

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

Board of Trustees Finance Committee Meeting
St. Cloud Public Library Mississippi Room
Tuesday, April 20, 6:00 p.m.
Agenda

Due to the COVID-19 pandemic and need to practice social separation, meeting room occupancy will be limited in accordance with MDH and CDC guidelines. Total attendance is limited to available seating, and all persons are expected to maintain a social separation of six (6) feet while attending. Face coverings are required per statewide Executive Order 20-81. This meeting will be recorded and posted on the GRRL Board public webpage, <https://griver.org/board-of-trustees>.

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| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Approval of Minutes – March 16, 2021, Meeting (Requested Action – Approve) pg 3 | 6:02 |
| 4. GRRL Audit Update (verbal) | 6:03 |
| 5. First Quarter Financial Report (Requested Action – Approve) pg 5 | 6:08 |
| 6. 2022 Preliminary Budget Proposal (Requested Action – Approve) pg 13 | 6:25 |
| 7. Next Meeting – May 18, 2021 | 6:44 |
| 8. Adjournment | 6:45 |

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
March 16, 2021**

A meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, March 16, 2021, at 5:03 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:

Wayne Bauernschmitt
Lisa Fobbe
Mike Kaczmarek
Dave Kircher
Leigh Lenzmeier
Ed Popp

Members Excused:

Randy Winscher

GRRL Staff Present:

Amy Anderson
Karen Pundsack
Jay Roos
Julie Schmitz
Linda Treb
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Leigh Lenzmeier made a motion to adopt the agenda as presented. Seconded by Lisa Fobbe, the motion carried unanimously by roll call vote.

APPROVAL OF MINUTES

Executive Director Karen Pundsack pointed out a correction to the February 16, 2021, minutes in the *Fourth Quarter 2020 Financial Report* paragraph. The sentence "Budget revenue for 2020..." should state a shortfall of \$117,470 rather than an overage. Leigh Lenzmeier made a motion to approve the minutes as corrected. Seconded by Mike Kaczmarek, the motion carried by roll call vote.

CAPTIAL VEHICLE EXPENDITURE REQUEST

Accounting Coordinator Amy Anderson provided information about the replacement of GRRL's 2016 Ford Transit van. The request is to purchase a new 2021 Ford Transit van using the Minnesota Service Cooperative contract. Leigh Lenzmeier made a motion to approve the capital vehicle expenditure up to \$31,500. Seconded by Wayne Bauernschmitt, the motion carried by roll call vote.

MINIMUM WAGE UPDATE

At January's meeting, the Board requested information about GRRL's liability should the minimum wage increase to \$15 per hour be approved. The payroll cost would be at least \$260,000 annually to raise positions to that level.

Management is prioritizing assistant vacancies over aide and discussing a possible shift to a new staffing model to rely less on part-time, minimum wage positions.

2022 BASE BUDGET PROPOSAL

The GRRL 2022 Base Budget, which is the cost of doing business the same way next year, showed a one percent overall increase from 2021. County signatory increases totaled \$180,218. Executive Director

Karen Pundsack reminded the Committee that \$401,080 from the 2020 surplus is incorporated into the base budget as approved by the GRRL Board.

Dave Kircher joined the meeting at 5:13 p.m.

She informed the Committee of anticipated budget increases and decreases. A definite unassigned balance will be known when the GRRL audit is complete. Audit information will be available in May. The preliminary 2022 Budget will be presented at the May Finance Committee and Board meetings.

After questions and sufficient discussion, the consensus was for management to adjust the base budget to reflect no county increases from 2021, which would supersede the formula for 2022. Dave Kircher made a motion to approve preparation of a preliminary budget reflecting a \$0 increase for the counties using up to \$250,000 from reserves. The Committee will review the preliminary 2022 Budget in April. Seconded by Wayne Bauernschmitt, the motion carried unanimously by roll call vote.

DEPARTMENT BUDGET REQUESTS

Fines Free Proposal

This proposal eliminates fines on all GRRL materials and is expected to decrease anticipated revenue by about \$135,000. Patrons would still be responsible for lost item charges. GRRL's current collection management and Revenue Recapture processes will remain in place. There is little data on the move to fines free for juvenile materials in June 2019. In 2020, half of the anticipated fee revenue was collected, partly due to the pandemic and increased digital use. Fines revenue will continue to decline over time. Following discussion, Leigh Lenzmeier made a motion to approve the Fines Free proposal as presented. Seconded by Lisa Fobbe, the motion carried unanimously by roll call vote.

Additional Open Hours Proposal

This proposal adds approximately two to three open hours for all GRRL locations except St. Cloud and would work toward the goal of more predictable schedules across the region. The estimated \$125,000 cost could vary as actual costs will be hard to determine until in changes are in place. Dave Kircher made a motion approve the Additional Open Hours Proposal as presented. Seconded by Leigh Lenzmeier, the motion carried unanimously by roll call vote.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, April 20, 2021.

ADJOURNMENT

Ed Popp adjourned the meeting at 5:56 p.m.

Edward Popp, Chair

Great River Regional Library
Financial Report
As of March 31, 2021



Balance, December 31, 2020 **\$ 9,316,344.65**

Increase to BC 90.00

\$ 9,316,434.65

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$ 265,917.00	
Morrison County	251,500.50	
Sherburne County	680,131.00	
Stearns County	578,614.25	
Todd County	165,420.50	
Wright County	536,283.50	\$ 2,477,866.75

Fines:

Branch	\$ 45,635.28	
Revenue Recapture	4,943.60	\$ 50,578.88

Other:

Interest		29,070.62
City of Elk River		10,600.00
City of Sartell		19,352.16
Interlibrary Loan Delivery		-
Minitex Last Mile Grant		-
MNLink Grant		-
Revenue Fund (MCIT & Misc)		-
St. Cloud Reimbursement		-
RLBSS State Aid		481,285.22

Operating & Capital Revenue Total

\$ 3,068,753.63

RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$ 54,966.14
RLTA Grants	35,009.52
United Way - 21st Century Grant	-

Restricted Revenue Total

\$ 89,975.66

COMMITTED REVENUE 5100 FUNDS

Payroll/HRIS Fund	\$ -
Staff Development Services	15.00

Committed Revenue Total

\$ 15.00

ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$ 29,781.15	
Fund Development - Communications	11,405.85	
Fund Development - Programs & Services	13,423.25	\$ 54,610.25
Interlibrary Loan		618.44
Gift Fund		24,639.25
Revolving Fund		17,662.24

