

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

Board of Trustees Meeting
Tuesday, September 15, 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. Approval of Minutes – July 21, 2026, Meeting (Requested Action – Approve) pg 3 | 6:02 |
| 4. Public Open Forum | 6:03 |
| 5. Financials | 6:07 |
| 5.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 6. Consent Agenda (Requested Action – Approve) | 6:10 |
| 6.1 Regional Library Basic System Support FY26 Report of Results pg 7 | |
| 6.2 Regional Library Telecommunications Aid FY26 Final Report pg 11 | |
| 6.3 Regional Library Telecommunications Aid FY27 Application pg 15 | |
| 6.4 Other | |
| 7. Communications | 6:14 |
| 7.1 MN Public Library Annual Report Acceptance Letter pg 19 | |
| 7.2 Breunig Article from <i>St. Cloud Live</i> pg 21 | |
| 7.3 Other | |
| 8. Presentations | 6:17 |
| 8.1 Other | |
| 9. Staff Reports | 6:17 |
| 9.1 Executive Director's Report pg 25 | |
| 9.2 Management Reports pg 29 | |
| 9.3 Building Reports pg 37 | |
| 9.4 Second Quarter 2026 Strategic Plan Statistics – Corrected Digital pg 39 | |
| 9.5 Other | |
| 10. Committee Reports | 6:30 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Library Development Plan Committee (verbal) | |
| 10.3 Central Minnesota Libraries Exchange Board (verbal) | |
| 11. Unfinished Business | 6:40 |
| 11.1 Other | |

12. New Business	6:40
12.1 Project Evaluation – Translation Devices pg 41	
12.2 All Staff Day Library Closure Request (Requested Action – Approve) pg 43	
12.3 GRRL Policy Review & Revisions	
12.3.1 Data Practices (Requested Action – Approve) pg 45	
12.3.2 Artificial Intelligence – New (Requested Action – Approve) pg 69	
12.4 Executive Director Annual Evaluation Form Distribution (on table)	
12.5 Other	
13. Board Open Forum	6:55
14. Next Meeting – October 20, 2026, Board of Trustees Work Session	6:59
15. Adjourn	7:00

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
July 21, 2026**

President Ed Popp called the Great River Regional Library (GRRL) Board of Trustees regular meeting to order on Tues., July 21, 2026, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Teresa Dahl, Tim Denny, Tina Diedrick, Melissa Fee, Gregg Felber, Cindy Graham, Lynn Grewing, Aref Hassan, Laura Kangas, Holly Lammers, Ed Popp, Jacey Wallace

Members Excused: Tarryl Clark, Bobby Kasper

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

ADOPT/AMEND AGENDA

Executive Director Brandi Canter requested the agenda be amended by moving 11.1 GRRL 2027 Budget Proposal, 12.1 Grievance Settlement Proposal closed session, and 12.2 Grievance Settlement Proposal after the Public Open Forum. Aref Hassan made a motion to approve the agenda as amended. Seconded by Gregg Felber, the motion carried unanimously.

APPROVAL OF MINUTES

Board Meeting

Personnel Committee Meeting

Gregg Felber made a motion to approve the May 19, 2026, Board and Personnel Committee meeting minutes as presented. Seconded by Tina Diedrick, the motion carried unanimously.

PUBLIC OPEN FORUM

Peter Wilson from Sartell stated that he has become aware that the library has a fountain to fill water bottles, but it is not installed. He wanted to know why it is not available if we own it. He also commented about how long it took to replace a burned-out light bulb in a meeting space he has used; there should be better maintenance.

Peter then mentioned alleged book banning and age appropriate standards. He has gifted books to libraries since the 1980s and will bring them again. If they are discarded according to our beliefs and narrative, he will read the books we want banned, no matter the content.

GRRL 2027 Budget Proposal & Discussion

Tina Diedrick shared that the Finance Committee approved the final 2027 Budget with a 2.5 percent overall increase. At the June meeting, they asked staff to reduce the increase a little more as everyone wants to be diligent with public funds. She expressed appreciation for the work.

Brandi Canter read statements from Commissioners Tarryl Clark and Bobby Kasper, who were unable to attend this meeting. Ed Popp recognized the tough position for counties.

Tina made a motion to approve the GRRL 2027 Budget as proposed. Seconded by Gregg Felber, the motion carried unanimously.

Bills

Tina Diedrick made a motion to approve the June and July bills and the July bills addendum as presented. Seconded by Jacey Wallace, the motion carried unanimously.

Financial Reports

Tina Diedrick made a motion to accept the May and June financial reports as presented. Seconded by Jacey Wallace, the motion carried unanimously.

Grievance Settlement Proposal – Closed Session

Melissa Fee made a motion to close the meeting at 6:09 p.m. as permitted by the attorney-client privilege pursuant to MN Statute 13D.05, Subd. 3(b). Seconded by Gregg Felber, the motion carried unanimously.

Present for the closed session to discuss a grievance settlement proposal were the Board members, Executive Director Brandi Canter, Associate Director – Human Resources Nichol Wojcik, and Associate Director – Accounting Addie Carlson. Attorney Susan Hansen of Madden Galanter Hansen, LLP, was present via telephone.

Gregg Felber made a motion to resume the open meeting at 6:24 p.m. Seconded by Tim Denny, the motion carried unanimously.

Grievance Settlement Proposal

Lynn Grewing made a motion to approve the grievance settlement as proposed. Seconded by Gregg Felber, the motion carried unanimously.

Ed Popp left the meeting at 6:25 p.m. Jacey Wallace facilitated the remainder of the meeting.

FINANCIALS**Bills****Financial Reports**

These items took place earlier in the meeting.

CONSENT AGENDA**Arts & Cultural Heritage Fund FY25 Interim Progress Report****Arts & Cultural Heritage Fund FY27 Application****2027 Preliminary Board Meeting Schedule**

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

COMMUNICATIONS

There were no communications items.

PRESENTATION

There were no presentations.

STAFF REPORTS**Executive Director's Report**

Brandi Canter recently learned that the Federal Communications Commission (FCC) is considering whether to change the E-Rate program funding rules. Initially, the funding was for Internet usage. School and public libraries still use E-Rate funds; GRRL applies them toward telephone expenses. If discontinued, GRRL would

need to use more Regional Library Telecommunications Act (RLTA) funds toward telephone access rather than to support other information technology projects.

Management Reports

Brandi Canter highlighted several management report items:

- Patron Services Supervisor Jeannette Burkhardt and Nichol Wojcik have been updating the training program for new staff.
- The 2026 Summer Reading Challenge fundraising goal was exceeded. GRRL is celebrating America 250 with a Beanstack app reading challenge, stickers for patrons, and Free to Read photo props in all library locations.
- The YES Network is providing summer meals for kids age 18 and younger at the St. Cloud Library (SCPL) this year.
- A security workgroup has been established to look at library security across the region.
- Internal and external GRRL network penetration testing was done in May. The results were very good due to our network security improvements in recent years.
- GRRL experienced significant server problems following a power outage at the SCPL earlier this month. The problems affected staff and service region wide. Information Technology staff did incredible work to restore server and network functions.
- The Public Services Team has been cleaning up inaccurate addresses in GRRL's patron database. There may be a drop in the total borrower number after patrons who moved out of the region are removed from database.

Building Reports

The Cold Spring Library is open in its new temporary location. Steve Guzy is the new City of St. Cloud Public Works Liaison for the SCPL. Addie Carlson has been working with him on library requests to be included in the 2027 City of St. Cloud budget as well as numerous outstanding building maintenance items. Prior to the Finance Committee meeting this evening, Brandi Canter and Patron Services Supervisor Jason Kirchoff met with Tim Denny and Ed Popp to discuss how to improve the Eagle Bend Library and museum door lock issues.

Second Quarter 2026 Strategic Plan Statistics

GRRL has over 100,000 borrowers again as of July 1. Brandi Canter shared that the new borrower number is down from last year; however, the total number indicates we are retaining existing borrowers. She pointed out the libraries with circulation higher than last year.

The format used to provide statistics for the Board does not meet federal internet accessibility guidelines. Staff are working on options to make this information accessible by the April 2027 deadline.

Staff Recognition Report

Brandi Canter noted the corrected Promotion Report on the table. She highlighted Patron Services Librarian Connie Laing and Library Associate LuAnne Chandler, who are celebrating 30 years with GRRL, and Library Assistant Laura Cassiday and Graphic Designer Bernadette Stephenson, who are celebrating 25 years. The remaining Human Resources reports were also reviewed.

COMMITTEE REPORTS

Finance Committee

Tina Diedrick reported on the GRRL 2027 Budget and second quarter financial report; both were approved by the Finance Committee. Tina Diedrick made a motion to approve the Finance Committee report as presented. Seconded by Tim Denny, the motion carried unanimously.

Fund Development Plan Committee

In June, the Fund Development Committee (FDC) looked at the 2022-2025 Fundraising Plan and talked about updates for the next three-year period. Changes will be brought to the Board for review. In September, the Committee will look at Fund Development policy updates. Brandi Canter described approved project proposals funded by a bequest that the Belgrade Library received.

Library Development Plan Committee

Aref Hassan stated that the Library Development Plan Committee discussed possible alternative service models. He mentioned some of the options as well as those not recommended. This information will be brought to the Board when a final report is ready. Brandi Canter added that Board member input for sections of the plan would be helpful. The discussion will take place at the August Board work session.

Central Minnesota Libraries Exchange Board

Central Minnesota Libraries Exchange (CMLE) is a multitype system covering the GRRL and East Central Regional Library (ECRL) regions. Brandi Canter is an alternate on the CMLE Board.

Resource Training & Solutions (RTS) has been using current budget and previous years' surplus funds for grants. They have focused on school media and library services. The CMLE Board approved the State FY2027 Operating Grant application.

CMLE's contract with RTS expires on October 1, 2027. In separate meetings, Brandi learned about the working relationship from CMLE Executive Director Mark Schmitz, and East Central Regional Library (ECRL) Executive Director Carla Lydon and Assistant Director Rachel Howell. She will meet with Melissa Brechon, former CMLE Interim Director, about the same to be better informed prior to next year's contract renewal.

Holly Lammers added that there was discussion about CMLE appointee terms going forward.

