



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

Board of Trustees Finance Committee Meeting
Tuesday, February 20, 2024, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|---|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Elect Finance Committee Chairperson (verbal) | 5:32 |
| 4. Fourth Quarter 2023 Financial Report (Requested Action – Approve) pg 3 | 5:34 |
| 5. GRRL 2025 Budget Guidelines (Requested Action – Approve) pg 13 | 5:38 |
| 6. St. Cloud Public Library Lighting Upgrade (Requested Action – Approve) pg 19 | 5:40 |
| 7. Assign Finance Committee Members to Audit Outtake Meeting (verbal) | 5:52 |
| 8. Next Meeting – March 19, 2024 | 5:54 |
| 9. Adjournment | 5:55 |

February 20, 2024

**Great River Regional Library
Financial Report
As of December 31, 2023**



Balance, December 31, 2022	\$	9,371,355.80
Changes to Fund Balance		320.00
	\$	9,371,675.80

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$	557,476.00
Morrison County		527,994.00
Sherburne County		1,464,161.00
Stearns County		2,377,930.00
Todd County		358,147.00
Wright County		2,345,242.50
	\$	7,630,950.50

Patron Receipts, (formerly miscellaneous receipts):

Branch	\$	107,537.91
Revenue Recapture		7,211.84
	\$	114,749.75

Other:

Interest	\$	383,975.43
City of Sartell	\$	18,500.00
Interlibrary Loan Delivery	\$	6,200.00
Revenue Fund (MCIT & Miscellaneous Income)	\$	15,251.85
St. Cloud Reimbursement	\$	49,668.18
RLBSS State Aid	\$	1,817,276.59

Operating & Capital Revenue Total	\$	10,036,572.30
--	-----------	----------------------

RESTRICTED REVENUE 4900 FUNDS

ARPA Grant	\$	56,833.06
Legacy Grant	\$	220,136.69
RLTA Grants	\$	208,085.96
RIPL Grant	\$	2,397.44
Minitex Last Mile Grant		7,000.00
Restricted Revenue Total	\$	494,453.15

ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$	47,126.37
Fund Development - Communications		16,976.72
Fund Development - Programs & Services		21,245.97
Interlibrary Loan		1,087.78
Gift Funds		328,619.92
Revolving Fund		75,429.11
Sales Revenue		244.35
Assigned Revenue Total	\$	490,730.22

Total Revenue & Balance-----	\$	20,393,431.47
---	-----------	----------------------

EXPENDITURES

Operating Fund -- see attached report	\$	9,733,934.23
Fund Balance Report -- see attached report		890,744.20
YTD Health Reimbursement Arrangement (HRA) Distributions	\$	24,621.48
Accumulated Depreciation		180,000.00
Total Expenditures-----	\$	10,829,299.91

Total Balance & Revenues less Expenditures	\$	9,564,131.56
---	-----------	---------------------

**Great River Regional Library
Investment Listing
As of December 31, 2023**

Total Revenue including prior year Balance, less Expenditures ----- \$ 9,564,131.56

CASH AND INVESTMENTS

Checking Account - FDIC Insured

	Amount
Bremer Expense	\$ 372,236.85
Branch Cash	\$ 2,705.00

Savings Accounts

	Rate	Amount
MAGIC (Minnesota Association of Governments Investing for Counties)	5.45%	\$ 2,726,009.03

Custodial Account

Health Reimbursement Arrangement (MAGIC)	\$ 663,180.68
--	---------------

Certificate of Deposit Investments - FDIC Insured

	Net Rate	CD Investment
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	5.34%	\$ 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
Nexbank, TX - Maturity 08/12/2024	5.60%	\$ 239,000.00
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
Fieldpoint Bank & Trust, CT - Maturity 10/15/2024	5.60%	\$ 236,000.00
R Bank, TX - Maturity 11/13/2024	5.66%	\$ 236,000.00
Schertz Bank & Trust, TX - Maturity 11/21/2024	5.60%	\$ 236,000.00
T Bank, TX - Maturity 12/06/2024	5.62%	\$ 236,000.00
Cornerstone Bank, NE - Maturity 06/18/2025	5.35%	\$ 231,000.00

Total MAGIC Certificate of Deposit Investments \$ 4,980,000.00

Falcon National Bank, MN - Maturity 09/29/2024	5.05%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/2024	5.00%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 09/20/2024	5.00%	\$ 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 \$ 9,744,131.56
Accumulated Depreciation (180,000.00)

Month End Balance..... \$ 9,564,131.56

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

GRRL holds Letter(s) of Credit No(s). 2234-11385 and 2234-11597 for \$350,000 for \$625,000 and \$50,000 issued by FHLB Des Moines on behalf of Bremer Bank, N. A.

