



1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Finance Committee Meeting
Tuesday, March 15, 2022, 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 – February 15, 2022, Meeting (Requested Action – Approve) pg 3 | 5:02 |
| 4. Proposed 2023 Base Budget (Requested Action – Approve) pg 5 | 5:03 |
| 5. Next Meeting – May 17, 2022 | 5:24 |
| 6. Adjournment | 5:25 |

March 15, 2022

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
February 15, 2022**

The Great River Regional Library (GRRL) Finance Committee was called to order by Vice President Leigh Lenzmeier on Tuesday, February 15, 2022, at 5:31 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Wayne Bauernschmitt, Lisa Fobbe, Christine Husom, Gary Kneisl, Leigh Lenzmeier, Ed Popp

Members Excused: Randy Winscher

GRRL Staff Present: Breanne Fruth, Karen Pundsack, Jami Trenam, Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

The February 15, 2022, agenda was adopted as presented without vote.

OATH OF OFFICE

Todd County Commissioner Gary Kneisl and Wright County Commissioner Christine Husom read the Oath of Office.

ELECT FINANCE COMMITTEE CHAIRPERSON

Wayne Bauernschmitt nominated Leigh Lenzmeier for Finance Committee Chairperson for 2022. The nomination was seconded by Christine Husom. With no further nominations, Leigh Lenzmeier accepted the position of Finance Committee Chairperson for 2022. No vote was taken.

Ed Popp and Lisa Fobbe joined the meeting at 5:35 p.m.

APPROVAL OF MINUTES

Wayne Bauernschmitt made a motion to approve the January 18, 2022, minutes as presented. Seconded by Gary Kneisl, the motion carried unanimously.

PROPOSED 2023 BUDGET PROCESS GUIDELINES

Executive Director Karen Pundsack explained the GRRL budget process has been the same for several years. In March, department budget requests and a 2023 base budget will be brought to the Finance Committee for review.

Following discussion, Ed Popp made a motion to approve the 2023 Budget Process Guidelines with the addition of using 2022 wage increases as a base for 2023. Seconded by Lisa Fobbe, the motion carried unanimously.

2023 SIGNATORY SHARE FACTOR TABLE REVIEW

The Signatory Share Factor table showed the shift in dollars among GRRL's counties when using last year's budget numbers with this year's formula. The Committee talked about the funding formula and how it causes shifts from county to county. The Wright County signatory share for the 2023 GRRL Budget is still slightly less than Stearns County. Because of this, GRRL Board seats will remain the same for now.

UNASSIGNED FUND BALANCE SPENDING AND RECOVERY PLAN REVIEW

Dollars from the Unassigned Fund Balance will be included in the 2023 Base Budget as revenue according to the Spending and Recovery Plan. Surplus funds from 2021 have been allocated as 2023 revenue also. The plan's numbers were reviewed and could change. There was a brief discussion about the current level of GRRL reserves, the required 3-month amount, and work to reduce the balance to a 5½-month amount.

ASSIGN FINANCE COMMITTEE MEMBERS TO AUDIT OUTTAKE MEETING

Leigh Lenzmeier and Ed Popp volunteered to attend the meeting with GRRL's auditors on April 1.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, March 15, 2022.

ADJOURNMENT

Leigh Lenzmeier adjourned the meeting at 5:58 p.m.

Leigh Lenzmeier, Chair



2023 Base Budget Proposal

Submitted by Karen Pundsack, Executive Director and
Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Review proposed 2023 Base Budget information.

BACKGROUND INFORMATION

Supporting Documents Attached

- 2023 Base Budget Summary
- 2023 Base Budget Detail
- 2023 Base Budget Signatory Share Factor Table
- 2023 Department Base Budget Estimate Forms

Development of the base budget is an exercise to answer the question: What level of funding is needed to continue library operations at the current, or “status-quo” level? The base budget then serves as a starting point for Board discussions on how the final GRRL budget will look. The base budget is not management’s recommendation on what the signatories should spend on library services.

