



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
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Board of Trustees Finance Committee Meeting
Tuesday, July 21, 2020, 5:30 p.m.
Agenda

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Finance Committee and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may monitor the meeting at <https://us02web.zoom.us/j/86520696753?pwd=SCsvLzc1TkIDa0NiRmI5b21OWXNLdz09>
Password: 640065 or US: +1 312 626 6799, Webinar ID: 865 2069 6753.

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|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Approval of Minutes – May 12, 2020, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Second Quarter Financial Report (Requested Action – Approve) pg 5 | 5:33 |
| 5. GRRL 2021 Budget Proposal & Discussion (Requested Action – Approve) pg 11 | 5:40 |
| 6. Next Meeting – September 15, 2020 | 5:49 |
| 7. Adjournment | 5:50 |

July 21, 2020

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
May 12, 2020**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, May 12, 2020, at 5:00 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Finance Committee and GRRL staff participated in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting was conducted electronically via Zoom. Members of the public were able to monitor the meeting.

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
Jay Roos
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

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

APPROVAL OF MINUTES

Jeff Bertram made a motion to approve the April 28, 2020, Finance Committee minutes as presented. Seconded by Dave Kircher, the motion carried by roll call vote.

AUDITOR'S REPORT BY BERGANKDV

BergankDV Audit Manager Jackie Knowles presented GRRL's annual audit report. As in the past, GRRL was given an unmodified or clean audit opinion, which is the best that can be offered.

At last year's audit presentation, the Board was informed about a Governmental Accounting Standards Board (GASB) rules change that would apply to the St. Cloud Library lease. In response to a question, Jackie stated the 2020 implementation of GASB has been postponed one year due to COVID-19. Discussion followed about the GASB rule and lease status. Management was asked to place the St. Cloud Library lease on next week's Board agenda for further discussion.

Dave Kircher made a motion to approve the auditor's report as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

CURRENT LETTER OF CREDIT DESIGNATION

Lisa Fobbe made a motion to approve GRRL's current Letter of Credit dated April 24, 2020, in the amount of \$150,000. Seconded by Jeff Bertram, the motion carried unanimously by roll call vote.

PRELIMINARY 2021 BUDGET & DISCUSSION

Accounting & Distribution Supervisor Aron Murphy gave an overview of the two preliminary 2021 Budget scenarios. Committee members asked if staff had a scenario preference. Discussion included the uncertainty of COVID-19 impacts on the future including county income, responsible use of reserves, and comments in favor of providing some relief for the counties without hurting patrons. Michael Potter made a motion to approve the preliminary 2021 Budget Scenario #2 as presented. Seconded by Lisa Fobbe, the motion carried unanimously by roll call vote.

Dave Kircher left the meeting at 5:33 p.m.

REGIONAL LIBRARY TELECOMMUNICATIONS AID UPDATE

Executive Director Karen Pundsack explained Regional Library Telecommunications Aid (RLTA) funds are designated for network connectivity and supporting hardware. There have been conversations about making changes so the funds may be used for other purposes related to telecommunications. This year's RLTA excess is being distributed among Minnesota's twelve library regions. GRRL will receive \$46,300.68 to be used as outlined in a recent Minnesota Executive Order addressing distance learning. As a result of communication with schools districts in the GRRL region, we will order 120 hotspots and pay for a one-year subscription for each. The funds are expected Friday, May 15. Hot spots will be distributed as soon they can be in place with a focus on districts having a high level of need. Staff have reached out to schools and asked Committee members for ideas on who would benefit from this service.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, July 21, 2020.

ADJOURNMENT

Ed Popp adjourned the meeting at 5:43 p.m.

Edward Popp, Finance Committee Chair

**Great River Regional Library
Financial Report
As of June 30, 2020**



	Balance, December 31, 2019	\$ 8,746,543.78
	Increase to BC	20.00
		\$ 8,746,563.78
Receipts		
Tax Revenue:		
Benton County	267,955.00	
Morrison County	253,422.50	
Sherburne County	685,337.00	
Stearns County	1,159,068.00	
Todd County	166,703.00	
Wright County	1,080,823.50	
		\$ 3,613,309.00
Grant Revenue:		
Legacy Grant	106,455.27	
Minitex Last Mile Grant	-	
MNLink Gateway Grant	-	
RLBSS State Aid	476,268.97	
RLTA Grants	66,686.83	
		\$ 649,411.07
Interest Revenue:		
		\$ 110,197.87
Gift Fund Revenue:		
		\$ 42,389.28
Interlibrary Loan Revenue:		
		\$ 1,001.45
Fines Revenue:		
Branch Fines	\$ 73,188.74	
Revenue Recapture	8,104.94	
		\$ 81,293.68
Fund Development Revenue:		
Fund Development - Collection	\$ 8,951.67	
Fund Development - Communications	3,182.39	
Fund Development - Programs & Services	3,978.05	
		\$ 16,112.11
Other Revenue:		
Branch Development	\$ -	
Building Maintenance	-	
Capital - Vehicle	-	
City of Elk River	10,200.00	
City of Sartell	9,634.73	
Committed Payroll/HRIS Fund	290.00	
Computer Replacement Fund	-	
Interlibrary Loan Delivery	-	
Miscellaneous Revenue	10,353.75	
Revenue Fund	-	
Revolving Fund	54,037.40	
Sales Revenue	-	
St. Cloud Reimbursement	96,747.68	
Staff Training Encumbered Fund	1,816.00	
United Way	1,104.00	
		\$ 184,183.56
Total Receipts and Balance-----		\$ 13,444,461.80
Expenditures		
Operating Fund -- see attached report	\$ 4,347,159.67	
Fund Balance Report -- see attached report	270,211.77	
Accumulated Depreciation	90,000.00	
Total Expenditures-----		\$ 4,707,371.44
Month End Balance-----		\$ 8,737,090.36

