



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

Board of Trustees Executive Committee Meeting
Tuesday, December 16, 2025, 4:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 4:30 |
| 2. Adoption/Amendment of Agenda | 4:31 |
| 3. Creative Planning Assistance Proposal (Requested Action – Approve) | 4:32 |
| 4. Compensation Study 2026 Pay Range Recommendation (Requested Action – Approve) | 4:37 |
| 5. GRRL Personnel Policy Update (Requested Action – Approve) | 4:45 |
| 6. Big Lake Library Building Update (verbal) | 4:49 |
| 7. Next Meeting – January 20, 2026 | 4:54 |
| 8. Adjournment | 4:55 |



Creative Planning Assistance During Accounting Transition

Submitted by Brandi Canter, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve the agreement between GRRL and Creative Planning Business Services for Accounting transition assistance.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Fee Proposal from Creative Planning, November 18, 2025

At the November 18, 2025, GRRL Board meeting, Trustees approved spending up to \$50,000 from the 2025 Budget surplus for consulting and other fees associated with the Accounting department transition.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 50,000

Funding Source: 2025 Budget surplus

Budgeted: ☐ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Fee Proposal

We would be happy to discuss with the Great River Regional Library how we arrived at our estimated hours and what led us to this amount, based on our experience and past work.

Our proposal is an estimate. We promise to keep the Great River Regional Library well-informed about the team's current work, thereby minimizing the likelihood that the team will waste effort on something we believe is incorrect or does not add value. However, should we encounter a significant scope change, including changes to the current staffing at Great River Regional Library, we promise not to proceed without your agreement with the discussion and any resulting changes to the cost proposal.

Service	Billing Cycle	Investment
Onboarding	One-time	\$5,500
December – January Professional Accounting Support Services	Billed hourly as used per month	To not exceed \$7,500/month
Audit Preparation and Working with External Auditors	Progress billed monthly per hour	To not exceed \$16,500
Other Financial Consulting Services -Year-end 1099	Billed as needed based on the staff assigned and number of 1099's processed	\$165/hour

OUTLINE REQUIRED TERMS OF PAYMENT - BILLING AND COLLECTION EXPECTATIONS

Our fees are due as services progress and are generally billed monthly. CPBS utilizes an ACH process to ensure timely payment.

OUT-OF-SCOPE PROFESSIONAL SERVICES

We do not surprise bill. Should you request additional services that exceed the minimum time during our engagement, we will provide an engagement letter outlining the specified fees and services only after we have verbally communicated and agreed. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

We understand that the three most common reasons for a change to a fixed-price contract can occur in the following:

- ◆ The initial requirements did not contain sufficient detail or clarity.
- ◆ Requirements change due to new information and the project's needs (better ideas occur as work progresses).
- ◆ Functionality for a product may not have been sufficiently identified or known, and subsequently not built into the specifications for the project.

To this end, we also offer a 60-day re-evaluation to ensure we are providing you with the best possible service.

While we understand that price increases are never ideal, we also recognize that annual cost-of-living adjustments (estimated at 3%) are a natural part of economic conditions. As such, service rates will be reviewed periodically, taking into account the scope of work performed, staff hourly rates, and other relevant factors that may necessitate a pricing update. Our goal is to ensure continued value and transparency in our partnership.

We believe we have captured all the requests for detail on the Great River Regional Library's investment in the requested items. If we have missed anything in the fee proposal, please don't hesitate to reach out and request additional details. We are happy to discuss how we arrived at our estimates based on our understanding of your team's requests.



2026 Pay Range with Quartiles

Submitted by Brandi Canter, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve the 2026 Pay Range with Quartiles as recommended by DDA Human Resources Inc. in their 2025 compensation study for GRRL.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2026 Pay Range with Quartiles

**Pay rates for bargaining unit employees are subject to negotiated agreement.*

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Great River Regional Library
2026 Pay Range - draft