UNFINISHED BUSINESS**GRRL 2027 Budget Proposal & Discussion**

This item took place earlier in the meeting.

NEW BUSINESS**Grievance Settlement Proposal – Closed Session****Grievance Settlement Proposal Request**

These items took place earlier in the meeting.

BOARD OPEN FORUM

Tina Diedrick stated that Addie Carlson gave a great financial report to the Finance Committee. Halfway through the year, GRRL is on track.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tues., August 18, 2026.

ADJOURN

Al Amdahl made a motion to adjourn the meeting at 6:57 p.m. Seconded by Melissa Fee, the motion carried unanimously.

Ed Popp, President

Jacey Wallace, Secretary



REGIONAL LIBRARY BASIC SYSTEM SUPPORT

REPORT OF RESULTS AND EXPENDITURES

FY26 (July 1, 2025 - June 30, 2026)

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: **Great River Regional Library, 1300 West Saint Germain St., Saint Cloud, MN 56301**

Name, phone number and e-mail address of regional public library system administrator: **Brandi Canter, Executive Director; 320/650-2512, brandic@grrl.lib.mn.us**

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): **524,009**

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: **Ed Popp**

Chair, Governing Board

Date: **September 15, 2026**

Signature:

Name: **Brandi Canter**

Regional Public Library System Administrator

Date: **September 15, 2026**

Please send one PDF copy of the signed report to Emma De Vera at emma.devera@state.mn.us by October 1, 2026.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY26 results:

	2026 Qtr 2 YTD cumulative
Resident Borrowers Number of residents with active library card	100,100
New Borrowers Number of new registrations for a library card	9,787
Circulation Number of books and media borrowed by patrons (not digital)	1,108,340
Active Digital Library Users Number of borrowers using the Digital Library	73,924
Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	278,390

Individual Programs

Briefly highlight the programs/services/activities that took place during FY26, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program: Resource sharing throughout the six-county regional.

- Please describe what you did through this program: **Provided and maintained a physical and digital collection; coordinated library services across 32 staffed libraries and one locker system.**
- What was the goal of your program? **Provide services to advance users' literacy skills.**
- Who was served by this program? **Library users in Central Minnesota.**
- How did this program contribute to your organization's mission and strategic plan goals? **Strategic Direction: Support learning. Goal: Support patrons' literacy.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2025 data 2025 Qtr 2 YTD cumulative	FY2026 data 2026 Qtr 2 YTD cumulative
Resident Borrower Numbers Number of residents with active library card	96,317	100,100
New Borrowers Number of new registrations for a library card	10,308	9,787
Circulation Number of books and media borrowed by patrons (not digital)	1,155,027	1,108,340
Active Digital Library Users Number of borrowers using the Digital Library	67,989	73,924

Digital Library Checkouts Number of eBooks and eAudiobooks borrowed	268,362	278,390
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Description of Program: Provide a unified integrated library system experience for GRRL users.

- Please describe what you did through this program: **Provide services to county residents on an equity-of-service model.**
- What was the goal of your program? **Provided a unified library catalog and website for the six-county area.**
- Who was served by this program? **Library users in Central Minnesota.**
- How did this program contribute to your organization's mission and strategic plan goals? **Strategic Direction: Welcome all. Goal: Eliminate barriers to library service.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2025 data 2025 Qtr 2 YTD cumulative	FY2026 data 2026 Qtr 2 YTD cumulative
Public Internet Sessions	33,824	32,669
Online Catalog Requests	351,128	343,715

Description of Program: Enhance communication and support for staff around the region and provide professional development opportunities.

- Please describe what you did through this program: **Provided passive and active training and communication models on a range of professional library skills.**
- What was the goal of your program? **Enhance and support core programs; strengthen the reputation of GRRL as a trusted steward of information and resources.**
- Who was served by this program? **Library users in Central Minnesota.**
- How did this program contribute to your organization's mission and strategic plan goals? **Strategic Direction: Support learning. Goal: Support patrons' literacy**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2025 data 2025 Qtr 2 YTD cumulative	FY2026 data 2026 Qtr 2 YTD cumulative
Regional Staff Meeting attendees	27	0 – mtg canceled
Collection Development training attendees	40	37
Organizational Orientation attendees	12	13
Homeless Library Academy attendees	46	268

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY26 state aid application: [Click here to enter text.](#)

Regional Library System Name: Great River Regional Library	
State Fiscal Year 2026	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$1,859,199
Benefits	
Staff Development, Tuition and Other Reimbursements	
Total Personnel Expenses	\$1,859,199
Total FTE Supported	33.70
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total State Aid Expenditures	\$1,859,199



Regional Library Telecommunications Aid Program FY 2026 (July 1, 2025 – June 30, 2026) Final Report Signature Page

A complete final report for the FY 2026 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

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

Priority 2 Costs:

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

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

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

Signature:

Name: Ed Popp

Chair, System Governing Board

Date: 09/15/26

Signature:

Name: Brandi Canter

Regional Public Library System Administrator

Date: 09/15/26

Please email your report to emma.devera@state.mn.us by **October 1, 2026**.

Regional Library Telecommunications Aid: Priority 2 Report

FY25 Priority 2 funds can support eligible expenses incurred from July 1, 2025 to June 30, 2026.

Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

	Category	Total Budgeted	Brief Description
Content	Library Subscriptions <i>annual Overdrive fees</i>		
	Library Resources <i>Overdrive materials</i>	\$35,230.60	Digital content: ebooks, eaudio, etc.
Non-E-Rate Equipment	Individual Devices <i>tablets, computers, hotspots without service</i>		
	Operational Devices <i>copier, printer, self-check</i>	\$10,151.91	Replace spine-label printers
	Networking Equipment <i>server, redundant lines</i>		
	Tech Supplies <i>hotspot cases, USB drives</i>		
Subscriptions	Data Plans <i>hotspot data plans, off-site internet service</i>		
	Service Subscriptions <i>Zoom, website hosting</i>	\$4,490.00	Web-site accessibility monitoring software
	Software Licenses <i>MS Office, Deep Freeze</i>	\$489.02	Web-site accessibility scanning software
Miscellany	Professional Services <i>web design, tech repair</i>	\$80,046.00	Patron database scrub, penetration testing, network and server infrastructure evaluation, web-site accessibility audit
	Category 2 <i>see FCC eligible services list</i>		
		\$130,407.53	If the auto-sum function doesn't work, please enter the total here.

Regional Library Telecommunications Aid Report SFY 2026										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 7/1/2025	Bandwidth Available 6/30/2026	E-Rate % Discount (2025)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.82	\$3,483.20	
Annandale Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Becker Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Belgrade Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.22	\$2,687.60	
Big Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Buffalo Public Library	Yes	100Mbps	100Mbps	80%	\$7,636.92	\$6,109.54	\$1,527.38	\$458.22	\$1,985.60	
Clearwater Branch Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Cokato Public Library	Yes	100Mbps	100Mbps	80%	\$13,396.92	\$10,717.54	\$2,679.38	\$803.82	\$3,483.20	
Cold Spring Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Delano Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Eagle Bend Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Elk River Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Foley Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Great River Regional Library	Yes	1Gbps	1Gbps	80%	\$21,852.12	\$17,481.70	\$4,370.42	\$1,311.13	\$5,681.55	
Grey Eagle Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Howard Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,336.92	\$8,269.54	\$2,067.38	\$620.22	\$2,687.60	
Kimball Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Little Falls Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Long Prairie Public Library	Yes	100Mbps	100Mbps	80%	\$9,736.92	\$7,789.54	\$1,947.38	\$584.22	\$2,531.60	
Melrose Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Monticello Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Paynesville Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Pierz Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Richmond Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Rockford Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.22	\$2,921.60	
Royalton Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Sauk Centre (Bryant) Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
St. Michael Public Library	Yes	100Mbps	100Mbps	80%	\$10,516.92	\$8,413.54	\$2,103.38	\$631.02	\$2,734.40	
Staples Public Library	Yes	100Mbps	100Mbps	80%	\$10,036.92	\$8,029.54	\$2,007.38	\$602.22	\$2,609.60	
Swanville Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.22	\$2,921.60	
Upsala Public Library	Yes	100Mbps	100Mbps	80%	\$25,876.92	\$20,701.54	\$5,175.38	\$1,552.62	\$6,728.00	
Waite Park Public Library	Yes	100Mbps	100Mbps	80%	\$11,236.92	\$8,989.54	\$2,247.38	\$674.22	\$2,921.60	
					\$362,336.64	\$289,869.31	\$72,467.33	\$21,740.20	\$94,207.53	
*If any sites are under 20 hours per week, please explain.										

September 15, 2026



**REGIONAL LIBRARY TELECOMMUNICATIONS AID
FY 2027 (July 1, 2026 – June 30, 2027)
APPLICANT INFORMATION, ASSURANCES,
AUTHORIZED SIGNATURES**

Contact Person: Jay Roos

Regional Public Library System: Great River Regional Library

Street Address: 1300 W Saint Germain St

City: Saint Cloud State: MN Zip Code: 56301

Telephone: 320-650-2500

Fax: 320-650-2501

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

Minnesota Tax ID#: 41-0976030

Locations Open Fewer than 20 Hours per Week

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

None

Assurances:

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

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

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

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

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

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

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

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

Authorized Signatures

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

Date: 09/15/26

Signature:

Name: Ed Popp

Chair, System Governing Board

Date: 09/15/26

Signature:

Name: Brandi Canter

Regional Public Library System Administrator

The following forms comprise a complete application:

- ☐ FY27 Applicant Information, Assurances and Authorized Signatures
- ☐ FY27 RLTA Priority 1 application spreadsheet
- ☐ E-rate FCDLs for 2026. Each entity included in the RLTA application must be included in FCDL(s).

If 2026 FCDLs are not available, submit 2026 form 471 and 2025 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2026 FCDL, please submit it along with an updated application spreadsheet.

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

Please email the signed and completed application forms to emma.devera@state.mn.us by **Monday, October 21, 2026**. Completed forms can be sent as PDF documents or in original formats.

