



1300 St. Germain Street West  
St. Cloud, MN 56301  
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**Board of Trustees Finance Committee Meeting  
Tuesday, July 18, 2023, 5:00 p.m.  
St. Cloud Public Library Mississippi Room  
Agenda**

- |   |      |
|---|------|
| 1. Call to Order  | 5:00 |
| 2. Adoption/Amendment of Agenda   | 5:01 |
| 3. Approval of Minutes – May 16, 2023, Meeting ( <a href="#">Requested Action – Approve</a> ) pg 3                  | 5:02 |
| 4. Second Quarter Financial Report ( <a href="#">Requested Action – Approve</a> ) pg 5                              | 5:03 |
| 5. 2024 Budget Proposal ( <a href="#">Requested Action – Approve</a> ) pg 13  | 5:08 |
| 6. Unassigned Fund Balance Spending and Recovery Plan Amendment pg 23   | 5:18 |
| 7. St. Cloud Public Library Lease Payment & Chiller Discussion ( <a href="#">Requested Action – Approve</a> ) pg 27 | 5:20 |
| 8. Next Meeting – To Be Determined  | 5:24 |
| 9. Adjournment  | 5:25 |

July 18, 2023

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
May 16, 2023**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Randy Winscher on Tuesday, May 16, 2023, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Tim Denny, Tina Diedrick, Lisa Fobbe, Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused:

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

**ADOPTION/AMENDMENT OF AGENDA**

Wayne Bauernschmitt made a motion to adopt the agenda as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**APPROVAL OF MINUTES**

Wayne Bauernschmitt made a motion to approve the March 21, 2023, Finance Committee minutes as presented. Seconded by Ed Popp, the motion carried unanimously.

**FIRST QUARTER FINANCIAL REPORT**

Associate Director – Accounting Amy Anderson reviewed revenues received as of March 31. The Bremer Bank savings account was converted to a certificate of deposit (CD) which supports GRRL’s local investing goal. As CDs come due, efforts are made to obtain good renewal rates. Interest revenue for the year has already exceeded budget. There was brief discussion about CD investments and interest rates.

Tina Diedrick joined the meeting at 5:35 p.m.

As first quarter expenses were reviewed, Amy pointed out that personnel is up from last year. This aligns with recruiting efforts and anticipated spending adjustments related to the benefit structure change in late 2022. All expense items are in line with normal business activity.

Leigh Lenzmeier made a motion to approve the first quarter financial report as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

**ST. CLOUD PUBLIC LIBRARY CHILLER DISCUSSION**

Executive Director Karen Pundsack provided background about the St. Cloud Library’s chiller failure and replacement last year. The City of St. Cloud added the cost to replace the chiller to GRRL’s 2022 lease payment, which has not yet been paid. Based on the current lease agreement, GRRL has communicated with the city expressing disagreement with the expense, which seems to be a structural repair. The city and GRRL differ on their interpretation of the lease language.

Tim Denny joined the meeting at 5:42 p.m.

Following discussion about the lease, future expenses, and how to proceed, Committee consensus was for Karen to talk to legal counsel about the issue and wait with payment.

#### **2024 PRELIMINARY BUDGET PROPOSAL**

##### **2024 Signatory Share Factor Table – Zero Dollar Increase**

##### **Annual Review of Unassigned Fund Balance**

The 2024 Preliminary Budget, similar to the base budget presented in March, included a second signatory share factor table. As requested, it reflected a zero dollar increase for all counties by using additional reserve dollars. Karen Pundsack provided information about the status of the current Regional Library Basic System Support (RLBSS) bill that would increase GRRL's state funding if passed. She also noted the 2022 GRRL audit results show a slight increase in reserves from 4.55 to 4.69 months.

Ed Popp made a motion to approve the 2024 Preliminary Budget with the zero dollar increase for all counties, using approximately \$40,700 more from reserves. Seconded by Leigh Lenzmeier, the motion carried unanimously.

#### **NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, July 18, 2023.

#### **ADJOURNMENT**

Leigh Lenzmeier made a motion to adjourn the meeting at 5:52 p.m. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

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Randy Winscher, Chair

## Great River Regional Library Financial Report As of June 30, 2023



Balance, December 31, 2022	\$ 9,371,355.80
Changes to Fund Balance	195.00
	\$ 9,371,550.80

**OPERATING & CAPITAL REVENUE**

**Signatory Payments:**

Benton County	\$ 278,738.00	
Morrison County	263,997.00	
Sherburne County	732,080.50	
Stearns County	1,188,965.00	
Todd County	268,610.25	
Wright County	1,172,621.00	<b>\$ 3,905,011.75</b>

**Patron Receipts, (formerly miscellaneous receipts):**

Branch	\$ 55,631.44	
Revenue Recapture	5,730.67	<b>\$ 61,362.11</b>

**Other:**

Interest	\$ 165,303.41	
City of Sartell	\$ 18,500.00	
Interlibrary Loan Delivery		
Revenue Fund (MCIT & Miscellaneous Income)	\$ 2,414.20	
St. Cloud Reimbursement	\$ 49,668.18	
RLBSS State Aid	\$ 502,192.36	

<b>Operating &amp; Capital Revenue Total</b>	<b>\$ 4,704,452.01</b>
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**RESTRICTED REVENUE 4900 FUNDS**

ARPA Grant	\$ 56,833.06	
Legacy Grant	\$ 104,826.99	
RLTA Grants	130,308.74	
Minitex Last Mile Grant		

<b>Restricted Revenue Total</b>	<b>\$ 291,968.79</b>
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**ASSIGNED REVENUE 5200 FUNDS**

Fund Development - Collection	\$ 12,290.98	
Fund Development - Communications	4,284.47	
Fund Development - Programs & Services	5,411.46	<b>\$ 21,986.91</b>
Interlibrary Loan	704.38	
Gift Funds	124,351.74	
Revolving Fund	57,323.37	

<b>Assigned Revenue Total</b>	<b>\$ 204,366.40</b>
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<b>Total Revenue &amp; Balance-----</b>	<b>\$ 14,572,338.00</b>
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**EXPENDITURES**

Operating Fund -- see attached report	\$ 4,744,578.01	
Fund Balance Report -- see attached report	483,427.76	
YTD Health Reimbursement Arrangement (HRA) Distributions	\$ 16,961.19	
Accumulated Depreciation	90,000.00	

<b>Total Expenditures-----</b>	<b>\$ 5,334,966.96</b>
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<b>Total Balance &amp; Revenues less Expenditures</b>	<b>\$ 9,237,371.04</b>
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**Great River Regional Library  
Investment Listing  
As of June 30, 2023**

**Total Revenue including prior year Balance, less Expenditures ----- \$ 9,237,371.04**

**CASH AND INVESTMENTS**

**Checking Account - FDIC Insured**

	<b>Amount</b>
Bremer Expense	\$ 155,354.18
Branch Cash	\$ 2,580.00

**Savings Accounts**

	<b>Rate</b>	<b>Amount</b>
MAGIC (Minnesota Association of Governments Investing for Counties)	5.12%	\$ 2,713,595.89

