

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

Board of Trustees Meeting
Tuesday, July 21, 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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|---|------|
| 1. Call to Order | 6:00 |
| 2. Adopt/Amend Agenda | 6:01 |
| 3. Approve Minutes – May 19, 2026 | 6:02 |
| 3.1 Personnel Committee (Requested Action – Approve) pg 3 | |
| 3.2 Board of Trustees (Requested Action – Approve) pg 5 | |
| 4. Public Open Forum | 6:04 |
| 5. Financials | 6:07 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 6. Consent Agenda (Requested Action – Approve) | 6:10 |
| 6.1 Arts & Cultural Heritage Fund FY25 Interim Progress Report pg 9 | |
| 6.2 Arts & Cultural Heritage Fund FY27 Application pg 17 | |
| 6.3 2027 Preliminary Board Meeting Schedule pg 35 | |
| 6.4 Other | |
| 7. Communications | 6:12 |
| 7.1 Other | |
| 8. Presentations | 6:12 |
| 8.1 Other | |
| 9. Staff Reports | 6:12 |
| 9.1 Executive Director’s Report pg 37 | |
| 9.2 Management Reports pg 39 | |
| 9.3 Building Reports pg 45 | |
| 9.4 Second Quarter 2026 Strategic Plan Statistics pg 47 | |
| 9.5 Human Resources Reports pg 53 | |
| 9.6 Other | |
| 10. Committee Reports | 6:25 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Fund Development Committee (verbal) | |
| 10.3 Library Development Plan Committee (verbal) | |
| 10.4 Central Minnesota Libraries Exchange Board (verbal) | |

11. Unfinished Business	6:35
11.1 GRRL 2027 Budget Proposal & Discussion (Requested Action – Approve) (see Finance Committee packet)	
11.2 Other	
12. New Business	6:45
12.1 Grievance Settlement Proposal – Closed Session <i>Closed meeting as permitted by the attorney-client privilege pursuant to Minn. Stat. 13D.05, Subd. 3(b)</i>	
12.2 Grievance Settlement Proposal (verbal) (Requested Action – Approve)	
12.3 Other	
13. Board Open Forum	7:00
14. Next Meetings: August 18, 2026, Board of Trustees Work Session	7:04
September 15, 2026 Board of Trustees	
15. Adjourn	7:05

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
May 19, 2026**

Chairperson Lynn Grewing called the Great River Regional Library (GRRL) Personnel Committee to order on Tuesday, May 19, 2026, at 5:38 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Teresa Dahl, Tina Diedrick, Lynn Grewing, Holly Lammers, Ed Popp

Members Excused: Al Amdahl, Jacey Wallace

GRRL Staff Present: Jeannette Burkhardt, Brandi Canter, Addie Carlson, Patricia Waletzko, Nichol Wojcik

ADOPT/AMEND AGENDA

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

APPROVAL OF MINUTES

Holly Lammers made a motion to approve the March 17, 2026, Personnel Committee minutes as presented. Seconded by Teresa Dahl, the motion carried unanimously.

GRRL PERSONNEL POLICY UPDATES

Committee members stated appreciation for the policy changes summary and the well-done updates. Associate Director – Human Resources Nichol Wojcik replied to a question about GRRL requiring an employee on leave to exhaust their Paid Time Off (PTO) rather than depleting to 10 days. This language now aligns with other Personnel policies.

Tina Diedrick made a motion to approve the Personnel policy updates as presented. Seconded by Teresa Dahl, the motion carried unanimously.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURN

Tina Diedrick made a motion to adjourn the meeting at 5:44 p.m. Seconded by Ed Popp, the motion carried unanimously.

Lynn Grewing, Chair

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 19, 2026**

President Ed Popp called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tuesday, May 19, 2026, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tarryl Clark, Teresa Dahl, Tim Denny, Tina Diedrick, Melissa Fee, Gregg Felber, Cindy Graham, Lynn Grewing, Aref Hassan, Laura Kangas, Bobby Kasper, Holly Lammers, Ed Popp

Members Excused: Al Amdahl, Jacey Wallace

GRRL Staff Present: Jeannette Burkhardt, Brandi Canter, Addie Carlson, Patricia Waletzko

ADOPT/AMEND AGENDA

Bobby Kasper made a motion to approve the agenda as presented. Seconded by Tim Denny, the motion carried unanimously.

APPROVAL OF MINUTES

Board Meeting

Executive Committee Meeting

Lynn Grewing made a motion to approve the March 17, 2026, Board and April 8, 2026, Executive Committee meeting minutes as presented. Seconded by Cindy Graham, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIALS

Bills

Financial Reports

Tarryl Clark made a motion to approve the April and May bills and May bills addendum as presented. Seconded by Teresa Dahl, the motion carried unanimously.

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

Auditor's Report by Schlenner Wenner & Co.

Ashley Meagher, Senior Manager at Schlenner Wenner, presented a summary of the Report to Governance and Audited Financial Statements. She described the auditor's responsibility to issue an opinion after looking at all documentation, inquiries, and procedures. For 2025, GRRL received an unmodified or clean opinion, which is the best an entity can receive.

There were no material audit adjustments or Minnesota legal compliance findings. Internal controls results noted the few staff involved in accounting processes. This is normally found in entities of our size and is the same as noted in past audits. Ashley reviewed all financial reports with the Board. She discussed the required reserve of three months of operating expenditures and added that six months is better in case something affects GRRL funding streams.

Board members thanked Ashley for the good presentation. Ashley complimented Executive Director Brandi Canter and Associate Director – Accounting Addie Carlson on their audit preparation; all went smoothly.

Tarryl Clark made a motion to approve the Schlenner Wenner audit report as presented. Seconded by Gregg Felber, the motion carried unanimously.

Annual Review of the Unassigned Fund Balance

Addie Carlson explained the Unassigned Fund Balance report numbers and calculations. This report is reviewed annually following GRRL's audit.

Tina Diedrick made a motion to approve the Unassigned Funds Balance review as presented. Seconded by Bobby Kasper, the motion carried unanimously.

CONSENT AGENDA

MNLink Agreement Addendum

Regional Library Basic System Support FY2027 Application

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

COMMUNICATIONS

Big Lake City Council Resolution

The City of Big Lake affirmed their decision to keep the Big Lake Library in the current building. A space needs analysis is no longer required.

PRESENTATION

There were no presentations.

STAFF REPORTS

Executive Director's Report

Brandi Canter received a question from a county commissioner, not on the GRRL Board, about why state Maintenance of Effort (MOE) for counties is significantly lower than signatory payment amounts. She responded to that county's administrator and commissioners; the information was also shared with the GRRL Board. A brief overview was given about the difference between MOE and current signatory amounts. State Library Services considered how MOE amounts are determined and decided not to change the minimum at this time.

Management Reports

Brandi Canter highlighted several management report topics:

- Read2Grow program in Elk River
- Initial investments with Ehlers Public Finance Advisors
- Locally Growin' evaluations, Summer Reading Challenge preparations, another library card design contest
- Significant security incident at the St. Cloud Library (SCPL) in early May
- Teens causing problems in the evening at the SCPL
- Llama Llama Read-a-Rama, organized by the United Way, at the SCPL on April 29
- Network penetration testing; work and training to keep GRRL networks safe and secure

Building Reports

GRRL is working with the Little Falls Friends of the Library to shift where they store used books. Staff plan to use the \$10,000 Carnegie grant to make the library's top floor more engaging and usable for the public. Patron Services Supervisor Cara Langston and Associate Director – Collection Development Jami Trenam continue to work on the Cold Spring Library relocation. A new checkout desk has been installed at the Grey Eagle Library.

First Quarter 2026 Strategic Plan Statistics

GRRL borrower numbers increased during the first quarter of 2026; unfortunately, they are below the first quarter of 2025. Brandi Canter stated that the Leadership Support Team is working on auto renewal for library cards. She also reviewed the first quarter circulation statistics.

First Quarter 2026 Strategic Plan Key Objectives & Results

Management looks at key metrics that are part of the GRRL Strategic Plan. Some sections of the key objectives and results spreadsheet have grey areas, which indicate management has yet to determine them. During the small group meetings with staff, Brandi Canter obtained good information to apply to the Strategic Plan objectives.

Staff Recognition Report

Julie Bouchie's 25 years of service with GRRL was highlighted as well as the upcoming retirements.

Human Resources Annual Statistics

The Board reviewed the Human Resources annual statistics. Migration from ADP to Paylocity affected the 2024 statistics. Applications and interviews have grown again.

COMMITTEE REPORTS

Finance Committee

Tina Diedrick reported that the First Quarter Financial report seems to be on track. The Committee approved the Deposit and Investment policy revisions, the preliminary 2027 GRRL Budget proposal, and reviewed the Unassigned Fund Balance.

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

Personnel Committee

Lynn Grewing reported that the Committee reviewed and approved the Personnel policy changes related to holidays, paid time off, extended sick leave bank, and the Executive Director transition plan.

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

Library Development Plan Committee

Aref Hassan and Brandi Canter reported on the Library Development Plan Committee discussion in April. Topics included library access issues and branch agreement language updates. The Committee reviewed the current Library Development Plan, policy, and branch agreement appendices to determine possible conflicts and points to streamline. Patron Services Supervisors are working on facility narratives. The Committee will meet again next month. The Board will review a final plan in November.

UNFINISHED BUSINESS

There was no unfinished business to address.