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity
DECEMBER 2023

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 10-1010 CASH - BREMER CKG	\$408,532.72	\$606,131.74	\$642,427.61	\$372,236.85
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	\$3,613,462.41	\$574,891.64	\$1,462,345.02	\$2,726,009.03
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$4,989,000.00	\$467,000.00	\$476,000.00	\$4,980,000.00
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	\$665,646.17	\$0.00	\$2,465.49	\$663,180.68
	\$10,679,346.30			\$9,744,131.56

Great River Regional Library Revenue Report: Operating Capital Funds For the Month Ended December 31, 2023

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 555,284.00	\$ 555,284.00	\$ -	100.00%
Morrison County	525,918.00	525,918.00	-	100.00%
Sherburne County	1,458,405.00	1,458,405.00	-	100.00%
Stearns County	2,368,582.00	2,368,582.00	-	100.00%
Todd County	356,739.00	356,739.00	-	100.00%
Wright County	<u>2,336,022.00</u>	<u>2,336,022.50</u>	-	<u>100.00%</u>
Signatory Operational Receipts:	\$ 7,600,950.00	\$ 7,600,950.50	\$ -	100.00%
Capital Signatory Receipts				
	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,192.00	\$ 2,192.00	\$ -	100.00%
Morrison County	2,076.00	2,076.00	-	100.00%
Sherburne County	5,756.00	5,756.00	-	100.00%
Stearns County	9,348.00	9,348.00	-	100.00%
Todd County	1,408.00	1,408.00	-	100.00%
Wright County	<u>9,220.00</u>	<u>9,220.00</u>	-	<u>100.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 30,000.00	\$ -	100.00%
Sub-Total Signatory Receipts: \$ 7,630,950.00 \$ 7,630,950.50 \$ - 100.00%				
Other Receipts:				
	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	114,749.75	28,749.75	133.43%
Interest	30,000.00	383,975.43	353,975.43	1279.92%
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	-	100.00%
Revenue Fund	15,000.00	15,251.85	251.85	101.68%
St. Cloud Reimbursement	<u>100,000.00</u>	<u>49,668.18</u>	<u>(50,331.82)</u>	<u>49.67%</u>
Sub-Total Other Receipts: \$ 806,560.00 \$ 1,139,205.21 \$ 332,645.21 141.24%				
RLBSS State Aid Revenue				
	Budget	Received	Balance	% Rec'd
Sub-Total RLBSS State Aid* \$ 1,600,000.00 \$ 1,673,974.56 \$ 73,974.56 104.62%				
Total Operating/Capital Revenue: \$ 10,037,510.00 \$ 10,444,129.77 \$ 406,619.77 104.06%				

*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
\$ -	
\$ 1,673,974.56	Total received

2024 Revenue Received

\$ 573,843.39	Received 09-30-2023
\$ 573,843.38	Received 10-13-2023
\$ 28,863.00	RLTA FY 2024 Received 11-30-2023
\$ 1,176,549.77	Total received

Revenue received in prior calendar year(s)