**Custodial Account**

Health Reimbursement Arrangement (MAGIC)	\$ 670,840.97
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**Certificate of Deposit Investments - FDIC Insured**

	<b>Net Rate</b>	<b>CD Investment</b>
Financial Federal Savings Bank, TN - Maturity 7/3/23	4.75%	\$ 244,000.00
American Plus Bank, CA - Maturity 07/17/23	4.60%	\$ 244,000.00
First Bank of Ohio, OH - Maturity 8/14/23	4.25%	\$ 242,000.00
Eastbank, NY - Maturity 8/14/23	4.85%	\$ 243,000.00
Fieldpoint Private Bank & Trust, CT - Maturity 8/21/23	4.70%	\$ 244,000.00
Cornerstone Bank, NE - Maturity 09/18/23	4.75%	\$ 241,000.00
Farmers & Merchants Union Bank, WI - Maturity 10/16/23	5.10%	\$ 243,000.00
Bank of China, NY - Maturity 11/13/23	4.90%	\$ 240,000.00
First National Bank of McGregor, TX - Maturity 11/22/23	4.65%	\$ 238,000.00
T Bank, TX - Maturity 12/07/23	4.82%	\$ 238,000.00
Global Bank, NY - Maturity 12/21/23	4.80%	\$ 238,000.00
Maplemark Bank, TX - Maturity 01/17/2024	4.85%	\$ 238,000.00
Royal Business Bank, CA - Maturity 03/15/2024	5.49%	\$ 236,000.00
Cibc, IL - Maturity 03/18/2024	5.20%	\$ 240,000.00
First Mid-IL Bank & Trust, IL - Maturity 03/26/2024	5.26%	\$ 237,000.00
Tab Bank, UT - Maturity 04/18/2024	5.10%	\$ 237,000.00
First Internet Bank, IN - Maturity 04/30/2024	5.34%	\$ 236,000.00
First Southeast Bank, MN - Maturity 05/15/2024	5.00%	\$ 237,000.00
West Pointe Bank, WI - Maturity 06/20/2024	5.25%	\$ 237,000.00
First Guaranty Bank, LA - Maturity 09/11/2024	5.15%	\$ 232,000.00

**Total MAGIC Certificate of Deposit Investments      \$ 4,785,000.00**

Falcon National Bank, MN - Maturity 09/29/23	2.58%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/23	2.50%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 12/20/23	3.85%	\$ 250,000.00
Minnesota National Bank, MN - Maturity 07/19/24	3.85%	\$ 250,000.00

**Total Local Certificates of Deposit Investments      \$ 1,000,000.00**

**Total Deposits  
Accumulated Depreciation**

<b>Month End Balance.....</b>		\$ 9,327,371.04
		(90,000.00)
	Difference	<b>\$ 9,237,371.04</b>

Submitted by Amy Anderson, Associate Director, Accounting \$ -

GRRL holds Letter of Credit Nos. 2234-10081 and 2234-10151 for \$400,000 and \$50,000 respectively, issued by FHLB Des Moines on behalf of Bremer Bank, N. A.

**GREAT RIVER REGIONAL LIBRARY  
Bank Balances Investment Activity**

**JUNE 2023**

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 10-1010 CASH - BREMER CKG	\$420,123.92	\$598,003.14	\$862,772.88	\$155,354.18
G 10-1017 CASH - BRANCH CASH	\$2,580.00	\$0.00	\$0.00	\$2,580.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$3,272,399.35	\$608,802.29	\$1,167,605.75	\$2,713,595.89
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$4,796,000.00	\$477,000.00	\$488,000.00	\$4,785,000.00
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$671,910.77	\$0.00	\$1,069.80	\$670,840.97
	<u>\$10,163,014.04</u>			<u>\$9,327,371.04</u>

## Great River Regional Library Revenue Report: Operating Capital Funds For the Month Ended June 30, 2023

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 555,284.00	\$ 277,642.00	\$ (277,642.00)	50.00%
Morrison County	525,918.00	262,959.00	\$ (262,959.00)	50.00%
Sherburne County	1,458,405.00	729,202.50	\$ (729,203.00)	50.00%
Stearns County	2,368,582.00	1,184,291.00	\$ (1,184,291.00)	50.00%
Todd County	356,739.00	267,554.25	\$ (89,185.00)	75.00%
Wright County	<u>2,336,022.00</u>	<u>1,168,011.00</u>	\$ (1,168,011.00)	<u>50.00%</u>
Signatory Operational Receipts:	\$ 7,600,950.00	\$ 3,889,659.75	\$ (3,711,291.00)	51.17%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,192.00	\$ 1,096.00	\$ (1,096.00)	50.00%
Morrison County	2,076.00	1,038.00	\$ (1,038.00)	50.00%
Sherburne County	5,756.00	2,878.00	\$ (2,878.00)	50.00%
Stearns County	9,348.00	4,674.00	\$ (4,674.00)	50.00%
Todd County	1,408.00	1,056.00	\$ (352.00)	75.00%
Wright County	<u>9,220.00</u>	<u>4,610.00</u>	\$ (4,610.00)	<u>50.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 15,352.00	\$ (14,648.00)	51.17%

<b>Sub-Total Signatory Receipts:</b>	<b>\$ 7,630,950.00</b>	<b>\$ 3,905,011.75</b>	<b>\$ (3,725,939.00)</b>	<b>51.17%</b>
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 313,860.00	\$ 313,860.00	-	100.00%
Unassigned Fund Balance (2020 Surplus)	230,000.00	230,000.00	-	100.00%
Patron and Revenue Recapture Receipts	86,000.00	61,362.11	(24,637.89)	71.35%
Interest	30,000.00	165,303.41	135,303.41	551.01%
City of Sartell	18,500.00	18,500.00	-	100.00%
ILL Delivery	6,200.00		(6,200.00)	0.00%
Minitex Last Mile	7,000.00		(7,000.00)	0.00%
Revenue Fund	15,000.00	2,414.20	(12,585.80)	16.09%
St. Cloud Reimbursement	<u>100,000.00</u>	<u>49,668.18</u>	<u>(50,331.82)</u>	<u>49.67%</u>

<b>Sub-Total Other Receipts:</b>	<b>\$ 806,560.00</b>	<b>\$ 841,107.90</b>	<b>\$ 34,547.90</b>	<b>104.28%</b>
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<u>RLBSS State Aid Revenue</u>	Budget	Received	Balance	% Rec'd
<b>Sub-Total RLBSS State Aid*</b>	<b>\$ 1,600,000.00</b>	<b>\$ 1,506,577.10</b>	<b>\$ (93,422.90)</b>	<b>94.16%</b>

<b>Total Operating/Capital Revenue:</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>YTD % Rec'd</b>
	<b>\$ 10,037,510.00</b>	<b>\$ 6,252,696.75</b>	<b>\$ (3,784,814.00)</b>	<b>62.29%</b>

\*Notes to Revenue

2023-2024 RLBSS State Aid:

\$ 1,004,384.74	Received 11-30-22
\$ 502,192.36	Received 02-16-23
\$ -	
<b>\$ 1,506,577.10</b>	<b>Total received</b>

2024 Revenue Received

\$ -	
\$ -	
\$ -	<b>Total received</b>

Revenue received in prior calendar year(s)

Revenue received for 2024 budget



**GREAT RIVER REGIONAL LIBRARY**

**Quarterly YTD Comparative Report**

JUNE 2023

Account	Fund	Current Budget	2023 YTD Amt	2023 YTD Balance	% YTD of Budget	2022 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
<b>FUND 10 GENERAL FUND</b>								
<b>DEPT 4100 PERSONNEL</b>								
SALARIES	10-00-4100-110	\$695,000.00	\$354,123.34	\$340,876.66	51.0%	\$333,243.95	\$20,879.39	6.27%
SALARIES	10-20-4100-110	\$3,846,200.00	\$978,980.36	\$2,867,219.64	25.5%	\$971,377.32	\$7,603.04	0.78%
SALARIES	10-30-4100-110	\$95,000.00	\$42,981.76	\$52,018.24	45.2%	\$36,067.54	\$6,914.22	19.17%
SALARIES-RLBSS	10-20-4100-111	\$1,600,000.00	\$1,673,974.51	-\$73,974.51	104.6%	\$1,596,000.00	\$77,974.51	4.89%
EE BENEFITS	10-00-4100-140	\$145,000.00	\$65,219.79	\$79,780.21	45.0%	\$46,065.11	\$19,154.68	41.58%
EE BENEFITS	10-20-4100-140	\$580,000.00	\$210,783.27	\$369,216.73	36.3%	\$231,870.90	-\$21,087.63	-9.09%
EE BENEFITS	10-30-4100-140	\$20,000.00	\$6,648.68	\$13,351.32	33.2%	\$9,117.13	-\$2,468.45	-27.07%
WORKERS COMPENSATION	10-30-4100-160	\$30,000.00	\$31,724.00	-\$1,724.00	105.8%	\$26,553.00	\$5,171.00	19.47%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$105,000.00	\$46,626.99	\$58,373.01	44.4%	\$44,917.07	\$1,709.92	3.81%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$810,000.00	\$394,756.30	\$415,243.70	48.7%	\$365,550.40	\$29,205.90	7.99%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,500.00	\$6,305.32	\$8,194.68	43.5%	\$4,700.63	\$1,604.69	34.14%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$15,000.00	\$15,781.20	-\$781.20	105.2%	\$14,573.16	\$1,208.04	8.29%
<b>DEPT 4100 PERSONNEL</b>		<b>\$7,955,700.00</b>	<b>\$3,827,905.52</b>	<b>\$4,127,794.48</b>	<b>48.1%</b>	<b>\$3,680,036.21</b>	<b>\$147,869.31</b>	<b>4.02%</b>
<b>DEPT 4200 SERVICES AND CONTRACTS</b>								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$7,000.00	\$2,325.00	\$4,675.00	33.2%	\$3,378.77	-\$1,053.77	-31.19%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$11,981.40	\$12,518.60	48.9%	\$8,198.58	\$3,782.82	46.14%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$7,310.59	-\$7,310.59	-100.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$479.95	\$4,520.05	9.6%	\$324.00	\$155.95	48.13%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$34,028.27	\$25,971.73	56.7%	\$23,994.78	\$10,033.49	41.82%
BUILDING MAINTENANCE	10-30-4200-240	\$100,000.00	\$108,855.65	-\$8,855.65	108.9%	\$100,044.44	\$8,811.21	8.81%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$40,150.00	\$40,339.00	-\$189.00	100.5%	\$90,144.00	-\$49,805.00	-55.25%
CATALOG SERVICES	10-20-4200-248	\$115,000.00	\$27,053.85	\$87,946.15	23.5%	\$21,214.34	\$5,839.51	27.53%
AUDIT	10-30-4200-250	\$22,000.00	\$21,730.00	\$270.00	98.8%	\$20,830.00	\$900.00	4.32%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,590.00	\$4,587.00	\$3.00	99.9%	\$4,587.00	\$0.00	0.00%
TELEPHONE	10-00-4200-260	\$31,000.00	\$14,013.49	\$16,986.51	45.2%	\$14,734.23	-\$720.74	-4.89%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$1,001.36	\$748.64	57.2%	\$946.55	\$54.81	5.79%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$25,500.00	\$12,045.69	\$13,454.31	47.2%	\$9,467.88	\$2,577.81	27.23%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$20,089.73	\$10,910.27	64.8%	\$20,936.84	-\$847.11	-4.05%
SALES TAX	10-00-4200-288	\$4,000.00	\$2,117.00	\$1,883.00	52.9%	\$1,753.00	\$364.00	20.76%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$37,179.98	\$49,020.02	43.1%	\$31,296.45	\$5,883.53	18.80%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$4,182.00	\$11,818.00	26.1%	\$2,187.00	\$1,995.00	91.22%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,408.50	\$91.50	98.6%	\$6,106.53	\$301.97	4.95%
<b>DEPT 4200 SERVICES AND CONTRACTS</b>		<b>\$587,490.00</b>	<b>\$348,417.87</b>	<b>\$239,072.13</b>	<b>59.3%</b>	<b>\$367,454.98</b>	<b>-\$19,037.11</b>	<b>-5.18%</b>
<b>DEPT 4300 COMMODITIES</b>								
SUPPLIES	10-00-4300-310	\$2,000.00	\$596.78	\$1,403.22	29.8%	\$9.50	\$587.28	6181.89%
SUPPLIES	10-20-4300-310	\$61,725.00	\$29,875.30	\$31,849.70	48.4%	\$22,416.35	\$7,458.95	33.27%
SUPPLIES	10-30-4300-310	\$75.00	\$0.00	\$75.00	0.0%	\$36.05	-\$36.05	-100.00%
POSTAGE	10-30-4300-330	\$16,000.00	\$8,508.61	\$7,491.39	53.2%	\$6,239.83	\$2,268.78	36.36%