NEW BUSINESS**GRRL 2027 Preliminary Budget Proposal & Discussion**

In March, the Finance Committee recommended that the preliminary 2027 Budget reflect as little increase as possible over 2026. Addie Carlson reviewed the preliminary numbers and noted the operating and capital budget total increase is 2.67 percent. The Board requested that management prepare a few budget scenarios for the Finance Committee to consider in June.

BOARD OPEN FORUM

There were no comments from Board members.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, July 21, 2026.

RECESS REGULAR MEETING

Tim Denny made a motion for the Board to recess the regular meeting at 6:55 p.m. for a Joint Powers Agreement/Signatory Contribution work session. Seconded by Lynn Grewing, the motion carried unanimously.

RECONVENE REGULAR MEETING

Ed Popp reconvened the regular Board meeting at 8:18 p.m.

ADJOURN

Laura Kangas made a motion to adjourn the meeting at 8:18 p.m. Seconded by Gregg Felber, the motion carried unanimously.

Ed Popp, President

Jacey Wallace, Secretary



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2025

Interim Progress Report

A report on projects paid for with SFY25 (July 1, 2024–June 30, 2025) ACHF funds

A completed Interim Progress Report includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY25
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Interim Progress Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Great River Regional Library

Summary Data:

Total number of projects: **3,108**

Total number of programs and/or events (if different than total number of projects): **n/a**

Total attendance/participation: **2,260**

Total number of partnerships: **36**

Total value of in-kind contributions: **n/a**

Total administrative costs: **\$11,530.50**

Total FTE hours: **n/a**

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2025 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

Julie Johnson

Great River Regional Library (GRRL) branches hosted a tour with musician Julie Johnson and some of her musical friends—harpist Emily Gerard and guitarist Jeff Lambert joined Julie on tour with her on flute at several locations over the winter months from November 2025 through January 2026. They did 14 performances over as many days, and 205 attendees enjoyed the music and background stories of the songs. Julie also does a musical experimentation with looping that allows her to layer her flute sounds and create multi-flute arrangements.

"Loved every moment. Learned about the harp."

"It was wonderful."

"It was so beautiful and uplifting. Thank you for the support of the arts!"



Flutist Julie Johnson and guitarist Jeff Lampert performed at Belgrade City Hall on Friday, Dec. 12, 2025.

Mark Rivard

Artist Mark Rivard offered art workshops for kids and teens and their adults in January and February of 2026. He encourages creativity and experimentation for participants as they learn some drawing skills and apply their designs to skateboard decks. Mark shares his story of being a top-level athlete who suffered an injury that was catastrophic to his career, so he pivoted to art. He provides all the supplies needed to create the boards, including markers that attendees can take home. He has them work in permanent ink, no erasing allowed! This series has been wildly popular so has been repeated several times.

A few comments from attendees:

"Amazing program, amazing presenter."

"Super fun for all ages. Great instructor!"

"[Learned] that I like to design skateboards. I could embrace my artistic side."

"I really enjoyed! It showed me you can follow your dreams. No matter your limitations. Thank you!!"

"I got to make scatebord [sic] art! Do this AGAIN!!"

He presented 11 programs to about 150 attendees.



Class at Monticello Public Library, with Mark's examples in the foreground.



Students with their creations, GRRL tour 2026.



Attendees at the St. Cloud Public Library with their boards and Mark Rivard.

Signatures:

Signature _____

Printed Name **Brandi Canter**

Regional Library System Administrator

Date **July 21, 2026**

Signature _____

Printed Name **Beth Ringsmuth Stolpman**

Report preparer (if not Regional Library System Administrator)

Date **July 21, 2026**

title	field_parent _project	body	field_ appropriation _year	field_citation	field_ funding_ amount	field_measurable_proposed	field_measurable
Branch-planned ACHF events	Great River Regional Library ACHF Grant SFY 2024-SFY 2025	Branch staff planned various events based on local interest, including art workshops with local artists, author visits and history presentations, concerts, and performing arts for all ages. Feedback is included for the report in the three categories below.	2025	Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5.	\$39,251 94	GRRL provides surveys at every program/event, which ask specific question to gather attendees' changes in attitude, behavior, knowledge, etc. because of Arts & Cultural Heritage programs; feedback is reviewed regularly and compiled in both the interim progress report and final report for ACHF. GRRL administrative staff also review program plans developed by branch staff to ensure they meet the expected outcomes of the funding. Attendees either identify something they learned, how their life was made better (enriched) by the funding.	Art workshops/classes comments: "New skill to learn more about." "These classes are great to learn new techniques." "Friend instructor, knowledgeable, great time." "Came thinking this wasn't for me. But I really enjoyed creating my bracelet! Lots of fun. I'm more creative than I thought." "Relaxing, learning something new." "I learned some techniques that will help me do a better job on future paintings." "I loved the instruction but also the freedom to be creative." "I learned about working with clay, sculpting techniques, painting techniques." "She helped me think out of the box--good for me." "Relaxing and enjoying being creative. Great teacher, very friendly and helpful." "My kids learned new skills." "Love these classes and the variety. Keep them coming please!" "Love these programs! Good to have a variety of arts and crafts projects and ideas. Thank you for having these!" Authors visits comments: "Different historical moments that inspired the stories." "Great reference to war time France." "Writing is a lot of work." "Wonderful! Thank you!" "Native culture." "Yes, [learned] more about Native Americans." "Very informative. Gained many insights and facts." "Very interesting! Thank you~" "This was interesting. Thanks to the library for supporting this." "Wow! The knowledge you share and how to break it down and the practical application!" "This was awesome!" "Thank you! Loved learning." "Excellent program." "Helping my family eat healthier. Great info!" "[Learned] lots about writing and publishing. Very entertaining!" Music/performers comments: "Wonderful singers and guitar playing. Hope they come back again." "I relaxed listening to the beautiful music." "[Learned] history of each instrument--great!" "It was different than I'm used to. So it was nice to hear something from Sweden." "It was beautiful and peaceful." "I learned about three instruments I had never heard of before." "Homemade Jammin' always plays such wonderful music with fun, stories mixed in!" "I learned more about the hammered dulcimer." "I learned new things. We loved it!" "I learned about the music and the performers. I felt peace and joy. Thank you very much!" "I love music and have never seen a string group before. Fantastic overall." "It was uplifting!" "I enjoy all kinds of music, it's good for the soul. The talent of these musicians is amazing."

Regionally-planned ACHF activity	Great River Regional Library ACHF Grant SFY 2024-SFY 2025	Great River Regional Library (GRRL) began spending FY2025 funds in July 2025 by continuing a summer tour of libraries with arts organization Now.Make.Art. (NMA). NMA provides several process-focused arts events for children and their adults	2025	Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5.	\$97,800.66	GRRL provides surveys at every program/event, which ask specific question to gather attendees' changes in attitude, behavior, knowledge, etc. because of Arts & Cultural Heritage programs; feedback is reviewed regularly and compiled in both the interim progress report and final report for ACHF. GRRL administrative staff also review program plans developed by branch staff to ensure they meet the expected outcomes of the funding. Attendees either identify something they learned, how their life was made better (enriched) by the funding.	Great River Regional Library (GRRL) began spending FY2025 funds in July 2025 by continuing a summer tour of libraries with arts organization Now.Make.Art. (NMA). NMA provides several process-focused arts events for children and their adults. Artist Mark Rivard gave several presentations/workshops on skateboard art for kids and teens in January and February of 2026. Minnesota Textile Center, a national center for fiber art, provided art workshops from January into March, including classes on handspun yarn, eco printing, textiles for teens, and more. "I could embrace my artistic side." "Refreshing. Fun, not overwhelming, worth returning." "[Learned] how to draw better." "I had fun drawing on the skateboards." "I really enjoyed! It showed me you can follow your dreams. No matter your limitations." "I learned different patterns for bracelet making." "[Learned] Kumihimo braiding." "Learned how to make something new to see if you like it. It was fun to see that I could make something fun and cool." "The entire process was new to me. Fun class--love learning new things!" "I learned another way to be creative!" "I learned about eco dyeing." "A great way to learn about new art mediums." "I get to use my garden in another way. Thank you!" Author and photographer Doug Ohman of Pioneer Photography toured libraries during 2025. "Personable, fun, and educational presenter." "[Learned] a lot about small towns and their names. Excellent." "[Learned] history of many towns in Minnesota and names of towns I didn't know existed. Just so glad I got to come. So glad to see and talk to Doug." "Doug is a good story teller." "Great state park presentation." "Made me want to get to the parks!" "Let's go camping!" "[Learned] history of state parks." "The beauty of Minnesota state parks. It was educational and entertaining! Very good." "A detailed program about collecting, and what makes people become a collector." "Lots of info. about our first ladies. Excellent program. Thank you!" "10 out of 10." "Loved the local history." "Great informative talk!" Scandinavian music by Project: Constellation provided history and culture via their intimate concerts at libraries.
		Author and photographer Doug Ohman of Pioneer Photography toured libraries during 2025.					
		Scandinavian music by Project: Constellation provided history and culture via their intimate concerts at libraries.					
		Harpist Chris Ward brought soothing music to several libraries.					
		Author Frank Weber toured libraries in fall 2025 to share his expertise on forensic psychology.					
		Flutist Julie Johnson and friends provided musical entertainment and stories behind the songs.					
		"Relaxing evening of entertainment."					
		Musical historian and self-proclaimed troubadour Kerry Grombacher performed his show "Songs and Stories of the American West," which highlighted vivid portraits of life in the west through music.					
		Artist Mark Rivard gave several presentations/workshops on skateboard art for kids and teens in January and February of 2026.					
		Minnesota Textile Center, a national					

center for fiber art, provided art workshops from January into March, including classes on handspun yarn, eco printing, textiles for teens, and more.

