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**Board of Trustees Finance Committee Meeting**  
**Tuesday, July 16, 2019, 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 – Meeting of May 21, 2019 (Requested Action – Approve) | 5:02 |
| 4. Second Quarter Financial Report (Requested Action – Approve)               | 5:03 |
| 5. GRRL 2020 Budget Proposal & Discussion (Requested Action – Approve)        | 5:08 |
| 6. 2018 Fund Designations Progress Report                                     | 5:18 |
| 7. Next Meeting – September 17, 2019  | 5:24 |
| 8. Adjournment  | 5:25 |

July 16, 2019

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
May 21, 2019**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday, May 21, 2019, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Lisa Fobbe presiding.

Members Present:

Jeff Bertram  
Lisa Fobbe  
Dave Kircher  
Leigh Lenzmeier  
Ed Popp  
Michael Potter  
Randy Winscher

Members Excused:GRRL Staff Present:

Aron Murphy  
Karen Pundsack  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Ed Popp made a motion to adopt the agenda as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously.

**APPROVAL OF MINUTES**

Dave Kircher made a motion to approve the April 16, 2019, Finance Committee minutes as presented. Seconded by Randy Winscher, the motion carried unanimously.

**CURRENT LETTER OF CREDIT DESIGNATION**

Accounting & Distribution Supervisor Aron Murphy informed the Committee that Bremer Bank periodically reviews GRRL's deposits and funds in transit, then adjusts GRRL's letter of credit according to the quarterly average daily balance. This adjustment to maintain an appropriate level when combined with FDIC insurance could take place four to six times per year. The Committee agreed a verbal update of any adjustment would be sufficient going forward.

Leigh Lenzmeier made a motion to approve the current letter of credit designation which increases GRRL's Letter of Credit #2234-2973 to \$200,000 effective April 25, 2019. Seconded by Ed Popp, the motion carried unanimously.

Michael Potter joined the meeting at 5:35 p.m.

**GRANT-FUNDED GRRL PROJECTS HISTORY REPORT**

The Committee reviewed a report of grant-funded GRRL projects since 2007. Executive Director Karen Pundsack briefly explained each grant project including how some of them continue to be supported and answered questions. There was discussion about matching funds, who writes the grants, what determines which are applied for and how many applied-for grants were not received.

Karen added, as mentioned in her Executive Director's report, Partner for Student Success and the United Way combined recently. They applied for two grants, Minnesota Department of Education – 21<sup>st</sup> Century Community Learning Centers and Department of Health and Human Services – Whole Family

Systems, and invited GRRL to be a project partner. If the grants are received, we may be able to extend some of the Library Services & Technology Act grant – Breaking Down Barriers to Family Literacy project work through their funding. Yesterday, she was informed the United Way will receive a site visit on Thursday as one of 15 visits being made for the Whole Family Systems grant; 10 sites will receive it.

#### **2020 PRELIMINARY BUDGET & DISCUSSION**

The preliminary 2020 Budget was reviewed and discussed. It reflects an overall increase of 1.12% with a larger percent of the increase from non-signatory revenue. Karen Pundsack stated there will be a closed session this evening with the full Board to discuss labor negotiations for 2020. As in past years, the state funding amount is not yet known. The final budget proposal will be presented in July for approval.

Discussion followed about discontinuing GRRL's unassigned fund balance increases and applying those funds toward the annual budget. Karen informed the Committee that the Board will review the Unassigned Fund Balance report along with the audit report. She also expressed concern about implementing for 2020 due to a leaner GRRL 2019 budget than in prior years and uncertainty as to how juvenile fines elimination will impact the budget.

Committee members suggested adjusting the budget with end-of-year surplus rather than increasing the unassigned fund balance. This would be effective after the 2020 budget; any 2019 budget surplus would be worked into the 2021 budget.

#### **NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, July 16, 2019, in the St. Cloud Public Library Mississippi Room.

#### **ADJOURNMENT**

Lisa Fobbe adjourned the meeting at 6:02 p.m.

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Lisa Fobbe, Chair

**Great River Regional Library  
Financial Report  
As of June 30, 2019**



	<b>Balance, December 31, 2018</b>	<b>\$ 8,339,894.96</b>
	<b>Adjustment to BC Startup</b>	25.00
		<b>\$ 8,339,919.96</b>
<b>Receipts</b>		
<b>Tax Revenue:</b>		
Benton County	272,042.00	
Morrison County	376,522.50	
Sherburne County	681,478.00	
Stearns County	1,160,732.00	
Todd County	250,621.50	
Wright County	1,079,296.50	
City of Staples	-	
		<b>\$ 3,820,692.50</b>
<b>Grant Revenue:</b>		
LSTA - Breaking Down Barriers Grant		33,652.03
Legacy Grant		104,158.68
Minitex Last Mile Grant		-
MNLink Gateway Grant		-
PERA Aid		-
RLBSS State Aid		479,482.69
RLTA Grants		87,535.61
		<b>\$ 704,829.01</b>
<b>Interest Revenue:</b>		
		<b>\$ 96,055.12</b>
<b>Gift Fund Revenue:</b>		
		<b>\$ 57,393.58</b>
<b>Interlibrary Loan Revenue:</b>		
		<b>\$ 1,443.17</b>
<b>Fines Revenue:</b>		
Branch Fines		\$ 146,135.67
Revenue Recapture		7,494.83
		<b>\$ 153,630.50</b>
<b>Fund Development Revenue:</b>		
Fund Development - Collection		\$ 16,551.65
Fund Development - Communications		5,336.28
Fund Development - Programs & Services		6,670.43
		<b>\$ 28,558.36</b>
<b>Other Revenue:</b>		
Branch Development		\$ 1,390.61
Building Maintenance		626.90
Capital - Vehicle		-
City of Elk River		10,000.00
City of Sartell		6,098.57
Committed Payroll/HRIS Fund		534.57
Computer Replacement Fund		-
Interlibrary Loan Delivery		-
Miscellaneous Revenue		-
Revenue Fund		-
Revolving Fund		24,680.20
Sales Revenue		-
St. Cloud Reimbursement		95,149.28
Staff Training Encumbered Fund		220.00
		<b>\$ 138,700.13</b>
<b>Total Receipts and Balance</b>	-----	<b>\$ 13,341,222.33</b>
<b>Expenditures</b>		
Operating Fund -- see attached report		\$ 4,472,362.21
Fund Balance Report -- see attached report		402,490.79
Accumulated Depreciation		90,000.00
<b>Total Expenditures</b>	-----	<b>\$ 4,964,853.00</b>
<b>Month End Balance</b>	-----	<b>\$ 8,376,369.33</b>

