

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

**Board of Trustees Meeting**  
**Tuesday, January 20, 2026, 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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| <b>1. Call to Order</b>  | 6:00 |
| <b>2. Election of 2026 Great River Regional Library Board President</b>                | 6:01 |
| <b>3. Introduction of New Board Members &amp; Oath of Office</b>                       | 6:03 |
| <b>4. Adoption/Amendment of Agenda</b>   | 6:06 |
| <b>5. Election of 2026 Great River Regional Library Board Officers</b> pg 3            | 6:07 |
| 5.1 Vice President   |      |
| 5.2 Secretary  |      |
| 5.3 Treasurer  |      |
| 5.4 Appointments to GRRL Board Standing Committees                                     |      |
| <b>6. Approval of Minutes</b>  | 6:15 |
| 6.1 Board Meeting – November 18, 2025 (Requested Action – Approve) pg 7                |      |
| 6.2 Finance Committee Meeting – November 18, 2025 (Requested Action – Approve) pg 11   |      |
| 6.3 Personnel Committee Meeting – November 18, 2025 (Requested Action – Approve) pg 13 |      |
| 6.4 Executive Committee Meeting – December 16, 2025 (Requested Action – Approve) pg 15 |      |
| <b>7. Public Open Forum</b>  | 6:17 |
| <b>8. Financials</b>   | 6:20 |
| 8.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve)               |      |
| 8.2 Financial Reports (emailed) (Requested Action – Accept)                            |      |
| <b>9. Consent Agenda (Requested Action – Approve)</b>                                  | 6:23 |
| 9.1 Annual Financial Designations pg 17  |      |
| 9.2 Designation of Official Newspaper pg 21  |      |
| 9.3 Regional Library Telecommunications Aid: Priority 2 FY26 Application pg 23         |      |
| 9.4 Other  |      |
| <b>10. Communications</b>  | 6:26 |
| 10.1 2026 Meeting Schedule pg 25   |      |
| 10.2 Other   |      |
| <b>11. Presentations</b>   | 6:27 |
| 11.1 Other   |      |

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|--|------|
| <b>12. Staff Reports</b>   | 6:27 |
| 12.1 Executive Director's Report pg 27   |      |
| 12.2 Management Reports pg 31  |      |
| 12.3 Building Reports pg 37  |      |
| 12.4 Human Resources Reports pg 41   |      |
| 12.5 Summary of 2025 Unique Management Activity pg 51  |      |
| 12.6 Other   |      |
| <b>13. Committee Reports</b>   | 6:35 |
| 13.1 Executive Committee (verbal)  |      |
| 13.2 Central Minnesota Libraries Exchange Board (verbal)                                       |      |
| <b>14. Unfinished Business</b>   | 6:37 |
| 14.1 Big Lake Library Relocation Update (verbal)   |      |
| 14.2 Labor Negotiations Discussion – <b>Closed Session</b>                                     |      |
| <i>Closed meeting for labor negotiations strategy pursuant to Minnesota Statute 13D.03</i>     |      |
| 14.3 Other   |      |
| <b>15. New Business</b>  | 7:10 |
| 15.1 Proposed 2027 Budget Process Timeline ( <b>Requested Action – Approve</b> ) pg 53         |      |
| 15.2 Audit Engagement Letter from Schlenner Wenner ( <b>Requested Action – Approve</b> ) pg 55 |      |
| 15.3 2026 Library Development Plan Discussion ( <b>Requested Action – Approve</b> ) pg 67      |      |
| 15.4 Benton County Signatory Contribution Update & Discussion pg 69                            |      |
| 15.5 Other   |      |
| <b>16. Board Open Forum</b>  | 7:25 |
| <b>17. Next Meetings:</b> February 17, 2026, Board of Trustees Work Session                    | 7:29 |
| February 17, 2026, Finance Committee   |      |
| <b>18. Adjournment</b>   | 7:30 |

## **GRRL Board of Trustees**

### **2026 Officer Elections and Committee Appointments**

An officer may succeed himself/herself, provided, however, that a President or Vice President shall not serve more than two consecutive terms. Terms are annual.

#### **Election of Board President**

**2025 President** – *Jayne Dietz (Board term expired)*

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

#### **Election of Board Vice President**

**2025 Vice President** – *Zurya Anjum (resigned)*

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

#### **Election of Board Secretary**

**2025 Secretary** – *Melissa Fee (served two terms)*

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

#### **Election of Board Treasurer**

**2025 Treasurer** – *Ed Popp (served two terms)*

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

#### **Election of Finance Committee Chairperson**

**2025 Chairperson** – *Tina Diedrick (served one term)*

#### **Election of Personnel Committee Chairperson**

**2025 Chairperson** – *Jacey Wallace (served two terms)*

Current Board President cannot chair the committee.

**Appointment of Executive Committee****2025 Executive Committee Members***Jayne Dietz, President**Zurya Anjum, VP**Melissa Fee, Secretary**Ed Popp, Treasurer**Tim Denny**Gregg Felber**Bobby Kasper*

In accordance with the regional library agreement, an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

This committee meets as needed.

**Appointment of Finance Committee****2025 Finance Committee Members***Tina Diedrick, Chair**Tarryl Clark**Tim Denny**Jayne Dietz**Gregg Felber**Bobby Kasper**Ed Popp*

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than seven (7) voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;

- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

This committee meets most months the full Board meets; the meeting time is prior to the full Board.

#### **Appointment of Personnel Committee**

##### **2025 Personnel Committee Members**

*Jacey Wallace, Chair*

*Al Amdahl*

*Teresa Dahl*

*Tina Diedrick*

*Jayne Dietz*

*Melissa Fee*

*Lynn Grewing*

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

This committee meets as needed; the meeting time is prior to the full Board.

#### **Appointment of Fund Development Committee**

##### **2025 Fund Development Committee Members**

*Zurya Anjum, GRRL Board*

*Karen Pundsack/Brandi Canter, Executive Director*

*Tarryl Clark, GRRL Board*

*Breanne Fruth, Communications & Development Coordinator*

*Teresa Dahl, GRRL Board*

*Jonathan Lahr, Web Developer*

*M. Constance Crane*

The President shall appoint two (2) to three (3) GRRL Board members to the Fund Development Committee whose duties shall be advance fundraising for Great River Regional Library and help build increased financial support from external resources.

This committee meets quarterly.

#### **Appointment of Union Negotiations Committee**

##### **2025 Union Negotiations Committee Members**

*Tina Diedrick*

*Karen Pundsack/Brandi Canter, Executive Director*

*Ed Popp*

*Nichol Wojcik, Associate Director – Human Resources*

*Amy Anderson, Associate Director – Accounting*

The President shall appoint a Union Negotiations Committee tasked with contract negotiations.

This committee meets as needed. The Library Services Coordinator Unit and General Unit bargaining agreements expired at the end of 2025.



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

President Jayne Dietz called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, Nov. 18, 2025, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

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

Members Excused: Tim Denny

GRRL Staff Present: Brandi Canter, Breanne Fruth, Karen Pundsack, Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Executive Director Brandi Canter requested that approval of the 2026-2030 Strategic Plan be added to the agenda under Unfinished Business. Ed Popp made a motion to approve the agenda as amended. Seconded by Teresa Dahl, the motion carried unanimously.

**APPROVAL OF MINUTES**

**Board Meeting**

Lynn Grewing made a motion to approve the September 16, 2025, Board meeting minutes as presented. Seconded by Zurya Anjum, the motion carried unanimously.

**Board Special Meetings**

Tarryl Clark made a motion to approve the October 2, 2025, Board special meeting minutes as presented. Seconded by Tina Diedrick, the motion carried unanimously.

Al Amdahl made a motion to approve the October 21, 2025, Board special meeting minutes as presented. Seconded by Melissa Fee, the motion carried unanimously.

**PUBLIC OPEN FORUM**

There were no speakers for the public open forum.

**FINANCIALS**

**Bills**

**Financial Reports**

Bobby Kasper made a motion to:

- Approve the October and November bills and November bills addendum as presented.
- Accept the September and October financial reports as presented.

Seconded by Tina Diedrick, the motion carried unanimously.

**CONSENT AGENDA**

There were no consent agenda items to present.

**COMMUNICATIONS**

There were no communications to present.

## **PRESENTATION**

### **Paynesville Library Relocation & Construction**

#### *Paynesville Library Relocation & Construction Request*

Brandi Canter introduced Paynesville City Administrator Tariq Al-Rifai, Ad Hoc Library Board member Steve Peterson, and Library Services Coordinator Kateri Gruber.

Steve thanked the Board and GRRL staff who have served on their Ad Hoc Library Board. The City of Paynesville and GRRL have been in partnership for 33 years. The current library is under-sized based on numerous space studies, and is not ADA compliant. Steve provided background about sites considered and described the purchased site displayed in the slide presentation. A gala in 2022 raised funds to support the future library. He explained how design information was gathered. The architectural firm selected is Widseth; they helped complete the design phase and various additional necessary services.

Tariq reiterated that the project is a community-wide effort. He also expressed thanks and gave additional background information. They want the library to be a multi-use space that will cater to various community groups and needs. Tariq described the current library design including meeting spaces, outdoor areas, and accessibility. Funding will come from the city and Friends of the Library as well as other organizations and sources. The rough building cost estimate is \$4.2 million.

Tarry Clark made a motion to approve the Paynesville Library Relocation and Construction Request as presented. Seconded by Jacey Wallace, the motion carried unanimously.

### **Fund Development**

Communications & Development Coordinator Breanne Fruth presented information about GRRL fundraising. People can support the library system in many ways including three separate campaigns, planned giving, and memorial gifts. She explained each type of support and the goal to be a good steward. The campaigns are below.

- In April, Locally Growin' focuses on supporting each branch library.
- Sponsorships from businesses go toward the Summer Reading Challenge.
- The Year-End campaign fosters a culture of literacy that benefits the entire region.

Year-End Campaign donations are allocated to the collection (55%), programming (25%), and communications (20%). The 2025 campaign goal is \$100,000. Breanne stressed the importance of GRRL Board participation to show library support and help with grant opportunities.

## **STAFF REPORTS**

### **Executive Director's Report**

#### **Management Reports**

Brandi Canter reported that the Executive Director transition is going well; former Executive Director Karen Pundsack is helping immensely. GRRL is working on the Associate Director – Accounting transition also. The Leadership Support Team (LST) is meeting weekly to ensure good communication across departments. LST members are working to determine priorities for 2025 and what to move to 2026. Labor negotiations begin next week, and Associate Director – Accounting interviews are on Friday.

Brandi has not yet been able to study the data from count week in October. Based on a sample of the counts, about 43 percent of people using GRRL Print2Go do not have a library card. In response to questions, she stated that it costs less to print at the library than other places, and in rural communities,



there is nowhere else to go for printing. Library teams will consider how to encourage those who use printing services to become cardholders while maintaining printing access for all.