Assigned Revenue Total

\$ 97,530.18

Total Revenue & Balance-----

\$ 12,572,709.12

EXPENDITURES

Operating Fund -- see attached report	\$ 2,079,098.78
Fund Balance Report -- see attached report	116,222.11
Accumulated Depreciation	45,000.00

Total Expenditures-----

\$ 2,240,320.89

Total Revenue including prior year Balance less Expenditures -----

\$ 10,332,388.23

Great River Regional Library
Investment Listing
As of March 31, 2021

Total Revenue including prior year Balance less Expenditures ----- \$ 10,332,388.23

CASH AND INVESTMENTS

Savings Accounts

	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured)	0.02%	\$ 249,185.70
MAGIC (Minnesota Association of Governments Investing for Counties) Savings Account (FDIC Insured)	0.04%	7,055,031.56

Savings Accounts Ending Balance \$ 7,304,217.26

Checking Accounts

Bremer Checking Account (FDIC Insured)	\$ 63,982.91
Bremer Petty Cash Checking Account (FDIC Insured)	\$ 58.06
Branch Cash	\$ 2,130.00

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

	<u>Net Rate</u>	<u>CD Principal</u>
Certificate of Deposit @ 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
Certificate of Deposit @ Financial Federal Savings Bank, Memphis TN (Maturity 10/20/2021)	0.10%	248,000.00
Certificate of Deposit @ Cornerstone Bank, Nebraska, NE (Maturity 10/25/2021)	0.10%	248,000.00
Certificate of Deposit @ Texas Brand Bank, TX (Maturity 11/3/2021)	0.06%	248,000.00
Certificate of Deposit @ Third Coast Bank Ssb, TX (Maturity 11/17/2021)	0.20%	248,000.00
Certificate of Deposit @ Royal Business Bank, CA (Maturity 3/23/22)	0.05%	175,000.00
Certificate of Deposit @ Patroit Bank, TN (Maturity 5/2/2022)	0.15%	248,000.00
Certificate of Deposit @ Gbc International Bank, CA (Maturity 8/24/22)	0.05%	248,000.00
Certificate of Deposit @ Pacific Western Bank, CA (Maturity 3/16/23)	0.25%	248,000.00

Investment Ending Balance \$ 3,007,000.00

Bank Accounts and Investments Total \$ 10,377,388.23
Accumulated Depreciation (45,000.00)

Month End Balance ----- \$ 10,332,388.23

Submitted by Amy Anderson, Accounting Coordinator

Difference \$ -

Note: \$200,000 Letter of Credit #2234-6315 secured by the Federal Home Loan Bank of Des Moines held at Bremer Bank

GREAT RIVER REGIONAL LIBRARY
Bank Balances and Investment Activity
MARCH 2021

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Page 1

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$56,724.16	\$2,875,509.71	\$2,868,250.96	\$63,982.91
G 10-1016 CASH - PETTY CASH CHECKING	\$108.39	\$1,219.60	\$1,269.93	\$58.06
G 10-1017 CASH - BRANCH CASH	\$2,040.00	\$90.00	\$0.00	\$2,130.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$6,866,207.73	\$1,625,422.66	\$1,187,413.13	\$7,304,217.26
G 10-1020 INVESTMENTS - MAGIC FUND	\$3,498,000.00	\$423,000.00	\$914,000.00	\$3,007,000.00
G 10-2900 TRANSFERS OUT	\$49,359.84	\$1,163.61	\$0.00	\$50,523.45
G 10-3000 TRANSFERS IN	-\$49,359.84	\$0.00	\$1,163.61	-\$50,523.45
	\$10,423,080.28	\$4,926,405.58	\$4,972,097.63	\$10,377,388.23

Great River Regional Library
Revenue Report: Operating Capital Funds
As of March 31, 2021

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 524,738.00	\$ 262,369.00	\$ (262,369.00)	50.00%
Morrison County	496,290.00	248,145.00	(248,145.00)	50.00%
Sherburne County	1,342,114.00	671,057.00	(671,057.00)	50.00%
Stearns County	2,269,717.00	570,941.25	(1,698,775.75)	25.15%
Todd County	326,428.00	163,214.00	(163,214.00)	50.00%
Wright County	2,116,514.00	529,128.50	(1,587,385.50)	25.00%
Sub-Total: Signatory Operational Receipts:	\$ 7,075,801.00	\$ 2,444,854.75	\$ (4,630,946.25)	34.55%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 7,096.00	\$ 3,548.00	\$ (3,548.00)	50.00%
Morrison County	6,711.00	3,355.50	(3,355.50)	50.00%
Sherburne County	18,148.00	9,074.00	(9,074.00)	50.00%
Stearns County	30,692.00	7,673.00	(23,019.00)	25.00%
Todd County	4,413.00	2,206.50	(2,206.50)	50.00%
Wright County	28,620.00	7,155.00	(21,465.00)	25.00%
Sub-Total: Signatory Capital Receipts:	\$ 95,680.00	\$ 33,012.00	\$ (62,668.00)	34.50%

Total Signatory Receipts:	\$ 7,171,481.00	\$ 2,477,866.75	\$ (4,693,614.25)	34.55%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 350,000.00	\$ 350,000.00	\$ -	100.00%
Fines & Miscellaneous Receipts	280,000.00	50,578.88	(229,421.12)	18.06%
Interest	92,500.00	29,070.62	(63,429.38)	31.43%
City of Elk River	10,200.00	10,600.00	400.00	103.92%
City of Sartell	10,500.00	19,352.16	8,852.16	184.31%
ILL Delivery	6,200.00	-	(6,200.00)	0.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
MN Link*	9,000.00	-	(9,000.00)	0.00%
Revenue Fund*	-	-	-	-
St. Cloud Reimbursement	103,000.00	-	(103,000.00)	0.00%
Total: Other Receipts:	\$ 868,400.00	\$ 459,601.66	\$ (408,798.34)	52.93%

<u>RLBSS State Aide Revenue</u>	Budget	Received	Balance	% Rec'd
RLBSS State Aid**	\$ 1,587,600.00	\$ 1,443,855.64	\$ (143,744.36)	90.95%

	Budget	Received	Balance	% Rec'd
Total Operating/Capital Revenue:	\$ 9,627,481.00	\$ 4,381,324.05	\$ (5,246,156.95)	45.51%