**Great River Regional Library  
Investment Listing  
As of June 30, 2019**

**Balance**----- **\$ 8,376,369.33**

<u>Savings Accounts</u>	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Federal Home Loan Bank of Des Moines #2234-2973) (\$200,000)	2.28%	\$ 245,356.40
Magic Liquid Account	0.04%	1,300,762.34
<b>Savings Accounts Ending Balance</b>		<span style="border: 1px solid black; padding: 2px;"><b>\$ 1,546,118.74</b></span>

<u>Checking Accounts</u>		
Main Checking Account	<b>\$</b>	<b>40,963.65</b>
Petty Cash Checking Account	<b>\$</b>	<b>291.94</b>
Branch Cash	<b>\$</b>	<b>1,995.00</b>

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

	<u>Net Rate</u>	<u>CD Principal</u>
Certificate of Deposit (due 7/12/2019)	2.46%	243,000.00
Certificate of Deposit (due 7/31/2019)	2.55%	243,000.00
Certificate of Deposit (due 8/16/2019)	2.50%	243,000.00
Certificate of Deposit (due 8/27/2019)	2.55%	243,000.00
Certificate of Deposit (due 9/6/2019)	2.55%	243,000.00
Certificate of Deposit (due 9/26/2019)	2.65%	243,000.00
Certificate of Deposit (due 10/21/2019)	2.70%	243,000.00
Certificate of Deposit (due 10/23/2019)	2.65%	243,000.00
Certificate of Deposit (due 11/1/2019)	2.70%	243,000.00
Certificate of Deposit (due 11/18/2019)	2.90%	242,000.00
Certificate of Deposit (due 12/9/2019)	2.85%	242,000.00
Certificate of Deposit (due 12/18/2019)	2.90%	242,000.00
Certificate of Deposit (due 1/9/2020)	2.80%	242,000.00
Certificate of Deposit (due 1/22/2020)	2.85%	242,000.00
Certificate of Deposit (due 1/29/2020)	2.70%	175,000.00
Certificate of Deposit (due 2/7/2020)	2.65%	243,000.00
Certificate of Deposit (due 2/21/2020)	2.60%	175,000.00
Certificate of Deposit (due 3/2/2020)	2.60%	243,000.00
Certificate of Deposit (due 3/13/2020)	2.60%	243,000.00
Certificate of Deposit (due 3/23/2020)	2.60%	175,000.00
Certificate of Deposit (due 3/30/2020)	2.45%	243,000.00
Certificate of Deposit (due 4/17/2020)	2.40%	243,000.00
Certificate of Deposit (due 4/27/2020)	2.60%	175,000.00
Certificate of Deposit (due 4/29/2020)	2.50%	243,000.00
Certificate of Deposit (due 5/6/2020)	2.46%	243,000.00
Certificate of Deposit (due 5/18/2020)	2.45%	175,000.00
Certificate of Deposit (due 5/29/2020)	2.40%	243,000.00
Certificate of Deposit (due 6/11/2020)	2.35%	243,000.00
Certificate of Deposit (due 6/24/2020)	2.36%	175,000.00
Certificate of Deposit (due 6/29/2020)	2.45%	243,000.00

**Investment Ending Balance** **\$ 6,877,000.00**

**Bank Accounts and Investments Total** \$ 8,466,369.33  
**Accumulated Depreciation** (90,000.00)

**Month End Balance**----- **\$ 8,376,369.33**

Submitted by Aron Murphy, Accounting & Distribution Supervisor

Difference \$ 0.00

**Great River Regional Library  
Revenue Report  
As of June 30, 2019**

<b><u>Operational Signatory Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 536,825.00	\$ 268,412.50	\$ (268,412.50)	50.00%
Morrison County	495,332.00	371,499.00	(123,833.00)	75.00%
Sherburne County	1,344,771.00	672,385.50	(672,385.50)	50.00%
Stearns County	2,290,490.00	1,145,245.50	(1,145,244.50)	50.00%
Todd County	329,704.00	247,278.00	(82,426.00)	75.00%
Wright County	2,129,793.00	1,064,896.50	(1,064,896.50)	50.00%
<b>Sub-Total: Signatory Operational Receipts:</b>	<b>\$ 7,126,915.00</b>	<b>\$ 3,769,717.00</b>	<b>\$ (3,357,198.00)</b>	<b>52.89%</b>

<b><u>Capital Signatory Receipts</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 7,259.00	\$ 3,629.50	\$ (3,629.50)	50.00%
Morrison County	6,698.00	5,023.50	(1,674.50)	75.00%
Sherburne County	18,185.00	9,092.50	(9,092.50)	50.00%
Stearns County	30,973.00	15,486.50	(15,486.50)	50.00%
Todd County	4,458.00	3,343.50	(1,114.50)	75.00%
Wright County	28,800.00	14,400.00	(14,400.00)	50.00%
<b>Sub-Total: Signatory Capital Receipts:</b>	<b>\$ 96,373.00</b>	<b>\$ 50,975.50</b>	<b>\$ (45,397.50)</b>	<b>52.89%</b>

<b><u>Maintenance of Effort Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
City of Staples	\$ 6,869.00	\$ -	\$ (6,869.00)	0.00%
<b>Total Signatory/MOE Receipts:</b>	<b>\$ 7,230,157.00</b>	<b>\$ 3,820,692.50</b>	<b>\$ (3,409,464.50)</b>	<b>52.84%</b>

<b><u>Other Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Fines	\$ 345,000.00	\$ 153,630.50	\$ (191,369.50)	44.53%
Interest	70,000.00	96,055.12	26,055.12	137.22%
MN Link Gateway	16,500.00	16,500.00	-	100.00%
PERA Aid	17,200.00	-	(17,200.00)	0.00%
Revenue Fund	4,400.00	4,400.00	-	100.00%
St. Cloud Reimbursement	97,200.00	95,149.28	(2,050.72)	97.89%
<b>Total: Other Receipts:</b>	<b>\$ 550,300.00</b>	<b>\$ 365,734.90</b>	<b>\$ (184,565.10)</b>	<b>66.46%</b>

