



1300 W. St. Germain Street  
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**Board of Trustees Finance Committee Meeting**  
**Tuesday, April 18, 2017, 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 21, 2017, Meeting                                  | 5:02 |
| 4. Preliminary Audit Information (verbal)   | 5:03 |
| 5. First Quarter Financial Report (Requested Action – Approve)                    | 5:05 |
| 6. 2018 Department Budget Requests  | 5:10 |
| 6.1 Collection Development Collection Budget Request (Requested Action – Approve) |      |
| 6.2 Patron Services Program Pool Budget Request (Requested Action – Approve)      |      |
| 7. 2018 Preliminary Budget Request & Discussion (verbal)                          | 5:25 |
| 8. Next Meeting – May 16, 2017 at 5:00 p.m.                                       |      |
| 9. Adjournment  | 5:40 |

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
March 21, 2017**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday evening, March 21, 2017, at 5:01 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Spencer Buerkle presiding.

Members Present:

Spencer Buerkle  
Dave Kircher  
Leigh Lenzmeier – arrived late  
Michael Potter  
Jim Shovelain  
Randy Winscher

Members Excused:

Lisa Fobbe

GRRL Staff Present:

Brandi Canter  
Julie Henne  
Aron Murphy  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Jami Trenam  
Patricia Waletzko

**INTRODUCTION OF NEW BOARD MEMBER AND OATH OF OFFICE**

Stearns County Commissioner Leigh Lenzmeier was not present at the beginning of the meeting.

**ADOPTION/AMENDMENT OF AGENDA**

Michael Potter made a motion to adopt the agenda as presented. Seconded by Randy Winscher, the motion carried unanimously.

**APPROVAL OF MINUTES**

Michael Potter made a motion to approve the February 21, 2017, Finance Committee meeting minutes as presented. Seconded by Jim Shovelain, the motion carried unanimously.

**2018 BASE BUDGET PROPOSAL & DISCUSSION**

Executive Director Karen Pundsack presented the 2018 Base Budget. She stated no wage or benefit changes are included as contract negotiations have yet to take place and informed the Committee of anticipated increases and decreases.

Accounting Coordinator Aron Murphy explained budget differences from 2017 to 2018. Discussion followed including the personnel budget decrease and net tax capacity shifts.

Leigh Lenzmeier joined the meeting at 5:21 p.m.

**GRRL RISK ASSESSMENT PROPOSAL**

The GRRL Risk Assessment proposal was presented by Karen Pundsack. There are two options for this service offered by BerganKDV, Enterprise Risk Assessment and Fraud & Internal Control Risk Assessment. Given the estimated cost for the service, suggestions were made to gather more information and discuss this at the post-audit meeting which will be attended by BerganKDV representatives, GRRL Board members and staff.

Michael Potter made a motion to table the GRRL Risk Assessment proposal until after the post-audit meeting on April 7. Seconded by Jim Shovelain, the motion carried unanimously.

**NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, April 18, 2017, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

**ADJOURNMENT**

Spencer Buerkle adjourned the meeting at 5:29 p.m.

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Spencer Buerkle, Chair

**Great River Regional Library  
Financial Report  
As of March 31, 2017**



Balance, December 31, 2016 \$ 7,587,757.55

**Receipts**

Tax Receipts:		
Benton County	273,676.00	
Morrison County	247,286.00	
Sherburne County	334,264.75	
Stearns County	576,409.50	
Todd County	168,696.50	
Wright County	519,530.00	
City of Staples	3,434.50	2,123,297.25
Capital - Vehicle		-
Committed Payroll/HRIS Fund		15.75
Computer Replacement Fund		-
Fines Revenue		88,574.12
Fund Development - Collection		17,275.23
Fund Development - General		5,758.40
Fund Development - Marketing		5,812.40
Gift Funds		15,503.06
Interest		16,651.83
Interlibrary Loan Delivery		-
Interlibrary Loan Fund		317.41
Legacy Grant		53,265.54
Minitex Last Mile Grant		-
Miscellaneous Revenue		119.00
MNLink Gateway Grant		-
PERA Aid		-
Revenue Fund		-
Revolving Fund		7,508.52
RLBSS State Aid		456,424.12 *
RLTA Grants		25,665.96
Sales Revenue		1,700.00
St. Cloud Reimbursement		96,243.76
Staff Training Encumbered Fund		-
<b>Total Receipts and Balance-----</b>		<b>\$ 10,501,889.90</b>

**Expenditures**

Operating Fund -- see attached report	\$ 2,358,417.93
Fund Balance Report -- see attached report	181,043.84
Accumulated Depreciation	45,000.00
<b>Total Expenditures-----</b>	<b>\$ 2,584,461.77</b>
<b>Month End Balance-----</b>	<b>\$ 7,917,428.13</b>

\*See Revenue Report

**Great River Regional Library  
Investment Listing  
As of March 31, 2017**

**Balance**----- \$ 7,917,428.13

<u>Savings Accounts</u>	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Wood Dale & Homer Mich Cmnty Sch Dist. Security Pledge -Credit Rating AA+)	0.03%	\$ 248,173.08
Magic Liquid Account	0.04%	<u>1,759,954.13</u>
<b>Savings Accounts Ending Balance</b>		<b>\$ 2,008,127.21</b>

