



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

Board of Trustees Finance Committee Meeting
Tuesday, March 16, 2021, 5:00 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 register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_OZTXrAawRRKersq1aI2wuq. After registering, you will receive a confirmation email containing information about joining the webinar.

- | | |
|---|------|
| 1. Call to Order | 5:00 |
| 2. Adoption/Amendment of Agenda | 5:01 |
| 3. Approval of Minutes – February 16, 2021, Meeting (Requested Action – Approve) pg 3 | 5:02 |
| 4. Capital Vehicle Expenditure Request (Requested Action – Approve) pg 5 | 5:03 |
| 5. Minimum Wage Update (verbal) | 5:10 |
| 6. 2022 Base Budget Proposal (Requested Action – Approve) pg 7 | 5:15 |
| 7. 2022 Department Budget Requests | 5:25 |
| 7.1 Fines Free Proposal (Requested Action – Approve) pg 25 | |
| 7.2 Additional Open Hours Proposal (Requested Action – Approve) pg 27 | |
| 8. Next Meeting – May18, 2021 | 5:44 |
| 9. Adjournment | 5:45 |

March 16, 2021

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

A meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, February 16, 2021, at 5:18 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
Randy Winscher

Members Excused:

GRRL Staff Present:

Amy Anderson
Breanne Johnson
Ryan McCormick
Karen Pundsack
Jay Roos
Linda Treb
Jami Trenam
Patricia Waletzko

ADOPTION/AMENDMENT OF AGENDA

Executive Director Karen Pundsack requested an agenda addition for the assignment of Board members to GRRL’s audit outtake meeting. Lisa Fobbe made a motion to approve the agenda as amended. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

ELECT FINANCE COMMITTEE CHAIRPERSON

Lisa Fobbe nominated Ed Popp for Finance Committee Chairperson for 2021. The nomination was seconded by Wayne Bauernschmitt. Lisa Fobbe moved to close nominations and cast a unanimous ballot for Ed Popp. Mike Kaczmarek seconded the motion. No vote was taken.

APPROVAL OF MINUTES

Dave Kircher made a motion to approve the November 17, 2020, Finance Committee minutes as presented. Seconded by Lisa Fobbe, the motion carried unanimously by roll call vote.

FOURTH QUARTER 2020 FINANCIAL REPORT

Accounting Coordinator Amy Anderson recognized Interim Accounting Coordinator Linda Treb for her for time, energy, and sharing of GRRL accounting background knowledge. Budget revenue for 2020 was 98.77 percent received for a year-end overage of \$117,470. Expenditures were 94.5 percent of the budgeted amount for an underspent total of \$518,550. The overall 2020 Budget surplus is \$401,080. Following brief discussion, Randy Winscher made a motion to approve the Fourth Quarter Financial Report as presented. Seconded by Mike Kaczmarek, the motion carried unanimously by roll call vote.

PROPOSED 2022 BUDGET PROCESS GUIDELINES

Executive Director Karen Pundsack informed the Committee of management’s plan to propose the GRRL 2022 Base Budget in March. If a GRRL department wants to submit a department budget request, it

would be a separate item for Finance Committee approval. Once the base budget and department budget requests have been reviewed and approved by the Finance Committee, they will be incorporated in the GRRL 2022 Preliminary Budget for the Finance Committee and full Board to consider in May.

Leigh Lenzmeier joined the meeting at 5:40 p.m.

After substantial discussion, Lisa Fobbe made a motion to approve the 2022 Budget Process Guidelines as proposed. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

AUDIT OUTTAKE MEETING

Lisa Fobbe, Leigh Lenzmeier, and Ed Popp volunteered to participate in the April 29 meeting with auditors following GRRL's 2020 audit.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, March 16, 2021.

ADJOURNMENT

Ed Popp adjourned the meeting at 5:45 p.m.

Edward Popp, Chair



Capital Vehicle Expenditure Request

Submitted by Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve a capital vehicle expenditure of up to \$31,500 to replace the 2016 Ford Transit van, used on the North Route, with a 2021 Ford Transit van.