Regional Library Telecommunications Aid Application SFY 2027										
Priority 1 Costs										
Regional Public Library System: Great River Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 6/30/2026	Anticipated Bandwidth 6/30/2027	E-Rate % Discount (2026)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Albany Public Library	Yes	100Mbps	100Mbps	80%	\$13,614.00	\$10,891.20	\$2,722.80	\$816.84	\$3,539.64	
Annandale Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Becker Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Belgrade Public Library	Yes	100Mbps	100Mbps	80%	\$10,554.00	\$8,443.20	\$2,110.80	\$633.24	\$2,744.04	
Big Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Buffalo Public Library	Yes	100Mbps	100Mbps	80%	\$7,854.00	\$6,283.20	\$1,570.80	\$471.24	\$2,042.04	
Clearwater Branch Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Cokato Public Library	Yes	100Mbps	100Mbps	80%	\$13,614.00	\$10,891.20	\$2,722.80	\$816.84	\$3,539.64	
Cold Spring Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Delano Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Eagle Bend Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Elk River Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Foley Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Great River Regional Library	Yes	1Gbps	1Gbps	80%	\$20,998.80	\$16,799.04	\$4,199.76	\$1,259.93	\$5,459.69	
Grey Eagle Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Howard Lake Public Library	Yes	100Mbps	100Mbps	80%	\$10,554.00	\$8,443.20	\$2,110.80	\$633.24	\$2,744.04	
Kimball Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Little Falls Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Long Prairie Public Library	Yes	100Mbps	100Mbps	80%	\$9,954.00	\$7,963.20	\$1,990.80	\$597.24	\$2,588.04	
Melrose Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Monticello Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Paynesville Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Pierz Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Richmond Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Rockford Public Library	Yes	100Mbps	100Mbps	80%	\$11,454.00	\$9,163.20	\$2,290.80	\$687.24	\$2,978.04	
Royalton Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Sauk Centre (Bryant) Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
St. Michael Public Library	Yes	100Mbps	100Mbps	80%	\$10,734.00	\$8,587.20	\$2,146.80	\$644.04	\$2,790.84	
Staples Public Library	Yes	100Mbps	100Mbps	80%	\$10,254.00	\$8,203.20	\$2,050.80	\$615.24	\$2,666.04	
Swanville Public Library	Yes	100Mbps	100Mbps	80%	\$11,454.00	\$9,163.20	\$2,290.80	\$687.24	\$2,978.04	
Upsala Public Library	Yes	100Mbps	100Mbps	80%	\$26,094.00	\$20,875.20	\$5,218.80	\$1,565.64	\$6,784.44	
Waite Park Public Library	Yes	100Mbps	100Mbps	80%	\$11,454.00	\$9,163.20	\$2,290.80	\$687.24	\$2,978.04	
					\$368,212.80	\$294,570.24	\$73,642.56	\$22,092.77	\$95,735.33	
*If any sites are under 20 hours per week, please explain.										



July 30, 2026

Ed Popp
Great River Regional Library
1300 West St. Germain St.
St Cloud, MN 56301

Dear Ed:

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Department of Education no later than April 1 each year. State Library Services appreciates your timely submission and accepts Great River Regional Library's report for 2025.

The information and performance measures in the Minnesota Public Library Report are used to assess and improve public library services by decision makers and other stakeholders at the federal, state and local levels.

Public libraries remain popular community assets throughout the state.

- In 2025, there were more than 2.8 million registered public library customers—almost half of all Minnesotans.
- Customers borrowed or downloaded books, movies, and more over 54 million times, the highest total circulation we've yet seen.
- Customers went online during 21 million library computer and wireless sessions.
- Libraries sponsored 60,187 programs that attracted more than 1.2 million people of all ages.
- About 70% of Minnesota public libraries have meeting rooms, which were used for almost 200,000 community meetings in 2025.

Report data for all Minnesota public libraries is accessible from the State Library Services Statistics page (<https://education.mn.gov/MDE/dse/Lib/sls/stat/>) on the Minnesota Department of Education website. 2025 annual reports will be added in late July.

Thank you for your library's contribution.

Sincerely,

A handwritten signature in black ink, appearing to read 'Verena Getahun'.

Verena Getahun

Library Data Coordinator | Libraries and Expanded Learning Opportunities

Minnesota Department of Education

400 Stinson Blvd.

Minneapolis, MN 55413

O: 651-582-8714

education.mn.gov

stcloudlive.com

Breunig: I had my library card long before my Minnesota ID - St. Cloud news, weather & sports

August 5, 2026

Lauren Breunig

5–7 minutes

ST. CLOUD — I have been living in and covering St. Cloud for nearly three years now, but this marks a new milestone: my first column. It only felt fitting to use it to write about one of the first things I came to love about this city — the library.

Fresh out of college and living in Middleton, Wisconsin, I accepted a job at St. Cloud LIVE in late September 2023 without ever visiting the city. In less than a month, I jumped headfirst into a new job, a new community and a new state.

The library was one of the first stops on my sightseeing tour when I drove the six hours from Wisconsin to look for apartments. It was the first route I could drive to without the help of Google Maps, and it is one of my favorite places to take my friends and family when they come to visit. Long before I got my Minnesota ID, I made sure I had my library card.

As the daughter of an English teacher and a man who can still hold in-depth conversations about novels he read in high school, reading — and by extension, libraries — has always been part of my life. My sister and I spent hours before and after school digging through the books in our mom's classroom or wandering the high school library across the hall. Ms. Voss, the head librarian, is still one of the coolest people I know.

Libraries are one of the few remaining third spaces — social environments separate from home and work where people gather to relax, learn and build community —

where you aren't expected to spend money just to exist.

On any given afternoon, you'll find students studying, parents entertaining toddlers, job seekers using public computers, retirees reading newspapers and community organizations meeting in conference rooms. During my time here, I have covered countless town halls in the Mississippi Room. While writing this, I am left wondering if I go to the library for work almost as much as I do to pick up novels I put on hold. (To put that in perspective, as of writing this, I am on book 46 of 50 for my 2026 reading goal.)

At Great River Regional Library, patrons can also check out games, toys and even rock-hounding equipment, while librarians help people navigate technology, recommend a child's next favorite book and organize summer reading challenges that keep kids engaged long after the school year ends. [One of my favorite interviews](#) since joining the newsroom was speaking with the patrons services coordinator about how the library develops its children's programs.

And, yes, you can still check out books, both physical and digital.

In 2025, Great River Regional Library served 98,961 borrowers across its six-county system, according to Executive Director Brandi Cantor's annual update to [Stearns County commissioners in March](#). More than 23,300 of those borrowers used the St. Cloud library, demonstrating just how central it is to the community.

Simply put, the library is much more than a building full of books. It's filled with people dedicated to helping others access knowledge, technology and opportunities that might otherwise be out of reach. Those staff members are the people who help someone submit an online job application, troubleshoot a computer problem, find [reliable information or discover a lifelong love of reading](#).

What makes [Great River Regional Library](#) especially remarkable is that it's a partnership among Stearns, Benton, Sherburne, Todd, Morrison and Wright counties. As a county reporter, I can't think of many local collaborations — outside of statewide

initiatives or associations — that unify that many counties. The system itself reflects what a library is meant to be: a place to share. Sharing access. Sharing resources. Sharing space. Sharing knowledge.

Libraries are easy to take for granted because they've always been there. But as counties and cities face increasingly difficult budget decisions — balancing cost shifts, state mandates and funding uncertainty — even beloved public institutions benefit from people who use them and advocate for them.

The easiest — and cheapest — way to support your local library is simply to get a library card, GRRL staff told me during a [2025 interview about funding](#). How many cards are issued and how often they're used are among the factors considered when planning services and demonstrating community need.

When I moved to St. Cloud, I didn't know anyone, and St. Cloud LIVE didn't even have an office then, meaning my coworkers were faces on a Teams call and Slack DMs. I didn't know the neighborhoods, the restaurants or even which streets connected. But I knew where the library was.

It gave me a place to spend an afternoon, a place to work, a place to read and, eventually, a place that made this city feel a little more like home.

Libraries stay strong because communities decide they're worth investing in. Whether that means getting a library card, checking out books, attending programs or simply speaking up for library funding, every visit sends the same message:

This place matters.

September 2026 Executive Director Report

Presentations

It has been a busy season of presentations and opportunities to share the GRRL story. Addie Carlson, Associate Director of Accounting, and I have been visiting county boards to present the 2027 Budget. Each presentation is customized with budget and borrower data for the respective county. These meetings provide opportunities to meet county staff and commissioners, answer questions, and strengthen our relationships with county partners.

At the August Regional Staff Meeting, I presented to Library Services Coordinators and other attendees on progress during the first year of implementing our 2026-2030 Strategic Plan. A summary appears below. We have accomplished a great deal despite staff turnover and the number of leaders who are new to the organization or to their current roles.

Next month, Addie and I will lead a session at All Staff Day on public financing and the GRRL budget. To help us address staff members' questions, I distributed a survey covering both topics. Out of about 220 staff, we have received 45 responses to date. Questions range from how staffing allocations are determined to how cost-benefit analyses inform decisions about third-party vendors.

Surveys

I have been developing additional survey tools to gather staff feedback. These tools will support strategy development for key objectives and strengthen communication between staff and management.

One example involves social media. The Strategic Plan includes the strategic direction "Share Our Story," and I believe a more focused social media strategy could help us advance that direction while recognizing our limited resources. Social media is also an area in which many staff members have personal experience and a lot of ideas. I have been working with Breanne Fruth, Communication and Development Coordinator, to develop a survey that will help identify staff perspectives, current efforts, and potential best practices.

I am also planning to restore a Suggestion Box on the staff intranet, allowing staff to submit ideas, concerns, and suggestions to leadership. GRRL maintained a Suggestion Box for several years, but it was removed a few years ago because the tool was difficult to manage and received limited use. However, the absence of a mechanism of this kind may create a communication gap and contribute to the perception that leadership is inaccessible to staff.

I expect both surveys to be available by the end of September.

Summary of 2026-2030 Strategic Plan Progress

As of August 25, 2026, GRRL has made progress in each strategic area. Work has focused on launching pilot programs, securing funding, evaluating services, and planning future improvements. Some projects may move to 2027 because of staff capacity.

Strategic Direction: Support Learning

- Launched the Read2Grow pilot in Elk River, serving four child/mentor pairs. An evaluation is underway to determine whether to continue this project.
- Expanded the read-along collection for beginning readers using funds from the St. Cloud Friends' bookstore half-share.
- Secured funding for a three-year contract with LOTE4Kids reading and programming platform to provide multilingual early-learning materials.
- Began developing AI policies, planning a staff workgroup, and investigating additional learning opportunities.
- Evaluation of early literacy materials and digital-literacy platforms may be delayed until 2027.