****Note to Revenue**

<u>RLBSS 2021 State Aid:</u>		<u>RLBSS 2021 State Aid:</u>	
\$ 481,285.21	1st payment received 9-15-2020	\$ -	1st payment received
\$ 481,285.21	2nd payment received 10-14-2020	\$ -	2nd payment received
\$ 481,285.22	3rd payment received 2-09-2021	\$ -	3rd payment received
\$ -	Final payment received	\$ -	Final payment received
\$ 1,443,855.64	Total received	\$ -	Total received

Revenue received in prior calendar year(s)

Revenue received for next year's budget

GREAT RIVER REGIONAL LIBRARY
Quarterly YTD Comparative Report - QTR 4
MARCH 2021

Account	Fund	Current Budget	2021 YTD Amt	2021 YTD Balance	% YTD of Budget	2020 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
FUND 10 GENERAL FUND								
DEPT 4100 PERSONNEL								
SALARIES	10-00-4100-110	\$676,100.00	\$150,834.50	\$525,265.50	22.3%	\$175,012.48	-\$24,177.98	-13.82%
SALARIES	10-20-4100-110	\$3,700,150.00	\$528,292.35	\$3,171,857.65	14.3%	\$509,656.13	\$18,636.22	3.66%
SALARIES	10-30-4100-110	\$91,200.00	\$12,908.16	\$78,291.84	14.2%	\$23,772.80	-\$10,864.64	-45.70%
SALARIES-RLBSS	10-20-4100-111	\$1,587,600.00	\$617,032.30	\$970,567.70	38.9%	\$854,841.75	-\$237,809.45	-27.82%
EE BENEFITS	10-00-4100-140	\$111,700.00	\$28,507.47	\$83,192.53	25.5%	\$17,080.47	\$11,427.00	66.90%
EE BENEFITS	10-20-4100-140	\$497,600.00	\$118,209.37	\$379,390.63	23.8%	\$92,495.31	\$25,714.06	27.80%
EE BENEFITS	10-30-4100-140	\$21,200.00	\$6,718.50	\$14,481.50	31.7%	\$5,321.73	\$1,396.77	26.25%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$2,729.03	\$1,770.97	60.7%	\$787.36	\$1,941.67	246.61%
WORKERS COMPENSATION	10-30-4100-160	\$16,000.00	\$17,987.00	-\$1,987.00	112.4%	\$15,105.00	\$2,882.00	19.08%
RETIREMENT	10-00-4100-170	\$102,400.00	\$21,621.71	\$80,778.29	21.1%	\$26,521.03	-\$4,899.32	-18.47%
RETIREMENT	10-20-4100-170	\$764,050.00	\$168,128.32	\$595,921.68	22.0%	\$200,040.00	-\$31,911.68	-15.95%
RETIREMENT	10-30-4100-170	\$13,800.00	\$1,960.97	\$11,839.03	14.2%	\$3,601.60	-\$1,640.63	-45.55%
PAID TIME OFF PAYMENT	10-00-4100-185	\$9,900.00	\$8,449.78	\$1,450.22	85.4%	\$12,400.24	-\$3,950.46	-31.86%
DEPT 4100 PERSONNEL		\$7,596,200.00	\$1,683,379.46	\$5,912,820.54	22.2%	\$1,936,635.90	-\$253,256.44	-13.08%
DEPT 4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$12,000.00	\$1,350.00	\$10,650.00	11.3%	\$1,319.02	\$30.98	2.35%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$7,587.44	\$17,412.56	30.4%	\$7,383.33	\$204.11	2.76%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$0.00	\$0.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$465.00	\$5,535.00	7.8%	\$465.00	\$0.00	0.00%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$11,478.71	\$48,521.29	19.1%	\$14,837.43	-\$3,358.72	-22.64%
BUILDING MAINTENANCE	10-30-4200-240	\$115,700.00	\$87,896.07	\$27,803.93	76.0%	\$92,776.42	-\$4,880.35	-5.26%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$30,000.00	\$38,151.00	-\$8,151.00	127.2%	\$33,389.00	\$4,762.00	14.26%
CATALOG SERVICES	10-20-4200-248	\$96,000.00	\$7,433.28	\$88,566.72	7.7%	\$4,263.04	\$3,170.24	74.37%
AUDIT	10-30-4200-250	\$19,250.00	\$0.00	\$19,250.00	0.0%	\$1,750.00	-\$1,750.00	-100.00%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,587.00	\$4,587.00	\$0.00	100.0%	\$4,587.00	\$0.00	0.00%
TELEPHONE	10-00-4200-260	\$29,400.00	\$10,671.74	\$18,728.26	36.3%	\$7,348.84	\$3,322.90	45.22%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$81.49	\$1,668.51	4.7%	\$409.77	-\$328.28	-80.11%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$313.59	\$1,186.41	20.9%	\$220.38	\$93.21	42.30%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,000.00	\$5,179.51	\$2,820.49	64.7%	\$4,255.50	\$924.01	21.71%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$450.00	\$7,550.00	5.6%	\$1,097.00	-\$647.00	-58.98%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$4,744.82	\$18,255.18	20.6%	\$8,896.19	-\$4,151.37	-46.66%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$370.90	\$629.10	37.1%	\$275.03	\$95.87	34.86%
SALES TAX	10-00-4200-288	\$4,000.00	\$707.66	\$3,292.34	17.7%	\$839.00	-\$131.34	-15.65%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$76,000.00	\$17,092.25	\$58,907.75	22.5%	\$18,479.88	-\$1,387.63	-7.51%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$1,294.00	\$14,706.00	8.1%	\$9,742.02	-\$8,448.02	-86.72%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,800.00	\$6,036.13	\$763.87	88.8%	\$6,076.86	-\$40.73	-0.67%
DEPT 4200 SERVICES AND CONTRACTS		\$551,287.00	\$205,890.59	\$345,396.41	37.4%	\$218,410.71	-\$12,520.12	-5.73%
DEPT 4300 COMMODITIES								

