

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

**Board of Trustees Finance Committee Meeting**  
**Tuesday, May 21, 2024, 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 19, 2024, Meeting ([Requested Action – Approve](#)) pg 3 5:02
- 4. Auditor’s Report by Creative Planning (formerly BerganKDV) (on table) ([Requested Action – Approve](#)) 5:03
- 5. First Quarter Financial Report ([Requested Action – Approve](#)) pg 5 5:20
- 6. Human Resources Information System Implementation Request ([Requested Action – Approve](#)) pg 13 5:24
- 7. Capital Equipment Expenditure Request ([Requested Action – Approve](#)) pg 15 5:27
- 8. 2025 Annual Preliminary Budget ([Requested Action – Approve](#)) pg 17 5:30
  - 8.1 Annual Review of Unassigned Fund Balance ([Requested Action – Approve](#)) pg 25
- 9. Next Meeting – July 16, 2024 5:35
- 10. Adjournment 5:35



**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
March 19, 2024**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, March 19, 2024, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tim Denny, Jayne Dietz, Lisa Fobbe, Robert Kasper, Leigh Lenzmeier, Ed Popp

Members Excused: Tina Diedrick

GRRL Staff Present: Karen Pundsack, Jay Roos, Patricia Waletzko, Nichol Wojcik

**ADOPTION/AMENDMENT OF AGENDA**

Executive Director Karen Pundsack requested the audit outtake meeting be added to the agenda after approval of the minutes. Lisa Fobbe made a motion to adopt the agenda as amended. Seconded by Tim Denny, the motion carried unanimously.

**APPROVAL OF MINUTES**

Tim Denny made a motion to approve the February 20, 2024, Finance Committee minutes as presented. Seconded by Bobby Kasper, the motion carried unanimously.

**ASSIGN FINANCE COMMITTEE MEMBERS TO AUDIT OUTTAKE MEETING**

The GRRL annual audit is taking place this week. An outtake meeting with the auditor is scheduled for Monday, March 25. Lisa Fobbe made a motion for Tina Diedrick and Jayne Dietz to attend the outtake meeting. Seconded by Tim Denny, the motion carried unanimously.

**CAPITAL AUTOMATION REQUEST – HORIZON MIGRATION**

Associate Director – Information Technology Jay Roos stated that Horizon is the integrated library system that handles and tracks GRRL's patron and collection information. The operating system is out of date, and the database software will no longer be supported by SirsiDynix. Migration will cause some down time, but no libraries will have to close.

Bobby Kasper made a motion to approve up to \$21,500 from the Capital Automation fund for the Horizon migration. Seconded by Jayne Dietz, the motion carried unanimously.

**COMPENSATION STUDY CONSULTANT APPROVAL**

GRRL received quotes for a compensation study using surplus funds designated at the end of 2023. Karen Pundsack provided information about the quotes from Bjorklund Compensation Consulting and David Drown Associates (DDA). A good reference was received from a neighboring library system for DDA, and their proposal was thorough. Karen explained what she would like DDA to study and how the information would be used. The consultant's recommendations will be shared with the Board.

Committee members asked questions and discussed the study. Lisa Fobbe made a motion to approve moving forward with David Drown Associates at the proposed cost. Seconded by Tm Denny, the motion carried unanimously.

**PROPOSED 2025 BASE BUDGET**

The proposed GRRL 2025 Base Budget reflects the cost of doing business the same way next year. Karen Pundsack stated the Regional Library Basic Systems Support (RLBSS) amount would be known this year prior to approving the GRRL budget. More interest revenue is anticipated in 2025. Wage increases are known and included in the base budget. She also pointed out expense lines that will increase.

Signatory shares were reviewed; the total amount is slightly higher than 2024. Wayne asked about what dollar amount would be required for Wright County to have a zero dollar increase or lesser increase. Karen explained options to offset their share and requested direction from the committee. She noted GRRL will not know the reserve balance or percentage until after the May audit presentation.

Committee members made comments and discussed options. Lisa Fobbe made a motion to increase the interest revenue line to \$300,000. Seconded by Tim Denny, the motion carried unanimously. Management will present the budget with adjusted signatory share amounts to the Committee in May.

**2025 DEPARTMENT BUDGET REQUEST – ST. MICHAEL STAFFING**

In November 2023, one-time surplus funds were designated for additional St. Michael staffing in 2024. This department budget request would make additional staffing permanent beginning in 2025. The annual cost would be approximately \$6,000. Lisa Fobbe made a motion to approve the Department Budget Request for St. Michael staffing as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

**UNASSIGNED FUND BALANCE SPENDING AND RECOVERY PLAN REVIEW**

The Unassigned Fund Balance review was for the Committee's information. It was included in the 2025 Base Budget discussion.

**NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, May 21, 2024.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 5:40 p.m.

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Ed Popp, Chair

**Great River Regional Library  
Financial Report  
As of March 31, 2024**



Balance, December 31, 2023	\$	<b>9,742,457.76</b>
Changes to Fund Balance		-
	\$	<b>9,742,457.76</b>

**OPERATING & CAPITAL REVENUE**

**Signatory Payments:**

Benton County	\$	135,011.50
Morrison County		129,774.25
Sherburne County		366,040.50
Stearns County		577,436.50
Todd County		87,441.00
Wright County		582,825.00
	\$	<b>1,878,528.75</b>

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

Branch	\$	30,605.01
Revenue Recapture		4,563.61
	\$	<b>35,168.62</b>

**Other:**

Interest	\$	146,325.77
City of Sartell	\$	20,825.06
Interlibrary Loan Delivery		
Revenue Fund (MCIT & Miscellaneous Income)	\$	30.00
St. Cloud Reimbursement	\$	89,355.13
RLBSS State Aid	\$	573,843.39

<b>Operating &amp; Capital Revenue Total</b>	<b>\$</b>	<b>2,744,076.72</b>
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**RESTRICTED REVENUE 4900 FUNDS**

Legacy Grant	\$	46,123.87
RLTA Grants	\$	139,861.67
Minitex Last Mile Grant		-

<b>Restricted Revenue Total</b>	<b>\$</b>	<b>185,985.54</b>
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**ASSIGNED REVENUE 5200 FUNDS**

Fund Development - Collection	\$	13,478.67
Fund Development - Communications		4,646.62
Fund Development - Programs & Services		5,808.27
Interlibrary Loan		207.91
Gift Funds - Branch		51,832.07
Gift Funds - Regional		12,998.62
Gift Funds - Designated		-
Revolving Fund		10,430.74
Sales Revenue		854.00