<b><u>Fiscal Receipts - 2019</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
RLBSS State Aid*	<u>\$ 1,600,000.00</u>	<u>\$ 1,438,448.09</u>	<u>\$ (161,551.91)</u>	<u>89.90%</u>
<b>Total Operating/Capital Revenue:</b>	<b>\$ 9,380,457.00</b>	<b>\$ 5,624,875.49</b>	<b>\$ (3,755,581.51)</b>	<b>59.96%</b>

<b>Note to Revenue</b>			
<b>*RLBSS 2019 State Aid Receipts:</b>		<b>RLBSS 2020 State Aid Receipts:</b>	
\$ 479,482.70	1st payment received 9/13/18	\$ -	1st payment received
\$ 479,482.70	2nd payment received 10/12/18	\$ -	2nd payment received
\$ 479,482.69	3rd payment received 2/14/19	\$ -	3rd payment received
\$ -	Final payment received	\$ -	Final payment received
<b>\$ 1,438,448.09</b>	<b>Total received</b>	<b>\$ -</b>	<b>Total received</b>

**GREAT RIVER REGIONAL LIBRARY**  
**Bank Balances and Investment Activity**  
**JUNE 2019**

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$35,646.65	\$2,198,683.87	\$2,193,366.87	\$40,963.65
G 10-1016 CASH - PETTY CASH CHECKING	\$1,000.00	\$1,059.47	\$1,767.53	\$291.94
G 10-1017 CASH - BRANCH CASH	\$1,995.00	\$0.00	\$0.00	\$1,995.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$2,282,691.28	\$706,969.49	\$1,443,542.03	\$1,546,118.74
G 10-1020 INVESTMENTS - MAGIC FUND	\$6,702,000.00	\$661,000.00	\$486,000.00	\$6,877,000.00
G 10-2900 TRANSFERS OUT	\$38,828.60	\$831.77	\$0.00	\$39,660.37
G 10-3000 TRANSFERS IN	-\$38,828.60	\$0.00	\$831.77	-\$39,660.37
	\$9,023,332.93	\$3,568,544.60	\$4,125,508.20	\$8,466,369.33



Operating Fund Summary

JUNE 2019

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2019 YTD Balance	%YTD Budget
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$646,100.00	\$48,442.08	\$314,374.93	\$331,725.07	48.66%
SALARIES	10-20-4100-110	\$3,553,200.00	\$158,108.06	\$912,956.71	\$2,640,243.29	25.69%
SALARIES	10-30-4100-110	\$86,500.00	\$6,616.00	\$43,069.52	\$43,430.48	49.79%
SALARIES-RLBSS	10-20-4100-111	\$1,600,000.00	\$247,590.78	\$1,600,000.00	\$0.00	100.00%
EE BENEFITS	10-00-4100-140	\$103,800.00	\$5,739.21	\$34,119.86	\$69,680.14	32.87%
EE BENEFITS	10-20-4100-140	\$438,900.00	\$28,749.65	\$167,853.53	\$271,046.47	38.24%
EE BENEFITS	10-30-4100-140	\$19,700.00	\$1,649.91	\$9,899.46	\$9,800.54	50.25%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$247.70	\$1,978.03	\$2,521.97	43.96%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$0.00	\$14,920.00	\$5,080.00	74.60%
RETIREMENT	10-00-4100-170	\$95,800.00	\$7,338.98	\$47,602.80	\$48,197.20	49.69%
RETIREMENT	10-20-4100-170	\$769,000.00	\$57,633.99	\$369,645.48	\$399,354.52	48.07%
RETIREMENT	10-30-4100-170	\$13,000.00	\$1,002.32	\$6,504.78	\$6,495.22	50.04%
PAID TIME OFF PAYMENT	10-00-4100-185	\$14,300.00	\$0.00	\$13,926.91	\$373.09	97.39%
DEPT 4100 PERSONNEL		\$7,364,800.00	\$563,118.68	\$3,536,852.01	\$3,827,947.99	48.02%
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$4,200.00	\$496.38	\$2,733.31	\$1,466.69	65.08%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$2,222.00	\$10,189.95	\$14,810.05	40.76%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$5,161.92	\$5,161.92	\$2,138.08	70.71%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$0.00	\$215.00	\$5,785.00	3.58%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$4,539.70	\$26,430.43	\$33,569.57	44.05%
BUILDING MAINTENANCE	10-30-4200-240	\$132,400.00	\$0.00	\$110,496.36	\$21,903.64	83.46%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$36,000.00	\$0.00	\$26,802.00	\$9,198.00	74.45%
CATALOG SERVICES	10-20-4200-248	\$94,650.00	\$16,310.85	\$33,134.59	\$61,515.41	35.01%
AUDIT	10-30-4200-250	\$16,400.00	\$3,750.00	\$17,750.00	-\$1,350.00	108.23%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,335.00	\$0.00	\$4,356.00	-\$21.00	100.48%
TELEPHONE	10-00-4200-260	\$6,000.00	\$0.00	\$5,837.95	\$162.05	97.30%
DELIVERY SERVICES	10-30-4200-265	\$1,495.00	\$133.50	\$786.52	\$708.48	52.61%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$790.55	\$1,007.34	\$492.66	67.16%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$18,000.00	\$1,772.49	\$10,708.79	\$7,291.21	59.49%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$782.50	\$1,514.11	\$6,485.89	18.93%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$3,079.33	\$8,889.37	\$14,110.63	38.65%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$0.00	\$350.85	\$649.15	35.09%
SALES TAX	10-00-4200-288	\$3,000.00	\$0.00	\$1,479.00	\$1,521.00	49.30%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$84,200.00	\$5,184.37	\$34,522.97	\$49,677.03	41.00%
LEGAL SERVICES	10-30-4200-291	\$25,000.00	\$0.00	\$3,256.00	\$21,744.00	13.02%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,800.00	\$0.00	\$6,431.41	\$368.59	94.58%
DEPT 4200 SERVICES AND CONTRACTS		\$564,280.00	\$44,223.59	\$312,053.87	\$252,226.13	55.30%
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$3,700.00	\$0.00	\$596.27	\$3,103.73	16.12%
SUPPLIES	10-20-4300-310	\$64,500.00	\$2,185.61	\$12,653.22	\$51,846.78	19.62%
SUPPLIES	10-30-4300-310	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
POSTAGE	10-30-4300-330	\$23,000.00	\$1,360.00	\$9,448.70	\$13,551.30	41.08%
DEPT 4300 COMMODITIES		\$91,500.00	\$3,545.61	\$22,698.19	\$68,801.81	24.81%
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$27,600.00	\$60.27	\$156.54	\$27,443.46	0.57%
VEHICLE-INSURANCE	10-20-4400-430	\$3,450.00	\$0.00	\$3,467.00	-\$17.00	100.49%
VEHICLE-REPAIR & MAINTENANC	10-20-4400-440	\$5,500.00	\$377.47	\$2,993.37	\$2,506.63	54.42%
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$0.00	\$916.00	\$584.00	61.07%
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$220.40	\$625.36	\$1,674.64	27.19%
VEHICLE-MILEAGE	10-20-4400-460	\$22,300.00	\$1,749.86	\$14,194.61	\$8,105.39	63.65%
DEPT 4400 VEHICLE EXPENSES		\$62,650.00	\$2,408.00	\$22,352.88	\$40,297.12	35.68%