<u>Checking Accounts</u>		
Main Checking Account	\$	<b>28,686.77</b>
Petty Cash Checking Account	\$	<b>654.15</b>
Branch Cash	\$	<b>1,960.00</b>

**Investments:** Each Certificate of Deposit is separately FDIC Insured at 1 Financial Institution

Certificate of Deposit (due 4/18/2017)	0.80%	247,000.00
Certificate of Deposit (due 4/28/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/5/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/25/2017)	0.85%	247,000.00
Certificate of Deposit (due 6/9/2017)	1.01%	247,000.00
Certificate of Deposit (due 6/30/2017)	0.80%	247,000.00
Certificate of Deposit (due 7/12/2017)	0.85%	247,000.00
Certificate of Deposit (due 7/31/2017)	0.85%	247,000.00
Certificate of Deposit (due 8/7/2017)	0.85%	247,000.00
Certificate of Deposit (due 8/25/2017)	0.80%	247,000.00
Certificate of Deposit (due 9/06/2017)	0.95%	247,000.00
Certificate of Deposit (due 9/26/2017)	0.90%	247,000.00
Certificate of Deposit (due 10/19/2017)	0.85%	247,000.00
Certificate of Deposit (due 10/23/2017)	0.85%	247,000.00
Certificate of Deposit (due 11/1/2017)	0.85%	247,000.00
Certificate of Deposit (due 11/15/2017)	0.80%	247,000.00
Certificate of Deposit (due 12/7/2017)	0.90%	247,000.00
Certificate of Deposit (due 12/14/2017)	1.06%	247,000.00
Certificate of Deposit (due 1/9/2018)	1.00%	247,000.00
Certificate of Deposit (due 1/17/2018)	1.10%	246,000.00
Certificate of Deposit (due 2/6/2018)	1.10%	246,000.00
Certificate of Deposit (due 2/28/2018)	1.15%	246,000.00
Certificate of Deposit (due 3/14/2018)	1.20%	246,000.00
Certificate of Deposit (due 3/29/2018)	1.17%	<u>246,000.00</u>

**Investment Ending Balance \$ 5,923,000.00**

**Bank Accounts and Investments Total \$ 7,962,428.13**  
**Accumulated Depreciation (45,000.00)**

**Month End Balance**----- \$ 7,917,428.13

Submitted by Aron Murphy, Accounting Coordinator - Accounting

Difference \$ 0.00

**Great River Regional Library  
Revenue Report  
As of March 31, 2017**

<b><u>Operational Signatory Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 540,049.00	\$ 270,024.50	\$ (270,024.50)	50.00%
Morrison County	487,973.00	243,986.50	(243,986.50)	50.00%
Sherburne County	1,319,219.00	329,804.75	(989,414.25)	25.00%
Stearns County	2,274,875.00	568,718.75	(1,706,156.25)	25.00%
Todd County	332,891.00	166,445.50	(166,445.50)	50.00%
Wright County	2,050,393.00	512,598.25	(1,537,794.75)	25.00%
<b>Sub-Total: Signatory Operational Receipts:</b>	<b>\$ 7,005,400.00</b>	<b>\$ 2,091,578.25</b>	<b>\$ (4,913,821.75)</b>	<b>29.86%</b>
<b><u>Capital Signatory Receipts</u></b>				
Benton County	\$ 7,303.00	\$ 3,651.50	\$ (3,651.50)	50.00%
Morrison County	6,599.00	3,299.50	(3,299.50)	50.00%
Sherburne County	17,840.00	4,460.00	(13,380.00)	25.00%
Stearns County	30,763.00	7,690.75	(23,072.25)	25.00%
Todd County	4,502.00	2,251.00	(2,251.00)	50.00%
Wright County	27,727.00	6,931.75	(20,795.25)	25.00%
<b>Sub-Total: Signatory Capital Receipts:</b>	<b>\$ 94,734.00</b>	<b>\$ 28,284.50</b>	<b>\$ (66,449.50)</b>	<b>29.86%</b>
<b><u>Maintenance of Effort Receipts:</u></b>				
City of Staples	\$ 6,900.00	\$ 3,434.50	\$ (3,465.50)	49.78%
<b>Total Signatory/MOE Receipts:</b>	<b>\$ 7,107,034.00</b>	<b>\$ 2,123,297.25</b>	<b>\$ (4,983,736.75)</b>	<b>29.88%</b>
<b><u>Other Receipts:</u></b>				
Fines	\$ 375,000.00	\$ 88,574.12	\$ (286,425.88)	23.62%
Interest	41,000.00	16,651.83	(24,348.17)	40.61%
MN Link Gateway	9,000.00	9,000.00	-	100.00%
PERA Aid	17,200.00	-	(17,200.00)	0.00%
Revenue Fund	10,700.00	10,700.00	-	100.00%
St. Cloud Reimbursement	102,200.00	96,243.76	(5,956.24)	94.17%
<b>Total: Other Receipts:</b>	<b>\$ 555,100.00</b>	<b>\$ 221,169.71</b>	<b>\$ (333,930.29)</b>	<b>39.84%</b>
<b><u>Fiscal Receipts - 2016</u></b>				
RLBSS State Aid*	<b>\$ 1,523,600.00</b>	<b>\$ 1,369,272.35</b>	<b>\$ (154,327.65)</b>	<b>89.87%</b>
<b>Total Operating/Capital Revenue:</b>	<b>\$ 9,185,734.00</b>	<b>\$ 3,713,739.31</b>	<b>\$ (5,471,994.69)</b>	<b>40.43%</b>