**Great River Regional Library
Investment Listing
As of June 30, 2020**

Balance----- **\$ 8,737,090.36**

Savings Accounts

	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Federal Home Loan Bank of Des Moines Letter of Credit #2234-3808) (\$150,000)	2.28%	\$ 249,036.52
MAGIC (Minnesota Association of Governments Investing for Counties) Liquid Account	0.04%	1,463,251.63
Savings Accounts Ending Balance		\$ 1,712,288.15

Checking Accounts

Main Checking Account	\$ 29,972.62
Petty Cash Checking Account	\$ 814.59
Branch Cash	\$ 2,015.00

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

	<u>Net Rate</u>	<u>CD Principal</u>
Certificate of Deposit @ T Bank, Tollway, TX (Maturity 7/15/2020)	2.19%	244,000.00
Certificate of Deposit @ First National Bank, Damariscotta, ME (Maturity 7/22/2020)	1.95%	175,000.00
Certificate of Deposit @ Great Midwest Bank, Ssb, Brookfield, WI (Maturity 7/30/2020)	1.95%	244,000.00
Certificate of Deposit @ Financial Federal Savings Bank, Memphis, TN (Maturity 8/17/2020)	1.90%	244,000.00
Certificate of Deposit @ Fidelity Bank, West Des Moines, IA (Maturity 8/25/2020)	2.10%	175,000.00
Certificate of Deposit @ Tab Bank, Ogden, UT (Maturity 9/3/2020)	1.73%	245,000.00
Certificate of Deposit @ First National Bank of Mcgregor, Mcgregor, TX (Maturity 9/8/2020)	1.80%	245,000.00
Certificate of Deposit @ Eaglebank, Bethesda, MD (Maturity 9/21/2020)	1.80%	175,000.00
Certificate of Deposit @ American National Bank of Minnesota, Baxter, MN (Maturity 9/25/2020)	1.80%	245,000.00
Certificate of Deposit @ Royal Business Bank, Los Angeles, CA (Maturity 10/20/2020)	1.80%	245,000.00
Certificate of Deposit @ Grand Bank, Tulsa, OK (Maturity 10/22/2020)	1.65%	245,000.00
Certificate of Deposit @ Valliance Bank, Oklahoma City, OK (Maturity 10/28/2020)	1.67%	175,000.00
Certificate of Deposit @ Third Coast Bank Ssb, Humble, TX (Maturity 11/2/2020)	1.60%	245,000.00
Certificate of Deposit @ Vast Bank, Tulsa, OK (Maturity 11/17/2020)	1.60%	245,000.00
Certificate of Deposit @ Gbc International Bank, Los Angeles, CA (Maturity 11/27/2020)	1.55%	175,000.00
Certificate of Deposit @ Franklin Synergy Bank, Franklin, TN (Maturity 12/8/2020)	1.50%	245,000.00
Certificate of Deposit @ Gateway First Bank, Cherokee, OK (Maturity 12/17/2020)	1.80%	245,000.00
Certificate of Deposit @ Southern States Bank, Anniston, AL (Maturity 12/30/2020)	1.63%	175,000.00
Certificate of Deposit @ Prospect Bank, Paris, IL (Maturity 1/8/2021)	1.60%	245,000.00
Certificate of Deposit @ Pacific Western Bank, Los Angeles, CA (Maturity 1/22/2021)	1.60%	245,000.00
Certificate of Deposit @ Prudential Savings Bank, Philadelphia, PA (Maturity 1/28/2021)	1.60%	175,000.00
Certificate of Deposit @ Landmark Community Bank, Collierville, TN (Maturity 2/8/2021)	1.65%	245,000.00
Certificate of Deposit @ Mission National Bank, San Francisco, CA (Maturity 2/23/2021)	1.60%	175,000.00
Certificate of Deposit @ Preferred Bank, Los Angeles, CA (Maturity 3/2/2021)	1.55%	245,000.00
Certificate of Deposit @ Cit Bank, Pasadena, CA (Maturity 3/15/2021)	0.86%	247,000.00
Certificate of Deposit @ Nicolet National Bank, Green Bay, WI (Maturity 3/23/2021)	0.95%	175,000.00
Certificate of Deposit @ Unity National Bank of Houston, Houston, TX (Maturity 3/30/2021)	0.96%	247,000.00
Certificate of Deposit @ Traditional Bank, Inc of Mount Sterling, KY (Maturity 4/20/2021)	0.84%	247,000.00
Certificate of Deposit @ Fieldpoint Private Bank, Greenwich, CT (Maturity 4/27/2021)	0.75%	179,000.00
Certificate of Deposit @ First Internet Bank of Indiana, Indianapolis, IN (Maturity 4/29/2021)	0.81%	247,000.00
Certificate of Deposit @ First Capital Bank, Germantown, TN (Maturity 5/6/2021)	0.65%	248,000.00
Certificate of Deposit @ Cibc, Chicago, IL (Maturity 5/18/2021)	0.50%	175,000.00
Investment Ending Balance		\$ 7,082,000.00