Strategic Direction: Share Our Story

- Provided targeted database training for public services staff based on survey results.
- Began identifying communication challenges with city, county, regional, and state partners.
- Continued planning for improved outreach, social media strategy, collection discovery, and document control.
- Several projects remain in the discussion or planning stage.

Strategic Direction: Welcome All

- Completed an evaluation of translation devices to be included in the September Board packet.
- Translated Summer Reading Challenge materials, the Welcome Card, and the Find It brochure.
- Recommended against family accounts because of privacy concerns.
- Began database cleanup to support future auto-renewal and improved account notifications.
- Continued updating the Library Development Plan and policy, with a presentation to the Board planned for November.
- Researched extended-access models used by other library systems.

Strategic Direction: Grow Partnerships

- Began reviewing partnerships with schools, Friends of the Library groups, local governments, and other organizations.
- Staff are identifying challenges, successful practices, and opportunities for stronger collaboration.
- More detailed goals and tools are planned for 2027 and beyond.

Highlighted Executive Director Activities since July Board Meeting

July 22 – Leadership Support Team meeting

July 23 & 24 – CRPLSA in-person meeting at Cloquet library

July 28 – SCPL Community Foundation Fund Committee meeting

July 29 – United Way Mission Possible Training: *Fundraising for Non-profits*

Aug. 6 – St. Cloud security meeting

Aug. 10 – Benton County Budget Presentation

Aug. 12 – Benefits renewal meeting

Aug. 13 – Labor Management Committee meeting; State Library Services discussion on data representation tools

Aug. 17 – Staffing discussion, multiple locations

Aug. 18 – Sherburne County Budget Presentation

Aug. 19 – Training: *Essentials of Data Practices for Responsible Authorities*

Aug. 20 – Staffing discussion, multiple locations

Aug. 25 – Training: *Conversations that Matter: Elevating reviews through supervisor-employee dialogue*; Regional staff meeting presentation on 2026 strategic plan progress.

Aug. 26 – St. Cloud Chamber Business Resource Roundtable; Library Development Plan Committee meeting; Leadership Support Team meeting

Aug. 27 – Virtual conference, *Safe by Design: A library leader's guide to safety and security*.

Sessions included

- *Empathy and Safety: The role of relationships,*
- *Security Incidents: Trends, insights and prevention, and*
- *Safe by Design: Creating physical layouts that support safety.*

Sept. 1 – Todd County Budget Presentation; 2026 National POWERhours webinar: *Investment Considerations for Short-Term Funds*

Sept. 2 – Training, MCIT: *Defensive Driving*

Sept. 4 – Webinar: *The Practice of Real Prioritization*

Sept. 8 – Morrison County Budget Presentation

Sept. 9 – Central MN Library Exchange board meeting; 2026 National POWERhours webinar: *Developing an Investment Update to the Public*

Sept 10 – Labor Management Committee meeting

Sept. 15 – Stearns County Budget Presentation

Management Reports September 2026

**Jeannette Burkhardt
Patron Services Supervisor**

Staffing

The Elk River Library welcomes Glory Creed as the new Library Services Coordinator (LSC). She began her role on Monday, August 31. This branch has also received a resignation from an assistant; work has begun to fill that position.

There also were resignations at the Becker and Annandale libraries in August.

Summer Reading Challenge Experiments

Albany and Melrose led a fun experiment related to the Summer Reading Challenge (SRC) theme for kids. Each library planted some tomato seeds, and kids helped the library staff decide what should be used to water the plants. Some suggestions included milk, regular water, carbonated water, and Mountain Dew. The staff and kids had fun watching how the different plants progressed. The plants watered with Mountain Dew did surprisingly well. Just goes to show that plants like sugar, too!

The Melrose Library plants did not fare as well as the Albany plants. It was decided that the window tinting was too dark to allow adequate light for this experiment.

Read2Grow

The Read2Grow program was a pilot at the Elk River Library during the SRC from June 8 to August 8. Three volunteer mentors met with four students during these weeks. The program is currently being evaluated per our standard method of operation with a pilot project. The materials for this program were funded using Elk River's Marcile Carlson bequest funds.

Appreciation to Staff

The Big Lake LSC shared a rewarding story involving one of her staff. The Big Lake Library staff member helped a young girl who was very excited to learn about books based on the movie *Frozen*. Staff requested a variety of books for her. The mom was so thankful and wrote a thank you note: "Thank you for ordering so many *Frozen* books for Ellie! She has so enjoyed reading them – you made her week."

This thank you shows what a great customer experience can look like and how a little extra time at the desk helped build a relationship with the family and encourage the love of reading in a young patron. (Logic Model Short-term outcome: Strengthen relationships between public and library staff)

**Addie Carlson
Associate Director – Accounting**

Accounting

In August and September, Brandi and I presented the 2027 GRRL Operating & Capital Budget to our signatories. The presentation included highlights from across the region and an overview of each signatory's expected 2027 contribution to the budget.

In previous years, budget projections were presented at the September Finance Committee meeting. More recently, we moved these projections to the November meeting to better align with surplus designations. I plan to present the 2026 year-end budget projections at this year's November meeting as well.

Investment Management

On August 31, the interest rate for our MAGIC savings was 3.66 percent. The GRRL portfolio currently has 25 certificates of deposit (CDs), including 4 with local financial institutions. We allowed an additional CD valued at \$239,000 to mature from our MAGIC portfolio and reinvested those funds in the Ehlers portfolio. At the end of August, the Ehlers portfolio was valued at \$957,658.40. Investment revenue for 2026 was 91.7 percent received as of August 31.

Matured CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Interest at Maturity
First Priority Bank, OK	07/17/2026	\$226,000	5.00%	\$23,278
Financial Fed Savings Bank, TN	07/27/2026	\$245,000	3.70%	\$4,651.64
Bank of Montgomery, LA	08/21/2026	\$239,000	4.25%	\$10,516.00

Purchased CDs

Institution Name	Maturity Date	Amount	Net Rate of Interest	Est. Interest at Maturity
Peoples Bank & Trust Company of Hazard, KY	01/13/2028	\$234,000	4.15%	\$15,024.08
Patriot Bank, TN	07/27/2027	\$239,000	4.16%	\$10,300.90

Other Investments

Institution Name	Maturity Date	Amount	Net Rate of Interest	Est. Interest at Maturity
Ehlers Financial Portfolio	NA	\$239,000	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 Financial Policy Chapter 5. Deposit and Investment.

Breanne Fruth
Communications & Development Coordinator

Fundraising

The Communications and Development department is planning for our annual fall Friends Meet Friends event. We are collaborating with East Central Regional Library, so Friends of the Library groups from both regional library systems received mailed invitations. The event is on September 30 from 1:00 to 3:00 p.m. at the St. Cloud Public Library. Friends will have the opportunity to share and learn from one another in roundtable discussions.

Great River Regional Library's 2026 Year-End Campaign will begin in October and run through January 2027. The campaign timeline is as follows:

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

2026 Year-End Campaign goals:

- Dollars raised: \$94,000
- Number of gifts: 1,212
- Average gift: \$78
- Board participation: 100%
- Staff participation: 15%

The Fund Development Committee will meet on September 16 to go through updates to the Fund Development policy and create the 2027-2031 Fundraising Plan. Both the policy updates and new plan will be brought to the Board's October work session before a November approval vote.

Communications

September is Library Card Sign-Up Month. This year we are promoting the month by announcing the winners of the Library Card Design Contest. In June 2026, GRRL welcomed artists of all ages to submit designs for new library cards! Anyone living in GRRL's service area could participate by illustrating our next library card. The artwork was judged based on creativity, design, and how well it communicates the message, "Why do you love your library?" We had an astonishing response in participation, with 445 submissions from 324 kids, 48 teens, 52 adults, and 21 staff from across the GRRL region.

Our 2026 winners:

- kids (ages 0-12): Antolina, age 8, whose home library is in St. Michael
- teen (ages 13-19): Mallory, age 15, whose home library is in Elk River
- adult (ages 20+): Corey, whose home library is in Grey Eagle
- staff: Amanda, St. Cloud Library Associate

Library Card Design Contest Winners



The design cards are available starting September 1, 2026, while supplies last. For those who apply for a library card or have an expired card, you may select your design card for free upon sign-up. For those who are current library cardholders, you can upgrade your library card for \$1 to select a design (that comes with a new barcode).

Across our social media pages, we will see “Which county will end out on top?” with the most library card sign-ups during September. Enthusiastic Senior Circulation Assistant, Jen, is the spokesperson in our social media videos and challenges viewers to visit their library to get a library card and show their county pride.

We are partnering with Big Brothers Big Sisters (BBBS) of Central Minnesota this September for National Mentor Month. BBBS of Central Minnesota covers most of our service area, but not Todd or southern Wright (as they fall under other BBBS chapters). So all branches except Staples, Eagle Bend, Long Prairie, Grey Eagle, Cokato, Howard Lake, Delano, and Rockford, are participating in our partnership passives/connections. These include “What mentorship means to me...” prompts on bulletin and whiteboards, mentorship coloring sheets, and “Paint the Town Green” book displays.

Jason Kirchoff
Patron Services Supervisor

Staffing

We hired August Clauson as the new Library Services (LSC) in Foley. August was previously a Library Assistant there. We have also hired two new Library Assistants in Foley. They will both start on September 14. We have an open Library Assistant position in Buffalo and hope to start interviews for that position in late September. In addition, I continue to train our new LSC in Little Falls/Swanville.

“We Are Water” Exhibit in Little Falls

The Little Falls Library has partnered with Great River Arts on a “We Are Water” exhibit. This traveling exhibit that examines water issues statewide and in local communities through personal stories, histories, and scientific information. It strengthens Minnesotans’ relationships with water, exposes visitors to new perspectives, and increases participation in water stewardship activities. The exhibit will be on display in Little Falls through September 26.

Cara Langston
Lead Patron Services Supervisor

Summer Reading Challenge (SRC) Final Numbers

Over the last few weeks, GRRL staff wrapped up this year’s SRC. Final numbers are in, and across the region, approximately 1,800 babies, 9,100 school age kids, and 1,800 teens recorded reading and literacy activities for a grand total of 12,792 participants this summer. Kudos to staff at all levels, volunteers, and Friends of the Library members who made this a memorable summer for area kids.