Account	Fund	Current Budget	2021 YTD Amt	2021 YTD Balance	% YTD of Budget	2020 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
SUPPLIES	10-00-4300-310	\$2,000.00	\$319.31	\$1,680.69	16.0%	\$155.39	\$163.92	105.49%
SUPPLIES	10-20-4300-310	\$61,945.00	\$7,765.74	\$54,179.26	12.5%	\$4,874.93	\$2,890.81	59.30%
SUPPLIES	10-30-4300-310	\$295.00	\$0.00	\$295.00	0.0%	\$220.00	-\$220.00	-100.00%
POSTAGE	10-30-4300-330	\$20,000.00	\$2,827.00	\$17,173.00	14.1%	\$3,964.00	-\$1,137.00	-28.68%
DEPT 4300 COMMODITIES		\$84,240.00	\$10,912.05	\$73,327.95	13.0%	\$9,214.32	\$1,697.73	18.42%
DEPT 4400 VEHICLE EXPENSES								
VEHICLE-GAS	10-20-4400-420	\$9,500.00	\$0.00	\$9,500.00	0.0%	\$103.71	-\$103.71	-100.00%
VEHICLE-INSURANCE	10-20-4400-430	\$3,450.00	\$3,572.00	-\$122.00	103.5%	\$3,499.00	\$73.00	2.09%
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	\$4,500.00	\$608.72	\$3,891.28	13.5%	\$2,567.72	-\$1,959.00	-76.29%
VEHICLE-TIRES & MISC	10-20-4400-450	\$3,400.00	\$29.90	\$3,370.10	0.9%	\$0.00	\$29.90	0.00%
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$458.64	\$1,841.36	19.9%	\$747.59	-\$288.95	-38.65%
VEHICLE-MILEAGE	10-20-4400-460	\$25,000.00	\$4,050.48	\$20,949.52	16.2%	\$6,710.86	-\$2,660.38	-39.64%
DEPT 4400 VEHICLE EXPENSES		\$48,150.00	\$8,719.74	\$39,430.26	18.1%	\$13,628.88	-\$4,909.14	-36.02%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$547,020.00	\$115,134.22	\$431,885.78	21.1%	\$109,026.67	\$6,107.55	5.60%
PERIODICALS	10-20-4500-520	\$56,000.00	\$4,058.55	\$51,941.45	7.3%	\$5,312.75	-\$1,254.20	-23.61%
MEDIA	10-20-4500-540	\$180,000.00	\$22,193.49	\$157,806.51	12.3%	\$41,291.06	-\$19,097.57	-46.25%
ELECTRONIC SERVICES	10-20-4500-560	\$172,900.00	\$22,586.05	\$150,313.95	13.1%	\$26,936.20	-\$4,350.15	-16.15%
DEPT 4500 LIBRARY MATERIALS		\$955,920.00	\$163,972.31	\$791,947.69	17.2%	\$182,566.68	-\$18,594.37	-10.18%
DEPT 4600 EQUIPMENT								
OPERATING EQUIPMENT	10-00-4600-610	\$500.00	\$0.00	\$500.00	0.0%	\$0.00	\$0.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$5,500.00	\$0.00	\$5,500.00	0.0%	\$0.00	\$0.00	0.00%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$22.00	\$278.00	7.3%	\$188.95	-\$166.95	-88.36%
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$58.72	\$1,241.28	4.5%	\$584.14	-\$525.42	-89.95%
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$452.67	\$147.33	75.5%	\$0.00	\$452.67	0.00%
DEPT 4600 EQUIPMENT		\$8,200.00	\$533.39	\$7,666.61	6.5%	\$773.09	-\$239.70	-31.01%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$450.00	\$106.50	\$343.50	23.7%	\$402.07	-\$295.57	-73.51%
DEPT 4700 CONTINGENCY		\$450.00	\$106.50	\$343.50	23.7%	\$402.07	-\$295.57	-73.51%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$162,335.00	\$1,730.05	\$160,604.95	1.1%	\$3,190.09	-\$1,460.04	-45.77%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$665.88	\$9,934.12	6.3%	\$44.95	\$620.93	1381.38%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$3,080.98	\$82,319.02	3.6%	\$2,996.45	\$84.53	2.82%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00	\$0.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$107.83	\$1,892.17	5.4%	\$0.00	\$107.83	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$25,020.00	\$0.00	\$25,020.00	0.0%	\$0.00	\$0.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$287,355.00	\$5,584.74	\$281,770.26	1.9%	\$6,231.49	-\$646.75	-10.38%
FUND 10 GENERAL FUND		\$9,531,802.00	\$2,079,098.78	\$7,452,703.22	21.8%	\$2,367,863.14	-\$288,764.36	-12.20%

**Great River Regional Library
Fund Balance Adjustments
As of March 31, 2021**

Fund Description	Program Code	Balance February 2021	Adjusted in March 2021	Budget March 2021	Adjustment Reason
COMMITTED CAPITAL FUNDS		Budget & Receipts			
Capital - Automation	10.05.5000.710	798,677.20	-	798,677.20	
Capital - Branch Development	10.05.5000.720	177,606.90	-	177,606.90	
Capital - Equipment	10.05.5000.730	68,639.16	-	68,639.16	
Capital - Vehicle	10.05.5000.740	52,525.55	-	52,525.55	
		\$ 1,097,448.81	\$ -	\$ 1,097,448.81	
RESTRICTED FUNDS		Receipts			
Legacy Fund 2020	10.10.4900.953	169,684.08	-	169,684.08	Legacy FY 21
Legacy Fund 2021	10.10.4900.954	128,254.35	18,322.05	146,576.40	
Opportunity Hardware Grant	10.10.4900.942	28,294.99	-	28,294.99	
RLTA 2014	10.10.4900.990	62,505.55	-	62,505.55	
RLTA 2015	10.10.4900.978	46,869.98	-	46,869.98	
RLTA 2016	10.10.4900.974	84,353.20	-	84,353.20	
RLTA 2017	10.10.4900.961	124,803.60	-	124,803.60	
RLTA 2018	10.10.4900.962	98,761.08	-	98,761.08	
RLTA 2019	10.10.4900.963	152,903.19	-	152,903.19	
RLTA 2020	10.10.4900.964	112,914.16	-	112,914.16	
RLTA 2021	10.10.4900.979	105,028.56	-	105,028.56	
United Way - 21st Century Grant	10.10.4900.823	-	-	-	
		\$ 1,114,372.74	\$ 18,322.05	\$ 1,132,694.79	
COMMITTED OTHER FUNDS		Receipts			
Building Maintenance	10.40.5100.240	32,234.75	-	32,234.75	
Compensated Absence Fund	10.40.5100.983	480,009.00	-	480,009.00	
Computer Replacement Fund	10.40.5100.984	67,869.55	-	67,869.55	
Consulting Fees	10.40.5100.812	18,500.00	-	18,500.00	
Emergency Sub & Severance	10.40.5100.880	29,379.40	-	29,379.40	
Innovation Fund	10.40.5100.819	37,130.16	-	37,130.16	
Patron Self Service	10.40.5100.813	18,147.98	-	18,147.98	
Payroll & HRIS Services	10.40.5200.890	2,572.85	-	2,572.85	
Payroll Fund	10.40.5100.870	220,000.00	-	220,000.00	
Security	10.40.5100.831	9,777.04	-	9,777.04	
Staff Development Services	10.40.5100.211	12,073.75	-	12,073.75	
		\$ 927,694.48	\$ -	\$ 927,694.48	
ASSIGNED FUNDS		Receipts			
FD - Collection	10.40.5200.816	160,889.66	868.25	161,757.91	Monthly Receipts
FD - Communications	10.40.5200.821	32,612.31	892.07	33,504.38	Monthly Receipts
FD - Programs & Services	10.40.5200.822	43,697.33	281.02	43,978.35	Monthly Receipts
Gift Fund	10.40.5200.820	100,729.59	18,848.20	119,577.79	Monthly Receipts
Interlibrary Loan	10.40.5200.810	6,931.09	108.85	7,039.94	Monthly Receipts
Revolving Fund	10.40.5200.825	12,749.97	4,436.71	17,186.68	Monthly Receipts
Sales Revenue	10.40.5200.994	49,657.45	-	49,657.45	Monthly Receipts
		\$ 407,267.40	\$ 25,435.10	\$ 432,702.50	
TOTAL		\$ 3,546,783.43	\$ 43,757.15	\$ 3,590,540.58	