Bank Accounts and Investments Total \$ 8,827,090.36
Accumulated Depreciation (90,000.00)

Month End Balance----- **\$ 8,737,090.36**

Submitted by Aron Murphy, Accounting & Distribution Supervisor

Difference \$ -

**Great River Regional Library
Revenue Report
As of June 30, 2020**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 528,760.00	\$ 264,380.00	\$ (264,380.00)	50.00%
Morrison County	500,083.00	250,041.50	(250,041.50)	50.00%
Sherburne County	1,352,387.00	676,193.50	(676,193.50)	50.00%
Stearns County	2,287,206.00	1,143,604.00	(1,143,602.00)	50.00%
Todd County	328,958.00	164,479.00	(164,479.00)	50.00%
Wright County	<u>2,132,807.00</u>	<u>1,066,403.50</u>	<u>(1,066,403.50)</u>	<u>50.00%</u>
Sub-Total: Signatory Operational Receipts:	\$ 7,130,201.00	\$ 3,565,101.50	\$ (3,565,099.50)	50.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 7,150.00	\$ 3,575.00	\$ (3,575.00)	50.00%
Morrison County	6,762.00	3,381.00	(3,381.00)	50.00%
Sherburne County	18,287.00	9,143.50	(9,143.50)	50.00%
Stearns County	30,928.00	15,464.00	(15,464.00)	50.00%
Todd County	4,448.00	2,224.00	(2,224.00)	50.00%
Wright County	<u>28,840.00</u>	<u>14,420.00</u>	<u>(14,420.00)</u>	<u>50.00%</u>
Sub-Total: Signatory Capital Receipts:	\$ 96,415.00	\$ 48,207.50	\$ (48,207.50)	50.00%

Total Signatory Receipts:	\$ 7,226,616.00	\$ 3,613,309.00	\$ (3,613,307.00)	50.00%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Fines	\$ 320,000.00	\$ 81,293.68	\$ (238,706.32)	25.40%
Interest	154,900.00	110,197.87	(44,702.13)	71.14%
MN Link Gateway	23,500.00	23,500.00	-	100.00%
Revenue Fund	62,000.00	62,000.00	-	100.00%
St. Cloud Reimbursement	<u>100,300.00</u>	<u>96,747.68</u>	<u>(3,552.32)</u>	<u>96.46%</u>
Total: Other Receipts:	\$ 660,700.00	\$ 373,739.23	\$ (286,960.77)	56.57%

<u>Fiscal Receipts - 2020</u>	Budget	Received	Balance	% Rec'd
RLBSS State Aid*	<u>\$ 1,598,000.00</u>	<u>\$ 1,428,806.91</u>	<u>\$ (169,193.09)</u>	<u>89.41%</u>
Total Operating/Capital Revenue:	\$ 9,485,316.00	\$ 5,415,855.14	\$ (4,069,460.86)	57.10%

Note to Revenue			
*RLBSS 2020 State Aid Receipts:		RLBSS 2021 State Aid Receipts:	
\$ 476,268.97	1st payment received 9/12/19	\$ -	1st payment received
\$ 476,268.97	2nd payment received 10/11/19	\$ -	2nd payment received
\$ 476,268.97	3rd payment received 2/13/20	\$ -	3rd payment received
\$ -	Final payment received	\$ -	Final payment received
\$ 1,428,806.91	Total received	\$ -	Total received

GREAT RIVER REGIONAL LIBRARY
Bank Balances and Investment Activity
JUNE 2020

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$31,947.85	\$1,420,206.94	\$1,422,182.17	\$29,972.62
G 10-1016 CASH - PETTY CASH CHECKING	\$1,000.00	\$642.66	\$828.07	\$814.59
G 10-1017 CASH - BRANCH CASH	\$2,015.00	\$0.00	\$0.00	\$2,015.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$1,738,875.51	\$675,858.08	\$702,445.44	\$1,712,288.15
G 10-1020 INVESTMENTS - MAGIC FUND	\$7,743,000.00	\$0.00	\$661,000.00	\$7,082,000.00
G 10-2900 TRANSFERS OUT	\$45,327.97	\$642.66	\$0.00	\$45,970.63
G 10-3000 TRANSFERS IN	-\$45,327.97	\$0.00	\$642.66	-\$45,970.63
	\$9,516,838.36	\$2,097,350.34	\$2,787,098.34	\$8,827,090.36

