

Zurya Anjum made a motion to approve the preliminary 2026 Board meeting schedule as presented. Seconded by Jacey Wallace, the motion carried unanimously.

COMMUNICATIONS

There were no communications to present.

PRESENTATION

There were no presentations.

STAFF REPORTS**Executive Director's Report**

Karen Pundsack highlighted a few items from her report and informed the Board that State Library Services staff will visit GRRL in October.

Management Reports**Building Reports**

Patron Services Supervisor Jeannette Burkhardt shared a few updates:

- Elk River's library carpeting and shelving project is on track. The library is scheduled to close on October 27 and reopen on November 24.
- The City of Monticello applied for and received a \$500,000 state grant for library improvements. Jeannette mentioned some of the planned upgrades.
- The City of Big Lake is working to build a new city hall. They contacted GRRL and asked to have a conversation about making it a shared facility with the library.

Patron Services Supervisor Cara Langston also shared updates:

- She was informed of a conversation about moving the Cold Spring Library out of the city hall building ahead of renovations. At last week's city council meeting, she learned more about the project status and reminded the council that moving the library needs GRRL Board approval. In addition, the temporary space would need to be safe and meet minimum requirements. No decisions were made.
- Current Library Youth Advisory Council members are being contacted to determine their interest for this year. Cara plans to advertise for new members soon. A presentation about the youth council is scheduled at the October Minnesota Library Association conference in St. Cloud. She hopes to have some teens present with her.
- The Belgrade Library is still having water intrusion issues, and bats continue to be in the Little Falls Library.

Zurya Anjum asked for information about the eBooks legislation mentioned in the management report from Associate Director – Collection Development Jami Trenam. Karen Pundsack explained what is being done at the state level and noted some of the issues.

COMMITTEE REPORTS**Strategic Plan Committee**

The 2026-2030 Strategic Plan draft is ready for the Board to review in October and consider for approval in November.

Central Minnesota Libraries Exchange (CMLE) Board

Holly Lammers stated the CMLE Board elected new officers at their September meeting. She is part of the grants and scholarships subcommittee. Karen Pundsack added that Rachel Howell, East Central Regional Library (ECRL) Assistant Director, agreed to fill the public librarian seat and was elected as president. CMLE is engaging with Library Strategies for their strategic planning process. Karen noted that Tarryl Clark, a GRRL representative on the CMLE Board, also serves on the Resource Training & Solutions Board of Directors, which is the fiscal host for CMLE.

Executive Director Transition & Search Committee

Associate Director – Human Resources Nichol Wojcik reported that the Executive Director position posting closed on August 28. The Transition & Search Committee conducted the first round of interviews yesterday; the second round is scheduled for September 22. Following those interviews, the committee will make a candidate recommendation to the Board. Questions and discussion followed about staff and Board involvement in the process.

UNFINISHED BUSINESS**GRRL Board Remote Meeting Attendance Proposal**

Based on conversations at recent Board meetings, information about remote meeting attendance was presented. Karen Pundsack asked for a decision and clear direction about remote attendance for Board members, the public, and the public open forum. She clarified that GRRL is required to follow the same Open Meeting Law statutes as counties and cities.

Board members expressed support for and opposition to meeting remotely. Several described their hybrid meeting experiences. Lengthy discussion included:

- How GRRL has provided virtual public access in the past and the cost involved.
- The extra staff time required to set up a meeting room with the necessary equipment.
- An explanation that, currently, meeting audio only is recorded and posted for the public; video would need additional equipment.
- Which meetings would offer the remote attendance option – all or some; room reservations are made months in advance.
- The need for the Board to establish guidelines for remote attendance.

Gregg Felber made a motion to approve remote meeting attendance for Board members with yet to be determined guidelines; public remote attendance was excluded. Seconded by Tina Diedrick, the motion failed by roll call vote. Five (5) members voted in favor: Teresa Dahl, Tina Diedrick, Jayne Dietz, Gregg Felber, and Ed Popp. Seven (7) voted against: Zurya Anjum, Melissa Fee, Lynn Grewing, Laura Kangas, Bobby Kasper, Holly Lammers, and Jacey Wallace.

NEW BUSINESS**2026 All Staff Day Closure Request**

After brief comments about staff training, Ed Popp made a motion to approve the 2026 All Staff Day closure request as presented. Seconded by Bobby Kasper, the motion carried unanimously.

GRRL Policy Review & Revisions*Patron Services Chapter 1. Circulation Services*

Notable Chapter 1 changes were removal of the requirement to have a photo ID when registering for a library card and updates to loan periods and associated charges.

Technology Chapter 5. Information Security

Karen Pundsack and Associate Director – Information Technology Jay Roos have been looking at artificial intelligence (AI) and attended several training and workshop sessions. They used the Minnesota Cities model policy and others as references. Karen explained the revisions and added that there may be other GRRL policies to update in the future.

Zurya Anjum made a motion to approve the revised Circulation Services and Information Security policies as presented. Seconded by Jacey Wallace, the motion carried unanimously.

Capital Vehicle Expenditure Request

The 2019 Ford Transit van was a used vehicle purchase several years ago. Associate Director – Accounting Amy Anderson informed the Board that the van has been in for service 16 times in the last 2 years, outside of regular tire rotations and oil changes. Replacing it would return GRRL to a 5-year vehicle replacement cycle. She will contact several dealerships about purchase options.

Ed Popp made a motion to approve the Capital Vehicle Expenditure request, up to \$47,000, as presented. Seconded by Laura Kangas, the motion carried unanimously.

Executive Director Schedule Change Proposal

Karen Pundsack offered to continue working with GRRL through the Executive Director transition or December 31, 2025, whichever comes first. She would begin working part-time the week of October 6.