The 2023 Base Budget yields a 3.14% overall increase, or a \$304,850 increase, from 2022. Some of the major changes to this year’s base budget are as follows:

Revenue Changes:

- | | |
|--|-------------|
| 1. Increase of anticipated revenue from miscellaneous receipts | \$ 46,000 |
| 2. Use of 2021 budget surplus – less than prior year | (\$ 87,220) |
| 3. Use of reserves reduced as part of the spend down recovery plan | (\$ 85,218) |
| 4. Decrease to Interest revenues due to declining rates | (\$ 20,000) |
| 5. End of open hours agreement with the City of Elk River | (\$ 11,000) |
| 6. Decrease of MN Link revenues due to changes within the program | (\$ 9,000) |

Expenditure Changes:

- | | |
|---|--------------|
| 1. Increase in Personnel based on 2022 wage increases | (\$ 264,000) |
| 2. Increase in Cataloging due to billing method changes | (\$ 19,000) |
| 3. Increase adjustment to Equipment Repair & Maintenance for actual use | (\$ 10,750) |
| 4. Anticipated increases to insurance and audit expenses | (\$ 8,150) |

Major Assumptions Used in Compiling the 2023 Base Budget:

- 1. Payroll estimates reflect all currently budgeted full-time and part-time positions including vacant positions.
- 2. Wage increases based on 2022 amounts.

All operating budget increases are within the criteria outlined in the 2023 budget process guidelines adopted by the Finance Committee in February (listed below).

Great River Regional Library Operating Budget Increase Criteria:

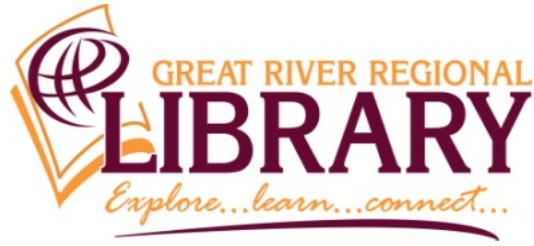
- A. GRRL is required to increase payments to a vendor due to price increases or contractual inflationary measures to continue existing services (i.e. database subscriptions, known medical and dental premiums, insurance rates, software maintenance contracts, etc.).
- B. GRRL is required to increase payments 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, IRS mileage rate change).

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled



2023 Annual Base Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2023 Annual Base Budget Summary**

Operating Revenue Budget	2020 Actual	2021 Actual	2022 Budget	2023 Annual Base Budget Summary
Signatory Revenue	\$ 7,130,203.00	\$ 7,075,801.00	\$ 7,141,482.00	\$ 7,600,950.00
Non Signatory Revenue	2,180,428.56	2,374,127.90	2,561,178.00	2,406,560.00
Operating Revenue Total	\$ 9,310,631.56	\$ 9,449,928.90	\$ 9,702,660.00	\$ 10,007,510.00
	Dollar Change	\$ 139,297.34	\$ 252,731.10	\$ 304,850.00
	Percent Change	1.50%	2.67%	3.14%

Operating Expenditure Budget				
Personnel	\$ 7,086,537.20	\$ 7,300,082.31	\$ 7,698,400.00	\$ 7,962,400.00
Services & Contracts	457,106.55	497,305.71	545,490.00	580,790.00
Commodities	77,110.66	77,078.40	83,800.00	79,800.00
Vehicle	27,134.06	42,019.15	56,950.00	60,500.00
Library Materials	978,356.32	955,932.29	961,370.00	967,370.00
Equipment	4,083.52	7,739.05	5,500.00	5,500.00
Contingency	565.30	386.00	400.00	400.00
Automation	278,656.36	253,769.83	350,750.00	350,750.00
Operating Expenditure Total	\$ 8,909,549.97	\$ 9,134,312.74	\$ 9,702,660.00	\$ 10,007,510.00
	Dollar Change	\$ 224,762.77	\$ 568,347.26	\$ 304,850.00
	Percent Change	2.52%	6.22%	3.14%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00	\$ 30,000.00
	Dollar Change	\$ (735.00)	\$ (65,680.00)	\$ -
	Percent Change	-0.76%	-68.65%	0.00%

Capital Expenditure Budget				
Total Capital	\$ 27,182.74	\$ 14,172.80	\$ 30,000.00	\$ 30,000.00
	Dollar Change		\$ -	\$ -
	Percent Change		0.00%	0.00%

Revenue Budget	\$ 10,037,510.00
Expenditure Budget	\$ 10,037,510.00
Balanced	\$ -

**Great River Regional Library
2023 Annual Base Budget**

Operating Revenue Budget	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
County					
Benton	528,760.00	524,738.00	524,116.17	31,167.83	\$ 555,284.00
Morrison	500,083.00	496,290.00	489,541.71	36,376.29	\$ 525,918.00
Sherburne	1,352,387.00	1,342,114.00	1,354,604.07	103,800.93	\$ 1,458,405.00
Stearns	2,287,208.00	2,269,717.00	2,274,381.10	94,200.90	\$ 2,368,582.00
Todd	328,958.00	326,428.00	333,969.24	22,769.76	\$ 356,739.00
Wright	2,132,807.00	2,116,514.00	2,164,869.71	171,152.29	\$ 2,336,022.00
Subtotal - Signatory	\$ 7,130,203.00	\$ 7,075,801.00	\$ 7,141,482.00	\$ 459,468.00	\$ 7,600,950.00
	Dollar Change	\$ (54,402.00)	\$ 65,681.00		\$ 459,468.00
	Percent Change	-0.76%	0.93%		6.43%

Non-Signatory	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
FY State Aid - RLBS	1,587,563.23	1,604,284.03	1,596,000.00	4,000.00	1,600,000.00
St. Cloud Reimbursement	96,747.68	94,911.68	100,000.00	-	100,000.00
City of Elk River	10,200.00	10,600.00	11,000.00	(11,000.00)	-
City of Sartell	9,634.73	19,352.16	10,500.00	8,000.00	18,500.00
Unassigned Fund Balance (2021 Surplus)	-	350,000.00	401,080.00	(87,220.00)	313,860.00
Unassigned Fund Balance (Cash Reserves)	-	-	315,218.00	(85,218.00)	230,000.00
Miscellaneous Receipts	162,240.26	213,863.17	40,000.00	46,000.00	86,000.00
United Way/PFSS	-	1,760.00	-	-	-
Interest	185,926.99	40,930.31	50,000.00	(20,000.00)	30,000.00
ILL Delivery	6,200.00	6,200.00	6,380.00	(180.00)	6,200.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	22,960.43	10,840.00	9,000.00	(9,000.00)	-
Revenue Fund	91,955.24	14,386.55	15,000.00	-	15,000.00
Sub Total - Non Signatory	\$ 2,180,428.56	\$ 2,374,127.90	\$ 2,561,178.00	\$ (154,618.00)	\$ 2,406,560.00
	Dollar Change	\$ 193,699.34	\$ 187,050.10		\$ (154,618.00)
	Percent Change	8.88%	7.88%		-6.04%

Operating Revenue Total	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
	\$ 9,310,631.56	\$ 9,449,928.90	\$ 9,702,660.00	\$ 304,850.00	\$ 10,007,510.00
	Dollar Change	\$ 139,297.34	\$ 252,731.10		\$ 304,850.00
	Percent Change	1.50%	2.67%		3.14%

**Great River Regional Library
2023 Annual Base Budget**

Capital Revenue Budget	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
County					
Benton	7,150.00	7,096.00	2,202.00	(10.00)	\$ 2,192.00
Morrison	6,762.00	6,711.00	2,056.00	20.00	\$ 2,076.00
Sherburne	18,287.00	18,148.00	5,690.00	66.00	\$ 5,756.00
Stearns	30,928.00	30,692.00	9,554.00	(206.00)	\$ 9,348.00
Todd	4,448.00	4,413.00	1,403.00	5.00	\$ 1,408.00
Wright	28,840.00	28,620.00	9,094.00	126.00	\$ 9,220.00
Capital Revenue Total	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00
	Dollar Change	\$ (735.00)	\$ (65,680.00)		\$ -
	Percent Change	-0.76%	-68.65%		0.00%

Operating & Capital Revenue Total	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
	\$ 9,407,046.56	\$ 9,545,608.90	\$ 9,732,660.00	\$ 304,851.00	\$ 10,037,510.00
	Dollar Change	\$ 138,562.34	\$ 187,051.10		\$ 304,850.00
	Percent Change	1.47%	1.96%		3.13%

**Great River Regional Library
2023 Annual Base Budget**

Operating Expenditure Budget					
4100 Personnel	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
Subtotal Personnel	\$ 7,086,537.20	\$ 7,300,082.31	\$ 7,698,400.00	\$ 264,000.00	\$ 7,962,400.00
Total - Personnel	\$ 7,086,537.20	\$ 7,300,082.31	\$ 7,698,400.00	\$ 264,000.00	\$ 7,962,400.00
			Dollar Change		\$ 264,000.00
			Percent Change		3.43%

4200 Services and Contracts	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
210 Regional Board Meetings	5,969.02	6,888.48	9,000.00	(2,000.00)	7,000.00
211 Staff Development Svcs. (Strat. Plan)	18,730.87	17,897.82	25,000.00	(500.00)	24,500.00
213 All Staff Day Training (Strat. Plan)	-	-	7,300.00	-	7,300.00
220 Library Memberships	1,976.00	1,719.00	6,000.00	(1,000.00)	5,000.00
235 Patron Contact Svcs.	44,371.73	48,694.78	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	92,776.42	89,128.95	100,000.00	-	100,000.00
246 Insurance (Mandated)	33,389.00	38,151.00	34,000.00	6,150.00	40,150.00
248 Catalog Svcs.	75,328.36	91,242.87	96,000.00	19,000.00	115,000.00
250 Audit (Mandated)	19,100.00	19,150.00	20,000.00	2,000.00	22,000.00
253 Public Licensing Svcs.	4,587.00	4,587.00	4,590.00	-	4,590.00
260 Telephone Svcs.	18,501.94	29,425.25	31,000.00	-	31,000.00
265 Delivery Svcs.	674.66	1,003.10	1,750.00	-	1,750.00
271 Equip. Rental & Repair	17,071.62	22,783.30	14,750.00	10,750.00	25,500.00
280 Printing/Public Information	30,431.59	39,622.60	31,000.00	-	31,000.00
285 Recruitment Svcs.	954.38	2,583.35	1,600.00	900.00	2,500.00
288 Sales Tax	2,291.01	3,233.66	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs. (Contractual)	68,778.32	69,484.37	77,000.00	-	77,000.00
291 Legal Svcs.	16,097.77	5,665.00	16,000.00	-	16,000.00
293 System Directors Fund	6,076.86	6,045.18	6,500.00	-	6,500.00
Total Services & Contracts	\$ 457,106.55	\$ 497,305.71	\$ 545,490.00	\$ 35,300.00	\$ 580,790.00
			Dollar Change		\$ 35,300.00
			Percent Change		6.47%

Operating Expenditure Budget					
4300 Commodities	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
310 Supplies	64,756.07	64,284.94	63,800.00	-	63,800.00
330 Postage	12,354.59	12,793.46	20,000.00	(4,000.00)	16,000.00
Total Commodities	\$ 77,110.66	\$ 77,078.40	\$ 83,800.00	\$ (4,000.00)	\$ 79,800.00
			Dollar Change		\$ (4,000.00)
			Percent Change		-4.77%

**Great River Regional Library
2023 Annual Base Budget**

4400 Vehicle	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
420 Vehicle Gas	884.56	9,308.12	16,500.00	6,500.00	23,000.00
430 Vehicle Insurance	3,499.00	3,572.00	3,650.00	350.00	4,000.00
440 Vehicle Repair & Maintenance	7,498.20	7,423.99	5,500.00	2,000.00	7,500.00
450 Vehicle Tires & Miscellaneous	114.15	3,116.43	4,000.00	-	4,000.00
460 Vehicle Mileage	15,138.15	18,598.61	27,300.00	(5,300.00)	22,000.00
Total Vehicle	\$ 27,134.06	\$ 42,019.15	\$ 56,950.00	\$ 3,550.00	\$ 60,500.00
			Dollar Change		\$ 3,550.00
			Percent Change		6.23%

4500 Library Materials	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
510 Print	498,494.37	556,635.11	558,500.00	-	558,500.00
520 Periodicals	46,287.74	50,514.90	52,000.00	-	52,000.00
540 Media	127,303.73	105,156.24	154,400.00	(24,400.00)	130,000.00
560 Electronic Svcs.	306,270.48	243,626.04	196,470.00	30,400.00	226,870.00
Total Library Materials	\$ 978,356.32	\$ 955,932.29	\$ 961,370.00	\$ 6,000.00	\$ 967,370.00
			Dollar Change		\$ 6,000.00
			Percent Change		0.62%

Operating Expenditure Budget

4600 Equipment	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
610 Operating Equipment	1,092.28	6,023.84	3,300.00	-	3,300.00
630 Small Equipment	2,991.24	1,715.21	2,200.00	-	2,200.00
Total Equipment	\$ 4,083.52	\$ 7,739.05	\$ 5,500.00	\$ -	\$ 5,500.00
			Dollar Change		\$ -
			Percent Change		0.00%

4700 Contingency	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
910 Contingency	565.30	386.00	400.00	-	400.00
Total Contingency	\$ 565.30	\$ 386.00	\$ 400.00	\$ -	\$ 400.00
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library
2023 Annual Base Budget**

Operating Expenditure Budget					
4800 Automation	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
932 Maintenance	184,853.90	176,545.77	225,750.00	(37,900.00)	187,850.00
933 Equipment	90,766.46	68,831.73	96,000.00	-	96,000.00
935 Professional Services	2,200.00	995.00	2,000.00	-	2,000.00
936 Software	836.00	7,397.33	27,000.00	37,900.00	64,900.00
Total Automation	\$ 278,656.36	\$ 253,769.83	\$ 350,750.00	\$ -	\$ 350,750.00
			Dollar Change		\$ -
			Percent Change		0.00%
Total Operating Expenditure Budget	\$ 8,909,549.97	\$ 9,134,312.74	\$ 9,702,660.00	\$ 304,850.00	\$ 10,007,510.00
			Dollar Change		\$ 304,850.00
			Percent Change		3.14%
			Revenue Budget		\$ 10,007,510.00
			Expenditure Budget		\$ 10,007,510.00
			Balanced		\$ -
Capital Expenditure Budget					
5000 Capital	2020 Actual	2021 Actual	2022 Budget	Incr/Decr 2023 to 2022	2023 Annual Base Budget
710 Automation	10,000.00	-	-	-	-
720 Branch Development	9,596.74	8,340.00	-	-	-
730 Equipment	7,586.00	5,832.80	5,000.00	(5,000.00)	-
740 Vehicle	-	-	25,000.00	5,000.00	30,000.00
Total Capital	\$ 27,182.74	\$ 14,172.80	\$ 30,000.00	\$ -	\$ 30,000.00
			Dollar Change		\$ -
			Percent Change		0.00%
Total Operating & Capital Expenditure Budget	\$ 8,936,732.71	\$ 9,148,485.54	\$ 9,732,660.00	\$ 304,850.00	\$ 10,037,510.00
			Dollar Change		\$ 304,850.00
			Percent Change		3.13%
			Revenue Budget		\$ 10,037,510.00
			Balanced		\$ -

**Great River Regional Library
2023 Annual Preliminary Budget
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%										
Operating														
\$ 7,600,950														
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	41,379	8.32%	\$ 210,749	5941	7.16%	\$ 181,525	\$ 39,515,153	6.43%	\$ 163,010	7.31%	\$ 555,284	\$ 13.42	1.41%	
Morrison	34,010	6.84%	\$ 173,218	6295	7.59%	\$ 192,341	38,872,519	6.33%	\$ 160,359	6.92%	525,918	15.46	1.35%	
Sherburne	97,183	19.54%	\$ 494,967	14543	17.54%	\$ 444,356	125,830,429	20.49%	\$ 519,082	19.19%	1,458,405	15.01	1.16%	
Stearns	158,292	31.82%	\$ 806,204	26710	32.21%	\$ 816,114	180,901,347	29.45%	\$ 746,264	31.16%	2,368,582	14.96	1.31%	
Todd	25,262	5.08%	\$ 128,663	3725	4.49%	\$ 113,816	27,697,728	4.51%	\$ 114,260	4.69%	356,739	14.12	1.29%	
Wright	141,337	28.41%	\$ 719,849	25708	31.00%	\$ 785,498	201,363,194	32.79%	\$ 830,674	30.73%	2,336,022	16.53	1.16%	
Total	497,463	100%	\$ 2,533,650	82922	100%	\$ 2,533,650	\$ 614,180,370	100.00%	\$ 2,533,650	100%	\$ 7,600,950	\$ 15.28	1.24%	
Weight	2020	2022												
	33.33%	33.33%												

