



1300 St. Germain Street West  
St. Cloud, MN 56301  
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**Board of Trustees Finance Committee Meeting**  
**Tuesday, November 16, 2021, 5:00 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

- |  |      |
|--|------|
| 1. Call to Order   | 5:00 |
| 2. Adoption/Amendment of Agenda  | 5:01 |
| 3. Approval of Minutes – September 21, 2021, Meeting ( <a href="#">Requested Action – Approve</a> ) pg 3 | 5:02 |
| 4. Third Quarter Financial Report ( <a href="#">Requested Action – Approve</a> ) pg 5                    | 5:03 |
| 5. Request for Fines Purge at Year End ( <a href="#">Requested Action – Approve</a> ) pg 15              | 5:07 |
| 6. Designation for LibraryAware Subscription ( <a href="#">Requested Action – Approve</a> ) pg 17        | 5:17 |
| 7. 2021 Budget Surplus Funds as 2023 Budget Revenue ( <a href="#">Requested Action – Approve</a> ) pg 19 | 5:22 |
| 8. Next Meeting – January 18, 2022   | 5:24 |
| 9. Adjournment   | 5:25 |



**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
September 21, 2021**

A meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, September 21, 2021, at 5:31 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present:

Lisa Fobbe  
Mike Kaczmarek  
Dave Kircher  
Leigh Lenzmeier  
Ed Popp  
Randy Winscher

Members Excused:

Wayne Bauernschmitt

GRRL Staff Present:

Amy Anderson  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

Lisa Fobbe made a motion to adopt the September 21, 2021, agenda as presented. Seconded by Mike Kaczmarek, the motion carried unanimously.

**APPROVAL OF MINUTES**

Leigh Lenzmeier made a motion to approve the July 20, 2021, minutes as presented. Seconded by Mike Kaczmarek, the motion carried unanimously.

**2021 BUDGET PROJECTIONS**

Accounting Coordinator Amy Anderson informed the Board that GRRL anticipates an approximate \$244,000 budget surplus at year-end and briefly explained contributing factors. Fines revenue has slightly increased, but remains under the annual estimate. Interest earnings are expected to be 45 percent received at year-end. Personnel expenses have increased due to employee benefits and employer costs associated with staff turnover and vacancies as well as lingering COVID-related costs.

If trends continue, a designation request to supplant the GRRL 2023 Budget with any 2021 Budget surplus amount will be brought to the Finance Committee in November.

Amy noted the new transit van, ordered in April, has not been received due to Ford's supply and production issues. Delivery is estimated to be late October or November. Because of the delay, GRRL's existing Transit van received new tires and brakes for driver safety.

**CERTIFICATE OF DEPOSIT INVESTMENT PLAN**

As discussed at the July Finance Committee meeting, GRRL's goals are to expand certificate of deposit (CD) investments by including financial institutions located within our six signatories and increase rates of return. Amy Anderson named the selected institutions that will result in GRRL representation in five of our six counties by the end of 2021.

Two Board members have current stakeholder interest in two of the selected financial institutions. Neither worked with Amy to determine institutions for CD investment and both will abstain from related

votes. The Committee was asked to be aware of stakeholder connections with local institutions and to inform GRRL of possible conflicts of interest.

Randy Winscher made a motion to approve the Certificate of Deposit Investment plan as presented. Seconded by Leigh Lenzmeier, the motion carried. Ed Popp abstained.

#### **REGIONWIDE TELEPHONE SYSTEM REQUEST**

Associate Director – Information Technology Jay Roos informed the Committee that the City of Cloud is upgrading their telephone system and requiring the St. Cloud Public Library to do the same. This upgrade allows GRRL an opportunity to look at a regional telephone system with functions to support our services. Arvig was chosen from the quotes obtained. The proposed five-year contract with Arvig includes a guaranteed rate of up to \$17,000 annually and service support. Implementation will begin upon approval.

Following questions and discussion, Leigh Lenzmeier made a motion to approve the regionwide telephone system request as presented. Seconded by Randy Winscher, the motion carried unanimously.

#### **NEXT MEETING**

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

#### **ADJOURNMENT**

Ed Popp adjourned the meeting at 5:52 p.m.