"They played several genres of Scandinavian music. It was cool to hear music from my heritage. Sprinkled throughout with cultural tidbits.
 "Showed me a culture I'm interested in."
 "[Learned] Swedish culture."
 "Enjoyed listening to the Scandinavian music."
 "It lightened up my afternoon mood."
 "Fun to hear Swedish and Norwegian music."
 "Great group, fun, and great performers. Thank you."
 "It was really fun to hear the history behind the songs."

Author Frank Weber toured libraries in fall 2025 to share his expertise on forensic psychology.

"Interesting about crime."
 "Learned how crimes are solved with knowledge and technology."
 "He is an interesting speaker and a great author."
 "This enriched my life by making me aware of a new author!"
 "Very educational and interesting."
 "[Learned] about new fingerprint/DNA technology. So interesting! Thank you!"

Musical historian and self-proclaimed troubadour Kerry Grombacher performed his show "Songs and Stories of the American West," which highlighted vivid portraits of life in the west through music.

Flutist Julie Johnson and friends provided musical entertainment and stories behind the songs.

Harpist Chris Ward brought soothing music to several libraries.

"Beautiful harp."
 "Relaxing evening of entertainment."
 "[Learned] a lot about harp history and how they used to be made vs. now! Same with flutes! The music was beautiful. I felt very zen and at peace. . . Amazing show! Please come again!"
 "[Learned] why flutes are in the woodwind family. I love live music! The flute harp are a beautiful combo. Love this so much!"
 "Yes, [learned] how to harmonize and believe in yourself. It relaxed me."
 "Julie is a gifted musician! What a gift that she travels to us! Outstanding. Great energy! Clearly loves her music and sharing it."
 "The foot pedals, looping, octaves, kids need to see this. She is very intuitive to the crowd. Terrific teacher. Very engaging!"
 "Love hearing new music and stories."
 "Expanded my music/poetry knowledge So relaxing and fun! The library is a gift!"
 "Loved the stories he told with the music."
 "Great variety in music."

July 21, 2026



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System Application Narrative Form

State Fiscal Year 2027 (July 1, 2026- June 30, 2027)

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

A completed application, due July 31, 2026 at 5 p.m., includes:

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

Please submit the signed original application documents to Ashley Bieber at State Library Services.

Regional library system name: Great River Regional Library

Address: 1300 West Saint Germain Street, Saint Cloud, MN 56301

Regional library system Federal UEI number: K869RN4FKEP3

Regional Library System Administrator Name: Brandi Canter

Phone number: 320-650-2512

Email: brandic@grrl.lib.mn.us

ACHF Program Coordinator Name: Beth Ringsmuth Stolpman

Phone number: 320-650-2510

Email: bethr@grrl.lib.mn.us

Regional Library Finance Manager Name: Addie Carlson

Phone number: 320-650-2541

Email: addiec@grrl.lib.mn.us

Authorized Signatures

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

Chair, Regional Library System Governing Board

Regional Library System Administrator

Signature_____

Signature_____

Printed Name **Ed Popp, President**

Printed Name **Brandi Canter, Executive Director**

ARTS AND CULTURAL HEITAGE FUND

Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the State of Minnesota) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

- A. The Grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the State of Minnesota within the times required by it. The State of Minnesota reserves the right to withhold funding if reporting requirements are not met. The Grantee must promptly return to the State of Minnesota any unexpended funds not accounted for in the financial report due to the State of Minnesota at grant closeout.
- B. The Grantee shall present reports to the Commissioner of the Department of Education or the State of Minnesota's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the Grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by Grantee in performance of this project will be paid if allowed in the approved budget, provided that the Grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the State of Minnesota. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense reimbursement rates. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

2. Terms of Acceptance

These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes 2021, section 16B.97 Grants Management and section 16B.98 Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3. Grant Agreement Components

The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, section 16B.97 except when superseded by specific instructions contained herein..

4. Payments

Payments will be distributed in ten equal payments beginning in fall 2026.

5. Program Reporting

Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

- a) Interim Progress Reports including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2026 are due to MDE by September 30 of each year of the grant.
- b) A Completion Report must be submitted within 90 days of fully expending your state fiscal year 2026 allocation, or by June 30, 2029, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.
- c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2026 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6. Financial Reporting

Financial Reporting Forms summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

- a) Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2026 – December 31, 2026	January 31, 2027
January 1, 2027 – March 31, 2027	April 30, 2027
April 1, 2027 – June 30, 2027	July 31, 2027
July 1, 2027 – September 30, 2027	October 30, 2027
October 1, 2027 – December 31, 2027	January 31, 2028
January 1, 2028 – March 31, 2028	April 30, 2028
April 1, 2028 – June 30, 2028	July 30, 2028

- b) The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7. Budget Revisions

The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8. Continuation of Future Funding

Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2024 ACHF funds.

9. Discontinuation of Participation

If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. ([Minn. R. 3530.0200, subp. 4, C](#) (2013))

10. Cancellation

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11. Conditions of Payment

- a) The Grantee must comply with the [Minnesota Constitution, article XI, section 15](#), and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) Payments to individuals: The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12. Amendments

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13. Civil Rights Act

The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations ([Minn. R. 3530.0200, subp. 4, D](#) (2013)).

14. Internet Safety

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 489, article 6, section 27\(a\)](#) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 492, article 1, section 49.5A](#), and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of [Minnesota Statutes 2021, section 617.241](#).

15. Audits

An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year ([Minn. R. 3530.1200 \(2013\)\)](#).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.

- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date (Minn. Stat. 16B.98, subd. 8 (2021)).

State and Federal Audits

The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. [Minnesota Statutes 2021, section 16C.05, subdivision 5](#) requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under [Minnesota Statutes 2021, section 16B.98, subdivision 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records

The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16. Subgrantees/Subcontractor/Consultant Services

If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with

expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of [Minnesota Statutes 2021, section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2021, section 177.41 through 177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18. Use of Works and Documents

Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19. Publicity

Any publicity regarding the subject matter of this grant contract must comply with [Laws of Minnesota 2011, 1st Spec. Sess., chapter 6, article 5, section 5](#) which amended [Minnesota Statutes 2021, section 129D.17, subdivision 2\(g\)](#) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable.

Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21. Government Data Practices

The Grantee and the State must comply with [Minnesota Government Data Practices Act, Laws of Minnesota 2024, chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of [Minnesota Statutes 2021, section 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22. Data Disclosure

Under [Minnesota Statutes, section 270C.65, subdivision 3](#) and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23. Worker's Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the Grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.

2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/Grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

26. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The Grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

27. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the Grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:

- a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

28. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

29. Time

In the performance of this grant, time is of the essence. The Grantee must comply with the time requirements described in the application and award, and inform the grantor of any potential long term delays or changes affecting those timelines.

30. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964, and amendments thereto which prohibits discrimination on the basis of race, color, or national origin.
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability.
3. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs.
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Laws of Minnesota 2023, chapter 363A. Human Rights.](#)

31. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

32. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

33. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes, section 201.162, Duties of State Agencies](#), for the complete statute.

34. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98, Grants Management Process](#), if a grant is funded from an appropriation of State funds, the recipient of the grant must agree to minimize administrative costs.

35. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

36. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

37. Contracting – Nongovernmental Entities

Pursuant to [Minnesota Statutes, section 471.345](#), any grant-funded services and/or materials that are expected to cost:

- a. \$100,000 or more must undergo a formal notice and bidding process.
- b. Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

- c. Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- d. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- e. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#).
 - ii. Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#).
 - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).
- f. Notwithstanding B (a) – (e), the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that Grantee has established a fair and reasonable price.
- g. The Grantee must maintain:
 - i. Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - ii. Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The Grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

38. Evidence-Based Education Grant Report

[Minnesota Statutes, section 127A.20](#), requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to [Minnesota Statutes, section 3.195](#).

39. Other Provisions

1. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.

2. The Grantee shall cooperate with the State of Minnesota when enforcing applicable Minnesota Office of Grants Management policies and statutes.
3. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program, or as approved in the OGAN or other award documentation.
4. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under section 306 of the Clean Air Act, section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
5. The Grantee must promptly return to the State of Minnesota any unexpended funds that have not been accounted for in a financial report to the State of Minnesota due at grant closeout.
6. The Grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
7. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification (OGAN), other award document and relevant legislation.



Arts and Cultural Heritage Fund Grant Application Narrative FY27

1. Describe how your regional library system anticipates using its state fiscal year 2027 ACHF allocation to achieve the goals of the ACHF legislation, which include providing opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

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

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

Yes ☒

No ☐

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

GRRL will spend up to 10% of our overall funds on administrative costs. Administrative costs help GRRL offset time spent by local and regional staff on activities related to these events (advertising/promotion, accounting, and planning time for both regionally-planned and branch-planned events).

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

Yes ☐

No ☒

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

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the Legislative Guide. These include, but are not limited to:
 - Arts, culture and history will be interwoven into every facet of community life.
 - Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
 - Increased student exposure to professional performing arts, and the work of professional artists.
 - Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

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

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes.