BACKGROUND INFORMATION

Supporting Documents Attached

- The current balance in the capital vehicle account is \$52,525.55.
- 2016 Ford Transit van currently has 220,000 miles and is driven 1,100 miles per week.
- The vehicle has cost \$7,558.58 or 33.04% of the purchase price in repairs and maintenance since 2016.
- The new transit van will be purchased using the Minnesota Service Cooperative contract through Ford of Hibbing.
- Kelly Blue Book Pricing Report indicates 2016 van values of \$3,100 - \$5,500.
- The estimated cost to purchase, install, and remove vehicle wraps are included in the total estimate.

FINANCIAL IMPLICATIONS

Estimated Cost: \$31,500 Funding Source: Capital Vehicle Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

March 16, 2021



2022 Base Budget Proposal

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Review proposed 2022 Base Budget information.

BACKGROUND INFORMATION

Supporting Documents Attached

- 2022 Base Budget Summary
- 2022 Base Budget Detail
- 2022 Base Budget Signatory Share Factor Table
- 2022 Department Base Budget Estimate Forms

Development of the base budget is an exercise to answer the question: What level of funding is needed to continue library operations at the current, or “status-quo,” level? The base budget can then serve as a starting point for Board discussions on how the final GRRL budget should look. The base budget is not management’s recommendation on what the signatories should spend on library service.

The 2022 Base Budget yields a 1.09% overall increase, or a \$105,178 increase, from 2021. Some of the major changes, revenue and expenditures, to this year’s base budget are as follows:

Revenue changes

1. Usage of 2020 Budget Surplus	\$401,080
2. Decrease in anticipated Fine Revenue	(\$105,000)
3. Decrease in Interest Revenue due to declining rates	(\$42,500)
4. Move Revenue Fund revenue to annual actual	\$15,000

Expenditure changes

1. Increase in Personnel due to benefits and pay increases	(\$102,200)
2. Decrease in Building Maintenance for SCPL	\$15,700
3. Increase in Automation costs due to added maintenance costs	(\$63,415)
4. Decrease in Capital Expenditures	\$65,680

Major Assumptions Used in Compiling the 2022 Base Budget:

- 1. Payroll estimates reflect all currently budgeted full-time and part-time positions including vacant positions.

All operating budget increases are within the criteria outlined in the 2022 budget process guidelines adopted by the Finance Committee in February (listed below).

GREAT RIVER REGIONAL LIBRARY OPERATING BUDGET INCREASE CRITERIA

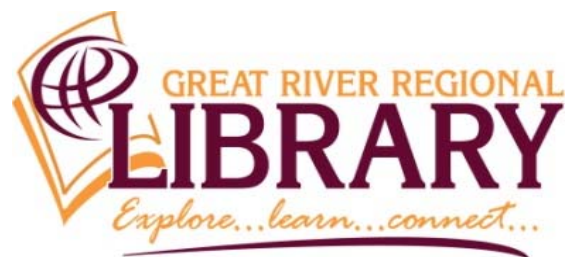
- A. GRRL is required to increase payments to a vendor due to price increases or contractual inflationary measures to continue existing services (i.e. database subscriptions, known medical and dental premiums, insurance rates, software maintenance contracts, etc.).
- B. GRRL is required to increase payments resulting from being a member of a necessary professional organization (American Library Association, Society for Human Resource Management, etc.).
- C. When costs for administrative services have risen due to number of employees, number of patrons or mandated costs brought on by legislation. (i.e. ADP service charge per employee, minimum wage increases, increase in employer PERA contributions, ACA reporting requirements).
- D. When costs increase for a commodity due to factors outside of GRRL’s control and a base budget adjustment is necessary to maintain the same level of service as the prior year (i.e. vehicle gas, equipment costs). Another example would be when the IRS raises the mileage rate.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ TBD Funding Source: various Budgeted: Yes No

ACTION

Passed Failed Tabled



2022 Annual Base Budget

Great River Regional Library Board of Trustees

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

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	2022 Annual Base Budget
Signatory Revenue	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 7,321,700.00
Non Signatory Revenue	2,240,378.36	2,180,428.56	2,456,000.00	2,380,960.00
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 Base Budget**