<b>Assigned Revenue Total</b>	<b>\$</b>	<b>100,256.90</b>
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<b>Total Revenue &amp; Balance-----</b>	<b>\$</b>	<b>12,772,776.92</b>
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**EXPENDITURES**

Operating Fund -- see attached report	\$	2,395,329.48
Fund Balance Report -- see attached report		130,689.89
YTD Health Reimbursement Arrangement (HRA) Distributions	\$	5,698.73
Accumulated Depreciation		45,000.00

<b>Total Expenditures-----</b>	<b>\$</b>	<b>2,576,718.10</b>
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<b>Total Balance &amp; Revenues less Expenditures</b>	<b>\$</b>	<b>10,196,058.82</b>
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**Great River Regional Library  
Investment Listing  
As of March 31, 2024**

**Total Revenue including prior year Balance, less Expenditures ----- \$ 10,196,058.82**

**CASH AND INVESTMENTS**

**Checking Account - FDIC Insured**

	<u>Amount</u>
Bremer Expense	\$ 435,615.48
Branch Cash	\$ 2,705.00

**Savings Accounts**

	<u>Rate</u>	<u>Amount</u>
MAGIC (Minnesota Association of Governments Investing for Counties)	5.33%	\$ 4,602,256.39

**Custodial Account**

Health Reimbursement Arrangement (MAGIC)	\$ 657,481.95
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**Certificate of Deposit Investments - FDIC Insured**

**Net Rate    CD Investment**

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    \$ 3,543,000.00**

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 12/20/2024	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    \$ 10,241,058.82**  
**Accumulated Depreciation    (45,000.00)**

**Month End Balance..... \$ 10,196,058.82**

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

*GRRL holds Letters of Credit Nos. 2234-12334 and 2234-12315 for \$600,000 and \$150,000 issued by FHLB Des Moines on behalf of Bremer Bank, N. A.*

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

**MARCH 2024**

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 10-1010 CASH -BREMER CKG	\$410,501.13	\$899,102.02	\$873,987.67	\$435,615.48
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	\$4,687,605.59	\$795,571.98	\$880,921.18	\$4,602,256.39
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$4,256,000.00	\$0.00	\$713,000.00	\$3,543,000.00
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	\$658,657.39	\$0.00	\$1,175.44	\$657,481.95
	<u>\$11,015,469.11</u>		<u>\$1,175.44</u>	<u>\$10,241,058.82</u>

## Great River Regional Library Revenue Report: Operating Capital Funds For the Month Ended March 31, 2024

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 537,890.00	\$ 134,472.50	\$ (403,418.00)	25.00%
Morrison County	517,025.00	129,256.25	(387,769.00)	25.00%
Sherburne County	1,458,316.00	364,579.00	(1,093,737.00)	25.00%
Stearns County	2,300,524.00	575,131.00	(1,725,393.00)	25.00%
Todd County	348,368.00	87,092.00	(261,276.00)	25.00%
Wright County	<u>2,321,992.00</u>	<u>580,498.00</u>	(1,741,494.00)	<u>25.00%</u>
Signatory Operational Receipts:	\$ 7,484,115.00	\$ 1,871,028.75	\$ (5,613,087.00)	25.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,156.00	\$ 539.00	\$ (1,617.00)	25.00%
Morrison County	2,072.00	518.00	(1,554.00)	25.00%
Sherburne County	5,846.00	1,461.50	(4,385.00)	25.00%
Stearns County	9,222.00	2,305.50	(6,917.00)	25.00%
Todd County	1,396.00	349.00	(1,047.00)	25.00%
Wright County	<u>9,308.00</u>	<u>2,327.00</u>	(6,981.00)	<u>25.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 7,500.00	\$ (22,501.00)	25.00%

<b>Sub-Total Signatory Receipts:</b>	<b>\$ 7,514,115.00</b>	<b>\$ 1,878,528.75</b>	<b>\$ (5,635,588.00)</b>	<b>25.00%</b>
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 200,711.00	\$ 200,711.00	-	100.00%
Unassigned Fund Balance (2022 Surplus)	407,350.00	407,350.00	-	100.00%
Patron and Revenue Recapture Receipts	105,000.00	35,168.62	(69,831.38)	33.49%
Interest	200,000.00	146,325.77	(53,674.23)	73.16%
City of Sartell	20,000.00	20,825.06	825.06	104.13%
ILL Delivery	6,200.00	-	(6,200.00)	0.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
Revenue Fund	15,000.00	30.00	(14,970.00)	0.20%
St. Cloud Reimbursement	<u>85,000.00</u>	<u>89,355.13</u>	<u>4,355.13</u>	<u>105.12%</u>
<b>Sub-Total Other Receipts:</b>	<b>\$ 1,046,261.00</b>	<b>\$ 899,765.58</b>	<b>\$ (146,495.42)</b>	<b>86.00%</b>

<b>Sub-Total RLBSS State Aid*</b>	<b>\$ 1,638,000.00</b>	<b>\$ 1,721,530.16</b>	<b>\$ 83,530.16</b>	<b>105.10%</b>
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<b>Total Operating/Capital Revenue:</b>	<b>\$ 10,198,376.00</b>	<b>\$ 4,499,824.49</b>	<b>\$ (5,698,553.26)</b>	<b>44.13%</b>
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\*Notes to Revenue

<u>2023-2024 RLBSS State Aid:</u>	<u>2025 Revenue Received</u>
\$ 573,843.39 Received 09-30-2023	
\$ 573,843.38 Received 10-13-2023	
\$ 573,843.39 Received 02-13-2024	\$ -
\$ -	\$ -
<b>\$ 1,721,530.16 Total received</b>	<b>Total received</b>

Revenue received in prior calendar year(s)