Bobby Kasper made a motion to approve the Executive Director schedule change as proposed. Seconded by Lynn Grewing, the motion carried unanimously.

BOARD OPEN FORUM

Ed Popp stated appreciation for Karen's willingness to work part-time for GRRL through the transition and contract negotiations. Zurya Anjum proposed that the Board have a farewell gathering for Karen. Tina Diedrick commented on the good discussion this evening.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Oct. 21, 2025.

ADJOURNMENT

Bobby Kasper made a motion to adjourn the meeting at 7:55 p.m. Seconded by Zurya Anjum, the motion carried unanimously.

Jayne Dietz, President

Melissa Fee, Secretary

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
October 2, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees special meeting to order on Thursday, Oct. 2, 2025, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Zurya Anjum, Tarryl Clark, Teresa Dahl, Tina Diedrick, Jayne Dietz, Gregg Felber, Lynn Grewing, Laura Kangas, Bobby Kasper, Holly Lammers, Ed Popp, Jacey Wallace

Members Excused: Al Amdahl, Tim Denny, Melissa Fee

GRRL Staff Present: Jeannette Burkhardt, Brandi Canter, Breanne Fruth, Cara Langston, Karen Pundsack, Patricia Waletzko, Nichol Wojcik

EXECUTIVE DIRECTOR HIRING RECOMMENDATION

Associate Director – Human Resources Nichol Wojcik briefly reviewed the Executive Director search process and Transition & Search Committee members. After a difficult decision, the committee feels confident about their choice.

Lynn Grewing spoke on behalf of the Committee. She stated that Nichol made the process very smooth, and it was extremely thorough. Lynn noted some of the question topics. The committee expected and received thorough answers from the candidates.

As a Transition & Search Committee representative, Lynn made the recommendation and a motion to approve hiring Brandi Canter for the GRRL Executive Director position. Ed Popp seconded the motion.

Zurya Anjum thanked the Committee for their work and commented about an internal hire's transition to a leadership role. Ed Popp shared that the candidates were asked about this type of transition and answered well.

Upon roll call vote, the motion carried unanimously.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Oct. 21, 2025.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 6:09 p.m.

Jayne Dietz, President

Melissa Fee, Secretary

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
October 21, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees special meeting to order on Tuesday, Oct. 21, 2025, at 6:02 p.m. in the St. Cloud Public Library Mississippi Room.

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

Members Excused: Lynn Grewing, Bobby Kasper

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

GRRL 2026-2030 STRATEGIC PLAN DRAFT REVIEW & DISCUSSION

Katie Teesdale, Buffalo Library Services Coordinator, enjoyed being involved with the Strategic Plan Committee – working in small groups and receiving feedback from a variety of staff. Katie mentioned the numerous goals the committee considered and was grateful to be part of the process.

Jessica Gomez, Cold Spring/Richmond Library Assistant, represented the Diversity, Equity & Inclusion Team. Jessica reiterated that there were many goals and the group needed to make hard cuts. It was good to have an inclusive perspective throughout the process and to involve someone at the library assistant level.

Zurya Anjum and Tina Diedrick commented positively about the opportunity to see staff invested in the planning and hear their thoughts; staff members are very passionate. The committee discussion was good, and the goals were narrowed and simplified to create this Strategic Plan draft.

Communications & Development Coordinator Breanne Fruth explained the small group work to update GRRL's Mission and Vision. The Theory of Change was established previously.

Executive Director Brandi Canter reviewed the new strategic plan's four Strategic Directions. Space is left for future community and new executive director changes. The 2026-2030 Strategic Plan draft is presented this evening for feedback. It will be brought to the Board in November for approval.

TEMPORARY COLD SPRING LIBRARY LOCATION

Cold Spring City Administrator Kris Dockendorf and City Council Member Mike Fall attended the meeting. Mike stated that Cold Spring built a new fire hall and plans to remodel the current city hall for the police department and city staff. The Cold Spring City Council wants to relocate the library to a temporary location during the renovation to keep it open and safe for patrons. They continue to have the long-term plan to build a new library on land previously purchased.

GRRL staff have reviewed the proposed temporary location and requested accommodations for the space to function as a library. Mike and Kris met with the building's owner about the plan. Mike stated that all recommended changes could be made; there are some technical items to work out. Cara Langston referred to the temporary space floor plan in the Board packet and reviewed GRRL's

recommendations. Brandi added that a security camera system should be considered for Cold Spring, similar to the one currently used at the St. Cloud Library.

Board members asked questions about the temporary library space timeline and renovation costs. Mike replied that the timeline will depend on fundraising for the new library building; the lease could be up to three years. Plans are to move the library in February or March 2026. Kris commented that the library fundraising committee hopes to raise the amount needed by 2028; construction could take a year. Mike stated that the building owner would be mainly responsible for renovation costs; the city is also prepared to contribute. The Cold Spring City Council intends to move ahead upon GRRL Board approval.

Tarryl Clark made a motion to approve the temporary Cold Spring Library location and recommended accommodations as presented. Seconded by Tina Diedrick, the motion carried unanimously.

MINITEX DIRECTOR PRESENTATION

Maggie Snow, Minitex Director, presented the history of Minitex and their services. Their mission is to support libraries and cultural heritage institutions. She displayed and reviewed Minitex's four strategic initiatives and background information. Beginning with 12 libraries over 50 years ago, they now share resources in Minnesota, North Dakota, South Dakota, and Wisconsin.

Minitex is a program of the Office of Higher Education. At this point, they have not lost federal funding. Maggie explained the revenue/funding sources and expenses/funding uses. The Policy Advisory Council has representation from all Minnesota libraries, as well as from North Dakota and South Dakota. Statewide resources provided by Minitex were described, including the Minnesota Digital Library, eLibrary Minnesota databases, AskMN, MNLink, professional development for library staff, and cooperative purchasing. Maggie also shared an example of a newly available data dashboard for each library location.