Revenue received for 2024 budget

GREAT RIVER REGIONAL LIBRARY

Quarterly YTD Comparative Report

DECEMBER 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
FUND 10 GENERAL FUND								
DEPT 4100 PERSONNEL								
SALARIES	10-00-4100-110	\$695,000.00	\$680,646.80	\$14,353.20	97.9%	\$630,736.57	\$49,910.23	7.91%
SALARIES	10-20-4100-110	\$3,846,200.00	\$3,692,537.94	\$153,662.06	96.0%	\$3,553,203.87	\$139,334.07	3.92%
SALARIES	10-30-4100-110	\$95,000.00	\$80,097.91	\$14,902.09	84.3%	\$79,551.75	\$546.16	0.69%
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	\$129,754.42	\$15,245.58	89.5%	\$90,815.88	\$38,938.54	42.88%
EE BENEFITS	10-20-4100-140	\$580,000.00	\$424,384.68	\$155,615.32	73.2%	\$477,274.29	-\$52,889.61	-11.08%
EE BENEFITS	10-30-4100-140	\$20,000.00	\$20,196.86	-\$196.86	101.0%	\$14,915.13	\$5,281.73	35.41%
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	\$110,032.63	-\$5,032.63	104.8%	\$77,722.69	\$32,309.94	41.57%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$810,000.00	\$775,567.95	\$34,432.05	95.8%	\$772,654.37	\$2,913.58	0.38%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,500.00	\$11,810.89	\$2,689.11	81.5%	\$9,710.16	\$2,100.73	21.63%
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%
DEPT 4100 PERSONNEL		\$7,955,700.00	\$7,646,509.84	\$309,190.16	96.1%	\$7,385,585.07	\$260,924.77	3.53%
DEPT 4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$7,000.00	\$5,885.83	\$1,114.17	84.1%	\$6,552.71	-\$666.88	-10.18%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$21,377.39	\$3,122.61	87.3%	\$18,541.43	\$2,835.96	15.30%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$9,571.37	-\$2,271.37	131.1%	\$7,310.59	\$2,260.78	30.92%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$2,987.95	\$2,012.05	59.8%	\$3,683.50	-\$695.55	-18.88%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$71,849.14	-\$11,849.14	119.8%	\$63,231.98	\$8,617.16	13.63%
BUILDING MAINTENANCE	10-30-4200-240	\$100,000.00	\$110,196.26	-\$10,196.26	110.2%	\$100,044.44	\$10,151.82	10.15%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$40,150.00	\$40,439.00	-\$289.00	100.7%	\$90,144.00	-\$49,705.00	-55.14%
CATALOG SERVICES	10-20-4200-248	\$115,000.00	\$117,077.90	-\$2,077.90	101.8%	\$91,792.12	\$25,285.78	27.55%
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	\$30,461.13	\$538.87	98.3%	\$31,000.00	-\$538.87	-1.74%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$2,004.24	-\$254.24	114.5%	\$2,057.61	-\$53.37	-2.59%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$25,500.00	\$29,787.21	-\$4,287.21	116.8%	\$23,636.01	\$6,151.20	26.02%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$32,158.78	-\$1,158.78	103.7%	\$22,723.06	\$9,435.72	41.52%
SALES TAX	10-00-4200-288	\$4,000.00	\$4,310.00	-\$310.00	107.8%	\$3,849.00	\$461.00	11.98%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$83,125.07	\$3,074.93	96.4%	\$69,665.08	\$13,459.99	19.32%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$11,600.02	\$4,399.98	72.5%	\$10,851.85	\$748.17	6.89%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$7,153.71	-\$653.71	110.1%	\$6,517.95	\$635.76	9.75%
DEPT 4200 SERVICES AND CONTRACTS		\$587,490.00	\$606,302.00	-\$18,812.00	103.2%	\$577,018.33	\$29,283.67	5.07%
DEPT 4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$2,000.00	\$1,794.04	\$205.96	89.7%	\$2,405.66	-\$611.62	-25.42%
SUPPLIES	10-20-4300-310	\$61,725.00	\$63,093.41	-\$1,368.41	102.2%	\$55,890.77	\$7,202.64	12.89%
SUPPLIES	10-30-4300-310	\$75.00	\$0.00	\$75.00	0.0%	\$291.60	-\$291.60	-100.00%
POSTAGE	10-30-4300-330	\$16,000.00	\$16,291.14	-\$291.14	101.8%	\$12,597.31	\$3,693.83	29.32%