### **Building Reports**

A meeting is scheduled for December 8 with the Big Lake city administrator and other city representatives to discuss the Big Lake Library space needs and related topics.

### **Staff Recognition Report**

Two staff members were highlighted – Human Resources Generalist Dezra Rittman for 20 years and Monticello Library Assistant Jan Iano for 30 years with GRRL.

### **2025 Employee Engagement and Internal Communication Survey Summary**

Some engagement and communication survey areas are great and others need improvement. Brandi Canter noted areas that improved and those where continued work is needed. The many staff comments will be reviewed and processed when time allows. She also pointed out benchmark comparisons shown on the summary chart. Karen Pundsack added that the Labor Management Committee worked on a few open-ended questions, which were added for staff comments this year.

## **COMMITTEE REPORTS**

### **Finance Committee**

Tina Diedrick reported that GRRL anticipates a 2025 year-end budget surplus of approximately \$503,000. The Finance Committee approved the following surplus designation requests:

- \$350,000 as 2027 Budget revenue.
- \$50,000 toward AMHS maintenance and replacement.
- \$50,000 to support Accounting department processes and the Associate Director transition.

A capital equipment expenditure request of \$8,268 was also approved to purchase a new postage machine capable of meeting the USPS standards changes.

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

### **Personnel Committee**

Jacey Wallace reported that the staff recognition policy was updated to include substitute employees going forward. Minnesota Paid Leave required a new policy and revisions to existing policies that were approved. The committee also approved a proposal for Karen Pundsack to continue supporting GRRL on as-needed basis through March 2026.

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

### **Fund Development Committee**

Jayne Dietz stated that the Fund Development Committee information was included in Breanne's presentation earlier in the meeting. New committee members will be appointed in January.

## **UNFINISHED BUSINESS**

### **GRRL 2026-2030 Strategic Plan**

Tina Diedrick made a motion to approve the GRRL 2026-2030 Strategic Plan as presented. Seconded by Zurya Anjum, the motion carried unanimously.

**NEW BUSINESS****Revenue Recapture 2025 Activity Summary**

Due to increased requirements, it will no longer be cost effective for GRRL to use the Revenue Recapture database. The 2025 report reflects a final recovery total of approximately \$2,000.

**Library Open Hours Adjustments 2026**

Three libraries will adjust open hours in 2026. Clearwater and St. Cloud are shifting hours, not reducing them. Requests from the community to open earlier in St. Cloud prompted staff to look into the open hours of other large libraries. More people will benefit from opening earlier than the number affected by closing earlier.

Grey Eagle received three additional hours in 2022 after approval by the Board to increase open hours in most GRRL libraries. Patron Services Supervisors have struggled to staff those hours. Returning to 20 open hours per week is expected to allow more consistent staffing.

**Farewell to Departing Members**

Zurya Anjum commented that being a GRRL Board member was a great learning experience and thanked everyone present. She is passionate about the library, hopes she contributed, and is sad to leave. Zurya received an appreciation certificate, and photos were taken of the Board.

**BOARD OPEN FORUM**

The Board members had no additional comments.

**NEXT MEETINGS**

The next Great River Regional Library Board of Trustees regular meeting will be Tuesday, Jan. 20, 2026.

**ADJOURNMENT**

Jayne Dietz adjourned the meeting at 7:13 p.m.

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President

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Secretary

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
November 18, 2025**

Chairperson Tina Diedrick called the Great River Regional Library (GRRL) Finance Committee to order on Tuesday, Nov. 18, 2025, at 5:02 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tarryl Clark, Tina Diedrick, Jayne Dietz, Gregg Felber, Bobby Kasper, Ed Popp

Members Excused: Tim Denny

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

**ADOPTION/AMENDMENT OF AGENDA**

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

**APPROVAL OF MINUTES**

The July 15, 2025, Finance Committee minutes were approved at September 16, 2025, Board meeting.

**THIRD QUARTER 2025 FINANCIAL REPORT**

Miscellaneous receipts and interest rates continue to be higher than budgeted. Associate Director – Accounting Amy Anderson informed the committee that the MAGIC savings account was at 4.24 percent on September 30, which is down from this time last year. Revenues were 82.3 percent received. Personnel expenditures were 79 percent spent. At year-end, the mileage reimbursement line will be overspent, and the automation lines will reflect some unusual information technology (IT) renewal increases. The third quarter report shows 79.3 percent spent against the overall 2025 budget.

Gregg Felber made a motion to approve the Third Quarter 2025 Financial Report as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**GRRL 2025 BUDGET PROJECTIONS**

Amy Anderson stated that GRRL anticipates ending 2025 with a surplus due to strong interest rates and patron revenue receipts. Operating revenues are projected to have a 1.5 percent surplus; operating expenses are projected to be 3.25 percent underspent. The increased regional board meeting expenses and overspent patron services line were noted and explained. Other operating expense lines are normal.

**2025 BUDGET SURPLUS DESIGNATION REQUESTS**

**2025 Budget Surplus as 2027 Budget Revenue**

This \$350,000 designation request would supplant 2027 revenues and decrease county signatory contributions. Amy Anderson reviewed the surplus dollar amounts designated as revenue over the past few years.

Tarryl Clark made a motion to approve the \$350,000 designation from the 2025 Budget surplus as 2027 Budget revenue as presented. Seconded by Gregg Felber, the motion carried unanimously.

**Automated Materials Handling System (AMHS)**

In 2024, \$350,000 was designated to establish an AMHS fund in anticipation of the future need to replace obsolete equipment that is used for regional materials distribution. This request is to designate an additional \$50,000 to the fund. GRRL will assume complete ownership of this equipment beginning in 2033 per the lease agreement with the City of St. Cloud.

Executive Director Brandi Canter responded to questions. She reminded the Board of the work group that researched AMHS and radio frequency identification (RFID) options in 2024. Estimates were received, and the RFID option is no longer being considered. The anticipated total for AMHS replacement is \$600,000-\$800,000. GRRL's goal is to be in prepared when the current equipment needs to be replaced.

Tarryl Clark made a motion to approve the \$50,000 designation from the 2025 Budget surplus to the AMHS fund as presented. Seconded by Gregg Felber, the motion carried unanimously.

**Accounting Transition Support**

GRRL is researching opportunities to outsource with Creative Planning Business Services and Robert Half, Inc. Partnerships with them would provide Accounting support through the Associate Director transition. This \$50,000 designation request is for fiscal year 2025; unused funds would be returned to the Unassigned Fund at year-end.

Ed Popp made a motion to approve the \$50,000 designation from the 2025 Budget surplus to support GRRL Accounting Department services as presented. Seconded by Gregg Felber, the motion carried unanimously.

**CAPITAL EQUIPMENT EXPENDITURE REQUEST – POSTAGE MACHINE**

Due to changes in the United States Postal Service (USPS) standards, GRRL's postage machine will be obsolete at the end of 2025. A new machine would meet USPS standards and align with GRRL's fixed assets replacement schedule. Installation and training are included with the purchase.

Bobby Kasper made a motion to approve the capital equipment expenditure of \$8,268 for a new postage machine as presented. Seconded by Ed Popp, the motion carried unanimously.

**NEXT MEETING**

The next Finance Committee meeting will be Tuesday, Jan. 20, 2026.

**ADJOURNMENT**

Tina Diedrick adjourned the meeting at 5:25 p.m.

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Chair

**GREAT RIVER REGIONAL LIBRARY  
PERSONNEL COMMITTEE MINUTES  
November 18, 2025**

Chairperson Jacey Wallace called the Great River Regional Library (GRRL) Personnel Committee to order on Tuesday, Nov. 18, 2025, at 5:32 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Tina Diedrick, Jayne Dietz, Melissa Fee, Lynn Grewing, Jacey Wallace

Members Excused: Teresa Dahl

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

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES**

The July 15, 2025, Personnel Committee minutes were approved at September 16, 2025, Board meeting.

**GRRL POLICY UPDATE – STAFF RECOGNITION**

Historically, GRRL's substitute employees have not been recognized for their milestone years of service. Associate Director – Human Resources Nichol Wojcik stated that GRRL would like to begin recognizing them in 2026 and update the policy. The plan is to start with year one and go forward from there.

Tina Diedrick made a motion to approve policy Chapter 4J. Staff Recognition as presented. Seconded by Melissa Fee, the motion carried unanimously.

**MINNESOTA PAID LEAVE (PFML) – NEW POLICY & RELATED REVISIONS**

Nichol Wojcik informed the committee that Minnesota Statute changes require GRRL to add a leave policy and revise current policies to align with the new PFML policy.

Tina Diedrick made a motion to approve the new policy Chapter 4D.5 Minnesota Paid Leave and revisions to Chapters 4D through 4D.4 and 4D.6 through 4D.16 as presented. Seconded by Bobby Kasper, the motion carried unanimously.

**LEADERSHIP SUPPORT TEAM TRANSITION PROPOSAL**

This proposal is to provide assistance through the Executive Director transition, as well as the Associate Director – Accounting transition on an hourly basis as needed. Brandi Canter expressed gratitude to Karen Pundsack for agreeing to continue support for these positions. The cost will remain within the 2026 Budget amount for the Executive Director salary.

Lynn Grewing made a motion to approve the Leadership Support Team transition proposal as presented. Seconded by Al Amdahl, the motion carried unanimously.

**NEXT MEETING**

The next Personnel Committee meeting is to be determined.

**ADJOURNMENT**

Jacey Wallace adjourned the meeting at 5:39 p.m.

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Chair

**GREAT RIVER REGIONAL LIBRARY  
EXECUTIVE COMMITTEE MINUTES  
December 16, 2025**

President Jayne Dietz called the Great River Regional Library (GRRL) Board Executive Committee meeting to order on Tuesday, Dec. 16, 2025, at 4:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tim Denny, Jayne Dietz, Melissa Fee, Gregg Felber, Ed Popp

Members Excused: Zurya Anjum, Bobby Kasper

GRRL Staff Present: Brandi Canter, Patricia Waletzko, Nichol Wojcik

**ADOPTION/AMENDMENT OF AGENDA**

Executive Director Brandi Canter and Ed Popp requested that the 2026 Benton County signatory contribution be added to the agenda for discussion. Ed Popp made a motion to approve the agenda as amended. Seconded by Melissa Fee, the motion carried unanimously.

**CREATIVE PLANNING ASSISTANCE PROPOSAL**

In November, the Board designated 2025 Budget surplus funds for Accounting department transition assistance. Executive Director Brandi Canter stated that the Creative Planning proposal outlines their support services and fees. As GRRL's former auditor, they are able to make recommendations based on that relationship. The service of most interest is onboarding for the new Associate Director – Accounting, which includes public finance training for the new person and Brandi. Creative Planning's assistance with preparation for the annual GRRL audit in early 2026 would help ensure a smooth audit. Other services may arise, and expenses will be monitored.