<b>Note to Revenue</b>	
<b><u>*RLBSS 2017 State Aid Receipts:</u></b>	<b><u>RLBSS 2018 State Aid Receipts:</u></b>
\$ 456,424.12 1st payment received 9/14/16	\$ - 1st payment received
\$ 456,424.11 2nd payment received 10/13/16	\$ - 2nd payment received
\$ 456,424.12 3rd payment received 2/14/17	\$ - 3rd payment received
\$ - Final payment received	\$ - Final payment received
<b>\$1,369,272.35 Total received</b>	<b>\$ - Total received</b>

**GREAT RIVER REGIONAL LIBRARY**  
**Bank Balances and Investment Activity**  
**MARCH 2017**

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Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$30,116.87	\$2,365,356.97	\$2,366,787.07	\$28,686.77
G 10-1016 CASH - PETTY CASH CHECKING	\$663.88	\$893.41	\$903.14	\$654.15
G 10-1017 CASH - BRANCH CASH	\$1,960.00	\$0.00	\$0.00	\$1,960.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$2,656,314.59	\$778,267.62	\$1,426,455.00	\$2,008,127.21
G 10-1020 INVESTMENTS - MAGIC FUND	\$5,925,000.00	\$492,000.00	\$494,000.00	\$5,923,000.00
G 10-2900 TRANSFERS OUT	\$22,915.22	\$893.41	\$0.00	\$23,808.63
G 10-3000 TRANSFERS IN	-\$22,915.22	\$0.00	\$893.41	-\$23,808.63
	\$8,614,055.34	\$3,637,411.41	\$4,289,038.62	\$7,962,428.13

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

MARCH 2017

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2017 YTD Balance	%YTD Budget
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$679,700.00	\$71,943.20	\$167,189.80	\$512,510.20	24.60%
SALARIES	10-20-4100-110	\$3,525,700.00	\$239,746.19	\$513,215.19	\$3,012,484.81	14.56%
SALARIES	10-30-4100-110	\$94,700.00	\$10,603.20	\$24,685.20	\$70,014.80	26.07%
SALARIES-RLBSS	10-20-4100-111	\$1,523,600.00	\$351,095.46	\$819,222.74	\$704,377.26	53.77%
EE BENEFITS	10-00-4100-140	\$108,200.00	\$12,516.82	\$26,103.69	\$82,096.31	24.13%
EE BENEFITS	10-20-4100-140	\$422,400.00	\$44,982.56	\$98,771.39	\$323,628.61	23.38%
EE BENEFITS	10-30-4100-140	\$19,700.00	\$2,067.52	\$4,077.92	\$15,622.08	20.70%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$326.00	\$801.54	\$3,698.46	17.81%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$0.00	\$25,270.00	-\$5,270.00	126.35%
RETIREMENT	10-00-4100-170	\$103,500.00	\$10,709.85	\$24,901.59	\$78,598.41	24.06%
RETIREMENT	10-20-4100-170	\$758,400.00	\$85,011.66	\$195,960.26	\$562,439.74	25.84%
RETIREMENT	10-30-4100-170	\$13,000.00	\$1,257.63	\$2,927.70	\$10,072.30	22.52%
PAID TIME OFF PAYMENT	10-00-4100-185	\$18,100.00	-\$2,960.45	\$18,111.11	-\$11.11	100.06%
DEPT 4100 PERSONNEL		\$7,291,500.00	\$827,299.64	\$1,921,238.13	\$5,370,261.87	26.35%
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$4,000.00	\$160.68	\$524.41	\$3,475.59	13.11%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$1,937.55	\$2,354.42	\$22,645.58	9.42%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$0.00	\$7,300.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$100.00	\$100.00	\$5,900.00	1.67%
PATRON CONTACT SERVICES	10-20-4200-235	\$61,000.00	\$3,454.77	\$11,584.05	\$49,415.95	18.99%
BUILDING MAINTENANCE	10-30-4200-240	\$102,100.00	\$102,100.00	\$119,834.77	-\$17,734.77	117.37%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$41,000.00	\$0.00	\$30,785.00	\$10,215.00	75.09%
CATALOG SERVICES	10-20-4200-248	\$85,800.00	\$0.00	\$6,405.86	\$79,394.14	7.47%
AUDIT	10-30-4200-250	\$16,200.00	\$0.00	\$0.00	\$16,200.00	0.00%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$3,800.00	\$3,927.00	\$3,927.00	-\$127.00	103.34%
TELEPHONE	10-00-4200-260	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
DELIVERY SERVICES	10-30-4200-265	\$1,300.00	\$112.58	\$334.46	\$965.54	25.73%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$44.89	\$136.96	\$1,363.04	9.13%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$7,700.00	\$1,097.05	\$4,811.39	\$2,888.61	62.49%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$0.00	\$2,974.80	\$5,025.20	37.19%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$4,611.23	\$14,605.87	\$8,394.13	63.50%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$35.26	\$35.26	\$964.74	3.53%
SALES TAX	10-00-4200-288	\$3,000.00	\$0.00	\$566.00	\$2,434.00	18.87%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$84,200.00	\$8,278.01	\$22,121.45	\$62,078.55	26.27%
LEGAL SERVICES	10-30-4200-291	\$35,000.00	\$358.40	\$571.90	\$34,428.10	1.63%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,600.00	\$0.00	\$5,904.00	\$696.00	89.45%
DEPT 4200 SERVICES AND CONTRACTS		\$525,500.00	\$126,217.42	\$227,577.60	\$297,922.40	43.31%
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$4,000.00	\$767.24	\$1,018.22	\$2,981.78	25.46%
SUPPLIES	10-20-4300-310	\$63,000.00	\$7,181.48	\$15,910.19	\$47,089.81	25.25%
SUPPLIES	10-30-4300-310	\$1,500.00	\$57.00	\$126.99	\$1,373.01	8.47%
POSTAGE	10-30-4300-330	\$21,000.00	\$1,803.64	\$4,833.64	\$16,166.36	23.02%
DEPT 4300 COMMODITIES		\$89,500.00	\$9,809.36	\$21,889.04	\$67,610.96	24.46%
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$31,500.00	\$17.69	\$151.25	\$31,348.75	0.48%
VEHICLE-INSURANCE	10-20-4400-430	\$3,400.00	\$0.00	\$5,153.00	-\$1,753.00	151.56%
VEHICLE-REPAIR & MAINTENANC	10-20-4400-440	\$5,500.00	\$282.38	\$2,339.57	\$3,160.43	42.54%
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$75.15	\$176.78	\$1,323.22	11.79%
VEHICLE-MILEAGE	10-00-4400-460	\$1,500.00	\$149.98	\$149.98	\$1,350.02	10.00%
VEHICLE-MILEAGE	10-20-4400-460	\$15,100.00	\$1,937.22	\$3,490.54	\$11,609.46	23.12%
DEPT 4400 VEHICLE EXPENSES		\$58,500.00	\$2,462.42	\$11,461.12	\$47,038.88	19.59%



GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

MARCH 2017

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2017 YTD Balance	%YTD Budget
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$530,000.00	\$38,871.87	\$94,429.50	\$435,570.50	17.82%
PERIODICALS	10-20-4500-520	\$40,000.00	\$1,415.82	\$5,769.56	\$34,230.44	14.42%
MEDIA	10-20-4500-540	\$210,000.00	\$13,550.56	\$38,113.42	\$171,886.58	18.15%
ELECTRONIC SERVICES	10-20-4500-560	\$100,000.00	\$11,190.14	\$17,699.90	\$82,300.10	17.70%
DEPT 4500 LIBRARY MATERIALS		\$880,000.00	\$65,028.39	\$156,012.38	\$723,987.62	17.73%
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$7,000.00	\$1,315.00	\$7,503.00	-\$503.00	107.19%
SMALL EQUIPMENT	10-00-4600-630	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,200.00	\$0.00	\$16.40	\$1,183.60	1.37%
SMALL EQUIPMENT	10-30-4600-630	\$400.00	\$690.04	\$690.04	-\$290.04	172.51%
DEPT 4600 EQUIPMENT		\$10,000.00	\$2,005.04	\$8,209.44	\$1,790.56	82.09%
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$1,000.00	\$5.50	\$1,016.50	-\$16.50	101.65%
DEPT 4700 CONTINGENCY		\$1,000.00	\$5.50	\$1,016.50	-\$16.50	101.65%
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$132,160.00	-\$3,055.00	\$9,350.25	\$122,809.75	7.07%
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$1,447.99	\$1,622.22	\$9,377.78	14.75%
AUTOMATION EQUIPMENT	10-20-4800-933	\$92,000.00	-\$18,528.00	\$0.00	\$92,000.00	0.00%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$41.25	\$1,958.75	2.06%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$248,160.00	-\$20,135.01	\$11,013.72	\$237,146.28	4.44%
FUND 10 GENERAL FUND		\$9,104,160.00	\$1,012,692.76	\$2,358,417.93	\$6,745,742.07	25.90%
		\$9,104,160.00	\$1,012,692.76	\$2,358,417.93	\$6,745,742.07	25.90%



## 2018 Department Budget Requests

Submitted by Karen Pundsack, Executive Director  
Aron Murphy, Accounting Coordinator

### BOARD ACTION REQUESTED

Information                       Discussion                       Approve/Accept

### RECOMMENDATION

Review Department Budget Requests and approve requests to move forward for final 2018 budget preparation.

### BACKGROUND INFORMATION

As part of the Base Budgeting process, two (2) departments submitted Department Budget Requests. Both met the criteria established by the Board for a total of \$29,543 and are included for Finance Committee consideration.

Supporting Documents Attached

- 2018 Base Budget
- Department Budget Request Criteria
- Request to increase collection budget – Collection Development
- Request to increase program pool budget – Patron Services

### FINANCIAL IMPLICATIONS

Estimated Cost: See attached

Funding Source: various

Budgeted:  Yes

No

### ACTION

Passed

Failed

Tabled

**Great River Regional Library  
2018 Base Budget Summary**

<b>Operating Revenue Budget</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Proposed Budget</b>
Signatory Revenue	\$ 6,684,898.00	\$ 6,931,402.00	\$ 7,005,400.00	\$ 7,021,309.00
Non Signatory Revenue	2,195,357.15	2,097,919.18	2,098,760.00	2,051,800.00
<b>Operating Revenue Total</b>	<b>\$ 8,880,255.15</b>	<b>\$ 9,029,321.18</b>	<b>\$ 9,104,160.00</b>	<b>\$ 9,073,109.00</b>
	Dollar Change	\$ 149,066.03	\$ 74,838.82	\$ (31,051.00)
	Percent Change	1.68%	0.83%	-0.34%