Fund Balance Report

MARCH 2021

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
FUND 10 GENERAL FUND						
PROG 05 CAPITAL BUDGET						
DEPT 5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$798,677.20	\$0.00	\$0.00	\$798,677.20	0.00%
720	CAPITAL - BRANCH DEVELOPMENT	\$177,606.90	\$8,340.00	\$8,340.00	\$169,266.90	4.70%
730	CAPITAL - EQUIPMENT	\$68,639.16	\$0.00	\$0.00	\$68,639.16	0.00%
740	CAPITAL - VEHICLE	\$52,525.55	\$0.00	\$0.00	\$52,525.55	0.00%
DEPT 5000 CAPITAL COMMITTED FUNDS		\$1,097,448.81	\$8,340.00	\$8,340.00	\$1,089,108.81	0.76%
PROG 05 CAPITAL BUDGET		\$1,097,448.81	\$8,340.00	\$8,340.00	\$1,089,108.81	0.76%
PROG 10 OUTREACH SERVICES						
DEPT 4900 RESTRICTED FUNDS						
953	LEGACY FUND 2020	\$169,684.08	\$0.00	\$0.00	\$169,684.08	0.00%
954	LEGACY FUND 2021	\$146,576.40	\$0.00	\$0.00	\$146,576.40	0.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.99	\$0.00	\$0.00	\$28,294.99	0.00%
990	RLTA-2014	\$62,505.55	\$0.00	\$0.00	\$62,505.55	0.00%
978	RLTA-2015	\$46,869.98	\$0.00	\$41,814.00	\$5,055.98	89.21%
974	RLTA-2016	\$84,353.20	\$0.00	\$0.00	\$84,353.20	0.00%
961	RLTA-2017	\$124,803.60	\$0.00	\$0.00	\$124,803.60	0.00%
962	RLTA-2018	\$98,761.08	\$0.00	\$0.00	\$98,761.08	0.00%
963	RLTA-2019	\$152,903.19	\$0.00	\$0.00	\$152,903.19	0.00%
964	RLTA-2020	\$112,914.16	\$4,491.64	\$13,519.84	\$99,394.32	11.97%
979	RLTA-2021	\$105,028.56	\$0.00	\$0.00	\$105,028.56	0.00%
823	UNITED WAY-21st Century Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 4900 RESTRICTED FUNDS		\$1,132,694.79	\$4,491.64	\$55,333.84	\$1,077,360.95	4.89%
PROG 10 OUTREACH SERVICES		\$1,132,694.79	\$4,491.64	\$55,333.84	\$1,077,360.95	4.89%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$32,234.75	\$0.00	\$0.00	\$32,234.75	0.00%
983	COMPENSATED ABSENCES	\$480,009.00	\$0.00	\$0.00	\$480,009.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,869.55	\$0.00	\$0.00	\$67,869.55	0.00%
812	CONSULTING FEES	\$18,500.00	\$0.00	\$0.00	\$18,500.00	0.00%
880	EMERGENCY, SUB & SEVERANCE	\$29,379.40	\$0.00	\$0.00	\$29,379.40	0.00%
819	INNOVATION FUND	\$37,130.16	\$5,209.00	\$5,209.00	\$31,921.16	14.03%
813	PATRON SELF SERVICE	\$18,147.98	\$8,340.00	\$8,340.00	\$9,807.98	45.96%
890	PAYROLL & HRIS SERVICES	\$2,572.85	\$0.00	\$0.00	\$2,572.85	0.00%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
831	SECURITY	\$9,777.04	\$0.00	\$0.00	\$9,777.04	0.00%
211	STAFF DEVELOPMENT SERVICES	\$12,073.75	\$0.00	\$0.00	\$12,073.75	0.00%
DEPT 5100 COMMITTED FUNDS		\$927,694.48	\$13,549.00	\$13,549.00	\$914,145.48	1.46%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$161,757.91	\$785.61	\$6,696.65	\$155,061.26	4.14%
821	FD - COMMUNICATIONS	\$33,504.38	\$300.00	\$3,370.77	\$30,133.61	10.06%
822	FD - PROGRAMS & SERVICES	\$43,978.35	\$2,205.05	\$2,726.60	\$41,251.75	6.20%
820	GIFT FUND	\$119,577.79	\$6,078.34	\$8,927.98	\$110,649.81	7.47%
810	INTERLIBRARY LOAN	\$7,039.94	\$0.00	\$90.59	\$6,949.35	1.29%
825	REVOLVING FUND	\$17,186.68	\$8,674.80	\$17,186.68	\$0.00	100.00%
994	SALES REVENUE	\$49,657.45	\$0.00	\$0.00	\$49,657.45	0.00%
DEPT 5200 ASSIGNED FUNDS		\$432,702.50	\$18,043.80	\$38,999.27	\$393,703.23	9.01%
PROG 40 OTHER		\$1,360,396.98	\$31,592.80	\$52,548.27	\$1,307,848.71	3.86%
FUND 10 GENERAL FUND		\$3,590,540.58	\$44,424.44	\$116,222.11	\$3,474,318.47	3.24%



2022 Preliminary Budget Proposal

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Review 2022 Preliminary Budget Proposal.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- 2022 Preliminary Budget

Major Assumptions Used in Compiling the 2022 Preliminary Budget Proposal:

1. Reduced total county signatory revenue to zero (combined operating and capital) – \$7,171,482.
2. Included 2020 Budget surplus to offset revenue – \$401,080.
3. Balanced budget using cash reserves/Unassigned Fund Balance of \$315,218.
4. Incorporated approved budget request to discontinue fines and reduce Miscellaneous Receipts revenue by \$240,000.
5. Approved budget request to add open hours would be absorbed through vacancies – no dollars added.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ TBD

Funding Source: Various

Budgeted: ☐ Yes

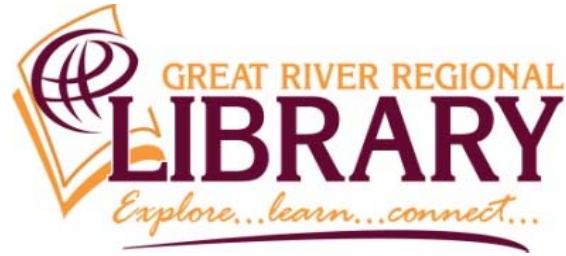
☒ No

ACTION

☐ Passed

☐ Failed

☐ Tabled



2022 Annual Preliminary Budget

Great River Regional Library Board of Trustees

**Great River Regional Library
2022 Annual Preliminary Budget Summary**

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	2022 Annual Preliminary Budget
Signatory Revenue	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 7,141,482.00
Non Signatory Revenue	2,240,378.36	2,180,428.56	2,456,000.00	2,561,178.00
Operating Revenue Total	\$ 9,367,294.36	\$ 9,310,631.56	\$ 9,531,802.00	\$ 9,702,660.00
	Dollar Change	\$ (56,662.80)	\$ 221,170.44	\$ 170,858.00
	Percent Change	-0.60%	2.38%	1.79%

Operating Expenditure Budget				
Personnel	\$ 7,014,869.32	\$ 7,086,537.20	\$ 7,596,200.00	\$ 7,698,400.00
Services & Contracts	501,199.08	457,106.55	551,287.00	545,490.00
Commodities	80,768.02	77,110.66	84,240.00	83,800.00
Vehicle	73,035.73	27,134.06	48,150.00	56,950.00
Library Materials	948,018.19	978,356.32	955,920.00	961,370.00
Equipment	3,426.23	4,083.52	8,200.00	5,500.00
Contingency	213.37	565.30	450.00	400.00
Automation	341,071.49	278,656.36	287,355.00	350,750.00
Operating Expenditure Total	\$ 8,962,601.43	\$ 8,909,549.97	\$ 9,531,802.00	\$ 9,702,660.00
	Dollar Change	\$ (53,051.46)	\$ 622,252.03	\$ 170,858.00
	Percent Change	-0.59%	6.98%	1.79%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 96,373.00	\$ 96,415.00	\$ 95,680.00	\$ 30,000.00
	Dollar Change	\$ 42.00	\$ (735.00)	\$ (65,680.00)
	Percent Change	0.04%	-0.76%	-68.65%

Capital Expenditure Budget				
Total Capital	\$ 55,138.22	\$ 27,182.74	\$ 95,680.00	\$ 30,000.00
			Dollar Change	\$ (65,680.00)
			Percent Change	-68.65%

Revenue Budget	\$ 9,732,660.00
Expenditure Budget	\$ 9,732,660.00
Balanced	\$ -

**Great River Regional Library
2022 Annual Preliminary Budget**

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
<u>County</u>					
Benton	536,825.00	528,760.00	524,739.00	(622.84)	\$ 524,116.16
Morrison	495,332.00	500,083.00	496,290.00	(6,748.29)	\$ 489,541.71
Sherburne	1,344,771.00	1,352,387.00	1,342,114.00	12,490.07	\$ 1,354,604.07
Stearns	2,290,491.00	2,287,208.00	2,269,717.00	4,664.10	\$ 2,274,381.10
Todd	329,704.00	328,958.00	326,428.00	7,541.24	\$ 333,969.24
Wright	2,129,793.00	2,132,807.00	2,116,514.00	48,355.71	\$ 2,164,869.71
Subtotal - Signatory	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 65,680.00	\$ 7,141,482.00
Dollar Change		\$ 3,287.00	\$ (54,401.00)		\$ 65,680.00
Percent Change		0.05%	-0.76%		0.93%

Non-Signatory	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
FY State Aid - RLBSS	1,591,848.20	1,587,563.23	1,587,600.00	8,400.00	1,596,000.00
St. Cloud Reimbursement	95,149.28	96,747.68	103,000.00	(3,000.00)	100,000.00
City of Elk River	10,000.00	10,200.00	10,200.00	800.00	11,000.00
City of Sartell	10,791.57	9,634.73	10,500.00	-	10,500.00
Unassigned Fund Balance (2020 Surplus)	-	-	100,000.00	301,080.00	401,080.00
Unassigned Fund Balance (Cash Reserves)	-	-	250,000.00	65,218.00	315,218.00
Miscellaneous Receipts	285,687.13	162,240.26	280,000.00	(240,000.00)	40,000.00
United Way/PFSS	-	-	-	-	-
Interest	191,513.18	185,926.99	92,500.00	(42,500.00)	50,000.00
PERA Aid	17,151.00	-	-	-	-
ILL Delivery	6,200.00	6,200.00	6,200.00	180.00	6,380.00
Minitex Last Mile Grant	7,000.00	7,000.00	7,000.00	-	7,000.00
MnLink Gateway	9,044.00	22,960.43	9,000.00	-	9,000.00
Revenue Fund	15,994.00	91,955.24	-	15,000.00	15,000.00
Sub Total - Non Signatory	\$ 2,240,378.36	\$ 2,180,428.56	\$ 2,456,000.00	\$ 105,178.00	\$ 2,561,178.00
Dollar Change		\$ (59,949.80)	\$ 275,571.44		\$ 105,178.00
Percent Change		-2.68%	12.64%		4.28%

Operating Revenue Total	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
	\$ 9,367,294.36	\$ 9,310,631.56	\$ 9,531,802.00	\$ 170,858.00	\$ 9,702,660.00
Dollar Change		\$ (56,662.80)	\$ 221,170.44		\$ 170,858.00
Percent Change		-0.60%	2.38%		1.79%