Operating Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base Budget
County					
Benton	536,825.00	528,760.00	524,739.00	12,603.43	\$ 537,342.43
Morrison	495,332.00	500,083.00	496,290.00	5,605.48	\$ 501,895.48
Sherburne	1,344,771.00	1,352,387.00	1,342,114.00	46,674.02	\$ 1,388,788.02
Stearns	2,290,491.00	2,287,208.00	2,269,717.00	62,058.96	\$ 2,331,775.96
Todd	329,704.00	328,958.00	326,428.00	15,969.08	\$ 342,397.08
Wright	2,129,793.00	2,132,807.00	2,116,514.00	102,987.02	\$ 2,219,501.02
Subtotal - Signatory	\$ 7,126,916.00	\$ 7,130,203.00	\$ 7,075,802.00	\$ 245,898.00	\$ 7,321,700.00
	Dollar Change	\$ 3,287.00	\$ (54,401.00)		\$ 245,898.00
	Percent Change	0.05%	-0.76%		3.48%

Non-Signatory	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base Budget
FY State Aid - RLBS	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 (Cash Reserves)	-	-	350,000.00	51,080.00	401,080.00
Miscellaneous Receipts	285,687.13	162,240.26	280,000.00	(105,000.00)	175,000.00
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	\$ (75,040.00)	\$ 2,380,960.00
	Dollar Change	\$ (59,949.80)	\$ 275,571.44		\$ (75,040.00)
	Percent Change	-2.68%	12.64%		-3.06%

Operating Revenue Total	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base 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 Base Budget**

Capital Revenue Budget	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base Budget
County					
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 Base 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 Base Budget**

Operating Expenditure Budget					
4100 Personnel	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base 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 Base 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 Base 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 Base Budget**

4400 Vehicle	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base 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 Base 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 Base 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 Base 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 Base Budget**

Operating Expenditure Budget					
4800 Automation	2019 Actual	2020 Actual	2021 Budget	Incr/Decr 2022 to 2021	2022 Annual Base 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 Base 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 Base Budget
Signatory Share Factor Table**

Formula:		1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%									
Operating													
\$ 7,321,700													
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%	\$ 201,553	6657	7.37%	\$ 179,875	\$ 36,995,966	6.39%	\$ 155,915	7.34%	\$ 537,342	\$ 13.14	1.45%
Morrison	33,368	6.74%	\$ 164,456	6747	7.47%	\$ 182,307	36,810,499	6.36%	\$ 155,133	6.85%	501,895	15.04	1.36%
Sherburne	97,520	19.69%	\$ 480,632	15743	17.43%	\$ 425,383	114,554,266	19.78%	\$ 482,774	18.97%	1,388,788	14.24	1.21%
Stearns	160,211	32.35%	\$ 789,607	30056	33.28%	\$ 812,126	173,227,157	29.91%	\$ 730,043	31.85%	2,331,776	14.55	1.35%
Todd	24,665	4.98%	\$ 121,563	4050	4.48%	\$ 109,433	26,433,812	4.56%	\$ 111,402	4.68%	342,397	13.88	1.30%
Wright	138,531	27.98%	\$ 682,756	27070	29.97%	\$ 731,443	191,084,875	33.00%	\$ 805,301	30.31%	2,219,501	16.02	1.16%
Total	495,190	100%	\$ 2,440,567	90323	100%	\$ 2,440,567	\$ 579,106,575	100.00%	\$ 2,440,567	100%	\$ 7,321,700	\$ 14.79	1.26%
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	138,531	27.98%	\$ 2,798	27070	29.97%	\$ 2,997	191,084,875	33.00%	\$ 3,300	30.31%	9,094	0.07	0.00%
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	\$ 537,342	\$ 2,202	\$ 539,544	Benton	\$ 524,739	\$ 7,096	\$ 531,835	Benton	\$ 12,603	\$ (4,894)	\$ 7,709	1.450%
Morrison	501,895	2,056	503,952	Morrison	496,290	6,711	503,001	Morrison	5,605	(4,655)	951	0.189%
Sherburne	1,388,788	5,690	1,394,478	Sherburne	1,342,114	18,148	1,360,262	Sherburne	46,674	(12,458)	34,216	2.515%
Stearns	2,331,776	9,554	2,341,330	Stearns	2,269,717	30,692	2,300,409	Stearns	62,059	(21,138)	40,921	1.779%
Todd	342,397	1,403	343,800	Todd	326,428	4,413	330,841	Todd	15,969	(3,010)	12,959	3.917%
Wright	2,219,501	9,094	2,228,595	Wright	2,116,514	28,620	2,145,134	Wright	102,987	(19,526)	83,461	3.891%
Total	\$ 7,321,700	\$ 30,000	\$ 7,351,700	Total	\$ 7,075,802	\$ 95,680	\$ 7,171,482	Total	\$ 245,898	\$ (65,680)	\$ 180,218	2.513%