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

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

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

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2027 (July 1, 2026-June 30, 2027)



Regional library system name: Great River Regional Library (GRRL)

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

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

Budget items (used to create Financial Reporting Form)	FY27 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$224,889.15	
TOTAL	\$224,889.15	
Other estimated expenses (will be included above)	FY27 Estimated Expenditures	Notes
Contracted services	\$184,289.15	
Personnel	\$0.00	
Subgrants	\$0.00	
Advertising	\$20,000.00	
Collection	\$600.00	
Administration	\$20,000.00	
Total Other	\$224,889.15	

July 21, 2026



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

Preliminary **Board of Trustees 2027 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 19 – Annual Meeting

February 16 – Work Session

March 16

April 20 – Work Session

May 18

June 15 –Work Session

July 20

August 17 – Work Session

September 21

October 19 – Work Session

November 16

December 21 – Work Session

Executive Director Report July 2026

2026-2030 Strategic Plan Progress

GRRL continues to make progress in our first year of the new Strategic Plan. You will read about some of these projects in the management reports, such as the launch of Read2Grow in Elk River and partnership with the St. Cloud Friends of the Library to expand access to read-along materials. Also included are updates to front-line staff onboarding and mentoring to ensure that public services staff are able to provide reliable support across the region, cross-department collaboration between Communications and Development and Collection Development staff to highlight digital resources for staff and patrons, and translations of Welcome Card and Summer Reading Challenge information into Somali and Spanish.

Leadership Support Team (LST)

LST continues to relate well as members get used to new roles. Staff turnover in multiple departments has limited our capacity, yet we continue to strategize and prioritize in order to move key initiatives forward. Coming up in the second half of the year: new AI policy, staff survey planning, and identifying processes that can be improved. One area I am looking at is software and process cross-training. There are key processes – payroll, job posting, etc. – that use specialized software. We need to ensure that more than one person knows how to use that software to avoid structural challenges when we have staff vacancies or leaves.

Minnesota Library Association (MLA) Updates

On June 22, I attended the first MLA Big Ideas Summit at the Brookdale Public Library. It was a good, busy day of conversation about the significant issues facing libraries in Minnesota. I attended sessions on state Maintenance of Effort requirements as well as federal program changes impacting Minnesota libraries.

One federal issue I learned about is that the Federal Communications Commission (FCC) will be updating their “rulemaking process” that defines the E-Rate program scope and structure. E-Rate provides libraries with a discount for phone services; for GRRL, it covers about 80 percent of our phone costs. Cuts to E-Rate would result in our having to shift how we use funds from Minnesota’s Regional Library Telecommunications Aid (RLTA). As a reminder, this year we are using RLTA funds for things like penetration testing to identify weaknesses in our online security, consultant fees and audit software to meet 2027 federal internet accessibility requirements, and eBook content.

Council of Regional Public Library System Administrators (CRPLSA) and State Library Services (SLS)

On Thursday, July 7, I joined my first meeting with the Minnesota Libraries Learning Network (MLLN) Coordinating Council. I am representing CRPLSA along with Elizabeth Hoffman, Director of Plum Creek Regional Library. The group has representation from multiple library types as well as Minnesota SLS and MINITEX. MLLN meets quarterly and is charged with setting goals and strategies around professional development for those involved with libraries in Minnesota. The July meeting included discussion about professional development and training for library staff, board members, county commissioners, etc. I learned about the *United for Libraries* program, which provides training and support for Trustees, Friends, and more: www.ala.org/united.

I will attend CRPLSA at the Cloquet Library following the July Board meeting. The agenda will include further discussion on issues raised at the MLA Big Ideas Summit.

SLS, through Minitex, is providing a range of voter education materials to public libraries throughout the state. Bookmarks with QR codes to more information are available as well as fliers geared toward general audience, high school, or college students.

Highlighted Executive Director Activities since May Board Meeting

May 20 – SCPL Security debrief session with Sgt. Hoeschen (SCPD), Nichol Wojcik, and St. Cloud patron services staff

May 21 – Create COMMUNITY advisory committee meeting; MLA Legislative Update

May 27 – Webinar: *Fundraising Across Generations*.

May 28 – CRPLSA online meeting

June 2 – Cold Spring / Richmond staffing conversation

June 10 – CMLE Meeting; Paylocity Learning Management System demo

June 11 – Labor Management Committee meeting

June 12 – Leadership Support Team meeting

June 16 – GRRL Finance Committee meeting

June 17 – Leadership Support Team meeting

June 18 – Webinar: *Read the Fine Print: AI ethics, responsible research, and open access alternatives*

June 22 – MLA Big Issues Summit at Brookdale library

June 23 – Library Development Committee meeting; conversation with Mark Schmitz from Resource Training Solutions about CMLE

June 30 – Conversation with Stearns County administration

July 1 – Migration onboarding from Kindful to Bloomerang; Webinar: *Efficiency by Design: Process Management in Libraries and Archives*

July 2 – NewsBank digital resources demo

July 9 – Labor Management Committee meeting; MN Libraries Learning Network meeting

July 10 – Leadership Support Team meeting; St. Cloud Patron Services staffing discussion

July 14 – Conversation with East Central Regional Library leadership about CMLE; Stearns County Coordinator Meet and Greet

July 15 – Webinar: *Return on Investment: Beyond what your library is worth*; Employee Navigator transition discussion

July 16 – Organizational Orientation

July 20 – MLA Virtual Legislative Forum

Management Reports

July 2026

Jeannette Burkhardt
Patron Services Supervisor

Staffing

Interviews for the Monticello and St. Michael open Library Assistant positions wrapped up on June 24. The hiring process is moving forward. St. Michael's new Library Assistant will start on Monday, July 13.

The Library Services Coordinator in Elk River resigned. The position has been posted and interview dates selected.

Summer Reading Challenge (SRC) News

For the third summer in a row, Belgrade has exceeded an all-time high for teen sign ups with 20 teens currently participating. Paynesville is very close to meeting their all-time high in the early learner category. The highest number Paynesville has had in this category is 37. Becker hosted a program where volunteers from Liberty Paper, Inc. (LPI) read the book *Not a Box* about a rabbit that imagined his box was something else – like a rocket ship or racecar. The volunteers then provided boxes for the participants to create their own “not a box” to take home. The program was well received with 74 in attendance. LPI has been a great partner in recent years, helping to provide funding for additional SRC prize books. Lastly, Big Lake continues to partner with Community Education to attend Early Childhood Family Education in the Park and host a weekly Kid's Club walking field trip to the Big Lake Library. Each week, the kids spend time exploring the library, checking out books, and participating in the activity led by library staff. Staff at the library host 30-40 kids each week for the duration of the summer.

Miscellaneous/Events

After years of planning, the Read2Grow program is up and running at the Elk River Library. The program started on Monday, June 8, in conjunction with the SRC. There are four students and three mentors that are working together for this nine-week program. Comments have been positive from both students and mentors. An evaluation will be done at the end of this program session. Two additional mentors have expressed interest in helping for a fall Read2Grow session.

PS Supervisors sent a survey Library Services Coordinator (LSC) to evaluate recent online Huddles. These huddles are a chance for all LSCs to gather for a quick 30-minute meeting to share ideas, tips, and tricks for a variety of tasks related to the LSC position. The survey is being used as a measure of success and to help determine where the Huddles need to improve.

Collaboration with HR

I have been working with Nichol to update the onboarding program for newly hired patron services staff. Updates will provide branches with a more structured training timeline, along with recommended reading and hands-on learning activities for each stage of the onboarding process.

The Mentorship Program is also evolving. Instead of a traditional one-on-one model, new LSCs will participate in a cohort-based program. Cohort members will meet virtually to discuss challenges, share ideas and best practices, receive guidance from peers with similar levels of experience, and connect with Patron Services Supervisors (PSS). The cohort will also help participants build a network of colleagues they

can turn to for advice and support. Subject matter experts will join meetings as needed to provide additional training and answer questions. The first cohort meeting will be on July 22, and meetings will continue every other month thereafter.

Addie Carlson
Associate Director – Accounting

Accounting

The second quarter ended with 60.41 percent of revenue received. Patron receipts and investment income are higher than expected for the halfway point of the year. Operating expenditures are 46.8 percent spent for the 2026 budget year, which is on par with this point in time in 2025.

Investment Management

On June 30, the MAGIC savings interest rate was 3.63 percent. There are 26 certificates of deposit (CD) in the GRRL portfolio; four are with local institutions. In 2026, 12 CDs will mature. We allowed an additional \$235,000 CD to mature from our MAGIC portfolio and reinvested the funds in our Ehler's portfolio. Now that GRRL's Deposit and Investment policy is updated, we will be able to diversify our Ehler's portfolio beyond CDs. We will meet with our Ehler's financial advisors in July to discuss investment strategies and current economic trends. These updates will help increase both short- and long-term investment earnings and support responsible stewardship of public funds.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
Firstbank Southwest, TX	05/06/2026	\$247,000	3.71%	\$2,350.90
American Plus Bank, CA	05/12/2026	\$247,000	3.70%	\$2,344.81
Flagstar Bank, Fsb, MI	05/12/2026	\$235,000	4.05%	\$14,737.40
Solera National Bank, CO	05/15/2026	\$239,000	4.20%	\$10,396.50
First Capital Bank, SC	06/04/2026	\$235,000	4.10%	\$14,912.84

Purchased CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Est. Interest at Maturity
Sentry Bank, MN	05/06/2027	\$240,000	3.85%	\$9,600.00
Civista Bank, OH	05/12/2027	\$240,000	3.84%	\$9,576.00
Maplemark Bank, TX	02/08/2027	\$242,000	3.83%	\$7,177.52
Ponce Bank, NY	11/12/2027	\$235,000	3.83%	\$13,991.06

Other Investments

Institution Name	Maturity Date	Amount	Net Rate of Interest	Est. Interest at Maturity
Ehlers Public Finance Advisors	NA	\$235,000	NA	NA

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

Our fundraising efforts for GRRL's Summer Reading Challenge (SRC) are complete. We raised funds for SRC through business sponsorships, an invitation to give on our website homepage, and solicitation in our quarterly donor newsletter, *Currents*. Sponsorships are at the following levels: \$500, \$750, and \$1,000. The businesses at the \$1,000 level are Garage Door Store, Central MN Noon Optimist Club, Schlenner Wenner & Co., Grey Eagle – Burtrum Lions Club, Evenson Decker P.A., St. Cloud Sertoma Club, Fuzzy Loon Designs, Elevate Dance Center, and anonymous donors. We also have St. Cloud Industrial Products Inc. (SCIPI), Blaze Credit Union, Infinite Eye Care, and Mary Eilers as \$750-level sponsors. American Legion Post #560, Belgrade Steel Tank Co., Minnesota National Bank, Blattner Company, Stearns Electric, Kiwanis Club of St. Cloud, STMA Women of Today, Moose Lodge #1400, Charlotte Stephens, and an anonymous donor are \$500-level sponsors. We surpassed our 2026 campaign goal of \$20,000 and reached \$21,867! We greatly appreciate our sponsors for supporting the reading challenge.