Capital														
\$ 30,000														
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	41,379	8.32%	\$ 832	5941	7.16%	\$ 716	\$ 39,515,153	6.43%	\$ 643	7.31%	\$ 2,192	\$ 0.05	0.01%	
Morrison	34,010	6.84%	\$ 684	6295	7.59%	\$ 759	38,872,519	6.33%	\$ 633	6.92%	2,076	0.06	0.01%	
Sherburne	97,183	19.54%	\$ 1,954	14543	17.54%	\$ 1,754	125,830,429	20.49%	\$ 2,049	19.19%	5,756	0.06	0.00%	
Stearns	158,292	31.82%	\$ 3,182	26710	32.21%	\$ 3,221	180,901,347	29.45%	\$ 2,945	31.16%	9,348	0.06	0.01%	
Todd	25,262	5.08%	\$ 508	3725	4.49%	\$ 449	27,697,728	4.51%	\$ 451	4.69%	1,408	0.06	0.01%	
Wright	141,337	28.41%	\$ 2,841	25708	31.00%	\$ 3,100	201,363,194	32.79%	\$ 3,279	30.73%	9,220	0.07	0.00%	
Total	497,463	100%	\$ 10,000	82922	100%	\$ 10,000	\$ 614,180,370	100%	\$ 10,000	100%	\$ 30,000	\$ 0.06	0.00%	

County	2023 Operating	2023 Capital	2023 Total	County	2022 Operating	2022 Capital	2022 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 555,284	\$ 2,192	\$ 557,476	Benton	\$ 524,116	\$ 2,202	\$ 526,318	Benton	\$ 31,168	\$ (10)	\$ 31,157	5.920%
Morrison	525,918	2,076	527,994	Morrison	489,542	2,056	491,598	Morrison	36,376	19	36,395	7.403%
Sherburne	1,458,405	5,756	1,464,161	Sherburne	1,354,604	5,690	1,360,294	Sherburne	103,801	66	103,866	7.636%
Stearns	2,368,582	9,348	2,377,930	Stearns	2,274,381	9,554	2,283,935	Stearns	94,201	(206)	93,995	4.115%
Todd	356,739	1,408	358,147	Todd	333,969	1,403	335,372	Todd	22,770	5	22,775	6.791%
Wright	2,336,022	9,220	2,345,242	Wright	2,164,870	9,094	2,173,964	Wright	171,152	126	171,278	7.879%
Total	\$ 7,600,950	\$ 30,000	\$ 7,630,950	Total	\$ 7,141,482	\$ 30,000	\$ 7,171,481	Total	\$ 459,468	\$ -	\$ 459,467	6.407%

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department Accounting and Distribution
Submitted By: Amy Anderson - Accounting Coordinator

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Interest	10-00-3600-361	185,926.99	40,930.31	50,000.00	30,000.00	(20,000.00)	Adjusted for low interest rates	
Revenue Fund	10-00-3500-378	5,124.85	14,384.24	15,000.00	15,000.00	-		
St. Cloud Reimb.	10-00-3500-351	96,747.68	94,911.68	100,000.00	100,000.00	-		
Revenue Total		\$ 287,799.52	\$ 150,226.23	\$ 165,000.00	\$ 145,000.00	\$ (20,000.00)		

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budgeted Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Building Maint	10-30-4200-240	92,776.42	89,128.95	100,000.00	100,000.00	-		
Equipment Rental and Repair - Institutional	10-00-4200-271	568.14	1,392.39	1,500.00	1,500.00	-		
Equipment Rental and Repair - Public	10-20-4200-271	16,503.48	21,390.91	14,000.00	24,000.00	10,000.00	budget line exceeded by 100% 2019 - 2021 (copy expenses)	A
Vehicle - Gas	10-20-4400-420	884.56	9,308.12	16,500.00	23,000.00	6,500.00	Year 3 of prepaid balance phase out plan, (goal \$30,000)	D
Vehicle- Insurance	10-20-4400-430	3,499.00	3,572.00	3,650.00	4,000.00	350.00		A
Vehicle -Repair	10-20-4400-440	7,498.20	7,423.99	5,500.00	7,500.00	2,000.00	new vehicle production and delivery delays	A
Vehicle - Tires, Misc	10-20-4400-450	114.15	3,116.43	4,000.00	4,000.00	-		
Operating Equipment	10-00-4600-610	-	-	300.00	300.00	-		
Operating Equipment	10-20-4600-610	1,092.28	6,023.84	3,000.00	3,000.00	-		
Small Equipment	10-00-4600-630	222.42	43.77	300.00	300.00	-		
Small Equipment	10-20-4600-630	2,768.82	1,181.86	1,500.00	1,500.00	-		
Small Equipment	10-30-4600-630	-	489.58	400.00	400.00	-		
Contingency	10-00-4700-910	565.30	386.00	400.00	400.00	-		
Audit	10-30-4200-250	19,100.00	19,150.00	20,000.00	22,000.00	2,000.00		A
Sales Tax	10-00-4200-288	2,291.01	3,233.66	4,000.00	4,000.00	-		
Telephone	10-00-4200-260	18,501.94	29,425.25	31,000.00	31,000.00	-		
Expenditure Total		\$ 166,385.72	\$ 195,266.75	\$ 206,050.00	\$ 226,900.00	\$ 20,850.00		