Revenue received for 2025 budget



**GREAT RIVER REGIONAL LIBRARY**  
**Quarterly YTD Comparative Report - Qtr 1**  
**MARCH 2024**

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
<b>10 GENERAL FUND</b>								
<b>4100 PERSONNEL</b>								
SALARIES	10-00-4100-110	\$684,740.00	\$154,019.36	\$530,720.64	22.5%	\$149,647.93	\$4,371.43	2.92%
SALARIES	10-20-4100-110	\$3,912,450.00	\$402,039.07	\$3,510,410.93	10.3%	\$475,534.33	-\$73,495.26	-15.46%
SALARIES	10-30-4100-110	\$91,050.00	\$19,840.97	\$71,209.03	21.8%	\$19,743.83	\$97.14	0.49%
SALARIES-RLBSS	10-20-4100-111	\$1,638,000.00	\$871,454.44	\$766,545.56	53.2%	\$772,603.62	\$98,850.82	12.79%
EE BENEFITS	10-00-4100-140	\$138,000.00	\$36,800.70	\$101,199.30	26.7%	\$27,574.02	\$9,226.68	33.46%
EE BENEFITS	10-20-4100-140	\$703,800.00	\$125,088.36	\$578,711.64	17.8%	\$118,648.02	\$6,440.34	5.43%
EE BENEFITS	10-30-4100-140	\$27,600.00	\$3,842.20	\$23,757.80	13.9%	\$2,638.65	\$1,203.55	45.61%
WORKERS COMPENSATION	10-30-4100-160	\$33,100.00	\$33,071.00	\$29.00	99.9%	\$31,724.00	\$1,347.00	4.25%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$103,700.00	\$22,577.71	\$81,122.29	21.8%	\$12,454.51	\$10,123.20	81.28%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$793,800.00	\$185,813.52	\$607,986.48	23.4%	\$194,830.04	-\$9,016.52	-4.63%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$13,800.00	\$2,968.71	\$10,831.29	21.5%	\$2,948.81	\$19.90	0.67%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$12,000.00	\$11,381.18	\$618.82	94.8%	\$15,781.20	-\$4,400.02	-27.88%
<b>4100 PERSONNEL</b>		<b>\$8,152,040.00</b>	<b>\$1,868,897.22</b>	<b>\$6,283,142.78</b>	<b>22.9%</b>	<b>\$1,824,128.96</b>	<b>\$44,768.26</b>	<b>2.45%</b>
<b>4200 SERVICES AND CONTRACTS</b>								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$6,800.00	\$1,950.00	\$4,850.00	28.7%	\$900.00	\$1,050.00	116.67%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$686.20	\$23,813.80	2.8%	\$4,025.00	-\$3,338.80	-82.95%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$0.00	\$0.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$650.00	\$4,350.00	13.0%	\$156.00	\$494.00	316.67%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$16,491.00	\$43,509.00	27.5%	\$19,846.72	-\$3,355.72	-16.91%
BUILDING MAINTENANCE	10-30-4200-240	\$105,000.00	\$131,463.32	-\$26,463.32	125.2%	\$22,162.94	\$109,300.38	493.17%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$40,150.00	\$41,951.00	-\$1,801.00	104.5%	\$40,339.00	\$1,612.00	4.00%
CATALOG SERVICES	10-20-4200-248	\$94,000.00	\$999.08	\$93,000.92	1.1%	\$16,334.68	-\$15,335.60	-93.88%
AUDIT	10-30-4200-250	\$25,000.00	\$0.00	\$25,000.00	0.0%	\$1,000.00	-\$1,000.00	-100.00%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,590.00	\$4,818.00	-\$228.00	105.0%	\$4,587.00	\$231.00	5.04%
TELEPHONE	10-00-4200-260	\$31,000.00	\$11,642.44	\$19,357.56	37.6%	\$7,415.80	\$4,226.64	57.00%
DELIVERY SERVICES	10-30-4200-265	\$2,200.00	\$501.01	\$1,698.99	22.8%	\$495.06	\$5.95	1.20%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$27,500.00	\$8,199.75	\$19,300.25	29.8%	\$6,610.17	\$1,589.58	24.05%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$13,454.60	\$17,545.40	43.4%	\$12,267.81	\$1,186.79	9.67%
SALES TAX	10-00-4200-288	\$4,000.00	\$1,094.00	\$2,906.00	27.4%	\$964.00	\$130.00	13.49%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$15,654.78	\$70,545.22	18.2%	\$20,543.13	-\$4,888.35	-23.80%
LEGAL SERVICES	10-30-4200-291	\$12,000.00	\$3,544.34	\$8,455.66	29.5%	\$1,264.50	\$2,279.84	180.30%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,459.68	\$40.32	99.4%	\$6,228.00	\$231.68	3.72%
<b>4200 SERVICES AND CONTRACTS</b>		<b>\$572,740.00</b>	<b>\$259,559.20</b>	<b>\$313,180.80</b>	<b>45.3%</b>	<b>\$165,139.81</b>	<b>\$94,419.39</b>	<b>57.18%</b>
<b>4300 COMMODITIES</b>								
SUPPLIES	10-00-4300-310	\$2,400.00	\$489.91	\$1,910.09	20.4%	\$53.97	\$435.94	807.75%
SUPPLIES	10-20-4300-310	\$57,000.00	\$16,310.82	\$40,689.18	28.6%	\$12,960.76	\$3,350.06	25.85%
SUPPLIES	10-30-4300-310	\$300.00	\$0.00	\$300.00	0.0%	\$0.00	\$0.00	0.00%
POSTAGE	10-30-4300-330	\$14,000.00	\$3,539.59	\$10,460.41	25.3%	\$3,970.74	-\$431.15	-10.86%

