



1300 St. Germain Street West  
St. Cloud, MN 56301  
Telephone 320-650-2500 Fax 320-650-2501

**Board of Trustees Finance Committee Meeting**  
**Tuesday, November 21, 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. Third Quarter Financial Report ( <a href="#">Requested Action – Approve</a> ) pg 3           | 5:02 |
| 4. GRRL 2023 Budget Projections pg 13   | 5:07 |
| 5. Opening Day Collections Capital Request ( <a href="#">Requested Action – Approve</a> ) pg 17 | 5:17 |
| 6. Fund Designation Requests ( <a href="#">Requested Action – Approve</a> )                     | 5:22 |
| a. 2023 Budget Surplus as 2025 Budget Revenue pg 19   |      |
| b. Compensation Study pg 21   |      |
| c. Digital Library Content pg 23  |      |
| d. St. Michael Library Staffing pg 25   |      |
| e. Extended Access Pilot Project pg 27  |      |
| 7. Next Meeting – To Be Determined  | 5:44 |
| 8. Adjournment  | 5:45 |



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



Balance, December 31, 2022	\$ 9,371,355.80
Changes to Fund Balance	320.00
	<b>\$ 9,371,675.80</b>

**OPERATING & CAPITAL REVENUE**

**Signatory Payments:**

Benton County	\$ 418,107.00	
Morrison County	395,995.50	
Sherburne County	1,098,120.75	
Stearns County	1,783,447.50	
Todd County	268,610.25	
Wright County	1,716,112.00	<b>\$ 5,680,393.00</b>

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

Branch	\$ 83,965.46	
Revenue Recapture	6,837.39	<b>\$ 90,802.85</b>

**Other:**

Interest	\$ 264,483.67	
City of Sartell	\$ 18,500.00	
Interlibrary Loan Delivery	\$ 6,200.00	
Revenue Fund (MCIT & Miscellaneous Income)	\$ 2,454.20	
St. Cloud Reimbursement	\$ 49,668.18	
RLBSS State Aid	\$ 1,243,433.21	

<b>Operating &amp; Capital Revenue Total</b>	<b>\$ 7,355,935.11</b>
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**RESTRICTED REVENUE 4900 FUNDS**

ARPA Grant	\$ 56,833.06	
Legacy Grant	\$ 150,950.87	
RLTA Grants	\$ 150,359.96	
RIPL Grant	\$ 2,286.25	
Minitex Last Mile Grant	-	

<b>Restricted Revenue Total</b>	<b>\$ 360,430.14</b>
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**ASSIGNED REVENUE 5200 FUNDS**

Fund Development - Collection	\$ 14,501.16	
Fund Development - Communications	5,112.99	
Fund Development - Programs & Services	6,416.29	<b>\$ 26,030.44</b>
Interlibrary Loan	854.31	
Gift Funds	149,371.91	
Revolving Fund	66,809.62	

<b>Assigned Revenue Total</b>	<b>\$ 243,066.28</b>
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<b>Total Revenue &amp; Balance</b> -----	<b>\$ 17,331,107.33</b>
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**EXPENDITURES**

Operating Fund -- see attached report	\$ 6,992,067.87	
Fund Balance Report -- see attached report	679,252.50	
YTD Health Reimbursement Arrangement (HRA) Distributions	\$ 20,435.50	
Accumulated Depreciation	135,000.00	

<b>Total Expenditures</b> -----	<b>\$ 7,826,755.87</b>
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<b>Total Balance &amp; Revenues less Expenditures</b>	<b>\$ 9,504,351.46</b>
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**Great River Regional Library  
Investment Listing  
As of September 30, 2023**

**Total Revenue including prior year Balance, less Expenditures ----- \$ 9,504,351.46**

**CASH AND INVESTMENTS**

**Checking Account - FDIC Insured**

	<u>Amount</u>
Bremer Expense	\$ 165,517.79
Branch Cash	\$ 2,705.00

**Savings Accounts**

	<u>Rate</u>	<u>Amount</u>
MAGIC (Minnesota Association of Governments Investing for Counties)	5.45%	\$ 3,040,762.01

**Custodial Account**

Health Reimbursement Arrangement (MAGIC)	\$ 667,366.66
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**Certificate of Deposit Investments - FDIC Insured**

	<u>Net Rate</u>	<u>CD Investment</u>
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
Vast Bank, OK - Maturity 01/02/2024	5.50%	\$ 243,000.00
Maplemark Bank, TX - Maturity 01/17/2024	4.85%	\$ 238,000.00
5Star Bank, CO - Maturity 02/12/2024	5.40%	\$ 243,000.00
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
Franklin Savings Bank, PA - Maturity 05/10/2024	5.65%	\$ 239,000.00
First Southeast Bank, MN - Maturity 05/15/2024	5.00%	\$ 237,000.00
Milledgeville State Bank, IL - Maturity 06/17/2024	5.45%	\$ 239,000.00
West Pointe Bank, WI - Maturity 06/20/2024	5.25%	\$ 237,000.00
Financial Federal Savings, TN - Maturity 07/16/2024	5.55%	\$ 236,000.00
Mission National Bank, CA - Maturity 08/20/2024	5.45%	\$ 236,000.00
First Guaranty Bank, LA - Maturity 09/11/2024	5.15%	\$ 232,000.00

**Total MAGIC Certificate of Deposit Investments \$ 4,763,000.00**

Falcon National Bank, MN - Maturity 09/29/2024	5.05%	\$ 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 \$ 9,639,351.46**  
**Accumulated Depreciation (135,000.00)**

**Month End Balance..... \$ 9,504,351.46**

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

GRRL holds Letter(s) of Credit No(s). 2234-10604 and 2234-10634 for \$350,000 for \$25,000 issued by FHLB Des Moines on behalf of Bremer Bank, N. A.