<b>Operating Expenditure Budget</b>				
Personnel	\$ 6,612,862.85	\$ 6,843,071.84	\$ 7,291,500.00	\$ 7,205,700.00
Services & Contracts	504,147.00	494,277.57	525,500.00	527,972.00
Commodities	83,717.13	83,783.98	89,500.00	91,500.00
Vehicle	50,113.23	54,282.95	58,500.00	59,100.00
Library Materials	922,704.92	880,010.30	880,000.00	908,400.00
Equipment	9,455.14	10,947.14	10,000.00	10,000.00
Contingency	(13.13)	139.00	1,000.00	1,000.00
Automation	210,316.38	208,579.76	248,160.00	269,437.00
<b>Operating Expenditure Total</b>	<b>\$ 8,393,303.52</b>	<b>\$ 8,575,092.54</b>	<b>\$ 9,104,160.00</b>	<b>\$ 9,073,109.00</b>
	Dollar Change	\$ 181,789.02	\$ 529,067.46	\$ (31,051.00)
	Percent Change	2.17%	6.17%	-0.34%

<b>Capital Revenue Budget</b>				
Signatory Capital Revenue Total	\$ 90,402.00	\$ 93,734.00	\$ 94,734.00	\$ 94,948.00
	Dollar Change	\$ 3,332.00	\$ 1,000.00	\$ 214.00
	Percent Change	3.69%	1.07%	0.23%

<b>Capital Expenditure Budget</b>				
Total Capital	\$ 90,402.00	\$ 93,734.00	\$ 94,734.00	\$ 94,948.00
	Dollar Change		\$ 214.00	
	Percent Change		0.23%	

Revenue Budget	\$ 9,168,057.00
Expenditure Budget	\$ 9,168,057.00
Balanced	\$ -

**Great River Regional Library  
2018 Base Budget**

<b>Operating Revenue Budget</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
<b>County</b>					
Benton	514,013.00	537,613.00	540,049.00	2,029.00	542,078.00
Morrison	471,948.00	484,306.00	487,973.00	3,088.00	491,061.00
Sherburne	1,256,039.00	1,309,246.00	1,319,219.00	973.00	1,320,192.00
Stearns	2,196,414.00	2,253,399.00	2,274,875.00	(17,019.00)	2,257,856.00
Todd	325,397.00	337,115.00	332,891.00	719.00	333,610.00
Wright	1,921,087.00	2,009,723.00	2,050,393.00	26,119.00	2,076,512.00
<b>Subtotal - Signatory</b>	<b>\$ 6,684,898.00</b>	<b>\$ 6,931,402.00</b>	<b>\$ 7,005,400.00</b>	<b>\$ 15,909.00</b>	<b>\$ 7,021,309.00</b>
	<b>Dollar Change</b>	<b>\$ 246,504.00</b>	<b>\$ 73,998.00</b>		<b>\$ 15,909.00</b>
	<b>Percent Change</b>	<b>3.69%</b>	<b>1.07%</b>		<b>0.23%</b>

<b>Non-Signatory</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
FY State Aid - RLBS	1,538,877.33	1,531,688.03	1,523,600.00	(23,600.00)	1,500,000.00
St. Cloud Reimbursement	96,947.96	100,161.83	102,200.00	(1,662.03)	100,500.00
Miscellaneous Receipts	387,289.91	346,916.13	375,000.00	(30,000.00)	345,000.00
Interest	28,611.74	43,533.19	41,000.00	10,000.00	51,000.00
PERA Aid	17,151.00	17,151.00	17,200.00	-	17,200.00
ILL Delivery	-	-	6,160.00	-	6,200.00
Minitex Last Mile Grant	-	7,000.00	7,000.00	-	7,000.00
Staples	6,869.00	6,869.00	6,900.00	-	6,900.00
MnLink Gateway	8,700.00	6,900.00	9,000.00	6,000.00	15,000.00
Fund Development (Moved to Dedicated Fund in 2016 and beyond)	55,910.21	-	-	-	-
Revenue Fund	55,000.00	37,700.00	10,700.00	(7,700.00)	3,000.00
<b>Sub Total - Non Signatory</b>	<b>\$ 2,195,357.15</b>	<b>\$ 2,097,919.18</b>	<b>\$ 2,098,760.00</b>	<b>\$ (46,962.03)</b>	<b>\$ 2,051,800.00</b>
	<b>Dollar Change</b>	<b>\$ (97,437.97)</b>	<b>\$ 840.82</b>		<b>\$ (46,960.00)</b>
	<b>Percent Change</b>	<b>-4.44%</b>	<b>0.04%</b>		<b>-2.24%</b>

<b>Operating Revenue Total</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
	<b>\$ 8,880,255.15</b>	<b>\$ 9,029,321.18</b>	<b>\$ 9,104,160.00</b>	<b>\$ (31,053.03)</b>	<b>\$ 9,073,109.00</b>
	<b>Dollar Change</b>	<b>\$ 149,066.03</b>	<b>\$ 74,838.82</b>		<b>\$ (31,051.00)</b>
	<b>Percent Change</b>	<b>1.68%</b>	<b>0.83%</b>		<b>-0.34%</b>