GREAT RIVER REGIONAL LIBRARY
Quarterly Operating Fund Summary
 JUNE 2020

Account	Fund	Current Budget	Current QTD Expended	2020 YTD Balance	% YTD of Budget	Prior QTD Expended
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$649,500.00	\$325,847.92	\$323,652.08	50.2%	\$272,063.88
SALARIES	10-20-4100-110	\$3,609,448.00	\$865,563.09	\$2,743,884.91	24.0%	\$839,671.75
SALARIES	10-30-4100-110	\$88,100.00	\$44,237.60	\$43,862.40	50.2%	\$42,069.60
SALARIES-RLBSS	10-20-4100-111	\$1,598,000.00	\$1,587,563.25	\$10,436.75	99.4%	\$1,606,252.31
EE BENEFITS	10-00-4100-140	\$111,700.00	\$34,058.54	\$77,641.46	30.5%	\$25,316.06
EE BENEFITS	10-20-4100-140	\$500,800.00	\$186,521.80	\$314,278.20	37.2%	\$164,212.26
EE BENEFITS	10-30-4100-140	\$21,200.00	\$10,643.46	\$10,556.54	50.2%	\$9,846.30
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$1,866.64	\$2,633.36	41.5%	\$2,748.78
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$15,105.00	\$4,895.00	75.5%	\$25,715.00
RETIREMENT	10-00-4100-170	\$96,400.00	\$49,372.57	\$47,027.43	51.2%	\$41,217.66
RETIREMENT	10-20-4100-170	\$780,000.00	\$359,131.79	\$420,868.21	46.0%	\$361,354.98
RETIREMENT	10-30-4100-170	\$13,300.00	\$6,702.04	\$6,597.96	50.4%	\$6,373.54
PAID TIME OFF PAYMENT	10-00-4100-185	\$10,152.00	\$12,400.24	-\$2,248.24	122.2%	\$12,552.19
DEPT 4100 PERSONNEL		\$7,503,100.00	\$3,499,013.94	\$4,004,086.06	46.6%	\$3,409,394.31
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$4,500.00	\$2,819.02	\$1,680.98	62.6%	\$2,843.45
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$9,883.32	\$15,116.68	39.5%	\$8,046.77
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$0.00
MEMBERSHIPS & SUBSCRIPTIO	10-00-4200-220	\$6,000.00	\$465.00	\$5,535.00	7.8%	-\$2,966.00
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$17,772.77	\$42,227.23	29.6%	\$24,317.03
BUILDING MAINTENANCE	10-30-4200-240	\$115,000.00	\$92,776.42	\$22,223.58	80.7%	\$18,266.81
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$33,000.00	\$33,389.00	-\$389.00	101.2%	\$26,974.00
CATALOG SERVICES	10-20-4200-248	\$96,000.00	\$37,437.40	\$58,562.60	39.0%	\$28,728.61
AUDIT	10-30-4200-250	\$18,500.00	\$19,100.00	-\$600.00	103.2%	\$16,250.00
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,356.00	\$4,587.00	-\$231.00	105.3%	\$4,125.00
TELEPHONE	10-00-4200-260	\$17,700.00	\$17,639.83	\$60.17	99.7%	\$0.00
DELIVERY SERVICES	10-30-4200-265	\$1,495.00	\$518.89	\$976.11	34.7%	\$730.29
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$343.59	\$1,156.41	22.9%	\$1,661.46
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,000.00	\$6,372.33	\$1,627.67	79.7%	\$7,165.66
PRINTING/PUBLIC INFORMATIO	10-00-4200-280	\$8,000.00	\$1,118.45	\$6,881.55	14.0%	\$3,019.91
PRINTING/PUBLIC INFORMATIO	10-20-4200-280	\$23,000.00	\$26,704.06	-\$3,704.06	116.1%	\$5,027.05
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$352.88	\$647.12	35.3%	\$356.74
SALES TAX	10-00-4200-288	\$3,000.00	\$1,847.01	\$1,152.99	61.6%	\$1,521.00
HRIS/PAYROLL SERVICES	10-00-4200-290	\$76,000.00	\$32,817.49	\$43,182.51	43.2%	\$40,576.46
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$17,712.77	-\$1,712.77	110.7%	\$3,928.67
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$7,000.00	\$6,076.86	\$923.14	86.8%	\$6,449.51
DEPT 4200 SERVICES AND CONTRACTS		\$532,351.00	\$329,734.09	\$202,616.91	61.9%	\$197,022.42
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$3,650.00	\$904.76	\$2,745.24	24.8%	\$1,435.52
SUPPLIES	10-20-4300-310	\$63,000.00	\$27,446.89	\$35,553.11	43.6%	\$20,213.38
SUPPLIES	10-30-4300-310	\$295.00	\$0.00	\$295.00	0.0%	\$293.50
POSTAGE	10-30-4300-330	\$23,000.00	\$5,731.30	\$17,268.70	24.9%	\$10,304.66
DEPT 4300 COMMODITIES		\$89,945.00	\$34,082.95	\$55,862.05	37.9%	\$32,247.06
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$25,000.00	\$178.71	\$24,821.29	0.7%	\$663.25
VEHICLE-INSURANCE	10-20-4400-430	\$3,450.00	\$3,499.00	-\$49.00	101.4%	\$3,410.00
VEHICLE-REPAIR & MAINTENAN	10-20-4400-440	\$5,000.00	\$2,884.24	\$2,115.76	57.7%	\$863.33
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$0.00	\$1,500.00	0.0%	\$1,054.69
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$747.59	\$1,552.41	32.5%	\$360.79
VEHICLE-MILEAGE	10-20-4400-460	\$22,300.00	\$8,851.58	\$13,448.42	39.7%	\$11,350.69
DEPT 4400 VEHICLE EXPENSES		\$59,550.00	\$16,161.12	\$43,388.88	27.1%	\$17,702.75