**GREAT RIVER REGIONAL LIBRARY**  
**Bank Balances Investment Activity**  
**SEPTEMBER 2023**

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 10-1010 CASH - BREMER CKG	\$105,036.32	\$670,891.98	\$610,410.51	\$165,517.79
G 10-1017 CASH - BRANCH CASH	\$2,705.00	\$0.00	\$0.00	\$2,705.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$3,193,578.98	\$923,482.78	\$1,076,299.75	\$3,040,762.01
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$4,765,000.00	\$239,000.00	\$241,000.00	\$4,763,000.00
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	\$667,664.86	\$0.00	\$298.20	\$667,366.66
	<u>\$9,733,985.16</u>		<u>\$298.20</u>	<u>\$9,639,351.46</u>

**GREAT RIVER REGIONAL LIBRARY**  
**Quarterly YTD Comparative Report - QTR 3**  
**SEPTEMBER 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	\$508,563.77	\$186,436.23	73.2%	\$478,307.32	\$30,256.45	6.33%
SALARIES	10-20-4100-110	\$3,846,200.00	\$2,225,075.12	\$1,621,124.88	57.9%	\$2,133,317.30	\$91,757.82	4.30%
SALARIES	10-30-4100-110	\$95,000.00	\$61,320.02	\$33,679.98	64.6%	\$59,845.36	\$1,474.66	2.46%
SALARIES-RLBSS	10-20-4100-111	\$1,600,000.00	\$1,673,974.56	-\$73,974.56	104.6%	\$1,637,874.20	\$36,100.36	2.20%
EE BENEFITS	10-00-4100-140	\$145,000.00	\$96,410.17	\$48,589.83	66.5%	\$67,792.52	\$28,617.65	42.21%
EE BENEFITS	10-20-4100-140	\$580,000.00	\$315,760.71	\$264,239.29	54.4%	\$351,061.78	-\$35,301.07	-10.06%
EE BENEFITS	10-30-4100-140	\$20,000.00	\$10,088.37	\$9,911.63	50.4%	\$11,763.13	-\$1,674.76	-14.24%
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	\$69,211.60	\$35,788.40	65.9%	\$66,640.91	\$2,570.69	3.86%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$810,000.00	\$577,047.06	\$232,952.94	71.2%	\$553,723.44	\$23,323.62	4.21%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,500.00	\$9,021.17	\$5,478.83	62.2%	\$6,515.74	\$2,505.43	38.45%
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>\$5,593,977.75</b>	<b>\$2,361,722.25</b>	<b>70.3%</b>	<b>\$5,407,967.86</b>	<b>\$186,009.89</b>	<b>3.44%</b>
<b>DEPT 4200 SERVICES AND CONTRACTS</b>								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$7,000.00	\$3,309.53	\$3,690.47	47.3%	\$4,278.77	-\$969.24	-22.65%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$18,070.90	\$6,429.10	73.8%	\$11,558.58	\$6,512.32	56.34%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$1,200.00	\$6,100.00	16.4%	\$7,310.59	-\$6,110.59	-83.59%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$2,084.95	\$2,915.05	41.7%	\$3,318.50	-\$1,233.55	-37.17%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$52,358.40	\$7,641.60	87.3%	\$41,736.23	\$10,622.17	25.45%
BUILDING MAINTENANCE	10-30-4200-240	\$100,000.00	\$108,917.38	-\$8,917.38	108.9%	\$100,044.44	\$8,872.94	8.87%
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	\$70,877.82	\$44,122.18	61.6%	\$32,183.14	\$38,694.68	120.23%
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	\$21,663.85	\$9,336.15	69.9%	\$25,310.83	-\$3,646.98	-14.41%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$1,501.91	\$248.09	85.8%	\$1,581.30	-\$79.39	-5.02%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$25,500.00	\$20,058.05	\$5,441.95	78.7%	\$15,609.67	\$4,448.38	28.50%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$27,185.21	\$3,814.79	87.7%	\$22,452.37	\$4,732.84	21.08%
SALES TAX	10-00-4200-288	\$4,000.00	\$3,149.00	\$851.00	78.7%	\$2,716.00	\$433.00	15.94%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$63,287.61	\$22,912.39	73.4%	\$46,916.60	\$16,371.01	34.89%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$8,365.02	\$7,634.98	52.3%	\$3,503.35	\$4,861.67	138.77%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,785.41	-\$285.41	104.4%	\$6,210.12	\$575.29	9.26%
<b>DEPT 4200 SERVICES AND CONTRACTS</b>		<b>\$587,490.00</b>	<b>\$475,471.04</b>	<b>\$112,018.96</b>	<b>80.9%</b>	<b>\$440,291.49</b>	<b>\$35,179.55</b>	<b>7.99%</b>
<b>DEPT 4300 COMMODITIES</b>								
SUPPLIES	10-00-4300-310	\$2,000.00	\$1,598.30	\$401.70	79.9%	\$1,174.29	\$424.01	36.11%
SUPPLIES	10-20-4300-310	\$61,725.00	\$44,671.26	\$17,053.74	72.4%	\$37,665.55	\$7,005.71	18.60%
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	\$10,744.14	\$5,255.86	67.2%	\$9,284.21	\$1,459.93	15.72%