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

Friends Meet Friends is scheduled for Wednesday, September 30 at the St. Cloud Public Library. Friends of the Library members from the Great River Regional Library and East Central Regional Library regions are invited. A save-the-date was included in both spring and summer Friends of the Library newsletters, and formal invitations will be mailed in late August. The event will be held in the afternoon and provide the opportunity for Friends to network, learn from each other, and hear success stories from Friends groups.

Communications

The Library Card Design Contest wrapped up at the end of June. We received 324 youth (ages 0-12), 48 teen (ages 13-19), 52 adult (ages 20+), and 21 staff submissions, totaling 445 contest entries. Staff are voting on their favorite from each category in July. Our plan is to have the winning library card designs available at each branch library for September's Library Card Sign-Up Month.

We are celebrating the United States' 250th anniversary across GRRL. Adults are invited to join the America 250 Reading Challenge in the Beanstack app, happening during the kids' SRC. Vinyl stickers featuring an eagle reading are available across the region at the checkout desk, while supplies last. All 32 locations also have a Free to Read selfie frame for patrons to use. Branches have set up photo booths with props to take fun pictures. Below are a few of the pictures. A request for a Freedom Truck, mobile U.S. museum, has been submitted but no communication on whether it is accepted or denied has been received.



Jason Kirchoff
Patron Services Supervisor

Staffing

A new Library Services Coordinator (LSC) has been hired in Little Falls/Swanville. Her first day will be July 20. We completed interviews for the Library Assistant positions in Little Falls/Swanville and Royalton. The LSC position for Foley has been posted. We hope to schedule interviews later in July. The open Library Assistant position in Foley will be posted soon.

Community Collaborations Collective in Buffalo

The Buffalo Library has started participating in the Community Collaborations Collective. The collaborative brings together various community partners, including the Buffalo Area Community Center, Wright County Parks & Rec, Buffalo Hanover Montrose Community Education, and the Buffalo Public Library. The goal of the collaborative is to grow as a community through collaborative events, programming, and educational opportunities for residents, businesses, and city partners. The last meeting, titled *How Libraries and Community Education Serve Our Community*, was held at the Buffalo Library on June 11. The meeting saw a highly engaged crowd. The next meeting on September 24.

Cara Langston
Lead Patron Services Supervisor

Summer Reading Challenge (SRC) Preparation

Across the region, staff are in the middle of SRC week five! Every summer, we welcome large numbers of littles, school-age kids, and teens into the library to track their reading and other literacy adjacent activities. The theme this year is "Plant a Seed, Read!" Many plant- and farm-themed events are happening around the region, including storytimes. In addition to being fun, the SRC helps build and cement a love of reading and literacy skills. It also helps prevent the "summer slide" by bolstering kids' learning until they return to class in the fall.

Other Summer Events

Along with the SRC, we reached over 250,000+ minutes of reading logged during the Beanstack America 250 reading challenge across the region.

At the St. Cloud Public Library (SCPL), the Yes Network is providing summer meals for kids on weekdays from June 13 through August 28. Catholic Charities' Emergency Services Mobile Food Shelf is also visiting the SCPL every second Wednesday in June, July, and August. Both events are free and target food insecurity in our communities.

Security Work Group

A security work group has formed to look at region-wide safety and security issues. The group will begin meeting in August and focus on developing a comprehensive security plan for the entire region.

For St. Cloud specific security concerns, we will follow up on the small group conversations held last month and conversations with our St. Cloud Police Department liaison.

Jay Roos
Associate Director – Information Technology

Penetration Testing

Our Regional Library Telecommunications Act (RLTA) Priority 2 funds this year paid for a penetration test of our networks. The test included both an external test, as if anyone out on the internet was attempting an attack, and in internal test, that places the attacker inside our networks. The tests were performed in May. There were significantly fewer findings than previous years showing that our past efforts have resulted in a more secure network. Information Technology (IT) staff are working to address the handful of issues that were identified.

Firewall Health Check

Also from RLTA Priority 2 funds, GRRL engaged with a vendor to perform a health and best practices check of our firewall configuration. The analysis was completed in June. We expect to receive findings and begin implementing the recommendations this month.

Internet Computer Replacement

GRRL is moving our public Internet computers from Windows 10 to Windows 11 this year. New computers have already been procured for those that need replacement. The rest will be reloaded. At the same time, all of our software packages are being re-implemented in a software package management system that was first purchased in 2023. Once this project is complete, all of our computers will be using the new package management system, and all of our public computers will be on Windows 11. We expect to move staff computers to Windows 11 starting in 2027.

Jami Trenam
Associate Director – Collection Development

Public Services Team Update: Improving Patron Notices

This year, I am serving as co-chair of the Public Services Team (PST) as the Leadership Team representative. GRRL is improving the accuracy of patron notices. One of PST's major projects is improving the quality of patron contact information in our Horizon database. Working with IT, SirsiDynix (the company that develops Horizon), and Unique (our vendor for mailed notices and automated phone calls), we are updating and standardizing address records. The project also includes removing older inactive accounts with incomplete address information and improving the accuracy of patron email addresses. These updates will create a more accurate patron database, improve communication with patrons, and increase the reliability of overdue notices and other account notifications.

Read-along Collection Expansion

As part of our Strategic Plan goal to strengthen early literacy, we are expanding our collection of read-along books. These books include a built-in audio player, allowing children to listen to a story while following along in print. Unlike our older book-and-CD kits, read-alongs do not require a separate CD player, making them easier for families to use at home.

GRRL introduced read-alongs in 2023 as a pilot project funded through Locally Growin' donations at select locations. The collection has been extremely popular, with many titles consistently checked out. Thanks to a \$10,000 donation from the St. Cloud Friends of the Library, we are adding new read-along books that will float throughout the library system, giving more families access to this high-demand collection.

Relocating and Weeding Training Workshops

In July, the Collection Development Librarians and I are leading three regional workshops on collection relocation and weeding. Workshops are scheduled in Elk River, Little Falls, and Paynesville. We hope every branch will send at least one staff member to attend and share what they learn with their coworkers. These workshops will help ensure staff use consistent practices as collections are maintained and shifted across the system.

Nichol Wojcik

Associate Director – Human Resources

Staffing

It seems as though summer is flying by! Human Resources (HR) is still busy with hiring. We are currently working to fill three open Library Services Coordinator positions! I am also both sad and happy to report that HR will be getting a new employee. Dezra Rittmann, my HR Generalist, accepted a promotion to fill our vacant Patron Service Librarian position. She has graciously agreed to stay in the HR Generalist role until a new hire starts and they can spend some time training.

Training

Minnesota Counties Intergovernmental Trust (MCIT) has provided some good trainings this year. The Patron Services Supervisors (PSS) and I attended employee investigation training in May. In June, we sent two employees to MCIT Supervisor training, and in August, we will send three employees to Minnesota Data Practices training. In addition, the Minnesota County Human Resources Management Association is hosting its summer technical days the end of July and will focus on employee investigations. One of the PSS and I will attend that training.

Wellness Challenge

The Safety and Wellness Team put on a Summer Wellness Bingo Challenge in June. We had a variety of tasks staff could complete to achieve a bingo such as eat a s'more, attend a farmers market, and drink 64 ounces of water every day for a week. We received some very positive feedback that staff enjoyed the challenge. In total, 29 employees turned in the challenge sheets with at least one bingo. Several employees completed the whole card. We look forward to doing something similar this winter.

Building Reports July 2026

Benton

There were no reports for Benton County.

Morrison

Royalton: The city fixed an erratic air conditioner.

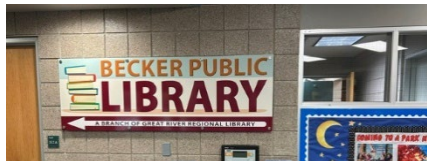
Little Falls: There was some water leaking through a basement window. A city employee came out and sealed the edges. An electrician has been scheduled to look at one of the light fixtures.

Pierz: There is significant buckling occurring on the library carpet. The city is aware of the issue.

Sherburne

Becker: The new HVAC unit, installed this past fall, is still being tweaked. The operation of the unit is mostly digital, and it is taking some time to learn and determine the best settings.