A brief discussion followed as Board members asked questions and made comments about the Minitex interlibrary loan and courier service.

BIG LAKE LIBRARY BUILDING UPDATE

PSS Jeannette Burkhardt informed the Board that the City of Big Lake reached out to GRRL to discuss the possible relocation of the library to a new building that would house the city hall and the police department. She is working with the city to verify the square footage of the existing building.

MINNESOTA LIBRARY ASSOCIATION (MLA) 2026 LEGISLATIVE PRIORITIES

Associate Director – Collection Development Jami Trenam reviewed the MLA 2026 Legislative Priorities:

- Improvements for Mary C. Murphy Library Construction Grants program, which provides matching funds for library buildings.
- Additional funding for State Library Services to protect against federal funding loss.
- An informational hearing to raise awareness and highlight Minitex services.
- Explore and develop legislation for eBook terms and pricing.
- Support legislation for local government units to choose whether to allow dangerous weapons in public buildings, including libraries.

Discussion included questions, comments, and additional information about eBook legislation, eBook vs. physical book costs, and the intent of legislation related to Second Amendment rights.

Jami also talked about Library Legislative Day at the Minnesota Capitol and invited Board members to join staff on Wednesday, Feb. 25, 2026.

DIGITAL MATERIALS LEGISLATION UPDATE

Much of this topic was discussed in the context of the legislative priorities above. Jami Trenam stated that work is being done with Capitol Hill Associates on a draft bill to ensure the language aligns with MLA's priorities. She asked the Board to share any thoughts or comments about the legislation with her; she is a member of the MLA task force.

ANNUAL FINANCIAL DESIGNATIONS UPDATE

Brandi Canter explained the changes to GRRL's financial designations. Zurya Anjum made a motion to approve the Annual Financial Designations updates as presented. Seconded by Ed Popp, the motion carried unanimously.

THIRD QUARTER 2025 STRATEGIC PLAN OBJECTIVES & KEY RESULTS

Former Executive Director Karen Pundsack highlighted statistics and results for the third quarter:

- Borrower count growth was slight; 15 libraries are up over last year.
- Fewer new borrowers registered in the third quarter of 2025 than in 2024.
- 13 libraries circulated more physical items than a year ago; the digital library continues to outpace all libraries.
- Miscellaneous receipts are tied to fines and Print2Go; though fines are no longer charged, this budget line is still trending higher than one year ago.
- The number of staff attending new hire organizational orientation is lower than last year – a sign of turnover stability since GRRL made changes in how we fill open positions over the past year.

PROJECT EVALUATIONS

Print2Go

Brandi stated there has been a significant increase in Print2Go use over the last couple of years. The Public Services Team (PST) evaluated what is working well. Patron feedback has been almost completely positive. PST recommends continuing Print2Go and, in the future, possibly considering a certain number of free prints for patrons with a library account in good standing.

During GRRL's annual October count week, the number of people coming into our libraries and the number of reference questions are tracked. This year, people who came in to print were asked whether they had a library card; the final results are not yet available. Brandi also noted that computer use has decreased, while in-library printing has increased.

2022 Additional Open Hours

Additional open hours were implemented after the Board approved adding hours to most small- and medium-sized libraries for consistent schedules. Brandi shared that patrons have appreciated it. In their evaluation, the Patron Services Supervisors (PSS) were unable to determine what worked or did not work. Cara commented that the evaluation was challenging, with only some of the busyness data being clear; usage patterns varied across individual communities. They decided to use the evaluation data when working on the new Library Development Plan in 2026.

The Board was informed that staffing the additional hours was difficult in some locations. Open hours were reduced for Swanville in 2025 and will be for Grey Eagle in 2026 because of this.

GRRL 2025 YEAR-END CAMPAIGN

The Year-End Campaign is GRRL’s largest fundraiser and supports the library system as a whole – 55 percent for collection, 25 percent for programming, and 20 percent for communications. Breanne Fruth expressed appreciation for reaching 100 percent Board participation last year for the first time and stated that is also the goal for 2025. Their participation shows staff and patrons that leadership supports the library; it also helps with grant applications. She pointed out non-cash options to consider when giving.

Zurya Anjum added that she has been on the Fund Development Committee, and 100 percent Board participation was a goal of hers that took eight years to achieve. She informed the Board that next month’s meeting is her last. Full participation again would be appreciated; no amount is too small.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, Nov. 18, 2025.

ADJOURNMENT

Laura Kangas made a motion to adjourn the meeting at 7:25 p.m. Seconded by Jacey Wallace, the motion carried unanimously.

Jayne Dietz, President

Melissa Fee, Secretary



Paynesville Library Relocation & Construction Formal Approval

Submitted by Jami Trenam, Associate Director – Collection Development

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve a new building project and relocation of the Paynesville Public Library.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

- Project presentation from City of Paynesville.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Executive Director Report November 2025

GRRL Executive Director Transition

My first few weeks as Executive Director have been a flurry of activity. Former Executive Director Karen Pundsack continues to come in once a week to train on aspects of the work. I have added an item for the Personnel Committee to extend GRRL's agreement with Karen to continue providing on-call support through the end of the first quarter of 2026. Karen's assistance will be helpful for ensuring a smooth transition for both the Executive Director and Associate Director – Accounting positions. We are working with our benefits broker to prepare for Open Enrollment. Interviews for a new Patron Services Supervisor will take place soon.

Associate Director – Accounting Transition

Amy Anderson, Associate Director – Accounting, will be resigning as of Friday, Nov. 21. We posted the position quickly and are promoting the opening through multiple networks. As would be normal, Amy and I have been working to get me added as a signatory for GRRL accounts; however, she is also training me in on how to do this for our next Associate Director – Accounting. Amy also has been updating procedure information and training Nichol and myself on multiple aspects of the work so that we will be able to continue operations during the transition.