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	\$57,013.70	\$22,786.30	71.5%	\$48,160.10	\$8,853.60	18.38%
DEPT 4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$23,000.00	\$21,693.07	\$1,306.93	94.3%	\$20,238.01	\$1,455.06	7.19%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,322.95	\$677.05	83.1%	\$3,830.50	-\$507.55	-13.25%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$6,917.18	\$4,582.82	60.2%	\$10,219.76	-\$3,302.58	-32.32%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$2,000.00	\$839.68	\$1,160.32	42.0%	\$86.10	\$753.58	875.24%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$20,000.00	\$19,450.31	\$549.69	97.3%	\$17,874.36	\$1,575.95	8.82%
DEPT 4400 VEHICLE EXPENSES		\$60,500.00	\$52,223.19	\$8,276.81	86.3%	\$52,248.73	-\$25.54	-0.05%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$558,500.00	\$363,344.57	\$195,155.43	65.1%	\$369,212.67	-\$5,868.10	-1.59%
PERIODICALS	10-20-4500-520	\$52,000.00	\$27,628.67	\$24,371.33	53.1%	\$43,457.69	-\$15,829.02	-36.42%
MEDIA	10-20-4500-540	\$130,000.00	\$43,191.69	\$86,808.31	33.2%	\$60,744.45	-\$17,552.76	-28.90%
ELECTRONIC SERVICES	10-20-4500-560	\$226,870.00	\$194,894.29	\$31,975.71	85.9%	\$116,948.98	\$77,945.31	66.65%
DEPT 4500 LIBRARY MATERIALS		\$967,370.00	\$629,059.22	\$338,310.78	65.0%	\$590,363.79	\$38,695.43	6.55%
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	\$648.42	\$1,551.58	29.5%	\$470.78	\$177.64	37.73%
DEPT 4600 EQUIPMENT		\$5,500.00	\$1,436.68	\$4,063.32	26.1%	\$937.78	\$498.90	53.20%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$337.46	\$62.54	84.4%	\$187.82	\$149.64	79.67%
DEPT 4700 CONTINGENCY		\$400.00	\$337.46	\$62.54	84.4%	\$187.82	\$149.64	79.67%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$187,850.00	\$148,228.02	\$39,621.98	78.9%	\$130,127.91	\$18,100.11	13.91%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$384.46	\$10,215.54	3.6%	\$4,334.31	-\$3,949.85	-91.13%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$24,019.47	\$61,380.53	28.1%	\$38,453.99	-\$14,434.52	-37.54%
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	\$671.00	\$29,229.00	2.2%	\$0.00	\$671.00	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	\$182,548.83	\$168,201.17	52.1%	\$173,665.21	\$8,883.62	5.12%
FUND 10 GENERAL FUND		<b>\$10,007,510.00</b>	<b>\$6,992,067.87</b>	<b>\$3,015,442.13</b>	<b>69.9%</b>	<b>\$6,713,822.78</b>	<b>\$278,245.09</b>	<b>4.14%</b>

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

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 555,284.00	\$ 416,463.00	\$ (138,821.00)	75.00%
Morrison County	525,918.00	394,438.50	\$ (131,480.00)	75.00%
Sherburne County	1,458,405.00	1,093,803.75	\$ (364,601.00)	75.00%
Stearns County	2,368,582.00	1,776,436.50	\$ (592,146.00)	75.00%
Todd County	356,739.00	267,554.25	\$ (89,185.00)	75.00%
Wright County	<u>2,336,022.00</u>	<u>1,709,197.00</u>	\$ (626,825.00)	<u>73.17%</u>
Signatory Operational Receipts:	\$ 7,600,950.00	\$ 5,657,893.00	\$ (1,943,058.00)	74.44%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,192.00	\$ 1,644.00	\$ (548.00)	75.00%
Morrison County	2,076.00	1,557.00	\$ (519.00)	75.00%
Sherburne County	5,756.00	4,317.00	\$ (1,439.00)	75.00%
Stearns County	9,348.00	7,011.00	\$ (2,337.00)	75.00%
Todd County	1,408.00	1,056.00	\$ (352.00)	75.00%
Wright County	<u>9,220.00</u>	<u>6,915.00</u>	\$ (2,305.00)	<u>75.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 22,500.00	\$ (7,500.00)	75.00%

<b>Sub-Total Signatory Receipts:</b>	<b>\$ 7,630,950.00</b>	<b>\$ 5,680,393.00</b>	<b>\$ (1,950,558.00)</b>	<b>74.44%</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	90,802.85	4,802.85	105.58%
Interest	30,000.00	264,483.67	234,483.67	881.61%
City of Sartell	18,500.00	18,500.00	-	100.00%
ILL Delivery	6,200.00	6,200.00	-	100.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
Revenue Fund	15,000.00	2,454.20	(12,545.80)	16.36%
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>\$ 975,968.90</b>	<b>\$ 169,408.90</b>	<b>121.00%</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>\$ 1,673,974.56</b>	<b>\$ 73,974.56</b>	<b>104.62%</b>

	Budget	Received	Balance	YTD % Rec'd
<b>Total Operating/Capital Revenue:</b>	<b><u>\$ 10,037,510.00</u></b>	<b><u>\$ 8,330,336.46</u></b>	<b><u>\$ (1,707,174.54)</u></b>	<b><u>82.99%</u></b>

\*Notes to Revenue

2023-2024 RLBSS State Aid:

\$ 1,004,384.74	Received 11-30-22
\$ 502,192.36	Received 02-16-23
\$ 167,397.46	Received 07-28-23
\$ -	
<b>\$ 1,673,974.56</b>	<b>Total received</b>