The Becker Library has some new indoor and outdoor signage making the library visible from Sherburne Avenue and, once inside, helps direct patrons down the hall to the library doors.



The signage was paid for from a donation made by the Lion's Club.



Stearns

Paynesville: The Ad Hoc Building committee continues to discuss the best way to secure the necessary funds for the new building.

Sauk Centre: The city installed curtains for the replaced windows.

Cold Spring: The Cold Spring branch is up and running in its new, temporary location. Many thanks to all the city staff, library staff, and Friends of the Library members who spent time packing, moving, and unpacking. The space is bright and welcoming, and patrons are finding their way into the new space.



St. Cloud: The St. Cloud Public Library (SCPL) has a new city public works liaison, Steve Guzy. Steve joined Neil Vig, Patron Services Coordinator, Addie Carson, Associate Director - Accounting, and Cara Langston, Lead Patron Services Supervisor to present the 2027 SCPL budget requests to the city. Requests prioritized security updates like an additional security camera and drug and vape detectors for the public bathrooms. We are also asking for funds to replace broken, worn public furniture and landscaping work like tree/bush removal. Along with furniture replacement, updated landscaping would signal to community members that the building is well cared for and safe. These capital requests will work through the City of Saint Cloud's processes, and we will learn about approved funds in December.

Todd

Eagle Bend: In early spring, the city installed a door between the library and museum spaces, as well as adding a front door to the museum side. Their intention is to allow the museum to operate when the library is closed. However, all the doors into and between the library and museum are keyed the same, which creates a security risk for the library. We have reached out to the city requesting that the spaces be keyed separately as soon as possible. The issue for us is a liability concern. We need to be able to secure our buildings. In order to do that, the only people that can have access to the library during closed hours are library staff and the city. We will be attending the July Eagle Bend City Council meeting to discuss the issue further.

Wright

Clearwater: Hwy 24 road construction began July 6, 2026. The construction is taking place from the stop light at Hwy 24 and Cty Rd 75 to the intersection of Hwy 24 and Cty Road 7. This is the main artery through town. A center median that prevents left turns and roundabouts will be going in on this stretch of roadway.

Monticello: Work on the parking lot and the sidewalks, paid for through a grant obtained by the City of Monticello, started on Thursday, June 18. The entire parking lot has been taken down to grade and pieces of the sidewalk have been cut and removed. The work is expected to take three to four weeks.



St. Michael: The new security system that was installed in the shared St. Michael City and library building is being upgraded. After concerns were raised about the current system, the City of St. Michael decided to install a more robust security system that includes panic buttons in both the library and the Senior Center. When activated, the panic buttons will lock the building's doors. However, the new system will not lower or engage the library entrance security gate. In the event of a threat, library staff will need to shelter in other secure areas within the building.

Buffalo: The library sign was destroyed by a tree branch during a recent storm. The city is working on replacement and also in the process of repairing some damage to the roof.

GRRL 2026-2030 Strategic Objectives and Key Results
Total Borrowers by Library – Q2 2026

Library	1/1/2026	7/1/2026	Change
Albany	2,231	2,261	30
Annandale	2,226	2,250	24
Becker	2,532	2,483	(49)
Belgrade	423	446	23
Big Lake	3,060	3,128	68
Buffalo	6,282	6,504	222
Clearwater	1,084	1,099	15
Cokato	1,384	1,383	(1)
Cold Spring	2,250	2,245	(5)
Delano	3,278	3,380	102
Eagle Bend	419	423	4
Elk River	10,722	10,838	116
Foley	1,683	1,543	(140)
Grey Eagle	279	273	(6)
Howard Lake	1,265	1,347	82
Kimball	862	851	(11)
Little Falls	4,312	4,251	(61)
Long Prairie	1,550	1,515	(35)
Melrose	1,342	1,263	(79)
Monticello	5,304	5,249	(55)
Paynesville	1,379	1,337	(42)
Pierz	1,088	1,066	(22)
Richmond	662	659	(3)
Rockford	1,319	1,255	(64)
Royalton	1,127	1,128	1
St. Cloud	23,321	23,574	253
Saint Michael	10,508	10,637	129
Sartell Locker	838	810	(28)
Sauk Centre	1,676	1,761	85
Staples	1,739	1,704	(35)
Swanville	271	259	(12)
Upsala	471	473	2
Waite Park	2,664	2,705	41
Region Total	99,551	100,100	549

GRRL 2026-2030 Strategic Objectives and Key Results
New Borrowers by Library – Q2 2026

Library	2026 through Q2 new borrowers	2025 through Q2 new borrowers	2024 through Q2 new borrowers	2023 through Q2 new borrowers	2022 through Q2new borrowers
Albany	189	186	178	275	237
Annandale	207	200	229	217	253
Becker	242	297	308	301	307
Belgrade	60	45	40	66	35
Big Lake	344	311	358	323	390
Buffalo	747	649	626	564	495
Clearwater	80	77	102	85	66
Cokato	112	106	137	131	135
Cold Spring	168	224	241	210	279
Delano	335	311	322	289	239
Eagle Bend	44	25	42	41	41
Elk River	1,180	1,221	1,286	1,177	1,004
Foley	123	171	193	288	134
Grey Eagle	20	19	18	23	27
Howard Lake	133	131	93	75	136
Kimball	73	83	73	96	83
Little Falls	418	429	477	482	502
Long Prairie	112	197	126	148	136
Melrose	116	134	150	209	71
Monticello	471	678	558	563	502
Paynesville	124	163	141	194	101
Pierz	95	100	123	126	170
Richmond	58	65	72	79	82
Rockford	84	108	141	149	104
Royalton	88	119	119	119	131
Saint Cloud	2,437	2,425	2,484	2,352	2,232
Saint Michael	1,011	1,117	1,119	1,112	988
Sartell	82	141	152	151	88
Sauk Centre	192	146	181	119	127
Staples	153	169	157	240	197
Swanville	26	25	23	17	41
Upsala	34	47	39	35	35
Waite Park	229	189	247	208	188
Region Total	9,787	10,308	10,555	10,464	9,556

April 2026 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour Apr 2026	Circ/Hour Apr 2025	CPH % Change	YTD 2026	YTD 2025	% Change YTD
Albany	4,819	745	28	30	-4.3%	18,616	21,018	-11.4%
+ Annandale	3,354	684	28	30	-3.9%	14,146	13,745	2.9%
Becker	3,752	770	26	31	-15.9%	14,654	17,320	-15.4%
Belgrade	561	139	6	9	-34.2%	2,206	3,308	-33.3%
Big Lake	5,182	857	38	35	7.0%	20,064	20,476	-2.0%
Buffalo	13,379	2,425	65	65	-1.3%	51,492	55,726	-7.6%
Clearwater	1,959	445	18	23	-21.3%	8,321	8,833	-5.8%
Cokato	3,151	535	23	24	-4.5%	12,478	13,056	-4.4%
Cold Spring	4,800	874	29	34	-14.0%	19,897	21,457	-7.3%
+ Delano	7,065	1,149	37	34	8.9%	27,410	26,360	4.0%
+ Eagle Bend	1,176	179	12	13	-10.4%	5,289	4,785	10.5%
Elk River	16,257	2,638	77	75	3.5%	61,542	61,957	-0.7%
Foley	4,419	663	29	27	6.9%	15,600	16,079	-3.0%
Grey Eagle	518	138	6	6	-0.8%	2,104	2,330	-9.7%
Howard Lake	2,104	426	15	17	-9.8%	8,357	9,267	-9.8%
+ Kimball	1,739	313	18	15	16.3%	6,601	5,944	11.1%
+ Little Falls	6,577	1,380	33	31	5.6%	26,832	26,491	1.3%
+ Long Prairie	2,990	588	18	16	14.6%	11,657	10,795	8.0%
Melrose	11,963	684	101	113	-10.1%	48,669	49,155	-1.0%
Monticello	10,246	1,824	55	49	10.6%	38,176	39,788	-4.1%
Paynesville	1,579	420	11	12	-11.6%	6,367	6,833	-6.8%
+ Pierz	1,767	405	14	14	3.4%	7,099	6,654	6.7%
Richmond	1,104	231	11	12	-10.6%	4,472	5,067	-11.7%
Rockford	2,828	424	20	19	0.7%	12,101	12,489	-3.1%
Royalton	1,166	313	11	12	-8.7%	4,280	4,478	-4.4%
Saint Cloud	35,262	6,317	137	141	-2.9%	139,249	143,654	-3.1%
+ Saint Michael	17,675	2,905	84	80	4.7%	68,834	67,632	1.8%
Sauk Centre	3,258	618	22	34	-35.8%	15,713	20,115	-21.9%
Staples	3,817	754	23	26	-10.7%	14,133	15,992	-11.6%
Swanville	191	59	2	4	-50.2%	1,053	1,895	-44.4%
Upsala	1,449	270	14	16	-15.9%	6,478	7,667	-15.5%
Waite Park	5,882	1,305	41	45	-7.9%	23,805	24,411	-2.5%
Sartell Locker	777	183				3,194	3,533	-9.6%
Total	182,766	31,660	39	41	-5.0%	720,889	748,310	-3.7%
+ Total Digital	48,199					196,096	178,490	9.9%