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Accounting
Submitted by: Amy Anderson - Accounting Coordinator

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Revenue	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
City of Sartell	10-00-3100-323	9,634.73	10,500.00	10,500.00	-	New negotiations in 2021	
Interest	10-00-3600-361	185,926.99	92,500.00	50,000.00	(42,500.00)		
MNLink Gateway	10-00-3300-376	9,360.00	9,000.00	9,000.00	-		
Revenue Fund	10-00-3500-378	5,124.85	-	15,000.00	15,000.00		
St. Cloud Reimbursement	10-00-3500-351	96,747.68	103,000.00	100,000.00	(3,000.00)	New Lease Agreement	
Revenue Total		\$ 306,794.25	\$ 215,000.00	\$ 184,500.00	\$ (30,500.00)		

Budget Line Description	Account Code	2020 Expenditures	2021 Budget Amount	2022 Budgeted Amount	Change +/-/No Change	Reason for Change or "N/A"	Criteria Code
Building Maintenance	10-30-4200-240	92,776.42	115,700.00	100,000.00	(15,700.00)	New lease agreement with SC and parking increased. 2019=\$110,510.11	
Equipment Rental and Repair - Institutional	10-00-4200-271	568.14	1,500.00	750.00	(750.00)		
Equipment Rental and Repair - Public	10-20-4200-271	16,503.48	8,000.00	14,000.00	6,000.00	Copy fees have exceeded budget by 100% in 2019-2020	A
Vehicle - Gas	10-20-4400-420	884.56	9,500.00	16,500.00	7,000.00	Gas prices are steady with healthy prepaid balance. Phase out prepaid balance over 3 budget cycles by increasing budget by \$7K each year until 2023.	D
Vehicle- Insurance	10-20-4400-430	3,499.00	3,450.00	3,650.00	200.00	2.1% increase from actual	A
Vehicle -Repair	10-20-4400-440	7,498.20	4,500.00	5,500.00	1,000.00	staff indicates brakes for 2 vehicles annually 2019=\$6239.07	D
Vehicle - Tires, Misc	10-20-4400-450	114.15	3,400.00	4,000.00	600.00	staff indicates 2 sets of tires will be needed annually 2019=\$3352.04	D
Operating Equipment	10-00-4600-610	-	500.00	300.00	(200.00)	2020 & 2019 = 0 spent	

**Great River Regional Library
2022 Department Base Budget Estimate Form**

Operating Equipment	10-20-4600-610	1,092.28	5,500.00	3,000.00	(2,500.00)	2020=\$1092.28 2019=\$743.07
Small Equipment	10-00-4600-630	222.42	300.00	300.00	-	
Small Equipment	10-20-4600-630	2,768.82	1,300.00	1,500.00	200.00	D
Small Equipment	10-30-4600-630	-	600.00	400.00	(200.00)	
Contingency	10-00-4700-910	565.30	450.00	400.00	(50.00)	
Audit	10-30-4200-250	19,100.00	19,250.00	20,000.00	750.00	A
Sales Tax	10-00-4200-288	2,291.01	4,000.00	4,000.00	-	No change assuming copy and print revenue returns based on library's resuming open hours after COVID.
Telephone	10-00-4200-260	18,501.94	29,400.00	31,000.00	1,600.00	To increase the base as RLTA regulations will be changing for future use of this grant. A
Expenditure Total		\$ 166,385.72	\$ 207,350.00	\$ 205,300.00	\$ (2,050.00)	

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ (30,500.00)	-14.19%
Expenditures Change	\$ (2,050.00)	-0.99%
Net Change in Operating	\$ 28,450.00	

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Collection Development
Submitted by: Jami Trenam - Associate Director Collection Development

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
ILL Delivery Revenue	10-10-4200-100	6,380.76	6,200.00	6,380.00	180.00	Brought in line with 2020	
Minitex Last Mile Grant Revenue	10-10-4900-340	7,000.00	7,000.00	7,000.00	7,000.00	N/A	
Revenue Total		\$ 13,380.76	\$ 13,200.00	\$ 13,380.00	180.00		