Gregg Felber joined the meeting at 4:35 p.m.

Questions and discussion followed. In response, Brandi explained that an evaluation 60 days from the start of the contract is part of the proposal. The Associate Director – Accounting position has been offered to and accepted by one of the candidates. She also informed the Committee that the investment relationship between GRRL and Ehlers Public Finance Advisors has been paused until after the Accounting transition.

Ed Popp made a motion to approve the Creative Planning Fee Proposal as presented. Seconded by Tim Denny, the motion carried unanimously.

**COMPENSATION STUDY 2026 PAY RANGE RECOMMENDATION**

Brandi Canter informed the Committee that the 2026 Pay Range with Quartiles is the final product from the 2025 compensation study. DDA Human Resources Inc. analyzed compensation only; reclassification was not included. GRRL pay ranges were compared to other agencies with relevant comparison points such as tax capacity, population, revenues, and expenditures. All position pay grades lifted except for the bottom and top, resulting in an average pay increase of 3.5 percent. The increases will be effective December 22, 2025, and are incorporated in the 2026 GRRL Budget. Pay rates for bargaining unit employees are subject to bargaining unit agreement negotiations.

Tim Denny made a motion to approve the Compensation Study 2026 Pay Range Recommendation as presented. Seconded by Gregg Felber, the motion carried unanimously.

#### **GRRL PERSONNEL POLICY UPDATE**

The Minnesota statutes about employee meals and breaks were revised; changes will be effective January 1, 2026. The GRRL policy update aligns with those revisions. Associate Director – Human Resources Nichol Wojcik clarified that employees can no longer routinely skip their meal break, and paid breaks cannot be combined with unpaid meal breaks. Brandi Canter noted a typo in the Meal Breaks paragraph; it should state “meal” rather than “mail.”

Gregg Felber made a motion to approve the Chapter 2K. Meals and Breaks policy update as presented. Seconded by Melissa Fee, the motion carried unanimously.

#### **BIG LAKE LIBRARY BUILDING UPDATE**

Last week, Associate Director – Collection Development Jami Trenam, Patron Services Supervisor Jeannette Burkhardt, and Brandi Canter met with representatives from the City of Big Lake to discuss a proposal for Big Lake Library space in a possible new municipal facility. The proposed plan includes a library space of 2,100 square feet; GRRL occupies 4,300 square feet in the current building. The city was informed of the process in place to use when library relocation is being considered, and that GRRL leadership cannot recommend approval of the space as proposed. City representatives stated they were open to discussions. Brandi recommended that a formal request be drafted by the city to initiate GRRL’s work on a space needs analysis.

The current GRRL Library Development Plan includes how to expand services. With Board direction, management would need to develop a method to reduce services. The Library Development Plan will be updated in 2026. No action is requested at this time. The Committee discussed background information related to the City of Big Lake, actions taken to date, and plans for the proposed new municipal building.

#### **BENTON COUNTY SIGNATORY CONTRIBUTION DISCUSSION**

Ed Popp shared that Benton County approved their 2026 levy and budget today. The amount budgeted for GRRL may be about \$6,000 less than that in GRRL’s 2026 Budget approved by the Board in July.

The Committee discussed how this might affect library services in Benton County. Brandi Canter asked for direction as to what information to prepare for consideration at the January Board meeting. They recommended that management present options for possible services reduction.

#### **NEXT MEETING**

The next regular Great River Regional Library Board of Trustees meeting will be Tuesday, Jan. 20, 2026.

#### **ADJOURNMENT**

Melissa Fee made a motion to adjourn the meeting at 5:07 p.m. Seconded by Ed Popp, the motion carried unanimously.

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President

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Secretary





## 2026 Annual Financial Designations

Submitted by Brandi Canter, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

### RECOMMENDATION

Approve 2026 Annual Financial Designations.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- List of designees and institutions

GRRL Leadership is required to annually seek approval of the financial designations for the organization. For 2026, we will have a new President of the Board as well as a new Associate Director – Accounting. In addition, one financial institution requested we update the designation document to include names of any individuals being removed from GRRL's financial designations. For 2026, that would be the outgoing President of the Board and the former Associate Director – Accounting.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled



## Annual Financial Designations 2026

**a. Designation of Associate Director – Accounting as Custodian of Library Funds**

The Associate Director – Accounting serves as Finance Manager. The Service Agreement, in Section 4.1 states the following:

*The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library.*

*The Board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements, and preparing financial statements.*

**b. Designation of Approved Depositories**

The following depositories have been designated for banking services of the Great River Regional Library System by the GRRL Board of Trustees:

|                                |   |
|--------------------------------|---|
| Old National Bank              | Expense Checking Account<br>Certificates of Deposit |
| MAGIC Fund                     | Liquid Savings Account<br>Investments               |
| Stearns Bank                   | Expense Checking Account<br>Certificates of Deposit |
| Ehlers Public Finance Advisors | Liquid Savings Account<br>Investments               |
| Falcon National Bank           | Certificates of Deposit                             |
| MidCountry Bank                | Certificates of Deposit                             |

Approval of these designations is required by the Board of Trustees.

**c. Designation of Authorized Account Signers on Bank Accounts**

The following persons are designated as account signers on the bank accounts held by Great River Regional Library:

- Newly elected President of the Great River Regional Library Board
- Brandi Canter, Executive Director
- Adelaide Carlson, Associate Director – Accounting

Designation of these organization members as authorized account signers is required by the Board of Trustees and allows signers to sign checks and conduct banking transactions on behalf of the organization.

The following persons are removed as account signers on the bank accounts held by Great River Regional Library:

- Amy Anderson, former Associate Director – Accounting
- Jayne Dietz, outgoing Board President



## Official Newspaper Designation for 2026

Submitted by Brandi Canter, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

### RECOMMENDATION

Designate the *St. Cloud Times* as GRRL's official newspaper for public announcements and legal notices.

### BACKGROUND INFORMATION

☐ Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in the years 2017-2025.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled





## Regional Library Telecom Aid: Priority 2 Application (FY26)

FY26 Priority 2 funds can support eligible expenses incurred from July 1, 2025 to June 30, 2026. Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

Please submit this form as a PDF to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) no later than **January 16, 2026**

System Name: Great River Regional Library

Date Submitted: 1/5/26

|                      | Description  | Total Budgeted | Brief Description  |
|----------------------|--|----------------|--|
| Content              | <b>Content Subscriptions</b><br><i>annual Overdrive fees</i>                     |                |  |
|                      | <b>Library Resources</b><br><i>Overdrive materials</i>                           | \$32,649.53    | Digital content: ebooks, eaudio, etc.  |
| Non-E-Rate Equipment | <b>Individual Devices</b><br><i>tablets, computers, hotspots without service</i> |                |  |
|                      | <b>Operational Devices</b><br><i>copier, printer, self-check</i>                 | \$10,500.00    | Replace spine-label printers   |
|                      | <b>Networking Equipment</b><br><i>server, redundant lines</i>                    |                |  |
|                      | <b>Tech Supplies</b><br><i>hotspot cases, USB drives</i>                         |                |  |
| Subscriptions        | <b>Data Plans</b><br><i>hotspot data plans, off-site internet service</i>        |                |  |
|                      | <b>Service Subscriptions</b><br><i>Zoom, website hosting</i>                     | \$4,490.00     | Web-site accessibility monitoring software   |
|                      | <b>Software Licenses</b><br><i>MS Office, Deep Freeze</i>                        | \$500.00       | Web-site accessibility scanning software   |
| Miscellany           | <b>Professional Services</b><br><i>web design, tech repair</i>                   | \$82,268.00    | Patron database scrub, penetration testing, network and server infrastructure evaluation, web-site accessibility audit |
|                      | <b>Category 2</b><br><i>see <a href="#">FCC eligible services list</a></i>       |                |  |
|                      |  | \$130,407.53   |  |







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

## 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 January 2026**

### **Leadership Support Team (LST)**

The team has continued to meet every week or two throughout December and into January in order to ensure consistent communication. We have had a number of facility projects and staffing transitions in addition to the normal year-end duties.

### **Accounting Update**

Since mid-November, Accounting department activities have taken up a significant amount of my time – on average, 12-15 hours a week. Former Associate Director – Accounting, Amy Anderson, and I met evenings and a Saturday to train me on the basics of accounts payable and receivable. With her and others support, we have ensured staff and bills have been paid and weekly deposits made.

Our new Associate Director – Accounting, Addie Carlson, started with us January 5. She has made great strides in her first week toward learning her new role. Both former Executive Director, Karen Pundsack, and I provided onboarding and training. She has started meeting with other LST members as well. Following Board approval of updated financial designations, I will get Addie's information to the various financial institutions with which we work.

We also held an initial meeting with Creative Planning to establish the scope of work they will complete with and for us. This includes completion of GRRL's 1099s for tax purposes as well as training Addie on how to effectively use the Banyon Data Systems software for the monthly and quarterly financial reports. They will also assist Addie and myself with preparing for the last year's annual audit.

### **Information Technology (IT) Vacancies**

Jay Roos, Associate Director – IT, has been on full or intermittent leave. At the same time, we have two vacant positions – Computer Systems Analyst and Computer Support Technician. While Jay was on full leave, Associate Director – Collection Development Jami Trenam, Associate Director – Human Resources Nichol Wojcik, and I supported the team. Before his leave, Jay worked with his team, Jami, and me to identify priorities while we are short on IT staff. This means that we are focusing on key tasks like security updates, essential maintenance, and resolving immediate and significant issues.

There was one unexpected addition at the end of December. Our sales representative from Biblioteka reached out to let us know they had a number of express check machines that they wanted out of inventory by the end of 2025. As a result, they offered to sell them at a very steep discount. With Jay's suggestion, we moved forward with purchasing new models – which we would have needed to purchase in 2026 to 2028 anyway – for tens of thousands less than we would otherwise have spent. Steven Lex, Computer Systems Analyst, worked with Biblioteka, Jami, Jeannette, and Cara to identify locations for the new machines and get the purchase and delivery plans completed in record time.

### **Patron Services Supervisor Vacancy**

Cara Langston, Lead Patron Services Supervisor, has been interviewing candidates with me. We have both internal and external applicants for the position. At this time, I continue to supervise public service for the St. Cloud library, Distribution, and the Sartell locker. Cara and Jeannette Burkhardt, Patron Services Supervisor, have split supervision of our other locations.

**Staffing & Scheduling Discussions**

Due to vacancies and staff leaves at several locations, I have had multiple meetings with Patron Services Supervisors Jeannette and Cara, along with Associate Director – Human Resources, Nichol. We continue to use staffing calculator results, workload trends, and recommendations from the 2024 Staffing Work Group to guide staffing decisions. These guidelines include posting positions with schedules of at least 15 hours per week whenever possible and creating more consistent schedules to attract candidates.