Operating Fund Summary

JUNE 2019

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2019 YTD Balance	%YTD Budget
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$540,020.00	\$36,492.01	\$276,857.85	\$263,162.15	51.27%
PERIODICALS	10-20-4500-520	\$58,000.00	\$19,390.43	\$26,101.66	\$31,898.34	45.00%
MEDIA	10-20-4500-540	\$193,000.00	\$10,373.29	\$71,642.92	\$121,357.08	37.12%
ELECTRONIC SERVICES	10-20-4500-560	\$157,000.00	\$7,155.69	\$44,021.22	\$112,978.78	28.04%
DEPT 4500 LIBRARY MATERIALS		\$948,020.00	\$73,411.42	\$418,623.65	\$529,396.35	44.16%
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$5,500.00	\$0.00	\$300.88	\$5,199.12	5.47%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$0.00	\$312.88	-\$12.88	104.29%
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$350.49	\$551.95	\$748.05	42.46%
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$16.74	\$47.49	\$552.51	7.92%
DEPT 4600 EQUIPMENT		\$8,200.00	\$367.23	\$1,213.20	\$6,986.80	14.80%
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$1,000.00	\$5.50	\$83.00	\$917.00	8.30%
DEPT 4700 CONTINGENCY		\$1,000.00	\$5.50	\$83.00	\$917.00	8.30%
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$168,834.00	\$79,609.50	\$86,041.36	\$82,792.64	50.96%
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$13.29	-\$1,206.50	\$12,206.50	-10.97%
AUTOMATION EQUIPMENT	10-20-4800-933	\$90,000.00	\$0.00	\$67,603.55	\$22,396.45	75.12%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$3,300.00	-\$1,300.00	165.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$2,747.00	-\$747.00	137.35%
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$282,834.00	\$79,622.79	\$158,485.41	\$124,348.59	56.03%
FUND 10 GENERAL FUND		\$9,323,284.00	\$766,702.82	\$4,472,362.21	\$4,850,921.79	47.97%
		\$9,323,284.00	\$766,702.82	\$4,472,362.21	\$4,850,921.79	47.97%



***2020 Annual Proposed Budget***

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



**Great River Regional Library  
2020 Annual Proposed Budget Summary**

<b>Operating Revenue Budget</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Annual Proposed Budget</b>
Signatory Revenue	\$ 7,005,400.00	\$ 7,151,809.00	\$ 7,126,915.00	\$ 7,130,201.00
Non Signatory Revenue	2,143,860.78	2,226,060.97	2,196,369.00	2,297,900.00
<b>Operating Revenue Total</b>	<b>\$ 9,149,260.78</b>	<b>\$ 9,377,869.97</b>	<b>\$ 9,323,284.00</b>	<b>\$ 9,428,101.00</b>
	Dollar Change	\$ 228,609.19	\$ (54,585.97)	\$ 104,817.00
	Percent Change	2.50%	-0.58%	1.12%

<b>Operating Expenditure Budget</b>				
Personnel	\$ 6,981,978.66	\$ 6,884,233.09	\$ 7,364,800.00	\$ 7,503,100.00
Services & Contracts	542,274.77	510,290.80	564,280.00	532,351.00
Commodities	90,323.51	87,766.21	91,500.00	89,945.00
Vehicle	59,311.03	65,878.06	62,650.00	59,550.00
Library Materials	895,048.58	917,480.77	948,020.00	953,420.00
Equipment	9,964.46	12,694.47	8,200.00	8,200.00
Contingency	1,234.03	62.77	1,000.00	200.00
Automation	167,558.34	342,479.98	282,834.00	281,335.00
<b>Operating Expenditure Total</b>	<b>\$ 8,747,693.38</b>	<b>\$ 8,820,886.15</b>	<b>\$ 9,323,284.00</b>	<b>\$ 9,428,101.00</b>
	Dollar Change	\$ 73,192.77	\$ 502,397.85	\$ 104,817.00
	Percent Change	0.84%	5.70%	1.12%

<b>Capital Revenue Budget</b>				
Signatory Capital Revenue Total	\$ 94,734.00	\$ 96,712.00	\$ 96,373.00	\$ 96,415.00
	Dollar Change	\$ 1,978.00	\$ (339.00)	\$ 42.00
	Percent Change	2.09%	-0.35%	0.04%

<b>Capital Expenditure Budget</b>				
Total Capital	\$ 113,165.47	\$ 59,709.75	\$ 96,373.00	\$ 96,415.00
	Dollar Change		\$ 42.00	
	Percent Change		0.04%	

Revenue Budget	\$ 9,524,516.00
Expenditure Budget	\$ 9,524,516.00
Balanced	\$ -

**Great River Regional Library  
2020 Annual Proposed Budget**

<b>Operating Revenue Budget</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
<b>County</b>					
Benton	540,049.00	552,154.00	536,825.00	(8,065.00)	528,760.00
Morrison	487,973.00	500,188.00	495,332.00	4,751.00	500,083.00
Sherburne	1,319,219.00	1,344,729.00	1,344,771.00	7,616.00	1,352,387.00
Stearns	2,274,875.00	2,299,821.00	2,290,490.00	(3,284.00)	2,287,206.00
Todd	332,891.00	339,810.00	329,704.00	(746.00)	328,958.00
Wright	2,050,393.00	2,115,107.00	2,129,793.00	3,014.00	2,132,807.00
<b>Subtotal - Signatory</b>	<b>\$ 7,005,400.00</b>	<b>\$ 7,151,809.00</b>	<b>\$ 7,126,915.00</b>	<b>\$ 3,286.00</b>	<b>\$ 7,130,201.00</b>
	Dollar Change	\$ 146,409.00	\$ (24,894.00)		\$ 3,286.00
	Percent Change	2.09%	-0.35%		0.05%

