



1300 St. Germain Street West
St. Cloud, MN 56301
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**Board of Trustees Finance Committee Meeting
Tuesday, March 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. Approval of Minutes – March 7, 2023, Meeting (Requested Action – Approve) pg 3 | 5:02 |
| 4. Proposed 2024 Base Budget (Requested Action – Approve) pg 5 | 5:03 |
| 5. 2024 Department Budget Request – St. Michael Open Hours (Requested Action – Approve) pg 21 | 5:15 |
| 6. Capital Vehicle Expenditure Request (Requested Action – Approve) pg 23 | 5:19 |
| 7. Next Meeting – April 18, 2023 | 5:24 |
| 8. Adjournment | 5:25 |

March 21, 2023

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
March 7, 2023**

The Great River Regional Library (GRRL) Finance Committee was called to order by Board President Ed Popp on Tuesday, March 7, 2023, at 2:30 p.m. in the St. Cloud Public Library Mississippi Room.

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

Members Excused:

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

ADOPTION/AMENDMENT OF AGENDA

The agenda was adopted as presented without vote.

APPROVAL OF MINUTES

The November 15, 2022, minutes were approved at the January 17, 2023, Board meeting.

INTRODUCTION OF NEW BOARD MEMBER & OATH OF OFFICE

Todd County Commissioner Tim Denny was welcomed. All committee and staff members introduced themselves. The Oath of Office was administered.

ELECT FINANCE COMMITTEE CHAIRPERSON

Leigh Lenzmeier nominated Randy Winscher for Chairperson. Wayne Bauernschmitt seconded the nomination. There being no further nominations, Lisa Fobbe moved to close nominations and cast a unanimous ballot for Randy Winscher. Tim Denny seconded the motion. All voted to elect Randy Winscher as Chairperson.

FOURTH QUARTER FINANCIAL REPORT

Associate Director – Accounting Amy Anderson reviewed the fourth quarter financial report. Overall, 2022 revenues exceeded the budget by \$148,441. Spending for 2022 increased by 2.95 percent. For the year, the budget was \$298,907 underspent. The overall 2022 surplus of \$407,348 was designated to the GRRL 2024 Budget.

Following brief discussion about the GRRL fleet vehicles, Leigh Lenzmeier made a motion to approve the fourth quarter financial report as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

PROPOSED 2024 BUDGET PROCESS GUIDELINES

Executive Director Karen Pundsack gave an overview of GRRL's Budget Process Guidelines, which are similar to previous years. The Finance Committee will see the 2024 Base Budget, reflecting the cost to do business the same way next year, at their March 21 meeting. It is anticipated that a department budget request for an additional open hour in St. Michael will also be presented for approval. Preliminary and proposed 2024 budgets will be prepared for the May and July meetings, respectively.

Ed Popp made a motion to approve the 2024 Budget Process Guidelines as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

2024 SIGNATORY SHARE FACTOR TABLE REVIEW

The Signatory Share Factor Table shows the funding formula for GRRL's counties and how it is applied. Karen Pundsack noted that if the total dollar amount is the same as the previous year, each county's contribution still fluctuates due to formula factor changes. She also pointed out that in 2024, Wright County will replace Stearns County as the county contributing the largest amount. According to the GRRL Signatory Agreement, this will affect their number of Board member seats. The Committee was asked for feedback on how to address this change. There was brief discussion, and several members commented that the decision would be up to the involved counties.

UNASSIGNED FUND BALANCE SPENDING AND RECOVERY PLAN REVIEW

The current Unassigned Fund Balance Spending and Recovery Plan was reviewed. Amy Anderson stated \$230,000 of cash reserves were used as revenue in the GRRL 2023 Budget. She also highlighted the unassigned funds decrease from 5.74 months of reserves in December 2020 to 4.55 months in December 2022. The next Unassigned Fund Balance review will happen after GRRL's upcoming audit and the auditor presentation at the May meeting.