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.

Regional Staff Meeting

Staff from around the region gathered in St. Cloud on August 25 to learn and report on progress. We discussed AI in the library, the future of the Locally Growin’ fundraiser, our strategic plan progress, and updates from leadership team members.

Youth Advisory Council

Recruitment for new Youth Advisory Council members opens on Tuesday, September 8. Middle and high school students from around the region are encouraged to apply. Please encourage local teens to join and be the voice of young people in GRRL libraries!

Library Services Coordinator (LSC) Cohort Program

The LSC Cohort program held its first meeting on July 22, 2026, via Zoom. The Cohort program is for LSCs who have been in their role less than three years. It is taking the place of the Mentorship program due to fewer long-term LSCs. The program allows newer LSCs to connect, via Zoom, with Patron Services Supervisors to discuss concerns, ask questions, and network with other new LSCs.

Staffing

Sally Schwichtenberg started as the new Library Services Coordinator for the Cold Spring and Richmond branches. We are excited to have her on board, and she hit the ground running getting to know the local community and libraries. Hiring for other roles continues with upcoming interviews for a Driver, a St. Cloud Associate, and an additional Assistant in Cold/Richmond.

Jay Roos

Associate Director – Information Technology

Virtual Server Hypervisor Replacement

The software that lets us run multiple virtual computers on a single physical server (called a hypervisor) is from VMware. Broadcom, a large technology company, bought VMware in late 2023.

After the purchase, Broadcom changed how the software is sold and priced. Many organizations—including public agencies, schools, and businesses—have reported that their annual renewal costs rose sharply. In our case, it was almost three times more expensive by 2025. We have not yet received our formal price quote for the 2026 renewal. Our current agreement comes up for renewal in November.

Since our critical business servers sit atop this platform, we must be careful to find the correct replacement so we do not suffer reliability or performance issues after the switch. We have engaged with multiple vendors to find our most cost-effective and reliable options.

Patron Address Scrub

GRRL is working with our collections vendor, Unique Management, to review all of our patron addresses so that we can make corrections as needed. The process uses the USPS NCOA (national change of address) database to ensure:

- Addresses are formatted correctly according to USPS Pub 28,
- Patrons are assigned to the correct county,
- Only residents of a GRRL county receive resident privileges, and
- Addresses are updated for patrons who have moved.

The process moves very quickly for most records, but when a patron moves out of the region or state it requires manual review. To date, we have processed 2 batches totaling 3,419 records. In total, we expect to process about 144,000 records that include all resident, reciprocal, and non-resident

borrowers whether current or expired. This project is funded by Regional Library Telecommunications Aid (RLTA) Priority 2 funds and will result in a clean and accurate database of library patrons.

Server Hardware Refresh

GRRL is due to replace two of the four servers from our virtual infrastructure that enables us to run multiple servers on fewer pieces of hardware. However, the initial quote we received was over \$24,000 each, which is four times what we would normally expect to pay. We have been informed that this price increase is due to memory supply shortages caused by the rise of AI.

In order to ensure we are being quoted the correct specifications and not paying for more or less than we need, we have engaged our vendor to capture current performance data from our servers. They will analyze the performance to ensure the servers we are receiving quotes for are right-sized for our current and future needs.

We are strongly considering an extended warranty for another year, rather than replacement, in the hope that the supply in the memory market will improve and prices will come down in 2027. The performance analysis will help us know whether this is feasible.

Jami Trenam
Associate Director – Collection Development

Digital Library Changes: Hoopla Budget Cap, Ancestry for Libraries

Beginning September 1, GRRL implemented a monthly budget cap for the Hoopla service for streaming music, audio books, and movies. Hoopla uses a pay-per-use model, which makes costs difficult to predict because expenses are based on both the number and cost of items patrons check out. Usage has continued to increase this year, exceeding our monthly budget target.

Several Minnesota libraries have discontinued Hoopla due to the unpredictability of costs. GRRL remains committed to providing this popular service while ensuring responsible use of public funds. The new monthly budget cap will provide greater cost control and predictability while minimizing the impact on patrons based on previous usage patterns.

GRRL's subscription to Ancestry for Libraries will end on October 31, 2026, and we will not renew the service. While Ancestry is a well-known genealogy resource, much of the same content is available to patrons through GRRL's free partnership with FamilySearch. As we approach the end of the subscription period, our website will be updated to highlight available genealogy resources.

Partnership with Great River Children's Museum: Family Museum Access Pass

As part of our Strategic Plan efforts to expand community partnerships, GRRL has partnered with the Great River Children's Museum (GRCM) to provide greater access to educational experiences for families. Circulation and Distribution Coordinator Eric Blotkamp developed this partnership, which will allow patrons to check out free museum passes at select GRRL locations.

The Family Museum Access Pass program will launch later this fall at GRRL libraries in St. Cloud, Waite Park, Cold Spring, Richmond, and Foley.

Nichol Wojcik
Associate Director – Human Resources

Staffing

As usual, Human Resources (HR) has been occupied with hiring. We had higher than normal turnover in August, which kept everyone busy. Dezra Rittmann, who has been the HR Generalist since 2022, accepted a promotion to Patron Services Librarian. We welcomed Daniela Hinojos-Chavez as our new HR Generalist on August 17. I wish Dezra well in her new role and am very excited to have Daniela join the team.

Training

On August 25, we had our Regional Staff Meeting. The morning was dedicated to supervisor training. We welcomed Julie Berg from HRD Consulting who spoke about performance reviews, effective communication during reviews, and one on one meetings. The training was very informative, and all coordinators and supervisors in attendance seemed engaged. On September 2, we had someone from the MN Safety Council deliver Defensive Driver training for all our authorized drivers.

Building Reports September 2026

Benton

No reports for Benton County.

Morrison

Little Falls: There have been some issues with the elevator stalling. We have been working with the city to fix the problem. We are also working with the city to update some security equipment.

Pierz: There continues to be buckling issues with the carpet. The city is aware of this.

Sherburne

No reports for Sherburne County.

Stearns

Richmond: After a series of lock related issues, the city's locksmith discovered the front door lock needs to be replaced. This may lead to a full door replacement. Currently, staff and patrons are using the emergency exit around the side of the building.



St. Cloud: The St. Cloud Library added four new private study pods for patrons to reserve. These new study spaces are made possible by a generous bequest from the Charlotte West Anderson estate.

*Pictured:
study pod*

Todd

Long Prairie: The city is in the process of replacing the window blinds.

Wright

Buffalo: The city replaced the door latches on the east entrance.

Clearwater: Construction on Highway 24 has begun and is expected to continue through 2027. Highway 24 serves as the main artery through Clearwater, so the project has the potential to significantly affect traffic patterns and access throughout the community.

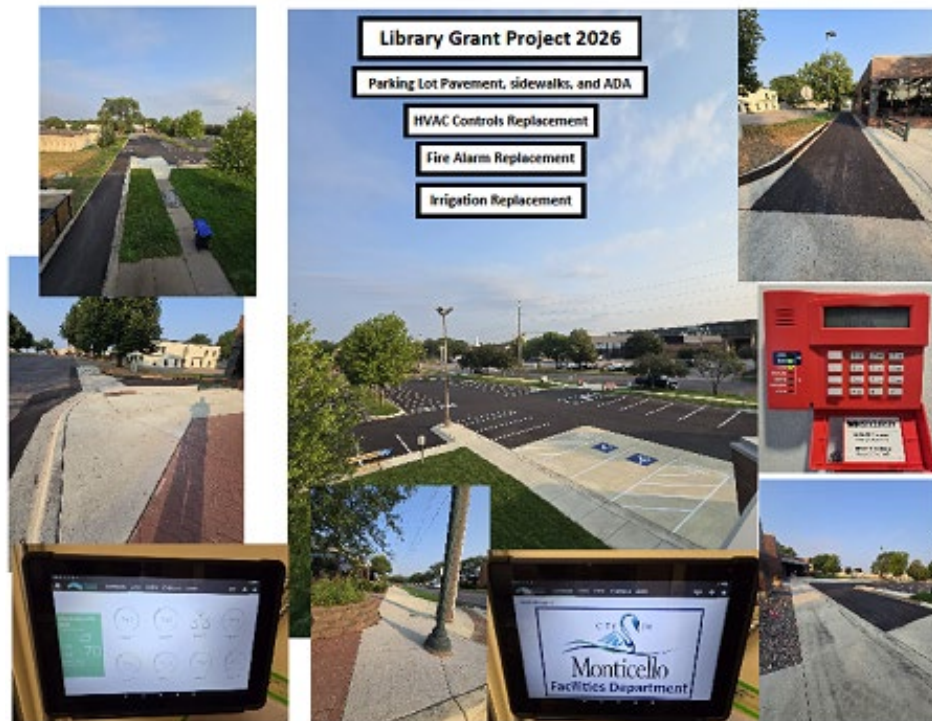
Current plans include the addition of roundabouts at intersections west of I-94, including near Kwik Trip, as well as a roundabout at Highway 24 and County Road 7. A center median will be added from the westbound I-94 exit area to the traffic light at Highway 24 and County Road 75. The median will limit left-turn access to businesses along portions of the highway for traffic traveling in both directions.

The impact on Clearwater Library usage is unclear at this time. However, historical data indicates that road construction and changes in access can affect library usage. Staff will monitor the impact as construction progresses.

The Clearwater Library has been experiencing some building issues. Mice and bugs have been a problem this summer. The landlord has responded to the mouse issue.

Monticello: The parking lot in Monticello is complete and looks great. This was the last project, involving the library, which needed completion for the grant that was awarded to the City of Monticello in fall 2025.

The Monticello City Council has received a request from the Monticello Library Board to disband. The Library Services Coordinator (LSC) received an email from the city administrator stating that the library board is established in the city code and disbanding will require an amendment to the code. The city clerk will contact with the Monticello LSC to outline the process.