Account	Fund	Current Budget	2023 YTD Amt	2023 YTD Balance	% YTD of Budget	2022 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
DEPT 4300 COMMODITIES		\$79,800.00	\$38,980.69	\$40,819.31	48.9%	\$28,701.73	\$10,278.96	35.81%
DEPT 4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$23,000.00	\$17,115.25	\$5,884.75	74.4%	\$15,196.22	\$1,919.03	12.63%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,222.95	\$777.05	80.6%	\$3,830.50	-\$607.55	-15.86%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$3,289.61	\$8,210.39	28.6%	\$7,578.06	-\$4,288.45	-56.59%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$2,000.00	\$444.71	\$1,555.29	22.2%	\$33.60	\$411.11	1223.54%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$20,000.00	\$12,462.08	\$7,537.92	62.3%	\$10,814.92	\$1,647.16	15.23%
DEPT 4400 VEHICLE EXPENSES		\$60,500.00	\$36,534.60	\$23,965.40	60.4%	\$37,453.30	-\$918.70	-2.45%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$558,500.00	\$239,593.68	\$318,906.32	42.9%	\$226,557.43	\$13,036.25	5.75%
PERIODICALS	10-20-4500-520	\$52,000.00	\$16,814.48	\$35,185.52	32.3%	\$37,852.27	-\$21,037.79	-55.58%
MEDIA	10-20-4500-540	\$130,000.00	\$29,446.62	\$100,553.38	22.7%	\$40,159.33	-\$10,712.71	-26.68%
ELECTRONIC SERVICES	10-20-4500-560	\$226,870.00	\$115,099.73	\$111,770.27	50.7%	\$59,938.45	\$55,161.28	92.03%
DEPT 4500 LIBRARY MATERIALS		\$967,370.00	\$400,954.51	\$566,415.49	41.5%	\$364,507.48	\$36,447.03	10.00%
DEPT 4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$3,300.00	\$788.26	\$2,511.74	23.9%	\$467.00	\$321.26	68.79%
SMALL EQUIPMENT	10-20-4600-630	\$2,200.00	\$524.66	\$1,675.34	23.9%	\$356.53	\$168.13	47.16%
DEPT 4600 EQUIPMENT		\$5,500.00	\$1,312.92	\$4,187.08	23.9%	\$823.53	\$489.39	59.43%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$212.46	\$187.54	53.1%	\$171.32	\$41.14	24.01%
DEPT 4700 CONTINGENCY		\$400.00	\$212.46	\$187.54	53.1%	\$171.32	\$41.14	24.01%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$187,850.00	\$56,649.63	\$131,200.37	30.2%	\$126,654.62	-\$70,004.99	-55.27%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$344.46	\$10,255.54	3.3%	\$0.00	\$344.46	0.00%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$24,019.47	\$61,380.53	28.1%	\$1,973.11	\$22,046.36	1117.34%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$749.00	-\$749.00	-100.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$29,900.00	\$0.00	\$29,900.00	0.0%	\$0.00	\$0.00	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$35,000.00	\$9,245.88	\$25,754.12	26.4%	\$0.00	\$9,245.88	0.00%
DEPT 4800 AUTOMATION OPERATING		\$350,750.00	\$90,259.44	\$260,490.56	25.7%	\$129,376.73	-\$39,117.29	-30.24%
FUND 10 GENERAL FUND		\$10,007,510.00	\$4,744,578.01	\$5,262,931.99	47.4%	\$4,608,525.28	\$136,052.73	2.95%

**Great River Regional Library**  
**Fund Balance Activity**  
**For the Month Ended June 30, 2023**

Fund Description	Program Code	Fund Balance, 6/1/23	Monthly Receipts	YTD Expenses	Fund Balance, 6/30/23
<b>COMMITTED CAPITAL FUNDS</b>	<b>10.05.5000.</b>				
Capital - Automation	710	798,677.20			798,677.20
Capital - Branch Development	720	153,235.46		-	153,235.46
Capital - Equipment	730	67,806.36			67,806.36
Capital - Vehicle	740	44,052.80	-	-	44,052.80
		<b>\$ 1,063,771.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,063,771.82</b>
<b>RESTRICTED FUNDS</b>	<b>10.10.4900.</b>				
Legacy Fund 2022	949	192,032.76		159,476.16	32,556.60
Legacy Fund 2023	938	209,653.96	-	160.00	209,493.96
Minitex Last Mile	946	-			-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
RIPL State Grant	977	3,000.00		1,100.00	1,900.00
RLTA 2014	990	43,706.45		35,870.34	7,836.11
RLTA 2018	962	50,119.12		50,119.12	-
RLTA 2019	963	152,903.19		33,192.38	119,710.81
RLTA 2020	964	83,628.00			83,628.00
RLTA 2021	979	115,617.00			115,617.00
RLTA 2022	980	83,628.00			83,628.00
RLTA 2023	981	180,460.94	-	76,743.90	103,717.04
		<b>\$ 1,143,044.40</b>	<b>\$ -</b>	<b>\$ 356,661.90</b>	<b>\$ 786,382.50</b>
<b>COMMITTED OTHER FUNDS</b>	<b>10.40.5100.</b>				
Building Maintenance	240	31,059.76			31,059.76
Compensated Absence Fund	983	527,035.00	-		527,035.00
Computer Replacement Fund	984	67,760.22			67,760.22
Emergency Sub & Severance	880	19,951.99			19,951.99
Library User Survey	814	10,000.00		5,000.00	5,000.00
Patron Self Service	813	9,807.98			9,807.98
Payroll & HRIS Services	890	2,572.85			2,572.85
Payroll Fund	870	220,000.00			220,000.00
Security	831	9,556.04			9,556.04
Staff Development Services	211	8,689.45			8,689.45
		<b>\$ 906,433.29</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 901,433.29</b>
<b>ASSIGNED FUNDS</b>	<b>10.40.5200.</b>				
FD - Collection	816	90,349.07	1,070.73	551.35	90,868.45
FD - Communications	821	21,703.95	389.36	13,331.85	8,761.46
FD - Programs & Services	822	44,823.66	486.70	5,209.00	40,101.36
Gift Funds - Branch	820	128,923.24	4,551.55	35,635.03	97,839.76
Gift Funds - Designations	818	158,682.69	1,209.65	58.98	159,833.36
Gift Funds - Regional	819	93,708.99	23,013.13	4,861.33	111,860.79
Interlibrary Loan - Lost Materials	810	8,857.20	94.48	566.34	8,385.34
Revolving Fund	825	58,503.41	3,048.57	61,551.98	-
Sales Revenue	994	72,834.71		-	72,834.71
		<b>\$ 678,386.92</b>	<b>\$ 33,864.17</b>	<b>\$ 121,765.86</b>	<b>\$ 590,485.23</b>
<b>TOTAL</b>		<b>\$ 3,791,636.43</b>	<b>\$ 33,864.17</b>	<b>\$ 483,427.76</b>	<b>\$ 3,342,072.84</b>