2024 Revenue Received

\$ 573,843.39	Received 09-30-2023
\$ -	
\$ -	
<b>\$ 573,843.39</b>	<b>Total received</b>

Revenue received in prior calendar year(s)

Revenue received for 2024 budget



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

Fund Description	Program Code	Fund Balance, 9/1/23	Monthly Receipts	YTD Expenses	Fund Balance, 9/30/23
<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		190,130.68	1,902.08
Legacy Fund 2023	938	209,653.96	-	16,730.00	192,923.96
Legacy Fund 2024	939	46,123.88			46,123.88
Minitex Last Mile	946	-			-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
R IPL State Grant	977	2,397.44	-	2,397.44	-
RLTA 2014	990	43,706.45		43,706.45	-
RLTA 2018	962	50,119.12		50,119.12	-
RLTA 2019	963	152,903.19		36,489.59	116,413.60
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	20,051.22	114,927.05	85,585.11
		<b>\$ 1,188,565.72</b>	<b>\$ 20,051.22</b>	<b>\$ 454,500.33</b>	<b>\$ 754,116.61</b>
<b>COMMITTED OTHER FUNDS</b>	<b>10.40.5100.</b>				
Building Maintenance	240	31,059.76		19,015.84	12,043.92
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		107.82	19,844.17
Library User Survey	814	10,000.00		10,000.00	-
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		175.00	9,381.04
Staff Development Services	211	8,689.45			8,689.45
		<b>\$ 906,433.29</b>	<b>\$ -</b>	<b>\$ 29,298.66</b>	<b>\$ 877,134.63</b>
<b>ASSIGNED FUNDS</b>	<b>10.40.5200.</b>				
FD - Collection	816	93,643.75	1,505.08	21,698.67	71,945.08
FD - Communications	821	22,902.00	547.29	13,975.85	8,926.15
FD - Programs & Services	822	46,321.25	684.13	5,209.00	41,112.25
Gift Funds - Branch	820	143,818.76	3,716.61	57,009.96	86,808.80
Gift Funds - Designations	818	194,284.83	12,589.01	633.98	193,650.85
Gift Funds - Regional	819	97,005.83	1,500.00	6,361.23	90,644.60
Interlibrary Loan - Lost Materials	810	9,101.61	49.97	1,119.09	7,982.52
Revolving Fund	825	71,038.23	3,048.57	71,038.23	-
Sales Revenue	994	72,834.71	-	18,407.50	54,427.21
		<b>\$ 750,950.97</b>	<b>\$ 23,640.66</b>	<b>\$ 195,453.51</b>	<b>\$ 555,497.46</b>
<b>TOTAL</b>		<b>\$ 3,909,721.80</b>	<b>\$ 43,691.88</b>	<b>\$ 679,252.50</b>	<b>\$ 3,250,520.52</b>

## Fund Balance Report

SEPTEMBER 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	-\$4,667.75	\$190,130.68	\$1,902.08	99.01%
938	LEGACY FUND 2023	\$209,653.96	\$16,730.00	\$16,730.00	\$192,923.96	7.98%
939	LEGACY FUND 2024	\$46,123.88	\$0.00	\$0.00	\$46,123.88	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	\$2,397.44	\$0.00	\$2,397.44	\$0.00	100.00%
990	RLTA-2014	\$43,706.45	\$0.00	\$43,706.45	\$0.00	100.00%
962	RLTA-2018	\$50,119.12	\$0.00	\$50,119.12	\$0.00	100.00%
963	RLTA-2019	\$152,903.19	\$2,179.28	\$36,489.59	\$116,413.60	23.86%
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	\$200,512.16	\$15,803.15	\$114,927.05	\$85,585.11	57.32%
DEPT 4900 RESTRICTED FUNDS		\$1,208,616.94	\$30,044.68	\$454,500.33	\$754,116.61	37.61%
PROG 10 OUTREACH SERVICES		\$1,208,616.94	\$30,044.68	\$454,500.33	\$754,116.61	37.61%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$31,059.76	\$0.00	\$19,015.84	\$12,043.92	61.22%
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	\$107.82	\$19,844.17	0.54%
814	LIBRARY USER SURVEY	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.00%
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	\$175.00	\$9,381.04	1.83%
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	\$29,298.66	\$877,134.63	3.23%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$93,643.75	\$21,038.63	\$21,698.67	\$71,945.08	23.17%
821	FD - COMMUNICATIONS	\$22,902.00	\$50.00	\$13,975.85	\$8,926.15	61.02%
822	FD - PROGRAMS & SERVICES	\$46,321.25	\$0.00	\$5,209.00	\$41,112.25	11.25%
820	GIFT FUNDS BRANCH	\$143,818.76	\$5,926.30	\$57,009.96	\$86,808.80	39.64%
818	GIFT FUNDS DESIGNATED	\$194,284.83	\$575.00	\$633.98	\$193,650.85	0.33%
819	GIFT FUNDS REGIONAL	\$97,005.83	\$1,547.33	\$6,361.23	\$90,644.60	6.56%
810	INTERLIBRARY LOAN	\$9,101.61	\$0.00	\$1,119.09	\$7,982.52	12.30%
825	REVOLVING FUND	\$71,038.23	\$3,264.11	\$71,038.23	\$0.00	100.00%
994	SALES REVENUE	\$72,834.71	\$18,407.50	\$18,407.50	\$54,427.21	25.27%
DEPT 5200 ASSIGNED FUNDS		\$750,950.97	\$50,808.87	\$195,453.51	\$555,497.46	26.03%
PROG 40 OTHER		\$1,657,384.26	\$50,808.87	\$224,752.17	\$1,432,632.09	13.56%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
FUND 10	GENERAL FUND	\$3,929,773.02	\$80,853.55	\$679,252.50	\$3,250,520.52	17.28%
		\$3,929,773.02	\$80,853.55	\$679,252.50	\$3,250,520.52	17.28%





## 2023 Budget Projections

Submitted by Amy Anderson, Associate Director – Accounting

### BOARD ACTION REQUESTED

Information

Discussion

Action Requested

### RECOMMENDATION

Review GRRR 2023 budget progress and projections.