<b>Non-Signatory</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
<b>FY State Aid - RLBSS</b>	1,572,316.88	1,601,466.32	1,600,000.00	(2,000.00)	1,598,000.00
<b>St. Cloud Reimbursement</b>	96,243.76	104,664.46	97,200.00	3,075.83	100,300.00
<b>City of Elk River</b>	-	9,800.00	10,200.00	-	10,200.00
<b>City of Sartell</b>	-	9,115.04	15,800.00	-	15,800.00
<b>Miscellaneous Receipts</b>	347,506.71	306,769.97	345,000.00	(25,000.00)	320,000.00
<b>Interest</b>	70,791.43	138,943.18	70,000.00	84,900.00	154,900.00
<b>PERA Aid</b>	17,151.00	17,151.00	17,200.00	(17,200.00)	-
<b>ILL Delivery</b>	6,282.00	6,282.00	6,200.00	-	6,200.00
<b>Minitex Last Mile Grant</b>	7,000.00	7,000.00	7,000.00	-	7,000.00
<b>City of Staples</b>	6,869.00	6,869.00	6,869.00	(6,869.00)	-
<b>MnLink Gateway</b>	9,000.00	15,000.00	16,500.00	7,000.00	23,500.00
<b>Revenue Fund</b>	10,700.00	3,000.00	4,400.00	57,550.00	62,000.00
<b>Sub Total - Non Signatory</b>	<b>\$ 2,143,860.78</b>	<b>\$ 2,226,060.97</b>	<b>\$ 2,196,369.00</b>	<b>\$ 101,456.83</b>	<b>\$ 2,297,900.00</b>
	Dollar Change	\$ 82,200.19	\$ (29,691.97)		\$ 101,531.00
	Percent Change	3.83%	-1.33%		4.62%

<b>Operating Revenue Total</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
	\$ 9,149,260.78	\$ 9,377,869.97	\$ 9,323,284.00	\$ 104,742.83	\$ 9,428,101.00
	Dollar Change	\$ 228,609.19	\$ (54,585.97)		\$ 104,817.00
	Percent Change	2.50%	-0.58%		1.12%

**Great River Regional Library  
2020 Annual Proposed Budget**

<b>Capital Revenue Budget</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
<b>County</b>					
Benton	7,303.00	7,467.00	7,259.00	(109.00)	7,150.00
Morrison	6,599.00	6,764.00	6,698.00	64.00	6,762.00
Sherburne	17,840.00	18,184.00	18,185.00	102.00	18,287.00
Stearns	30,763.00	31,100.00	30,973.00	(45.00)	30,928.00
Todd	4,502.00	4,595.00	4,458.00	(10.00)	4,448.00
Wright	27,727.00	28,602.00	28,800.00	40.00	28,840.00
<b>Capital Revenue Total</b>	\$ 94,734.00	\$ 96,712.00	\$ 96,373.00	\$ 42.00	\$ 96,415.00
	Dollar Change	\$ 1,978.00	\$ (339.00)		\$ 42.00
	Percent Change	2.09%	-0.35%		0.04%

  

<b>Operating &amp; Capital Revenue Total</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
<b>Total</b>	\$ 9,243,994.78	\$ 9,474,581.97	\$ 9,419,657.00	\$ 104,784.83	\$ 9,524,516.00
	Dollar Change	\$ 230,587.19	\$ (54,924.97)		\$ 104,859.00
	Percent Change	2.49%	-0.58%		1.11%

**Great River Regional Library  
2020 Annual Proposed Budget**

<b>Operating Expenditure Budget</b>					
<b>4100 Personnel</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
Subtotal Personnel	\$ 6,981,978.66	\$ 6,884,233.09	\$ 7,364,800.00	\$ 138,300.00	\$ 7,503,100.00
<b>Total - Personnel</b>	<b>\$ 6,981,978.66</b>	<b>\$ 6,884,233.09</b>	<b>\$ 7,364,800.00</b>	<b>\$ 138,300.00</b>	<b>\$ 7,503,100.00</b>
			Dollar Change		\$ 138,300.00
			Percent Change		1.88%

<b>4200 Services and Contracts</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
210 Regional Board Meetings	4,328.77	5,127.35	4,200.00	300.00	4,500.00
211 Staff Development Svcs. (Strat. Plan)	25,142.15	28,722.59	25,000.00	-	25,000.00
213 All Staff Day Training (Strat. Plan)	3,487.78	7,300.00	7,300.00	-	7,300.00
220 Library Memberships	6,049.00	(349.50)	6,000.00	-	6,000.00
235 Patron Contact Svcs.	53,584.08	59,518.45	60,000.00	-	60,000.00
240 GRRR Building Maint./Lease	139,834.77	123,277.82	132,400.00	(17,400.00)	115,000.00
246 Insurance (Mandated)	31,803.00	26,974.00	36,000.00	(3,000.00)	33,000.00
248 Catalog Svcs.	87,545.77	86,855.04	94,650.00	1,350.00	96,000.00
250 Audit (Mandated)	15,800.00	18,000.00	16,400.00	2,100.00	18,500.00
253 Public Licensing Svcs.	3,927.00	4,125.00	4,335.00	21.00	4,356.00
260 Telephone Svcs.	-	4,000.00	6,000.00	11,700.00	17,700.00
265 Delivery Svcs.	1,365.84	1,482.93	1,495.00	-	1,495.00
271 Equip. Rental & Repair	17,209.31	18,332.45	19,500.00	(10,000.00)	9,500.00
280 Printing/Public Information	40,518.44	28,123.91	31,000.00	-	31,000.00
285 Recruitment Svcs.	560.81	1,124.60	1,000.00	-	1,000.00
288 Sales Tax	2,997.00	2,968.00	3,000.00	-	3,000.00
290 HRIS/Payroll Svcs. (Contractual)	81,288.76	75,771.04	84,200.00	(8,200.00)	76,000.00
291 Legal Svcs.	20,066.92	11,937.08	25,000.00	(9,000.00)	16,000.00
293 System Directors Fund	6,765.37	7,000.04	6,800.00	200.00	7,000.00
<b>Total Services &amp; Contracts</b>	<b>\$ 542,274.77</b>	<b>\$ 510,290.80</b>	<b>\$ 564,280.00</b>	<b>\$ (31,929.00)</b>	<b>\$ 532,351.00</b>
			Dollar Change		\$ (31,929.00)
			Percent Change		-5.66%