Account	Fund	Current Budget	Current QTD Expended	2020 YTD Balance	% YTD of Budget	Prior QTD Expended
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$568,500.00	\$192,783.43	\$375,716.57	33.9%	\$251,540.37
PERIODICALS	10-20-4500-520	\$52,000.00	\$27,522.03	\$24,477.97	52.9%	\$8,795.69
MEDIA	10-20-4500-540	\$174,000.00	\$60,325.20	\$113,674.80	34.7%	\$67,658.57
ELECTRONIC SERVICES	10-20-4500-560	\$158,920.00	\$93,920.38	\$64,999.62	59.1%	\$35,911.27
DEPT 4500 LIBRARY MATERIALS		\$953,420.00	\$374,551.04	\$578,868.96	39.3%	\$363,905.90
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$500.00	\$0.00	\$500.00	0.0%	\$1,000.00
OPERATING EQUIPMENT	10-20-4600-610	\$5,500.00	\$3,921.05	\$1,578.95	71.3%	\$6,129.00
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$188.95	\$111.05	63.0%	\$129.89
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$860.37	\$439.63	66.2%	\$447.65
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$0.00	\$600.00	0.0%	\$0.00
DEPT 4600 EQUIPMENT		\$8,200.00	\$4,970.37	\$3,229.63	60.6%	\$7,706.54
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$200.00	\$532.30	-\$332.30	266.2%	\$33.00
DEPT 4700 CONTINGENCY		\$200.00	\$532.30	-\$332.30	266.2%	\$33.00
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$172,335.00	\$31,109.62	\$141,225.38	18.1%	\$2,954.68
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$44.95	\$10,955.05	0.4%	\$49.80
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,000.00	\$56,459.29	\$28,540.71	66.4%	\$1,288.70
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$500.00	\$8,500.00	5.6%	\$14,709.00
DEPT 4800 AUTOMATION OPERATING		\$281,335.00	\$88,113.86	\$193,221.14	31.3%	\$19,002.18
FUND 10 GENERAL FUND		\$9,428,101.00	\$4,347,159.67	\$5,080,941.33	46.1%	\$4,047,014.16
		\$9,428,101.00	\$4,347,159.67	\$5,080,941.33	46.1%	\$4,047,014.16



2021 Annual Proposed Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2021 Annual Proposed Budget Summary**

Operating Revenue Budget	2018 Actual	2019 Actual	2020 Budget	2021 Annual Proposed Budget
Signatory Revenue	\$ 7,151,809.00	\$ 7,126,916.00	\$ 7,130,201.00	\$ 7,075,802.00
Non Signatory Revenue	2,226,060.97	2,240,378.36	2,297,900.00	2,456,000.00
Operating Revenue Total	\$ 9,377,869.97	\$ 9,367,294.36	\$ 9,428,101.00	\$ 9,531,802.00
	Dollar Change	\$ (10,575.61)	\$ 60,806.64	\$ 103,701.00
	Percent Change	-0.11%	0.65%	1.10%

Operating Expenditure Budget				
Personnel	\$ 6,884,233.09	\$ 7,014,869.32	\$ 7,503,100.00	\$ 7,596,200.00
Services & Contracts	510,290.80	501,199.08	532,351.00	551,287.00
Commodities	87,766.21	80,768.02	89,945.00	84,240.00
Vehicle	65,878.06	73,035.73	59,550.00	48,150.00
Library Materials	917,480.77	948,018.19	953,420.00	955,920.00
Equipment	12,694.47	3,426.23	8,200.00	8,200.00
Contingency	62.77	213.37	200.00	450.00
Automation	342,479.98	341,071.49	281,335.00	287,355.00
Operating Expenditure Total	\$ 8,820,886.15	\$ 8,962,601.43	\$ 9,428,101.00	\$ 9,531,802.00
	Dollar Change	\$ 141,715.28	\$ 465,499.57	\$ 103,701.00
	Percent Change	1.61%	5.19%	1.10%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 96,712.00	\$ 96,373.00	\$ 96,415.00	\$ 95,680.00
	Dollar Change	\$ (339.00)	\$ 42.00	\$ (735.00)
	Percent Change	-0.35%	0.04%	-0.76%

Capital Expenditure Budget				
Total Capital	\$ 59,709.75	\$ 55,138.22	\$ 96,415.00	\$ 95,680.00
	Dollar Change		\$ (735.00)	
	Percent Change		-0.76%	