### BACKGROUND INFORMATION

Supporting Documents Attached

The 2023 budget projections indicate an anticipated surplus of \$639,523.95 at year end.

- Operating revenues are projected to have a \$394,516.11 surplus (3.94%).
- Operating expenses are anticipated to be underspent by \$245,007.84 (2.45%).

Contributing factors for the anticipated surplus include:

- A larger than anticipated Regional Library Basic System Support (RLBSS) allocation.
- Market interest rate recovery significantly increased the interest revenue line.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source: 2023 Budget

Budgeted:  Yes  No  N/A

### ACTION

Passed

Failed

Tabled



**Great River Regional Library  
2023  
Year End Budget Projections**

Revenue Source	Act Code	Budget	YTD Amount	YTD Balance	November - December	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Notes and Comments
BENTON COUNTY		\$ 555,284.00	555,284.00	-		555,284.00	-	100.00%	
MORRISON COUNTY		525,918.00	525,918.00	-		525,918.00	-	100.00%	
SHERBURNE COUNTY		1,458,405.00	1,458,405.00	-		1,458,405.00	-	100.00%	
STEARNS COUNTY		2,368,582.00	2,368,582.00	-		2,368,582.00	-	100.00%	
TODD COUNTY		356,739.00	356,739.00	-		356,739.00	-	100.00%	
WRIGHT COUNTY		2,336,022.00	2,336,022.00	-		2,336,022.00	-	100.00%	
UNASSIGNED FUNDS (2022 SURPLUS)		313,860.00	313,860.00	-		313,860.00	-	100.00%	
UNASSIGNED FUNDS (SPEND DOWN)		230,000.00	230,000.00	-		230,000.00	-	100.00%	
MISC. RECEIPTS		86,000.00	97,215.87	11,215.87	15,150.00	112,365.87	26,365.87	130.66%	
INTEREST		30,000.00	296,628.30	266,628.30	90,425.00	387,053.30	357,053.30	1290.18%	Market interest rates
CITY OF SARTELL		18,500.00	18,500.00	-		18,500.00	-	100.00%	
STATE - RLBSS		1,600,000.00	1,673,974.56	73,974.56		1,673,974.56	73,974.56	104.62%	Increase to state funding
INTERLIBRARY LOAN DELIVERY		6,200.00	6,200.00	-		6,200.00	-	100.00%	
MINITEX LAST MILE GRANT		7,000.00		(7,000.00)	7,000.00	7,000.00	-	100.00%	
REIMBURSEMENTS-CITY/ST CLOUD		100,000.00	49,668.18	(50,331.82)	-	49,668.18	(50,331.82)	49.67%	Open custodial position in 2022
REVENUE FUND-MCIT & MISC		15,000.00	2,454.20	(12,545.80)	-	2,454.20	(12,545.80)	100.00%	
<b>OPERATING BUDGET</b>		<b>\$ 10,007,510.00</b>	<b>\$ 10,289,451.11</b>	<b>\$ 281,941.11</b>	<b>\$ 112,575.00</b>	<b>\$ 10,402,026.11</b>	<b>\$ 394,516.11</b>	<b>103.94%</b>	