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Edward Popp, Chair

**Great River Regional Library  
Financial Report  
As of September 30, 2021**



Balance, December 31, 2020		\$ 9,316,344.65
Increase to BC		270.00
		\$ 9,316,614.65

**OPERATING & CAPITAL REVENUE**

**Signatory Payments:**

Benton County	\$	531,834.00
Morrison County		377,250.75
Sherburne County		1,020,196.50
Stearns County		1,725,306.75
Todd County		330,841.00
Wright County		1,608,850.50
	\$	<b>5,594,279.50</b>

**Fines:**

Branch	\$	150,399.73
Revenue Recapture		11,165.70
	\$	<b>161,565.43</b>

**Other:**

Interest		37,453.55
City of Elk River		10,600.00
City of Sartell		19,352.16
Interlibrary Loan Delivery		6,200.00
Minitex Last Mile Grant		-
MNLink Grant		-
Revenue Fund (MCIT & Misc)		102.00
St. Cloud Reimbursement		94,911.68
RLBSS State Aid		1,120,190.23
<b>Operating &amp; Capital Revenue Total</b>		<b>\$ 7,044,654.55</b>

**RESTRICTED REVENUE 4900 FUNDS**

Legacy Grant	\$	142,323.33
RLTA Grants		35,009.52
United Way - 21st Century Grant		1,760.00
<b>Restricted Revenue Total</b>		<b>\$ 179,092.85</b>

**COMMITTED REVENUE 5100 FUNDS**

Payroll/HRIS Fund	\$	-
Staff Development Services		104.33
<b>Committed Revenue Total</b>		<b>\$ 104.33</b>

**ASSIGNED REVENUE 5200 FUNDS**

Fund Development - Collection	\$	36,253.93
Fund Development - Communications		12,617.94
Fund Development - Programs & Services		14,938.33
Interlibrary Loan		1,843.80
Gift Fund		57,174.55
Revolving Fund		43,192.14
<b>Assigned Revenue Total</b>		<b>\$ 166,020.69</b>

<b>Total Revenue &amp; Balance</b> -----		<b>\$ 16,706,487.07</b>
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**EXPENDITURES**

Operating Fund -- see attached report	\$	6,511,878.95
Fund Balance Report -- see attached report		351,128.83
Health Reimbursement Arrangement (HRA) Distributions - Custodial Fund		23,687.51
Accumulated Depreciation		135,000.00
<b>Total Expenditures</b> -----		<b>\$ 7,021,695.29</b>

**CUSTODIAL FUND**

Health Reimbursement Arrangement (HRA) Contributions	\$	<b>112,000.00</b>
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<b>Total Revenue less Expenditures including Prior Year Adjustments</b>		<b>\$ 9,796,791.78</b>
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**Great River Regional Library  
Investment Listing  
As of September 30, 2021**

**Total Revenue including prior year Balance less Expenditures ----- \$ 9,796,791.78**

**CASH AND INVESTMENTS**

**Checking Accounts**

	<b>Amount</b>
Bremer Checking Account (FDIC Insured)	\$ 33,968.89
Bremer Petty Cash Checking Account (FDIC Insured)	\$ 22.85
Branch Cash	\$ 2,310.00

**Savings Accounts**

	<b>Rate</b>	<b>Amount</b>
Bremer Money Market Savings Account (FDIC Insured)	0.02%	\$ 249,210.68
MAGIC (Minnesota Association of Governments Investing for Counties) Savings Account (FDIC Insured)	0.0165%	6,092,609.07

**Savings Accounts Ending Balance \$ 6,341,819.75**

MAGIC (Health Reimbursement Account) **\$ 400,670.29**

**Investments:** Each certificate of deposit is FDIC insured by financial institution

	<b>Net Rate</b>	<b>CD Principal</b>
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 @ Fieldpoint Private Bank & Trust, Greenwich, CT (10/25/2021)	0.05%	248,000.00
Certificate of Deposit @ Texas Brand Bank, TX (Maturity 11/3/2021)	0.06%	248,000.00
Certificate of Deposit @ Security State Bank, Scott City, KS (Maturity 11/15/21)	0.10%	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)	0.10%	175,000.00
Certificate of Deposit @ Prospect Bank, Paris, IL (Maturity 4/20/22)	0.05%	248,000.00
Certificate of Deposit @ Patroit Bank, TN (Maturity 5/2/2022)	0.15%	248,000.00
Certificate of Deposit @ First Capital Bank, Germantown, TN (Maturity 05/06/2022)	0.15%	248,000.00
Certificate of Deposit @ Gbc International Bank, Los Angeles, CA (Maturity 08/24/2022)	0.05%	248,000.00
Certificate of Deposit @ Pacific Western Bank, Los Angeles, CA (Maturity 03/16/2023)	0.25%	248,000.00
Certificate of Deposit @ Falcon National Bank, St. Cloud, MN (Maturity 09/29/2022)	0.60%	250,000.00