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
4300 COMMODITIES		\$73,700.00	\$20,340.32	\$53,359.68	27.6%	\$16,985.47	\$3,354.85	19.75%
4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$27,000.00	\$8,119.11	\$18,880.89	30.1%	\$16,781.56	-\$8,662.45	-51.62%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,365.00	\$635.00	84.1%	\$3,194.00	\$171.00	5.35%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$1,114.49	\$10,385.51	9.7%	\$1,368.72	-\$254.23	-18.57%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$1,000.00	\$0.00	\$1,000.00	0.0%	\$334.67	-\$334.67	-100.00%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$25,000.00	\$5,721.13	\$19,278.87	22.9%	\$5,016.67	\$704.46	14.04%
4400 VEHICLE EXPENSES		\$68,500.00	\$18,319.73	\$50,180.27	26.7%	\$26,695.62	-\$8,375.89	-31.38%
4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$560,000.00	\$112,326.59	\$447,673.41	20.1%	\$111,840.83	\$485.76	0.43%
PERIODICALS	10-20-4500-520	\$52,000.00	\$5,492.52	\$46,507.48	10.6%	\$6,694.95	-\$1,202.43	-17.96%
MEDIA	10-20-4500-540	\$90,000.00	\$10,825.61	\$79,174.39	12.0%	\$15,000.51	-\$4,174.90	-27.83%
ELECTRONIC SERVICES	10-20-4500-560	\$269,370.00	\$97,848.66	\$171,521.34	36.3%	\$49,965.29	\$47,883.37	95.83%
4500 LIBRARY MATERIALS		\$971,370.00	\$226,493.38	\$744,876.62	23.3%	\$183,501.58	\$42,991.80	23.43%
4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$4,500.00	\$0.00	\$4,500.00	0.0%	\$788.26	-\$788.26	-100.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$265.54	\$1,234.46	17.7%	\$274.73	-\$9.19	-3.35%
4600 EQUIPMENT		\$6,000.00	\$265.54	\$5,734.46	4.4%	\$1,062.99	-\$797.45	-75.02%
4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$0.00	\$400.00	0.0%	\$11.00	-\$11.00	-100.00%
4700 CONTINGENCY		\$400.00	\$0.00	\$400.00	0.0%	\$11.00	-\$11.00	-100.00%
4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$167,376.00	\$1,404.75	\$165,971.25	0.8%	\$12,892.52	-\$11,487.77	-89.10%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$49.34	\$10,550.66	0.5%	\$139.98	-\$90.64	-64.75%
AUTOMATION EQUIPMENT	10-20-4800-933	\$80,000.00	\$0.00	\$80,000.00	0.0%	\$21,378.00	-\$21,378.00	-100.00%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00	\$0.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00	\$0.00	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$61,650.00	\$0.00	\$61,650.00	0.0%	\$0.00	\$0.00	0.00%
4800 AUTOMATION OPERATING		\$323,626.00	\$1,454.09	\$322,171.91	0.5%	\$34,410.50	-\$32,956.41	-95.77%
10 GENERAL FUND		\$10,168,376.00	\$2,395,329.48	\$7,773,046.52	23.6%	\$2,251,935.93	\$143,393.55	6.37%

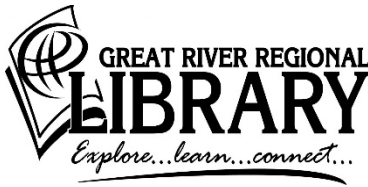
## Great River Regional Library Fund Balance Activity For the Month Ended March 31, 2024

Fund Description	Program Code	Fund Balance, 1/1/24	Monthly Receipts	YTD Expenses	Fund Balance, 3/31/24
<b>COMMITTED CAPITAL FUNDS</b>	<b>10.05.5000.</b>				
Capital - Automation	710	798,677.20			798,677.20
Capital - Branch Development	720	153,235.46		-	153,235.46
Capital - Equipment	730	67,806.36			67,806.36
Capital - Vehicle	740	74,052.80	-	-	74,052.80
		<b>\$ 1,093,771.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,093,771.82</b>
<b>RESTRICTED FUNDS</b>	<b>10.10.4900.</b>				
Legacy Fund 2023	938	174,918.60		41,503.81	133,414.79
Legacy Fund 2024	939	161,433.58			161,433.58
Minitex Last Mile	946	-			-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
RLTA	986	598,063.73		25,692.24	572,371.49
		<b>\$ 962,710.89</b>	<b>\$ -</b>	<b>\$ 67,196.05</b>	<b>\$ 895,514.84</b>
<b>COMMITTED OTHER FUNDS</b>	<b>10.40.5100.</b>				
Building Maintenance	240	12,043.92		-	12,043.92
Compensated Absence Fund	983	527,035.00			527,035.00
Compensation Study	840	25,000.00			25,000.00
Computer Replacement Fund	984	67,760.22		-	67,760.22
Digital Library Content	845	50,000.00			50,000.00
Emergency Sub & Severance	880	19,844.17		-	19,844.17
Extended Hours Pilot	850	50,000.00		-	50,000.00
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	8,740.27		-	8,740.27
Staff Development Services	211	8,689.45		347.00	8,342.45
		<b>\$ 1,001,493.86</b>	<b>\$ -</b>	<b>\$ 347.00</b>	<b>\$ 1,001,146.86</b>
<b>ASSIGNED FUNDS</b>	<b>10.40.5200.</b>	Balance, 3/1/24			Balance, 3/31/24
FD - Collection	816	51,225.75	3,852.15	10,112.22	44,965.68
FD - Communications	821	23,885.68	1,327.88	2,108.00	23,105.56
FD - Programs & Services	822	60,090.36	1,659.84	5,052.73	56,697.47
Gift Funds - Branch	820	103,730.40	36,866.69	33,429.24	107,167.85
Gift Funds - Designations	818	393,356.65		325.41	393,031.24
Gift Funds - Regional	819	44,817.32	9,230.00	2,043.72	52,003.60
Interlibrary Loan - Lost Materials	810	8,147.99	91.05	32.99	8,206.05
Revolving Fund	825	7,591.94	2,453.87	10,042.53	3.28
Sales Revenue	994	54,605.36	854.00	-	55,459.36
		<b>\$ 747,451.45</b>	<b>\$ 56,335.48</b>	<b>\$ 63,146.84</b>	<b>\$ 740,640.09</b>
<b>TOTAL</b>		<b>\$ 3,805,081.02</b>	<b>\$ 56,335.48</b>	<b>\$ 130,342.89</b>	<b>\$ 3,731,073.61</b>