Expense Type	Act Code	Budget	Actual Expended as of 10-31-23	YTD Balance	November - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
SALARIES	10-00-4100-110	695,000.00	562,718.36	132,281.64	135,385.00	698,103.36	(3,103.36)	100.45%	
SALARIES	10-20-4100-110	3,846,200.00	2,646,265.02	1,199,934.98	1,072,975.00	3,719,240.02	126,959.98	96.70%	
SALARIES	10-30-4100-110	95,000.00	67,299.96	27,700.04	14,950.00	82,249.96	12,750.04	86.58%	
SALARIES-RLBSS	10-20-4100-111	1,600,000.00	1,673,974.56	(73,974.56)	-	1,673,974.56	(73,974.56)	104.62%	Includes state allocation adjustment
		<b>\$ 6,236,200.00</b>	<b>\$ 4,950,257.90</b>	<b>\$ 1,285,942.10</b>	<b>\$ 1,223,310.00</b>	<b>\$ 6,173,567.90</b>	<b>\$ 62,632.10</b>	<b>99.00%</b>	
EE BENEFITS	10-00-4100-140	145,000.00	107,163.99	37,836.01	21,210.00	128,373.99	16,626.01	88.53%	
EE BENEFITS	10-20-4100-140	580,000.00	347,015.74	232,984.26	62,510.00	409,525.74	170,474.26	70.61%	Benefits policy and structure updates
EE BENEFITS	10-30-4100-140	20,000.00	16,701.92	3,298.08	6,600.00	23,301.92	(3,301.92)	116.51%	
		<b>\$ 745,000.00</b>	<b>\$ 470,881.65</b>	<b>\$ 274,118.35</b>	<b>\$ 90,320.00</b>	<b>\$ 561,201.65</b>	<b>\$ 183,798.35</b>	<b>75.33%</b>	
<i>BENEFIT ADMINISTRATION</i>	10-00-4100-145	-	-	-	-	-	-	-	Line combined into HRIS/Payroll Services
WORKERS COMPENSATION	10-30-4100-160	30,000.00	31,724.00	(1,724.00)	-	31,724.00	(1,724.00)	105.75%	Insurance premium exceeded budget
RETIREMENT	10-00-4100-170	105,000.00	92,967.66	12,032.34	11,930.00	104,897.66	102.34	99.90%	
RETIREMENT	10-20-4100-170	810,000.00	622,633.39	187,366.61	164,520.00	787,153.39	22,846.61	97.18%	
RETIREMENT	10-30-4100-170	14,500.00	9,909.16	4,590.84	2,550.00	12,459.16	2,040.84	85.93%	
		<b>\$ 929,500.00</b>	<b>\$ 725,510.21</b>	<b>\$ 203,989.79</b>	<b>\$ 179,000.00</b>	<b>\$ 904,510.21</b>	<b>\$ 24,989.79</b>	<b>97.31%</b>	
PAID TIME OFF PAYMENT	10-00-4100-185	15,000.00	15,781.20	(781.20)	-	15,781.20	(781.20)	105.21%	
<b>PERSONNEL</b>		<b>\$ 7,955,700.00</b>	<b>\$ 6,194,154.96</b>	<b>\$ 1,761,545.04</b>	<b>\$ 1,492,630.00</b>	<b>\$ 7,686,784.96</b>	<b>\$ 268,915.04</b>	<b>96.62%</b>	
REGIONAL BOARD MEETINGS	10-00-4200-210	7,000.00	3,834.53	3,165.47	1,050.00	4,884.53	2,115.47	69.78%	
STAFF DEVELOPMENT SERVICES	10-00-4200-211	24,500.00	18,646.96	5,853.04	5,850.00	24,496.96	3.04	99.99%	
ALL STAFF DAY	10-00-4200-213	7,300.00	9,500.63	(2,200.63)	3,400.00	12,900.63	(5,600.63)	176.72%	Staff travel reimbursements
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	5,000.00	2,429.95	2,570.05	1,000.00	3,429.95	1,570.05	68.60%	
PATRON CONTACT SERVICES	10-20-4200-235	60,000.00	59,111.85	888.15	13,080.00	72,191.85	(12,191.85)	120.32%	Increase in material circulation
BUILDING MAINTENANCE	10-30-4200-240	100,000.00	108,917.38	(8,917.38)	-	108,917.38	(8,917.38)	108.92%	Invoice exceeded budget
INSURANCE-CONTENTS/OTHER	10-30-4200-246	40,150.00	40,439.00	(289.00)	-	40,439.00	(289.00)	100.72%	Insurance premium exceeded budget
CATALOG SERVICES	10-20-4200-248	115,000.00	72,684.26	42,315.74	42,315.00	114,999.26	0.74	100.00%	
AUDIT	10-30-4200-250	22,000.00	21,730.00	270.00	-	21,730.00	270.00	98.77%	
PUBLIC LICENSING SERVICES	10-20-4200-253	4,590.00	4,587.00	3.00	-	4,587.00	3.00	99.93%	
TELEPHONE	10-00-4200-260	31,000.00	25,266.96	5,733.04	5,730.00	30,996.96	3.04	99.99%	
DELIVERY SERVICES	10-30-4200-265	1,750.00	1,669.95	80.05	340.00	2,009.95	(259.95)	114.85%	Fuel surcharge
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	25,500.00	25,382.48	117.52	4,490.00	29,872.48	(4,372.48)	117.15%	Copy & print expense; Includes patron use