**Great River Regional Library
2022 Annual Preliminary Budget**

Capital Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
<u>County</u>					
Benton	7,259.00	7,150.00	7,096.00	(4,894.29)	\$ 2,201.71
Morrison	6,698.00	6,762.00	6,711.00	(4,654.53)	\$ 2,056.47
Sherburne	18,185.00	18,287.00	18,148.00	(12,457.57)	\$ 5,690.43
Stearns	30,973.00	30,928.00	30,692.00	(21,137.76)	\$ 9,554.24
Todd	4,458.00	4,448.00	4,413.00	(3,010.06)	\$ 1,402.94
Wright	28,800.00	28,840.00	28,620.00	(19,525.80)	\$ 9,094.20
Capital Revenue Total	\$ 96,373.00	\$ 96,415.00	\$ 95,680.00	\$ (65,680.00)	\$ 30,000.00
	Dollar Change	\$ 42.00	\$ (735.00)		\$ (65,680.00)
	Percent Change	0.04%	-0.76%		-68.65%

Operating & Capital Revenue Total	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
	\$ 9,463,667.36	\$ 9,407,046.56	\$ 9,627,482.00	\$ 105,178.00	\$ 9,732,660.00
	Dollar Change	\$ (56,620.80)	\$ 220,435.44		\$ 105,178.00
	Percent Change	-0.60%	2.34%		1.09%

**Great River Regional Library
2022 Annual Preliminary Budget**

Operating Expenditure Budget					
4100 Personnel	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
Subtotal Personnel	\$ 7,014,869.32	\$ 7,086,537.20	7,596,200.00	\$ 102,200.00	\$ 7,698,400.00
Total - Personnel	\$ 7,014,869.32	\$ 7,086,537.20	\$ 7,596,200.00	\$ 102,200.00	\$ 7,698,400.00
				Dollar Change	\$ 102,200.00
				Percent Change	1.35%

4200 Services and Contracts	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
210 Regional Board Meetings	5,589.70	5,969.02	12,000.00	(3,000.00)	9,000.00
211 Staff Development Svcs. (Strat. Plan)	27,600.92	18,730.87	25,000.00	-	25,000.00
213 All Staff Day Training (Strat. Plan)	5,161.92	-	7,300.00	-	7,300.00
220 Library Memberships	4,535.00	1,976.00	6,000.00	-	6,000.00
235 Patron Contact Svcs.	57,174.24	44,371.73	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	110,510.11	92,776.42	115,700.00	(15,700.00)	100,000.00
246 Insurance (Mandated)	27,370.00	33,389.00	30,000.00	4,000.00	34,000.00
248 Catalog Svcs.	87,574.34	75,328.36	96,000.00	-	96,000.00
250 Audit (Mandated)	17,750.00	19,100.00	19,250.00	750.00	20,000.00
253 Public Licensing Svcs.	4,356.00	4,587.00	4,587.00	3.00	4,590.00
260 Telephone Svcs.	6,094.88	18,501.94	29,400.00	1,600.00	31,000.00
265 Delivery Svcs.	1,590.44	674.66	1,750.00	-	1,750.00
271 Equip. Rental & Repair	23,429.18	17,071.62	9,500.00	5,250.00	14,750.00
280 Printing/Public Information	29,963.32	30,431.59	31,000.00	-	31,000.00
285 Recruitment Svcs.	1,019.65	954.38	1,000.00	600.00	1,600.00
288 Sales Tax	3,507.00	2,291.01	4,000.00	-	4,000.00
290 HRIS/Payroll Svcs. (Contractual)	72,977.84	68,778.32	76,000.00	1,000.00	77,000.00
291 Legal Svcs.	8,211.75	16,097.77	16,000.00	-	16,000.00
293 System Directors Fund	6,782.79	6,076.86	6,800.00	(300.00)	6,500.00
Total Services & Contracts	\$ 501,199.08	\$ 457,106.55	\$ 551,287.00	\$ (5,797.00)	\$ 545,490.00
				Dollar Change	\$ (5,797.00)
				Percent Change	-1.05%

Operating Expenditure Budget					
4300 Commodities	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
310 Supplies	62,944.07	64,756.07	64,240.00	(440.00)	63,800.00
330 Postage	17,823.95	12,354.59	20,000.00	-	20,000.00
Total Commodities	\$ 80,768.02	\$ 77,110.66	\$ 84,240.00	\$ (440.00)	\$ 83,800.00
				Dollar Change	\$ (440.00)
				Percent Change	-0.52%

**Great River Regional Library
2022 Annual Preliminary Budget**

4400 Vehicle	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
420 Vehicle Gas	27,082.53	884.56	9,500.00	7,000.00	16,500.00
430 Vehicle Insurance	3,467.00	3,499.00	3,450.00	200.00	3,650.00
440 Vehicle Repair & Maintenance	6,239.07	7,498.20	4,500.00	1,000.00	5,500.00
450 Vehicle Tires & Miscellaneous	3,352.04	114.15	3,400.00	600.00	4,000.00
460 Vehicle Mileage	32,895.09	15,138.15	27,300.00	-	27,300.00
Total Vehicle	\$ 73,035.73	\$ 27,134.06	\$ 48,150.00	\$ 8,800.00	\$ 56,950.00
				Dollar Change	\$ 8,800.00
				Percent Change	18.28%

4500 Library Materials	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
510 Print	583,882.21	498,494.37	547,020.00	11,480.00	558,500.00
520 Periodicals	48,056.55	46,287.74	56,000.00	(4,000.00)	52,000.00
540 Media	149,092.05	127,303.73	180,000.00	(25,600.00)	154,400.00
560 Electronic Svcs.	166,987.38	306,270.48	172,900.00	23,570.00	196,470.00
Total Library Materials	\$ 948,018.19	\$ 978,356.32	\$ 955,920.00	\$ 5,450.00	\$ 961,370.00
				Dollar Change	\$ 5,450.00
				Percent Change	0.57%

Operating Expenditure Budget

4600 Equipment	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
610 Operating Equipment	743.07	1,092.28	6,000.00	(2,700.00)	3,300.00
630 Small Equipment	2,683.16	2,991.24	2,200.00	-	2,200.00
Total Equipment	\$ 3,426.23	\$ 4,083.52	\$ 8,200.00	\$ (2,700.00)	\$ 5,500.00
				Dollar Change	\$ (2,700.00)
				Percent Change	-32.93%

4700 Contingency	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
910 Contingency	213.37	565.30	450.00	(50.00)	400.00
Total Contingency	\$ 213.37	\$ 565.30	\$ 450.00	\$ (50.00)	\$ 400.00
				Dollar Change	\$ (50.00)
				Percent Change	-11.11%