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Change +/-/No Change	Reason for Change or "N/A"	Criteria Code
Catalog Services	10-20-4200-248	75,328.36	96,000.00	96,000.00	-	N/A	
Supplies - Institutional	10-00-4300-310	1,667.10	2,000.00	1,700.00	(300.00)	Brought more in line with averages	
Supplies - Public	10-20-4300-310	63,016.87	61,945.00	61,950.00	5.00	N/A	
Supplies - Operational	10-30-4300-310	72.10	295.00	150.00	(145.00)	Brought more in line with averages	
Postage	10-30-4300-330	12,354.59	20,000.00	20,000.00	-	N/A	
Books & Print Materials	10-20-4500-510	498,494.37	547,020.00	558,500.00	11,480.00	Reallocated line item based on use	
Periodicals	10-20-4500-520	46,287.74	56,000.00	52,000.00	(4,000.00)	N/A	
Media	10-20-4500-540	127,303.73	180,000.00	154,400.00	(25,600.00)	Reallocated line item based on use	
Electronic Services	10-20-4500-560	306,270.48	172,900.00	196,470.00	23,570.00	Inflationary increase to databases estimated at 3%	A
Delivery Services	10-30-4200-265	674.66	1,750.00	1,750.00	-	N/A	
Expenditure Total		\$ 1,131,470.00	\$ 1,137,910.00	\$ 1,142,920.00	\$ 5,010.00		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ 180.00	1.36%
Expenditures Change	\$ 5,010.00	0.44%
Net Change in Operating	\$ 4,830.00	

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Communications & Development
Submitted by: Breanne Johnson - Communications & Development Coordinator

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
Printing/Public Information - Institutional	10-00-4200-280	3,253.45	8,000.00	8,000.00	0.00	N/A	
Printing/Public Information - Public	10-20-4200-280	27,178.14	23,000.00	23,000.00	0.00	N/A	
Expenditure Total		\$ 30,431.59	\$ 31,000.00	\$ 31,000.00	0.00		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ -	0.00%
Net Change in Operating	\$ -	

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Executive Director
Submitted by: Karen Pundsack - Executive Director

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
City of Elk River	10-00-3100-322	10,200.00	10,200.00	11,000.00	800.00	Increased staff costs per contract	
Fines & Fees	10-00-3600-371	162,240.26	280,000.00	175,000.00	(105,000.00)	Based on current circulation and fines activity	
RLBSS	10-00-3300-388	1,597,595.71	1,587,600.00	1,596,000.00	8,400.00	Based on previous years' trends	
Revenue Total		\$ 1,770,035.97	\$ 1,877,800.00	\$ 1,782,000.00	\$ (95,800.00)		

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
Legal Services	10-30-4200-291	16,097.77	16,000.00	16,000.00	-	N/A	
System Directors Fund	10-30-4200-293	6,076.86	6,500.00	6,500.00	-	N/A	
Insurance - Contents/Other	10-30-4200-246	33,389.00	30,000.00	34,000.00	4,000.00	Based on 2021 Increase	A
Regional Board Meetings	10-00-4200-210	5,969.02	12,000.00	9,000.00	(3,000.00)	Based on 2020 usage trends	
Expenditure Total		\$ 281,634.48	\$ 376,543.24	\$ 65,500.00	1,000.00		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ (95,800.00)	-5.10%
Expenditures Change	\$ 1,000.00	-82.60%
Net Change in Operating	\$ 96,800.00	

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Information Technology
Submitted by: Jay Roos - Associate Director IT

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Expenditures	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
Automation Maintenance	10-20-4800-932	184,853.90	162,335.00	225,750.00	63,415.00	Baseline	
					(2,249.66)	Cancelled contract	
					(653.94)	Vendor decreases	
					10,735.69	Vendor increases	A
					(737.50)	License count reduction	
					3,118.09	COVID-19 added (hotline, Zoom, etc.)	D
					53,198.94	First annual maintenance payment since purchase for: express checkouts, acquisitions, BC Analytics, Community Engagement Platform, eResource Central, Media Scheduling, MyPC, Papercut, ePRINTit	A
Automation Equipment	10-00-4800-933	22,806.90	10,600.00	10,600.00	-		
Automation Equipment	10-20-4800-933	67,959.56	85,400.00	85,400.00	-		
Professional Services	10-20-4800-935	2,200.00	2,000.00	2,000.00	-		
Automation Software	10-00-4800-936	-	2,000.00	2,000.00	-		
Automation Software	10-20-4800-936	836.00	25,020.00	25,000.00	-		
Expenditure Total		\$ 278,656.36	\$ 287,355.00	\$ 350,750.00	\$ 63,395.00		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ 63,395.00	22.06%
Net Change in Operating	\$ 63,395.00	