We requested a meeting with Creative Planning, which bought our previous audit company BerganKDV, to learn about outsourcing options during the Accounting department transition. We also are investigating options for a temporary staffing agency placement if needed. Amy has offered to assist after November 21 on an hourly basis if needed. I feel confident that we will be able to manage this transition.

2026-2030 Strategic Planning

The new Strategic Plan is presented at this month's Board meeting for approval. I plan to set up small group meetings next month to share information about the new Strategic Plan with library staff around the region and gather feedback about specific objectives.

Central Minnesota Libraries Exchange (CMLE) Survey

CMLE is in the process of developing a 2026-2029 Strategic Plan. Marlene Moulton Jansson has been our contact for the process. Multiple GRRL staff participated in a focus group to share feedback and ideas. Additionally, Marlene and I met over Zoom to discuss challenges faced by frontline staff and ways that CMLE might support GRRL's work. Findings from the study will be shared at the CMLE Board meeting on December 10.

Leadership Support Team (LST)

LST met on Wednesday, October 29, as part of our regular meeting schedule. With the vacancies (Lead Patron Services Supervisor and, soon, Associate Director – Accounting) and a coming leave, we have less people than usual to share the load. Our agenda was pared down to quarter four planning – determining what must be done for the rest of 2025 and what can be postponed until we are again fully staffed. The priorities for the rest of the year are to continue ensuring bills and staff are paid on time, maintaining security and risk assessment protocols in all departments, completing significant facility projects such as the carpet replacement in Elk River, and generally setting ourselves up for a great 2026.

I asked all LST members to critically examine projects for their department and to postpone until 2026 what is not essential. Because many of the 'essentials' will require support from multiple departments, the team will meet weekly so that we can ensure efficient collaboration and to prioritize team communication.

Council of Regional Public Library System Administrators (CRPLSA)

I attended my first state regional library directors' meeting in October. Minitex Director Maggie Snow provided updates about the state's eResources Task Force and listening sessions for the Digital Public Library of America group. She also shared updates on the Minnesota Library Association (MLA) eBook Task Force and proposed statute language around eBook lending. CRPLSA members shared their request for simplified language to explain the statute and reasoning for it to our boards and library users.

State Librarian Tami Lee shared information from the recent Chief Officers of State Library Agencies (COLSA) Conference in Washington DC. She shared updates on the impacts of federal funding shifts and state legislation on library services. Nick Dimassis and Melissa Brechon from Library Strategies updated the group on their research into possible state standards. They will provide their final recommendation at the December CRPLSA meeting.

CRPLSA members also shared ideas about adapting to upcoming requirements for MN Paid Family Medical Leave and lunch break coverage. Several directors expressed gratitude toward GRRL leadership staff Amy Anderson and Nichol Wojcik for information they have provided on these topics.

Count Week 2025 Results

For the 2025 Count Week (October 6 to 11), staff and volunteers tracked library visits and information transactions or questions that required some degree of professional knowledge to answer. These information transactions included questions about printing services, either help with the Print2Go wireless service or printing from library computers. Staff also asked individuals who used either library printing service whether they had a GRRL card. While not comprehensive, this data provides a snapshot of printing-related questions handled by staff.

Even with two branches closed on Saturday, October 11, information requests rose from 3,056 in 2024 to 4,885 in 2025. Part of this increase likely came from clearer guidance from the Public Services Team (PST) on what qualified as an information transaction. Of the 4,885 transactions, 837 (about 17 percent) were printing-related. Some branches—like Staples—saw printing questions make up as much as 42 percent of all information requests, while most averaged around 19 percent. At the busiest libraries (Buffalo, Elk River, Little Falls, Monticello, St. Cloud, and St. Michael), staff handled 40 to 121 printing-related requests each.

Of the 837 printing questions, 479 (57 percent) came from GRRL cardholders and 358 (43 percent) from non-cardholders. Printing remains a heavily used, but staff-intensive service. PST recommends continuing it, with added staff training and simpler patron instructions.

Visitor numbers stayed consistent with last year: 21,682 in 2024 compared to 21,380 in 2025, despite Saturday closures at Foley and Howard Lake.

Highlighted Executive Director Activities since October

October 2

- Create CommUnity Advisory Council meeting

October 8

- Meeting with State Librarian Tami Lee while touring temporary Cold Spring Library location,
- Foley Library Board meeting,
- St. Cloud Friends of the Library meeting

October 9

- Provide tour of the St. Cloud Public Library for MLA Conference attendees,
- Media interview with WJON

October 13

- First day as Executive Director,
- Media interview with Morrison County Record

October 14

- Media interview with Star Publications,
- Paynesville Ad Hoc Library Board meeting

October 21

- GRRL Board of Trustees Special Meeting

October 22 & 23

- CRPLSA meeting, Sandstone Public Library,
- CRPLSA Regional Director Orientation

October 28

- Clearwater Area Friends of the Library (CAFOL) meeting

November 3

- Interview for CMLE Strategic Planning process

November 4

- MCIT Training: Ten Essentials of Risk Management

Management Reports November 2025

Amy Anderson
Associate Director – Accounting

Accounting

The third quarter ended with expenses aligned with normal business operations. As of September 30, operating revenues are 98.83 percent received, and expenses are approximately 79.3 percent of the yearly budget. Expected cyclical business activity will occur during fourth quarter. There are strong indications that 2025 will end with an operating surplus. An approval to designate a portion of any surplus to supplant the 2027 revenue budget will be presented at the Finance Committee meeting.