Revenue Budget	\$ 9,627,482.00
Expenditure Budget	\$ 9,627,482.00
Balanced	\$ -

**Great River Regional Library
2021 Annual Proposed Budget**

Operating Revenue Budget	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
County					
Benton	552,154.00	536,825.00	528,760.00	(4,021.00)	524,739.00
Morrison	500,188.00	495,332.00	500,083.00	(3,793.00)	496,290.00
Sherburne	1,344,729.00	1,344,771.00	1,352,387.00	(10,273.00)	1,342,114.00
Stearns	2,299,821.00	2,290,491.00	2,287,206.00	(17,489.00)	2,269,717.00
Todd	339,810.00	329,704.00	328,958.00	(2,530.00)	326,428.00
Wright	2,115,107.00	2,129,793.00	2,132,807.00	(16,293.00)	2,116,514.00
Subtotal - Signatory	\$ 7,151,809.00	\$ 7,126,916.00	\$ 7,130,201.00	\$ (54,399.00)	\$ 7,075,802.00
	Dollar Change	\$ (24,893.00)	\$ 3,285.00		\$ (54,399.00)
	Percent Change	-0.35%	0.05%		-0.76%
Non-Signatory	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
FY State Aid - RLBSS	1,601,466.32	1,591,848.20	1,598,000.00	(10,400.00)	1,587,600.00
St. Cloud Reimbursement	104,664.46	95,149.28	100,300.00	2,716.45	103,000.00
City of Elk River	9,800.00	10,000.00	10,200.00	-	10,200.00
City of Sartell	9,115.04	10,791.57	15,800.00	(5,308.00)	10,500.00
Unassigned Fund Balance (Cash Reserves)	-	-	-	350,000.00	350,000.00
Miscellaneous Receipts	306,769.97	285,687.13	320,000.00	(40,000.00)	280,000.00
United Way/PFSS	-	-	-	-	-
Interest	138,943.18	191,513.18	154,900.00	(62,400.00)	92,500.00
PERA Aid	17,151.00	17,151.00	-	-	-
ILL Delivery	6,282.00	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
City of Staples	6,869.00	-	-	-	-
MnLink Gateway	15,000.00	9,044.00	23,500.00	(14,500.00)	9,000.00
Revenue Fund	3,000.00	15,994.00	62,000.00	(62,000.00)	-
Sub Total - Non Signatory	\$ 2,226,060.97	\$ 2,240,378.36	\$ 2,297,900.00	\$ 158,108.45	\$ 2,456,000.00
	Dollar Change	\$ 14,317.39	\$ 57,521.64		\$ 158,100.00
	Percent Change	0.64%	2.57%		6.88%
Operating Revenue Total	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
	\$ 9,377,869.97	\$ 9,367,294.36	\$ 9,428,101.00	\$ 103,709.45	\$ 9,531,802.00
	Dollar Change	\$ (10,575.61)	\$ 60,806.64		\$ 103,701.00
	Percent Change	-0.11%	0.65%		1.10%

**Great River Regional Library
2021 Annual Proposed Budget**

Capital Revenue Budget	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
County					
Benton	7,467.00	7,259.00	7,150.00	(54.00)	7,096.00
Morrison	6,764.00	6,698.00	6,762.00	(51.00)	6,711.00
Sherburne	18,184.00	18,185.00	18,287.00	(139.00)	18,148.00
Stearns	31,100.00	30,973.00	30,928.00	(236.00)	30,692.00
Todd	4,595.00	4,458.00	4,448.00	(35.00)	4,413.00
Wright	28,602.00	28,800.00	28,840.00	(220.00)	28,620.00
Capital Revenue Total	\$ 96,712.00	\$ 96,373.00	\$ 96,415.00	\$ (735.00)	\$ 95,680.00
	Dollar Change	\$ (339.00)	\$ 42.00		\$ (735.00)
	Percent Change	-0.35%	0.04%		-0.76%

Operating & Capital Revenue Total	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
Total	\$ 9,474,581.97	\$ 9,463,667.36	\$ 9,524,516.00	\$ 102,974.45	\$ 9,627,482.00
	Dollar Change	\$ (10,914.61)	\$ 60,848.64		\$ 102,966.00
	Percent Change	-0.12%	0.64%		1.08%

**Great River Regional Library
2021 Annual Proposed Budget**

Operating Expenditure Budget					
4100 Personnel	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
Subtotal Personnel	\$ 6,884,233.09	\$ 7,014,869.32	7,503,100.00	\$ 93,100.00	\$ 7,596,200.00
Total - Personnel	\$ 6,884,233.09	\$ 7,014,869.32	\$ 7,503,100.00	\$ 93,100.00	\$ 7,596,200.00
				Dollar Change	\$ 93,100.00
				Percent Change	1.24%