Fund Balance Report

MARCH 2024

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
10 GENERAL FUND						
05 CAPITAL BUDGET						
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	\$74,052.80	\$0.00	\$0.00	\$74,052.80	0.00%
5000 CAPITAL COMMITTED FUNDS		\$1,093,771.82	\$0.00	\$0.00	\$1,093,771.82	0.00%
05 CAPITAL BUDGET		\$1,093,771.82	\$0.00	\$0.00	\$1,093,771.82	0.00%
10 OUTREACH SERVICES						
4900 RESTRICTED FUNDS						
938	LEGACY FUND 2023	\$174,918.60	\$32,526.82	\$41,503.81	\$133,414.79	23.73%
939	LEGACY FUND 2024	\$161,433.58	\$0.00	\$0.00	\$161,433.58	0.00%
946	MINITEX LAST MILE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.98	\$0.00	\$0.00	\$28,294.98	0.00%
986	RLTA	\$598,063.73	\$8,160.08	\$25,692.24	\$572,371.49	4.30%
4900 RESTRICTED FUNDS		\$962,710.89	\$40,686.90	\$67,196.05	\$895,514.84	6.98%
10 OUTREACH SERVICES		\$962,710.89	\$40,686.90	\$67,196.05	\$895,514.84	6.98%
40 OTHER						
5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$12,043.92	\$0.00	\$0.00	\$12,043.92	0.00%
983	COMPENSATED ABSENCES	\$527,035.00	\$0.00	\$0.00	\$527,035.00	0.00%
840	COMPENSATION STUDY	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
845	DIGITAL LIBRARY CONTENT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
880	EMERGENCY, SUB & SEVERANCE	\$19,844.17	\$0.00	\$0.00	\$19,844.17	0.00%
850	EXTENDED ACCESS PILOT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
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	\$8,740.27	\$0.00	\$0.00	\$8,740.27	0.00%
211	STAFF DEVELOPMENT SERVICES	\$8,689.45	\$0.00	\$347.00	\$8,342.45	3.99%
5100 COMMITTED FUNDS		\$1,001,493.86	\$0.00	\$347.00	\$1,001,146.86	0.03%
5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$55,077.90	\$364.54	\$10,112.22	\$44,965.68	18.36%
821	FD - COMMUNICATIONS	\$25,213.56	\$1,001.00	\$2,108.00	\$23,105.56	8.36%
822	FD - PROGRAMS & SERVICES	\$61,750.20	\$0.00	\$5,052.73	\$56,697.47	8.18%
820	GIFT FUNDS BRANCH	\$140,597.09	\$19,627.73	\$33,429.24	\$107,167.85	23.78%
818	GIFT FUNDS DESIGNATED	\$393,356.65	\$325.41	\$325.41	\$393,031.24	0.08%
819	GIFT FUNDS REGIONAL	\$54,047.32	\$1,699.44	\$2,043.72	\$52,003.60	3.78%
810	INTERLIBRARY LOAN	\$8,239.04	\$20.00	\$32.99	\$8,206.05	0.40%
825	REVOLVING FUND	\$10,045.81	\$3,429.40	\$10,042.53	\$3.28	99.97%
994	SALES REVENUE	\$55,459.36	\$0.00	\$0.00	\$55,459.36	0.00%
5200 ASSIGNED FUNDS		\$803,786.93	\$26,467.52	\$63,146.84	\$740,640.09	7.86%
40 OTHER		\$1,805,280.79	\$26,467.52	\$63,493.84	\$1,741,786.95	3.52%
10 GENERAL FUND		\$3,861,763.50	\$67,154.42	\$130,689.89	\$3,731,073.61	3.38%
		\$3,861,763.50	\$67,154.42	\$130,689.89	\$3,731,073.61	3.38%



# Human Resources Information System Implementation Request

Submitted by Nichol Wojcik, Associate Director – Human Resources  
 Amy Anderson, Associate Director – Accounting

## BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

## RECOMMENDATION

Approve a one-time implementation expense of \$13,050 for the conversion from the current Human Resources Information System (HRIS) platform to the Paylocity HRIS system.

## BACKGROUND INFORMATION

Supporting Documents Attached

Since 2013, GRRL has used the ADP HRIS system for employee records and payroll processing. At this point, the platform is not efficient or reliable. Many of the 2013 customizations are now causing the system to malfunction. Several key Human Resources and payroll functions are cumbersome in ADP. This has led GRRL to find third-party options for several tasks. In addition, the system does not provide a good experience to employee end users.

After reviewing two vendor alternatives, GRRL management recommends moving to Paylocity. The Paylocity system offers more functionality and flexibility. The company specializes in employers with up to 1,000 employees. The new software will allow GRRL to increase workflow efficiency for many current internal job tasks. Paylocity representatives will assist us with end-user training prior to launch. Lastly, GRRL will be able to step away from several third-party providers.

The one-time implementation expenses will first deplete the Payroll & HRIS Services fund balance of \$2,575. The remaining costs will overspend the HRIS/Payroll Services line in the 2024 Operating budget, up to \$10,475. After implementation costs, the overall monthly costs would be less than ADP.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ 13,050              Funding Source: Payroll & HRIS Services Fund Balance & Operating Budget

Budgeted:  Yes  No  N/A

## ACTION

Passed                               Failed                               Tabled





# Capital Equipment Expenditure Request – Communications and Development Copier

Submitted by Breanne Fruth, Communications & Dev. Coordinator  
Jay Roos, Associate Director – Information Technology

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Approve a replacement copier for the Communications and Development department not to exceed \$17,000.

## BACKGROUND INFORMATION

- Supporting Documents Attached

The current Communications and Development copier has produced in excess of 1,140,000 pages since it was purchased in 2016. The manufacturer, Xerox, is no longer making replacement parts. Our vendor will continue to make every effort to maintain and repair it until parts are no longer available. At this time, the department is struggling with paper jams, poor color production and inability to print stickers and labels.

The copier is used to produce most print resources for all 33 GRRL locations. Items produced include all Summer Reading and Winter Reading resources, library signage, forms, business cards, program posters, delivery bag tags and more.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$17,000    Funding Source: Capital Equipment    Budgeted:  Yes     No     N/A

## ACTION

- Passed
  Failed
  Tabled

May 21, 2024





***2025 Annual Preliminary Budget***

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



**Great River Regional Library  
2025 Annual Preliminary Budget Summary**

<b>Operating Revenue Budget</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Annual Preliminary Budget Summary</b>
Signatory Revenue	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,520,286.00	\$ 7,560,244.00
Non Signatory Revenue	2,709,618.70	2,813,180.19	2,643,550.00	2,935,300.00
<b>Operating Revenue Total</b>	<b>\$ 9,851,101.70</b>	<b>\$ 10,414,130.19</b>	<b>\$ 10,163,836.00</b>	<b>\$ 10,495,544.00</b>
	Dollar Change	\$ 563,028.49	\$ (250,294.19)	\$ 331,708.00
	Percent Change	5.72%	-2.40%	3.26%