ASSIGN FINANCE COMMITTEE MEMBERS TO AUDIT OUTTAKE MEETING

GRRL's audit will take place March 13-16. The auditors will conduct an outtake meeting on March 16 via Zoom. Leigh Lenzmeier and Tina Diedrick agreed to attend with GRRL staff.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, March 21, 2023.

ADJOURNMENT

Randy Winscher adjourned the meeting at 3:04 p.m.

Randy Winscher, Chair



2024 Base Budget Proposal

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

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Review proposed 2024 Base Budget information.

BACKGROUND INFORMATION

Supporting Documents Attached

- 2024 Base Budget Summary
- 2024 Base Budget Detail
- 2024 Base Budget Signatory Factor Table
- 2024 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 2024 Base Budget yields a 1.49% overall increase, or a \$149,626 increase, from 2023. Some of the major changes to this year’s base budget are as follows:

Revenue Changes:

1. Increase of anticipated revenue from interest receipts	\$170,000
2. Use of 2022 budget surplus, increase over prior year	\$ 93,490
3. Increase of anticipated revenue from patron receipts	\$ 19,000
4. Use of reserves reduced as part of the spend down recovery	(\$ 70,000)
5. Decrease to St. Cloud reimbursement due to staff turnover	(\$ 15,000)

Expenditure Changes:

1. Increase in Personnel budget with 2024 wage increases	(\$185,000)
2. Decrease in Cataloging expenses due to billing method change	\$ 21,000
3. Decrease in Automation spending due to price negotiations and reduced desktop counts	\$ 27,124
4. Increased Fleet expenses for fuel and staff mileage reimbursements	(\$ 8,000)
5. Increased prices associated with library materials	(\$ 4,000)

Major Assumptions used in Compiling the 2024 Base Budget:

- 1. Payroll estimates reflect all currently budgeted full- and part-time positions, including vacant positions.
- 2. All operating budget increases are within the criteria outlined in the 2024 Budget Process Guidelines adopted by the Finance Committee on March 7th (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 of Human Resource Management, etc.).
- c. When costs for administrative services have risen due to the number of employees, patrons or mandated legislative costs (i.e. ADP service charge per employee, minimum wage increases, increase to 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 fuel, equipment costs, IRS mileage rate change).

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled



2024 Annual Base Budget

Great River Regional Library Board of Trustees

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

Operating Revenue Budget	2021 Actual	2022 Actual	2023 Budget	2024 Annual Base Budget Summary
Signatory Revenue	\$ 7,075,801.00	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,520,286.00
Non Signatory Revenue	2,374,127.90	2,709,618.70	2,406,560.00	2,643,550.00
Operating Revenue Total	\$ 9,449,928.90	\$ 9,851,101.70	\$ 10,007,510.00	\$ 10,163,836.00
	Dollar Change	\$ 401,172.80	\$ 156,408.30	\$ 156,326.00
	Percent Change	4.25%	1.59%	1.56%

Operating Expenditure Budget				
Personnel	\$ 7,300,082.31	\$ 7,394,430.67	\$ 7,962,400.00	\$ 8,147,500.00
Services & Contracts	494,722.36	587,205.55	587,490.00	572,740.00
Commodities	77,078.40	71,185.34	79,800.00	73,700.00
Fleet	42,019.15	69,184.18	60,500.00	68,500.00
Library Materials	955,932.29	961,370.00	967,370.00	971,370.00
Equipment	7,739.05	4,780.68	5,500.00	6,000.00
Contingency	386.00	288.35	400.00	400.00
Automation	253,769.83	312,068.26	350,750.00	323,626.00
Operating Expenditure Total	\$ 9,131,729.39	\$ 9,400,513.03	\$ 10,014,210.00	\$ 10,163,836.00
	Dollar Change	\$ 268,783.64	\$ 613,696.97	\$ 149,626.00
	Percent Change	2.94%	6.53%	1.49%

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

Capital Expenditure Budget				
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 30,000.00
	Dollar Change	\$ -	\$ -	\$ -
	Percent Change			0.00%