<b>Operating Expenditure Budget</b>					
<b>4300 Commodities</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
310 Supplies	68,385.04	66,614.82	68,500.00	(1,555.00)	66,945.00
330 Postage	21,938.47	21,151.39	23,000.00	-	23,000.00
<b>Total Commodities</b>	<b>\$ 90,323.51</b>	<b>\$ 87,766.21</b>	<b>\$ 91,500.00</b>	<b>\$ (1,555.00)</b>	<b>\$ 89,945.00</b>
			Dollar Change		\$ (1,555.00)
			Percent Change		-1.70%



**Great River Regional Library  
2020 Annual Proposed Budget**

<b>4400 Vehicle</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
420 Vehicle Gas	30,541.49	30,839.02	27,600.00	(2,600.00)	25,000.00
430 Vehicle Insurance	5,153.00	3,410.00	3,450.00	-	3,450.00
440 Vehicle Repair & Maintenance	4,842.44	5,009.45	5,500.00	(500.00)	5,000.00
450 Vehicle Tires & Miscellaneous	1,501.66	3,244.11	1,500.00	-	1,500.00
460 Vehicle Mileage	17,272.44	23,375.48	24,600.00	-	24,600.00
<b>Total Vehicle</b>	<b>\$ 59,311.03</b>	<b>\$ 65,878.06</b>	<b>\$ 62,650.00</b>	<b>\$ (3,100.00)</b>	<b>\$ 59,550.00</b>
			<b>Dollar Change</b>		<b>\$ (3,100.00)</b>
			<b>Percent Change</b>		<b>-4.95%</b>

<b>4500 Library Materials</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
510 Print	525,480.45	543,126.30	541,620.00	5,400.00	547,020.00
520 Periodicals	55,983.27	56,828.77	58,000.00	-	58,000.00
540 Media	156,596.22	161,055.42	193,000.00	(13,000.00)	180,000.00
560 Electronic Svcs.	156,988.64	156,470.28	155,400.00	13,000.00	168,400.00
<b>Total Library Materials</b>	<b>\$ 895,048.58</b>	<b>\$ 917,480.77</b>	<b>\$ 948,020.00</b>	<b>\$ 5,400.00</b>	<b>\$ 953,420.00</b>
			<b>Dollar Change</b>		<b>\$ 5,400.00</b>
			<b>Percent Change</b>		<b>0.57%</b>

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
610 Operating Equipment	8,277.53	9,416.72	6,000.00	-	6,000.00
630 Small Equipment	1,686.93	3,277.75	2,200.00	-	2,200.00
<b>Total Equipment</b>	<b>\$ 9,964.46</b>	<b>\$ 12,694.47</b>	<b>\$ 8,200.00</b>	<b>\$ -</b>	<b>\$ 8,200.00</b>
			<b>Dollar Change</b>		<b>\$ -</b>
			<b>Percent Change</b>		<b>0.00%</b>

<b>4700 Contingency</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
910 Contingency	1,234.03	62.77	1,000.00	(800.00)	200.00
<b>Total Contingency</b>	<b>\$ 1,234.03</b>	<b>\$ 62.77</b>	<b>\$ 1,000.00</b>	<b>\$ (800.00)</b>	<b>\$ 200.00</b>
			<b>Dollar Change</b>		<b>\$ (800.00)</b>
			<b>Percent Change</b>		<b>-80.00%</b>

**Great River Regional Library  
2020 Annual Proposed Budget**

<b>Operating Expenditure Budget</b>					
<b>4800 Automation</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
932 Maintenance	130,409.36	176,096.73	168,834.00	3,501.00	172,335.00
933 Equipment	25,070.65	92,295.03	101,000.00	(5,000.00)	96,000.00
935 Professional Services	41.25	6,443.00	2,000.00	-	2,000.00
936 Software	12,037.08	67,645.22	11,000.00	-	11,000.00
<b>Total Automation</b>	<b>\$ 167,558.34</b>	<b>\$ 342,479.98</b>	<b>\$ 282,834.00</b>	<b>\$ (1,499.00)</b>	<b>\$ 281,335.00</b>
			Dollar Change		\$ (1,499.00)
			Percent Change		-0.53%
<b>Total Operating Expenditure Budget</b>	<b>\$ 8,747,693.38</b>	<b>\$ 8,820,886.15</b>	<b>\$ 9,323,284.00</b>	<b>\$ 104,817.00</b>	<b>\$ 9,428,101.00</b>
			Dollar Change		\$ 104,817.00
			Percent Change		1.12%
			<b>Revenue Budget</b>		<b>\$ 9,428,101.00</b>
			<b>Expenditure Budget</b>		<b>\$ 9,428,101.00</b>
			<b>Balanced</b>		<b>\$ -</b>

<b>Capital Expenditure Budget</b>					
<b>5000 Capital</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Change +/-</b>	<b>2020 Annual Proposed Budget</b>
710 Automation	5,999.24	18,300.00	76,373.00	42.00	76,415.00
720 Branch Development	58,966.21	7,191.27	-	-	-
730 Equipment	-	34,218.48	10,000.00	-	10,000.00
740 Vehicle	48,200.02	-	10,000.00	-	10,000.00
<b>Total Capital</b>	<b>\$ 113,165.47</b>	<b>\$ 59,709.75</b>	<b>\$ 96,373.00</b>	<b>\$ 42.00</b>	<b>\$ 96,415.00</b>
			Dollar Change		\$ 42.00
			Percent Change		0.04%
<b>Total Operating &amp; Capital Expenditure Budget</b>	<b>\$ 8,860,858.85</b>	<b>\$ 8,880,595.90</b>	<b>\$ 9,419,657.00</b>	<b>\$ 104,859.00</b>	<b>\$ 9,524,516.00</b>
			Dollar Change		\$ 104,859.00
			Percent Change		1.11%
			<b>Revenue Budget</b>		<b>\$ 9,524,516.00</b>
			<b>Balanced</b>		<b>\$ -</b>