June 2026 Circulation Statistics - corrected

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	48,325					292,390	268,362	9.0%

+ Indicates an increase in YTD circulation total over last year



GRRL Project Evaluation

Title of Project: Translation Devices

Date(s): May 2025 to May 2026

Usage/statistics (outputs):

Great River Regional Library purchased three translation devices and sent them out to branches across the region to experiment. These devices were used in St. Cloud, Cold Spring, Long Prairie, Melrose, and Monticello. DEI Team members reached out to branches individually for feedback on the device usage. One branch reported experimenting with the device for three to four weeks, but it was rarely used. Another branch recalled only using the translation device with a patron once. Another respondent said it was never really used in practice and was mostly just experimented with. Overall, the devices received little direct patron usage.

Patron demographics served by the project:

The project was intended to serve patrons who do not speak or understand English well by allowing communication in the patron's native language. Different GRRL communities have different language needs. Connecting the devices to the Internet would open additional languages. However, this would open additional security and privacy concerns. Staff would have liked a few additional languages like Somali and French-Creole. It is worth noting that Somali was unavailable as a language on any of the devices, even with Internet connection.

What were the stated goals for the project (intended outputs/outcomes)?

- Strategic Direction: Welcome All
- Goal: Eliminate barriers to library service

How did the project go as a whole? What went well? What would you do differently?

The project went well overall, but we did not have many non-English-speaking patrons test the device. This also meant staff had limited practice with the devices. From the use we had, the devices were reliable but cumbersome to use. In many cases, it was faster and easier for staff and patrons to use Google Translate on a computer or patron phone instead.

If we did this again, we would try to get more feedback from non-English-speaking users and consider whether a separate device is necessary, or if existing tools like Google Translate would work better.

Did you have the resources and information you needed to prepare for the project?

Given the nature of the project, we needed to order the devices and learn how they worked as we went. There was a desire to test translation devices before investing staff time in creating documentation.

What do you wish you'd known before you began work on the project?

We wish we had known more about which languages and dialects were programmed into the device before starting. In addition, given state and national events, we also couldn't have predicted that the number of non-English-speaking patrons coming to the library would drop in some locations. This limited our ability to fully test the device.

**Were stated goals for the project met?**

Yes, the device could help with communication, and the goals of welcoming patrons and decreasing barriers to access. But, due to limitations of the device itself, outside circumstances, and many patrons coming prepared with their own assistance, it was not able to be used to its full potential.

Were other goals met by the project that were unexpected (unintended outcomes)?

No additional unexpected outcomes or goals were met.

Was there positive feedback? Specify.

We did not receive any patron feedback on the devices. Feedback from staff was mixed – support for the idea of translation technology but little actual opportunity to use them. Staff shared that most patrons who might have need of translation technology had their own through smart phone apps.

Recommendation to continue/discontinue.

We do not recommend purchasing additional devices. However, we recommend making the devices available to branches to continue using as a support to public service staff.

Evaluation completed by: Cara Langston, Lead Patron Services Supervisor, in conjunction with DEI Team and participating branch staff.

Additional Documentation:

None provided.



All Staff Day Library Closure Request

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve closing all GRRL libraries to the public on Monday, October 11, 2027, for GRRL All Staff Day.

BACKGROUND INFORMATION

☐ Supporting Documents Attached:

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

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

FINANCIAL IMPLICATIONS

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

Funding Source: 2027 GRRL Operating Budget (10.00.4200.213)

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled



Data Practices Policy Revisions

Submitted by Brandi Canter, Executive Director, and
Patty Waletkzo, Administrative Assistant

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Action Requested

RECOMMENDATION

Review and approve revisions to GRRL Administration Chapter 5. Data Practices policy.

BACKGROUND INFORMATION

- ☐ Supporting Documents Attached
- Chapter 5. Data Practices markup & clean versions

The Minnesota Data Practices office recommends an annual review of data practices policies. The Board last approved revisions to GRRL’s Data Practices policy in July 2024. Since then, MN Statutes Chapter 13. Government Data Practices has been amended and procedures clarified. The policy changes reflect this information as well as GRRL staff changes.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed ☐ Failed ☐ Tabled

Summary of Data Practices Policy Changes			
Policy #	Policy Title	Last Revised Date	Recommended Changes
5A	Data Practices for Data Subjects	07/16/24	Simplify language, clarify procedures, remove copy costs for data subjects
5B	Data Practices for Members of the Public	07/16/24	Simplify language, clarify procedures, remove duplicate bullet point
5C	Data Practices Contacts	07/16/24	Update Executive Director
5D	Ensuring the Security of Not Public Data	07/16/24	Simplify language
	Data Request forms -Data Subjects -Members of the Public	07/16/24	Update language to align with policy changes

100 Administration Policies

Chapter 5. Data Practices

5A. Data Practices Policy for Data Subjects

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the ~~Government~~ Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When GRRL ~~H~~as Data about You

~~The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.~~

GRRL has data on many people, such as library users, employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. GRRL must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- the names of Minnesota government employees.

Private ~~data~~Data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

~~○ Social Security number of employees;~~

- Data that link a library patron’s name with materials requested or borrowed by the patron or that link a patron’s name with a specific subject about which the patron has requested information or materials, or data in applications for borrower cards, other than the name of the borrower.

Confidential ~~data~~Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- the identity of the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that GRRL keeps about you. You also have the right to get copies of public and private data about you. The ~~Government~~Data Practices Act allows ~~GRRL~~us to charge for printed or digital copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, ~~GRRL~~we will tell you whether ~~GRRL keeps~~we keep data about you and whether the data are public, private, or confidential.

Access to Data on Minor Children

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask GRRL not to give data about them to their parent or guardian. If you are a minor, ~~GRRL~~we will tell you that you have this right. ~~GRRL may~~We will ask you to put your request in writing and to include the reasons that ~~GRRL~~we should deny your parents access to the data. ~~GRRL~~We will make the final decision about your request based on your best interests.

When GRRL Collects Data from You

When GRRL asks you to provide data about yourself that are not public, ~~GRRL~~we must give you a notice. ~~The notice is sometimes~~ called a Tennessean warning. The notice controls what ~~GRRL does~~we do with the data that ~~GRRL collects~~we collect from you. Usually, ~~GRRL~~we can use and release the data only in the ways described in the notice.

GRRL will ask for your written permission if ~~GRRL needs~~we need to use or release private data about you in a different way, or if you ask ~~GRRL~~us to release the data to another person. This permission is called informed consent.

If you want GRRL to release data to another person, you may use the consent form ~~GRRL provides~~we provide.

Protecting ~~your~~Your Data

The ~~Government~~Data Practices Act requires GRRL to protect your data. ~~GRRL has~~We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that GRRL determines a security breach has occurred and an unauthorized person has gained access to your data, [GRRLwe](#) will notify you as required by law.

When Your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal GRRL's decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts. You may make your request by mail, fax, or email, using the [GRRL Data Request Form – Data Subjects](#).

If you choose not to use the GRRL Data Request Form – Data Subjects, your request should ~~include:~~

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

GRRL requires proof of your identity before [GRRLwe](#) can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a [legal](#) guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity. If you do not provide proof that you are the data subject, we cannot respond to your request.

How GRRL Responds to ~~Your~~[a](#) Data Request

Upon receiving your request, GRRL will review it.

- We may ask you to clarify what data you are requesting.
- [If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.](#)
- We will ask you to confirm your identity as the data subject.

If ~~GRRL does~~[we do](#) not have the data, ~~GRRL will notify you in writing within 10 business days.~~

- ~~If GRRL has~~[or we have](#) the data, but the data are confidential or ~~private~~[not public](#) data ~~that are not about you, GRRL~~[someone else, we](#) will notify you [in writing](#) within 10 business days and identify the law that prevents us from providing the data.
- If ~~GRRL has~~[we have](#) the data, and the data are public or private data about you, [GRRLwe](#) will respond to your request ~~within 10 business days,~~ by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have ~~a~~ [meaningful](#)[an](#) opportunity to inspect data within 10 business days of your request at no charge; ~~or~~
 - ~~Tell you how much the copies cost, and then provide~~[Provide an estimate of charges for providing](#) you with copies of the data ~~within. You will have~~ 10 business days ~~and upon~~

~~payment of to pay the~~ charges ~~for the copies~~. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies ~~(such as email or CD-ROM)~~ upon request, if we keep the data in electronic format and we can reasonably make a copy.

○ For information about copy charges see Copy Costs – Data Subjects. ~~GRRL~~We also will arrange for you to ~~prepay pay~~ for ~~the~~ copies.

- If you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After ~~GRRL has~~we have provided you with ~~access to your requested~~ data ~~about you, GRRL does,~~ we do not have to show you the same data again for 6 months unless there is a dispute about the data or ~~GRRL collects we collect~~ or ~~creates create~~ new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please ~~let GRRL know. GRRL~~ tell the person who provided the data to you. We will give you an explanation if you ask.

The ~~Government~~ Data Practices Act does not require GRRL to create or collect new data in response to a data request ~~if GRRL does not already have the data~~, or to provide data in a specific form or arrangement if ~~GRRL does~~we do not keep the data in that form or arrangement. ~~(For example, if the data you request are on paper only, GRRL is~~we are not required to create electronic documents to respond to your request.). If ~~GRRL agrees~~we agree to create data in response to your request, ~~GRRL~~we will work with you on the details of your request, including cost and response time.

In addition, GRRL is not required ~~under the Government Data Practices Act~~ to respond to questions that are not ~~specific~~about your data requests, or that are not requests for government data.

[See Chapter 5C. Data Practices Contacts.](#)

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for the actual cost of preparing copies. You must pay charges for the copies before ~~GRRL~~we will give them to you.

~~For 100 or Fewer Paper Copies – 25 cents per page~~

~~100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.~~

~~Most Other Types of Copies – Actual cost~~

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically ~~transmitting~~sending the data ~~(e.g., sending the data by email).~~

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. ~~The cost of employee time to search for data, retrieve data, and make copies is \$23.38 per hour.~~

Generally, the cost for employee time will be based on the wages / salary (which may include benefits) of the lowest-paid department employee who may complete the task. If, because of the subject matter of your request, ~~GRRRL finds~~we find it necessary for a higher-paid employee to search for and retrieve the data, ~~GRRRL~~we will calculate the search and retrieval portion of the copy charge at the higher salary ~~/~~/ wage.

Approved Date: 03/17/15

Revised Date: ~~03/21/23,~~ 07/16/24, 09/15/26

You may need to verify your identity.