Revenue Budget	\$ 10,193,836.00
Expenditure Budget	\$ 10,193,836.00
Balanced	\$ -

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

Operating Revenue Budget	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
<u>County</u>					
Benton	524,738.00	524,116.00	555,284.00	(14,795.00)	\$ 540,489.00
Morrison	496,290.00	489,542.00	525,918.00	(6,395.00)	\$ 519,523.00
Sherburne	1,342,114.00	1,354,605.00	1,458,405.00	6,960.00	\$ 1,465,365.00
Stearns	2,269,717.00	2,274,381.00	2,368,582.00	(56,939.00)	\$ 2,311,643.00
Todd	326,428.00	333,969.00	356,739.00	(6,687.00)	\$ 350,052.00
Wright	2,116,514.00	2,164,870.00	2,336,022.00	(2,808.00)	\$ 2,333,214.00
Subtotal - Signatory	\$ 7,075,801.00	\$ 7,141,483.00	\$ 7,600,950.00	\$ (80,665.00)	\$ 7,520,286.00
	Dollar Change	\$ 65,682.00	\$ 459,467.00		\$ (80,664.00)
	Percent Change	0.93%	6.43%		-1.06%

Non-Signatory	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
FY State Aid - RLBS	1,604,284.03	1,637,874.23	1,600,000.00	38,000.00	1,638,000.00
St. Cloud Reimbursement	94,911.68	81,088.94	100,000.00	(15,000.00)	85,000.00
City of Elk River	10,600.00	10,875.00	-	-	-
City of Sartell	19,352.16	18,500.00	18,500.00	1,500.00	20,000.00
Unassigned Fund Balance (2022 Surplus)	350,000.00	315,218.00	313,860.00	93,490.00	407,350.00
Unassigned Fund Balance (Cash Reserves)	-	401,080.00	230,000.00	(70,000.00)	160,000.00
Patron Receipts (Formerly Miscellaneous Receipts)	213,863.17	105,268.29	86,000.00	19,000.00	105,000.00
United Way/PFSS	1,760.00	-	-	-	-
Interest	40,930.31	96,508.74	30,000.00	170,000.00	200,000.00
ILL Delivery	6,200.00	6,200.00	6,200.00	-	6,200.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	10,840.00	9,315.00	-	-	-
Revenue Fund	14,386.55	20,690.50	15,000.00	-	15,000.00
Sub Total - Non Signatory	\$ 2,374,127.90	\$ 2,709,618.70	\$ 2,406,560.00	\$ 236,990.00	\$ 2,643,550.00
	Dollar Change	\$ 335,490.80	\$ (303,058.70)		\$ 236,990.00
	Percent Change	14.13%	-11.18%		9.85%

Operating Revenue Total	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
	\$ 9,449,928.90	\$ 9,851,101.70	\$ 10,007,510.00	\$ 156,325.00	\$ 10,163,836.00
	Dollar Change	\$ 401,172.80	\$ 156,408.30		\$ 156,326.00
	Percent Change	4.25%	1.59%		1.56%

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

Operating & Capital Revenue Total	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
	\$ 9,545,608.90	\$ 9,881,101.70	\$ 10,037,510.00	\$ 156,324.00	\$ 10,193,836.00
	Dollar Change	\$ 335,492.80	\$ 156,408.30		\$ 156,326.00
	Percent Change	3.51%	1.58%		1.56%

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

Operating Expenditure Budget					
4100 Personnel	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
Subtotal Personnel	\$ 7,300,082.31	\$ 7,394,430.67	7,962,400.00	\$ 185,100.00	\$ 8,147,500.00
Total Personnel	\$ 7,300,082.31	\$ 7,394,430.67	\$ 7,962,400.00	\$ 185,100.00	\$ 8,147,500.00
			Dollar Change		\$ 185,100.00
			Percent Change		2.32%