<b>Operating Expenditure Budget</b>				
Personnel	\$ 7,394,430.67	\$ 7,646,509.84	\$ 8,152,040.00	\$ 8,443,300.00
Services & Contracts	587,205.55	606,302.00	572,740.00	585,045.00
Commodities	71,185.34	81,178.59	73,700.00	73,700.00
Fleet Vehicles	69,184.18	67,183.73	68,500.00	73,100.00
Library Materials	961,370.00	967,370.00	971,370.00	976,000.00
Equipment	4,780.68	3,000.87	6,000.00	6,000.00
Contingency	288.35	337.46	400.00	400.00
Automation	312,068.26	362,051.74	323,626.00	338,000.00
<b>Operating Expenditure Total</b>	<b>\$ 9,400,513.03</b>	<b>\$ 9,733,934.23</b>	<b>\$ 10,168,376.00</b>	<b>\$ 10,495,544.00</b>
	Dollar Change	\$ 333,421.20	\$ 434,441.77	\$ 327,168.00
	Percent Change	3.55%	4.46%	3.22%

<b>Capital Revenue Budget</b>				
Signatory Capital Revenue Total	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -	\$ 5,000.00
	Percent Change	0.00%	0.00%	16.67%

<b>Capital Expenditure Budget</b>				
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -	\$ 5,000.00
	Percent Change	-	-	16.67%

Revenue Budget	\$ 10,530,544.00
Expenditure Budget	\$ 10,530,544.00
Balanced	\$ -

**Great River Regional Library  
2025 Annual Preliminary Budget**

Operating Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
<b>County</b>					
Benton	524,116.00	555,284.00	\$ 540,489 00	(3,540 00)	\$ 536,949 00
Morrison	489,542.00	525,918.00	\$ 519,523 00	4,082 00	\$ 523,605 00
Sherburne	1,354,605.00	1,458,405.00	\$ 1,465,365 00	(7,918 00)	\$ 1,457,447 00
Stearns	2,274,381.00	2,368,582.00	\$ 2,311,643 00	(15,371 00)	\$ 2,296,272 00
Todd	333,969.00	356,739.00	\$ 350,052 00	3,429 00	\$ 353,481 00
Wright	2,164,870.00	2,336,022.00	\$ 2,333,214 00	59,276 00	\$ 2,392,490 00
<b>Subtotal - Signatory</b>	<b>\$ 7,141,483.00</b>	<b>\$ 7,600,950.00</b>	<b>\$ 7,520,286.00</b>	<b>\$ 39,958.00</b>	<b>\$ 7,560,244.00</b>
	Dollar Change	\$ 459,467.00	\$ (80,664.00)		\$ 39,958.00
	Percent Change	6.43%	-1.06%		0.53%

Non-Signatory	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
FY State Aid - RLBSS	1,637,874.23	1,673,974.56	1,638,000 00	253,100 00	1,891,100 00
St. Cloud Reimbursement	81,088.94	49,668.18	85,000 00	7,000 00	92,000 00
City of Elk River	10,875.00	-	-	-	-
City of Sartell	18,500.00	18,500.00	20,000 00	500 00	20,500 00
Unassigned Fund Balance (2023 Surplus)	315,218.00	313,860.00	407,350 00	(57,350 00)	350,000 00
Unassigned Fund Balance (Cash Reserves)	401,080.00	230,000.00	160,000 00	(41,500 00)	118,500 00
Patron Receipts	105,268.29	114,749.75	105,000 00	5,000 00	110,000 00
Interest	96,508.74	383,975.85	200,000 00	125,000 00	325,000 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	9,315.00	-	-	-	-
Revenue Fund	20,690.50	15,251.85	15,000 00	-	15,000 00
<b>Sub Total - Non Signatory</b>	<b>\$ 2,709,618.70</b>	<b>\$ 2,813,180.19</b>	<b>\$ 2,643,550.00</b>	<b>\$ 291,750.00</b>	<b>\$ 2,935,300.00</b>
	Dollar Change	\$ 103,561.49	\$ (169,630.19)		\$ 291,750.00
	Percent Change	3.82%	-6.03%		11.04%

Operating Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	\$ 9,851,101.70	\$ 10,414,130.19	\$ 10,163,836.00	\$ 331,708.00	\$ 10,495,544.00
	Dollar Change	\$ 563,028.49	\$ (250,294.19)		\$ 331,708.00
	Percent Change	5.72%	-2.40%		3.26%

Capital Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
<b>County</b>					
Benton	2,202.00	2,192.00	2,156 00	330 00	\$ 2,486 00
Morrison	2,056.00	2,076.00	2,072 00	352 00	\$ 2,424 00
Sherburne	5,690.00	5,756.00	5,846 00	901 00	\$ 6,747 00
Stearns	9,554.00	9,348.00	9,222 00	1,409 00	\$ 10,631 00
Todd	1,403.00	1,408.00	1,396 00	240 00	\$ 1,637 00
Wright	9,094.00	9,219.00	9,308 00	1,768 00	\$ 11,076 00
<b>Capital Revenue Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 35,000.00</b>
	Dollar Change	\$ -	\$ -		\$ 5,000.00
	Percent Change	0.00%	0.00%		16.67%

Operating & Capital Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	\$ 9,881,101.70	\$ 10,444,130.19	\$ 10,193,836.00	\$ 336,707.00	\$ 10,530,544.00
	Dollar Change	\$ 563,028.49	\$ (250,294.19)		\$ 336,708.00
	Percent Change	5.70%	-2.40%		3.30%

**Great River Regional Library  
2025 Annual Preliminary Budget**

<b>Operating Expenditure Budget</b>					
<b>4100 Personnel</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
Subtotal Personnel	\$ 7,394,430.67	\$ 7,646,509.84	8,152,040.00	\$ 291,260.00	\$ 8,443,300.00
<b>Total - Personnel</b>	<b>\$ 7,394,430.67</b>	<b>\$ 7,646,509.84</b>	<b>\$ 8,152,040.00</b>	<b>\$ 291,260.00</b>	<b>\$ 8,443,300.00</b>
			Dollar Change		\$ 291,260.00
			Percent Change		3.57%