	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ (20,000.00)	-12.12%
Expenditures Change	\$ 20,850.00	10.12%
Net Change in Operating	\$ 40,850.00	

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department Collection Development
Submitted By: Jami Trenam - Associate Director Collection Development

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
ILL Delivery Revenue	10-10-4200-100	6,200.00	6,200.00	6,380.00	6,200.00	(180.00)		
Minitex Last Mile	10-10-4900-340	7,000.00	7,000.00	7,000.00	7,000.00	-		
MNLink	10-00-3300-376	9,360.00	10,840.00	9,000.00	-	(9,000.00)	Anticipated change to resource sharing tool	
Revenue Total		\$ 13,200.00	\$ 13,200.00	\$ 13,200.00	\$ 13,200.00	-		

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Catalog Services	10-20-4200-248	75,328.36	91,242.87	96,000.00	115,000.00	19,000.00	OCLC moving to annual billing in July, 2023	A
Supplies - Institutional	10-00-4300-310	1,667.10	2,383.63	1,700.00	2,000.00	300.00	shift to match actual spending	
Supplies - Public	10-20-4300-310	63,016.87	61,901.31	61,950.00	61,725.00	(225.00)		
Supplies - Operational	10-30-4300-310	72.10	-	150.00	75.00	(75.00)	shift to match actual spending	
Postage	10-30-4300-330	12,354.59	12,793.46	20,000.00	16,000.00	(4,000.00)	shift to match actual spending	
Books & Print Materials	10-20-4500-510	498,494.37	556,635.11	558,500.00	558,500.00	-		
Periodicals	10-20-4500-520	46,287.74	50,514.90	52,000.00	52,000.00	-		
Media	10-20-4500-540	127,303.73	105,156.24	154,400.00	130,000.00	(24,400.00)	shift in patron activity to digital formats	
Electronic Services	10-20-4500-560	306,270.48	243,626.04	196,470.00	226,870.00	30,400.00	moved dollars from media to digital, database price increases	A
Delivery Services	10-30-4200-265	674.66	1,003.10	1,750.00	1,750.00	-	back to 5 day per week delivery schedule	
Expenditure Total		\$ 1,131,470.00	\$ 1,125,256.66	\$ 1,137,910.00	\$ 1,163,920.00	\$ 21,000.00		

	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ 21,000.00	2.29%
Net Change in Operating	\$ (21,000.00)	

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department Communications & Development
Submitted By: Breanne Fruth - Communications & Development Coordinator

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Printing/Public Information - Institutional	10-00-4200-280	3,253.45	7,210.94	8,000.00	8,000.00	-		
Printing/Public Information - Public	10-20-4200-280	27,178.14	32,411.66	23,000.00	23,000.00	-		
Expenditure Total		\$ 30,431.59	\$ 39,622.60	\$ 31,000.00	\$ 31,000.00	\$ -		

	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	
Expenditures Change	\$ -	0.00%
Net Change in Operating	\$ -	

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department: Executive Director
Submitted By: Karen Pundsack - Executive Director

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
City of Elk River	10-00-3100-322	10,200.00	10,600.00	11,000.00	-	(11,000.00)	Open hours agreement expires	
Misc. Receipts	10-00-3600-371	162,240.26	213,863.17	40,000.00	86,000.00	46,000.00	Based on 2022 January receipts	
RLBSS	10-00-3300-388	1,597,595.71	1,604,284.04	1,596,000.00	1,600,000.00	4,000.00	Estimate based on 5-year average	
City of Sartell	10-00-3100-323	<u>9,634.73</u>	<u>19,352.16</u>	<u>10,500.00</u>	<u>18,500.00</u>	<u>8,000.00</u>	New Locker Agreement	
Revenue Total		\$ 1,770,035.97	\$ 1,828,747.21	\$ 1,877,800.00	\$ 1,686,000.00	\$ 39,000.00		