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not ~~exercise their~~inspect data ~~practices rights~~or pick up copies of data in person ~~must~~may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

5B. Data Practices Policy for Members of the Public

Your Right to See Public Data

The ~~Government~~ Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data ~~is a term that~~ means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that ~~Great River Regional Library (GRRL)~~ must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. Make your request for data to the appropriate individual listed in the Data Practices Contacts section of this policy. You may make your request for data by mail, fax, or email, using the [GRRL Data Request Form – ~~Members of the~~Requesting Public Data](#).

If you choose not to use the GRRL Data Request Form – ~~Members of the~~[Requesting Public Data](#), your request should:

- Say that you are making a request for public data under the ~~Government~~-Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How GRRL Responds to Your Data Request

Upon receiving your request, GRRL will review it.

- We may ask you to clarify what data you are requesting.
- [If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.](#)
- ~~If GRRL does not have the data, GRRL will notify you in writing as soon as reasonably possible.~~
- ~~If~~[data or](#) we have the data, but we are not allowed to give it to you, we will ~~tell~~[notify](#) you [in writing](#) as soon as reasonably possible and identify the law that prevents us from providing the data.
- If ~~GRRL has~~[we have](#) the data, and the data are public, ~~GRRL~~[we](#) will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or

- You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies ~~(such as email or CD-ROM)~~ upon request, if we keep the data in that format and we can reasonably make a copy.
- [We will provide notice to you about our requirement to prepay for copies and the amount you owe for copy costs.](#)
- Response time may be impacted by the size and/or complexity of your request, and ~~also~~ by the number of requests you make in a given period of time.
 - ~~You may choose to pick up your copies, or GRRL will mail or fax them to you. If you want GRRL to send you the copies, you will need to provide GRRL with an address or fax number. GRRL will provide electronic copies (such as email or CD-ROM) upon request if GRRL keeps the data in electronic format.~~
- ~~Following our response, if you do not make arrangements within 10 business days~~ [arrange](#) to inspect the data or pay for the copies [within 10 business days after we tell you the data are ready](#), we will conclude that you no longer want the data and will consider your request closed.
- For information about copy charges ~~is-see~~ Copy Costs – ~~Members of the~~ [When You Request Public Data](#).

~~GRRL~~[We](#) also will arrange for you to ~~pre~~-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or [that are not](#) requests for government data.

Requests for Summary Data

Summary data are statistical records or reports ~~that are prepared~~[created](#) by removing ~~all identifiers~~[identifying information about individuals](#) from ~~entirely~~ private or confidential data ~~on individuals. The preparation of summary data is not a means to gain access to private or confidential data. GRRL.~~ [We](#) will prepare summary data if you make your request in writing and ~~pre~~-pay for the cost of creating the data. ~~Upon receiving your written request — you~~

[You](#) may use the ~~GRRL Data Request Form — Members of the Public —~~ [GRRL Data Request Form — Requesting Public Data to request summary data.](#)

GRRL will respond [to your request](#) within ~~ten~~[10](#) business days with the data or details of when the data will be ready and how much ~~GRRL~~[we](#) will charge [you. If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.](#)

[See Chapter 5C. Data Practices Contacts.](#)

Approved Date: 03/17/15

Revised Date: 07/16/24, [09/15/26](#)

Copy Costs – ~~Members of the~~ [When You Request Public Data](#)

~~GRRL charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c) [allows GRRL to charge for copies](#). You must pay for the copies before ~~GRRL~~[we](#) will give them to you.~~

[Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.](#)

For 100 or ~~Fewer Paper Copies~~[fewer copies](#) – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy. [Digital copies are 25¢ per page.](#)

Most ~~Other Types~~[other types](#) of Copies—~~Actual~~[copies](#) – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically ~~transmitting~~[sending](#) the data ~~(e.g. sending the data by email).~~

In determining the actual cost of making copies, ~~GRRL factors in~~[we include the](#) employee time, the cost of the materials onto which ~~GRRL is~~[we are](#) copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that GRRL cannot reproduce itself, such as photographs, GRRL will charge you the actual cost GRRL must pay an outside vendor for the copies.

~~The cost of employee time to search for data, retrieve data, and make copies is \$23.38 per hour.~~

[Generally, the cost for employee time will be based on the wages / salary \(which may include benefits\) of the lowest-paid department employee who may complete the task.](#) If, because of the subject matter of your request, GRRL finds it necessary for a higher-paid employee to search for and retrieve the data, GRRL will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Approved Date: 03/17/15

Revised Date: ~~03/21/23~~, 07/16/24, [09/15/26](#)

5C. Data Practices Contacts

Please direct all questions regarding this policy to GRRL's Data Practices Compliance Official: [\(DPCO\)](#):

Responsible Authority

~~Karen Pundsack~~[Brandi Canter](#), Executive Director

1300 W. St. Germain Street, St. Cloud, MN 56301

Phone number: [\(320\)](#) 650-2500

Fax number: [\(320\)](#) 650-2535

Email address: ~~karenp@grrl.lib.mn.us~~[brandic@grrl.lib.mn.us](#)

As Responsible Authority, the Executive Director orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: ~~Karen Pundsack~~ [Brandi Canter](#), Executive Director
 Address: 1300 W. St. Germain Street, St. Cloud, MN 56301
 Phone number: (320) 650-2500
 Fax number: (320) 650-2535
 Email address: ~~karenp@grrl.lib.mn.us~~ brandic@grrl.lib.mn.us

Data Practices Designees

(Personnel Data)

Name: ~~Nichol~~ Wojcik, Associate Director Human Resources
 Address: 1300 W. St. Germain Street, St. Cloud, MN 56301
 Phone number: (320) 650-2500
 Fax number: (320) 650-2535
 Email address: ~~nicholw@grrl.lib.mn.us~~

(Patron Data)

Name: ~~Karen Pundsack~~ [Brandi Canter](#), Executive Director
 Address: 1300 W. St. Germain Street, St. Cloud, MN 56301
 Phone number: (320) 650-2500
 Fax number: (320) 650-2535
 Email address: ~~karenp@grrl.lib.mn.us~~ brandic@grrl.lib.mn.us

Approved Date: 03/17/15

Revised Date: 07/16/24, [09/15/26](#)

5D. ~~Procedure~~ [Policy](#) for Ensuring the Security of Not Public Data

[Legal Requirement](#)

[The adoption of this policy by the GRRL satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in GRRL's Data Inventory \(required by Minnesota Statutes, section 13.025, subd. 1\), in the individual employee's position description, or both, our policy limits access to not public data to employees whose work assignment reasonably requires access.](#)

[Procedures implementing this policy](#)

Data inventory

Under the requirement in ~~Minn. Stat.~~ [Minnesota Statutes, section](#) 13.025, subd. 1, GRRL ~~will prepare~~ [has prepared](#) a Data Inventory, which identifies and describes all not public data on individuals maintained by GRRL. To comply with the requirement in ~~Minn. Stat.~~ [section](#) 13.05, subd. 5, GRRL ~~will also include~~ [in modified](#) its Data Inventory ~~the position titles of~~ [to represent](#) the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in GRRL's Data Inventory, the Responsible Authority, the Data Practices Compliance Official, (DPCO), and GRRL's ~~Attorney~~ [Agency General Counsel](#) may have access to all not public data maintained by GRRL if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

Federal or state law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it.

Individuals will have notice of any sharing in applicable Tennessee warnings ([see Minnesota Statutes, section 13.04](#)) or GRRL will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within GRRL, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its ~~division~~ [department](#) do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. [This policy also applies to departments that share work spaces with other departments where not public data are maintained.](#)

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data-
- Password protecting employee computers and locking computers before leaving workstations-
- Securing not public data within locked ~~workspaces~~ [work spaces](#) and in locked file cabinets-
- Shredding not public documents before disposing of them-

Penalties for unlawfully accessing not public data

GRRL will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may ~~also~~ pursue a criminal misdemeanor charge.

Approved Date: 03/17/15

Revised Date: 07/16/24, [09/15/26](#)

100 Administration Policies

Chapter 5. Data Practices

5A. Data Practices Policy for Data Subjects

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When GRRL has Data about You

GRRL has data on many people, such as library users, employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. GRRL must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- the names of Minnesota government employees.

Private Data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

- Data that link a library patron’s name with materials requested or borrowed by the patron or that link a patron’s name with a specific subject about which the patron has requested information or materials, or data in applications for borrower cards, other than the name of the borrower.

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- the identity of the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that GRRL keeps about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for printed or digital copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

Access to Data on Minor Children

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask GRRL not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When GRRL Collects Data from You

When GRRL asks you to provide data about yourself that are not public, we must give you a notice called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

GRRL will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want GRRL to release data to another person, you may use the consent form we provide.

Protecting Your Data

The Data Practices Act requires GRRL to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that GRRL determines a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal GRRL's decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. Make your request

for data to the appropriate individual listed in the Data Practices Contacts. You may make your request by mail, fax, or email, using the GRRL Data Request Form – Data Subjects.

If you choose not to use the GRRL Data Request Form – Data Subjects, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

GRRL requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity. If you do not provide proof that you are the data subject, we cannot respond to your request.

How GRRL Responds to a Data Request

Upon receiving your request, GRRL will review it.

- We may ask you to clarify what data you are requesting.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data or we have the data, but the data are confidential or not public data about someone else, we will notify you in writing within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have an opportunity to inspect data within 10 business days of your request at no charge; or
 - Provide an estimate of charges for providing you with copies of the data. You will have 10 business days to pay the charges. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies upon request, if we keep the data in electronic format and we can reasonably make a copy.
 - For information about copy charges see Copy Costs – Data Subjects. We also will arrange for you to pay for copies.
- If you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require GRRL to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create

electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, GRRL is not required to respond to questions that are not about your data requests, or that are not requests for government data.

See Chapter 5C. Data Practices Contacts.

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for the actual cost of preparing copies. You must pay charges for the copies before we will give them to you.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Generally, the cost for employee time will be based on the wages/salary (which may include benefits) of the lowest-paid department employee who may complete the task. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

You may need to verify your identity.

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID

- a military ID
- a passport
- the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

5B. Data Practices Policy for Members of the Public

Your Right to See Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that GRRL must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. Make your request for data to the appropriate individual listed in the Data Practices Contacts section of this policy. You may make your request for data by mail, fax, or email, using the GRRL Data Request Form – Requesting Public Data.