**Investment Ending Balance \$ 3,153,000.00**

**Bank Accounts and Investments Total \$ 9,931,791.78**  
**Accumulated Depreciation (135,000.00)**

**Month End Balance ----- \$ 9,796,791.78**

Submitted by Amy Anderson, Accounting Coordinator Difference \$ -

Note: \$250,000 Letter of Credit #2234-7096 secured by the Federal Home Loan Bank of Des Moines held at Bremer Bank

**GREAT RIVER REGIONAL LIBRARY**  
**Bank Balances and Investment Activity**  
**SEPTEMBER 2021**

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$28,727.96	\$3,646,368.71	\$3,641,127.78	\$33,968.89
G 10-1016 CASH - PETTY CASH CHECKING	\$1,039.46	\$558.98	\$1,575.59	\$22.85
G 10-1017 CASH - BRANCH CASH	\$2,155.00	\$155.00	\$0.00	\$2,310.00
G 10-1018 CASH - BREMER & MAGIC SAVINGS	\$6,590,504.05	\$2,902,216.34	\$3,150,900.64	\$6,341,819.75
G 10-1020 INVESTMENTS - MAGIC FUND	\$2,903,000.00	\$250,000.00	\$0.00	\$3,153,000.00
G 10-2900 TRANSFERS OUT	\$52,940.37	\$750.00	\$250.00	\$53,440.37
G 10-3000 TRANSFERS IN	-\$52,940.37	\$0.00	\$500.00	-\$53,440.37
G 20-1018 CASH - BREMER & MAGIC SAVINGS	\$403,018.15	\$0.00	\$2,347.86	\$400,670.29
G 20-2530 FUND BALANCE	-\$403,018.15	\$2,347.86	\$0.00	-\$400,670.29
	\$9,525,426.47	\$6,802,396.89	\$6,796,701.87	\$9,531,121.49

**Great River Regional Library  
Revenue Report: Operating Capital Funds  
For the Month Ended September 30, 2021**

<b><u>Operational Signatory Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 524,738.00	\$ 524,738.00	\$ -	100.00%
Morrison County	496,290.00	372,217.50	(124,072.50)	75.00%
Sherburne County	1,342,114.00	1,006,585.50	(335,528.50)	75.00%
Stearns County	2,269,717.00	1,702,287.75	(567,429.25)	75.00%
Todd County	326,428.00	326,428.00	-	100.00%
Wright County	2,116,514.00	1,587,385.50	(529,128.50)	75.00%
<b>Sub-Total: Signatory Operational Receipts:</b>	<b>\$ 7,075,801.00</b>	<b>\$ 5,519,642.25</b>	<b>\$ (1,556,158.75)</b>	<b>78.01%</b>

<b><u>Capital Signatory Receipts</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 7,096.00	\$ 7,096.00	\$ -	100.00%
Morrison County	6,711.00	5,033.25	(1,677.75)	75.00%
Sherburne County	18,148.00	13,611.00	(4,537.00)	75.00%
Stearns County	30,692.00	23,019.00	(7,673.00)	75.00%
Todd County	4,413.00	4,413.00	-	100.00%
Wright County	28,620.00	21,465.00	(7,155.00)	75.00%
<b>Sub-Total: Signatory Capital Receipts:</b>	<b>\$ 95,680.00</b>	<b>\$ 74,637.25</b>	<b>\$ (21,042.75)</b>	<b>78.01%</b>