As in previous years, we review staffing levels when positions become vacant or during the budgeting process. Typically, total staffing adjustments occur no more than once per year, though repeated recruitment for the same position within 12 months may prompt additional review.

This year, we also had numerous schedule discussions across the region due to a new state law requiring meal breaks for shifts of six hours or more. Several employees with six and one-half- to seven-hour shifts had previously chosen to waive their 30-minute duty-free meal breaks, which is no longer allowed as a standard practice. Staff may still request to waive their break for a specific day with supervisor approval. Associate Directors and Patron Services Supervisors have worked with their teams to update schedules by adding the 30-minute meal break or adjusting shift lengths to comply with the new law.

**2026-2030 Strategic Plan**

Our work with setting objectives for the first year of our new Strategic Plan has been slightly delayed due to staffing vacancies and transitions in the Accounting and Patron Services departments. We have continued discussions based on priorities such as how we might promote and evaluate early literacy programming like 1000 Books before Kindergarten.

I continue working with the regional team to find additional ways to more accurately tell the story of how many people we actually serve at our libraries. Patron Services Specialist Beth Ringsmuth Stolpman and Associate Director – IT Jay Roos have started looking for ways to determine how many people use library services and collections without directly having their own library card. For example, a family of four might have one card for all the family's checkouts. That would appear as a single borrower, but would actually account for four people. There are technology and privacy barriers to getting this data, but it is something we will continue working on.

**Benton County Funding**

On January 7, I met with Monty Headley, Benton County Administrator, about the 2026 Benton County signatory amount (see 15.4 Benton County Signatory Contribution Update & Discussion). I shared with him the direction I received from the GRRL Executive Committee, and that this action could result in a reduction of services to the Foley Library. Monty indicated that he understood there might be consequences. He also suggested that I attend Benton County meetings more than the current twice a year to share with the commissioners more about GRRL services and how the library supports our communities. I agreed that I could do this.

**Highlighted Executive Director Activities since November Board Meeting**

Nov. 19 – LST meeting

Nov. 20 – Espresso with the Executive Director, meet and greet

Nov. 21 – Associate Director – Accounting interviews

Nov. 26 – LST check in

Dec. 2 – PS Supervisor meeting

Dec. 3 – LST check in; Unite as One program, welcoming and/or introducing myself to multiple area stakeholders

Dec. 4 – CRPLSA online meeting

Dec. 5 – MLA Legislative Updates

Dec. 8 – Meeting with Big Lake officials regarding new City Center including library

Dec. 9 – LST check in

Dec. 10 – CMLE Board meeting

Dec. 11 – St. Cloud public services and police department quarterly meeting

Dec. 16 – GRRL Executive Committee meeting; St. Cloud Public Library Board meeting

Dec. 17 – LST meeting

Dec. 18 – St. Cloud Coordinators meeting

Dec. 22 – Monticello and Elk River staffing meetings

Dec. 29 – Negotiations meeting

Dec. 31 – LST check in

Jan. 5 – Creative Planning consultant meeting

Jan. 7 – Zoom meeting with Monty Headley, Benton County Administrator, about 2026 funding;  
PS Supervisor interviews

Jan. 8 – PS Supervisor interviews

Jan. 9 – LST check in

Jan. 12 – Meeting with St. Cloud Friends of the Library leadership; PS Supervisor interviews

Jan. 13 – PS Supervisor interviews

Jan. 14 – Negotiations meeting; Foley Library Board meeting; St. Cloud Friends of the Library meeting

Jan. 15 – St. Michael staffing meeting; St. Cloud Coordinators meeting



## **Management Reports January 2026**

**Jeannette Burkhardt  
Patron Services Supervisor**

### **Staffing**

The Library Services Coordinator (LSC) position at the Elk River Library, the aide position in Cokato, and a Library Assistant position in St. Michael are currently open in the southern portion of the region. All positions are currently being evaluated.

### **Miscellaneous Events**

During the month of November, a staff engagement activity was provided for the entire region. Approximately 30 staff members participated in the activity.

The Becker, Delano, Rockford, and St. Michael libraries participated in citywide Winter/Christmas events on Saturday, Dec. 6, 2025. The four libraries hosted activities for families, and local Friends groups helped by providing cookies, hot chocolate or cider, and/or supplies for craft projects at some of the locations. The events were attended by hundreds of families and community members, resulting in over 30 new library cards for new patrons.

**Addie Carlson  
Associate Director – Accounting**

### **Accounting**

Executive Director Brandi Canter completed necessary accounting tasks during the time between when former Associate Director – Accounting Amy Anderson left at the end of November 2025 and I joined the team on January 5, 2026. I am very excited to be a part of the GRRL team and look forward to working with the Board of Trustees.

I have been training on accounting procedures with Brandi since beginning the position. Amy left numerous procedures to help aid with the transition. Progress has been made with Creative Planning to move forward with onboarding assistance, including year-end financial wrap up, BDS training, report building, and audit preparation. Brandi and I will continue to work on completing the Associate Director – Accounting training checklist, which includes day-to-day operation and month/year-end closeout processes. As training continues, more daily work can transition to my responsibility. I have been meeting with the Payroll Generalist and Leadership Support Team (LST) members to become integrated with the team and understand the accounting relationship with each department.

### **Investment Management**

With the progression of working with Ehlers Public Finance Advisors, we decided to let some certificates of deposit (CDs) mature in order to have capital for new investments with Ehlers. We plan to renew some CDs so that we can maintain staggering of investment maturity. I plan to meet with the advisors at Ehlers in the next 60 days to move forward with this project.

*Upcoming CDs Maturing*

| <b>Institution Name</b>     | <b>Maturity Date</b> | <b>Amount</b> | <b>Net Rate of Interest</b> | <b>Est. Interest at Maturity</b> |
|-----------------------------|----------------------|---------------|-----------------------------|----------------------------------|
| Financial Fed. Savings Bank | 1/13/2026            | \$231,000     | 5.05%                       | \$17,935.73                      |
| First Security Bank, OK     | 1/27/2026            | \$239,000     | 4.45%                       | \$10,994.00                      |
| T Bank, TX                  | 2/4/2026             | \$239,000     | 4.29%                       | \$10,611.60                      |
| Nexbank, TX                 | 2/10/2026            | \$233,000     | 4.70%                       | \$16,873.35                      |
| Boone Bank & Trust, IA      | 2/10/2026            | \$239,000     | 4.30%                       | \$10,635.50                      |

*Matured CDs*

| <b>Institution Name</b> | <b>Maturity Date</b> | <b>Amount</b> | <b>Net Rate of Interest</b> | <b>Interest at Maturity</b> |
|-------------------------|----------------------|---------------|-----------------------------|-----------------------------|
| West Pointe Bank, WI    | 11/21/2025           | \$239,000     | 4.15%                       | \$10,277.00                 |
| Cedarstone Bank, TN     | 12/17/2025           | \$244,000     | 4.30%                       | \$5,354.63                  |

*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.

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

**Fundraising**

The 2025 Year-End Campaign continues and runs through January 31, 2026. GRRL's Year-End Campaign is a fundraising effort to benefit the regional library system as a whole, funding innovative services such as the Beanstack app and Try It Yourself Kits, while also expanding the digital library to meet patron demand. Previous donors who have not yet given will receive a reminder letter in early January.

*Current Campaign Totals (1/7/26)*

|                     | <b>2025 Goals</b> | <b>Current</b> |
|---------------------|-------------------|----------------|
| Dollar Amount       | \$100,000         | \$54,807       |
| Number of Donors    | 1,266             | 558            |
| Board Participation | 100%              | 93%            |
| Staff Participation | 15%               | 6%             |
| Average Gift Amount | \$79              | \$98           |

Last year, at the beginning of the new year, we were at \$62,058, to provide you with a reference point.

The donor newsletter, *Currents*, is mailed out twice a year. Donors from the past year received their winter edition in early December. This edition included the following topics: details on the new GRRL Executive Director, Little Falls Carnegie Library updates from a legacy gift, donor appreciation lunch and tour, invitation to give to the Year-End Campaign, and thank you to 2025 Summer Reading Challenge sponsors. You may find the digital version of the winter 2025 *Currents* issue here:

<https://griver.org/currents-newsletter>.



We have decided to pause our April 2026 fundraiser, Locally Growin', to take time to reflect and evaluate. As we launch a new strategic plan, welcome a new Associate Director – Accounting, and prepare for a new fundraising plan, this pause allows us to assess how Locally Growin' has performed since it began eight years ago.

During this time, patrons can still donate year-round—including in the spring—and choose how their gift is used. Through our Donation Form, donors can give either to GRRL's greatest needs (undesignated) or to specific branches, programs, or reading challenges (designated). All branch-designated gifts are used 100 percent locally, just like Locally Growin' funds.

The Communications & Development team will also schedule one-on-one meetings with LSCs in the first half of the year to discuss past fundraising efforts and explore future opportunities.

ComDev is also working on sponsorship forms to offer businesses for the 2026 Summer Reading Challenge (SRC). This year, we will offer sponsorships of \$500, \$750, and \$1,000 to businesses to support local children and summer reading. This sponsorship opportunity begins in January for local businesses and corporations. Businesses that give \$1,000 or more before March 2, 2026, will have their logo featured on the back of book bags that are distributed to each child upon registration.

### Communications

Our 2026 Winter Reading Challenge marketing began in early January. LSCs chose their local marketing approach that would best fit their communities.

- Radio ads are on AM 1150 KASM and Spirit 92.9.
- Facebook boosted ads are on the following branch Facebook pages: Becker, Cold Spring, Paynesville, and Richmond.
- Banners and signs to display were selected for the following branches: Annandale, Belgrade, Big Lake, Clearwater, Cokato, Eagle Bend, Kimball, Little Falls, Monticello, Royalton, Staples, St. Cloud, St. Michael, and Waite Park.
- Newspaper ads are featured in the *Benton County Herald*, *Delano Herald*, *Elk River Star News*, *Hometown News*, *Sartell* and *St. Joseph Newsleaders*, *Sauk Centre Herald*, *Senior Perspective*, *Star Post*, and *Wright County Journal Press*.

**Join the 2026 Adult & Teen  
Winter Reading Challenge**  
 January 2 through February 28



- Earn online badges.
- Make reading a habit.
- Keep track of your reading.
- Get book recommendations.



Register at your library and enter drawings for prizes. Earn digital badges by registering online at [griver.beanstack.org](http://griver.beanstack.org)

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

**Library Youth Advisory Council**

The Youth Advisory Council added several new members and elected new leadership at its December meeting. They will meet again the last week of January to brainstorm for their next project. They have expressed interest in learning how books are chosen for teen sections and making recommendations on teen spaces in libraries.