**Great River Regional Library  
2018 Base Budget**

Capital Revenue Budget	2015 Actual	2016 Actual	2017 Budget	Change +/-	2018 Proposed Budget
<b>County</b>					
Benton	6,951.00	7,270.00	7,303.00	27.00	7,330.00
Morrison	6,382.00	6,549.00	6,599.00	42.00	6,641.00
Sherburne	16,986.00	17,705.00	17,840.00	13.00	17,853.00
Stearns	29,703.00	30,473.00	30,763.00	(230.00)	30,533.00
Todd	4,400.00	4,559.00	4,502.00	9.00	4,511.00
Wright	25,980.00	27,178.00	27,727.00	353.00	28,080.00
<b>Capital Revenue Total</b>	<b>\$ 90,402.00</b>	<b>\$ 93,734.00</b>	<b>\$ 94,734.00</b>	<b>\$ 214.00</b>	<b>\$ 94,948.00</b>
	Dollar Change	\$ 3,332.00	\$ 1,000.00		\$ 214.00
	Percent Change	3.69%	1.07%		0.23%

  

Operating & Capital Revenue Total	2015 Actual	2016 Actual	2017 Budget	Change +/-	2018 Proposed Budget
	\$ 8,970,657.15	\$ 9,123,055.18	\$ 9,198,894.00	\$ (30,839.03)	\$ 9,168,057.00
	Dollar Change	\$ 152,398.03	\$ 75,838.82		\$ (30,837.00)
	Percent Change	1.70%	0.83%		-0.34%

**Great River Regional Library  
2018 Base Budget**

<b>Operating Expenditure Budget</b>					
<b>4100 Personnel</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
Subtotal Personnel	\$ 6,612,862.85	\$ 6,843,071.84	\$ 7,291,500.00	\$ (85,800.00)	\$ 7,205,700.00
Total - Personnel	\$ 6,612,862.85	\$ 6,843,071.84	\$ 7,291,500.00	\$ (85,800.00)	\$ 7,205,700.00
				Dollar Change	\$ (85,800.00)
				Percent Change	-1.18%

<b>4200 Services and Contracts</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
210 Regional Board Meetings	4,374.31	4,230.54	4,000.00	-	4,000.00
211 Staff Development Svcs. (Strat. Plan)	23,122.29	26,245.46	25,000.00	-	25,000.00
213 All Staff Day Training (Strat. Plan)	7,219.69	5,335.42	7,300.00	-	7,300.00
220 Library Memberships	5,670.00	6,743.00	6,000.00	-	6,000.00
235 Patron Contact Svcs.	58,856.32	53,826.51	61,000.00	-	61,000.00
240 GRRL Building Maint. (Contractual)	89,900.00	96,302.59	102,100.00	-	102,100.00
246 Insurance (Mandated)	38,169.00	34,871.00	41,000.00	-	41,000.00
248 Catalog Svcs.	114,365.73	87,744.59	85,800.00	4,200.00	90,000.00
250 Audit (Mandated)	14,650.00	15,400.00	16,200.00	600.00	16,800.00
253 Public Licensing Svcs.	3,450.00	3,729.00	3,800.00	127.00	3,927.00
260 Telephone Svcs.	255.71	1,000.00	2,000.00	2,000.00	4,000.00
265 Delivery Svcs.	1,249.02	1,959.95	1,300.00	45.00	1,345.00
271 Equip. Rental & Repair	8,639.61	8,993.28	9,200.00	500.00	9,700.00
280 Printing/Public Information	31,015.09	32,408.31	31,000.00	-	31,000.00
285 Recruitment Svcs.	244.66	271.39	1,000.00	-	1,000.00
288 Sales Tax	2,994.39	2,886.68	3,000.00	-	3,000.00
290 HRIS/Payroll Svcs. (Contractual)	76,184.87	83,309.44	84,200.00	-	84,200.00
291 Legal Svcs.	17,222.91	22,632.85	35,000.00	(5,000.00)	30,000.00
293 System Directors Fund	6,563.40	6,387.56	6,600.00	-	6,600.00
Total Services & Contracts	\$ 504,147.00	\$ 494,277.57	\$ 525,500.00	\$ 2,472.00	\$ 527,972.00
				Dollar Change	\$ 2,472.00
				Percent Change	0.47%

<b>Operating Expenditure Budget</b>					
<b>4300 Commodities</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
310 Supplies	62,818.95	61,354.75	68,500.00	-	68,500.00
330 Postage	20,898.18	22,429.23	21,000.00	2,000.00	23,000.00
Total Commodities	\$ 83,717.13	\$ 83,783.98	\$ 89,500.00	\$ 2,000.00	\$ 91,500.00
				Dollar Change	\$ 2,000.00
				Percent Change	2.23%

**Great River Regional Library  
2018 Base Budget**

<b>4400 Vehicle</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
420 Vehicle Gas	25,382.91	21,248.08	31,500.00	-	31,500.00
430 Vehicle Insurance	3,107.00	4,139.00	3,400.00	600.00	4,000.00
440 Vehicle Repair & Maintenance	4,580.67	8,785.46	5,500.00	-	5,500.00
450 Vehicle Tires & Miscellaneous	1,257.83	4,028.07	1,500.00	-	1,500.00
460 Vehicle Mileage	15,784.82	16,082.34	16,600.00	-	16,600.00
<b>Total Vehicle</b>	<b>\$ 50,113.23</b>	<b>\$ 54,282.95</b>	<b>\$ 58,500.00</b>	<b>\$ 600.00</b>	<b>\$ 59,100.00</b>
				<b>Dollar Change</b>	<b>\$ 600.00</b>
				<b>Percent Change</b>	<b>1.03%</b>