<b>Total Signatory Receipts:</b>	<b>\$ 7,171,481.00</b>	<b>\$ 5,594,279.50</b>	<b>\$ (1,577,201.50)</b>	<b>78.01%</b>
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<b><u>Other Receipts:</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Unassigned Fund Balance (Cash Reserves)	\$ 350,000.00	\$ 350,000.00	\$ -	100.00%
Fines & Miscellaneous Receipts	280,000.00	161,565.43	(118,434.57)	57.70%
Interest	92,500.00	37,453.55	(55,046.45)	40.49%
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	-	100.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
MN Link	9,000.00	-	(9,000.00)	0.00%
Revenue Fund	-	102.00	102.00	
St. Cloud Reimbursement	103,000.00	94,911.68	(8,088.32)	92.15%
<b>Total: Other Receipts:</b>	<b>\$ 868,400.00</b>	<b>\$ 680,184.82</b>	<b>\$ (188,215.18)</b>	<b>78.33%</b>

<b><u>RLBSS State Aide Revenue</u></b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
RLBSS State Aid*	\$ 1,587,600.00	\$ 1,604,284.03	\$ 16,684.03	101.05%

	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
<b>Total Operating/Capital Revenue:</b>	<b>\$ 9,627,481.00</b>	<b>\$ 7,878,748.35</b>	<b>\$ (1,748,732.65)</b>	<b>81.84%</b>

<b>*Note to Revenue</b>				
<b>RLBSS 2021 State Aid:</b>			<b>RLBSS 2022 State Aid:</b>	
\$ 481,285.21	1st payment received 9-15-2020		\$ 478,676.61	1st payment received 9-29-2021
\$ 481,285.21	2nd payment received 10-14-2020		\$ -	2nd payment received
\$ 481,285.21	3rd payment received 2-09-2021		\$ -	3rd payment received
\$ 160,428.40	Final payment received 7-30-2021		\$ -	Final payment received
<b>\$ 1,604,284.03</b>	<b>Total received</b>		<b>\$ 478,676.61</b>	<b>Total received</b>

Revenue received in prior calendar year(s)  
Revenue received for next year's budget