+ Indicates an increase in YTD circulation total over last year

May 2026 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour May 2026	Circ/Hour May 2025	CPH % Change	YTD 2026	YTD 2025	% Change YTD
Albany	4,933	787	31	28	12.6%	23,549	25,563	-7.9%
+ Annandale	4,026	720	35	32	8.1%	18,172	17,471	4.0%
Becker	3,671	679	28	29	-4.9%	18,325	21,353	-14.2%
Belgrade	518	142	6	8	-30.4%	2,724	4,052	-32.8%
+ Big Lake	5,193	818	39	32	20.4%	25,257	24,919	1.4%
Buffalo	12,812	2,344	67	62	7.6%	64,304	68,128	-5.6%
Clearwater	1,969	400	20	21	-7.5%	10,290	11,046	-6.8%
Cokato	2,745	480	22	24	-9.7%	15,223	16,265	-6.4%
Cold Spring	4,728	811	32	33	-3.9%	24,625	26,810	-8.1%
+ Delano	5,879	1,020	33	34	-3.0%	33,289	32,690	1.8%
+ Eagle Bend	1,133	176	13	14	-9.5%	6,422	6,122	4.9%
Elk River	15,316	2,446	79	74	6.7%	76,858	76,971	-0.1%
Foley	3,786	612	25	27	-5.9%	19,386	20,238	-4.2%
Grey Eagle	585	156	7	6	17.9%	2,689	2,916	-7.8%
Howard Lake	1,767	404	14	17	-17.1%	10,124	11,484	-11.8%
+ Kimball	1,495	272	16	17	-4.4%	8,096	7,508	7.8%
+ Little Falls	6,111	1,252	33	30	11.5%	32,943	32,239	2.2%
+ Long Prairie	2,282	510	16	16	-1.7%	13,939	13,228	5.4%
+ Melrose	13,026	626	121	108	11.5%	61,695	61,381	0.5%
Monticello	8,531	1,549	49	51	-4.4%	46,707	49,074	-4.8%
Paynesville	1,355	393	10	11	-11.3%	7,722	8,428	-8.4%
+ Pierz	1,585	367	15	13	9.4%	8,684	8,275	4.9%
Richmond	989	232	11	13	-14.3%	5,461	6,258	-12.7%
Rockford	2,424	383	19	21	-11.1%	14,525	15,320	-5.2%
Royalton	1,089	331	12	11	5.9%	5,369	5,583	-3.8%
Saint Cloud	32,519	5,881	135	141	-3.8%	171,768	178,991	-4.0%
+ Saint Michael	16,434	2,681	84	83	1.5%	85,268	84,570	0.8%
Sauk Centre	3,317	722	23	30	-23.8%	19,030	24,653	-22.8%
Staples	2,879	601	20	25	-20.7%	17,012	19,797	-14.1%
Swanville	174	50	2	4	-38.8%	1,227	2,198	-44.2%
Upsala	1,131	202	11	15	-25.1%	7,609	9,177	-17.1%
Waite Park	5,849	1,327	45	46	-3.1%	29,654	30,860	-3.9%
Sartell Locker	858	230				4,052	4,409	-8.1%
Total	171,109	29,604	37	39	-6.8%	891,998	927,977	-3.9%
+ Total Digital	47,969					244,065	223,300	9.3%

+ Indicates an increase in YTD circulation total over last year

June 2026 Circulation Statistics

Location	Month Total	CKO Sessions	Circ/Hour June 2026	Circ/Hour June 2025	CPH % Change	YTD 2026	YTD 2025	% Change YTD
Albany	6,095	1,035	37	35	6.9%	29,644	31,020	-4.4%
+ Annandale	4,828	978	41	38	6.4%	23,000	21,972	4.7%
Becker	4,564	935	32	38	-13.8%	22,889	26,308	-13.0%
Belgrade	563	144	6	8	-23.6%	3,287	4,848	-32.2%
+ Big Lake	6,435	1,111	48	40	22.0%	31,692	30,036	5.5%
Buffalo	15,824	2,912	77	78	-1.6%	80,128	83,272	-3.8%
Clearwater	2,338	503	22	27	-18.3%	12,628	13,749	-8.2%
Cokato	4,279	757	33	35	-6.5%	19,502	20,558	-5.1%
Cold Spring	3,516	732	23	45	-49.0%	28,141	33,296	-15.5%
+ Delano	8,219	1,465	44	47	-5.0%	41,508	40,876	1.5%
+ Eagle Bend	1,449	218	14	14	-1.4%	7,871	7,397	6.4%
Elk River	20,026	3,340	99	104	-5.1%	96,884	96,922	0.0%
Foley	4,764	767	32	32	0.3%	24,150	24,829	-2.7%
Grey Eagle	504	135	6	7	-12.4%	3,193	3,549	-10.0%
Howard Lake	2,256	524	18	23	-24.6%	12,380	14,196	-12.8%
+ Kimball	2,083	461	22	24	-7.7%	10,179	9,908	2.7%
+ Little Falls	7,112	1,603	38	38	0.1%	40,055	38,932	2.9%
+ Long Prairie	2,566	626	16	17	-6.8%	16,505	15,793	4.5%
+ Melrose	13,171	787	114	118	-3.6%	74,866	74,223	0.9%
Monticello	10,919	1,976	60	67	-9.6%	57,626	60,679	-5.0%
Paynesville	2,452	551	18	14	26.9%	10,174	10,276	-1.0%
+ Pierz	2,028	433	18	20	-8.2%	10,712	10,347	3.5%
Richmond	1,907	479	19	18	8.8%	7,368	7,957	-7.4%
Rockford	3,313	496	23	26	-8.7%	17,838	18,794	-5.1%
Royalton	1,348	315	14	14	4.8%	6,717	6,814	-1.4%
Saint Cloud	40,983	7,562	164	175	-6.4%	212,751	220,326	-3.4%
+ Saint Michael	24,125	4,074	119	122	-2.2%	109,393	107,908	1.4%
Sauk Centre	5,017	990	34	38	-9.5%	24,047	29,968	-19.8%
Staples	3,832	771	24	29	-15.5%	20,844	24,047	-13.3%
Swanville	248	95	3	4	-31.9%	1,475	2,541	-42.0%
Upsala	1,832	339	18	24	-25.0%	9,441	11,668	-19.1%
Waite Park	6,949	1,462	53	52	1.8%	36,603	37,274	-1.8%
Sartell Locker	797	202				4,849	5,413	-10.4%
Total	216,342	38,778	46	48	-2.5%	1,108,340	1,145,696	-3.3%
+ Total Digital	34,325					278,390	268,362	3.7%

+ Indicates an increase in YTD circulation total over last year

Staff Recognition Report

2026 - Quarter 3

July 1 - September 30

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Lu Anne	Chandler	Patron Service	Chris Mallo	9/6/2026	30
Connie	Laing	Patron Service	Chris Mallo	9/30/2026	30
Laura	Cassiday	Elk River	Jeannette Burkhardt	7/25/2026	25
Bernadette	Stephenson	ComDev	Breanne Fruth	9/17/2026	25
Angie	Johnson	Staples	Cathy Perish	9/6/2026	20
Kateri	Gruber	Paynesville	Jeannette Burkhardt	8/25/2026	15
Jane	Armstrong	Tech Services	Lorie Warren Wuolu	8/1/2026	10
Terri	Deal-Hansen	Royalton	Jason Kirchoff	9/12/2026	10
Colleen	Sjostedt	Distribution	Eric Blotkamp	8/1/2026	10
Gwen	Hanvy	Upsala	Marisa George	7/26/2026	5
Jan	Tweed	Cold Spring	Cara Langston	9/8/2026	5
Keegan	Agyekum	Elk River	Jeannette Burkhardt	8/7/2026	3
Diana	Gronau	Circulation	Eric Blotkamp	9/18/2026	3
Ashley	Johnson	Collection Development	Amy schrank	7/24/2026	3
Madelyn	Klaphake	Upsala	Marisa George	9/26/2026	3
Finn	Pekuri	Delano	Ashley Dahl	8/28/2026	3
Sara	Popma	Collection Development	Christopher Getz	9/19/2026	3
Jody	Hagenson	Staples	Cathy Perish	9/29/2026	1
Denise	Halter	Elk River	Jeannette Burkhardt	8/18/2026	1
Graham	Laumb	Circulation	Jen Thompson	8/18/2026	1
Andrea	Prow	Elk River	Jeannette Burkhardt	8/11/2025	1
Tim	Corcoran	Distribution - Sub	Colleen Sjostedt	8/4/2026	1

Promotion Report
2026 - Quarters 1 and 2
January - June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor	Promotion Effective Date	Previous Job Title	Previous Department
Kirchoff	Jason	7/8/2013	Patron Services Supervisor	Administration	Brandi Canter	2/16/2026	Library Services Coordinator	Cold Spring/Richmond
Ablen	Roxanne	12/9/2025	Collection & Technical Services Clerk	Collection Development	Christopher Getz	5/4/2026	Technical Services Assistant	Technical Services
Parker	Se-Ri	5/29/2024	St Cloud Library Aide	St Cloud - Distribution	Lorie Warren Wuolu	5/18/2026	Services Clerk	Technical Services