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	\$81,178.59	-\$1,378.59	101.7%	\$71,185.34	\$9,993.25	14.04%
DEPT 4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$23,000.00	\$23,008.98	-\$8.98	100.0%	\$26,050.16	-\$3,041.18	-11.67%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,471.70	\$528.30	86.8%	\$3,830.50	-\$358.80	-9.37%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$10,308.33	\$1,191.67	89.6%	\$11,751.32	-\$1,442.99	-12.28%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$2,000.00	\$839.68	\$1,160.32	42.0%	\$703.86	\$135.82	19.30%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$20,000.00	\$29,555.04	-\$9,555.04	147.8%	\$24,500.54	\$5,054.50	20.63%
DEPT 4400 VEHICLE EXPENSES		\$60,500.00	\$67,183.73	-\$6,683.73	111.1%	\$66,836.38	\$347.35	0.52%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$558,500.00	\$519,638.86	\$38,861.14	93.0%	\$538,664.62	-\$19,025.76	-3.53%
PERIODICALS	10-20-4500-520	\$52,000.00	\$51,773.66	\$226.34	99.6%	\$52,969.92	-\$1,196.26	-2.26%
MEDIA	10-20-4500-540	\$130,000.00	\$67,361.63	\$62,638.37	51.8%	\$89,989.02	-\$22,627.39	-25.14%
ELECTRONIC SERVICES	10-20-4500-560	\$226,870.00	\$328,595.85	-\$101,725.85	144.8%	\$279,746.44	\$48,849.41	17.46%
DEPT 4500 LIBRARY MATERIALS		\$967,370.00	\$967,370.00	\$0.00	100.0%	\$961,370.00	\$6,000.00	0.62%
DEPT 4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$3,300.00	\$1,169.86	\$2,130.14	35.5%	\$4,278.92	-\$3,109.06	-72.66%
SMALL EQUIPMENT	10-20-4600-630	\$2,200.00	\$1,831.01	\$368.99	83.2%	\$470.78	\$1,360.23	288.93%
DEPT 4600 EQUIPMENT		\$5,500.00	\$3,000.87	\$2,499.13	54.6%	\$4,749.70	-\$1,748.83	-36.82%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$337.46	\$62.54	84.4%	\$288.35	\$49.11	17.03%
DEPT 4700 CONTINGENCY		\$400.00	\$337.46	\$62.54	84.4%	\$288.35	\$49.11	17.03%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$187,850.00	\$190,824.32	-\$2,974.32	101.6%	\$208,351.68	-\$17,527.36	-8.41%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$3,213.13	\$7,386.87	30.3%	\$13,454.83	-\$10,241.70	-76.12%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$100,480.12	-\$15,080.12	117.7%	\$43,972.05	\$56,508.07	128.51%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$2,142.75	-\$2,142.75	-100.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$29,900.00	\$6,713.06	\$23,186.94	22.5%	\$0.00	\$6,713.06	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$35,000.00	\$60,821.11	-\$25,821.11	173.8%	\$44,146.95	\$16,674.16	37.77%
DEPT 4800 AUTOMATION OPERATING		\$350,750.00	\$362,051.74	-\$11,301.74	103.2%	\$312,068.26	\$49,983.48	16.02%
FUND 10 GENERAL FUND		\$10,007,510.00	\$9,733,934.23	\$273,575.77	97.3%	\$9,379,101.43	\$354,832.80	3.78%