**Great River Regional Library
2022 Annual Preliminary Budget**

Operating Expenditure Budget					
4800 Automation	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
932 Maintenance	203,488.60	184,853.90	162,335.00	63,415.00	225,750.00
933 Equipment	118,654.64	90,766.46	96,000.00	-	96,000.00
935 Professional Services	9,981.25	2,200.00	2,000.00	-	2,000.00
936 Software	8,947.00	836.00	27,020.00	(20.00)	27,000.00
Total Automation	\$ 341,071.49	\$ 278,656.36	\$ 287,355.00	\$ 63,395.00	\$ 350,750.00
				Dollar Change	\$ 63,395.00
				Percent Change	22.06%
Total Operating Expenditure Budget	\$ 8,962,601.43	\$ 8,909,549.97	\$ 9,531,802.00	\$ 170,858.00	\$ 9,702,660.00
				Dollar Change	\$ 170,858.00
				Percent Change	1.79%
				Revenue Budget	\$ 9,702,660.00
				Expenditure Budget	\$ 9,702,660.00
				Balanced	\$ -

Capital Expenditure Budget					
5000 Capital	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Preliminary Budget
710 Automation	33,593.72	10,000.00	60,680.00	(60,680.00)	-
720 Branch Development	-	9,596.74	-	-	-
730 Equipment	-	7,586.00	10,000.00	(5,000.00)	5,000.00
740 Vehicle	21,544.50	-	25,000.00	-	25,000.00
Total Capital	\$ 55,138.22	\$ 27,182.74	\$ 95,680.00	\$ (65,680.00)	\$ 30,000.00
				Dollar Change	\$ (65,680.00)
				Percent Change	-68.65%
Total Operating & Capital Expenditure Budget	\$ 9,017,739.65	\$ 8,936,732.71	\$ 9,627,482.00	\$ 105,178.00	\$ 9,732,660.00
				Dollar Change	\$ 105,178.00
				Percent Change	1.09%
				Revenue Budget	\$ 9,732,660.00
				Balanced	\$ -

**Great River Regional Library
2022 Annual Preliminary Budget
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%									
Operating \$ 7,141,482													
													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	
Benton	40,895	8.26%	\$ 196,592	6657	7.37%	\$ 175,448	\$ 36,995,966	6.39%	\$ 152,077	7.34%	\$ 524,116	\$ 12.82	1.42%
Morrison	33,368	6.74%	\$ 160,408	6747	7.47%	\$ 177,820	36,810,499	6.36%	\$ 151,314	6.85%	489,542	14.67	1.33%
Sherburne	97,520	19.69%	\$ 468,801	15743	17.43%	\$ 414,912	114,554,266	19.78%	\$ 470,890	18.97%	1,354,604	13.89	1.18%
Stearns	160,211	32.35%	\$ 770,172	30056	33.28%	\$ 792,136	173,227,157	29.91%	\$ 712,073	31.85%	2,274,381	14.20	1.31%
Todd	24,665	4.98%	\$ 118,570	4050	4.48%	\$ 106,739	26,433,812	4.56%	\$ 108,660	4.68%	333,969	13.54	1.26%
Wright	138,531	27.98%	\$ 665,951	27070	29.97%	\$ 713,439	191,084,875	33.00%	\$ 785,480	30.31%	2,164,870	15.63	1.13%
Total	495,190	100%	\$ 2,380,494	90323	100%	\$ 2,380,494	\$ 579,106,575	100.00%	\$ 2,380,494	100%	\$ 7,141,482	\$ 14.42	1.23%
Weight	2019			2021			2020						
	33.33%			33.33%			33.33%						

Capital \$ 30,000													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	40,895	8.26%	\$ 826	6657	7.37%	\$ 737	\$ 36,995,966	6.39%	\$ 639	7.34%	\$ 2,202	\$ 0.05	0.01%
Morrison	33,368	6.74%	\$ 674	6747	7.47%	\$ 747	36,810,499	6.36%	\$ 636	6.85%	2,056	0.06	0.01%
Sherburne	97,520	19.69%	\$ 1,969	15743	17.43%	\$ 1,743	114,554,266	19.78%	\$ 1,978	18.97%	5,690	0.06	0.00%
Stearns	160,211	32.35%	\$ 3,235	30056	33.28%	\$ 3,328	173,227,157	29.91%	\$ 2,991	31.85%	9,554	0.06	0.01%
Todd	24,665	4.98%	\$ 498	4050	4.48%	\$ 448	26,433,812	4.56%	\$ 456	4.68%	1,403	0.06	0.01%
Wright	<u>138,531</u>	<u>27.98%</u>	<u>\$ 2,798</u>	<u>27070</u>	<u>29.97%</u>	<u>\$ 2,997</u>	<u>191,084,875</u>	<u>33.00%</u>	<u>\$ 3,300</u>	<u>30.31%</u>	<u>9,094</u>	<u>0.07</u>	<u>0.00%</u>
Total	495,190	100%	\$ 10,000	90323	100%	\$ 10,000	\$ 579,106,575	100%	\$ 10,000	100%	\$ 30,000	\$ 0.06	0.01%

County	2022 Operating	2022 Capital	2022 Total	County	2021 Operating	2021 Capital	2021 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 524,116	\$ 2,202	\$ 526,318	Benton	\$ 524,739	\$ 7,096	\$ 531,835	Benton	\$ (623)	\$ (4,894)	\$ (5,517)	-1.037%
Morrison	489,542	2,056	491,598	Morrison	\$ 496,290	\$ 6,711	503,001	Morrison	(6,748)	(4,655)	(11,403)	-2.267%
Sherburne	1,354,604	5,690	1,360,295	Sherburne	\$ 1,342,114	\$ 18,148	1,360,262	Sherburne	12,490	(12,458)	33	0.002%
Stearns	2,274,381	9,554	2,283,935	Stearns	\$ 2,269,717	\$ 30,692	2,300,409	Stearns	4,664	(21,138)	(16,474)	-0.716%
Todd	333,969	1,403	335,372	Todd	\$ 326,428	\$ 4,413	330,841	Todd	7,541	(3,010)	4,531	1.370%
Wright	2,164,870	9,094	2,173,964	Wright	\$ 2,116,514	\$ 28,620	2,145,134	Wright	48,356	(19,526)	28,830	1.344%
Total	\$ 7,141,482	\$ 30,000	\$ 7,171,482	Total	\$ 7,075,802	\$ 95,680	\$ 7,171,482	Total	\$ 65,680	\$ (65,680)	\$ (0)	0.000%