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

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

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

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

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

Operating Expenditure Budget

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

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

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

Operating Expenditure Budget					
4800 Automation	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
932 Maintenance	176,545.77	208,351.68	187,850.00	(20,474.00)	167,376.00
933 Equipment	68,831.73	57,426.88	96,000.00	(5,400.00)	90,600.00
935 Professional Services	995.00	2,142.75	2,000.00	-	2,000.00
936 Software	7,397.33	44,146.95	64,900.00	(1,250.00)	63,650.00
Total Automation	\$ 253,769.83	\$ 312,068.26	\$ 350,750.00	\$ (27,124.00)	\$ 323,626.00
			Dollar Change		\$ (27,124.00)
			Percent Change		-7.73%
Total Operating Expenditure Budget	\$ 9,131,729.39	\$ 9,400,513.03	\$ 10,014,210.00	\$ 149,626.00	\$ 10,163,836.00
			Dollar Change		\$ 149,626.00
			Percent Change		1.49%
			Revenue Budget		\$ 10,163,836.00
			Expenditure Budget		\$ 10,163,836.00
			Balanced		\$ -

Capital Expenditure Budget					
5000 Capital	2021 Actual	2022 Actual	2023 Budget	Incr/Decr 2024 to 2023	2024 Annual Base Budget
710 Automation	-	-	-	-	-
720 Branch Development	8,340.00	16,031.44	-	-	-
730 Equipment	5,832.80	-	-	-	-
740 Fleet Vehicle	-	63,472.75	30,000.00	-	30,000.00
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ -	\$ 30,000.00
			Dollar Change		\$ -
			Percent Change		0.00%
Total Operating & Capital Expenditure Budget	\$ 9,145,902.19	\$ 9,480,017.22	\$ 10,044,210.00	\$ 149,626.00	\$ 10,193,836.00
			Dollar Change		\$ 149,626.00
			Percent Change		1.49%
			Revenue Budget		\$ 10,193,836.00
			Balanced		\$ -

**Great River Regional Library
2024 Annual Base Budget
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%									
Operating													
\$ 7,520,286													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,204	8.18%	\$ 205,068	5,737	6.98%	\$ 175,017	\$ 46,855,850	6.40%	\$ 160,405	7.19%	\$ 540,489	\$ 13.12	1.15%
Morrison	34,041	6.76%	\$ 169,418	6,439	7.84%	\$ 196,432	44,889,345	6.13%	\$ 153,673	6.91%	519,523	\$ 15.26	1.16%
Sherburne	98,924	19.64%	\$ 492,333	14,718	17.91%	\$ 448,997	153,075,445	20.90%	\$ 524,034	19.49%	1,465,365	\$ 14.81	0.96%
Stearns	159,301	31.63%	\$ 792,823	26,006	31.65%	\$ 793,356	211,914,987	28.94%	\$ 725,464	30.74%	2,311,643	\$ 14.51	1.09%
Todd	25,263	5.02%	\$ 125,731	3,577	4.35%	\$ 109,122	33,650,607	4.60%	\$ 115,199	4.65%	350,052	\$ 13.86	1.04%
Wright	<u>144,948</u>	<u>28.78%</u>	<u>\$ 721,389</u>	<u>25,694</u>	<u>31.27%</u>	<u>\$ 783,838</u>	<u>241,862,916</u>	<u>33.03%</u>	<u>\$ 827,987</u>	<u>31.03%</u>	<u>2,333,214</u>	<u>16.10</u>	<u>0.96%</u>
Total	503,681	100%	\$ 2,506,762	82,171	100%	\$ 2,506,762	\$ 732,249,150	100%	\$ 2,506,762	100%	\$ 7,520,286	\$ 14.93	1.03%
Weight	2021			2022			2022						
	33.33%			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	41,204	8.18%	\$ 818	5,737	6.98%	\$ 698	\$ 46,855,850	6.40%	\$ 640	7.19%	\$ 2,156	\$ 0.05	0.0046%
Morrison	34,041	6.76%	\$ 676	6,439	7.84%	\$ 784	44,889,345	6.13%	\$ 613	6.91%	2,072	\$ 0.06	0.0046%
Sherburne	98,924	19.64%	\$ 1,964	14,718	17.91%	\$ 1,791	153,075,445	20.90%	\$ 2,090	19.49%	5,846	\$ 0.06	0.0038%
Stearns	159,301	31.63%	\$ 3,163	26,006	31.65%	\$ 3,165	211,914,987	28.94%	\$ 2,894	30.74%	9,222	\$ 0.06	0.0044%
Todd	25,263	5.02%	\$ 502	3,577	4.35%	\$ 435	33,650,607	4.60%	\$ 460	4.65%	1,396	\$ 0.06	0.0041%
Wright	<u>144,948</u>	<u>28.78%</u>	<u>\$ 2,878</u>	<u>25,694</u>	<u>31.27%</u>	<u>\$ 3,127</u>	<u>241,862,916</u>	<u>33.03%</u>	<u>\$ 3,303</u>	<u>31.03%</u>	<u>9,308</u>	<u>0.06</u>	<u>0.0038%</u>
Total	503,681	100%	\$ 10,000	82,171	100%	\$ 10,000	\$ 732,249,150	100%	\$ 10,000	100%	\$ 30,000	\$ 0.06	0.0041%