Fund Balance Report

JUNE 2023

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
FUND 10 GENERAL FUND						
PROG 05 CAPITAL BUDGET						
DEPT 5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$798,677.20	\$0.00	\$0.00	\$798,677.20	0.00%
720	CAPITAL - BRANCH DEVELOPMENT	\$153,235.46	\$0.00	\$0.00	\$153,235.46	0.00%
730	CAPITAL - EQUIPMENT	\$67,806.36	\$0.00	\$0.00	\$67,806.36	0.00%
740	CAPITAL - VEHICLE	\$44,052.80	\$0.00	\$0.00	\$44,052.80	0.00%
DEPT 5000 CAPITAL COMMITTED FUNDS		\$1,063,771.82	\$0.00	\$0.00	\$1,063,771.82	0.00%
PROG 05 CAPITAL BUDGET		\$1,063,771.82	\$0.00	\$0.00	\$1,063,771.82	0.00%
PROG 10 OUTREACH SERVICES						
DEPT 4900 RESTRICTED FUNDS						
949	LEGACY FUND 2022	\$192,032.76	\$13,103.12	\$159,636.16	\$32,396.60	83.13%
938	LEGACY FUND 2023	\$209,653.96	\$0.00	\$0.00	\$209,653.96	0.00%
946	MINITEX LAST MILE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.98	\$0.00	\$0.00	\$28,294.98	0.00%
977	RIPL STATE GRANT	\$3,000.00	\$0.00	\$1,100.00	\$1,900.00	36.67%
990	RLTA-2014	\$43,706.45	\$10,453.96	\$35,870.34	\$7,836.11	82.07%
962	RLTA-2018	\$50,119.12	\$0.00	\$50,119.12	\$0.00	100.00%
963	RLTA-2019	\$152,903.19	-\$1,201.62	\$33,192.38	\$119,710.81	21.71%
964	RLTA-2020	\$83,628.00	\$0.00	\$0.00	\$83,628.00	0.00%
979	RLTA-2021	\$115,617.00	\$0.00	\$0.00	\$115,617.00	0.00%
980	RLTA-2022	\$83,628.00	\$0.00	\$0.00	\$83,628.00	0.00%
981	RLTA-2023	\$180,460.94	\$0.00	\$76,743.90	\$103,717.04	42.53%
DEPT 4900 RESTRICTED FUNDS		\$1,143,044.40	\$22,355.46	\$356,661.90	\$786,382.50	31.20%
PROG 10 OUTREACH SERVICES		\$1,143,044.40	\$22,355.46	\$356,661.90	\$786,382.50	31.20%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$31,059.76	\$0.00	\$0.00	\$31,059.76	0.00%
983	COMPENSATED ABSENCES	\$527,035.00	\$0.00	\$0.00	\$527,035.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
880	EMERGENCY, SUB & SEVERANCE	\$19,951.99	\$0.00	\$0.00	\$19,951.99	0.00%
814	LIBRARY USER SURVEY	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00	50.00%
813	PATRON SELF SERVICE	\$9,807.98	\$0.00	\$0.00	\$9,807.98	0.00%
890	PAYROLL & HRIS SERVICES	\$2,572.85	\$0.00	\$0.00	\$2,572.85	0.00%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
831	SECURITY	\$9,556.04	\$0.00	\$0.00	\$9,556.04	0.00%
211	STAFF DEVELOPMENT SERVICES	\$8,689.45	\$0.00	\$0.00	\$8,689.45	0.00%
DEPT 5100 COMMITTED FUNDS		\$906,433.29	\$0.00	\$5,000.00	\$901,433.29	0.55%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$91,419.80	\$0.00	\$551.35	\$90,868.45	0.60%
821	FD - COMMUNICATIONS	\$22,093.31	\$97.00	\$13,331.85	\$8,761.46	60.34%
822	FD - PROGRAMS & SERVICES	\$45,310.36	\$0.00	\$5,209.00	\$40,101.36	11.50%
820	GIFT FUNDS BRANCH	\$133,474.79	\$6,874.52	\$35,635.03	\$97,839.76	26.70%
818	GIFT FUNDS DESIGNATED	\$181,695.82	\$0.00	\$58.98	\$181,636.84	0.03%
819	GIFT FUNDS REGIONAL	\$94,918.64	\$1,565.11	\$4,861.33	\$90,057.31	5.12%
810	INTERLIBRARY LOAN	\$8,951.68	\$68.42	\$566.34	\$8,385.34	6.33%
825	REVOLVING FUND	\$61,551.98	\$3,048.57	\$61,551.98	\$0.00	100.00%
994	SALES REVENUE	\$72,834.71	\$0.00	\$0.00	\$72,834.71	0.00%
DEPT 5200 ASSIGNED FUNDS		\$712,251.09	\$11,653.62	\$121,765.86	\$590,485.23	17.10%
PROG 40 OTHER		\$1,618,684.38	\$11,653.62	\$126,765.86	\$1,491,918.52	7.83%
FUND 10 GENERAL FUND		\$3,825,500.60	\$34,009.08	\$483,427.76	\$3,342,072.84	12.64%



***2024 Annual Budget Proposal***

***Great River Regional Library Board of Trustees***



**Great River Regional Library  
2024 Annual Budget Proposal Summary**

Operating Revenue Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Budget Proposal Summary
Signatory Revenue	\$ 7,075,801.00	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,484,115.00
Non Signatory Revenue	2,374,127.90	2,709,618.70	2,406,560.00	2,684,261.00
<b>Operating Revenue Total</b>	<b>\$ 9,449,928.90</b>	<b>\$ 9,851,101.70</b>	<b>\$ 10,007,510.00</b>	<b>\$ 10,168,376.00</b>
	Dollar Change	\$ 401,172.80	\$ 156,408.30	\$ 160,866.00
	Percent Change	4.25%	1.59%	1.61%

Operating Expenditure Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Budget Proposal Summary
Personnel	\$ 7,300,082.31	\$ 7,394,430.67	\$ 7,962,400.00	\$ 8,152,040.00
Services & Contracts	494,722.36	587,205.55	587,490.00	572,740.00
Commodities	77,078.40	71,185.34	79,800.00	73,700.00
Fleet	42,019.15	69,184.18	60,500.00	68,500.00
Library Materials	955,932.29	961,370.00	967,370.00	971,370.00
Equipment	7,739.05	4,780.68	5,500.00	6,000.00
Contingency	386.00	288.35	400.00	400.00
Automation	253,769.83	312,068.26	350,750.00	323,626.00
<b>Operating Expenditure Total</b>	<b>\$ 9,131,729.39</b>	<b>\$ 9,400,513.03</b>	<b>\$ 10,014,210.00</b>	<b>\$ 10,168,376.00</b>
	Dollar Change	\$ 268,783.64	\$ 613,696.97	\$ 154,166.00
	Percent Change	2.94%	6.53%	1.54%

Capital Revenue Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Budget Proposal Summary
Signatory Capital Revenue Total	\$ 95,680.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
	Dollar Change	\$ (65,680.00)	\$ -	\$ -
	Percent Change	-68.65%	0.00%	0.00%

Capital Expenditure Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Budget Proposal Summary
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 30,000.00
	Dollar Change	\$ -	\$ -	\$ -
	Percent Change	0.00%	0.00%	0.00%

Revenue Budget	\$ 10,198,376.00
Expenditure Budget	\$ 10,198,376.00
Balanced	\$ -