Great River Regional Library 2022 Department Base Budget Estimate Form

Department: Human Resources
Submitted by: Julie Schmitz - Associate Director HR

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Actual	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
Salaries	All Salary Lines	5,777,456.13	6,055,050.00	6,143,015.49	87,965.49	Contracted wage increases	A
Benefits	All Benefit Lines	432,788.88	630,500.00	626,175.90	(4,324.10)		
Benefit Administration	10-00-4100-145	4,666.22	4,500.00	6,200.00	1,700.00	Vendor change	A
Workers Compensation	10-30-4100-160	15,771.00	16,000.00	20,000.00	4,000.00	Claims experience	D
Retirement	All Retirement Lines	843,454.73	880,250.00	886,731.85	6,481.85	Contracted wage increases	A
Annual Paid Time Off	10-00-4100-185	12,400.24	9,900.00	16,248.00	6,348.00	PTO Cash/Conversion Elections	C
Memberships & Subscriptions	10-00-4200-220	1,976.00	6,000.00	6,000.00	-		
Staff Development	10-00-4200-211	18,730.87	25,000.00	25,000.00	-		
Vehicle - Mileage	10-00-4400-460	747.59	2,300.00	2,300.00	-		
Vehicle - Mileage	10-20-4400-460	14,390.56	25,000.00	25,000.00	-		
All Staff Day (Presenters/Food)	10-00-4200-213	-	7,300.00	7,300.00	-		
Recruitment	10-00-4200-285	954.38	1,000.00	1,600.00	600.00	Third party background checks	D
HRIS/Payroll Services	10-00-4200-290	68,778.32	76,000.00	77,000.00	1,000.00	Vendor increase	C
Expenditure Total		\$ 7,192,114.92	\$ 7,738,800.00	\$ 7,842,571.23	\$ 103,771.23		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ 103,771.23	1.34%
Net Change in Operating	\$ 103,771.23	

**Great River Regional Library
2022 Department Base Budget Estimate Form**

Department: Patron Services
Submitted by: Brandi Canter - Lead Patron Services Supervisor

Only use this form for changes in budgeted amounts from prior year. If no change, please indicate "0" in the change column.

Budget Line Description	Account Code	2020 Expenditures	2021 Budget Amount	2022 Budgeted Amount	Incr/Decr from 2021 Budget	Reason for Change or "N/A"	Criteria Code
Patron Contact Services	10-20-4200-235	44,371.73	60,000.00	60,000.00	-	N/A	
Public Licensing Services	10-20-4200-253	4,587.00	4,587.00	4,590.00	3.00	rounding	
Expenditure Total		\$ 48,958.73	\$ 64,587.00	\$ 64,590.00	\$ 3.00		

	<u>Dollar Change</u>	<u>% Change</u>
Revenue Change	\$ -	0.00%
Expenditures Change	\$ 3.00	0.00%



2022 Budget Request

Date of Request: 2/25/2021
Department: Executive Director
Request submitted by: Karen Pundsack

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

Discontinue collecting fines on all late materials. GRRL policies and practices for lost material charges and billing would remain in place. Items not returned after 45 days would incur a \$6 lost processing fee and the item cost billed.

Fines at GRRL have declined substantially over the past several years and are no longer a reliable revenue stream. Fines on DVDs continue to be at the highest rate, \$1 per day. This collection is likely to decline over the next several years due to the film industry's move to streaming content. Fewer titles are published in a DVD format. We are seeing increases in digital circulation, which does not generate fines revenue. In 2020, the COVID-19 impacts accelerated these changes. We do not expect to return to peak revenue levels at any point. The estimate below is based on the revenue amount included for fines in the 2022 base budget.

Fund Development revenue has helped to bolster funds for the library collection. If the fines change would result in increased demand on materials, donations are available to fill the gap. We would continue to collect fees for lost materials, copies and prints, which are also a portion of Fines and Miscellaneous Receipts revenue.