<b>4200 Services and Contracts</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
210 Regional Board Meetings	6,552.71	5,885.83	6,800.00	-	6,800.00
211 Staff Development Services	18,541.43	21,377.39	24,500.00	-	24,500.00
213 All Staff Day Training	7,310.59	9,571.37	7,300.00	-	7,300.00
220 Library Memberships	3,683.50	2,987.95	5,000.00	(1,000.00)	4,000.00
235 Patron Contact Services	63,231.98	71,849.14	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	100,044.44	110,196.26	105,000.00	-	105,000.00
246 Insurance	90,144.00	40,439.00	40,150.00	3,100.00	43,250.00
248 Catalog Services	91,792.12	117,077.90	94,000.00	6,000.00	100,000.00
250 Audit	20,830.00	21,730.00	25,000.00	-	25,000.00
253 Public Licensing Services	4,587.00	4,587.00	4,590.00	230.00	4,820.00
260 Telephone Services	31,000.00	30,461.13	31,000.00	-	31,000.00
265 Delivery Services	2,057.61	2,004.24	2,200.00	75.00	2,275.00
271 Equipment Contracts & Repair	26,748.46	29,787.21	27,500.00	3,500.00	31,000.00
280 Communications & Marketing	29,797.83	32,158.78	31,000.00	-	31,000.00
288 Sales Tax	3,849.00	4,310.00	4,000.00	400.00	4,400.00
290 HRIS/Payroll Services	69,665.08	83,125.07	86,200.00	-	86,200.00
291 Legal Services	10,851.85	11,600.02	12,000.00	-	12,000.00
293 System Directors Fund	6,517.95	7,153.71	6,500.00	-	6,500.00
<b>Total Services &amp; Contracts</b>	<b>\$ 587,205.55</b>	<b>\$ 606,302.00</b>	<b>\$ 572,740.00</b>	<b>\$ 12,305.00</b>	<b>\$ 585,045.00</b>
			Dollar Change		\$ 12,305.00
			Percent Change		2.15%

<b>Operating Expenditure Budget</b>					
<b>4300 Commodities</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
310 Supplies	58,588.03	64,887.45	59,700.00	-	59,700.00
330 Postage	12,597.31	16,291.14	14,000.00	-	14,000.00
<b>Total Commodities</b>	<b>\$ 71,185.34</b>	<b>\$ 81,178.59</b>	<b>\$ 73,700.00</b>	<b>\$ -</b>	<b>\$ 73,700.00</b>
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library  
2025 Annual Preliminary Budget**

<b>4400 Fleet Vehicles</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
420 Fleet Vehicle Fuel	26,050.16	23,008.98	27,000 00	-	27,000 00
430 Fleet Vehicle Insurance	3,830.50	3,471.70	4,000 00	(400 00)	3,600 00
440 Fleet Repairs & Maint.	14,099.12	10,308.33	11,500 00	-	11,500 00
460 Mileage Reimbursements	25,204.40	30,394.72	26,000 00	5,000 00	31,000 00
<b>Total Vehicle</b>	<b>\$ 69,184.18</b>	<b>\$ 67,183.73</b>	<b>\$ 68,500.00</b>	<b>\$ 4,600.00</b>	<b>\$ 73,100.00</b>
			Dollar Change		\$ 4,600.00
			Percent Change		6.72%

<b>4500 Library Materials</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
510 Print	538,664.62	519,638.86	560,000 00	(20,000 00)	540,000 00
520 Periodicals	52,969.92	51,773.66	52,000 00	-	52,000 00
540 Media	89,989.02	67,361.63	90,000 00	(20,000 00)	70,000 00
560 Electronic Services	279,746.44	328,595.85	269,370 00	44,630 00	314,000 00
<b>Total Library Materials</b>	<b>\$ 961,370.00</b>	<b>\$ 967,370.00</b>	<b>\$ 971,370.00</b>	<b>\$ 4,630.00</b>	<b>\$ 976,000.00</b>
			Dollar Change		\$ 4,630.00
			Percent Change		0.48%

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
610 Operating Equipment	4,278.92	1,169.86	4,500 00	-	4,500 00
630 Small Equipment	501.76	1,831.01	1,500 00	-	1,500 00
<b>Total Equipment</b>	<b>\$ 4,780.68</b>	<b>\$ 3,000.87</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>
			Dollar Change		\$ -
			Percent Change		0.00%

<b>4700 Contingency</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
910 Contingency	288.35	337.46	400 00	-	400 00
<b>Total Contingency</b>	<b>\$ 288.35</b>	<b>\$ 337.46</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ 400.00</b>
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library  
2025 Annual Preliminary Budget**

<b>Operating Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>4800 Automation</b>					
932 Maintenance	208,351.68	190,824.32	167,376.00	2,624.00	170,000.00
933 Equipment	57,426.88	103,693.25	90,600.00	4,400.00	95,000.00
935 Professional Services	2,142.75	-	2,000.00	-	2,000.00
936 Software	44,146.95	67,534.17	63,650.00	7,350.00	71,000.00
<b>Total Automation</b>	<b>\$ 312,068.26</b>	<b>\$ 362,051.74</b>	<b>\$ 323,626.00</b>	<b>\$ 14,374.00</b>	<b>\$ 338,000.00</b>
			Dollar Change		\$ 14,374.00
			Percent Change		4.44%
<b>Total Operating Expenditure Budget</b>	<b>\$ 9,400,513.03</b>	<b>\$ 9,733,934.23</b>	<b>\$ 10,168,376.00</b>	<b>\$ 327,169.00</b>	<b>\$ 10,495,544.00</b>
			Dollar Change		\$ 327,168.00
			Percent Change		3.22%
			<b>Revenue Budget</b>		<b>\$ 10,495,544.00</b>
			<b>Expenditure Budget</b>		<b>\$ 10,495,544.00</b>
			<b>Balanced</b>		<b>\$ -</b>

<b>Capital Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>5000 Capital</b>					
710 Automation	-	-	-	-	-
720 Branch Development	8,340.00	16,031.44	-	-	-
730 Equipment	5,832.80	-	-	-	-
740 Fleet Vehicle	-	63,472.75	30,000.00	5,000.00	35,000.00
<b>Total Capital</b>	<b>\$ 14,172.80</b>	<b>\$ 79,504.19</b>	<b>\$ 30,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 35,000.00</b>
			Dollar Change		\$ 5,000.00
			Percent Change		16.67%
<b>Total Operating &amp; Capital Expenditure Budget</b>	<b>\$ 9,414,685.83</b>	<b>\$ 9,813,438.42</b>	<b>\$ 10,198,376.00</b>	<b>\$ 332,169.00</b>	<b>\$ 10,530,544.00</b>
			Dollar Change		\$ 332,168.00
			Percent Change		3.26%
			<b>Revenue Budget</b>		<b>\$ 10,530,544.00</b>
			<b>Balanced</b>		<b>\$ -</b>