County	2024 Operating	2024 Capital	2024 Total	County	2023 Operating	2023 Capital	2023 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 540,489	\$ 2,156	\$ 542,644	Benton	\$ 555,284	\$ 2,192	\$ 557,476	Benton	\$ (14,795)	\$ (36)	\$ (14,833)	-2.661%
Morrison	519,523	2,072	521,596	Morrison	525,918	2,076	527,994	Morrison	(6,395)	(4)	(6,399)	-1.212%
Sherburne	1,465,365	5,846	1,471,210	Sherburne	1,458,405	5,756	1,464,161	Sherburne	6,960	90	7,048	0.481%
Stearns	2,311,643	9,222	2,320,864	Stearns	2,368,582	9,348	2,377,930	Stearns	(56,939)	(126)	(57,066)	-2.400%
Todd	350,052	1,396	351,448	Todd	356,739	1,408	358,147	Todd	(6,687)	(12)	(6,699)	-1.870%
Wright	2,333,214	9,308	2,342,522	Wright	2,336,022	9,220	2,345,242	Wright	(2,808)	88	(2,717)	-0.116%
Total	\$ 7,520,286	\$ 30,000	\$ 7,550,286	Total	\$ 7,600,950	\$ 30,000	\$ 7,630,950	Total	\$ (80,664)	\$ -	\$ (80,664)	-1.057%

**Great River Regional Library
2024 Department Base Budget Estimate Form**

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

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
City of Elk River	10-00-3100-322	10,600.00	10,875.00	-	-	-	Contract expired at the end of 2022 copier and list materials payments are trending higher than budgeted in 2022 & 2023	
Patron Receipts - (Formerly Misc. Receipts)	10-00-3600-371	213,863.17	105,268.29	86,000.00	105,000.00	19,000.00		D
RLBSS	10-00-3300-388	1,604,284.03	1,637,874.23	1,600,000.00	1,638,000.00	38,000.00	State funding formula has trended higher the past several years	D
City of Sartell	10-00-3100-323	19,352.16	18,500.00	18,500.00	20,000.00	1,500.00	Adjusted for additional time spent coordinating deliveries	A
Revenue Total		\$ 1,848,099.36	\$ 1,772,517.52	\$ 1,704,500.00	\$ 1,763,000.00	\$ 58,500.00		

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Legal Services	10-30-4200-291	5,665.00	10,851.85	16,000.00	12,000.00	(4,000.00)	Based on usage trends	D
System Directors Fund	10-30-4200-293	6,045.18	6,517.95	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	38,151.00	90,144.00	40,150.00	40,150.00	-		
Regional Board Meetings	10-00-4200-210	6,888.48	6,552.71	7,000.00	6,800.00	(200.00)	Based on usage trends	D
Expenditure Total		\$ 61,336.66	\$ 118,653.51	\$ 74,240.00	\$ 70,040.00	\$ (4,200.00)		