**Great River Regional Library
Fund Balance Activity
For the Month Ended December 31, 2023**

Fund Description	Program Code	Fund Balance, 12/1/23	Monthly Receipts	YTD Expenses	Fund Balance, 12/31/23
COMMITTED CAPITAL FUNDS	10.05.5000.				
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
		\$ 1,063,771.82	\$ -	\$ -	\$ 1,063,771.82
RESTRICTED FUNDS	10.10.4900.				
Legacy Fund 2022	949	192,032.76		192,032.76	-
Legacy Fund 2023	938	209,653.96	-	34,735.36	174,918.60
Legacy Fund 2024	939	92,247.76	23,061.94	-	115,309.70
Minitex Last Mile	946	7,000.00	-	7,000.00	-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
RIPL 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		69,769.13	83,134.06
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	200,512.16	-	166,043.16	34,469.00
RLTA 2024	982	28,863.00	28,863.00		57,726.00
		\$ 1,290,603.82	\$ 23,061.94	\$ 565,803.42	\$ 776,725.34
COMMITTED OTHER FUNDS	10.40.5100.				
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		815.77	8,740.27
Staff Development Services	211	8,689.45			8,689.45
		\$ 906,433.29	\$ -	\$ 29,939.43	\$ 876,493.86
ASSIGNED FUNDS	10.40.5200.				
FD - Collection	816	110,970.72	15,298.24	84,669.73	41,599.23
FD - Communications	821	29,202.72	5,563.01	14,198.79	20,566.94
FD - Programs & Services	822	54,197.14	6,953.79	5,209.00	55,941.93
Gift Funds - Branch	820	158,537.57	7,022.08	76,794.63	88,765.02
Gift Funds - Designations	818	292,907.40	55,274.55	5,090.30	343,091.65
Gift Funds - Regional	819	100,615.83	-	9,302.13	91,313.70
Interlibrary Loan - Lost Materials	810	9,244.10	90.98	1,303.95	8,031.13
Revolving Fund	825	77,416.00	3,020.98	80,821.91	(384.93)
Sales Revenue	994	73,079.06		18,473.70	54,605.36
		\$ 906,170.54	\$ 93,223.63	\$ 295,864.14	\$ 703,530.03
TOTAL		\$ 4,166,979.47	\$ 116,285.57	\$ 891,606.99	\$ 3,420,521.05

Fund Balance Report

DECEMBER 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	\$0.00	\$192,032.76	\$0.00	100.00%
938	LEGACY FUND 2023	\$209,653.96	\$2,110.06	\$34,735.36	\$174,918.60	16.57%
939	LEGACY FUND 2024	\$115,309.70	\$0.00	\$0.00	\$115,309.70	0.00%
946	MINITEX LAST MILE	\$7,000.00	\$0.00	\$7,000.00	\$0.00	100.00%
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	\$8,809.67	\$69,769.13	\$83,134.06	45.63%
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	\$23,535.00	\$166,043.16	\$34,469.00	82.81%
986	RLTA-2024	\$57,726.00	\$0.00	\$0.00	\$57,726.00	0.00%
DEPT 4900 RESTRICTED FUNDS		\$1,342,528.76	\$34,454.73	\$565,803.42	\$776,725.34	42.14%
PROG 10 OUTREACH SERVICES		\$1,342,528.76	\$34,454.73	\$565,803.42	\$776,725.34	42.14%
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	\$815.77	\$8,740.27	8.54%
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	\$29,939.43	\$876,493.86	3.30%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$126,268.96	\$21,601.28	\$84,669.73	\$41,599.23	67.06%
821	FD - COMMUNICATIONS	\$34,765.73	\$0.00	\$14,198.79	\$20,566.94	40.84%
822	FD - PROGRAMS & SERVICES	\$61,150.93	\$0.00	\$5,209.00	\$55,941.93	8.52%
820	GIFT FUNDS BRANCH	\$165,559.65	\$8,839.68	\$76,794.63	\$88,765.02	46.38%
818	GIFT FUNDS DESIGNATED	\$348,181.95	\$265.00	\$5,090.30	\$343,091.65	1.46%
819	GIFT FUNDS REGIONAL	\$100,615.83	\$2,491.65	\$9,302.13	\$91,313.70	9.25%
810	INTERLIBRARY LOAN	\$9,335.08	\$38.99	\$1,303.95	\$8,031.13	13.97%
825	REVOLVING FUND	\$80,436.98	\$3,281.43	\$80,821.91	-\$384.93	100.48%
994	SALES REVENUE	\$73,079.06	\$66.20	\$18,473.70	\$54,605.36	25.28%
DEPT 5200 ASSIGNED FUNDS		\$999,394.17	\$36,584.23	\$295,864.14	\$703,530.03	29.60%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
PROG 40 OTHER		\$1,905,827.46	\$36,584.23	\$325,803.57	\$1,580,023.89	17.10%
FUND 10 GENERAL FUND		\$4,312,128.04	\$71,038.96	\$891,606.99	\$3,420,521.05	20.68%
		\$4,312,128.04	\$71,038.96	\$891,606.99	\$3,420,521.05	20.68%

February 20, 2024



2025 Budget Process Guidelines Proposal

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve the attached guidelines proposal, which outlines the 2025 budget process and timeline, based on past practice.