**Great River Regional Library  
2020 Annual Proposed Budget  
Signatory Share Factor Table**

1.00	\$	-	1.11%	\$	-								
Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%									
<b>Operating</b>													
<b>\$ 7,130,201</b>													
					<b>Levy Rate as share of Tax Capacity</b>								
<b>County</b>	<b>Population</b>	<b>% Population Share</b>	<b>\$ Population Share</b>	<b>Registered Users</b>	<b>% Users Share</b>	<b>\$ Users Share</b>	<b>Net Tax Capacity</b>	<b>% Net Tax Capacity Share</b>	<b>\$ Net Tax Capacity Share</b>	<b>% Total Share</b>	<b>Budget Shares</b>	<b>Per Capita</b>	<b>Capacity</b>
Benton	40128	8.28%	\$ 196,854	8035	7.68%	\$ 182,532	\$ 32,460,386	6.28%	\$ 149,374	7.42%	\$ 528,760	\$ 13.18	1.63%
Morrison	33074	6.83%	162,250	8060	7.70%	183,100	33,624,992	6.51%	154,733	7.01%	500,083	15.12	1.49%
Sherburne	94748	19.56%	464,802	18378	17.57%	417,495	102,155,112	19.78%	470,090	18.97%	1,352,387	14.27	1.32%
Stearns	157660	32.54%	773,426	34744	33.21%	789,284	157,439,907	30.48%	724,495	32.08%	2,287,206	14.51	1.45%
Todd	24513	5.06%	120,252	4606	4.40%	104,635	22,615,565	4.38%	104,071	4.61%	328,958	13.42	1.45%
Wright	134365	27.73%	659,149	30800	29.44%	699,687	168,191,419	32.56%	773,971	29.91%	2,132,807	15.87	1.27%
<b>Total</b>	<b>484488</b>	<b>100%</b>	<b>\$ 2,376,734</b>	<b>104623</b>	<b>100%</b>	<b>\$ 2,376,734</b>	<b>\$ 516,487,381</b>	<b>100.00%</b>	<b>\$ 2,376,734</b>	<b>100%</b>	<b>\$ 7,130,201</b>	<b>\$ 14.72</b>	<b>1.38%</b>
<b>Weight</b>	<b>2017</b>	<b>33.33%</b>		<b>1/1/2019</b>			<b>2018</b>						

<b>Capital</b>													
<b>\$ 96,416</b>													
					<b>Levy Rate as share of Tax Capacity</b>								
<b>County</b>	<b>Population</b>	<b>% Population Share</b>	<b>\$ Population Share</b>	<b>Registered Users</b>	<b>% Users Share</b>	<b>\$ Users Share</b>	<b>Net Tax Capacity</b>	<b>% Net Tax Capacity Share</b>	<b>\$ Net Tax Capacity Share</b>	<b>% Total Share</b>	<b>Budget Shares</b>	<b>Per Capita</b>	<b>Capacity</b>
Benton	40128	8.28%	\$ 2,662	8035	7.68%	\$ 2,468	\$ 32,460,386	6.28%	\$ 2,020	7.42%	\$ 7,150	\$ 0.18	0.02%
Morrison	33074	6.83%	2,194	8060	7.70%	2,476	33,624,992	6.51%	2,092	7.01%	6,762	0.20	0.02%
Sherburne	94748	19.56%	6,285	18378	17.57%	5,645	102,155,112	19.78%	6,357	18.97%	18,287	0.19	0.02%
Stearns	157660	32.54%	10,458	34744	33.21%	10,673	157,439,907	30.48%	9,797	32.08%	30,928	0.20	0.02%
Todd	24513	5.06%	1,626	4606	4.40%	1,415	22,615,565	4.38%	1,407	4.61%	4,448	0.18	0.02%
Wright	134365	27.73%	8,913	30800	29.44%	9,461	168,191,419	32.56%	10,466	29.91%	28,840	0.21	0.02%
<b>Total</b>	<b>484488</b>	<b>100%</b>	<b>\$ 32,139</b>	<b>104623</b>	<b>100%</b>	<b>\$ 32,139</b>	<b>\$ 516,487,381</b>	<b>100%</b>	<b>\$ 32,139</b>	<b>100%</b>	<b>\$ 96,416</b>	<b>\$ 0.20</b>	<b>0.02%</b>

<b>County</b>	<b>2020 Operating</b>	<b>2020 Capital</b>	<b>2020 Total</b>	<b>County</b>	<b>2019 Operating</b>	<b>2019 Capital</b>	<b>2019 Total</b>	<b>County</b>	<b>Operating Change</b>	<b>Capital Change</b>	<b>Total Change</b>	<b>Total % Change</b>
Benton	\$ 528,760	\$ 7,150	\$ 535,909	Benton	\$ 536,825	\$ 7,259	\$ 544,083	Benton	\$ (8,065)	\$ (109)	\$ (8,174)	-1.502%
Morrison	500,083	6,762	506,845	Morrison	495,332	6,698	502,030	Morrison	4,751	64	4,815	0.959%
Sherburne	1,352,387	18,287	1,370,674	Sherburne	1,344,771	18,185	1,362,956	Sherburne	7,616	103	7,718	0.566%
Stearns	2,287,206	30,928	2,318,134	Stearns	2,290,490	30,973	2,321,464	Stearns	(3,285)	(45)	(3,330)	-0.143%
Todd	328,958	4,448	333,406	Todd	329,704	4,458	334,162	Todd	(746)	(10)	(756)	-0.226%
Wright	2,132,807	28,840	2,161,648	Wright	2,129,793	28,800	2,158,593	Wright	3,015	40	3,055	0.142%
<b>Total</b>	<b>\$ 7,130,201</b>	<b>\$ 96,416</b>	<b>\$ 7,226,616</b>	<b>Total</b>	<b>\$ 7,126,914</b>	<b>\$ 96,374</b>	<b>\$ 7,223,287</b>	<b>Total</b>	<b>\$ 3,287</b>	<b>\$ 42</b>	<b>\$ 3,329</b>	<b>0.046%</b>

July 16, 2019



## 2018 Fund Designations Progress Report

Submitted by Aron Murphy, Accounting & Distribution Supervisor

### BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

### RECOMMENDATION

Review the progress of the below initiatives.

### BACKGROUND INFORMATION

Supporting Documents Attached

Below is a list of designations from July and November 2018 and the progress/cost for each.