If you choose not to use the GRRL Data Request Form – Requesting Public Data, your request should:

- Say that you are making a request for public data under the Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How GRRL Responds to Your Data Request

Upon receiving your request, GRRL will review it.

- We may ask you to clarify what data you are requesting.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.
- If GRRL does not have the data or we have the data, but we are not allowed to give it to you, we will notify you in writing as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies upon request, if we keep the data in that format and we can reasonably make a copy.
 - We will provide notice to you about our requirement to prepay for copies and the amount you owe for copy costs.
- Response time may be impacted by the size and/or complexity of your request and by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.
- For information about copy charges see Copy Costs – When You Request Public Data.

We also will arrange for you to pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or that are not requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make your request in writing and pay for the cost of creating the data.

You may use the GRRL Data Request Form – Requesting Public Data to request summary data.

GRRL will respond to your request within 10 business days with the data or details of when the data will be ready and how much we will charge you. If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.

See Chapter 5C. Data Practices Contacts.

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows GRRL to charge for copies. You must pay for the copies before we will give them to you.

Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy. Digital copies are 25¢ per page.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include the employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that GRRL cannot reproduce itself, such as photographs, GRRL will charge you the actual cost GRRL must pay an outside vendor for the copies.

Generally, the cost for employee time will be based on the wages/salary (which may include benefits) of the lowest-paid department employee who may complete the task. If, because of the subject matter of your request, GRRL finds it necessary for a higher-paid employee to search for and retrieve the data, GRRL will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

5C. Data Practices Contacts

Please direct all questions regarding this policy to GRRL's Data Practices Compliance Official (DPCO):

Responsible Authority

Brandi Canter, Executive Director
1300 W. St. Germain Street, St. Cloud, MN 56301
Phone number: (320) 650-2500
Fax number: (320) 650-2535
Email address: brandic@grrl.lib.mn.us

As Responsible Authority, the Executive Director orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Brandi Canter, Executive Director

Address: 1300 W. St. Germain Street, St. Cloud, MN 56301

Phone number: (320) 650-2500

Fax number: (320) 650-2535

Email address: brandic@grrl.lib.mn.us

Data Practices Designees**(Personnel Data)**

Name: Nichol Wojcik, Associate Director Human Resources

Address: 1300 W. St. Germain Street, St. Cloud, MN 56301

Phone number: (320) 650-2500

Fax number: (320) 650-2535

Email address: nicholw@grrl.lib.mn.us

(Patron Data)

Name: Brandi Canter, Executive Director

Address: 1300 W. St. Germain Street, St. Cloud, MN 56301

Phone number: (320) 650-2500

Fax number: (320) 650-2535

Email address: brandic@grrl.lib.mn.us

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

5D. Policy for Ensuring the Security of Not Public Data

Legal Requirement

The adoption of this policy by the GRRL satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in GRRL's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, our policy limits access to not public data to employees whose work assignment reasonably requires access.

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, GRRL has prepared a Data Inventory, which identifies and describes all not public data on individuals maintained by GRRL. To comply with the requirement in section 13.05, subd. 5, GRRL also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in GRRL's Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and GRRL's Agency General Counsel may have access to all not

public data maintained by GRRL if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

Federal or state law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it.

Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or GRRL will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within GRRL, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share work spaces with other departments where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

GRRL will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Approved Date: 03/17/15

Revised Date: 07/16/24, 09/15/26

GREAT RIVER REGIONAL LIBRARY

GRRL Data Request Form – Data Subjects

Date of request: _____

~~To request data as a Data Subject, you must show proof of identity. Please see the Standards for Verifying Identity section of this policy.~~

~~I am requesting access to data from GRRL in the following way:~~

~~☐ Inspection ☐ Copies ☐ Both inspection and copies~~

~~Note: Inspection is free, but you will be charged for copies. See the Copy Costs – Data Subjects section of the Data Practices Policy for Data Subjects.~~

~~These are the data I am requesting:~~

~~Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.~~

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

I am requesting access to data from GRRL in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free, but you may be charged actual costs. See the [Most other types of copies – actual costs](#) section of the Data Practices Policy for Data Subjects. GRRL will respond to your request within 10 business days.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a Data Subject, you must show proof of identity. Please see the *Standards for Verifying Identity* section of this policy.

Staff Verification

Identification provided _____

Staff Name

Date of verification

~~GRRL will respond to your request within 10 business days.~~



GREAT RIVER REGIONAL LIBRARY

GRRL Data Request Form – ~~Members of the~~ Requesting Public Data

Date of request: _____

I am requesting access to data from GRRL in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: Inspection is free, but you ~~will~~ may be charged for copies or actual costs. See the *Copy Costs – ~~Members of the~~ When You Request Public Data* section of the Data Practices Policy for Members of the Public. GRRL will respond to your request as soon as reasonably possible.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name _____

Address _____

Phone number _____ Email address _____

You do not have to provide any ~~of the above~~ contact information. However, if you want GRRL to ~~mail/email~~ send you copies of data, GRRL will need ~~some type of contact~~ this information. In addition, if GRRL does not understand your request ~~and~~ staff may need to get clarification from you ~~without contact information GRRL will not be able~~ in order to begin processing your request ~~until you contact GRRL.~~

~~GRRL will respond to your request as~~

~~soon as reasonably possible.~~





Artificial Intelligence Usage Policy

Submitted by Brandi Canter, Executive Director, and
Jay Roos, Associate Director – Information Technology

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve a new policy to guide GRRL use of Artificial Intelligence (AI)

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- GRRL Administration Chapter 7. Artificial Intelligence Usage Policy Draft

As discussed at the August GRRL Board work session, GRRL leadership identified a high need for a policy addressing the many ways that Artificial Intelligence (AI) may be used within daily library operations. The draft policy is drawn from the Ethical Guidelines document discussed at that work session.

The recommended AI Usage Policy is broadly drawn. Leadership is aware that we will need to address multiple practical aspects of AI usage, and as a result, this policy will need modification. Toward those ends, we have included policy language ensuring annual review through 2030 and a clause providing direction in the event that we have a high business need for a work process, licensing agreement, etc., that does not meet policy language in some way.

We plan to develop a staff workgroup with representation from multiple departments, which will use the AI Usage policy to recommend practical implications for different services, processes, and departmental work. In addition, the workgroup will provide recommendations for additional policy needs that may include:

- Implications of the AI Usage policy for different departments,
- Risk tiers for AI use (e.g. public-facing vs. internal, critical decision making vs. routine processes, etc.),
- Examples of permitted usage,
- Practical methods for complying with the transparency requirement, and
- Specific training requirements by department and/or job position.

**The list above was developed through discussion, using a Grok AI review of the draft policy.*

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

100 Administration

Chapter 7. Artificial Intelligence Usage

Introduction

Artificial Intelligence (AI) represents a revolutionary way to create, analyze, and work with all kinds of content. It also comes with multiple ethical, environmental, and other concerns. To meet GRRL's mission, vision, and goals, GRRL should develop policies for responsible use of AI tools by employees while also preserving the human element of core library expertise.

7A. Guiding Principles

7A.1 Responsible use

Any AI tools should be used responsibly, with a clear purpose that supports the GRRL mission, vision, and strategic goals. Use should enhance and support productivity and work processes, and provide support for effective decision-making.

AI outputs should assist in the pursuit of the public good, preserving such human characteristics as creativity, critical thinking, and complex decision-making. Content and processes should support the notion of community good by making accurate and reliable information more accessible and ensuring that the public resources are used efficiently and effectively to support individuals, families, and communities.

7A.2 Alignment with core public library values

AI tools should not undermine core public library values. For example, they should not replace critical decision-making, particularly in regards to employment, financial, or legal processes or policy.

AI and AI tools should not be used for data that is privileged, private, or confidential, or that may undermine GRRL's ability to maintain privacy of patron, staff, volunteer, or other protected data or otherwise follow statutory requirements for private, non-public data.

GRRL staff should not use AI and AI tools for original content or dataset creation that would replace or undermine the work of other GRRL staff.

7A.3 Review of AI content or other outputs

GRRL staff using AI tools should treat any AI-generated content, datasets, or other outputs as incomplete drafts that require review before presentation, publication, or other use. Any AI-generated content must be reviewed for factual errors and potential copyright infringement.

AI-generated content must be evaluated and corrected for potential bias and stereotyping. Staff should seek to ensure that AI-generated content, datasets, or other outputs support key public library goals for equity, access, and inclusion of all.

Staff should be transparent about the use of AI-generated content or reporting in the development of materials.

7A.4 Programs and services to the public

Patron Services policies will govern how GRRL staff fulfill information requests pertaining to AI and provide other services to community members, and Collection Development policies will govern purchase or lease of content pertaining to AI.

GRRL should provide programming and information assistance that assists members of the public in understanding the implications of AI in their own lives, protects their privacy, supports curiosity and creativity, equity and inclusion, intellectual freedom and democratic ideals, and helps them to thrive.

7B. Third-party alignment with GRRL AI use guidelines

Third-party vendor software and agreements should meet GRRL AI Usage policies to the fullest extent practical. This includes any cloud- or web-based AI. As a highest priority, current and future software purchases and vendor agreements should be evaluated to ensure appropriate safeguards for any private, confidential, or sensitive GRRL data.

When possible and practical, GRRL staff should opt out or request AI enhancements be turned off if they do not meet GRRL AI use guidelines.

7C. Commitment to future understanding and evolving practice

AI technology is evolving and expanding and will continue to do so. GRRL should provide adequate time and training resources for staff to continue to learn about AI and how to use it effectively in their work.

The responsibility for ethical AI use rests with all GRRL staff. Department leadership will work collaboratively to ensure both policy compliance and forward thinking. Toward these ends, staff should make use of work accounts (not personal) for any GRRL business involving AI tools.

To keep up with an emerging and changing technology landscape, AI Usage policies will be reviewed and updated on an annual basis through 2030, then at least every three years after that.

Urgent exceptions to policy, needed for the efficient and effective functioning of GRRL business, may be approved by the Associate Director – Information Technology or the Executive Director. These exceptions must then be brought to the GRRL Board of Trustees for policy review and update.