BACKGROUND INFORMATION

Supporting Documents Attached

- Proposed 2025 GRRL Budget Process Guidelines

FINANCIAL IMPLICATIONS

Estimated Cost:

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

2025 GRRL Budget Process Guidelines

Overview

Great River Regional Library (GRRL) receives the majority of its funding from the six counties it serves. The operating and capital budgets are funded at roughly \$20.19 per capita with \$14.92 per capita coming from county signatory shares. The six counties share the goal of providing the highest quality library service in the most cost effective manner possible. The GRRL Board members represent the six counties and recognize that library services provide a core government function to all residents – the services of literacy, access, and lifelong learning.

The Board asks all library departments to work within available resources and consider ways to limit costs while still delivering high quality services to GRRL residents. GRRL will always face annual cost increases, primarily in the areas of employee compensation and benefits and unfunded mandates. Increases such as these can quickly add up to thousands of dollars in new costs. Departments will have an opportunity to request new funding through the department budget request process. However, the number of budget requests the GRRL Board will be able to approve will be limited.

Base Budget Development

A base budget will be prepared using the guidelines below and presented to the GRRL Finance Committee for review. The base budget exercise provides an overall estimate of the cost to maintain GRRL services at a “status-quo” level. It allows the GRRL Board to assess the library system’s fiscal condition and make adjustments as needed during the budget process. Specifically, the base budget phase will reflect the following steps:

1. The Associate Director - Accounting will prepare estimates of payroll and benefits costs for 2025.
2. Payroll estimates will reflect all currently budgeted full-time and part-time positions (including vacant positions).
3. Both collective bargaining unit agreements are in effect through 2025, so general wage increases and quartile movement within range increases will be included in the base budget, based on the contracted amounts.
4. For Operating Budget accounts, increases may occur at the base budget level **only** under the following conditions:
 - a. GRRL is required to increase payments to a vendor due to price increases or contractual inflationary measures to continue existing services (i.e. database subscriptions, known medical and dental premiums, insurance rates, software maintenance contracts, etc.).
 - b. GRRL is required to increase payments resulting from being a member of a necessary professional organization (American Library Association, Society for Human Resource Management, etc.).

- c. When costs for administrative services have risen due to number of employees, number of patrons or mandated costs brought on by legislation (i.e. ADP service charge per employee, minimum wage increases, increase in employer PERA contributions, ACA reporting requirements).
 - d. When costs increase for a commodity due to factors outside of GRRL's control and a base budget adjustment is necessary to maintain the same level of service as the prior year (i.e. vehicle gas, equipment costs). Another example would be when the IRS raises the mileage rate.
5. The base budget for Capital Equipment will include the routine replacement of existing equipment (i.e. copiers, vehicles). Replacement should follow a systematic replacement schedule maintained by department. Schedules should ensure the identification of specific equipment needing replacement at a point in the upcoming budget year, along with updated replacement cost estimates. A rational system of replacement equalizes capital equipment expenditures from year to year and prevents the sudden need for large expenditures due to deferred replacement and accumulated obsolescence.
 6. Departments will be asked to estimate revenues in their respective areas for 2025. The Associate Director - Accounting and Executive Director will compile and review the revenue forecasts and make adjustments according to department revenue forecasts based on historical data and other factors.

Department Budget Requests

The Department Budget Request process offers departments the opportunity to identify budgetary needs not provided for in the base budget. As noted in the overview, the GRRL Board expects departments to work within available resources and consider ways to limit the amount of increases while still delivering high quality services to GRRL residents. Departments should consider this parameter when developing department budget requests. The GRRL Finance Committee does not initially request budget reduction options from departments, but may do so later in the budget process, depending on the outcome of the base budgeting exercise. Departments are welcome to submit proposals to reduce spending. Such proposals could be paired with department budget requests, for example, as a means to fund the request.

1. Requests for new positions or increases in budgeted hours should include staffing calculator indicators or other quantifiable measures to justify the increase. Indicators could include the presence of patron waiting lists (due directly to staffing levels), or time delays in meeting state-imposed mandates.
2. Requests for new positions must identify all costs associated with the position, including benefits, operating and capital costs (computer or software licenses, for example).
3. Preference for funding will be given to mandated, essential library functions and areas of legal compliance. Requests representing new services or expansions of current services must demonstrate how the request fulfills GRRL's mission and strategic plan and produces quantifiable benefits for its patrons or residents.