New Hire Report

2026 - Quarters 1 and 2

January - June

Last Name	First Name	Hire Date	Job Title	Department	Supervisor
Carlson	Addie	01/05/26	Associate Director	Accounting	Brandi Canter
Reeves	Stacy	01/05/26	Library Assistant	Buffalo	Katie Teesdale
Hartwell	Christi	01/06/26	Lib Asst LF	Little Falls/Swanville	Jason Kirchoff
Wojcik	Lincoln	01/12/26	St. Cloud Lib Aide	St Cloud - Circulation	Jen Thompson
Zipperer	Hannah	01/13/26	Library Assistant	Waite Park	Jalyssa Bauer-Mundell
Pugh	D'von	03/03/26	Custodian	St Cloud	Neil Vig
Meier	Theresa(Thomas)	03/09/26	St Cloud Lib Aide	St Cloud - Circulation	Jen Thompson
Abdel-Rehim	Maraam	03/09/26	St. Cloud Lib Aide	St Cloud - Circulation	Jen Thompson
Anderson	Christy	03/09/26	Library Aide	Cokato	Nicole Wilson
Tagney	Burke	03/16/26	Comp Sys Analyst	St Cloud - IT	Jay Roos
Miller	Chad	03/30/26	Library Services Coordinator	Elk River	Jeannette Burkhardt
Ronning	Kaylen	05/05/26	Library Assistant	Little Falls/Swanville	Jason Kirchoff
Miller	Maria	05/11/26	Driver Sub	St Cloud - Distribution	Colleen Sjostedt
Jeddeloh	Georgia	06/01/26	Summer Aide	Foley	Jason Kirchoff
Nygren	Megan	05/26/26	Library Assistant - Sub	Delano	Ashley Dahl
Yorek	Tina	06/02/26	Library Assistant - Sub	Long Prairie	Amanda Wehrspann
Secka	Isha	06/01/26	Summer Aide	Elk River	Chad Miller
Daniel	Semariel	06/02/26	Summer Aide	Monticello	Marla Scherber
Cierzan	Natalie	06/02/26	Summer Aide	Saint Michael	Nancy Bunting
Robinson	Colton	06/02/26	Summer Aide	Buffalo	Katie Teesdale
Spiczka	Zoe	06/02/26	Summer Aide	St Cloud - Circulation	Connie Laing
Mueller	Isolde	06/02/26	Summer Aide	St Cloud - Circulation	Connie Laing

Rehires

Last Name	First Name	Rehire Date	Rehire Positon and Location	Terminated Position and Location	Termination Date
Wyffels	Renee	06/03/26	Summer Aide / Annandale	Summer Aide / Annandale	8/16/2025

Termination Report

2026 - Quarters 1 and 2

January - June

Last Name	First Name	Term Date	Job Title	Department	Supervisor	Hire Date	Years of Service
Radke	Tamara	01/09/26	St Cloud Library Aide	St Cloud - Circulation	Jen Thompson	06/01/22	3 years, 7 months
Mahowald	Lindsay	01/17/26	Library Assistant	Saint Michael	Nancy Bunting	02/19/24	1 year, 10 months
Sones	Nick	01/24/26	Library Assistant	Little Falls/Swanville	Jason Kirchoff	11/12/25	2 months
Bennett	Michael	01/26/26	Driver - Sub	St Cloud - Distribution	Colleen Sjostedt	12/05/16	9 years, 1 month
Kelton	Alex	02/13/26	Technical Services Assistant	Technical Services	Christopher Getz	01/07/13	13 years, 1 month
Aanerud	Rebecca	03/19/26	Library Assistant	Monticello	Marla Scherber	02/04/22	4 years
Pundsack	Karen	03/31/26	Executive Director	Administration		02/03/99	27 years, 1 month
Reeves	Stacy	04/06/26	Library Assistant	Buffalo	Katie Teesdale	01/05/26	3 months
Kirst	Ariel	05/01/26	Patron Services Librarian	St Cloud - Patron Services	Neil Vig	09/15/14	11 years, 7 months
Weeres	Karen	05/09/26	Library Assistant	Monticello	Marla Scherber	02/14/08	18 years, 2 months
Hougo	Sommer	05/15/26	Senior Library Assistant	Saint Michael	Nancy Bunting	09/11/23	2 years, 8 months
Koczur	Mary	05/20/26	Library Assistant - Sub	Royalton	Terri Deal-Hansen	07/22/19	6 years, 9 months
Luken	Deb	05/27/26	Library Assistant	Monticello	Marla Scherber	03/13/89	37 years, 2 months
Lauber	Jade	05/29/29	Library Services Coordinator	Little Falls/Swanville	Jason Kirchoff	09/28/15	10 years, 8 months
Ronning	Kaylen	06/05/26	Library Assistant	Little Falls/Swanville	Jason Kirchoff	05/05/26	1 month
Meier	Thomas	06/23/26	St Cloud Library Aide	St Cloud - Circulation	Jen Thompson	03/09/26	3 months

Retirements

Last Name	First Name	Department	Job Title	Supervisor	Retirement Date	Years of Service
Fiore	Joy	Technical Services	Collection & Technical Services Clerk	Lorie Warren Wuolu	04/30/26	21 years
Johnson	Lori	Royalton	Library Assistant	Terri Deal-Hansen	05/09/26	5 years
Burri	Kerry	Saint Michael	Library Assistant - Sub	Nancy Bunting	05/30/26	9 years, 9 months
Kuelbs	Shelly	Foley	Library Services Coordinator	Jason Kirchoff	05/30/26	12 years, 5 months
Juetten	Janice	St Cloud - Circulation	Library Associate - Sub	Eric Blotkamp	05/30/26	10 years, 7 months
Iano	Janelle	Monticello	Library Assistant	Marla Scherber	06/10/26	30 years, 7 months

Exit Interview Summary

January - June 2026

Area of Questions	Summary of Responses
What did you enjoy most about your position?	I felt fulfilled in my work in the sense I was utilizing my skills to help the community. Finding & fixing miss-shelved items The co-workers and patrons The co-workers and patrons; leading programs & creating displays Relationships & collaboration with colleagues Interactions with patrons & excellent co-workers Providing access to information & resources to the community Interaction with patrons Working with patrons, staff and volunteers Customer service Making displays and doing pull lists Giving recommendations on books to patrons
What would you have changed about the position?	Higher wages & more hours. There should be more full-time opportunities for library assistants in the big branches Nothing - I adore working here More autonomy for fliers More training on Print-to-go, hiring takes too long The reading for training felt hard to organize More outreach projects with a larger team Subs should have gotten recognition long ago Nothing Enough hours to be more present with the staff I supervised Nothing Don't enjoy people that aren't patrons and just come in to print N/A
Supervisor	Supportive of my growth and always willing to listen Awesome. Easy to talk to, supportive Fantastic Supportive and allowed us to be creative Wonderful Wonderful Made me feel heard, valued and supported Supportive & validating Respected and enjoyed working with Enjoyed working with her, great supervisor I've had 5 different supervisors. My current one has been good. Absolutely adored her. Caring & considerate.
Co-workers	Most were a pleasure to work with Great, everyone worked as a team Fantastic

Exit Interview Summary

January - June 2026

	The best! They are the reason I stayed so long Awesome Best in the world Open-minded, kind and knowledgeable Everyone I have worked with has been wonderful Respected and enjoyed working with Enjoyed working with everyone Over the years they have been fantastic Warm & welcoming body of people
Benefits utilized	N/A PTO is generous PTO PTO PERA PTO, Health insurance, Dental Insurance, HSA, PERA PERA and PTO since the change in state statute N/A PTO, PERA, Vision N/A N/A N/A
Benefits to be offered	I am happy to have gotten PTO I understand I could not receive health care as a part-time employee but that is the reason I sought a new job N/A Health insurance for part-time employees Paid training on Print-to-go and training flexibility Health insurance for part-time employees Better health insurance Staff should not be limited to working less than 28 hours a week N/A N/A Health care Senior staff should get more perks N/A
Wage Rates	Incredibly low compared to surrounding library systems Fair, improved from what it had been Positive Fair, same as McDonald's but we are expected to know more Entry level but so was the position Good Should be increased to match other libraries and subs should make more than the minimum pay grade rate

Exit Interview Summary

January - June 2026

	Appropriate Low compared to the metro Low Okay Hope they can increase in the future
Training	Adequate, I was well equipped to do my job with the training I was given Good Neutral Poor - we have to watch videos but aren't trained on Print-to-Go Great hands on training. The readings on line felt hard to track Good Appreciate the training emphasis on mental health awareness Sufficient Would have liked more professional development to inspire readers advisory skills Sufficient There could be more training Very well done spread out of the week to be more approachable
Morale in department/branch	Positive for the most part Good/Great - it can dip a bit when we get backed up Neutral Fair, staff doesn't trust GRRL management to make the best decisions Great Low Function well as a team Great High morale, respectful, cooperative, safe environment Okay It ebbs and flows Really good!
Work Hours	Not being able to work 30-40 hours is the reason I had to find a new position Good, although I had too many and couldn't reduce them Positive Worked well for me Good Good Flexibility has been key Fine Would like more 30 hour options with health benefits Fine Okay Really good!

Exit Interview Summary

January - June 2026

Working Conditions	Adequate No complaints Positive Good Great Decent - could use own office The branch is bright but often uncomfortably warm in the summer Good Good except for occasional A/C issues Good Good Really good!
Reasons for leaving?	Found a new job Too many hours Found a full time job New position closer to home with no weekends Need full time work with benefits and higher pay New job - needed better health insurance Retirement Retirement Full time work with benefits Change of hours I didn't want to work Retirement - did not like new work schedule Moving to attend graduate school

Responses Submitted	Number of Responses	Number of separations
Library Services Coordinator		2
Library Assistant	8	10
Library Aide	2	2
Distribution Staff		0
Service		0
Administration/Office Support		1
Library Support Staff	1	3
Substitute Staff	1	4

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.*