Libraries across the country, including Hennepin County Library, St. Paul Public library and Kitchigami Regional Library System in Minnesota, either do not charge fines or have eliminated fines completely for all materials. Reducing or eliminating fines was a recommended goal from the Diversity, Equity & Inclusion Survey Committee in February 2021 to improve access to all people.

We expect this change would also increase staffing efficiency, which is impossible to quantify. With fewer patrons with problem accounts, frontline and administrative staff will spend less time negotiating fines with patrons.

If this change is approved, we would also reexamine our lost materials process and possibly eliminate issuing refunds for replacement costs. Accounts with fines-only balances would also be retroactively zeroed out. Only those accounts with lost materials would retain balances.

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

N/A

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

Date	Circulation	Budget Miscellaneous Receipts (fines, copies, lost materials, etc.)	Actual Miscellaneous Receipts (fines, copies, lost materials, etc.)	Difference between Budget and Actual
2014	3,477,739	\$ 417,700	\$ 402,895	\$ (14,805)
2015	3,275,115	\$ 400,000	\$ 387,290	\$ (12,710)
2016	3,043,629	\$ 350,000	\$ 346,916	\$ (3,084)
2017	3,078,205	\$ 375,000	\$ 347,507	\$ (27,493)
2018	3,025,124	\$ 345,000	\$ 306,770	\$ (38,230)
2019	2,852,740	\$ 345,000	\$ 284,894	\$ (60,106)
2020	1,879,824	\$ 320,000	\$ 162,240	\$ (157,760)

Amnesty week 9/15/2018-9/22/2018
 No fines on juvenile materials as of 6/1/2019

Requested Other changes to 2021 allocations for 2022 budget year

Item Description	# of Units	Cost	Subtotal	Replacement or new item?	Strategic Service Priority/ Operational Priority
Eliminate fines revenue	0.00	\$ 135,000.00	\$ 135,000.00		Service Priority: Access - Goal 1
	0.00	\$ -	\$ -		
	0.00	\$ -	\$ -		
Total Other:			\$ 135,000.00		

Summary

Staffing	\$ -
Other	135,000.00
Total Budget Request	\$ 135,000.00

Approved	
Denied	
Reason Denied	



2022 Budget Request

Date of Request: 2/25/2021
Department: Executive Director
Request submitted by: Karen Pundsack

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

The information for this proposal was requested by a board member at the February 2021 Finance Committee meeting. Add open hours to libraries throughout the region.

The goal is to make schedules more consistent, including adding open days at libraries that are not open six (6) days/week. Up to three (3) hours would be added at all locations, other than St. Cloud Public Library. Adding open hours would increase access for patrons. Patrons and stakeholders throughout the region have requested consistent open hours schedules.

Some locations may need more than one staff member to cover the additional open time. If passed, Patron Services Supervisors would work with local staff to determine what staffing is needed and what dates and times open hours would be added. The amount needed for this proposal is an estimate based on the average library assistant wage, so actual costs will vary.

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

N/A

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

N/A

Requested Staffing changes to 2021 allocations for 2022 budget year

Staffing Description	Current Position Rate of pay/Monthly Benefit Credit	Change	Subtotal	Replacement or new position?	Strategic Service Priority/ Operational Priority
Position #1	\$ 20.88	\$ 100.00	\$ 108,576.00	New	Service Priority: Access - Goal 1
Benefit Credit	\$ -	\$ -	\$ -		
Position #2	\$ -	\$ -	\$ -		
Benefit Credit	\$ -	\$ -	\$ -		
Position #3	\$ -	\$ -	\$ -		
Benefit Credit	\$ -	\$ -	\$ -		
Position #4	\$ -	\$ -	\$ -		
Benefit Credit	\$ -	\$ -	\$ -		
Calculations Only. Do not add any info below this line					
Employer SS/MED Match			\$ 8,306.06		
Employer PERA Match			\$ 8,143.20		
		Total Staffing:	\$ 125,025.26		

Requested Other changes to 2021 allocations for 2022 budget year

Item Description	# of Units	Cost	Subtotal	Replacement or new item?	Strategic Service Priority/ Operational Priority
	0.00	\$ -	\$ -		
	0.00	\$ -	\$ -		
	0.00	\$ -	\$ -		
		Total Other:	\$ -		

Summary

Staffing	\$ 125,025.26
Other	-
Total Budget Request	\$ 125,025.26

Approved	
Denied	
Reason Denied	