4. Requests should identify possible revenue that may be generated directly by the department budget request to offset costs.

Timeline

February 20 – Finance Committee reviews and adopts 2025 GRRL Budget Process Guidelines.

March 1 – Department Base Budget estimates and Department Budget Requests due to Executive Director and Associate Director – Accounting.

March 19 – Finance Committee reviews base budget. Department heads present approved Department Budget Requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.

May 21 – Finance Committee adopts preliminary 2025 Budget and shares recommendations with full GRRL Board.

July 16 – Full GRRL Board adopts final 2025 Budget.

February 20, 2024



St. Cloud Public Library Lighting Upgrade

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

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the GRRL portion of the St. Cloud Public Library LED Lighting and Control Replacement Project.

BACKGROUND INFORMATION

Supporting Documents Attached

- St. Cloud City Council Agenda Item – Resolution Authorizing Approval work Related to the Great River Regional Library LED Lighting and Control Replacement Project

The City of St. Cloud’s strong preference would be to replace the lighting in the entire building, including the GRRL administrative space in order to maximize efficiency and cost savings in the building. Their position is that the replacement and upgrade of this critical infrastructure component is subject to the 18% apportionment outlined in SCPL lease agreement. The City of St. Cloud understands that GRRL’s portion of the project needs to go through the approval process with the GRRL Board. Although this is certainly a significant financial investment, we expect a full return on that investment in approximately 3.25 years. Thereafter, the city and GRRL would save approximately \$55,000 annually in shared energy costs. If the GRRL Board determines it does not want to participate in this project, then the city would exclude the GRRL administrative space from the scope of the project. The City of St. Cloud approved the project at their Jan. 29, 2024, council meeting. Work on the project is moving forward with the entire project subject to further direction from the GRRL Board.

FINANCIAL IMPLICATIONS

Estimated Cost: not to exceed \$48,000
 Funding Source: 2025 Operating Budget & Building Maintenance Fund
 Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled



Council Agenda Item _____

MEETING DATE: January 29th, 2024

SUBJECT/TITLE: Resolution Authorizing Approval of Work Related to the Great River Regional Library LED Lighting and Control Replacement Project

SUBMITTED BY: Public Services Section/Public Works Department
Tracy Hodel, Public Services Director
Brian Schoenecker, Assistant Public Works Director

RECOMMENDATION: Approve

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

PREVIOUS COUNCIL ACTION: None

BACKGROUND: The existing Great River Regional Library Lighting and Control System (with exception for some LED lights that were installed after the fire in 2016) were designed with the technology and lighting systems available at the time of the library building construction project in 2008. The lighting system installed at the time of construction was primarily fluorescent with a fluorescent lighting control system that is no longer manufactured or supported. This has resulted in the inability to manage the energy demand. There is significant energy and cost saving opportunities for the replacement of the existing system.

Several different LED lighting options and LED lighting control systems were reviewed, and lighting rebate sources were contacted. After much technical and financial consideration, the system with the greatest short-term and long-term cost efficiencies is being recommended. The selected primary lighting supplier is also a member of the General Service Administration, which is a cooperative purchasing program providing the city with excellent pricing for this project.

It is recommended to enter into agreements with the following organizations to complete this project; Energy Solutions International, Erickson Electric Company, Innovative Alliance, LLC and work with Minnesota Center for Energy and Environment to participate in Xcel Energy's Building Energy Efficiency Program that was used to estimate the rebate amount of \$118,000.

The project will save approximately \$55,000 and 476,000 kilowatt-hours annually for a return on investment of approximately 3.25 years.

BUDGET/FISCAL IMPACT: The cost of these improvements will not exceed \$384,000 with an anticipated rebate of \$118,000 for a net project cost of \$266,000. In the event the project cannot be completed by the end of April, the rebate would be reduced by approximately \$26,000. Community Facilities Sales Tax funds will be used to pay for this project.

CITY COUNCIL GOAL(s): Provide Quality, Cost-Effective Public Services

OPTIONS: Approve/Deny

NECESSARY ACTION: Introduce Resolution, Waive Reading and Adopt

ATTACHMENTS: Resolution