**Staffing**

The northern branches will soon be fully staffed. Since the fall, we have added new Assistants in Little Falls, Waite Park, and Albany. We are looking forward to onboarding and training in new coworkers across our branches!

**Jay Roos**  
**Associate Director – Information Technology**

Due to a leave of absence, the Information Technology report is included in the Executive Director’s report.

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

**Digital Library (OverDrive/Libby) Update and Holds Limit Change**

| <i>Digital Library (Libby) Circulation</i> |         |         |         |
|--|---------|---------|---------|
|  | eBook   | eAudio  | Total   |
| 2022                                       | 153,423 | 145,943 | 299,366 |
| 2023                                       | 179,907 | 200,498 | 380,405 |
| 2024                                       | 195,671 | 267,220 | 462,891 |
| 2025                                       | 201,014 | 315,937 | 516,951 |

Our digital library collection on OverDrive/Libby is GRRL’s highest circulating library. Usage grew 11.7 percent over 2024 levels. Audiobooks continue to be significantly more popular than eBooks in both usage and requests. Purchasing correlates to the way patrons use the collection, so we spend more on eAudiobooks than eBooks.

One of our 2022-2025 strategic goals was to expand the digital collection. Unlike physical items, publishers require libraries to license digital materials. Digital licenses are restricted to a length of time or number of uses: when the license expires, we need to pay for a new license in order to keep the item in our collection. These licenses are also three to four times higher than the cost of the same item in a physical format. Due to high patron demand coupled with the higher cost to license materials, growth would have been impossible without supplementing the digital materials budget with fundraised dollars and Priority 2 Regional Library Telecommunications Aid (RLTA) funds from the state.

***Digital Library (Libby) Collection Size***

| <b>As of Jan 1st</b> | <b>eBook</b> | <b>eAudio</b> | <b>Total Copies</b> |
|----------------------|--------------|---------------|---------------------|
| 2022                 | 16,691       | 7,694         | 24,385              |
| 2023                 | 17,287       | 10,631        | 27,918              |
| 2024                 | 18,669       | 13,104        | 31,773              |
| 2025                 | 22,449       | 15,740        | 38,189              |
| 2026                 | 24,024       | 17,573        | 41,497              |

In order to make the best use of the available funds, we are making a change to our OverDrive/Libby service. **Beginning in February 2026, we will reduce the hold limit on Overdrive/Libby from 20 items per patron to 10.** This change will help us keep up with patron requests and reduce hold wait times.

There will be an update to the Digital Collections and FAQ pages on the website before the change is live. No holds will be deleted; rather, users who are currently at the hold limit will be unable to place new requests until their holds are under the new limit of 10.

**Reconsideration Panel Update**

The Reconsideration Panel was established in January 2024 per our Collection Development Policy. This group of staff is responsible for the first level review of Request for Reconsideration forms. Request for Reconsideration forms are completed by patrons if they wish the library to reconsider the selection of a library resource. The Reconsideration Panel meets quarterly to review forms received. In my role as Associate Director – Collection Development, I review and approve panel decisions.

The panel met three times in 2025 and reviewed three titles. The quarter three meeting was cancelled as no forms were received within the deadline. The panel recommended retaining all three titles reviewed, and to date, there are no appeals.

**Library Legislative Day**

February 25, 2026, is Library Legislative Day 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. The Minnesota Library Association Legislative Priorities remain the same as last October. If you are interested in attending, please save the date and notify Jami Trenam or Patricia Waletzko as soon as possible so we can register you.

**Nichol Wojcik**

**Associate Director – Human Resources**

**Minnesota Paid Leave**

Human Resources has been busy finalizing processes to comply with Minnesota Paid Leave. In December, we met with all supervisors to give them the basics of the program and explain what procedures staff should follow to apply for leave.

**Meal and Rest Breaks Law Change**

We are working closely with Patron Services Supervisors (PSS) to ensure all staff schedules are compliant with the updated meal and break law changes. While there have been a few staff members who are resistant to the change, the vast majority are either not effected, or understand the need for shifts to

allow for breaks. We modified some shifts to include time for the 30-minute meal break and worked with other staff to adjust schedules to be less than six hours so there is no need for the meal break.

**Supervisor Development**

The St Cloud Area Chamber of Commerce is once again offering their Supervisor Development Program. We have enrolled three new supervisors in this year's six-session course, which begins at the end of January. Looking forward, we are also excited about some training opportunities over the next several months with Minnesota Counties Intergovernmental Trust (MCIT). MCIT training is always very beneficial because they talk about issues specifically related to public entities, where most other training assumes everyone is a private employer.

## Building Reports January 2026

**Jeannette Burkhardt**  
Patron Services Supervisor

### **Annandale**

The HVAC control panel was not communicating with the HVAC unit, resulting in an afternoon closure due to a lack of heat. The issue has been resolved.

### **Becker**

Hilary Dawson, Library Services Coordinator (LSC), is working with the Communications Department on indoor and outdoor signage for the Becker Library. Funding for the signage is provided by the Becker American Legion.

### **Belgrade**

The coded door lock that was installed in September was experiencing battery issues and not retaining a charge. The city installed a new lock with a coded deadbolt, and the issue appears to be resolved.

### **Big Lake**

Jami Trenam, Brandi Canter, and Jeannette Burkhardt met with city representatives on December 8, 2025, for continued discussion regarding possible relocation of the Big Lake Library to a shared city hall building. The City of Big Lake stated that they will submit a formal request for staff to complete a Space Needs Analysis for the proposed space.

### **Elk River**

The Elk River Library flooring and shelving project is complete. The library reopened on Monday, Dec. 1, 2025. Flooring was replaced with the same style and color. Dark wood shelving (installed in 1975) was replaced with lighter wood and painted steel shelving. Some taller shelving was swapped for lower shelving to improve sight lines. Overall, these updates give the library a refreshed, updated feel and provide better sightlines, especially into the children's area of the library.



*Photos: during the packing up stage.*



*Photos: after new shelving and flooring.*

### **Monticello**

The city has begun work on the fire panel and HVAC system controls. This work is being completed as part of the \$500,000 grant received by the City of Monticello.

**Brandi Canter**  
**Executive Director**

### **St. Cloud**

We were notified by the city that the St. Cloud Farmers Market will not be moving to the library parking lot in 2026. Instead, the Market will remain at the downtown Ladyslipper lot for 2026 while the city and Farmers Market investigate a future site. We are hopeful that the library will be considered.

During fourth quarter 2025, we had significant turnover in the St. Cloud Library's custodial staff. As a result, we worked with the City of St. Cloud to temporarily bring in Weisman Cleaning Inc. to provide additional cleaning in public restrooms and other key places.

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

### **Cold Spring**

The city continues working with the property owner of the proposed temporary location to approve building changes. Leadership Support Team (LST) members and the local LSC joined city administration and a council member on several building tours to discuss needed changes. We are waiting for a response from the city regarding GRRL's requested changes.

### **Grey Eagle**

The local Grey Eagle library board approved a new circulation desk. Multiple LST members are looking at the proposed drawings to make sure the desk is appropriate for library use.

### **Melrose**

The city notified us they are looking for a date to replace carpet in the Melrose Library.

**Royalton**

The Associate Director – Collection Development met with the city's painter and local staff to discuss the building painting project. We will work with the city's chosen painter to ensure limited interruptions to patron services.

**Sauk Centre**

We continue to stay in contact with city public works regarding the upcoming window project. Windows have been ordered, and the city is waiting for them to be shipped from the manufacturer.

**Swanville**

Water leaked again between the library and the bathroom. The city has shoveled snow from the roof at least once this winter. They will have water damage to the bathroom floor repaired soon.





**Staff Recognition Report**

2026 - Quarter 1

January 1 - March 31

| First Name | Last Name      | Department                    | Supervisor            | Celebration Date | Years of Service |
|------------|----------------|-------------------------------|-----------------------|------------------|------------------|
| Carla      | Asfeld         | Annandale/ Kimball            | Jeannette Burkhardt   | 1/3/2026         | 30               |
| Valerie    | Matlock        | Pierz                         | Grace Heschke         | 1/24/2026        | 15               |
| Judy       | Wolak          | Staples/ Eagle Bend           | Cathy Perish          | 2/3/2026         | 15               |
| Sam        | Puterbaugh     | St. Cloud Library Aide        | Jen Thompson          | 3/14/2026        | 10               |
| Soph       | Lohman         | St. Cloud Patron Services     | Eric Blotkamp         | 1/11/2026        | 5                |
| Nathan     | Braaten        | Staples/ Eagle Bend           | Cathy Perish          | 3/22/2026        | 5                |
| Cassandra  | Raff           | Foley                         | Shelly Kuelbs         | 3/6/2026         | 3                |
| Christina  | Heitz          | Rockford                      | Jeannette Burkhardt   | 3/13/2026        | 3                |
| Judy       | Mumford-Torres | Cokato/ Howard Lake           | Nicole Wilson         | 3/20/2026        | 3                |
| Dan        | Rentz- Vogtlin | Waite Park                    | Jalyssa Bauer Mundell | 3/21/2026        | 3                |
| Jen        | Thompson       | St. Cloud- Circulation        | Eric Blotkamp         | 1/21/2026        | 1                |
| Ashley     | Dahl           | Delano                        | Jeannette Burkhardt   | 1/6/2026         | 1                |
| Jodi       | Brinkman       | Waite Park                    | Jalyssa Bauer Mundell | 1/7/2026         | 1                |
| Astro      | Bock           | St. Cloud Patron Services     | Chris Mallo           | 1/13/2026        | 1                |
| Glory      | Creed          | Delano                        | Ashley Dahl           | 1/14/2026        | 1                |
| Kate       | Skiffington    | Delano                        | Ashley Dahl           | 1/14/2026        | 1                |
| Danielle   | Kerr           | Monticello                    | Marla Scherber        | 3/3/2026         | 1                |
| Ryan       | Frank          | Distribution Driver           | Colleen Sjostedt      | 3/17/2026        | 1                |
| AJ         | Sommers        | Annandale/ Kimball            | Carla Asfeld          | 3/24/2026        | 1                |
| Denise     | Wahlin-Fiskum  | Library Associate- Substitute | Eric Blotkamp         | 1/3/2026         | 1                |
| Janie      | Labree         | Library Assistant- Substitute | John Hannon           | 3/13/2026        | 1                |

**Promotion Report**  
2025 - Quarters 3 and 4  
July - December

| Last Name | First Name | Hire Date | Job Title                       | Department      | Supervisor        | Promotion Effective Date | Previous Job Title              | Previous Department |
|-----------|------------|-----------|---------------------------------|-----------------|-------------------|--------------------------|---------------------------------|---------------------|
| Canter    | Brandi     | 2/20/2001 | Executive Director              | Administration  | Board of Trustees | 10/13/2025               | Lead Patron Services Supervisor | Patron Services     |
| Langston  | Cara       | 3/25/2019 | Lead Patron Services Supervisor | Patron Services | Brandi Canter     | 12/8/2025                | Patron Services Supervisor      | Patron Services     |