<b>4500 Library Materials</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
510 Print	504,749.76	475,013.22	530,000.00	6,400.00	536,400.00
520 Periodicals	47,522.70	53,015.97	40,000.00	2,000.00	42,000.00
540 Media	182,613.85	181,910.54	210,000.00	-	210,000.00
560 Electronic Svcs.	187,818.61	170,070.57	100,000.00	20,000.00	120,000.00
<b>Total Library Materials</b>	<b>\$ 922,704.92</b>	<b>\$ 880,010.30</b>	<b>\$ 880,000.00</b>	<b>\$ 28,400.00</b>	<b>\$ 908,400.00</b>
				<b>Dollar Change</b>	<b>\$ 28,400.00</b>
				<b>Percent Change</b>	<b>3.23%</b>

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
610 Operating Equipment	7,950.00	8,048.64	8,000.00	-	8,000.00
630 Small Equipment	1,505.14	2,898.50	2,000.00	-	2,000.00
<b>Total Equipment</b>	<b>\$ 9,455.14</b>	<b>\$ 10,947.14</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
				<b>Dollar Change</b>	<b>\$ -</b>
				<b>Percent Change</b>	<b>0.00%</b>

<b>4700 Contingency</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
910 Contingency	(13.13)	139.00	1,000.00	-	1,000.00
<b>Total Contingency</b>	<b>\$ (13.13)</b>	<b>\$ 139.00</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>
				<b>Dollar Change</b>	<b>\$ -</b>
				<b>Percent Change</b>	<b>0.00%</b>

**Operating Expenditure Budget**

<b>4800 Automation</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
932 Maintenance	101,130.00	118,928.42	132,160.00	21,277.00	153,437.00
933 Equipment	76,326.97	72,974.58	103,000.00	-	103,000.00
935 Professional Services	4,337.50	453.75	2,000.00	-	2,000.00
936 Software	28,521.91	16,223.01	11,000.00	-	11,000.00
<b>Total Automation</b>	<b>\$ 210,316.38</b>	<b>\$ 208,579.76</b>	<b>\$ 248,160.00</b>	<b>\$ 21,277.00</b>	<b>\$ 269,437.00</b>
				<b>Dollar Change</b>	<b>\$ 21,277.00</b>
				<b>Percent Change</b>	<b>8.57%</b>

**Great River Regional Library  
2018 Base Budget**

<b>Total Operating Expenditure Budget</b>	\$ 8,393,303.52	\$ 8,575,092.54	\$ 9,104,160.00	\$ (31,051.00)	\$ 9,073,109.00
			Dollar Change		\$ (31,051.00)
			Percent Change		-0.34%
			Revenue Budget		\$ 9,073,109.00
			Expenditure Budget		\$ 9,073,109.00
			Balanced		\$ -

<b>Capital Expenditure Budget</b>					
<b>5000 Capital</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>Change +/-</b>	<b>2018 Proposed Budget</b>
710 Automation	80,402.00	83,734.00	84,734.00	(9,786.00)	74,948.00
720 Branch Development	-	-	-	-	-
730 Equipment	-	-	-	10,000.00	10,000.00
740 Vehicle	10,000.00	10,000.00	10,000.00	-	10,000.00
<b>Total Capital</b>	<b>\$ 90,402.00</b>	<b>\$ 93,734.00</b>	<b>\$ 94,734.00</b>	<b>\$ 214.00</b>	<b>\$ 94,948.00</b>
			Dollar Change		\$ 214.00
			Percent Change		0.23%

<b>Total Operating &amp; Capital Expenditure Budget</b>	\$ 8,483,705.52	\$ 8,668,826.54	\$ 9,198,894.00	\$ (30,837.00)	\$ 9,168,057.00
			Dollar Change		\$ (30,837.00)
			Percent Change		-0.34%
			Revenue Budget		\$ 9,168,057.00
			Balanced		\$ -





## **Great River Regional Library Department Budget Request Criteria**

For 2018 Department Budget Requests, the GRRL Board approved the following criteria:

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



## 2018 Budget Request

**Date of Request:** 4/5/2017  
**Department:** Collection Development  
**Request Submitted By:** Jami Trenam, Associate Director - Collection Development

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

I am requesting to increase the collection budget by \$25,000. Additional funds for the collection may lead to increased circulation and shorter wait times for popular materials. An additional \$25,000 could purchase roughly 500 more adult books, 400 more kids books, 60 more audio books, 70 more music CDs, and 200 more DVDs.

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

While gift money could be leveraged to achieve the same goals, I prefer to use those funds to strategically pilot new, innovative services such as Lucky Day collections instead of increasing the standard level of service. On a philosophical level, I strive to grow the depth and breadth of our collection. I could choose to spend more on popular/bestselling materials, but only at the expense of the scope and variety of our collection.