**GREAT RIVER REGIONAL LIBRARY**

**Quarterly YTD Comparative Report**

2021 -Quarter 3

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	\$471,202.91	\$204,897.09	69.7%	\$496,485.93	-\$25,283.02	-5.09%
SALARIES	10-20-4100-110	\$3,700,150.00	\$2,057,935.92	\$1,642,214.08	55.6%	\$2,179,369.75	-\$121,433.83	-5.57%
SALARIES	10-30-4100-110	\$91,200.00	\$46,706.33	\$44,493.67	51.2%	\$66,809.37	-\$20,103.04	-30.09%
SALARIES-RLBSS	10-20-4100-111	\$1,587,600.00	\$1,604,284.04	-\$16,684.04	101.1%	\$1,587,563.25	\$16,720.79	1.05%
EE BENEFITS	10-00-4100-140	\$111,700.00	\$86,448.10	\$25,251.90	77.4%	\$56,752.20	\$29,695.90	52.33%
EE BENEFITS	10-20-4100-140	\$497,600.00	\$380,247.40	\$117,352.60	76.4%	\$270,448.85	\$109,798.55	40.60%
EE BENEFITS	10-30-4100-140	\$21,200.00	\$21,610.70	-\$410.70	101.9%	\$18,630.43	\$2,980.27	16.00%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$6,231.69	-\$1,731.69	138.5%	\$3,383.21	\$2,848.48	84.19%
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	\$67,597.57	\$34,802.43	66.0%	\$72,963.66	-\$5,366.09	-7.35%
RETIREMENT	10-20-4100-170	\$764,050.00	\$538,206.20	\$225,843.80	70.4%	\$551,918.07	-\$13,711.87	-2.48%
RETIREMENT	10-30-4100-170	\$13,800.00	\$6,847.90	\$6,952.10	49.6%	\$10,090.87	-\$3,242.97	-32.14%
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	\$5,313,755.54	\$2,282,444.46	70.0%	\$5,341,920.83	-\$28,165.29	-0.53%
DEPT 4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$12,000.00	\$3,600.00	\$8,400.00	30.0%	\$4,469.02	-\$869.02	-19.45%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$14,107.68	\$10,892.32	56.4%	\$16,083.72	-\$1,976.04	-12.29%
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	\$1,104.00	\$4,896.00	18.4%	\$1,870.00	-\$766.00	-40.96%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$34,593.81	\$25,406.19	57.7%	\$25,850.38	\$8,743.43	33.82%
BUILDING MAINTENANCE	10-30-4200-240	\$115,700.00	\$89,128.95	\$26,571.05	77.0%	\$92,776.42	-\$3,647.47	-3.93%
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	\$31,295.71	\$64,704.29	32.6%	\$47,498.98	-\$16,203.27	-34.11%
AUDIT	10-30-4200-250	\$19,250.00	\$19,150.00	\$100.00	99.5%	\$19,100.00	\$50.00	0.26%
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	\$29,048.53	\$351.47	98.8%	\$18,129.38	\$10,919.15	60.23%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$560.27	\$1,189.73	32.0%	\$596.72	-\$36.45	-6.11%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$947.06	\$552.94	63.1%	\$439.07	\$507.99	115.70%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,000.00	\$14,274.78	-\$6,274.78	178.4%	\$11,709.99	\$2,564.79	21.90%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$5,431.78	\$2,568.22	67.9%	\$2,088.45	\$3,343.33	160.09%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$21,949.35	\$1,050.65	95.4%	\$26,803.50	-\$4,854.15	-18.11%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$1,480.05	-\$480.05	148.0%	\$352.88	\$1,127.17	319.42%
SALES TAX	10-00-4200-288	\$4,000.00	\$2,236.66	\$1,763.34	55.9%	\$1,847.01	\$389.65	21.10%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$76,000.00	\$45,697.95	\$30,302.05	60.1%	\$54,761.62	-\$9,063.67	-16.55%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$3,770.00	\$12,230.00	23.6%	\$9,944.02	-\$6,174.02	-62.09%
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	\$367,150.71	\$184,136.29	66.6%	\$378,374.02	-\$11,223.31	-2.97%
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	\$1,536.25	\$463.75	76.8%	\$1,587.37	-\$51.12	-3.22%
SUPPLIES	10-20-4300-310	\$61,945.00	\$40,495.69	\$21,449.31	65.4%	\$50,449.38	-\$9,953.69	-19.73%
SUPPLIES	10-30-4300-310	\$295.00	\$0.00	\$295.00	0.0%	\$72.10	-\$72.10	-100.00%
POSTAGE	10-30-4300-330	\$20,000.00	\$9,393.24	\$10,606.76	47.0%	\$7,794.52	\$1,598.72	20.51%
DEPT 4300 COMMODITIES		\$84,240.00	\$51,425.18	\$32,814.82	61.1%	\$59,903.37	-\$8,478.19	-14.15%
DEPT 4400 VEHICLE EXPENSES								
VEHICLE-GAS	10-20-4400-420	\$9,500.00	\$308.12	\$9,191.88	3.2%	\$232.87	\$75.25	32.31%
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	\$3,073.75	\$1,426.25	68.3%	\$5,741.65	-\$2,667.90	-46.47%
VEHICLE-TIRES & MISC	10-20-4400-450	\$3,400.00	\$1,012.84	\$2,387.16	29.8%	\$0.00	\$1,012.84	0.00%
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$681.52	\$1,618.48	29.6%	\$747.59	-\$66.07	-8.84%
VEHICLE-MILEAGE	10-20-4400-460	\$25,000.00	\$14,357.84	\$10,642.16	57.4%	\$10,616.83	\$3,741.01	35.24%
DEPT 4400 VEHICLE EXPENSES		\$48,150.00	\$23,006.07	\$25,143.93	47.8%	\$20,837.94	\$2,168.13	10.40%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$547,020.00	\$394,644.44	\$152,375.56	72.1%	\$343,241.65	\$51,402.79	14.98%
PERIODICALS	10-20-4500-520	\$56,000.00	\$43,646.93	\$12,353.07	77.9%	\$35,013.14	\$8,633.79	24.66%
MEDIA	10-20-4500-540	\$180,000.00	\$68,684.72	\$111,315.28	38.2%	\$85,270.20	-\$16,585.48	-19.45%
ELECTRONIC SERVICES	10-20-4500-560	\$172,900.00	\$128,432.61	\$44,467.39	74.3%	\$125,969.64	\$2,462.97	1.96%
DEPT 4500 LIBRARY MATERIALS		\$955,920.00	\$635,408.70	\$320,511.30	66.5%	\$589,494.63	\$45,914.07	7.79%
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	\$796.09	\$4,703.91	14.5%	\$0.00	\$796.09	0.00%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$22.00	\$278.00	7.3%	\$222.42	-\$200.42	-90.11%
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$904.27	\$395.73	69.6%	\$1,263.21	-\$358.94	-28.41%
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	\$2,175.03	\$6,024.97	26.5%	\$1,485.63	\$689.40	46.40%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$450.00	\$369.50	\$80.50	82.1%	\$548.80	-\$179.30	-32.67%
DEPT 4700 CONTINGENCY		\$450.00	\$369.50	\$80.50	82.1%	\$548.80	-\$179.30	-32.67%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$162,335.00	\$96,842.39	\$65,492.61	59.7%	\$46,566.50	\$50,275.89	107.97%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$8,409.06	\$2,190.94	79.3%	\$484.94	\$7,924.12	1634.04%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$5,721.68	\$79,678.32	6.7%	\$59,161.17	-\$53,439.49	-90.33%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$995.00	\$1,005.00	49.8%	\$0.00	\$995.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$6,620.09	-\$4,620.09	331.0%	\$0.00	\$6,620.09	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$25,020.00	\$0.00	\$25,020.00	0.0%	\$836.00	-\$836.00	-100.00%
DEPT 4800 AUTOMATION OPERATING		\$287,355.00	\$118,588.22	\$168,766.78	41.3%	\$107,048.61	\$11,539.61	10.78%
FUND 10 GENERAL FUND		<b>\$9,531,802.00</b>	<b>\$6,511,878.95</b>	<b>\$3,019,923.05</b>	<b>68.3%</b>	<b>\$6,499,613.83</b>	<b>\$12,265.12</b>	<b>0.19%</b>

**Great River Regional Library  
Budget Adjustments to Fund Balance  
For the Month Ended September 30, 2021**

Fund Description	Program Code	Budget Balance August	Budget Adjustments September	New Budget September	Adjustment Reason
<b>COMMITTED CAPITAL FUNDS</b>					
<b>Receipts</b>					
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	
		<b>\$ 1,097,448.81</b>	<b>\$ -</b>	<b>\$ 1,097,448.81</b>	
<b>RESTRICTED FUNDS</b>					
<b>Receipts</b>					
Legacy Fund 2020	10.10.4900.953	169,684.08	-	169,684.08	
Legacy Fund 2021	10.10.4900.954	213,047.09	-	213,047.09	
Legacy Fund 2022	10.10.4900.949	-	20,886.50	20,886.50	Legacy FY 22
LSTA - Opportunity Hardware	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	10.10.4900.823	500.00	1,260.00	1,760.00	21st Century, LCRF
		<b>\$ 1,199,665.48</b>	<b>\$ 22,146.50</b>	<b>\$ 1,221,811.98</b>	
<b>COMMITTED OTHER FUNDS</b>					
<b>Receipts</b>					
Building Maintenance	10.40.5100.240	32,234.75	-	32,234.75	
Compensated Absence Fund	10.40.5100.983	542,769.00	-	542,769.00	
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	Monthly Receipts
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	12,088.75	35.00	12,123.75	
		<b>\$ 990,469.48</b>	<b>\$ 35.00</b>	<b>\$ 990,504.48</b>	
<b>ASSIGNED FUNDS</b>					
<b>Receipts</b>					
FD - Collection	10.40.5200.816	167,187.27	1,043.42	168,230.69	Monthly Receipts
FD - Communications	10.40.5200.821	34,446.96	269.51	34,716.47	Monthly Receipts
FD - Programs & Services	10.40.5200.822	45,156.56	336.87	45,493.43	Monthly Receipts
Gift Fund	10.40.5200.820	150,344.35	1,768.74	152,113.09	Monthly Receipts
Interlibrary Loan	10.40.5200.810	8,075.28	190.02	8,265.30	Monthly Receipts
Revolving Fund	10.40.5200.825	38,498.89	4,217.69	42,716.58	Monthly Receipts
Sales Revenue	10.40.5200.994	49,759.45	-	49,759.45	
		<b>\$ 493,468.76</b>	<b>\$ 7,826.25</b>	<b>\$ 501,295.01</b>	
<b>TOTAL</b>		<b>\$ 3,781,052.53</b>	<b>\$ 30,007.75</b>	<b>\$ 3,811,060.28</b>	

## Fund Balance Report

SEPTEMBER 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	\$0.00	\$8,340.00	\$169,266.90	4.70%
730	CAPITAL - EQUIPMENT	\$68,639.16	\$0.00	\$5,832.80	\$62,806.36	8.50%
740	CAPITAL - VEHICLE	\$52,525.55	\$0.00	\$0.00	\$52,525.55	0.00%
DEPT 5000 CAPITAL COMMITTED FUNDS		\$1,097,448.81	\$0.00	\$14,172.80	\$1,083,276.01	1.29%
PROG 05 CAPITAL BUDGET						
		\$1,097,448.81	\$0.00	\$14,172.80	\$1,083,276.01	1.29%
PROG 10 OUTREACH SERVICES						
DEPT 4900 RESTRICTED FUNDS						
982	ARPA STATE LIBRARY GRANT	\$0.00	\$2,127.98	\$2,127.98	-\$2,127.98	0.00%
953	LEGACY FUND 2020	\$169,684.08	\$20,940.17	\$44,130.78	\$125,553.30	26.01%
954	LEGACY FUND 2021	\$213,047.09	\$0.00	\$0.00	\$213,047.09	0.00%
949	LEGACY FUND 2022	\$20,886.50	\$0.00	\$0.00	\$20,886.50	0.00%
967	LSTA - ADVANCING EQUITY	\$0.00	\$182.70	\$2,331.70	-\$2,331.70	0.00%
946	MINITEX LAST MILE	\$0.00	\$3,364.50	\$3,364.50	-\$3,364.50	0.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.99	\$0.00	\$0.00	\$28,294.99	0.00%
990	RLTA-2014	\$62,505.55	\$3,774.84	\$3,774.84	\$58,730.71	6.04%
978	RLTA-2015	\$46,869.98	\$0.00	\$46,869.98	\$0.00	100.00%
974	RLTA-2016	\$84,353.20	\$5,076.26	\$52,459.80	\$31,893.40	62.19%
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	\$0.00	\$29,286.16	\$83,628.00	25.94%
979	RLTA-2021	\$105,028.56	\$0.00	\$0.00	\$105,028.56	0.00%
823	UNITED WAY	\$1,760.00	\$586.00	\$1,573.00	\$187.00	89.38%
DEPT 4900 RESTRICTED FUNDS		\$1,221,811.98	\$36,052.45	\$185,918.74	\$1,035,893.24	15.22%
PROG 10 OUTREACH SERVICES						
		\$1,221,811.98	\$36,052.45	\$185,918.74	\$1,035,893.24	15.22%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$32,234.75	\$0.00	\$1,174.99	\$31,059.76	3.65%
983	COMPENSATED ABSENCES	\$542,769.00	\$0.00	\$0.00	\$542,769.00	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	\$17,251.50	\$1,248.50	93.25%
880	EMERGENCY, SUB & SEVERANCE	\$29,379.40	\$0.00	\$0.00	\$29,379.40	0.00%
819	INNOVATION FUND	\$37,130.16	\$0.00	\$5,209.00	\$31,921.16	14.03%
813	PATRON SELF SERVICE	\$18,147.98	\$0.00	\$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	\$12,123.75	\$0.00	\$0.00	\$12,123.75	0.00%
DEPT 5100 COMMITTED FUNDS		\$990,504.48	\$0.00	\$31,975.49	\$958,528.99	3.23%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$168,230.69	\$1,062.17	\$10,731.63	\$157,499.06	6.38%
821	FD - COMMUNICATIONS	\$34,716.47	\$0.00	\$13,309.14	\$21,407.33	38.34%
822	FD - PROGRAMS & SERVICES	\$45,493.43	\$2,865.40	\$14,585.73	\$30,907.70	32.06%
820	GIFT FUND	\$152,113.09	\$3,653.53	\$37,240.18	\$114,872.91	24.48%
810	INTERLIBRARY LOAN	\$8,265.30	\$191.03	\$578.54	\$7,686.76	7.00%
825	REVOLVING FUND	\$42,716.58	\$4,131.21	\$42,616.58	\$100.00	99.77%
994	SALES REVENUE	\$49,759.45	\$0.00	\$0.00	\$49,759.45	0.00%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
DEPT 5200 ASSIGNED FUNDS		\$501,295.01	\$11,903.34	\$119,061.80	\$382,233.21	23.75%
PROG 40 OTHER		\$1,491,799.49	\$11,903.34	\$151,037.29	\$1,340,762.20	10.12%
FUND 10 GENERAL FUND		\$3,811,060.28	\$47,955.79	\$351,128.83	\$3,459,931.45	9.21%
		<b>\$3,811,060.28</b>	<b>\$47,955.79</b>	<b>\$351,128.83</b>	<b>\$3,459,931.45</b>	<b>9.21%</b>





# Request for Fines Purge at Year End

Submitted by Amy Anderson, Accounting Coordinator

## BOARD ACTION REQUESTED

- Information
  Discussion
  Action Requested

## RECOMMENDATION

The request is to clear patron accounts of outstanding late-materials fines and lost processing fees at year-end. This will coincide with the onset of the approved Patron Services Circulation policy changes going into effect on January 1, 2022, and will create an opportunity to lower the billing threshold as a means to recover materials that have not been returned.

## BACKGROUND INFORMATION

- Supporting Documents Attached

As of 9/30/21, patron accounts reflect late materials fines of \$199,613, and lost processing fees of \$209,910, which total \$409,522. Of this amount:

- \$263,310, (64%) is considered collectible based on receivables percentages used in the 2020 audit reports.
- \$324,209 are fines and fees assessed from 2014-2019, which significantly reduces the likelihood of being collected.
- \$114,700 are fines and fees assessed to 4,000 patrons under 18 years of age.

This will not clear accounts of lost item costs, collection amounts, and revenue recapture assessments. These receivables total \$448,400, and collection efforts will continue.

If passed, this action will clear the accounts of 40,500 patrons.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ 410,000      Funding Source: Potential 2022 Receivables

Budgeted:  Yes    No    N/A

## ACTION

- Passed
  Failed
  Tabled







# LibraryAware Subscription Designation

Submitted by Breanne Johnson, Communications and Development Coordinator

## BOARD ACTION REQUESTED

Information                       Discussion                       Action Requested

## RECOMMENDATION

Approve the designation of funds to use the Novelist service, LibraryAware.

## BACKGROUND INFORMATION

Supporting Documents Attached

Library Awareness is one of our four strategic priorities in the 2022-2025 GRRL Strategic Plan. Our goal is to expand awareness of the library’s role in the community, and one method to do so is to increase targeted advertising to reach a wider audience.

Over the past year, the Communications & Development (ComDev) department had the opportunity to trial a service called LibraryAware. This service, provided by EBSCO, offers content creation tools, templates, newsletters, and inspiration from other libraries. Through the trial, we have found ways this resource can streamline and boost our advertising for the library. For example, the service seamlessly integrates with our website and our Novelist database which increases collection visibility in e-newsletters and Personalized Book Picks emails. Also, we have found that being able to start with library-centered templates that we can customize then frees ComDev staff to spend time on unique projects like vehicle and book drop wraps.

Based on the trial, we are requesting a designation to fund LibraryAware in 2022. Investing in LibraryAware will help build relationships with readers, attract new library users, increase circulation, and save staff time.

## FINANCIAL IMPLICATIONS

Estimated Cost: not to exceed \$ 10,300 for 2022                      Funding Source: 2021 Surplus

Budgeted:  Yes     No     N/A

## ACTION

Passed                       Failed                       Tabled





## 2021 Budget Surplus Funds as 2023 Budget Revenue

Submitted by Karen Pundsack, Executive Director and  
Amy Anderson, Accounting Coordinator

### BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

### RECOMMENDATION

Approve the designation of surplus funds from GRRL's 2021 Operating Budget to supplant revenue in the 2022 Budget.

### BACKGROUND INFORMATION

- Supporting Documents Attached

As previously discussed at GRRL Board meetings, the use of a prior year's budget surplus funds would offset county signatory contributions for the next budget year.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$100,000   Funding Source: 2021 Budget Surplus   Budgeted:  Yes    No    N/A

### ACTION

- Passed
  Failed
  Tabled