**New Hire Report**  
 2025 - Quarters 3 and 4  
 July - December

| Last Name | First Name      | Hire Date | Job Title                    | Department                        | Supervisor          |
|-----------|-----------------|-----------|------------------------------|-----------------------------------|---------------------|
| Halter    | Denise          | 08/18/25  | Library Aide                 | Elk River                         | Jeannette Burkhardt |
| Laumb     | Graham          | 09/15/25  | St. Cloud Library Aide       | St Cloud - Circulation            | Jen Thompson        |
| Hagenson  | Jody            | 09/29/25  | Library Assistant            | Staples                           | Cathy Perish        |
| Shelkey   | Nathan (Nate)   | 10/27/25  | Library Assistant            | Buffalo                           | Katie Teesdale      |
| Hauer     | Laura           | 10/30/25  | Library Assistant            | Buffalo                           | Katie Teesdale      |
| Sones     | Nick            | 11/12/25  | Library Assistant            | Little Falls                      | Jade Lauber         |
| Abeln     | Renee (Roxanne) | 12/08/25  | Collection Development Clerk | St Cloud - Collection Development | Elizabeth Numella   |
| Whitney   | Peter           | 12/15/25  | Custodian                    | St Cloud - Custodial              | Neil Vig            |

**Rehires**

| Last Name | First Name | Rehire Date | Rehire Positon and Location | Terminated Position and Location | Termination Date |
|-----------|------------|-------------|-----------------------------|----------------------------------|------------------|
| Corcoran  | Tim        | 08/05/25    | Driver Sub - St Cloud       | Driver - St Cloud                | 1/31/2025        |
| Prow      | Andrea     | 08/11/25    | Library Aide - Elk River    | Library Aide - St Cloud          | 1/23/2025        |
| Henry     | Meagan     | 12/02/25    | Library Assistant - Albany  | Library Associate - St Cloud     | 12/30/2023       |

**Termination Report**  
2025 - Quarters 3 and 4  
July - December

| Last Name   | First Name | Term Date | Job Title                    | Department                        | Supervisor          | Hire Date  | Years of Service   |
|-------------|------------|-----------|------------------------------|-----------------------------------|---------------------|------------|--------------------|
| Malik       | Fatima     | 07/02/25  | Library Assistant            | Long Prairie                      | Amanda Wehrspann    | 05/16/2023 | 2 years, 1 month   |
| Clayborn    | Gina       | 07/05/25  | Library Assistant            | Staples                           | Cathy Perish        | 11/27/2023 | 1 year, 7 months   |
| Peterson    | Stacey     | 07/31/25  | Driver - Sub                 | St Cloud - Distribution           | Colleen Sjostedt    | 10/13/2021 | 3 years, 9 months  |
| Rittmann    | Natalie    | 08/02/25  | Summer Aide                  | St Cloud - Patron Services        | Connie Laing        | 06/02/2025 | 2 months           |
| Huss        | Brianna    | 08/05/25  | St Cloud Library Aide        | St Cloud - Circulation            | Jen Thompson        | 07/28/2023 | 2 years, 1 month   |
| Mohamud     | Riann      | 08/07/25  | Summer Aide                  | St Cloud - Patron Services        | Ariel Kirst         | 06/02/2025 | 2 months           |
| Anderson    | Christy    | 08/09/25  | Summer Aide                  | Buffalo                           | Katie Teesdale      | 06/02/2025 | 2 months           |
| Edgar       | Frankie    | 08/15/25  | Summer Aide                  | Saint Michael                     | Sommer Hougo        | 06/02/2025 | 2 months           |
| Lieser      | Nathan     | 08/15/25  | Summer Aide                  | St Cloud - Patron Services        | Connie Laing        | 06/02/2025 | 2 months           |
| Wyffels     | Renee      | 08/16/25  | Summer Aide                  | Annandale                         | Carla Asfeld        | 06/02/2025 | 2 months           |
| Jones       | Amanda     | 08/22/25  | Library Services Coordinator | Waite Park                        | Brandi Canter       | 05/17/2023 | 2 years, 3 months  |
| Clark       | Aubrey     | 08/26/25  | Summer Aide                  | St Cloud - Patron Services        | Ariel Kirst         | 06/02/2025 | 2 months           |
| Winterfield | Taylor     | 08/29/25  | Summer Aide                  | Foley                             | Shelly Kuelbs       | 05/28/2025 | 3 months           |
| Dullinger   | Tracy      | 09/01/25  | Administrative Assistant     | Human Resources                   | Nichol Wojcik       | 10/02/2023 | 1 year, 10 months  |
| Gomez       | Ibett      | 09/05/25  | Library Assistant            | Buffalo                           | Katie Teesdale      | 07/25/2023 | 2 years, 1 month   |
| Lunning     | Maiya      | 09/09/25  | Library Assistant            | Buffalo                           | Katie Teesdale      | 07/14/2022 | 3 years, 1 month   |
| Nelson      | Andrea     | 09/18/25  | Library Associate            | St Cloud - Circulation            | Eric Blotkamp       | 05/07/2018 | 7 years, 4 months  |
| Doran       | Tanner     | 09/22/25  | Custodian                    | St Cloud - Custodial              | Neil Vig            | 11/21/2016 | 8 years, 10 months |
| Carey       | Elise      | 09/26/25  | Library Assistant            | Little Falls                      | Jade Lauber         | 01/06/2025 | 8 months           |
| Person      | Tiffany    | 10/10/25  | Collection Development Clerk | Collection Development - St Cloud | Elizabeth Nummela   | 02/11/2019 | 6 years, 7 months  |
| Lake        | Rob        | 10/15/25  | Computer Systems Analyst     | IT - St Cloud                     | Jay Roos            | 01/04/2016 | 9 years, 9 months  |
| Patterson   | Elena      | 11/10/25  | Library Assistant            | Buffalo                           | Katie Teesdale      | 04/28/2025 | 6 months           |
| Bardos      | Robert     | 11/12/25  | Custodian                    | St Cloud - Custodial              | Neil Vig            | 01/08/2024 | 1 year, 10 months  |
| Larson      | Maria      | 12/06/25  | Library Aide                 | Monticello                        | Marla Scherber      | 10/17/2023 | 2 years, 1 month   |
| Gilchrist   | Sabs       | 12/17/25  | Library Services Coordinator | Elk River                         | Jeannette Burkhardt | 04/14/2025 | 8 months           |
| Okose       | Innocent   | 12/30/25  | Computer Support Tech        | IT - St Cloud                     | Jay Roos            | 06/01/2022 | 3 years, 6 months  |

**Retirements**

| Last Name | First Name | Department             | Supervisor    | Retirement Date | Years of Service  |
|-----------|------------|------------------------|---------------|-----------------|-------------------|
| Lisson    | JoAnn      | St Cloud - Circulation | Jen Thompson  | 10/23/2025      | 9 years, 5 months |
| Anderson  | Elizabeth  | Cokato                 | Nicole Wilson | 11/07/2025      | 6 years           |
| Hansen    | Laura      | Little Falls           | Jade Lauber   | 11/29/2025      | 9 years, 8 months |
| Barthel   | Deeane     | St Cloud - Circulation | Jen Thompson  | 12/31/2025      | 19 years, 1 month |

**Exit Interview Summary**

July - December 2025

| Area of Questions                                      | Summary of Responses   |
|--|--|
| <b>What did you enjoy most about your position?</b>    | <p>Helping patrons find their library holds</p> <p>Interacting with the public</p> <p>The flexibility in day to day tasks</p> <p>Working with people and giving away prizes</p> <p>Helping the kids during summer reading</p> <p>Connections made with the patrons &amp; local community</p> <p>Connecting with patrons</p> <p>Empowering people to better utilize what the library offers</p> <p>Opportunity to work on projects that cover various aspects.</p> <p>The opportunity to serve my community &amp; build meaningful relationships</p> <p>The co-workers I met. Their support helped me do my job</p> <p>Being part of the organization and being able to support the entire region</p> <p>Helping patrons learn about library services</p> <p>Working with patrons and supporting my team</p> <p>The work environment &amp; reliable routine</p> <p>Being around books, creating displays and making recommendations</p> <p>Shelving books and making sure that the books were shelved right</p> <p>Assist staff with technical issues</p> |
| <b>What would you have changed about the position?</b> | <p>Wage for aides needs to be \$17 or more because of the constant physical work</p> <p>Having more things to do in the room when we weren't busy</p> <p>Overall more responsibilities</p> <p>more things to do other than shelving</p> <p>Maybe higher wage</p> <p>More flexibility in terms of branch needs with schedules.</p> <p>Clearer communication &amp; faster decision making from management</p> <p>more freedom to be creative with merchandising, bulletin boards &amp; programming. We know our patrons best</p> <p>N/A</p> <p>N/A</p> <p>Hire more people. Never had a full staff, we were always short staffed</p> <p>More opportunities to work outside of the SCPL</p> <p>Programming should not be part of a library assistant's job, staffing the desk is enough</p> <p>Very little I felt like I could make decisions on</p> <p>More team communication</p> <p>Don't roll aide and assistant positions together</p> <p>Nothing</p> <p>Nothing</p>   |

|                          |   |
|--------------------------|---|
| <b>Supervisor</b>        | <p>One was patient and well experienced. One needs more leadership training</p> <p>Amazing, always very nice and helpful</p> <p>Good, great communication &amp; clear expectations</p> <p>really nice</p> <p>lovely, amazing and understanding</p> <p>I cannot say enough good things about her!</p> <p>I appreciated her support &amp; guidance</p> <p>She did a fine job. Didn't micromanage, led by example</p> <p>Provided great mentorship &amp; innovation</p> <p>Phenomenal</p> <p>Very supportive and willing to help</p> <p>She's going to be an amazing leader</p> <p>Supportive and kind. Always takes the time to check in</p> <p>Worked through high level needs together with increasing partnership</p> <p>Understanding &amp; accommodating</p> <p>Excellent</p> <p>Great. Always listened</p> <p>Grateful for his guidance while I worked here</p> |
| <b>Co-workers</b>        | <p>Only a few I found comfortable</p> <p>Great</p> <p>Good</p> <p>Good</p> <p>very good, everyone was very kind</p> <p>Amazing, they are simply the best!</p> <p>Supportive &amp; Collaborative</p> <p>Good!</p> <p>I have great respect for all members of the team</p> <p>People with great, forward-thinking ideas</p> <p>Will miss them dearly</p> <p>They make me better at my job. They are so high performing</p> <p>Amazing and supportive team, I will miss them</p> <p>N/A</p> <p>Friendly &amp; very helpful</p> <p>I learned from them and overall felt supported by them</p> <p>Great co-workers</p> <p>I felt supported by most of them</p>   |
| <b>Benefits utilized</b> | <p>I hate being forced to have PERA</p> <p>N/A</p> <p>PTO</p> <p>PTO</p> <p>PTO</p> <p>PTO &amp; PERA</p> <p>PTO</p>  |