4200 Services and Contracts	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
210 Regional Board Meetings	5,127.35	5,589.70	4,500.00	7,500.00	12,000.00
211 Staff Development Svcs. (Strat. Plan)	28,722.59	27,600.92	25,000.00	-	25,000.00
213 All Staff Day Training (Strat. Plan)	7,300.00	5,161.92	7,300.00	-	7,300.00
220 Library Memberships	(349.50)	4,535.00	6,000.00	-	6,000.00
235 Patron Contact Svcs.	59,518.45	57,174.24	60,000.00	-	60,000.00
240 GRRR Building Maint./Lease	123,277.82	110,510.11	115,000.00	700.00	115,700.00
246 Insurance (Mandated)	26,974.00	27,370.00	33,000.00	(3,000.00)	30,000.00
248 Catalog Svcs.	86,855.04	87,574.34	96,000.00	-	96,000.00
250 Audit (Mandated)	18,000.00	17,750.00	18,500.00	750.00	19,250.00
253 Public Licensing Svcs.	4,125.00	4,356.00	4,356.00	231.00	4,587.00
260 Telephone Svcs.	4,000.00	6,094.88	17,700.00	11,700.00	29,400.00
265 Delivery Svcs.	1,482.93	1,590.44	1,495.00	255.00	1,750.00
271 Equip. Rental & Repair	18,332.45	23,429.18	9,500.00	-	9,500.00
280 Printing/Public Information	28,123.91	29,963.32	31,000.00	-	31,000.00
285 Recruitment Svcs.	1,124.60	1,019.65	1,000.00	-	1,000.00
288 Sales Tax	2,968.00	3,507.00	3,000.00	1,000.00	4,000.00
290 HRIS/Payroll Svcs. (Contractual)	75,771.04	72,977.84	76,000.00	-	76,000.00
291 Legal Svcs.	11,937.08	8,211.75	16,000.00	-	16,000.00
293 System Directors Fund	7,000.04	6,782.79	7,000.00	(200.00)	6,800.00
Total Services & Contracts	\$ 510,290.80	\$ 501,199.08	\$ 532,351.00	\$ 18,936.00	\$ 551,287.00
				Dollar Change	\$ 18,936.00
				Percent Change	3.56%

Operating Expenditure Budget					
4300 Commodities	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
310 Supplies	66,614.82	62,944.07	66,945.00	(2,705.00)	64,240.00
330 Postage	21,151.39	17,823.95	23,000.00	(3,000.00)	20,000.00
Total Commodities	\$ 87,766.21	\$ 80,768.02	\$ 89,945.00	\$ (5,705.00)	\$ 84,240.00
				Dollar Change	\$ (5,705.00)
				Percent Change	-6.34%

**Great River Regional Library
2021 Annual Proposed Budget**

4400 Vehicle	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
420 Vehicle Gas	30,839.02	27,082.53	25,000.00	(15,500.00)	9,500.00
430 Vehicle Insurance	3,410.00	3,467.00	3,450.00	-	3,450.00
440 Vehicle Repair & Maintenance	5,009.45	6,239.07	5,000.00	(500.00)	4,500.00
450 Vehicle Tires & Miscellaneous	3,244.11	3,352.04	1,500.00	1,900.00	3,400.00
460 Vehicle Mileage	23,375.48	32,895.09	24,600.00	2,700.00	27,300.00
Total Vehicle	\$ 65,878.06	\$ 73,035.73	\$ 59,550.00	\$ (11,400.00)	\$ 48,150.00
			Dollar Change		\$ (11,400.00)
			Percent Change		-19.14%

4500 Library Materials	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
510 Print	543,126.30	583,882.21	547,020.00	-	547,020.00
520 Periodicals	56,828.77	48,056.55	58,000.00	(2,000.00)	56,000.00
540 Media	161,055.42	149,092.05	180,000.00	-	180,000.00
560 Electronic Svcs.	156,470.28	166,987.38	168,400.00	4,500.00	172,900.00
Total Library Materials	\$ 917,480.77	\$ 948,018.19	\$ 953,420.00	\$ 2,500.00	\$ 955,920.00
			Dollar Change		\$ 2,500.00
			Percent Change		0.26%

Operating Expenditure Budget

4600 Equipment	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
610 Operating Equipment	9,416.72	743.07	6,000.00	-	6,000.00
630 Small Equipment	3,277.75	2,683.16	2,200.00	-	2,200.00
Total Equipment	\$ 12,694.47	\$ 3,426.23	\$ 8,200.00	\$ -	\$ 8,200.00
			Dollar Change		\$ -
			Percent Change		0.00%

4700 Contingency	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
910 Contingency	62.77	213.37	200.00	250.00	450.00
Total Contingency	\$ 62.77	\$ 213.37	\$ 200.00	\$ 250.00	\$ 450.00
			Dollar Change		\$ 250.00
			Percent Change		125.00%

**Great River Regional Library
2021 Annual Proposed Budget**

Operating Expenditure Budget					
4800 Automation	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
932 Maintenance	176,096.73	203,488.60	172,335.00	(10,000.00)	162,335.00
933 Equipment	92,295.03	118,654.64	96,000.00	-	96,000.00
935 Professional Services	6,443.00	9,981.25	2,000.00	-	2,000.00
936 Software	67,645.22	8,947.00	11,000.00	16,020.00	27,020.00
Total Automation	\$ 342,479.98	\$ 341,071.49	\$ 281,335.00	\$ 6,020.00	\$ 287,355.00
			Dollar Change		\$ 6,020.00
			Percent Change		2.14%
Total Operating Expenditure Budget	\$ 8,820,886.15	\$ 8,962,601.43	\$ 9,428,101.00	\$ 103,701.00	\$ 9,531,802.00
			Dollar Change		\$ 103,701.00
			Percent Change		1.10%
			Revenue Budget		\$ 9,531,802.00
			Expenditure Budget		\$ 9,531,802.00
			Balanced		\$ -