#### 1. Fund Development Training

*Allocated: \$5,000*

*Expended: \$2,500*

*Encumbered: \$2,500*

*Remaining Balance: \$2,500*

*Budget Line: 10.00.4200.211 (Staff Development)*

*Month/Year Expended: 09/2018*

GRRL purchased an annual training package to train Accounting, Administration, and Communications & Development personnel in the use of the donor software. The remaining balance was set aside for the Communications & Development Coordinator to attend the July 2019 International Public Library Fundraising Conference in Calgary. Due to limited capacity at the conference, she will not be able to attend this year and hopes to attend next year.

#### 2. Publicity and Printing

*Allocated: up to \$3,000*

*Expended: \$0*

*Encumbered: \$2,876.09*

*Remaining Balance: \$2,876.09*

*Fund Balance Line: 10.40.5200.821 (FD Communications)*

*Month/Year Expended: Estimated Fall of 2019*

The balance in the print budget at the end of 2018 was added to the Fund Development Communications line in January 2019. Funds were set aside for the upcoming Coffee Chats and Tea with Retirees this fall to reengage major donors and GRRL retirees in giving.

**3. Donor Database Enhancement***Allocated: \$1,100**Expended: \$525**Encumbered: \$575**Remaining Balance: \$575**Fund Balance Line: 10.40.5200.821 (FD Communications)**Month/Year Expended: 05/2019*

Age Finder was added to our donor software at a cost of \$1,050. To date, we have only been billed for \$525. Communications & Development Coordinator Breanne Johnson is in contact with our Blackbaud representative to receive the second and final billing for this service. Age Finder will allow us exclude juvenile records, so we are not soliciting children, and enable us to target our planned giving efforts to senior donors.

**4. Outsource Regional User/Non-User Survey***Allocated: \$8,000**Expended: \$8,000**Encumbered: \$0**Remaining Balance: \$0**Budget Line: 10.20.4200.235 (Patron Contact Services)**Month/Year Expended: 11/2018*

Regional survey was conducted and paid for in 2018 with 7,898 responses. Information gathered from this survey will be used to help guide GRRL management in the Strategic Plan process.

**5. Tablets for Staff Use***Allocated: \$17,000**Expended: \$19,724.65**Encumbered: \$0**Remaining Balance: \$0**Budget Line: 10.20.4800.933 (Automation Equipment), 10.40.5200.825 (Revolving Fund-Fund Balance)**Month/Year Expended: 03/2019*

GRRL purchased 35 tablets, cases, and management software which are currently in use by staff at all locations. Staff are currently using the tablets to take photos for publicity, look up library resources in the stacks/away from the desk, providing literacy-activities at outreach events, and demonstrating to patrons how to use ebooks.

**6. Horizon Acquisitions Module***Allocated: \$47,000**Expended: \$18,300**Encumbered: \$0**Remaining Balance: \$0**Budget Line: 10.20.4800.933 (Automation Equipment), 10.40.5200.825 (Revolving Fund-Fund Balance)**Month/Year Expended: 03/2019*

Implementation is ongoing at this time. Acquisitions will move the selection, ordering, receipting, and tracking of new materials into our Integrated Library System. We will no longer need to rely on an outdated, unsupported, and custom database to serve this purpose. Acquisitions is also potentially more

transparent to staff as the results of the work done in Acquisitions are visible within the Horizon client. This software was purchased in conjunction with BLUECloud Analytics and Community Engagement Portal. The vendor gave GRRL a \$35,000 discount for purchasing all three platforms.

### **7. Streaming Services**

*Allocated: \$25,000*

*Expended: \$0*

*Encumbered: \$25,000*

*Remaining Balance: \$25,000*

*Budget Line: 10.20.4500.560 (Electronic Services)*

*Month/Year Expended: TBD*

We are still investigating options and weighing pros and cons. At this point, we are hesitant to adopt as there is a gap between the theory of streaming and the experience. We are researching what streaming option would be the best fit for GRRL. At this point, the licensing agreements and costs may not provide the user experience patrons expect, and the costs may not be sustainable. Libraries offering streaming are finding the demand far outpaces funding, resulting in libraries capping use per patron resulting in dissatisfied patrons.

### **8. Security Updates**

*Allocated: \$10,000*

*Expended: \$0*

*Encumbered: \$10,000*

*Remaining Balance: \$10,000*

*Fund Balance Line: 10.40.5100.831 (Security)*

*Month/Year Expended: TBD*

Security needs are still being evaluated. No costs to date. Funds were set aside to aid cities in purchasing and implementing security measures at our locations. To date, cities have addressed any security issues using their own funds and haven't requested monetary assistance from GRRL. The Library Safety & Security Committee is investigating best practices for mirror placement to improve visibility at the circulation desk in some locations. Once security audits are conducted, additional needs will be identified.

### **9. BLUECloud Analytics**

*Allocated: \$41,610*

*Expended: \$41,610*

*Encumbered: \$0*

*Remaining Balance: \$0*

*Budget Line: 10.20.4800.936 (Automation Software)*

*Month/Year Expended: 11/2018*

Implementation is ongoing at this time. Analytics is a statistical tracking and reporting platform for our Integrated Library System. It will allow us to build reports and make them available for staff. Staff can also subscribe to reports and have them automatically delivered to their email box on a selected schedule. Analytics will replace the existing Horizon Web Reporter product once it is fully implemented.

**10. Additional Express Checkouts and Wiring**

*Allocated: \$55,000*

*Expended: \$50,068*

*Encumbered: \$4,932*

*Remaining Balance: \$4,932*

*Fund Balance Line: 10.40.5100.813 (Patron Self Service)*

*Month/Year Expended: 11/2018*

Four additional stations were purchased and installed in Sauk Centre, Albany, Royalton and Little Falls. All are currently in use.

**11. Wireless Printing for Patrons**

*Allocated: \$55,800*

*Expended: \$0*

*Encumbered: \$52,572*

*Remaining Balance: \$55,800*

*Budget Line: 10.20.4800.932 (Automation Maintenance)*

*Month/Year Expended: Estimated 2019*

This project is in progress and no funds have yet been expended. A platform and vendor are identified, and the contract for services is signed. The first library will likely be live in July or August 2019. The cloud printing option will be branded Print2Go to be consistent with our GRRL2Go and WiFi2Go branding.

**FINANCIAL IMPLICATIONS**

Estimated Cost: \$      Funding Source: 2018 Surplus Funds      Budgeted:  Yes     No     N/A

**ACTION**

Passed       Failed       Tabled