	<u>\$ Change</u>	<u>Budget Change</u>	<u>% Change</u>
Revenue Change	\$ 58,500.00	\$ 58,500.00	3.43%
Expenditures Change	\$ (4,200.00)	(4,200.00)	-5.66%
Net Change in Operating	\$ (62,700.00)	(62,700.00)	

**Great River Regional Library
2024 Department Base Budget Estimate Form**

Department Accounting
Submitted By: Amy Anderson - Associate Director, Accounting

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Interest	10-00-3600-361	40,930.31	96,508.74	30,000.00	200,000.00	170,000.00	Current interest rates	D
Revenue Fund	10-00-3500-378	14,384.24	20,690.50	15,000.00	15,000.00	-		
St. Cloud Reimb.	10-00-3500-351	94,911.68	81,088.94	100,000.00	85,000.00	(15,000.00)		A
Revenue Total		\$ 150,226.23	\$ 198,288.18	\$ 145,000.00	\$ 300,000.00	\$ 155,000.00		

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Building Maint	10-30-4200-240	89,128.95	100,044.44	100,000.00	105,000.00	5,000.00	New lease agreement, parking	A
Equipment Contracts & Repair	10-20-4200-271	22,783.30	26,748.46	25,500.00	27,500.00	2,000.00	Includes patron copy expenses	A
Fleet Fuel	10-20-4400-420	9,308.12	26,050.16	23,000.00	27,000.00	4,000.00	Continuation of 2018 budget plan to decrease FF Bank carried balance	D
Fleet Insurance	10-20-4400-430	3,572.00	3,830.50	4,000.00	4,000.00	-		
Fleet Maintenance	10-20-4400-440	7,423.99	14,099.12	11,500.00	11,500.00	-		
Operating Equipment	10-20-4600-610	6,023.84	4,278.92	3,000.00	4,500.00	1,500.00	Based on use	D
Small Equipment	10-20-4600-630	1,181.86	501.76	1,500.00	1,500.00	-		
Contingency	10-00-4700-910	386.00	288.35	400.00	400.00	-		
Audit	10-30-4200-250	19,150.00	20,830.00	22,000.00	25,000.00	3,000.00		A
Sales Tax	10-00-4200-288	3,233.66	3,849.00	4,000.00	4,000.00	-		
Telephone	10-00-4200-260	29,425.25	31,000.00	31,000.00	31,000.00	-		
Expenditure Total		\$ 191,616.97	\$ 231,520.71	\$ 225,900.00	\$ 241,400.00	\$ 15,500.00		

	<u>\$ Change</u>	<u>% Change</u>
Revenue Change	\$ 155,000.00	106.90%
Expenditures Change	\$ 15,500.00	6.86%
Net Change in Operating	\$ (139,500.00)	

**Great River Regional Library
2024 Department Base Budget Estimate Form**

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

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
ILL Delivery Revenue	10-10-4200-100	6,200.00	6,200.00	6,200.00	6,200.00	-		
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	9,315.00	-	-	-	Change to resource sharing tool	
Revenue Total		\$ 22,560.00	\$ 22,515.00	\$ 13,200.00	\$ 13,200.00	\$ -		