**Great River Regional Library  
2024 Annual Budget Proposal**

<b>Operating Revenue Budget</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
<b>County</b>					
Benton	524,738.00	524,116.00	555,284.00	(17,394.00)	\$ 537,890.00
Morrison	496,290.00	489,542.00	525,918.00	(8,893.00)	\$ 517,025.00
Sherburne	1,342,114.00	1,354,605.00	1,458,405.00	(89.00)	\$ 1,458,316.00
Stearns	2,269,717.00	2,274,381.00	2,368,582.00	(68,058.00)	\$ 2,300,524.00
Todd	326,428.00	333,969.00	356,739.00	(8,371.00)	\$ 348,368.00
Wright	2,116,514.00	2,164,870.00	2,336,022.00	(14,030.00)	\$ 2,321,992.00
<b>Subtotal - Signatory</b>	<b>\$ 7,075,801.00</b>	<b>\$ 7,141,483.00</b>	<b>\$ 7,600,950.00</b>	<b>\$ (116,836.00)</b>	<b>\$ 7,484,115.00</b>
	Dollar Change	\$ 65,682.00	\$ 459,467.00		\$ (116,835.00)
	Percent Change	0.93%	6.43%		-1.54%

<b>Non-Signatory</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
FY State Aid - RLBS	1,604,284.03	1,637,874.23	1,600,000.00	38,000.00	1,638,000.00
St. Cloud Reimbursement	94,911.68	81,088.94	100,000.00	(15,000.00)	85,000.00
City of Elk River	10,600.00	10,875.00	-	-	-
City of Sartell	19,352.16	18,500.00	18,500.00	1,500.00	20,000.00
Unassigned Fund Balance (2022 Surplus)	350,000.00	315,218.00	313,860.00	93,490.00	407,350.00
Unassigned Fund Balance (Cash Reserves)	-	401,080.00	230,000.00	(29,289.00)	200,711.00
Patron Receipts (Formerly Miscellaneous Receipts)	213,863.17	105,268.29	86,000.00	19,000.00	105,000.00
United Way/PFSS	1,760.00	-	-	-	-
Interest	40,930.31	96,508.74	30,000.00	170,000.00	200,000.00
ILL Delivery	6,200.00	6,200.00	6,200.00	-	6,200.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	10,840.00	9,315.00	-	-	-
Revenue Fund	14,386.55	20,690.50	15,000.00	-	15,000.00
<b>Sub Total - Non Signatory</b>	<b>\$ 2,374,127.90</b>	<b>\$ 2,709,618.70</b>	<b>\$ 2,406,560.00</b>	<b>\$ 277,701.00</b>	<b>\$ 2,684,261.00</b>
	Dollar Change	\$ 335,490.80	\$ (303,058.70)		\$ 277,701.00
	Percent Change	14.13%	-11.18%		11.54%

<b>Operating Revenue Total</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
	\$ 9,449,928.90	\$ 9,851,101.70	\$ 10,007,510.00	\$ 160,865.00	\$ 10,168,376.00
	Dollar Change	\$ 401,172.80	\$ 156,408.30		\$ 160,866.00
	Percent Change	4.25%	1.59%		1.61%



**Great River Regional Library  
2024 Annual Budget Proposal**

<b>Capital Revenue Budget</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
<b>County</b>					
Benton	7,096.00	2,202.00	2,192.00	(36.00)	\$ 2,156.00
Morrison	6,711.00	2,056.00	2,076.00	(4.00)	\$ 2,072.00
Sherburne	18,148.00	5,690.00	5,756.00	90.00	\$ 5,846.00
Stearns	30,692.00	9,554.00	9,348.00	(126.00)	\$ 9,222.00
Todd	4,413.00	1,403.00	1,408.00	(12.00)	\$ 1,396.00
Wright	28,620.00	9,095.00	9,219.00	88.00	\$ 9,308.00
<b>Capital Revenue Total</b>	<b>\$ 95,680.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>
	Dollar Change	\$ (65,680.00)	\$ -		\$ -
	Percent Change	-68.65%	0.00%		0.00%

	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
<b>Operating &amp; Capital Revenue Total</b>	<b>\$ 9,545,608.90</b>	<b>\$ 9,881,101.70</b>	<b>\$ 10,037,510.00</b>	<b>\$ 160,864.00</b>	<b>\$ 10,198,376.00</b>
	Dollar Change	\$ 335,492.80	\$ 156,408.30		\$ 160,866.00
	Percent Change	3.51%	1.58%		1.60%

**Great River Regional Library  
2024 Annual Budget Proposal**

<b>Operating Expenditure Budget</b>					
<b>4100 Personnel</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
Subtotal Personnel	\$ 7,300,082.31	\$ 7,394,430.67	7,962,400.00	\$ 189,640.00	\$ 8,152,040.00
<b>Total - Personnel</b>	<b>\$ 7,300,082.31</b>	<b>\$ 7,394,430.67</b>	<b>\$ 7,962,400.00</b>	<b>\$ 189,640.00</b>	<b>\$ 8,152,040.00</b>
			Dollar Change		\$ 189,640.00
			Percent Change		2.38%

<b>4200 Services and Contracts</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
210 Regional Board Meetings	6,888.48	6,552.71	7,000.00	(200.00)	6,800.00
211 Staff Development Svcs.	17,897.82	18,541.43	24,500.00	-	24,500.00
213 All Staff Day Training	-	7,310.59	7,300.00	-	7,300.00
220 Library Memberships	1,719.00	3,683.50	5,000.00	-	5,000.00
235 Patron Contact Svcs.	48,694.78	63,231.98	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	89,128.95	100,044.44	100,000.00	5,000.00	105,000.00
246 Insurance	38,151.00	90,144.00	40,150.00	-	40,150.00
248 Catalog Svcs.	91,242.87	91,792.12	115,000.00	(21,000.00)	94,000.00
250 Audit	19,150.00	20,830.00	22,000.00	3,000.00	25,000.00
253 Public Licensing Svcs.	4,587.00	4,587.00	4,590.00	-	4,590.00
260 Telephone Svcs.	29,425.25	31,000.00	31,000.00	-	31,000.00
265 Delivery Svcs.	1,003.10	2,057.61	1,750.00	450.00	2,200.00
271 Equip. Rental & Repair	22,783.30	26,748.46	25,500.00	2,000.00	27,500.00
280 Marketing & Communications	39,622.60	29,797.83	31,000.00	-	31,000.00
288 Sales Tax	3,233.66	3,849.00	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs.	69,484.37	69,665.08	86,200.00	-	86,200.00
291 Legal Svcs.	5,665.00	10,851.85	16,000.00	(4,000.00)	12,000.00
293 System Directors Fund	6,045.18	6,517.95	6,500.00	-	6,500.00
<b>Total Services &amp; Contracts</b>	<b>\$ 494,722.36</b>	<b>\$ 587,205.55</b>	<b>\$ 587,490.00</b>	<b>\$ (14,750.00)</b>	<b>\$ 572,740.00</b>
		\$ 6,517.95	Dollar Change		\$ (14,750.00)
			Percent Change		-2.51%

<b>Operating Expenditure Budget</b>					
<b>4300 Commodities</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
310 Supplies	64,284.94	58,588.03	63,800.00	(4,100.00)	59,700.00
330 Postage	12,793.46	12,597.31	16,000.00	(2,000.00)	14,000.00
<b>Total Commodities</b>	<b>\$ 77,078.40</b>	<b>\$ 71,185.34</b>	<b>\$ 79,800.00</b>	<b>\$ (6,100.00)</b>	<b>\$ 73,700.00</b>
			Dollar Change		\$ (6,100.00)
			Percent Change		-7.64%