|                               |   |
|-------------------------------|---|
|                               | N/A<br>N/A<br>N/A<br>PTO, Dental, Vision<br>PTO, Health, PERA<br>PTO & PERA<br>N/A<br>PTO & paid holidays<br>N/A<br>PTO & PERA<br>PTO, PERA, Deferred Comp  |
| <b>Benefits to be offered</b> | N/A<br>N/A<br>N/A<br>N/A<br>N/A<br>Should be more benefit eligible positions<br>N/A<br>N/A<br>N/A<br>Offer more staff health insurance<br>Offer them help and support<br>More 40 hour positions<br>It would be great if GRRL was a member of MERSC program<br>N/A<br>N/A<br>Better short term disability not limited by inconsequential pre-existing conditions<br>N/A<br>N/A |
| <b>Wage Rates</b>             | Terrible and unlivable.<br>okay<br>5 out of 5<br>Good<br>Could be higher<br>Fine for my position, too low for aides<br>Adequate, though there could be opportunities for improvement<br>Okay<br>Increases lead to a drawn out process that makes achieving higher quartiles within a reasonable time unachievable.<br>Too low<br>Should be more<br>Improving<br>9 out of 10   |

|                                    |   |
|------------------------------------|---|
|                                    | <p>Low. Very Low</p> <p>Very low for comparable entry level jobs but set schedule PTO &amp; paid holidays offset this</p> <p>Okay</p> <p>Great</p> <p>Acceptable but low for anyone with post high school education</p>   |
| <b>Training</b>                    | <p>Aides train each other but supervisors should be the ones doing the training</p> <p>I feel the newer hires needed more help with shelving</p> <p>4 out of 5</p> <p>More hands on shelving</p> <p>very good at quickly explaining, also asking any questions</p> <p>Always seems to be a training opportunity available</p> <p>Felt repetitive</p> <p>Wasn't enough time to go through all the training &amp; balance needing to be at the desk.</p> <p>N/A</p> <p>Great when I was in a branch. No formal training in St Cloud</p> <p>N/A</p> <p>Many opportunities</p> <p>9 out of 10</p> <p>Good when I attended</p> <p>Understandable and easy to access</p> <p>Okay</p> <p>Good</p> <p>Not always consistent</p> |
| <b>Morale in department/branch</b> | <p>Aides, associates and assistants struggle deeply through their personal lives because of low wages</p> <p>okay</p> <p>5 out of 5</p> <p>happy</p> <p>Good</p> <p>Very high</p> <p>Teamwork within the branch maintained strong morale</p> <p>Okay. Feeling of being squelched in our being creative. Guidelines are too tight</p> <p>Friction between some members but I am largely not impacted</p> <p>N/A</p> <p>We supported each other</p> <p>Stressed but working together</p> <p>10 out of 10</p> <p>Continues to dip</p> <p>High, team of people were great to work with</p> <p>Getting better again but was very low for a while</p> <p>Great</p>  |



|                             |  |
|-----------------------------|--|
|                             | Okay   |
| <b>Work Hours</b>           | <p>Stressful to not have a lot of say in the schedule</p> <p>okay</p> <p>5 out of 5</p> <p>Good, wish I could work more</p> <p>Good</p> <p>wished they were consistent, only working morning or evening shifts</p> <p>Good</p> <p>Good</p> <p>N/A</p> <p>More weekly hours</p> <p>Fair</p> <p>8 out of 10</p> <p>Fine</p> <p>Length, frequency and flexibility of the hours were satisfactory</p> <p>Would have stayed on if I could have reduced hours by one more day</p> <p>Great</p> <p>okay</p> |
| <b>Working Conditions</b>   | <p>The WALLY machine has materials blocked while it doesn't run efficiently, makes materials way to slow to circulate</p> <p>okay</p> <p>5 out of 5</p> <p>Clean/good</p> <p>Very Good</p> <p>More flexibility within schedule criteria would be nice</p> <p>all needs were met</p> <p>Good</p> <p>Good</p> <p>N/A</p> <p>There needs to be more support from management</p> <p>Good</p> <p>8 out of 10</p> <p>Good</p> <p>Good</p> <p>Great</p> <p>okay</p>   |
| <b>Reasons for leaving?</b> | <p>Better job</p> <p>New job</p> <p>Moving to college</p> <p>end of summer job</p> <p>Seasonal job, school starting</p> <p>Needed a different schedule that could not be accommodated</p> <p>New job, needed a different schedule</p>  |

|  |  |
|--|--|
|  | <p>Offered full time job at other place of employment at a significant pay increase</p> <p>Uncertainty about continued telecommuting &amp; more accelerated pay increase scale</p> <p>N/A</p> <p>Just time to go</p> <p>Personal Goals</p> <p>Personal family issues</p> <p>Misalignment of what GRRL is looking for, GRRL values and my own goals and values</p> <p>College schedule</p> <p>Physical Constraints</p> <p>Time to retire</p> <p>N/A</p> |
|--|--|

| Responses Submitted                        | Number of Responses | Number of Separations |
|--|---------------------|-----------------------|
| Library Services Coordinator               | 1                   | 2                     |
| Library Assistant                          | 5                   | 6                     |
| Library Aide                               | 8                   | 11                    |
| Distribution Staff                         | 0                   | 0                     |
| Patron Services/Circulation Public Service | 1                   | 1                     |
| Administration/Office Support              | 2                   | 1                     |
| Library Support Staff                      | 0                   | 5                     |
| Substitute Staff                           | 0                   | 2                     |

**Please Note:**

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

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



## Great River Recovery by Quarter:

### *Jan 1 - Mar 31, 2025*

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Accounts Submitted:</b>       | <b>365</b>            |
| <b>Dollars Submitted:</b>        | <b>\$17,614.97</b>    |
| Cash Recovery:                   | \$5,263.60            |
| Material Recovery:               | \$19,150.84           |
| Waives:                          | \$640.67              |
| <b>Recovery Total:</b>           | <b>\$25,055.11</b>    |
| <br><b>Total Invoice Amount:</b> | <br><b>\$3,595.25</b> |
| <br><b>Total ROI:</b>            | <br><b>7:1</b>        |
| <b>Asset ROI:</b>                | <b>7:1</b>            |

### *Apr 1 - Jun 30, 2025*

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Accounts Submitted:</b>       | <b>244</b>            |
| <b>Dollars Submitted:</b>        | <b>\$10,475.50</b>    |
| Cash Recovery:                   | \$3,010.87            |
| Material Recovery:               | \$11,883.93           |
| Waives:                          | \$581.37              |
| <b>Recovery Total:</b>           | <b>\$15,476.17</b>    |
| <br><b>Total Invoice Amount:</b> | <br><b>\$2,403.40</b> |
| <br><b>Total ROI:</b>            | <br><b>6:1</b>        |
| <b>Asset ROI:</b>                | <b>6:1</b>            |

### *Jul 1 - Sep 30, 2025*

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Accounts Submitted:</b>       | <b>425</b>            |
| <b>Dollars Submitted:</b>        | <b>\$10,729.64</b>    |
| Cash Recovery:                   | \$3,789.71            |
| Material Recovery:               | \$16,982.73           |
| Waives:                          | \$1,009.70            |
| <b>Recovery Total:</b>           | <b>\$21,782.14</b>    |
| <br><b>Total Invoice Amount:</b> | <br><b>\$4,186.25</b> |
| <br><b>Total ROI:</b>            | <br><b>5:1</b>        |
| <b>Asset ROI:</b>                | <b>5:1</b>            |

### *Oct 1 -Dec 31, 2025*

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Accounts Submitted:</b>       | <b>474</b>            |
| <b>Dollars Submitted:</b>        | <b>\$40,774.04</b>    |
| Cash Recovery:                   | \$2,862.86            |
| Material Recovery:               | \$17,940.99           |
| Waives:                          | \$629.81              |
| <b>Recovery Total:</b>           | <b>\$21,433.66</b>    |
| <br><b>Total Invoice Amount:</b> | <br><b>\$4,668.90</b> |
| <br><b>Total ROI:</b>            | <br><b>5:1</b>        |
| <b>Asset ROI:</b>                | <b>4:1</b>            |

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



**Great River Regional Library  
2027 Budget Process Timeline**

|  | January | February | March | April | May | June | July |
|--|---------|----------|-------|-------|-----|------|------|
| GRRL Board reviews and adopts 2027 Budget Process Timeline dates.  |         |          |       |       |     |      |      |
| Finance Committee reviews and adopts 2027 GRRL Budget Process Guidelines.  |         |          |       |       |     |      |      |
| Department base budget estimates and department budget requests due to Executive Director and Associate Director - Accounting.   |         |          |       |       |     |      |      |
| Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget. |         |          |       |       |     |      |      |
| Finance Committee adopts preliminary 2027 Budget and shares recommendations with full GRRL Board.  |         |          |       |       |     |      |      |
| Full GRRL Board adopts final 2027 Budget.  |         |          |       |       |     |      |      |

January 20, 2026



Schlenner Wenner & Co.  
630 Roosevelt Rd. St. 201  
St. Cloud MN 56301

January 12, 2026

Attn: Governing Board  
Great River Regional Library  
St. Cloud, MN

Dear Members of Governance,

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Great River Regional Library (the Library).

### **Services and Related Report**

We will audit the financial statements of the Library, as of and for the year ended December 31, 2025, and the related notes to the financial statements. Upon completion of our audit, we will provide the Library with our audit report on the financial statements and supplementary information referred to below. If, for any reasons caused by or relating to the affairs or management of the Library, we are unable to complete the audit or are unable to or have not formed opinions, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The objective of a financial statement audit is the expression of an opinion on the financial statements. The objective also includes reporting on internal control related to the financial statements and compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (i) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (ii) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose.

We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The audit will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports.

As part of an audit in accordance with GAAS and *Government Auditing Standards* we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

1. Identify and assess the risks of material misstatement of the financial statements and supplementary information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
2. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements and supplementary information that we have identified during the audit. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards*.
3. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and supplementary information, including the disclosures, and whether the financial statements and supplementary information represent the underlying transactions and events in a manner that achieves fair presentation.
4. Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste or abuse. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements and supplementary information, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Library and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and supplementary information and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management or those charged with governance internal control matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards*.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and supplementary information and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements and supplementary information. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Also, if required by *Government Auditing Standards*, we will report known or likely fraud, illegal acts, violations or provisions of contracts or grant agreements, or abuse directly to parties outside of the Library.

As part of obtaining reasonable assurance about whether the financial statements and supplementary information are free of material misstatement, we will perform tests of the Library's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.



We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, *Government Auditing Standards*, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements and supplementary information or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants (AICPA) and GAS.

The audit will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. for the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
2. to evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. for the design, implementation, establishment, and maintenance of effective internal controls relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met;
4. to provide us with
  - access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other findings;
  - additional information that we may request from management for the purpose of the audit; and
  - unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
5. for informing us of its views about the risks of fraud within the entity, and its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed above. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Management is responsible for the preparation of the required supplementary information which accounting principles generally accepted in the United States of America required to be presented to supplement the basic financial statements.

You are responsible for the preparation of the supplementary information in conformity with GAAP . You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. You further agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Library complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

### **Required Supplementary Information**

Accounting standards generally accepted in the United States of America provide for certain Required Supplementary Information (RSI) to supplement the Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Library's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

We have been engaged to report on supplementary information that accompanies the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS.

### **Content of Audit Opinion**

We will issue a written report upon completion of our audit of the Great River Regional Library's financial statements. Our report will be addressed to the members of governance of the Great River Regional Library. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

If we conclude that a modification to our opinion on the financial statements and supplementary information is necessary, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements and supplementary information, we may withdraw from the audit before issuing an auditor's report or we may disclaim an opinion on the financial statements and supplementary information. If this occurs, we will communicate the reasons and provide you details of any misstatements identified during the audit.

### **Report on Key Audit Matters**

You have not engaged us to report on key audit matters.

### **Use and Distribution of Our Report**

The examination of the financial statements and supplementary information and the issuance of our audit opinion are solely for the use of the Great River Regional Library and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements and supplementary information and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

### **Records and Assistance**

If circumstances relating to the condition or availability of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Library's books and records. The Library will determine that all such data, if necessary, will be so reflected. Accordingly, the Library will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Library personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Brandi Canter, Executive Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

### **Working Papers**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Schlenner Wenner & Co. policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in Schlenner Wenner & Co.'s form. Schlenner Wenner & Co. reserves the right to decline a successor auditor's request to review our workpapers.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the disclosing party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the disclosing party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Engagement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the disclosing party; (ii) becomes publicly available by publication or otherwise after disclosure by the disclosing party, other than by breach of the confidentiality obligations set forth herein by the receiving party; (iii) was lawfully in the receiving party's possession, without restriction as to confidentiality or use, at the time of disclosure by the disclosing party; (iv) is provided to the receiving party without restriction as to confidentiality or use by a third party without violation of any obligation to the disclosing party; or (v) is independently developed by employees or agents of the receiving party who did not access or use the disclosing party's Confidential Information.

For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of Schlenner Wenner & Co.'s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Schlenner Wenner & Co. for the Library under this Engagement Letter, or any documents belonging to the Library or furnished to Schlenner Wenner & Co. by the Library.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

### **Governing Legislation**

This engagement letter is subject to and governed by the laws of MN and will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any issue arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

### **Indemnification**

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

### **Dispute Resolution**

You agree that:

1. Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation;
2. You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement; and
3. The results of any such mediation should be binding only upon the agreement of each party to be bound. The costs of any mediation proceeding should be shared equally by the participating parties.

## Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we should not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Great River Regional Library of its obligations.

## Estimated Fees

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including report processing, travel, meals, and fees for services from other professionals. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Entity personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Our fees are based on the time required by the individuals assigned to the engagement. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our estimated fees for the services described in this letter are as follows:

| <u>Service</u>            | <u>Amount</u> |
|---------------------------|---------------|
| Financial Statement Audit | \$26,300      |

Additional time invested to assist the Library with meeting year-end reporting requirements and resulting from other consultations (outside the scope of the audit) will also be billed separately at our hourly rates.

## Use of Subcontractors and Third-Party Products

We may use qualified third-party service providers to support our professional services. This may require sharing your Confidential and Personal Information, which will be protected by written confidentiality agreements. You acknowledge that such use may involve processing and storing your data—including outside the U.S. and our infrastructure. We remain responsible for the performance of third-party service providers under this Engagement Letter, subject to its limitations.

We may also use third-party hardware, software, or products ("Third-Party Products"), which may process your data—including Confidential and Personal Information—within their own infrastructure, potentially outside the U.S. You agree that the terms of the applicable end-user license agreements ("EULAs") govern data handling and service levels. You consent to the disclosure of your data to these licensors, who may use it for analytics, benchmarking, marketing, and other business purposes.

If we provide you access to a Third-Party Product, you agree to comply with its EULA and are solely responsible for any misuse or violations by you or your users. You agree to indemnify Schlenger Wenner & Co. against any resulting claims or liabilities. You acknowledge that Third-Party Products may experience issues beyond our control, such as outages or delays. We are not liable for any resulting damages, data loss, or unauthorized disclosures.

As used herein, the term "Personal Information" means any personal information, as may be defined by applicable privacy, data protection, or cybersecurity laws, that directly or indirectly identifies a natural person, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or government-issued identification card numbers, and health information.

## Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. We will not be liable to you for any loss, damage, or expense arising out of or from, or relating to, such termination or suspension of our services.

Either party may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to us. In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgement would cause its continued performance to result in a violation of law, a regulatory requirement, a legal process, a contractual obligation with a third party, applicable professional or ethical standards, or in the case of Schlenner Wenner & Co., our client acceptance or retention standards; or (ii) if the other party or any director, executive, partner, or principal thereof, is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List (as defined herein).

As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

## Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred.

## Other Services

In addition to the audit services referred to above, we will, as allowed by the AICPA Code of Professional Conduct, perform nonattest services as required. Our nonattest services will encompass the following activities:

- Preparation of the Entity's financial statements and related GASB 34 conversion entries
- Preparation of the Annual Financial Reporting Form (State Report) required by the MN OSA (if requested; billed separately)

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*. Schlenner Wenner & Co. will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

You agree to:

- Provide the information necessary to complete these nonattest services on a timely basis;
- Assume all management responsibilities for the nonattest services we provide;
- Oversee the services, by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience;
- Evaluate the adequacy and results of the services performed; and
- Accept responsibility for the results of the services.
- Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services performed.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

## Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

1. you represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
2. we will hold all personal information in compliance with our firm's policies.

## Other documents

GAAS requires that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution. Any official statements issued by the Library must contain a statement that indicates that we are not associated with the official statement, unless you have asked us for a revised opinion or to review the official statement prior to issuance.

With regard to the electronic dissemination of audited financial statements, including the financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We will provide copies of our reports to the Library; however, management is responsible for distribution of the reports and the financial statements. Copies of our reports are to be made available for public inspection unless restricted by law or regulation or if they contain privileged and confidential information.

We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Schlenger Wenner & Co. does not retain any original client records; so we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Library's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Schlenger Wenner & Co. shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Library hereby authorizes us to do so.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract.

## Communications

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we should have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

**Miscellaneous**

We may mention your name and provide a general description of the engagement in our client list and marketing materials.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves Schlenner Wenner & Co. and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of one of our partners, principals or employees.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

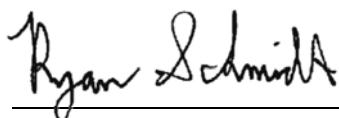
**Conclusion**

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to you.

Yours truly,



Ryan Schmidt, CPA

Partner

Schlenner Wenner & Co.

Acknowledged and agreed on behalf of the Great River Regional Library by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title (Printed)





## Report on the Firm's System of Quality Control

November 4, 2025

To the Partners of Schlenner Wenner & Co. and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. (the firm) in effect for the year ended June 30, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. in effect for the year ended June 30, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Schlenner Wenner & Co. has received a peer review rating of *pass*.

*OlsenThielen & Co., LTD.*

Olsen Thielen & Co., Ltd.





## 2026 Library Development Plan

Submitted by Brandi Canter – Executive Director and  
Jami Trenam, Associate Director – Collection Development

### BOARD ACTION REQUESTED

☐ Information

☒ Discussion

☒ Action Requested

### RECOMMENDATION

Discuss direction for the 2026 update of the Library Development Plan and appoint two committee members.

### BACKGROUND INFORMATION

☐ Supporting Documents Attached

The Library Development Plan, a guiding document of the GRRL Library Development Policy, outlines open hour recommendations, facility assessments, and alternative service models. The current plan can be accessed here: <https://griver.org/policies/administration/library-development-policy>

The Library Development Plan is scheduled to be updated in 2026. The Leadership Support Team expects to present a revised plan by October 2026.

Historically, alternative services are defined as city-supported *enhanced* library services. A city could fund these services beyond the basic library services GRRL provides across the six counties in our 32 libraries. Previous plans set the stage for projects such as the GRRL2Go locker system in Sartell and city-funded open hours in Elk River.

The City of Big Lake recently communicated a desire to reduce the size of its library. GRRL does not have a policy or guiding documents to address reducing services based on facility size.

GRRL leadership requests guidance from the Board related to including reduced facility size and services.

Leadership also requests that the Board appoint two members to a committee to assist in the plan revision. Meeting frequency would likely be once per quarter.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

### ACTION

☐ Passed

☐ Failed

☐ Tabled





## Benton County Signatory Contribution Update & Discussion

Submitted by Brandi Canter, Executive Director

### BOARD ACTION REQUESTED

☐ Information

☒ Discussion

☐ Action Requested

### RECOMMENDATION

Discuss the Benton County funding reduction and provide direction for the leadership team if the Board wishes to recommend action.

### BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2026 Budget Signatory Factor Table

At the December 16, 2025, Executive Committee meeting, Commissioner Ed Popp shared that the Benton County Commissioners approved a 2026 budget that day. They allotted a lower signatory contribution than what was approved by the GRRL Board of Trustees in July 2025. On December 31, we were notified by Monty Headley, Benton County Administrator, that the amount allocated for GRRL in 2026 was \$540,046. This is \$6,624 less than the \$546,670 Benton County portion GRRL budgeted.

At the December Executive Committee meeting, Trustees expressed concerns about the impact of Benton County's unilateral move to reduce their payments. Trustees questioned the precedent of a county changing their payment amount after the GRRL Board approved a budget that set out payment levels for all counties as part of the Joint Powers Agreement. They directed leadership to look for options to respond to this situation. Trustees specifically directed leadership to look for options that might reduce services for Benton County in a way that is fair to counties that are paying the full signatory share.

Leadership discussed a variety of options. GRRL follows an equity of service model with a floating collection and consolidated system of providing regional and local services. As a result, few options meet the Trustees' criteria other than open hour reductions at the Foley Library.

**FINANCIAL IMPLICATIONS**

Estimated Cost: \$ -6,624      Funding Source: Benton County Signatory Contribution

Budgeted: ☐ Yes    ☒ No    ☐ N/A

**ACTION**

☐ Passed                      ☐ Failed                      ☐ Tabled

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

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

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

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