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Catalog Services	10-20-4200-248	91,242.87	91,792.12	115,000.00	94,000.00	(21,000.00)	Increase in 2023 for OCLC billing change	A
Supplies	10-00-4300-310	2,383.63	2,405.66	2,000.00	2,400.00	400.00	Moved funds between supply codes	D
Supplies	10-20-4300-310	61,901.31	55,890.77	61,725.00	57,000.00	(4,725.00)	Moved funds between supply codes	D
Supplies	10-30-4300-310	-	291.60	75.00	300.00	225.00	Moved funds between supply codes	D
Postage	10-30-4300-330	12,793.46	12,597.31	16,000.00	14,000.00	(2,000.00)	Decreased activity, increased pricing	D
Books & Print Materials	10-20-4500-510	556,635.11	538,664.62	558,500.00	560,000.00	1,500.00	Moved funds to electronic services	A
Periodicals	10-20-4500-520	50,514.90	52,969.92	52,000.00	52,000.00	-		
Media	10-20-4500-540	105,156.24	89,989.02	130,000.00	90,000.00	(40,000.00)	Moved funds to electronic services, patron use	A
Electronic Services	10-20-4500-560	243,626.04	279,746.44	226,870.00	269,370.00	42,500.00	Reallocated funds from media, 3% usage increase expected for databases	A
Delivery Services	10-30-4200-265	1,003.10	2,057.61	1,750.00	2,200.00	450.00	Fuel surcharge	A
Expenditure Total		\$ 1,125,256.66	\$ 1,126,405.07	\$ 1,163,920.00	\$ 1,141,270.00	\$ (22,650.00)		

	<u>\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ (22,650.00)	-1.95%
Net Change in Operating	\$ 22,650.00	

**Great River Regional Library
2024 Department Base Budget Estimate Form**

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

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Communications & Marketing (Lines Combined)	10-20-4200-280	39,622.60	29,797.83	31,000.00	31,000.00	-		
	Expenditure Total	\$ 39,622.60	\$ 29,797.83	\$ 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
2024 Department Base Budget Estimate Form**

Department Human Resources
Submitted By: Ryan McCormick - Associate Director, Human Resources

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
*Benefit Administration	10-00-4100-145	7,883.69	8,845.60	6,700.00	-	(6,700.00)	*Line moved into HRIS/Payroll Services	D
Library Memberships	10-00-4200-220	1,719.00	3,683.50	5,000.00	5,000.00	-		
Staff Development	10-00-4200-211	17,897.82	18,541.43	24,500.00	24,500.00	-		
Vehicle - Mileage	10-00-4400-460	890.29	703.86	2,000.00	1,000.00	(1,000.00)	Moved to public services mileage	D
Vehicle - Mileage	10-20-4400-460	17,708.32	24,500.54	20,000.00	25,000.00	5,000.00		D
All Staff Day	10-00-4200-213	-	7,310.59	7,300.00	7,300.00	-		
Recruitment	10-00-4200-285	2,583.35	3,239.84	2,500.00	-	(2,500.00)	*Line moved into HRIS/Payroll Services	D
*HRIS/Payroll Services	10-00-4200-290	69,484.37	69,665.08	77,000.00	86,200.00	9,200.00	*Absorb Benefit Administration and Recruitment budget amounts	D
Expenditure Total		\$ 118,166.84	\$ 136,490.44	\$ 145,000.00	\$ 149,000.00	\$ 4,000.00		

	<u>\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	
Expenditures Change	\$ 4,000.00	2.76%
Net Change in Operating	\$ (4,000.00)	

**Great River Regional Library
2024 Department Base Budget Estimate Form**

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

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Automation Maintenance	10-20-4800-932	176,545.77	208,351.68	187,850.00	167,376.00	(20,474.00)	Vendor pricing adjustments and cancelled services	D
Automation Equipment	10-00-4800-933	9,884.05	13,454.83	10,600.00	10,600.00	-		
Automation Equipment	10-20-4800-933	58,947.68	43,972.05	85,400.00	80,000.00	(5,400.00)	Reduced desktop counts	D
Professional Services	10-20-4800-935	995.00	2,142.75	2,000.00	2,000.00	-		
Automation Software	10-00-4800-936	7,397.33	-	2,000.00	2,000.00	-		
Automation Software	10-20-4800-936	-	44,146.95	62,900.00	61,650.00	(1,250.00)		
Expenditure Total		\$ 253,769.83	\$ 312,068.26	\$ 350,750.00	\$ 323,626.00	\$ (27,124.00)		