**Great River Regional Library  
2023  
Year End Budget Projections**

Expense Type	Act Code	Budget	Actual Expended as of 10-31-23	YTD Balance	November - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
COMMUNICATIONS & MARKETING	10-20-4200-280	\$ 25,500.00	\$ 25,382.48	\$ 117.52	\$ 4,490.00	\$ 29,872.48	\$ (4,372.48)	117.15%	
		31,000.00	27,692.57	3,307.43	3,305.00	30,997.57	2.43	99.99%	
		<b>\$ 31,000.00</b>	<b>\$ 27,692.57</b>	<b>\$ 3,307.43</b>	<b>\$ 3,305.00</b>	<b>\$ 30,997.57</b>	<b>\$ 2.43</b>	<b>99.99%</b>	
SALES TAX	10-00-4200-288	4,000.00	4,310.00	(310.00)	-	4,310.00	(310.00)	107.75%	
HRIS/PAYROLL SERVICES	10-00-4200-290	86,200.00	69,116.74	17,083.26	13,825.00	82,941.74	3,258.26	96.22%	
LEGAL SERVICES	10-30-4200-291	16,000.00	9,066.02	6,933.98	1,815.00	10,881.02	5,118.98	68.01%	
SYSTEM DIRECTORS FUND	10-30-4200-293	6,500.00	6,785.41	(285.41)	-	6,785.41	(285.41)	104.39%	
<b>SERVICES AND CONTRACTS</b>		<b>\$ 587,490.00</b>	<b>\$ 511,171.69</b>	<b>\$ 76,318.31</b>	<b>\$ 96,200.00</b>	<b>\$ 607,371.69</b>	<b>\$ (19,881.69)</b>	<b>103.38%</b>	
SUPPLIES	10-00-4300-310	2,000.00	1,598.30	401.70	400.00	1,998.30	1.70	99.92%	
SUPPLIES	10-20-4300-310	61,725.00	47,748.11	13,976.89	13,975.00	61,723.11	1.89	100.00%	
SUPPLIES	10-30-4300-310	75.00	-	75.00	75.00	-	-	100.00%	
		<b>\$ 63,800.00</b>	<b>\$ 49,346.41</b>	<b>\$ 14,453.59</b>	<b>\$ 14,450.00</b>	<b>\$ 63,796.41</b>	<b>\$ 3.59</b>	<b>99.99%</b>	
POSTAGE	10-30-4300-330	16,000.00	13,017.14	2,982.86	2,900.00	15,917.14	82.86	99.48%	
<b>COMMODITIES</b>		<b>\$ 79,800.00</b>	<b>\$ 62,363.55</b>	<b>\$ 17,436.45</b>	<b>\$ 17,350.00</b>	<b>\$ 79,713.55</b>	<b>\$ 86.45</b>	<b>99.89%</b>	
VEHICLE-GAS	10-20-4400-420	23,000.00	21,808.41	1,191.59	1,150.00	22,958.41	41.59	99.82%	
VEHICLE-INSURANCE	10-20-4400-430	4,000.00	3,322.95	677.05	-	3,322.95	677.05	83.07%	
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	11,500.00	7,537.70	3,962.30	1,270.00	8,807.70	2,692.30	76.59%	
VEHICLE-MILEAGE	10-00-4400-460	2,000.00	839.68	1,160.32	170.00	1,009.68	990.32	50.48%	
VEHICLE-MILEAGE	10-20-4400-460	20,000.00	23,075.76	(3,075.76)	5,500.00	28,575.76	(8,575.76)	142.88%	Resumed in-person meetings & training
		<b>\$ 22,000.00</b>	<b>\$ 23,915.44</b>	<b>\$ (1,915.44)</b>	<b>\$ 5,670.00</b>	<b>\$ 29,585.44</b>	<b>\$ (7,585.44)</b>	<b>134.48%</b>	
<b>VEHICLE EXPENSES</b>		<b>\$ 60,500.00</b>	<b>\$ 56,584.50</b>	<b>\$ 3,915.50</b>	<b>\$ 8,090.00</b>	<b>\$ 64,674.50</b>	<b>\$ (4,174.50)</b>	<b>106.90%</b>	
BOOKS & PRINT MATERIALS	10-20-4500-510	558,500.00	398,814.76	159,685.24	159,685.24	558,500.00	-	100.00%	
PERIODICALS	10-20-4500-520	52,000.00	28,466.47	23,533.53	23,533.53	52,000.00	-	100.00%	
MEDIA	10-20-4500-540	130,000.00	46,624.54	83,375.46	83,375.46	130,000.00	-	100.00%	
ELECTRONIC SERVICES	10-20-4500-560	226,870.00	210,317.37	16,552.63	16,552.63	226,870.00	-	100.00%	
<b>LIBRARY MATERIALS</b>		<b>\$ 967,370.00</b>	<b>\$ 684,223.14</b>	<b>\$ 283,146.86</b>	<b>\$ 283,146.86</b>	<b>\$ 967,370.00</b>	<b>\$ -</b>	<b>100.00%</b>	
OPERATING EQUIPMENT	10-20-4600-610	3,300.00	788.26	2,511.74	2,511.74	3,300.00	-	100.00%	
		<b>\$ 3,300.00</b>	<b>\$ 788.26</b>	<b>\$ 2,511.74</b>	<b>\$ 2,511.74</b>	<b>\$ 3,300.00</b>	<b>\$ -</b>	<b>100.00%</b>	
SMALL EQUIPMENT	10-20-4600-630	2,200.00	772.18	1,427.82	1,427.82	2,200.00	-	100.00%	
		<b>\$ 2,200.00</b>	<b>\$ 772.18</b>	<b>\$ 1,427.82</b>	<b>\$ 1,427.82</b>	<b>\$ 2,200.00</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>EQUIPMENT</b>		<b>\$ 5,500.00</b>	<b>\$ 1,560.44</b>	<b>\$ 3,939.56</b>	<b>\$ 3,939.56</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>CONTINGENCY</b>	<b>10-00-4700-910</b>	<b>400.00</b>	<b>337.46</b>	<b>62.54</b>	<b>-</b>	<b>337.46</b>	<b>62.54</b>	<b>84.37%</b>	
AUTOMATION MAINTENANCE	10-20-4800-932	187,850.00	148,228.02	39,621.98	39,621.98	187,850.00	-	100.00%	
AUTOMATION EQUIPMENT	10-00-4800-933	10,600.00	384.46	10,215.54	10,215.54	10,600.00	-	100.00%	
AUTOMATION EQUIPMENT	10-20-4800-933	85,400.00	24,019.47	61,380.53	61,380.53	85,400.00	-	100.00%	
		<b>\$ 96,000.00</b>	<b>\$ 24,403.93</b>	<b>\$ 71,596.07</b>	<b>\$ 71,596.07</b>	<b>\$ 96,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
PROFESSIONAL SERVICES	10-20-4800-935	2,000.00	-	2,000.00	2,000.00	2,000.00	-	100.00%	
AUTOMATION SOFTWARE	10-00-4800-936	29,900.00	671.00	29,229.00	29,229.00	29,900.00	-	100.00%	
AUTOMATION SOFTWARE	10-20-4800-936	35,000.00	9,245.88	25,754.12	25,754.12	35,000.00	-	100.00%	
		<b>\$ 66,900.00</b>	<b>\$ 9,916.88</b>	<b>\$ 56,983.12</b>	<b>\$ 56,983.12</b>	<b>\$ 66,900.00</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>AUTOMATION OPERATING</b>		<b>\$ 350,750.00</b>	<b>\$ 182,548.83</b>	<b>\$ 168,201.17</b>	<b>\$ 170,201.17</b>	<b>\$ 350,750.00</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>OPERATING FUND</b>		<b>\$ 10,007,510.00</b>	<b>\$ 7,692,944.57</b>	<b>\$ 2,314,565.43</b>	<b>\$ 2,071,557.59</b>	<b>\$ 9,762,502.16</b>	<b>\$ 245,007.84</b>	<b>97.55%</b>	