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Legal Services	10-30-4200-291	16,097.77	5,665.00	16,000.00	16,000.00	-		
System Directors Fund	10-30-4200-293	6,076.86	6,045.18	6,500.00	6,500.00	-		
Public Licensing Services	10-20-4200-253	4,587.00	4,587.00	4,590.00	4,590.00	-		
Insurance - Contents/Other	10-30-4200-246	33,389.00	38,151.00	34,000.00	40,150.00	6,150.00		A
Regional Board Meetings	10-00-4200-210	<u>5,969.02</u>	<u>6,888.48</u>	<u>9,000.00</u>	<u>7,000.00</u>	<u>(2,000.00)</u>		
Expenditure Total		\$ 281,634.48	\$ 61,336.66	\$ 376,543.24	\$ 74,240.00	4,150.00		

	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ 39,000.00	-10.21%
Expenditures Change	\$ 4,150.00	-80.28%
Net Change in Operating	\$ (34,850.00)	

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department Human Resources
Submitted By: Julie Schmitz - Associate Director HR

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Benefit Administration	10-00-4100-145	4,666.22	7,883.69	6,200.00	6,700.00	500.00	# of employees/retirees	C
Workers Compensation	10-30-4100-160	15,771.00	17,987.00	20,000.00	30,000.00	10,000.00	anticipated increases based on recent claims history	A
Annual PTO Cash/Conversion	10-00-4100-185	12,400.24	8,449.78	16,248.00	11,648.00	(4,600.00)		
Memberships & Subscriptions	10-00-4200-220	1,976.00	1,719.00	6,000.00	5,000.00	(1,000.00)		
Staff Development	10-00-4200-211	18,730.87	17,897.82	25,000.00	24,500.00	(500.00)		
Vehicle - Mileage	10-00-4400-460	747.59	890.29	2,300.00	2,000.00	(300.00)		
Vehicle - Mileage	10-20-4400-460	14,390.56	17,708.32	25,000.00	20,000.00	(5,000.00)		
All Staff Day (Presenters/Food)	10-00-4200-213	-	-	7,300.00	7,300.00	-		
Recruitment	10-00-4200-285	954.38	2,583.35	1,600.00	2,500.00	900.00	recruitment activity	C
HRIS/Payroll Services	10-00-4200-290	68,778.32	69,484.37	77,000.00	77,000.00	-		
Expenditure Total		138,415.18	\$ 144,603.62	\$ 186,648.00	\$ 186,648.00	\$ -		

	Dollar Change	% Change
Revenue Change	\$ -	
Expenditures Change	\$ -	0.00%
Net Change in Operating	\$ -	

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department Information Technology
Submitted By: Jay Roos - Associate Director IT

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code
Automation Maintenance	10-20-4800-932	184,853.90	176,545.77	225,750.00	187,850.00	(37,900.00)	Baseline	
Automation Equipment	10-00-4800-933	22,806.90	9,884.05	10,600.00	10,600.00	-		
Automation Equipment	10-20-4800-933	67,959.56	58,947.68	85,400.00	85,400.00	-		
Professional Services	10-20-4800-935	2,200.00	995.00	2,000.00	2,000.00	-		
Automation Software	10-00-4800-936	-	7,397.33	2,000.00	29,900.00	27,900.00		
Automation Software	10-20-4800-936	<u>836.00</u>	-	<u>25,000.00</u>	<u>35,000.00</u>	<u>10,000.00</u>		
Expenditure Total		\$ 278,656.36		\$ 350,750.00	\$ 350,750.00	\$ -		

	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ -	0.00%

**Great River Regional Library
2023 Department Base Budget Estimate Form**

Department: Patron Services
Request submitted by: Brandi Canter - Lead Patron Services Supervisor

Budget Line	Account Code	2020 Actual	2021 Actual	2022 Approved Budget	2023 Budget Amount	Incr/Decr from 2022 Budget	Reason for Change or "N/A"	Criteria Code		
Patron Contact Services	10-20-4200-235	44,371.73	48,694.78	60,000.00	60,000.00	-				
Expenditure Total	\$	44,371.73	\$	48,694.78	\$	60,000.00	\$	60,000.00	\$	-

	Dollar Change	% Change
Revenue Change	\$ -	0.00%
Expenditures Change	\$ -	0.00%