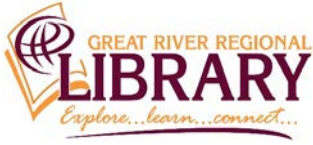
	<u>\$\$ Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ (27,124.00)	-7.73%

**Great River Regional Library
2024 Department Base Budget Estimate Form**

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

Budget Line	Account Code	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Incr/Decr from 2023 Budget	Reason for Change or "N/A"	Criteria Code
Patron Contact Services	10-20-4200-235	48,694.78	63,231.98	60,000.00	60,000.00	-		
	Expenditure Total	\$ 48,694.78	\$ 63,231.98	\$ 60,000.00	\$ 60,000.00	\$ -		

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



2024 Budget Request

Date of Request: 3/7/2023
Department: Patron Services
Request submitted by: Jeannette Burkhardt and Karen Pundsack

Budget Request Issue (Please describe in detail your proposal, why it's needed, any benefits it will produce, and intended outcome.)

The St. Michael Public Library is identified for an increase in open hours in the 2022 Library Development Plan, which was approved by the GRRL Board in November 2022. This recommendation is due to a sustained increase in library activity and borrower numbers. Adding one additional open hour would bring this library to the same level as Buffalo and Elk River. The staffing recommendation is based on extending the current level of staffing per open hour. Staff wage estimates are calculated based on the mid-point of the 2024 pay range for each position.

Budget Request Alternative Solutions (Please describe any alternatives you've researched and why they may not be desirable.)

Do not increase hours and revisit in future budget cycles. The impact will be less time available to serve patrons with increased activity at this location.

Comparative Data (Please provide any comparative data to support this request, if any.)

Comparative data shown using two of the closest libraries to St. Michael, both open 48 hours per week. Buffalo Library: 2021 circulation 166,978, 2022 circulation 158,454; Elk River: 2021 circulation 213,007, 2022 circulation 204,474. Compared to St. Michael with 47 hours per week: 2021 circulation 192,593; 2022 circulation 206,875

Requested staffing changes to 2023 allocations for 2024 budget year

Staffing Description	Current Position Rate of pay/Monthly Benefit Credit	Change	Subtotal	Replacement or new position?	Reason for request - Please refer to Department Budget Requests, #1-4	Strategic Service Priority/ Operational Priority
Library Services Coordinator	\$ 27.35	1.00	\$ 1,422.20			
Library Assistant	\$ 21.43	1.50	\$ 1,671.54			
Library Aide	\$ 13.03	1.25	\$ 846.95			
	\$ -	0.00	\$ -			
Calculations Only. Do not add any info below this line						
Employer SS/MED Match			\$ 301.46			
Employer PERA Match			\$ 295.55			
		Total Staffing:	\$ 4,537.70			

Requested other changes to 2023 allocations for 2024 budget year

Item Description	# of Units	Cost	Subtotal	Replacement or new item?	Reason for request - Please refer to Department Budget Requests, #1-4	Strategic Service Priority/ Operational Priority
	0.00	\$ -	\$ -			
	0.00	\$ -	\$ -			
	0.00	\$ -	\$ -			
Total Other:			\$ -			

Summary

Staffing	\$ 4,537.70
Other	-
Total Budget Request	\$ 4,537.70

Approved	
Denied	
Reason Denied	

Supervisor approval

Date



Capital Vehicle Expenditure Request

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Approve a capital vehicle expenditure of up to \$42,000 to replace the 2018 Ford Transit van with a model from 2021 or newer.

BACKGROUND INFORMATION

- Supporting Documents Attached

The current balance in the capital vehicle account is \$44,052.80.

The 2018 Ford Transit van has 240,000 miles. Maintenance and repairs are at \$15,798.56 (67.33 percent of the purchase price), over a six-year life cycle.

The expenditure budget will include GRRL logo wrap installation.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 42,000 Funding Source: Capital Vehicle Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled