



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

**Board of Trustees Finance Committee Meeting**  
**Tuesday, June 18, 2024, 5:00 p.m.**  
**St. Cloud Public Library Array Room**  
**Agenda**

- |   |      |
|---|------|
| 1. Call to Order  | 5:00 |
| 2. Adoption/Amendment of Agenda   | 5:01 |
| 3. Approval of Minutes – May 21, 2024, Meeting ( <a href="#">Requested Action – Approve</a> ) pg 3      | 5:02 |
| 4. 2025 Annual Preliminary Budget Discussion & Amendment ( <a href="#">Requested Action – Approve</a> ) | 5:03 |
| 4.1 2025 Preliminary Budget Approved May 21, 2024 pg 5  |      |
| 4.2 Signatory Share Analysis pg 15  |      |
| 5. Unassigned Fund Balance Spending and Recovery Plan pg 19   | 5:23 |
| 5.1 Annual Unassigned Fund Balance Review Approved May 21, 2024 pg 21                                   |      |
| 5.2 Unassigned Fund Balance Spending and Recovery Plan – Current & Amended pg 23                        |      |
| 6. Next Meeting – July 16, 2024   | 5:39 |
| 7. Adjournment  | 5:40 |



**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
May 21, 2024**

The Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, May 21, 2024, at 5:01 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Tina Diedrick, Jayne Dietz, Lisa Fobbe, Ed Popp

Members Excused: Tim Denny, Robert Kasper, Leigh Lenzmeier

GRRL Staff Present: Amy Anderson, Breanne Fruth, Karen Pundsack, Jay Roos, Patricia Waletzko, Nichol Wojcik

**ADOPTION/AMENDMENT OF AGENDA**

Tina Diedrick made a motion to adopt the agenda as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**APPROVAL OF MINUTES**

Tina Diedrick made a motion to approve the March 19, 2024, Finance Committee minutes as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**AUDITOR'S REPORT BY BerganKDV (CREATIVE PLANNING)**

The GRRL 2023 audit report was presented by Nancy Schulzetenberg, Audit Partner with BerganKDV (Creative Planning). Government auditing standards require them to look at internal controls and compliance. Management met with the auditor earlier this year to discuss procedure changes that may reduce the severity of the one internal control finding – lack of segregation of duties. This finding is not new to GRRL. There were no Minnesota legal compliance findings. GRRL received an unmodified opinion following the audit, which is the best that can be offered.

Nancy reviewed revenues and expenses over the last five years, which showed consistent revenue and spending in the last two years. Also reviewed were GRRL's overall net position and the capital assets decrease due to more electronic materials being purchased vs. books, CDs, and DVDs.

Tina Diedrick made a motion to approve the auditor's report as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**FIRST QUARTER FINANCIAL REPORT**

MAGIC savings was earning 5.33 percent as of March 31. It is expected that GRRL's interest revenue line will be strong this year. Expenses are in line with normal activity. The St. Cloud Library lighting project invoice has not been received yet from the city.

Lisa Fobbe made a motion to approve the first quarter financial report as presented. Seconded by Tina Diedrick, the motion carried unanimously.

**HUMAN RESOURCES INFORMATION SYSTEM IMPLEMENTATION REQUEST**

The current GRRL payroll platform, ADP, was adopted in 2013. Numerous customizations are now causing it to malfunction. Management asked for approval of a one-time implementation cost for migration to Paylocity. Information provided to support the recommendation included the ability for payroll and Human Resources to operate more efficiently. Discussion followed about the transition to a new platform, planned migration prior to open enrollment, and efficiencies once implemented.

Tina Diedrick made a motion to approve the one-time implementation cost for the Paylocity migration as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

**CAPITAL EQUIPMENT EXPENDITURE REQUEST**

A request was made to replace the Communications and Development department copier. Purchased in 2016, the current copier has produced over one million copies. Replacement parts for it are being discontinued. GRRL is working with Loffler for the purchase.

Lisa Fobbe approved the Capital Equipment Expenditure for copier replacement as presented, not to exceed \$17,000. Seconded by Tina Diedrick, the motion carried unanimously.

**2025 ANNUAL PRELIMINARY BUDGET**

Associate Director – Accounting Amy Anderson reviewed the 2025 Preliminary Budget. It included a permanent staff hours increase for St. Michael and an interest revenue budget increase to \$325,000 to offset signatory contributions; both were approved in March. The Committee discussed using additional reserves to accommodate a Wright County request to limit their signatory increase to one percent.

Lisa Fobbe made a motion to adopt the 2025 Preliminary Budget with an additional \$39,000 from the 2023 surplus to limit Wright County's signatory increase to one percent. Seconded by Ed Popp, the motion carried unanimously.

**ANNUAL REVIEW OF UNASSIGNED FUND BALANCE**

This review takes place each year following the annual GRRL audit. As the Unassigned Fund Balance information was explained, it was pointed out that the excess amount shown will be \$39,000 less due to the approved preliminary budget adjustment. Due to 2023 legislative changes, this is the first budget year that GRRL will know the state funding allocation to be received amount prior to budget approval.

Lisa Fobbe made a motion to approve the annual review of the Unassigned Fund Balance. Seconded by Tina Diedrick, the motion carried unanimously.

**NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, July 16, 2024.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 5:39 p.m.

---

Ed Popp, Chair



***2025 Annual Preliminary Budget***

*Approved May 21, 2024*

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



**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

Operating Revenue Budget	2022 Actual	2023 Actual	2024 Budget	2025 Annual Preliminary Budget
Signatory Revenue	\$ 7,141,483.00	\$ 7,600,950.00	\$ 7,484,115.00	\$ 7,521,244.00
Non Signatory Revenue	2,709,618.70	2,813,180.19	2,643,550.00	2,974,300.00
<b>Operating Revenue Total</b>	<b>\$ 9,851,101.70</b>	<b>\$ 10,414,130.19</b>	<b>\$ 10,127,665.00</b>	<b>\$ 10,495,544.00</b>
	Dollar Change	\$ 563,028.49	\$ (286,465.19)	\$ 367,879.00
	Percent Change	5.72%	-2.75%	3.63%

Operating Expenditure Budget				
Personnel	\$ 7,394,430.67	\$ 7,646,509.84	\$ 8,152,040.00	\$ 8,443,300.00
Services & Contracts	587,205.55	606,302.00	572,740.00	585,045.00
Commodities	71,185.34	81,178.59	73,700.00	73,700.00
Fleet Vehicles	69,184.18	67,183.73	68,500.00	73,100.00
Library Materials	961,370.00	967,370.00	971,370.00	976,000.00
Equipment	4,780.68	3,000.87	6,000.00	6,000.00
Contingency	288.35	337.46	400.00	400.00
Automation	312,068.26	362,051.74	323,626.00	338,000.00
<b>Operating Expenditure Total</b>	<b>\$ 9,400,513.03</b>	<b>\$ 9,733,934.23</b>	<b>\$ 10,168,376.00</b>	<b>\$ 10,495,544.00</b>
	Dollar Change	\$ 333,421.20	\$ 434,441.77	\$ 327,168.00
	Percent Change	3.55%	4.46%	3.22%

Capital Revenue Budget				
Signatory Capital Revenue Total	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00
	Dollar Change	\$ -	\$ -	\$ 5,000.00
	Percent Change	0.00%	0.00%	16.67%

Capital Expenditure Budget				
Total Capital	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 35,000.00
	Dollar Change		\$ 5,000.00	
	Percent Change		16.67%	

Revenue Budget	\$ 10,530,544.00
Expenditure Budget	\$ 10,530,544.00
Balanced	\$ -

**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

Operating Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
<u>County</u>					
Benton	524,116.00	555,284.00	\$ 537,890.00	(3,711.00)	\$ 534,179.00
Morrison	489,542.00	525,918.00	\$ 517,025.00	3,879.00	\$ 520,904.00
Sherburne	1,354,605.00	1,458,405.00	\$ 1,458,316.00	(8,387.00)	\$ 1,449,929.00
Stearns	2,274,381.00	2,368,582.00	\$ 2,300,524.00	(16,097.00)	\$ 2,284,427.00
Todd	333,969.00	356,739.00	\$ 348,368.00	3,289.00	\$ 351,657.00
Wright	2,164,870.00	2,336,022.00	\$ 2,321,992.00	58,156.00	\$ 2,380,148.00
<b>Subtotal - Signatory</b>	<b>\$ 7,141,483.00</b>	<b>\$ 7,600,950.00</b>	<b>\$ 7,484,115.00</b>	<b>\$ 37,129.00</b>	<b>\$ 7,521,244.00</b>
	Dollar Change	\$ 459,467.00	\$ (116,835.00)		\$ 37,129.00
	Percent Change	6.43%	-1.54%		0.50%

Non-Signatory	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
FY State Aid - RLBSS	1,637,874.23	1,673,974.56	1,638,000.00	253,100.00	1,891,100.00
St. Cloud Reimbursement	81,088.94	49,668.18	85,000.00	7,000.00	92,000.00
City of Elk River	10,875.00	-	-	-	-
City of Sartell	18,500.00	18,500.00	20,000.00	500.00	20,500.00
Unassigned Fund Balance (2023 Surplus)	315,218.00	313,860.00	407,350.00	(18,350.00)	389,000.00
Unassigned Fund Balance (Cash Reserves)	401,080.00	230,000.00	160,000.00	(41,500.00)	118,500.00
Patron Receipts	105,268.29	114,749.75	105,000.00	5,000.00	110,000.00
Interest	96,508.74	383,975.85	200,000.00	125,000.00	325,000.00
ILL Delivery	6,200.00	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
MnLink Gateway	9,315.00	-	-	-	-
Revenue Fund	20,690.50	15,251.85	15,000.00	-	15,000.00
<b>Sub Total - Non Signatory</b>	<b>\$ 2,709,618.70</b>	<b>\$ 2,813,180.19</b>	<b>\$ 2,643,550.00</b>	<b>\$ 330,750.00</b>	<b>\$ 2,974,300.00</b>
	Dollar Change	\$ 103,561.49	\$ (169,630.19)		\$ 330,750.00
	Percent Change	3.82%	-6.03%		12.51%

Operating Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	<b>\$ 9,851,101.70</b>	<b>\$ 10,414,130.19</b>	<b>\$ 10,127,665.00</b>	<b>\$ 367,879.00</b>	<b>\$ 10,495,544.00</b>
	Dollar Change	\$ 563,028.49	\$ (286,465.19)		\$ 367,879.00
	Percent Change	5.72%	-2.75%		3.63%



**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

Capital Revenue Budget	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
<u>County</u>					
Benton	2,202.00	2,192.00	2,156.00	330.00	\$ 2,486.00
Morrison	2,056.00	2,076.00	2,072.00	352.00	\$ 2,424.00
Sherburne	5,690.00	5,756.00	5,846.00	901.00	\$ 6,747.00
Stearns	9,554.00	9,348.00	9,222.00	1,409.00	\$ 10,631.00
Todd	1,403.00	1,408.00	1,396.00	240.00	\$ 1,637.00
Wright	9,094.00	9,219.00	9,308.00	1,768.00	\$ 11,076.00
<b>Capital Revenue Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 35,000.00</b>
	Dollar Change	\$ -	\$ -		\$ 5,000.00
	Percent Change	0.00%	0.00%		16.67%

Operating & Capital Revenue Total	2022 Actual	2023 Actual	2024 Budget	Incr/Decr 2025 to 2024	2025 Annual Preliminary Budget
	<b>\$ 9,881,101.70</b>	<b>\$ 10,444,130.19</b>	<b>\$ 10,157,665.00</b>	<b>\$ 372,878.00</b>	<b>\$ 10,530,544.00</b>
	Dollar Change	\$ 563,028.49	\$ (286,465.19)		\$ 372,879.00
	Percent Change	5.70%	-2.74%		3.67%

**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

<b>Operating Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>4100 Personnel</b>					
Subtotal Personnel	\$ 7,394,430.67	\$ 7,646,509.84	8,152,040.00	\$ 291,260.00	\$ 8,443,300.00
<b>Total - Personnel</b>	<b>\$ 7,394,430.67</b>	<b>\$ 7,646,509.84</b>	<b>\$ 8,152,040.00</b>	<b>\$ 291,260.00</b>	<b>\$ 8,443,300.00</b>
			Dollar Change		\$ 291,260.00
			Percent Change		3.57%

	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>4200 Services and Contracts</b>					
210 Regional Board Meetings	6,552.71	5,885.83	6,800.00	-	6,800.00
211 Staff Development Services	18,541.43	21,377.39	24,500.00	-	24,500.00
213 All Staff Day Training	7,310.59	9,571.37	7,300.00	-	7,300.00
220 Library Memberships	3,683.50	2,987.95	5,000.00	(1,000.00)	4,000.00
235 Patron Contact Services	63,231.98	71,849.14	60,000.00	-	60,000.00
240 GRRL Building Maint./Lease	100,044.44	110,196.26	105,000.00	-	105,000.00
246 Insurance	90,144.00	40,439.00	40,150.00	3,100.00	43,250.00
248 Catalog Services	91,792.12	117,077.90	94,000.00	6,000.00	100,000.00
250 Audit	20,830.00	21,730.00	25,000.00	-	25,000.00
253 Public Licensing Services	4,587.00	4,587.00	4,590.00	230.00	4,820.00
260 Telephone Services	31,000.00	30,461.13	31,000.00	-	31,000.00
265 Delivery Services	2,057.61	2,004.24	2,200.00	75.00	2,275.00
271 Equipment Contracts & Repair	26,748.46	29,787.21	27,500.00	3,500.00	31,000.00
280 Communications & Marketing	29,797.83	32,158.78	31,000.00	-	31,000.00
288 Sales Tax	3,849.00	4,310.00	4,000.00	400.00	4,400.00
290 HRIS/Payroll Services	69,665.08	83,125.07	86,200.00	-	86,200.00
291 Legal Services	10,851.85	11,600.02	12,000.00	-	12,000.00
293 System Directors Fund	6,517.95	7,153.71	6,500.00	-	6,500.00
<b>Total Services &amp; Contracts</b>	<b>\$ 587,205.55</b>	<b>\$ 606,302.00</b>	<b>\$ 572,740.00</b>	<b>\$ 12,305.00</b>	<b>\$ 585,045.00</b>
			Dollar Change		\$ 12,305.00
			Percent Change		2.15%

<b>Operating Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>4300 Commodities</b>					
310 Supplies	58,588.03	64,887.45	59,700.00	-	59,700.00
330 Postage	12,597.31	16,291.14	14,000.00	-	14,000.00
<b>Total Commodities</b>	<b>\$ 71,185.34</b>	<b>\$ 81,178.59</b>	<b>\$ 73,700.00</b>	<b>\$ -</b>	<b>\$ 73,700.00</b>
			Dollar Change		\$ -
			Percent Change		0.00%

**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

<b>4400 Fleet Vehicles</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
420 Fleet Vehicle Fuel	26,050.16	23,008.98	27,000.00	-	27,000.00
430 Fleet Vehicle Insurance	3,830.50	3,471.70	4,000.00	(400.00)	3,600.00
440 Fleet Repairs & Maint.	14,099.12	10,308.33	11,500.00	-	11,500.00
460 Mileage Reimbursements	25,204.40	30,394.72	26,000.00	5,000.00	31,000.00
<b>Total Vehicle</b>	<b>\$ 69,184.18</b>	<b>\$ 67,183.73</b>	<b>\$ 68,500.00</b>	<b>\$ 4,600.00</b>	<b>\$ 73,100.00</b>
			<b>Dollar Change</b>		<b>\$ 4,600.00</b>
			<b>Percent Change</b>		<b>6.72%</b>

<b>4500 Library Materials</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
510 Print	538,664.62	519,638.86	560,000.00	(20,000.00)	540,000.00
520 Periodicals	52,969.92	51,773.66	52,000.00	-	52,000.00
540 Media	89,989.02	67,361.63	90,000.00	(20,000.00)	70,000.00
560 Electronic Services	279,746.44	328,595.85	269,370.00	44,630.00	314,000.00
<b>Total Library Materials</b>	<b>\$ 961,370.00</b>	<b>\$ 967,370.00</b>	<b>\$ 971,370.00</b>	<b>\$ 4,630.00</b>	<b>\$ 976,000.00</b>
			<b>Dollar Change</b>		<b>\$ 4,630.00</b>
			<b>Percent Change</b>		<b>0.48%</b>

**Operating Expenditure Budget**

<b>4600 Equipment</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
610 Operating Equipment	4,278.92	1,169.86	4,500.00	-	4,500.00
630 Small Equipment	501.76	1,831.01	1,500.00	-	1,500.00
<b>Total Equipment</b>	<b>\$ 4,780.68</b>	<b>\$ 3,000.87</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>
			<b>Dollar Change</b>		<b>\$ -</b>
			<b>Percent Change</b>		<b>0.00%</b>

<b>4700 Contingency</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
910 Contingency	288.35	337.46	400.00	-	400.00
<b>Total Contingency</b>	<b>\$ 288.35</b>	<b>\$ 337.46</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ 400.00</b>
			<b>Dollar Change</b>		<b>\$ -</b>
			<b>Percent Change</b>		<b>0.00%</b>

**Great River Regional Library**  
**2025 Annual Preliminary Budget**  
*Approved May 21, 2024*

<b>Operating Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>4800 Automation</b>					
932 Maintenance	208,351.68	190,824.32	167,376.00	2,624.00	170,000.00
933 Equipment	57,426.88	103,693.25	90,600.00	4,400.00	95,000.00
935 Professional Services	2,142.75	-	2,000.00	-	2,000.00
936 Software	44,146.95	67,534.17	63,650.00	7,350.00	71,000.00
<b>Total Automation</b>	\$ 312,068.26	\$ 362,051.74	\$ 323,626.00	\$ 14,374.00	\$ 338,000.00
			Dollar Change		\$ 14,374.00
			Percent Change		4.44%
<b>Total Operating Expenditure Budget</b>	\$ 9,400,513.03	\$ 9,733,934.23	\$ 10,168,376.00	\$ 327,169.00	\$ 10,495,544.00
			Dollar Change		\$ 327,168.00
			Percent Change		3.22%
			Revenue Budget		\$ 10,495,544.00
			Expenditure Budget		\$ 10,495,544.00
			Balanced		\$ -

<b>Capital Expenditure Budget</b>					
	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>Incr/Decr 2025 to 2024</b>	<b>2025 Annual Preliminary Budget</b>
<b>5000 Capital</b>					
710 Automation	-	-	-	-	-
720 Branch Development	8,340.00	16,031.44	-	-	-
730 Equipment	5,832.80	-	-	-	-
740 Fleet Vehicle	-	63,472.75	30,000.00	5,000.00	35,000.00
<b>Total Capital</b>	\$ 14,172.80	\$ 79,504.19	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00
			Dollar Change		\$ 5,000.00
			Percent Change		16.67%
<b>Total Operating &amp; Capital Expenditure Budget</b>	\$ 9,414,685.83	\$ 9,813,438.42	\$ 10,198,376.00	\$ 332,169.00	\$ 10,530,544.00
			Dollar Change		\$ 332,168.00
			Percent Change		3.26%
			Revenue Budget		\$ 10,530,544.00
			Balanced		\$ -

**Great River Regional Library  
2025 Annual Preliminary Budget  
Signatory Share Factor Table**

Approved May 21, 2024

Formula:		1/3 Population	1/3 Registered Borrowers	1/3 Net Tax Capacity									
		33%	33%	33%									
<b>Operating</b>													
<b>\$ 7,521,244</b>													
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	40,164	7.80%	\$ 195,476	6,383	6.93%	\$ 173,657	\$ 54,638,773	6.58%	\$ 165,046	7.10%	\$ 534,179	\$ 13.30	0.98%
Morrison	34,326	6.66%	167,063	7,139	7.75%	194,225	52,841,177	6.37%	159,616	6.93%	520,904	15.18	0.99%
Sherburne	102,275	19.85%	497,766	16,642	18.06%	452,766	165,326,000	19.92%	499,396	19.28%	1,449,929	14.18	0.88%
Stearns	162,016	31.45%	788,522	29,125	31.61%	792,381	232,902,671	28.06%	703,524	30.37%	2,284,427	14.10	0.98%
Todd	25,617	4.97%	124,676	3,853	4.18%	104,826	40,439,714	4.87%	122,155	4.68%	351,657	13.73	0.87%
Wright	150,727	29.26%	733,579	29,009	31.48%	789,226	283,825,037	34.20%	857,344	31.65%	2,380,148	15.79	0.84%
<b>Total</b>	<b>515,125</b>	<b>100%</b>	<b>\$ 2,507,081</b>	<b>92,151</b>	<b>100%</b>	<b>\$ 2,507,081</b>	<b>\$ 829,973,372</b>	<b>100.00%</b>	<b>\$ 2,507,081</b>	<b>100%</b>	<b>\$ 7,521,244</b>	<b>\$ 14.60</b>	<b>0.91%</b>
<b>Weight</b>	<b>2022</b>	<b>33.33%</b>		<b>2023</b>			<b>2024</b>						

<b>Capital</b>													
<b>\$ 35,000</b>													
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	40,164	7.80%	\$ 910	6,383	6.93%	\$ 808	\$ 54,638,773	6.58%	\$ 768	7.10%	\$ 2,486	\$ 0.06	0.0045%
Morrison	34,326	6.66%	777	7,139	7.75%	904	52,841,177	6.37%	743	6.93%	2,424	0.07	0.0046%
Sherburne	102,275	19.85%	2,316	16,642	18.06%	2,107	165,326,000	19.92%	2,324	19.28%	6,747	0.07	0.0041%
Stearns	162,016	31.45%	3,669	29,125	31.61%	3,687	232,902,671	28.06%	3,274	30.37%	10,631	0.07	0.0046%
Todd	25,617	4.97%	580	3,853	4.18%	488	40,439,714	4.87%	568	4.68%	1,636	0.06	0.0040%
Wright	150,727	29.26%	3,414	29,009	31.48%	3,673	283,825,037	34.20%	3,990	31.65%	11,076	0.07	0.0039%
<b>Total</b>	<b>515,125</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>92,151</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>\$ 829,973,372</b>	<b>100%</b>	<b>\$ 11,667</b>	<b>100%</b>	<b>\$ 35,000</b>	<b>\$ 0.07</b>	<b>0.0042%</b>

County	2025 Operating	2025 Capital	2025 Total	County	2024 Operating	2024 Capital	2024 Total	County	Operating Change	Capital Change	Total Change	Total % Change
Benton	\$ 534,179	\$ 2,486	\$ 536,665	Benton	\$ 537,890	\$ 2,156	\$ 540,046	Benton	\$ (3,711)	\$ 330	\$ (3,382)	-0.626%
Morrison	520,904	2,424	523,328	Morrison	517,025	2,072	519,097	Morrison	3,879	352	4,230	0.815%
Sherburne	1,449,929	6,747	1,456,676	Sherburne	1,458,316	5,846	1,464,162	Sherburne	(8,387)	901	(7,487)	-0.511%
Stearns	2,284,427	10,631	2,295,058	Stearns	2,300,524	9,222	2,309,746	Stearns	(16,097)	1,409	(14,688)	-0.636%
Todd	351,657	1,636	353,294	Todd	348,368	1,396	349,764	Todd	3,289	240	3,530	1.009%
Wright	2,380,148	11,076	2,391,224	Wright	2,321,992	9,308	2,331,300	Wright	58,156	1,768	59,927	2.571%
<b>Total</b>	<b>\$ 7,521,244</b>	<b>\$ 35,000</b>	<b>\$ 7,556,244</b>	<b>Total</b>	<b>\$ 7,484,115</b>	<b>\$ 30,000</b>	<b>\$ 7,514,115</b>	<b>Total</b>	<b>\$ 37,129</b>	<b>\$ 5,000</b>	<b>\$ 42,129</b>	<b>0.561%</b>

June 18, 2024

**Great River Regional Library  
Historical Data, Signatory Contributions 2019 - 2024**

**Budget Year: 2024**

Operating Budget	\$	10,168,376			
Capital Budget	\$	30,000			
Non Signatory Revenues	\$	2,684,261			
% of Budget, Signatory		73.68%			
% of Budget, Non Signatory		26.32%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	537,890	\$ 2,156	\$ 540,046	5.30%
Morrison	\$	517,025	\$ 2,072	\$ 519,097	5.09%
Sherburne	\$	1,458,316	\$ 5,846	\$ 1,464,162	14.36%
Stearns	\$	2,300,524	\$ 9,222	\$ 2,309,746	22.65%
Todd	\$	348,368	\$ 1,396	\$ 349,764	3.43%
Wright	\$	2,321,992	\$ 9,308	\$ 2,331,300	22.86%
Surplus, Rolled from prior year	\$	407,350			
Reserves Used in Excess of Surplus	\$	200,711			

**Budget Year: 2023**

Operating Budget	\$	10,014,210			
Capital Budget	\$	30,000			
Non Signatory Revenues	\$	2,406,560			
% of Budget, Signatory		75.97%			
% of Budget, Non Signatory		23.96%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	555,284	\$ 2,192	\$ 557,476	5.55%
Morrison	\$	525,918	\$ 2,076	\$ 527,994	5.26%
Sherburne	\$	1,458,405	\$ 5,756	\$ 1,464,161	14.58%
Stearns	\$	2,368,582	\$ 9,348	\$ 2,377,930	23.67%
Todd	\$	356,739	\$ 1,408	\$ 358,147	3.57%
Wright	\$	2,336,022	\$ 9,220	\$ 2,345,242	23.35%
Surplus, Rolled from prior year	\$	313,860			
Reserves Used in Excess of Surplus	\$	230,000			

**Budget Year: 2022**

Operating Budget	\$	9,702,660			
Capital Budget	\$	30,000			
Non Signatory Revenues	\$	2,561,178			
% of Budget, Signatory		73.68%			
% of Budget, Non Signatory		26.32%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	524,116	\$ 2,202	\$ 526,318	5.41%
Morrison	\$	489,542	\$ 2,056	\$ 491,598	5.05%
Sherburne	\$	1,354,604	\$ 5,690	\$ 1,360,294	13.98%
Stearns	\$	2,274,381	\$ 9,554	\$ 2,283,935	23.47%
Todd	\$	333,969	\$ 1,403	\$ 335,372	3.45%
Wright	\$	2,164,870	\$ 9,094	\$ 2,173,964	22.34%
Surplus, Rolled from prior year	\$	401,080			
Reserves Used in Excess of Surplus	\$	315,218			

**Budget Year: 2021**

Operating Budget	\$	9,531,802			
Capital Budget	\$	95,680			
Non Signatory Revenues	\$	2,456,000			
% of Budget, Signatory		74.49%			
% of Budget, Non Signatory		25.51%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	524,739	\$ 7,096	\$ 531,835	5.52%
Morrison	\$	496,290	\$ 6,711	\$ 503,001	5.22%
Sherburne	\$	1,342,114	\$ 18,148	\$ 1,360,262	14.13%
Stearns	\$	2,269,717	\$ 30,692	\$ 2,300,409	23.89%
Todd	\$	326,428	\$ 4,413	\$ 330,841	3.44%
Wright	\$	2,116,514	\$ 28,620	\$ 2,145,134	22.28%
Surplus, Rolled from prior year	\$	100,000			
Reserves Used in Excess of Surplus	\$	250,000			

**Budget Year: 2020**

Operating Budget	\$	9,428,101			
Capital Budget	\$	96,415			
Non Signatory Revenues	\$	2,297,900			
% of Budget, Signatory		75.87%			
% of Budget, Non Signatory		24.13%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	528,760	\$ 7,150	\$ 535,910	5.63%
Morrison	\$	500,083	\$ 6,762	\$ 506,845	5.32%
Sherburne	\$	1,352,387	\$ 18,287	\$ 1,370,674	14.39%
Stearns	\$	2,287,206	\$ 30,928	\$ 2,318,134	24.34%
Todd	\$	328,958	\$ 4,448	\$ 333,406	3.50%
Wright	\$	2,132,807	\$ 28,840	\$ 2,161,647	22.70%
Surplus, Rolled from prior year	\$	-			
Reserves Used in Excess of Surplus	\$	-			

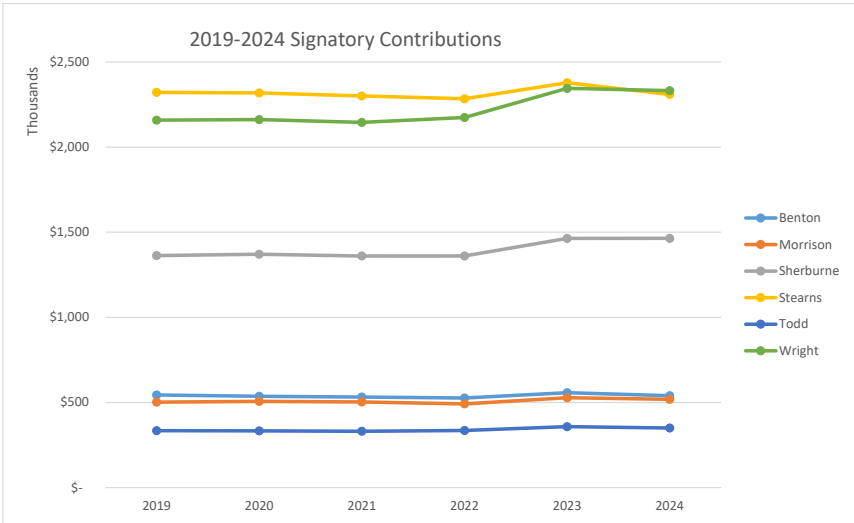
**Budget Year: 2019**

Operating Budget	\$	9,323,284			
Capital Budget	\$	96,373			
Non Signatory Revenues	\$	2,196,369			
% of Budget, Signatory		76.68%			
% of Budget, Non Signatory		23.32%			
		Operating	Capital	Total	% of Annual Budget
Benton	\$	536,825	\$ 7,259	\$ 544,084	5.78%
Morrison	\$	495,332	\$ 6,698	\$ 502,030	5.33%
Sherburne	\$	1,344,771	\$ 18,185	\$ 1,362,956	14.47%
Stearns	\$	2,290,490	\$ 30,973	\$ 2,321,463	24.64%
Todd	\$	329,704	\$ 4,458	\$ 334,162	3.55%
Wright	\$	2,129,793	\$ 28,800	\$ 2,158,593	22.92%
Surplus, Rolled from prior year	\$	-			
Reserves Used in Excess of Surplus	\$	-			

Historical Context: Months of Reserves in Unassigned Fund Balance	
2024*	4.82
2023	4.69
2022	4.55
2021	5.74
2020	7.07
2019	6.84

\*As passed in May 2024

3-months of reserves is required by policy





**Great River Regional Library  
Factor Table Analysis 2020 - 2025**

<b>Population</b>	2020	2021	2022	2023	2024	2025	Change 2020/2025	% Change
Benton	40,128	40,452	40,895	41,379	41,204	40,164	36	0.09%
Morrison	33,074	33,191	33,368	34,010	34,041	34,326	1,252	3.79%
Sherburne	94,748	96,208	97,520	97,183	98,924	102,275	7,527	7.94%
Stearns	157,660	159,258	160,211	158,292	159,301	162,016	4,356	2.76%
Todd	24,513	24,587	24,665	25,262	25,263	25,617	1,104	4.50%
Wright	134,365	136,510	138,531	141,337	144,948	150,727	16,362	12.18%
<b>Registered Users</b>	2020	2021	2022	2023	2024	2025	Change 2020/2025	% Change
Benton	8,035	7,798	6,657	5,941	5,737	6,883	(1,152)	-14.34%
Morrison	8,060	7,900	6,747	6,295	6,439	7,139	(921)	-11.43%
Sherburne	18,378	17,904	15,743	14,543	14,718	16,642	(1,736)	-9.45%
Stearns	34,744	34,775	30,056	26,710	26,066	29,125	(5,619)	-16.17%
Todd	4,606	4,576	4,050	3,725	3,577	3,853	(753)	-16.35%
Wright	30,800	30,263	27,070	25,708	25,694	29,009	(1,791)	-5.81%
<b>Net Tax Capacity</b>	2020	2021	2022	2023	2024	2025	Change 2020/2025	% Change
Benton	\$ 32,460,386	\$ 34,666,438	\$ 36,995,966	\$ 39,515,153	\$ 46,855,850	\$ 54,638,773	\$ 22,178,387	68.32%
Morrison	\$ 33,624,992	\$ 35,352,867	\$ 36,810,499	\$ 38,872,519	\$ 44,889,345	\$ 52,841,177	\$ 19,216,185	57.15%
Sherburne	\$ 102,155,112	\$ 107,127,245	\$ 114,554,266	\$ 125,830,429	\$ 153,075,445	\$ 165,326,000	\$ 63,170,888	61.84%
Stearns	\$ 157,439,907	\$ 164,747,325	\$ 173,227,157	\$ 180,901,347	\$ 211,914,987	\$ 232,902,671	\$ 75,462,764	47.93%
Todd	\$ 22,615,565	\$ 24,530,952	\$ 26,433,812	\$ 27,697,728	\$ 33,650,607	\$ 40,439,714	\$ 17,824,149	78.81%
Wright	\$ 168,191,419	\$ 177,918,505	\$ 191,084,875	\$ 201,363,194	\$ 241,862,916	\$ 283,825,037	\$ 115,633,618	68.75%
<b>Annual Contribution % of Change</b>	2020	2021	2022	2023	2024	2025*	Change 2020/2025	
Benton	-1.502%	-0.760%	-1.037%	5.920%	-3.127%	-0.626%	-1.133%	
Morrison	0.959%	-0.758%	-2.267%	7.404%	-1.685%	0.815%	4.467%	
Sherburne	0.566%	-0.760%	0.002%	7.636%	0.000%	-0.511%	6.934%	
Stearns	-0.143%	-0.765%	-0.716%	4.115%	-2.867%	-0.636%	-1.012%	
Todd	-0.226%	-0.769%	1.370%	6.791%	-2.340%	1.009%	5.834%	
Wright	0.141%	-0.764%	1.344%	7.879%	-0.594%	2.570%	10.576%	

\*As passed in May with \$39,000 additional reserves

**Great River Regional Library  
2025 Annual Budget, Signatory Share Factor Table Scenarios**

2025 GRRL Preliminary Budget	
Operating Budget	\$ 10,495,544
Capital Budget	\$ 35,000
Total Budget	\$ 10,530,544

**2025 Preliminary Budget, Passed in May**

	Operating	Capital	Total	Total % Change
Benton	\$ 534,179	\$ 2,486	\$ 536,665	-0.626%
Morrison	\$ 520,904	\$ 2,424	\$ 523,328	<b>0.815%</b>
Sherburne	\$ 1,449,929	\$ 6,747	\$ 1,456,676	-0.511%
Stearns	\$ 2,284,427	\$ 10,631	\$ 2,295,058	-0.636%
Todd	\$ 351,657	\$ 1,636	\$ 353,293	<b>1.009%</b>
Wright	\$ 2,380,148	\$ 11,076	\$ 2,391,224	<b>2.570%</b>
<b>Total</b>	<b>\$ 7,521,244</b>	<b>\$ 35,000</b>	<b>\$ 7,556,244</b>	<b>0.561%</b>

2024 Surplus to 2025 Budget	\$ 389,000
Reserves in Budget, spenddown plan	\$ 118,500

**Scenario 1:**

	Operating	Capital	Total	Total % Change
Benton	\$ 531,243	\$ 2,486	\$ 533,729	-1.170%
Morrison	\$ 518,041	\$ 2,424	\$ 520,465	<b>0.263%</b>
Sherburne	\$ 1,441,958	\$ 6,747	\$ 1,448,705	-1.056%
Stearns	\$ 2,271,870	\$ 10,631	\$ 2,282,501	-1.180%
Todd	\$ 349,724	\$ 1,636	\$ 351,360	<b>0.456%</b>
Wright	\$ 2,367,065	\$ 11,076	\$ 2,378,141	<b>2.009%</b>
<b>Total</b>	<b>\$ 7,479,901</b>	<b>\$ 35,000</b>	<b>\$ 7,514,901</b>	<b>0.010%</b>

2024 Surplus to 2025 Budget	\$ 389,000
Reserves in Budget, spenddown plan	\$ 118,500
Add'l. Reserves, Scenario 1	\$ 41,344
<b>Total Reserves Used in 2025 Budget</b>	<b>\$ 159,844</b>

**Scenario 2:**

	Operating	Capital	Total	Total % Change
Benton	\$ 528,587	\$ 2,486	\$ 531,073	-1.662%
Morrison	\$ 515,450	\$ 2,424	\$ 517,874	-0.236%
Sherburne	\$ 1,434,748	\$ 6,747	\$ 1,441,495	-1.548%
Stearns	\$ 2,260,510	\$ 10,631	\$ 2,271,141	-1.671%
Todd	\$ 347,976	\$ 1,636	\$ 349,612	-0.430%
Wright	\$ 2,355,229	\$ 11,076	\$ 2,366,305	<b>1.502%</b>
<b>Total</b>	<b>\$ 7,442,500</b>	<b>\$ 35,000</b>	<b>\$ 7,477,500</b>	<b>-0.487%</b>

2024 Surplus to 2025 Budget	\$ 389,000
Reserves in Budget, spenddown plan	\$ 118,500
Add'l. Reserves, Scenario 2	\$ 78,744
<b>Total Reserves Used in 2025 Budget</b>	<b>\$ 197,244</b>

**Scenario 3:**

	Operating	Capital	Total	Total % Change
Benton	\$ 525,994	\$ 2,486	\$ 528,480	-2.142%
Morrison	\$ 512,922	\$ 2,424	\$ 515,346	-0.723%
Sherburne	\$ 1,427,712	\$ 6,747	\$ 1,434,459	-2.029%
Stearns	\$ 2,249,424	\$ 10,631	\$ 2,260,055	-2.151%
Todd	\$ 346,269	\$ 1,636	\$ 347,905	-0.531%
Wright	\$ 2,343,678	\$ 11,076	\$ 2,354,754	<b>1.006%</b>
<b>Total</b>	<b>\$ 7,406,000</b>	<b>\$ 35,000</b>	<b>\$ 7,441,000</b>	<b>-0.973%</b>

2024 Surplus to 2025 Budget	\$ 389,000
Reserves in Budget, spenddown plan	\$ 118,500
Add'l. Reserves, Scenario 3	\$ 115,244
<b>Total Reserves Used in 2025 Budget</b>	<b>\$ 233,744</b>



## Unassigned Fund Balance Spending and Recovery Plan

Submitted by Karen Pundsack, Executive Director  
Amy Anderson, Associate Director – Accounting

### BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

### RECOMMENDATION

Discuss the various impacts of using additional unassigned funds in the 2025 budget on the current spending and recovery plan.

### BACKGROUND INFORMATION

Supporting Documents Attached

- Unassigned Fund Balance Review approved May 21, 2024
- Unassigned Fund Balance Spending and Recovery Plan

Per GRRR Policy 300 Financial Chapter 19. Fund Balance – An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRR Board of Trustees at the time the budget is approved or amended.

The current plan (July 2023) will reduce the use of unassigned funds by roughly 30 percent each year, reaching \$0 by 2028. The result is the use of \$930,804 of unassigned funds to support the GRRR Operating Budget during the recovery period. This plan complies with the auditor requirement of GRRR policy of maintaining three months of reserves in the unassigned fund balance.

The use of additional unassigned funds from cash reserves to offset signatory contributions will become part of the non-signatory revenue receipts lines. A new plan would reach \$0 by 2030. The result is the use of \$415,594-\$607,734 of unassigned funds to support the GRRR operating budget during the recovery period. From 2022-2030, the total use of unassigned funds to support the GRRR operating budget will be \$1,161,518-\$1,353,633.

### FINANCIAL IMPLICATIONS

Estimated Cost:  
Budgeted:  Yes     No     N/A

Funding Source: Unassigned Fund Balance

### ACTION

Passed                       Failed                       Tabled

June 18, 2024

## Great River Regional Library Review of the Unassigned Fund Balance

Approved May 21, 2024

Note: The Board of Trustees is required to review the Unassigned Fund Balance following the annual audit presentation.

<b>Unassigned Fund Balance as of December 31, 2023</b>	<b>\$ 5,400,403.00</b>
Less: 2022 Operating surplus to supplant 2024 budget	\$ (407,350.00)
2023 Operating surplus to supplant 2025 budget	\$ (350,000.00)
Reserves to supplant 2024 budget	\$ (200,711.00)
Spend down plan, 2025 budget	\$ (118,500.00)
Spend down plan, 2026 budget	\$ (59,250.00)
Spend down plan, 2027 budget	\$ (7,125.00)
2024 Surplus Designations	\$ (133,000.00)
2023 Operating Surplus to offset 2025 signatory contributions	\$ (39,000.00)
 <b>Adjusted Unassigned Fund Balance as of December 31, 2023</b>	 <b>\$ 4,085,467.00</b>
 <b>Decrease in Unassigned Fund Balance</b>	 <b>\$ (1,314,936.00)</b>
 <b>2024 Operating Budget</b>	 <b>\$ 10,168,376.00</b>
Average Monthly Expenditures (Operating Budget/12)	<u>847,365.00</u>
<b>3-Months of Reserves in the Unassigned Fund Balance (Required)</b>	<b>\$ 2,542,095.00</b>
 <b>Number of Months in Reserve</b>	 <b>4.82</b>
 Adjusted Unassigned Fund Balance as of January 1, 2024	 \$ 4,085,467.00
3-Months of Reserves in the Unassigned Fund Balance (Required)	<u>2,542,095.00</u>
<b>Amount in excess of 3 month's reserves as of January 1, 2024</b>	<b>\$ 1,543,372.00</b>

### Scenario Impacts on Unassigned Fund Balance and Months of Reserves

	1	2	3
Amount in Excess of 3 months reserves, 1/1/24	\$ 1,502,028	\$ 1,464,628	\$ 1,428,128
Months of Reserves	4.77	4.73	4.69



## Spending and Recovery Plan

Per GRRL Policy 300 Financial Chapter 19. Fund Balance – An unassigned fund balance in excess of three months of the current operating budget may be transferred to the revenue budget when a spending and recovery plan are approved by the GRRL Board of Trustees at the time of the budget is approved or amended.

A combination of the 2022 and 2024 use of unassigned funds in the revenue budget, (Approved in July 2023) is illustrated:

	<b>2022 Revenue</b>	<b>2023 Revenue</b>	<b>2024 Revenue</b>	<b>2025 Revenue</b>	<b>2026 Revenue</b>	<b>2027 Revenue</b>	<b>Total Reserves Use</b>
The Use of Unassigned Funds in the 2022 and 2024 budgets \$355,929	\$315,218	\$230,000	\$200,711	<b>\$118,500</b>	\$59,250	\$7,125	<b>\$930,804</b>

The following table illustrates the impact of using additional reserves in the 2025 annual budget on the current spenddown plan:

	<b>2025 Revenue</b>	<b>2026 Revenue</b>	<b>2027 Revenue</b>	<b>2028 Revenue</b>	<b>2029 Revenue</b>	<b>2030 Revenue</b>	<b>Total Reserves Used, 2025-2030</b>	<b>Total Reserves Used, 2022-2030</b>
Scenario 1: \$41,344 Added to Unassigned Funds Spenddown Plan	\$159,844	\$111,890	\$79,920	\$47,950	\$15,985	\$0	<b>\$415,594</b>	<b>\$1,161,518</b>
Scenario 2: \$78,744 Added to Unassigned Funds Spenddown Plan	\$197,244	\$138,071	\$98,622	\$59,173	\$19,724	\$0	<b>\$512,834</b>	<b>\$1,258,763</b>
Scenario 3: \$115,244 Added to Unassigned Funds Spenddown Plan	\$233,744	\$163,621	\$116,872	\$70,123	\$23,374	\$0	<b>\$607,734</b>	<b>\$1,353,633</b>