** Pay rates for bargaining unit employees are subject to negotiated agreement.*

Pay Grade	Classification	Minimum Quartile 1	Beginning of Quartile 2	Beginning of Quartile 3	Beginning of Quartile 4	Maximum
37	Executive Director	\$ 54.70	\$ 60.99	\$ 68.01	\$ 75.83	\$ 79.85
31	Associate Director, Accounting Associate Director, Collection Development Associate Director, Human Resources Associate Director, Information Technology	\$ 39.42	\$ 43.96	\$ 48.49	\$ 53.02	\$ 57.56
28	Communications & Development Coordinator Lead Patron Services Supervisor	\$ 34.08	\$ 38.00	\$ 41.92	\$ 45.83	\$ 49.75
27	Patron Services Supervisor	\$ 32.44	\$ 36.17	\$ 39.90	\$ 43.63	\$ 47.36
26	Circulation & Distribution Coordinator Computer Systems Analyst Patron Services Coordinator Technical Services Coordinator Web Developer	\$ 30.91	\$ 34.46	\$ 38.01	\$ 41.57	\$ 45.12
25	Collection Development Librarian Patron Services Librarian Patron Services Specialist Technical Services Librarian	\$ 29.43	\$ 32.81	\$ 36.20	\$ 39.58	\$ 42.97
23	Human Resources Generalist Library Services Coordinator Payroll Generalist	\$ 26.89	\$ 29.98	\$ 33.07	\$ 36.16	\$ 39.26
20	Graphic Designer Senior Circulation Assistant Senior Distribution Assistant Senior Library Assistant	\$ 23.06	\$ 25.71	\$ 28.37	\$ 31.02	\$ 33.67
18	Administrative Assistant Communications & Development Assistant Computer Support Technician Library Assistant Library Associate Purchasing Specialist Technical Services Assistant	\$ 20.93	\$ 23.34	\$ 25.74	\$ 28.15	\$ 30.56
15	Custodian	\$ 18.07	\$ 20.15	\$ 22.23	\$ 24.31	\$ 26.39
12	Collection Development Clerk Driver Technical Services Clerk	\$ 15.62	\$ 17.41	\$ 19.21	\$ 21.00	\$ 22.80
9	Senior Library Aide	\$ 13.98	\$ 15.59	\$ 17.38	\$ 19.38	\$ 20.41
8	Distribution Aide Circulation Aide Library Aide Summer Aide	\$ 13.29	\$ 14.82	\$ 16.53	\$ 18.43	\$ 19.40



Personnel Policy Update

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve revisions to 200 Personnel Policy Chapter 2K. Meals and Breaks.

BACKGROUND INFORMATION

☒ Supporting Documents Attached:

- Markup and clean versions of policy Chapter 2K. Meals & Breaks

The State of Minnesota changed meal and rest break laws that will take effect January 1, 2026. GRRL needs to update the current policy to align with the revised law.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

200 Personnel

Markup:

Chapter 2K. Meals and Breaks

Meal Breaks

Employees who are scheduled to work six ~~and one-half (6-1/2)~~ or more consecutive hours are ~~eligible for~~ allowed a one-half (1/2) hour unpaid duty-free meal break. ~~For employees working less than eight (8) hours, the meal break may be eliminated with the employee's agreement or based on public services needs.~~ Employees may request to skip their one-half (1/2) hour unpaid duty-free mail break in advance from their supervisor based on unique daily circumstances.

Rest Breaks

Rest breaks will be provided consistent with Minnesota statutes. Employees are eligible for a duty-free paid rest break not to exceed twenty (20) minutes within each four (4) consecutive hours of work. Rest breaks will be taken based on public services needs. Employees may not combine their 20-minute breaks.

Approved Date: 07/11/00

Revised Date: 01/08/08, 04/19/16, 12/16/25

Effective Date: 01/01/26

Reviewed Date: 09/17/24

Clean:

Chapter 2K. Meals and Breaks

Meal Breaks

Employees who are scheduled to work six (6) or more consecutive hours are allowed a one-half (1/2) hour unpaid duty-free meal break. Employees may request to skip their one-half (1/2) hour unpaid duty-free mail break in advance from their supervisor based on unique daily circumstances.

Rest Breaks

Rest breaks will be provided consistent with Minnesota statutes. Employees are eligible for a duty-free paid rest break not to exceed twenty (20) minutes within each four (4) consecutive hours of work. Rest breaks will be taken based on public service needs. Employees may not combine their 20-minute breaks.

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