**Great River Regional Library  
2024 Annual Budget Proposal**

<b>4400 Fleet Vehicles</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
420 Fleet Fuel	9,308.12	26,050.16	23,000.00	4,000.00	27,000.00
430 Fleet Vehicle Insurance	3,572.00	3,830.50	4,000.00	-	4,000.00
440 Fleet Repairs, Tires & Maint.	10,540.42	14,099.12	11,500.00	-	11,500.00
460 Staff Travel	18,598.61	25,204.40	22,000.00	4,000.00	26,000.00
<b>Total Vehicle</b>	<b>\$ 42,019.15</b>	<b>\$ 69,184.18</b>	<b>\$ 60,500.00</b>	<b>\$ 8,000.00</b>	<b>\$ 68,500.00</b>
			<b>Dollar Change</b>		<b>\$ 8,000.00</b>
			<b>Percent Change</b>		<b>13.22%</b>

<b>4500 Library Materials</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
510 Print	556,635.11	538,664.62	558,500.00	1,500.00	560,000.00
520 Periodicals	50,514.90	52,969.92	52,000.00	-	52,000.00
540 Media	105,156.24	89,989.02	130,000.00	(40,000.00)	90,000.00
560 Electronic Svcs.	243,626.04	279,746.44	226,870.00	42,500.00	269,370.00
<b>Total Library Materials</b>	<b>\$ 955,932.29</b>	<b>\$ 961,370.00</b>	<b>\$ 967,370.00</b>	<b>\$ 4,000.00</b>	<b>\$ 971,370.00</b>
			<b>Dollar Change</b>		<b>\$ 4,000.00</b>
			<b>Percent Change</b>		<b>0.41%</b>

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
610 Operating Equipment	6,023.84	4,278.92	3,300.00	1,200.00	4,500.00
630 Small Equipment	1,715.21	501.76	2,200.00	(700.00)	1,500.00
<b>Total Equipment</b>	<b>\$ 7,739.05</b>	<b>\$ 4,780.68</b>	<b>\$ 5,500.00</b>	<b>\$ 500.00</b>	<b>\$ 6,000.00</b>
			<b>Dollar Change</b>		<b>\$ 500.00</b>
			<b>Percent Change</b>		<b>9.09%</b>

<b>4700 Contingency</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>
910 Contingency	386.00	288.35	400.00	-	400.00
<b>Total Contingency</b>	<b>\$ 386.00</b>	<b>\$ 288.35</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ 400.00</b>
			<b>Dollar Change</b>		<b>\$ -</b>
			<b>Percent Change</b>		<b>0.00%</b>

**Great River Regional Library  
2024 Annual Budget Proposal**

<b>Operating Expenditure Budget</b>						
<b>4800 Automation</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>	
932 Maintenance	176,545.77	208,351.68	187,850.00	(20,474.00)	167,376.00	
933 Equipment	68,831.73	57,426.88	96,000.00	(5,400.00)	90,600.00	
935 Professional Services	995.00	2,142.75	2,000.00	-	2,000.00	
936 Software	7,397.33	44,146.95	64,900.00	(1,250.00)	63,650.00	
<b>Total Automation</b>	<b>\$ 253,769.83</b>	<b>\$ 312,068.26</b>	<b>\$ 350,750.00</b>	<b>\$ (27,124.00)</b>	<b>\$ 323,626.00</b>	
					Dollar Change	\$ (27,124.00)
					Percent Change	-7.73%
<b>Total Operating Expenditure Budget</b>	<b>\$ 9,131,729.39</b>	<b>\$ 9,400,513.03</b>	<b>\$ 10,014,210.00</b>	<b>\$ 154,166.00</b>	<b>\$ 10,168,376.00</b>	
					Dollar Change	\$ 154,166.00
					Percent Change	1.54%
					Revenue Budget	\$ 10,168,376.00
					Expenditure Budget	\$ 10,168,376.00
					Balanced	\$ -

<b>Capital Expenditure Budget</b>						
<b>5000 Capital</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>Incr/Decr 2024 to 2023</b>	<b>2024 Annual Budget Proposal</b>	
710 Automation	-	-	-	-	-	
720 Branch Development	8,340.00	16,031.44	-	-	-	
730 Equipment	5,832.80	-	-	-	-	
740 Fleet Vehicle	-	63,472.75	30,000.00	-	30,000.00	
<b>Total Capital</b>	<b>\$ 14,172.80</b>	<b>\$ 79,504.19</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	
					Dollar Change	\$ -
					Percent Change	0.00%
<b>Total Operating &amp; Capital Expenditure Budget</b>	<b>\$ 9,145,902.19</b>	<b>\$ 9,480,017.22</b>	<b>\$ 10,044,210.00</b>	<b>\$ 154,166.00</b>	<b>\$ 10,198,376.00</b>	
					Dollar Change	\$ 154,166.00
					Percent Change	1.53%
					Revenue Budget	\$ 10,198,376.00
					Balanced	\$ -

**Great River Regional Library  
2024 Signatory Share Factor Table**

Formula:													
1/3 Population 33%			1/3 Registered Borrowers 33%			1/3 Net Tax Capacity 33%							
<b>Operating</b>													
<b>\$ 7,484,115</b>													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	\$ 204,081	5,737	6.98%	\$ 174,175	\$ 46,855,850	6.40%	\$ 159,634	7.19%	\$ 537,890	\$ 13.05	1.15%
Morrison	34,041	6.76%	\$ 168,603	6,439	7.84%	\$ 195,488	\$ 44,889,345	6.13%	\$ 152,934	6.91%	\$ 517,025	\$ 15.19	1.15%
Sherburne	98,924	19.64%	\$ 489,965	14,718	17.91%	\$ 446,837	\$ 153,075,445	20.90%	\$ 521,514	19.49%	\$ 1,458,316	\$ 14.74	0.95%
Stearns	159,301	31.63%	\$ 789,009	26,006	31.65%	\$ 789,540	\$ 211,914,987	28.94%	\$ 721,975	30.74%	\$ 2,300,524	\$ 14.44	1.09%
Todd	25,263	5.02%	\$ 125,126	3,577	4.35%	\$ 108,597	\$ 33,650,607	4.60%	\$ 114,644	4.65%	\$ 348,368	\$ 13.79	1.04%
Wright	144,948	28.78%	\$ 717,920	25,694	31.27%	\$ 780,068	\$ 241,862,916	33.03%	\$ 824,005	31.03%	\$ 2,321,992	\$ 16.02	0.96%
<b>Total</b>	<b>503,681</b>	<b>100%</b>	<b>\$ 2,494,705</b>	<b>82,171</b>	<b>100%</b>	<b>\$ 2,494,705</b>	<b>\$ 732,249,150</b>	<b>100.00%</b>	<b>\$ 2,494,705</b>	<b>100%</b>	<b>\$ 7,484,115</b>	<b>\$ 14.86</b>	<b>1.02%</b>
<b>Weight</b>	<b>2021</b>	<b>33.33%</b>		<b>2022</b>	<b>33.33%</b>		<b>2022</b>	<b>33.33%</b>					