Year End Projections	Operating Revenues	\$ 10,402,026.11
	Operating Expenses	\$ 9,762,502.16
		\$ -
	<b>Surplus</b>	<b>\$ 639,523.95 6.39%</b>





# Opening Day Collections Capital Request

Submitted by Jami Trenam, Associate Director – Collection Development

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Designate Capital – Branch Development funds for opening day collections:

- \$5,000 for Eagle Bend, remodel to be complete in 2024
- \$25,000 for Howard Lake, new building scheduled to open in June 2024

## BACKGROUND INFORMATION

- Supporting Documents Attached

These designations will refresh the collections with new materials in both libraries to celebrate the remodeled and new spaces.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ 30,000      Funding Source: Capital – Branch Development

Budgeted:  Yes    No    N/A

## ACTION

- Passed
  Failed
  Tabled





## 2023 Budget Surplus Funds as 2025 Budget Revenue

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

### BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

### RECOMMENDATION

Approve the designation of \$350,000 of anticipated surplus funds from GRRL’s 2023 Operating Budget to supplant revenue in the 2025 Operating Budget.

### BACKGROUND INFORMATION

Supporting Documents Attached

As previously discussed at GRRL Board meetings, the use of a prior year’s budget surplus funds would offset county signatory contributions for the next budget year.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$350,000    Funding Source: 2023 Budget Surplus    Budgeted:  Yes     No     N/A

### ACTION

Passed                       Failed                       Tabled





# Compensation Study Designation

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

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Approve the designation of \$25,000 of anticipated surplus funds from GRRL’s 2023 Operating Budget for a compensation consultant to review GRRL’s current compensation and classification plan.

## BACKGROUND INFORMATION

- Supporting Documents Attached
- GRRL’s current compensation and classification plan was last reviewed in 2018 and implemented in 2019.
  - A review of the current compensation and classification plan may be required in order to achieve compliance with GRRL’s 2024 Minnesota Pay Equity Report.
  - Consulting services will include a salary survey of benchmark jobs in the market and analysis of current pay structures for internal pay equity and external competitiveness.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$25,000    Funding Source: 2023 Budget Surplus    Budgeted:  Yes  No  N/A

## ACTION

- Passed
  Failed
  Tabled





# Digital Library Content Designation

Submitted by Jami Trenam, Associate Director – Collection Development

## BOARD ACTION REQUESTED

Information

Discussion

Action Requested

## RECOMMENDATION

Approve a designation of \$100,000 of anticipated surplus funds from GRRL’s 2023 Operating Budget for add Digital Library content.

## BACKGROUND INFORMATION

Supporting Documents Attached

Digital library usage continues to trend 27 percent above 2022 levels. Many comments in the 2023 St. Cloud State University User Survey indicate patrons want to see more titles available and shorter wait times for requested materials. Designating funds will help meet the growing demand.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ 100,000

Funding Source: 2023 Surplus

Budgeted:  Yes  No  N/A

## ACTION

Passed

Failed

Tabled







# St. Michael Library Staffing Designation

Submitted by Jeannette Burkhardt, Patron Services Supervisor

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

Approve the designation of \$8,000 of anticipated surplus funds from GRRL’s 2023 Operating Budget to increase Library Assistant staff hours at the St. Michael Library from 76 FTE to 81 FTE and convert hours into a Senior Library Assistant position.

## BACKGROUND INFORMATION

- Supporting Documents Attached

This would be a one-time designation for 2024. We would also bring forward a department budget request to make the change permanent in 2025.

St. Michael Library is experiencing a substantial and sustained increase in library activity. Increasing Library Assistant hours from 76 to 81 weekly will bring this library to the same staffing levels as the Buffalo and Monticello libraries.

The five additional hours will be combined with existing Library Assistant hours. The hours will be converted to a Senior Library Assistant position and posted. The new position will build staff capacity for continued library growth in services and circulation. It also provides an upward movement opportunity for staff. The Senior Library Assistant position will take on a supervisory role. Duties will include coordinating schedules, approving timecards and directing the work of the Library Aides and volunteers.

With this new position, the Library Services Coordinator can better focus directly on improving library service and developing community partnerships.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$8,000 for 2024      Funding Source: 2023 Budget Surplus  
 Budgeted:  Yes  No  N/A

## ACTION

- Passed
  Failed
  Tabled





## Extended Access Pilot Project Designation

Submitted by Karen Pundsack, Executive Director,  
 Jay Roos, Associate Director – Information Technology,  
 and Jeannette Burkhardt, Patron Services Supervisor

### BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

### RECOMMENDATION

Approve a designation of \$50,000 of anticipated surplus funds from GRRL’s 2023 Operating Budget for a three-year Extended Access pilot project at an existing GRRL location.

### BACKGROUND INFORMATION

Supporting Documents Attached

Piloting this service at a library in a shared-use facility has been part of the Library Development Plan recommendations since 2017. Several metro-area libraries have instituted this type of service in their locations. Setting funds aside to pilot the service would position GRRL to have conversations with a city partner on testing this service concept.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ 50,000                      Funding Source: 2023 Budget Surplus  
 Budgeted:  Yes     No     N/A

### ACTION

Passed                       Failed                       Tabled