**Great River Regional Library  
2025 Annual Preliminary Budget  
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%										
<b>Operating</b>														
<b>\$ 7,560,244</b>														
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity	
Benton	40,164	7.80%	\$ 196,489	6,383	6.93%	\$ 174,558	\$ 54,638,773	6.58%	\$ 165,902	7.10%	\$ 536,949	\$ 13.37	0.98%	
Morrison	34,326	6.66%	\$ 167,929	7,139	7.75%	\$ 195,232	52,841,177	6.37%	\$ 160,444	6.93%	523,605	15.25	0.99%	
Sherburne	102,275	19.85%	\$ 500,347	16,642	18.06%	\$ 455,114	165,326,000	19.92%	\$ 501,986	19.28%	1,457,447	14.25	0.88%	
Stearns	162,016	31.45%	\$ 792,611	29,125	31.61%	\$ 796,490	232,902,671	28.06%	\$ 707,172	30.37%	2,296,272	14.17	0.99%	
Todd	25,617	4.97%	\$ 125,323	3,853	4.18%	\$ 105,369	40,439,714	4.87%	\$ 122,789	4.68%	353,481	13.80	0.87%	
Wright	150,727	29.26%	\$ 737,383	29,009	31.48%	\$ 793,318	283,825,037	34.20%	\$ 861,789	31.65%	2,392,490	15.87	0.84%	
<b>Total</b>	<b>515,125</b>	<b>100%</b>	<b>\$ 2,520,081</b>	<b>92,151</b>	<b>100%</b>	<b>\$ 2,520,081</b>	<b>\$ 829,973,372</b>	<b>100.00%</b>	<b>\$ 2,520,081</b>	<b>100%</b>	<b>\$ 7,560,244</b>	<b>\$ 14.68</b>	<b>0.91%</b>	
<b>Weight</b>		<b>2022</b>	<b>2023</b>		<b>2024</b>									
		<b>33.33%</b>	<b>33.33%</b>		<b>33.33%</b>									

<b>Capital</b>														
<b>\$ 35,000</b>														
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity	
Benton	40,164	7.80%	\$ 910	6,383	6.93%	\$ 808	\$ 54,638,773	6.58%	\$ 768	7.10%	\$ 2,486	\$ 0.06	0.0045%	
Morrison	34,326	6.66%	\$ 777	7,139	7.75%	\$ 904	52,841,177	6.37%	\$ 743	6.93%	2,424	0.07	0.0046%	
Sherburne	102,275	19.85%	\$ 2,316	16,642	18.06%	\$ 2,107	165,326,000	19.92%	\$ 2,324	19.28%	6,747	0.07	0.0041%	
Stearns	162,016	31.45%	\$ 3,669	29,125	31.61%	\$ 3,687	232,902,671	28.06%	\$ 3,274	30.37%	10,631	0.07	0.0046%	
Todd	25,617	4.97%	\$ 580	3,853	4.18%	\$ 488	40,439,714	4.87%	\$ 568	4.68%	1,636	0.06	0.0040%	
Wright	150,727	29.26%	\$ 3,414	29,009	31.48%	\$ 3,673	283,825,037	34.20%	\$ 3,990	31.65%	11,076	0.07	0.0039%	
<b>Total</b>	<b>515,125</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>92,151</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>\$ 829,973,372</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>100%</b>	<b>\$ 35,000</b>	<b>\$ 0.07</b>	<b>0.0042%</b>	

County	2025 Operating	2025 Capital	2025 Total	County	2024 Operating	2024 Capital	2024 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 536,949	\$ 2,486	\$ 539,435	Benton	\$ 546,287	\$ 2,156	\$ 548,443	Benton	\$ (9,338)	\$ 330	\$ (9,009)	-1.643%
Morrison	523,605	2,424	526,029	Morrison	\$ 525,096	\$ 2,072	527,168	Morrison	(1,491)	352	(1,140)	-0.216%
Sherburne	1,457,447	6,747	1,464,194	Sherburne	\$ 1,481,083	\$ 5,846	1,486,929	Sherburne	(23,636)	901	(22,736)	-1.529%
Stearns	2,296,272	10,631	2,306,903	Stearns	\$ 2,336,439	\$ 9,222	2,345,661	Stearns	(40,167)	1,409	(38,758)	-1.652%
Todd	353,481	1,636	355,117	Todd	\$ 353,802	\$ 1,396	355,198	Todd	(321)	240	(81)	-0.023%
Wright	2,392,490	11,076	2,403,566	Wright	\$ 2,358,242	\$ 9,308	2,367,550	Wright	34,248	1,768	36,019	1.521%
<b>Total</b>	<b>\$ 7,560,244</b>	<b>\$ 35,000</b>	<b>\$ 7,595,244</b>	<b>Total</b>	<b>\$ 7,600,949</b>	<b>\$ 30,000</b>	<b>\$ 7,630,949</b>	<b>Total</b>	<b>\$ (40,705)</b>	<b>\$ 5,000</b>	<b>\$ (35,705)</b>	<b>-0.468%</b>



## Great River Regional Library Annual Review of the Unassigned Fund Balance

Note: The Board of Trustees is required to review the Unassigned Fund Balance following the annual audit presentation.

<b>Unassigned Fund Balance as of December 31, 2023</b>	<b>\$ 5,400,403.00</b>
Less: 2022 Operating surplus to supplant 2024 budget	\$ (407,350.00)
2023 Operating surplus to supplant 2025 budget	\$ (350,000.00)
Reserves to supplant 2024 budget	\$ (200,711.00)
Spend down plan, 2025 budget	\$ (118,500.00)
Spend down plan, 2026 budget	\$ (59,250.00)
Spend down plan, 2027 budget	\$ (7,125.00)
2024 Surplus Designations	\$ (133,000.00)
 <b>Adjusted Unassigned Fund Balance as of December 31, 2023</b>	 <b>\$ 4,124,467.00</b>
 <b>Decrease in Unassigned Fund Balance</b>	 <b>\$ (1,275,936.00)</b>
 <b>2024 Operating Budget</b>	 <b>\$ 10,168,376.00</b>
Average Monthly Expenditures (Operating Budget/12)	<u>847,365.00</u>
<b>3-Months of Reserves in the Unassigned Fund Balance (Required)</b>	<b>\$ 2,542,095.00</b>
 <b>Number of Months in Reserve</b>	 <b>4.87</b>
 Adjusted Unassigned Fund Balance as of January 1, 2024	 \$ 4,124,467.00
3-Months of Reserves in the Unassigned Fund Balance (Required)	<u>2,542,095.00</u>
<b>Amount in excess of 3 month's reserves as of December 31, 2023</b>	<b>\$ 1,582,372.00</b>