<b>Capital</b>													
<b>\$ 30,000</b>													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	\$ 818	5,737	6.98%	\$ 698	\$ 46,855,850	6.40%	\$ 640	7.19%	\$ 2,156	\$ 0.05	0.0046%
Morrison	34,041	6.76%	\$ 676	6,439	7.84%	\$ 784	\$ 44,889,345	6.13%	\$ 613	6.91%	\$ 2,072	\$ 0.06	0.0046%
Sherburne	98,924	19.64%	\$ 1,964	14,718	17.91%	\$ 1,791	\$ 153,075,445	20.90%	\$ 2,090	19.49%	\$ 5,846	\$ 0.06	0.0038%
Stearns	159,301	31.63%	\$ 3,163	26,006	31.65%	\$ 3,165	\$ 211,914,987	28.94%	\$ 2,894	30.74%	\$ 9,222	\$ 0.06	0.0044%
Todd	25,263	5.02%	\$ 502	3,577	4.35%	\$ 435	\$ 33,650,607	4.60%	\$ 460	4.65%	\$ 1,396	\$ 0.06	0.0041%
Wright	144,948	28.78%	\$ 2,878	25,694	31.27%	\$ 3,127	\$ 241,862,916	33.03%	\$ 3,303	31.03%	\$ 9,308	\$ 0.06	0.0038%
<b>Total</b>	<b>503,681</b>	<b>100%</b>	<b>\$ 10,000</b>	<b>82,171</b>	<b>100%</b>	<b>\$ 10,000</b>	<b>\$ 732,249,150</b>	<b>100%</b>	<b>\$ 10,000</b>	<b>100%</b>	<b>\$ 30,000</b>	<b>\$ 0.06</b>	<b>0.0041%</b>

County	2024 Operating	2024 Capital	2024 Total	County	2023 Operating	2023 Capital	2023 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 537,890	\$ 2,156	\$ 540,045	Benton	\$ 555,284	\$ 2,192	\$ 557,476	Benton	\$ (17,394)	\$ (36)	\$ (17,432)	-3.127%
Morrison	517,025	2,072	519,097	Morrison	525,918	2,076	527,994	Morrison	(8,893)	(4)	(8,898)	-1.685%
Sherburne	1,458,316	5,846	1,464,162	Sherburne	1,458,405	5,756	1,464,161	Sherburne	(89)	90	0	0.000%
Stearns	2,300,524	9,222	2,309,746	Stearns	2,368,582	9,348	2,377,930	Stearns	(68,058)	(126)	(68,184)	-2.867%
Todd	348,368	1,396	349,765	Todd	356,739	1,408	358,147	Todd	(8,371)	(12)	(8,382)	-2.340%
Wright	2,321,992	9,308	2,331,300	Wright	2,336,022	9,220	2,345,242	Wright	(14,030)	88	(13,939)	-0.594%
<b>Total</b>	<b>\$ 7,484,115</b>	<b>\$ 30,000</b>	<b>\$ 7,514,115</b>	<b>Total</b>	<b>\$ 7,600,950</b>	<b>\$ 30,000</b>	<b>\$ 7,630,950</b>	<b>Total</b>	<b>\$ (116,835)</b>	<b>\$ -</b>	<b>\$ (116,835)</b>	<b>-1.531%</b>

July 18, 2023



# Unassigned Fund Balance Spending and Recovery Plan Amendment

Submitted by Karen Pundsack, Executive Director  
 Amy Anderson, Associate Director, Accounting

## BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

## RECOMMENDATION

Approve an amendment to the 2022 Unassigned Fund Balance Spending and Recovery Plan.

## BACKGROUND INFORMATION

Supporting Documents Attached

- 2024 Unassigned Fund Balance Spending and Recovery Plan

Per GRRL Financial Chapter 19. Fund Balance policy – An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board of Trustees at the time the budget is approved or amended.

The 2024 budget proposal includes the use of \$40,711 in unassigned funds. The new plan will reach \$0 by 2028. The new plan would result in \$90,586 of unassigned funds to support the GRRL Operating Budget during that time.

Combining the 2022 and 2024 spenddown plans creates efficiency for record keeping.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ 90,586                      Funding Source: Unassigned Fund Balance

Budgeted:  Yes     No     N/A

## ACTION

Passed                       Failed                       Tabled





### Spending and Recovery Plan

Per GRRL Policy 300 Financial Chapter 19. Fund Balance – An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board of Trustees at the time of the budget is approved or amended.

	<b>2022 Revenue</b>	<b>2023 Revenue</b>	<b>2024 Revenue</b>	<b>2025 Revenue</b>	<b>2026 Revenue</b>	<b>2027 Revenue</b>	<b>Total Reserves Use</b>
The 2022 Revenue Budget Included The Use of Unassigned Funds - \$315,218	\$ 315,218	\$ 230,000	\$ 160,000	\$ 90,000	\$ 45,000	\$ -	\$ 840,218
The 2024 Revenue Budget Proposal Includes The Use of Unassigned Funds - \$40,711	-	-	\$40,711	\$28,500	\$14,250	\$7,125	\$90,586

A combination of the 2022 and 2024 use of unassigned funds in the revenue budget is illustrated:

	<b>2022 Revenue</b>	<b>2023 Revenue</b>	<b>2024 Revenue</b>	<b>2025 Revenue</b>	<b>2026 Revenue</b>	<b>2027 Revenue</b>	<b>Total Reserves Use</b>
The Use of Unassigned Funds in the 2022 and 2024 budgets \$355,929	\$ 315,218	\$ 230,000	\$ 200,711	118,500	\$59,250	\$7,125	\$930,804

July 18, 2023



## St. Cloud Public Library Lease Payment and Chiller

Submitted by Karen Pundsack, Executive Director

### BOARD ACTION REQUESTED

Information

Discussion

Action Requested

### RECOMMENDATION

Approve overage to St. Cloud Public Library 2023 lease payment due to apportionment for chiller replacement.

### BACKGROUND INFORMATION

Supporting Documents Attached

One of the chillers at the St. Cloud Public Library failed and needed replacement in 2021. The City of St. Cloud approved replacement of the unit. It was installed in October 2022. The City of St. Cloud considers this to be an operating cost under the GRRL lease arrangement, subject to the 18 percent/82 percent cost share established in the lease for the building. The amount exceeds what was budgeted for this expense in 2023. The GRRL Board approved a similar expense in 2017 when the boiler units failed for the building.

Associate Director – Accounting Amy Anderson and I met with City Administrator Matt Staehling to discuss this situation. We agreed to clarify language in the lease to explain how expenses are handled when situations like this come up in the future.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ 19,015.84      Funding Source: GRRL 2023 Operating Budget – Building Maintenance

Budgeted:  Yes    No    N/A

### ACTION

Passed

Failed

Tabled