Bremer Bank, N.A., merged with Old National Bank. As of October 20, 2025, this account will be referenced as Old National Bank. GRRL holds an expense checking and a certificate of deposit at this financial institution, which regularly exceed Federal Deposit Insurance Corporation (FDIC) insurance limits. New collateral documents were signed with Old National Bank. This agreement collateralizes 110 percent of the face value of all deposits held at Old National Bank through the BNY Mellon. GRRL will no longer receive letters of credit issued by the Federal Home Loan Bank of Indianapolis. As of October 20, 2025, BNY Mellon will issue a list of pledged assets. This action aligns with the investment requirements of 300 Financial Policy Chapter 5. Deposit and Investment.

New technology requirements from the United States Postal Service (USPS) have made it necessary to replace the current postage machine and meter. The unit in use was purchased in January 2020. A capital request to purchase a new machine will be presented to the Finance Committee.

A new delivery van was purchased the last week of September. The 2019 Ford Transit was used as a trade against a new 2024 Ford Transit 350 with minimal mileage. The van has since had vehicle wraps installed. The purchase price and wrap expense totaled less than the approved capital request.

GRRL Associate Director – Accounting Transition

During the past several weeks, I have spent time wrapping up projects, reassigning tasks, and updating procedures. My intention is to leave the most up-to-date department resources for the next Associate Director – Accounting for Great River Regional Library. It has been my privilege to be a part of this organization, and I have thoroughly enjoyed supporting GRRL in its efforts to embed literacy in our communities.

Investments

The savings rate for MAGIC liquid was 4.11 percent on October 31, 2025. Last year, this rate was 4.85 percent. There are two certificate maturities remaining in 2025. These developments align with Goal 1 of the Strategic Priority: Operational Excellence, and the objective of maximizing library financial investment options.

The relationship with Ehler's Public Finance Advisors has been paused during the Executive Director transition. Brandi Canter and the new Associate Director – Accounting will continue this process in 2026.

Purchased and Renewed CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Gbank, Las Vegas NV	03/10/2027	\$235,000	4.00%	\$14,561.95
Bremer Bank, N.A., MN	10/20/2026	\$250,000	3.65%	\$9,279.21
Falcon National Bank, MN	11/01/2026	\$250,000	3.79%	\$10,461.37
GBC Bank, CA	10/02/2025	\$232,000	4.95%	\$17,666.96
Maplemark Bank, TX	10/02/2025	\$232,000	4.95%	\$5,834.97

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Gbank, Las Vegas NV	09/11/2025	\$238,000	4.60%	\$11,305.43
Bremer Bank, N.A.	09/20/2025	\$250,000	4.65%	\$11,500.00
First State Bank, AR	10/02/2026	\$240,000	3.90%	\$9,720.00
Tab Bank, UT	10/04/2027	\$232,000	3.65%	\$17,680.31

Third-Party Collateral

GRRL holds a collateral agreement with BNY Mellon on behalf of Old National Bank. This agreement states that deposits held at Old National Bank are collateralized at 110 percent of face value. This aligns with 300 Financial Policy Chapter 5. Deposit and Investment.

Jeannette Burkhardt
Patron Services Supervisor

Staffing

Staffing has remained fairly stable across the southern branches in recent months. Current openings include a Library Assistant position in Buffalo and a Library Aide position serving Cokato and Howard Lake.

Events

Several branches hosted Touch-a-Truck events this fall. At the Buffalo event, the Dodge Caravan was “decorated” to resemble a GRRL delivery van, giving attendees a look at how materials are transported between libraries. A tri-fold display highlighted photos of the Distribution team and illustrated the process of how books move through the department before being loaded into the vans for delivery.



The Becker Library's community glass mosaic project is coming to a close. The final mosaic, *The Ants and the Grasshopper*, was completed in October and will be installed in November. All three mosaics were inspired by Aesop's Fables and were funded using Arts & Cultural Heritage Funds from Minnesota's Clean Water, Land and Legacy Amendment. The project was brought to life with the help of artist Laura Ruprecht.



Final mosaic for the Becker Library



First mosaic



Second mosaic

The Big Lake Library continues its Community Partners connection with the fourth graders at Big Lake Independence School. Community Partners is a school initiative that connects students with local businesses. Participating businesses share information about their work, and students take a field trip to visit them. Big Lake Library staff have three planned connections with the two fourth-grade classes. In October, Library Services Coordinator (LSC) Hilary Dawson, visited the classes, talked about the public library, handed out library cards to students who applied, and read *Popcorn Country: America's Favorite Snack* in honor of National Popcorn Month. Staff will provide an activity this winter, and the students will walk to the library in May for the final visit.

In May, the Library Youth Advisory Council shared suggestions with Delano Library staff to enhance the Teen Vault space. Recommendations included removing the couch in favor of alternative seating and dimming the overhead fluorescent lighting. Staff have been implementing these ideas, as shown in the photo below. The couch was removed, and new rocker chairs have been added. Staff also identified light covers and are testing color options to create a softer, more inviting atmosphere in the space.



Delano staff have been redesigning the Reading Room and relocating several collections to optimize the space. Periodicals were moved into a spinner, creating additional shelving room. The Large Print collection was relocated into the Reading Room, while CD audiobooks and DVD series were placed on the shelving that previously held the Large Print materials. These changes have resulted in a more open and spacious aisle between the adult and children’s sections.

Breanne Fruth
Communications & Development Coordinator

Fundraising

Great River Regional Library’s 2025 Year-End Campaign began in October and runs through January 2026. This year we are highlighting book club kits in our Year-End Campaign mailer, as that is a collection item expanded with Year-End Campaign support. For the week of October 27, we held a staff giving challenge thanks to an anonymous in-kind gift to encourage staff participation. The staff members who gave were entered into a drawing for two tickets to a concert at the Paramount Center of the Arts.

The campaign timeline is as follows:

- October: appeal letter mailed to Board of Trustees; email to GRRL staff
- November: appeal letter mailed to donors from the past five years
- December: donor newsletter *Currents* mailed
- January: reminder letter mailed to donors who have not yet given to the campaign

Year-End Campaign Goals from Fundraising Plan:

	<u>2025 Goals</u>
Dollar Amount	\$100,000
Number of Donors	1,266
Board Participation	100%
Staff Participation	15%
Average Gift Amount	\$79

Communications

Community members, library staff, and donors are invited to meet GRRL’s new Executive Director, Brandi Canter, at a relaxed, open-house-style meet-and-greet. Join us anytime from 1:00 to 3:00 p.m. on

November 20, in the Bremer Community Room at the St. Cloud Public Library, for coffee and espresso while celebrating the library's new chapter.

GRRL will be a part of KNSI radio station's "Calls to Santa" programming in December. This program offers children the opportunity to call in to talk with Santa. We will have ads play during the program time and throughout December. With this target audience of young children with their parents, it is a great opportunity for us to share about our free 1,000 Books Before Kindergarten program. The "Calls to Santa" program are on the following days: December 1, 3, 4, 8, 10, and 11.

During the month of December, we will promote our Short Story Writing Month (ShoStoWriMo) challenge in libraries and on our website. An image is chosen from the Stearns History Museum, and we challenge library users to create a short story using only 33 words (in honor of 33 GRRL locations). Participants may use a paper submission form to submit in person at a GRRL location or submit their story online at griver.org/short-story-challenge. A collection of stories is featured weekly on the GRRL page on Facebook, and all stories will be shared in a homepage griver.org story in January.

Winter Reading Challenge (WRC) 2025 marketing and promotions will begin in December. This year's theme is "Chill Out & Read," featuring penguins wearing winter hats. We are taking a localized approach for all of our marketing efforts. Each branch will pick what marketing medium best fits the unique needs and interests of their communities, which may include newspaper and radio ads, boosted posts on Facebook, and banners.

Cara Langston
Patron Services Supervisor

Library Youth Advisory Council

The Library Youth Advisory Council had three teen members present with GRRL staff at the Minnesota Library Association (MLA) conference held this fall in St. Cloud. They did an amazing job, and the crowd of library professionals were engaged with what they had to say. We are in the process of confirming new members and will have the first meeting this month.

Branch Supervision

As part of the GRRL administration transitions, I have taken over supervision of the Foley and Waite Park branches on an interim basis. I am excited to help local staff at these branches for as long as I am needed.

Staffing

Hiring is ongoing in northern branches. We recently hired a new LSC in Waite Park and a Library Assistant in Staples. Another opening in Little Falls will be filled in November, too. There are current unfilled openings for Assistants in Albany and Waite Park.

Jay Roos
Associate Director – Information Technology

Information Technology (IT) Staffing

In October, one of our two Computer Systems Analysts resigned. This is a key position needed to carry out any significant projects or new initiatives. One Computer Systems Analyst now carries the work that

both of them were doing. Between that resignation and an upcoming leave in the department, we are pulling back on activities. IT will be focusing on maintaining systems, keeping them updated, and handling break/fix requests from staff. Enhancements, major changes, and initiatives will be paused – likely until into 2026.

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.

The computers have been received and our systems and software image are ready to go for Windows 11. However, as a result of staffing, we will be slow-rolling the deployment. IT staff will only be replacing computers at our remote locations when they must travel for other break/fix tasks.

Mail Server

Our current mail server version has entered an extended support window. That means no further updates are being provided, and support will only be provided on a best-effort basis. An attempt to upgrade to the latest supported version was made on October 28. However, technical issues in the upgrade process that could not be overcome led to IT staff rolling back the upgrade to a recent backup. An alternative approach has been identified. Some validation activities will take place on Veteran's Day, and the next upgrade attempt will take place on November 19.

Jami Trenam Associate Director – Collection Development

Building Projects in Elk River and Paynesville

The Elk River flooring and shelving project is well underway and on schedule. Kudos to Patron Services Supervisor (PSS) Jeannette Burkhardt and LSC Sabs Gilchrist for their careful planning and coordination of this major undertaking. Shelving installation is set to begin November 13 and is expected to take five business days. Once shelving units are in place, staff will begin re-shelving the collection. The library closed to the public on October 27 and is expected to reopen on December 1.

It is hard to overstate the scope of this project! Staff in Elk River, along with Floating Assistant Noelle Hensel and Patron Services Specialist Beth Ringsmuth Stolpman, packed over 40,000 items into more than 1,800 boxes and 16 carts—in just three days. Having our second-largest collection unavailable for over a month has a significant regional impact, touching nearly every GRRL department. The Leadership Support Team plans to document lessons learned and celebrate successes to improve processes for future projects.

In other building news, I am working with Paynesville LSC Kateri Gruber, the Paynesville Ad Hoc Library Committee, and representatives from Wideth on a shelving floor plan for the new library building. It has been a pleasure to be involved in each step of planning this exciting new space.

Legislative Update: eBooks and Library Legislative Day

I continue to work with the MLA eBook Taskforce to develop draft bill language aimed at addressing pricing and licensing challenges for library eBook and eAudio collections. We hope to introduce something in the 2026 session.

Library Legislative Day will be held on February 25, 2026, at the State Capitol. This annual event is an opportunity for library supporters and stakeholders to share why libraries matter in our communities and to advocate for legislation that strengthens library services statewide. If you are interested in attending, please save the date. You may contact Administrative Assistant Patty Waletzko or me for more information.

Nichol Wojcik
Associate Director – Human Resources

Staffing

Human Resources is busy hiring! We currently have six positions in the queue, and those will keep us busy for the rest of 2025.

Minnesota Paid Leave

With Minnesota Paid Leave starting in January, we are still working diligently on making sure we are ready to meet the requirements of the statute. The state released the notice we should provide to employees, and we will be utilizing our HRIS system to distribute it to our staff. We have also prepared a new Paid Leave policy, which is in the Personnel packet for approval.

Patron Services Training

This month, we will have our annual Patron Services (PS) Power Up, which is training for all new patron services staff. PS Power Up is designed to be a one-day training on professional aspects of providing public library service and help ensure we are providing the best service and access for our communities. Topics include Warm Welcome: Making the Library a Welcoming Space, Circulation and Distribution, GRRRL Technology and Webpages, Online Resources, Collection and Patron Service, and Impactful Programming.

Building Reports November 2025

**Jeannette Burkhardt
Patron Services Supervisor**

Becker

The City of Becker is currently replacing the HVAC unit in the Becker Library.

Big Lake

The City of Big Lake reached out to GRRL to discuss the potential relocation of the Big Lake Library to a new shared facility with city hall and the police department. At this time, the space allotted in the proposed facility does not align with the library's current square footage or projected future needs.

Elk River

The Elk River flooring and shelving project began on October 27. Thanks to the efforts of the Elk River staff and other GRRL staff who assisted onsite, the library was fully packed up and cleared by the end of the week. The flooring contractor began work on November 5; shelving installation is scheduled to begin November 17. The plan is to reopen on December 1.

Monticello

The City of Monticello was awarded a \$500,000 State of Minnesota Capital Grant to fund updates to the HVAC control system, fire panel, and ADA access for sidewalks and the parking lot. Quotes and design work will be completed in 2025, with construction planned for 2026. The city has also added "No Overnight Parking" signage and allocated funds in its 2026 budget to install cameras in the library parking lot.

The Friends of the Monticello Library are seeking a grant from CenterPoint Energy to support the purchase of Large Print materials for the collection. Additionally, Jacque Gordon, founding member and original president of the Friends of the Monticello Library, was honored at the Minnesota Library Association Conference.

**Brandi Canter
Executive Director**

Belgrade

The city replaced the back gutter with a significantly larger version and a longer downspout in the hopes that this would prevent future water intrusion. The city also brought in a crew to do carpet cleaning in the public areas.

Paynesville

The Ad Hoc Library Board continues to meet regularly with Widseth to determine the basic exterior and interior plans for the new library space. Associate Director – Collection Development Jami Trenam joined me at the October meeting and will continue to work with the group at least through the GRRL leadership transition period.

St. Cloud

The Automated Materials Handling System (AMHS) has broken down again. Staff are working with Tech Logic on repairs. In other St. Cloud news, we have not received an update from the City of St. Cloud or the St. Cloud Farmers Market as to whether the market will move to the library parking lot in 2026. The St. Cloud Coordinators would like to move forward with changing open hours so that we have better access for community members who want to use the library earlier in the day. This plan is supported by the St. Cloud Public Library Board.

Cara Langston
Patron Services Supervisor

Cold Spring

As reported in the last GRRL board meeting, the City of Cold Spring now hopes to move the library to a temporary location so the current city building can be fully remodeled. The city is working with the proposed temporary location's property owner to confirm and approve building changes. We are working with the city via email, and an in-person meeting is planned later in November to work out more details.

Grey Eagle

The local Grey Eagle Library Board is soliciting donations for a new circulation desk.

Royalton

The city finished re-keying the doors with key fobs. The city has also been working with local staff to secure storage space in the basement. This will help local staff have space for materials that do not fit in the upstairs closet. In addition, the city plans a library-painting project in January. We will work with the city's chosen painter to ensure limited interruptions to patron services.

Sauk Centre

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

Staff Recognition Report

2025 - Quarter 4

October 1- December 31

First Name	Last Name	Department	Celebration Date	Years of Service
Kat	Hoes	St. Cloud Library Aide	10/7/2025	1
Kelsey	Ward	St. Cloud Library Aide	10/21/2025	1
Gabby	Caldwell	Saint Michael	12/2/2025	1
Mike	Solano	St. Cloud- Patron Services	12/9/2025	1
Clare	Lamb	Albany/ Melrose	12/10/2025	1
Amanda	Winkleman	St Cloud - Patron Services	10/3/2025	3
Jackie	Hague	Elk River	10/19/2025	3
Meghan	Deering-Ziegler	Little Falls	12/12/2025	3
Ruby	Eiden	St. Cloud- Patron Services	10/19/2025	5
Tina	Otremba	Little Falls	11/2/2025	5
Nicole	Wilson	Cokato/ Howard Lake	12/1/2025	5
Amy	Anderson	Accounting	12/7/2025	5
Susan	Vail	St. Cloud Library Aide	11/9/2025	10
Dezra	Rittmann	Human Resouces	10/17/2025	20
Jan	Iano	Monticello	10/16/2025	30

2025 GRRL Employee Engagement and Internal Communication Survey

By Brandi Canter, Executive Director

Overview

The 2025 GRRL Employee Engagement and Internal Communication Survey was completed in August to assess employee engagement and communication effectiveness. The Labor Management Committee provided input on multiple questions. Questions added or changed this year included:

- What does senior leader mean to you?
- What does good communication mean to you?
- What types of recognition are most meaningful to you?
- What is on your mind right now that you would like to share?

The survey also repeated questions from past surveys (seven from 2014–2024) to track trends. Of 238 staff invited, 172 responded, yielding a 72% response rate—slightly lower than in previous years.

Internal Communication

- 53% are satisfied or completely satisfied with internal communication, down from 56% in 2024.
- Supervisors remain the preferred source of information. Email, one-on-one conversations, and in-person meetings continue to be the most valued methods.
- 51% agree that communication between senior leaders and employees is good, down from 56% in 2024.
- 79% feel they receive the information needed to do their jobs, compared to 80% in 2024.
- 88% say their supervisor keeps them informed, an increase from 83% in 2024.

Employee Engagement

- Satisfaction with workplace culture rose from 69% in 2024 to 73% in 2025.
- 82% agree they have the tools needed to do their jobs effectively, up from 80% in prior years.
- 78% understand how their work supports GRRL's strategic goals, consistent with earlier years.

Supervision and Leadership

- 95% have good relationships with their supervisors, up from 87% in 2024.
- 90% agree employees treat each other with respect, maintaining the improvement first seen in 2024.
- Trust between senior management and employees continues to decline, with 37% agreeing, down from 43% in 2024.

Benchmark Comparison

Compared to global benchmarks:

- Relationships with coworkers and direct supervisors are above benchmark.
- Satisfaction with workplace culture moved from below to above benchmark.
- Communication and trust with senior leadership declined slightly from 2024.

- Decision-making autonomy (“I am able to make decisions affecting my work”) remains near benchmark levels.

Survey Question	Agree/ Satisfied		Strongly Agree/ Completely Satisfied		Combined Agree + Strongly Agree / Satisfied + Completely Satisfied	
	GRRL %	Bench-mark %	GRRL %	Bench-mark %	GRRL %	Bench-mark %
I am satisfied with the culture of my workplace	56	44	18	27	74	71
Communication between senior leaders and employees is good in my organization	41	40	10	22	51	62
My supervisor and I have a good working relationship	35	39	61	46	96	85
Senior management and employees trust each other	32	40	5	22	37	62
My organization’s work positively impacts people’s lives	27	41	65	43	92	84
I am determined to give my best effort at work each day	34	38	61	54	95	92
My coworkers and I have a good working relationship	33	45	60	43	93	88
Employees treat each other with respect	51	47	39	32	90	79
I am able to make decisions affecting my work	56	51	19	26	75	77

Finally, multiple questions allowed staff to provide comments. I will continue to review staff comments for themes that we on the Leadership Services Team can use to more deeply assess the state of GRRL and better respond to staff needs.

Revenue Recapture, Minnesota Department of Revenue
1/1/2025 - 12/31/2025

Accounts Reviewed in 2025:	75
Accounts Submitted in 2025:	0
Dollars Submitted in 2025:	\$ -
Cash Recovery (incl. from older accounts submitted):	\$ 2,055.22
Material or Cash Recovery:	\$0.00

Recovery Total:	\$ 2,055.22
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Total Outstanding from previous accounts submitted:	\$ 28,823.90
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Percentage of Recovery:	-
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Database cost:	\$ 907.48	final payment May 2025 for April invoice
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Total ROI:	2:1
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2026 Library Open Hours Adjustments

Submitted by Cara Langston, Patron Services Supervisor

Brandi Canter, Executive Director

BOARD ACTION REQUESTED

☒ Information

☐ Discussion

☐ Approve/Accept

RECOMMENDATION

In response to changing traffic patterns and staffing challenges, we plan to adjust open hours for three libraries: Clearwater, Grey Eagle, and St. Cloud.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Summary of open hours adjustments and reasons for them.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 0

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Library Open Hours Adjustments

Clearwater

Busyness trends show that the late evening on Wednesday is not necessary. At the same time, we have had requests from the public to be open earlier on Wednesdays. By shifting open hours forward, we can provide better access for the community.

Current Schedule	2026 Schedule
Monday: 1-6 p.m.	Monday: 1-6 p.m.
Tuesday: 10 a.m.-1 p.m., 3-6 p.m.	Tuesday: 10 a.m.-1 p.m., 3-6 p.m.
Wednesday: 3-8 p.m.	Wednesday: 2-7 p.m.
Thursday: 10 a.m.-1 p.m.	Thursday: 10 a.m.-1 p.m.
Friday: 3-6 p.m.	Friday: 3-6 p.m.
Saturday: 10 a.m.-1 p.m.	Saturday: 10 a.m.-1 p.m.

Grey Eagle

We added three open hours in 2022. It has been difficult to staff the added open hours, and we have not seen significant increase in patron usage. Our recommendation is to eliminate those three hours and go back to 20 hours per week at a slightly different schedule.

Current Schedule	2026 Schedule
Monday: 10 a.m.-12 p.m., 1-4p.m.	Monday: 2-7 p.m.
Tuesday: Closed	Tuesday: Closed
Wednesday: 12-7 p.m.	Wednesday: 10 a.m.-1 p.m., 2-6 p.m.
Thursday: 1-5 p.m.	Thursday: Closed
Friday: 1-5 p.m.	Friday: 12-5 p.m.
Saturday: 9 a.m.-12 p.m.	Saturday: 10 a.m.-1 p.m.

St. Cloud

Public use patterns have shifted, resulting in increasing demand for public meeting rooms and general library usage earlier in the day. A survey of other large, metropolitan libraries in the state showed that we were an outlier for how late we opened and how late we closed. This update would provide more morning access without significant negative impacts.

Current Schedule	2026 Schedule
Monday: 10 a.m.-9 p.m.	Monday: 9 a.m.-8 p.m.
Tuesday: 10 a.m.-9 p.m.	Tuesday: 9 a.m.-8 p.m.
Wednesday: 10 a.m.-9 p.m.	Wednesday: 9 a.m.-8 p.m.
Thursday: 10 a.m.-9 p.m.	Thursday: 9 a.m.-8 p.m.
Friday: 10 a.m.-6 p.m.	Friday: 9 a.m.-5 p.m.
Saturday: 10 a.m.-5 p.m.	Saturday: 9 a.m.-4 p.m.