Capital Expenditure Budget					
5000 Capital	2018 Actual	2019 Actual	2020 Budget	Change +/-	2021 Annual Proposed Budget
710 Automation	18,300.00	33,593.72	76,415.00	(15,735.00)	60,680.00
720 Branch Development	7,191.27	-	-	-	-
730 Equipment	34,218.48	-	10,000.00	-	10,000.00
740 Vehicle	-	21,544.50	10,000.00	15,000.00	25,000.00
Total Capital	\$ 59,709.75	\$ 55,138.22	\$ 96,415.00	\$ (735.00)	\$ 95,680.00
			Dollar Change		\$ (735.00)
			Percent Change		-0.76%
Total Operating & Capital Expenditure Budget	\$ 8,880,595.90	\$ 9,017,739.65	\$ 9,524,516.00	\$ 102,966.00	\$ 9,627,482.00
			Dollar Change		\$ 102,966.00
			Percent Change		1.08%
			Revenue Budget		\$ 9,627,482.00
			Balanced		\$ -

**Great River Regional Library
2021 Annual Proposed Budget
Signatory Share Factor Table**

1.02	\$	-	1.08%	\$	-								
Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%									
Operating													
\$ 7,275,483													
					Levy Rate as share of Tax Capacity								
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	40452	8.25%	\$ 200,125	7798	7.56%	\$ 183,222	\$ 34,666,438	6.37%	\$ 154,446	7.39%	\$ 537,793	\$ 13.29	1.55%
Morrison	33191	6.77%	164,203	7900	7.65%	185,618	35,352,867	6.49%	157,504	6.97%	507,326	15.29	1.44%
Sherburne	96208	19.63%	475,963	17904	17.35%	420,672	107,127,245	19.68%	477,274	18.88%	1,373,909	14.28	1.28%
Stearns	159258	32.49%	787,886	34775	33.69%	817,073	164,747,325	30.27%	733,983	32.15%	2,338,941	14.69	1.42%
Todd	24587	5.02%	121,638	4576	4.43%	107,518	24,530,952	4.51%	109,290	4.65%	338,446	13.77	1.38%
Wright	136510	27.85%	675,346	30263	29.32%	711,059	177,918,505	32.68%	792,663	29.95%	2,179,068	15.96	1.22%
Total	490206	100%	\$ 2,425,161	103216	100%	\$ 2,425,161	\$ 544,343,332	100.00%	\$ 2,425,161	100%	\$ 7,275,483	\$ 14.84	1.34%
Weight	2018	33.33%		1/1/2020			2019						

Capital													
\$ 98,378													
					Levy Rate as share of Tax Capacity								
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	40452	8.25%	\$ 2,706	7798	7.56%	\$ 2,477	\$ 34,666,438	6.37%	\$ 2,088	7.39%	\$ 7,272	\$ 0.18	0.02%
Morrison	33191	6.77%	2,220	7900	7.65%	2,510	35,352,867	6.49%	2,130	6.97%	6,860	0.21	0.02%
Sherburne	96208	19.63%	6,436	17904	17.35%	5,688	107,127,245	19.68%	6,454	18.88%	18,578	0.19	0.02%
Stearns	159258	32.49%	10,654	34775	33.69%	11,048	164,747,325	30.27%	9,925	32.15%	31,627	0.20	0.02%
Todd	24587	5.02%	1,645	4576	4.43%	1,454	24,530,952	4.51%	1,478	4.65%	4,576	0.19	0.02%
Wright	136510	27.85%	9,132	30263	29.32%	9,615	177,918,505	32.68%	10,718	29.95%	29,465	0.22	0.02%
Total	490206	100%	\$ 32,793	103216	100%	\$ 32,793	\$ 544,343,332	100%	\$ 32,793	100%	\$ 98,378	\$ 0.20	0.02%

County	2021 Operating	2021 Capital	2021 Total	County	2020 Operating	2020 Capital	2020 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 524,739	\$ 7,096	\$ 531,834	Benton	\$ 528,760	\$ 7,150	\$ 535,909	Benton	\$ (4,021)	\$ (54)	\$ (4,075)	-0.760%
Morrison	496,290	6,711	503,001	Morrison	500,083	6,762	506,845	Morrison	(3,793)	(51)	(3,844)	-0.758%
Sherburne	1,342,114	18,148	1,360,262	Sherburne	1,352,387	18,287	1,370,674	Sherburne	(10,273)	(139)	(10,412)	-0.760%
Stearns	2,269,717	30,692	2,300,409	Stearns	2,287,206	30,928	2,318,134	Stearns	(17,488)	(236)	(17,724)	-0.765%
Todd	326,428	4,413	330,841	Todd	328,958	4,448	333,406	Todd	(2,531)	(35)	(2,565)	-0.769%
Wright	2,116,514	28,620	2,145,134	Wright	2,132,807	28,840	2,161,648	Wright	(16,293)	(220)	(16,513)	-0.764%
Total	\$ 7,075,802	\$ 95,680	\$ 7,171,481	Total	\$ 7,130,201	\$ 96,416	\$ 7,226,616	Total	\$ (54,399)	\$ (736)	\$ (55,135)	-0.763%