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

Research such as the IMLS Public Library Data Service Statistical report draws correlations between declines in collection expenditures to drops in physical circulation. Best practices for filling holds is to strive for one (1) copy for every two (2) to three (3) holds. For print material, GRRL currently works with a ratio of one copy for every six (6) holds, meaning you would wait six (6) months to receive a book if you were 6th in line if we had only one (1) copy. With additional dollars we could reduce the ratio over time to one (1) copy for every five (5) holds, which could reduce wait times for popular materials.

**Requested Staffing changes to 2017 allocations for 2018 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
Position #1	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
Position #2	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
Position #3	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
Position #4	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
<b>Calculations Only. Do not add any info below this line</b>						

Employer SS/MED Match		\$	-		
Employer PERA Match		\$	-		
<b>Total Staffing:</b>		\$	-		

**Requested Other changes to 2017 allocations for 2018 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
Increase to materials budget	1.00	\$ 25,000.00	\$ 25,000.00	New	3	Service Priority: Lifelong Learning - Goal 1
	0.00	\$ -	\$ -			
	0.00	\$ -	\$ -			
<b>Total Other:</b>		\$	<b>25,000.00</b>			

**Summary**

Staffing	\$	-
Other	\$	25,000.00
<b>Total Budget Request</b>	\$	<b>25,000.00</b>

Approved	
Denied	
Reason Denied	



## 2018 Budget Request

**Date of Request:** 3/3/2018  
**Department:** Patron Services  
**Request submitted by:** Brandi Canter, Lead Patron Services Supervisor

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

Local and regional staff are working hard to expand the reach of the library and pursue equitable access to library services throughout GRRL communities. Staff are getting outside of the physical walls of the library and/or offering programs outside of regular hours to reach the wider community.

To meet these goals, we are requesting additional program pool funds in 2018. The additional funds would provide an additional average of 5.75 hours of program pool per branch (184 hours total). Even with this addition, we anticipate we will completely spend available program pool, and staff will need to incorporate program and outreach work into their regular hours.

In 2018, the strategic plan calls for library staff to again develop plans to increase services to underserved target audiences. Ideally, this would be done without losing the gains made with the 2016/2018 strategic plan target audience efforts. In 2016, staff used very nearly all program pool available, even when they didn't have their full allocation available to them until mid-year. Throughout the region, we are also doing more collaborative projects with local schools to sign up students for library cards. Based on 2016 expenditures, the outreach efforts and increased programming planned across the region, in 2017, we expect the need for program pool dollars to exceed available funds.

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

Increasing regular staffing allocations cannot efficiently meet our program/outreach staffing needs as well as program pool because program pool is targeted to specific individuals and/or times of the year. For the same dollar amount, 13 hours of program pool for a Library Assistant to do classroom visits in May is a more strategic use of funds than just adding 0.25 to that person's weekly schedule. Local staff have specifically cited the expanded program pool amounts from the 2016 restructure as a reason for their success in expanded programming and outreach efforts.

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

Programming and outreach have increased across the region: In 2016, we had 26% more outreach efforts than in 2015 (averaging 3.5 per branch vs. 2.8 in 2015). The first quarter of 2017 shows just how hard our front line staff are working at outreach, with a 156% increase over the first quarter of 2016! Adult programs and class visits are also well above 2016 levels, with increases of 5% and 7% respectively. In addition to the numbers, we hear increased enthusiasm from staff as well. One reported in a recent survey that the 2016 program pool increase "has changed the way we plan programs. It's phenomenal. In a two-person branch, effecting schedule changes for programming is puzzling at best... Since the increase, we have felt empowered to present off-site programs. We visited area daycares to much acclaim. We are talking about scheduling after-school programs at schools. We are presenting to area schools for SRP, performers, authors and more. We also have collaborated with local organizations on programs. This, along with the senior library aide project, has changed the landscape of our branch programming."

In addition, we have increased our offsite library card registration collaborations with local schools. As of the end of the first quarter of 2017, we have signed up or scheduled to sign up at least 1,200 students, and we expect the final number will be closer to 1,500. Each offsite registration takes between 3 and 5 minutes of staff time to process, resulting in approximately 100 hours overall. We anticipate the demand for this collaborative service will increase in 2018 as we continue to work with the schools we're already collaborating with and more schools move to 1:1 student technology use. New school projects average approximately 200 students. We are developing team plans to process more offsite registrations with the expectation of approximately 2,500 in 2018. Meeting this goal would require an estimated 50 additional hours to process.

**Requested Staffing changes to 2017 allocations for 2018 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
Program Pool	\$ 21.44	184.00	\$ 3,944.96	New	#3	Service Priority: Access - Goal 1
Benefit Credit	\$ -	\$ -	\$ -			
Position #3	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
Position #4	\$ -	0.00	\$ -			
Benefit Credit	\$ -	\$ -	\$ -			
<b>Calculations Only. Do not add any info below this line</b>						
Employer SS/MED Match			\$ 301.79			
Employer PERA Match			\$ 295.87			
<b>Total Staffing:</b>			<b>\$ 4,542.62</b>			

**Requested Other changes to 2017 allocations for 2018 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
Additional Program Pool (salaries)	0.00	\$ -	\$ -			
	0.00	\$ -	\$ -			
	0.00	\$ -	\$ -			
<b>Total Other:</b>			<b>\$ -</b>			

**Summary**

Staffing	\$ 4,542.62
Other	-
<b>Total Budget Request</b>	<b>\$ 4,542.62</b>

Approved	
Denied	
Reason Denied	