



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
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**Board of Trustees Finance Committee Meeting
Tuesday, January 21, 2020, 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 – Meeting of November 19, 2019 (Requested Action – Approve) | 5:02 |
| 4. Fourth Quarter Financial Report (Requested Action – Approve) | 5:03 |
| 5. Capital Equipment Request – Postage Machine (Requested Action – Approve) | 5:08 |
| 6. Proposed 2021 Budget Process Timeline (Requested Action – Approve) | 5:12 |
| 7. Next Meeting – February 18, 2020 | 5:19 |
| 8. Adjournment | 5:20 |

January 21, 2020

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
November 19, 2019**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday, November 19, 2019, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Lisa Fobbe presiding.

Members Present:

Jeff Bertram
Lisa Fobbe
Dave Kircher
Leigh Lenzmeier
Ed Popp
Michael Potter
Randy Winscher

Members Excused:GRRL Staff Present:

Brandi Canter
Aron Murphy
Karen Pundsack
Jay Roos
Julie Schmitz
Rachel Thomas

ADOPTION/AMENDMENT OF AGENDA

Michael Potter made a motion to adopt the agenda as presented. Seconded by Ed Popp, the motion carried unanimously.

APPROVAL OF MINUTES

Michael Potter made a motion to approve the September 17, 2019, Finance Committee minutes as presented. Seconded by Dave Kircher, the motion carried unanimously.

THIRD QUARTER FINANCIAL REPORT

The third quarter surplus for revenue and expenditures combined is slightly higher than the approximate \$328,000 reported in September. GRRL's operating fund is currently at 72.7% as of September 30. All counties have submitted their contributions for fourth quarter 2019. Regional Library Basic System Support received was \$1,700 less than budgeted. More certificates of deposit have been added as others have matured.

Jeff Bertram made a motion to approve the third quarter financial report as presented. Seconded by Ed Popp, the motion carried unanimously.

GRRL 2019 BUDGET SURPLUS FUNDS AS 2021 REVENUE

Accounting & Distribution Supervisor Aron Murphy explained the request to use \$100,000 of the 2019 surplus funds to supplant the GRRL 2021 operating budget as discussed at previous meetings. Executive Director Karen Pundsack stated the dollar figure was determined based on historical trends. Committee members commented on GRRL's 6-month surplus which may be considered too large by the county boards. Considerable discussion followed. Although the request shows credibility by offsetting the county contributions, it sets a precedent. Members also mentioned to keep in mind they will need to be responsible in years without a surplus.

It was recommended Aron Murphy explore the possibility of a credit line with the MAGIC Fund. This would provide an option for short-term funds if needed.

Michael Potter made a motion to approve using \$100,000 of the 2019 Budget surplus to supplant revenue in the 2021 Budget as presented. Seconded by Randy Winscher, the motion carried unanimously.

GRRL 2019 BUDGET DESIGNATION REQUESTS

New Kimball Library – Additional Equipment, Technology and Collection

Lead Patron Services Supervisor Brandi Canter requested a \$22,300 designation for the new Kimball Library. Based on projections, the funds will provide technology, equipment and collection items needed when the new library opens.

Ed Popp made a motion to approve the designation request to purchase new Kimball Library items as presented. Seconded by Michael Potter, the motion carried unanimously.

Network Penetration Testing

Associate Director – Information Technology Jay Roos requested up to \$18,500 be designated for contracted external and internal network penetration testing by an external security expert. Generally conducted by an outside organization, testing is part of a comprehensive security plan. It is also included in security and best practices recommendations. Testing is done periodically in addition to in-house work and security measures already in place. Because of public access, it is important our networks are secure. One quote was obtained for this request. However, additional quotes will be obtained to determine the best proposal prior to proceeding with the project.

Dave Kircher made a motion to approve the network penetration testing designation request up to \$18,500 as presented. Seconded by Leigh Lenzmeier, the motion carried with Jeff Bertram, Ed Popp, and Randy Winscher opposed due to not enough information and the preference for more bids prior to approval.

Web Site Technical Support and Consulting

Jay Roos also requested a \$9,000 designation for technical support and consulting for GRRL's web site platform, Drupal. The funds will allow GRRL's new Web Developer to receive quality consulting and assistance during the next year which would accelerate what the Information Technology department is able to achieve including web site upgrades.

Michael Potter made a motion to approve the web site technical support and consulting designation request as presented. Seconded by Randy Winscher, the motion carried unanimously.

Book Drop for Local Book Return Pilot

Aron Murphy requested up to \$4,000 be designated for a local book return pilot project. The approved Library Development Plan included this alternative service as an option for an underserved community to access to library services. The location is not yet known; however, as a pilot, it will be on a current delivery route.

Dave Kircher made a motion to approve the book drop for a local book return designation request up to \$4,000 as presented. Seconded by Randy Winscher, the motion carried unanimously.

OPEN HOURS RECOMMENDATIONS & REQUESTS**Pierz Additional Open Hours****St. Michael Additional Open Hours**

Following brief discussion, Michael Potter made a motion to approve the additional open hours designation request for the Pierz and St. Michael Libraries as presented. Pierz will increase by two (2) hours and St. Michael by three (3) effective the beginning of January 2020. Seconded by Ed Popp, the motion carried unanimously.

Karen Pundsack informed the Committee a large percentage of GRRL's 2019 surplus is due to holding vacant positions open and/or choosing to not fill them such as the Communications & Development Specialist position. Some of the surplus is being repurposed for other library uses.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, January 21, 2020, in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 6:03 p.m.

Lisa Fobbe, Chair

January 21, 2020

**Great River Regional Library
Financial Report
As of December 31, 2019**



	Balance, December 31, 2018	\$ 8,339,894.96
	Adjustment to BC Startup	25.00
		\$ 8,339,919.96
Receipts		
Tax Revenue:		
Benton County	544,084.00	
Morrison County	502,030.00	
Sherburne County	1,362,956.00	
Stearns County	2,321,464.00	
Todd County	334,162.00	
Wright County	2,158,593.00	
City of Staples	-	
		\$ 7,223,289.00
Grant Revenue:		
LSTA - Breaking Down Barriers Grant	75,410.99	
Legacy Grant	210,613.96	
Minitex Last Mile Grant	7,000.00	
MNLink Gateway Grant	9,044.00	
PERA Aid	17,151.00	
RLBSS State Aid	1,591,848.20	
RLTA Grants	152,943.15	
		\$ 2,064,011.30
Interest Revenue:		
		\$ 191,513.18
Gift Fund Revenue:		
		\$ 98,187.85
Interlibrary Loan Revenue:		
		\$ 2,904.07
Fines Revenue:		
Branch Fines	\$ 276,055.35	
Revenue Recapture	8,838.78	
		\$ 284,894.13
Fund Development Revenue:		
Fund Development - Collection	\$ 45,542.16	
Fund Development - Communications	15,841.93	
Fund Development - Programs & Services	19,802.51	
		\$ 81,186.60
Other Revenue:		
Branch Development	\$ 1,390.61	
Building Maintenance	626.90	
Capital - Vehicle	-	
City of Elk River	10,000.00	
City of Sartell	10,791.57	
Committed Payroll/HRIS Fund	1,534.41	
Computer Replacement Fund	-	
Interlibrary Loan Delivery	6,200.00	
Miscellaneous Revenue	793.00	
Revenue Fund	15,994.00	
Revolving Fund	44,395.73	
Sales Revenue	13,400.00	
St. Cloud Reimbursement	95,149.28	
Staff Training Encumbered Fund	240.00	
		\$ 200,515.50
Total Receipts and Balance	-----	\$ 18,486,421.59
Expenditures		
Operating Fund -- see attached report	\$ 8,962,601.43	
Fund Balance Report -- see attached report	777,276.38	
Accumulated Depreciation	180,000.00	
Total Expenditures	-----	\$ 9,919,877.81
Month End Balance	-----	\$ 8,566,543.78

**Great River Regional Library
Investment Listing
As of December 31, 2019**

Balance----- **\$ 8,566,543.78**

<u>Savings Accounts</u>	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Federal Home Loan Bank of Des Moines Letter of Credit #2234-3808) (\$150,000)	2.28%	\$ 247,851.64
MAGIC (Minnesota Association of Governments Investing for Counties) Liquid Account	0.04%	515,614.55
Savings Accounts Ending Balance		\$ 763,466.19

<u>Checking Accounts</u>	
Main Checking Account	\$ 29,072.64
Petty Cash Checking Account	\$ 1,009.95
Branch Cash	\$ 1,995.00

<u>Investments:</u> Each Certificate of Deposit is separately FDIC Insured at 1 Financial Institution	<u>Net Rate</u>	<u>CD Principal</u>
Certificate of Deposit @ Landmark Community Bank, Collierville, TN (Maturity 1/9/2020)	2.80%	242,000.00
Certificate of Deposit @ Pacific Western Bank, Los Angeles, CA (Maturity 1/22/2020)	2.85%	242,000.00
Certificate of Deposit @ Prudential Savings Bank, Philadelphia, PA (Maturity 1/29/2020)	2.70%	175,000.00
Certificate of Deposit @ Bank Ozk, Little Rock, AR (Maturity 2/7/2020)	2.65%	243,000.00
Certificate of Deposit @ Cibc, Chicago, Il (Maturity 2/21/2020)	2.60%	175,000.00
Certificate of Deposit @ First Capital Bank, Germantown, TN (Maturity 3/2/2020)	2.60%	243,000.00
Certificate of Deposit @ Mainstreet Bank, Hemdon, VA (Maturity 3/13/2020)	2.60%	243,000.00
Certificate of Deposit @ Pacific Enterprise Bank, Irvine, CA (Maturity 3/23/2020)	2.60%	175,000.00
Certificate of Deposit @ American Plus Bank, Arcadia, CA (Maturity 3/30/2020)	2.45%	243,000.00
Certificate of Deposit @ First Bank of Ohio, Tiffin, OH (Maturity 4/17/2020)	2.40%	243,000.00
Certificate of Deposit @ Cfg Community Bank, Lutherville, MD (Maturity 4/27/2020)	2.60%	175,000.00
Certificate of Deposit @ First Internet Bank of Indiana, Indianapolis, IN (Maturity 4/29/2020)	2.50%	243,000.00
Certificate of Deposit @ Citizens State Bank, Miles, TX (Maturity 5/6/2020)	2.46%	243,000.00
Certificate of Deposit @ Farmers State Bank of Gtrimont, Trimont, MN (Maturity 5/18/2020)	2.45%	175,000.00
Certificate of Deposit @ East Boston Savings Bank, Boston, MA (Maturity 5/29/2020)	2.40%	243,000.00
Certificate of Deposit @ New Omni Bank, N.A., Alhambra, CA (Maturity 6/11/2020)	2.35%	243,000.00
Certificate of Deposit @ Broadway Federal Bank, F.S.B., Los Angeles, CA (Maturity 6/24/2020)	2.36%	175,000.00
Certificate of Deposit @ Cornerstone Bank, Nebraska, York, NE (Maturity 6/29/2020)	2.45%	243,000.00
Certificate of Deposit @ T Bank, Tollway, TX (Maturity 7/15/2020)	2.19%	244,000.00
Certificate of Deposit @ First National Bank, Damariscotta, ME (Maturity 7/22/2020)	1.95%	175,000.00
Certificate of Deposit @ Great Midwest Bank, Ssb, Brookfield, WI (Maturity 7/30/2020)	1.95%	244,000.00
Certificate of Deposit @ Financial Federal Savings Bank, Memphis, TN (Maturity 8/17/2020)	1.90%	244,000.00
Certificate of Deposit @ Fidelity Bank, West Des Moines, IA (Maturity 8/25/2020)	2.10%	175,000.00
Certificate of Deposit @ Tab Bank, Ogden, UT (Maturity 9/3/2020)	1.73%	245,000.00
Certificate of Deposit @ First National Bank of Mcgregor, Mcgregor, TX (Maturity 9/8/2020)	1.80%	245,000.00
Certificate of Deposit @ Eaglebank, Bethesda, MD (Maturity 9/21/2020)	1.80%	175,000.00
Certificate of Deposit @ American National Bank of Minnesota, Baxter, MN (Maturity 9/25/2020)	1.80%	245,000.00
Certificate of Deposit @ Royal Business Bank, Los Angeles, CA (Maturity 10/20/2020)	1.80%	245,000.00
Certificate of Deposit @ Grand Bank, Tulsa, OK (Maturity 10/22/2020)	1.65%	245,000.00
Certificate of Deposit @ Valliance Bank, Oklahoma City, OK (Maturity 10/28/2020)	1.67%	175,000.00
Certificate of Deposit @ Third Coast Bank Ssb, Humble, TX (Maturity 11/2/2020)	1.60%	245,000.00
Certificate of Deposit @ Vast Bank, Tulsa, OK (Maturity 11/17/2020)	1.60%	245,000.00
Certificate of Deposit @ Gbc International Bank, Los Angeles, CA (Maturity 11/27/2020)	1.55%	175,000.00
Certificate of Deposit @ Franklin Synergy Bank, Franklin, TN (Maturity 12/8/2020)	1.50%	245,000.00
Certificate of Deposit @ Gateway First Bank, Cherokee, OK (Maturity 12/17/2020)	1.80%	245,000.00
Certificate of Deposit @ Southern States Bank, Anniston, AL (Maturity 12/30/2020)	1.63%	175,000.00
Investment Ending Balance		\$ 7,951,000.00

Bank Accounts and Investments Total \$ 8,746,543.78
Accumulated Depreciation (180,000.00)

Month End Balance----- **\$ 8,566,543.78**

Submitted by Aron Murphy, Accounting & Distribution Supervisor

Difference \$ 0.00

**Great River Regional Library
Revenue Report
As of December 31, 2019**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 536,825.00	\$ 536,825.00	\$ -	100.00%
Morrison County	495,332.00	495,332.00	-	100.00%
Sherburne County	1,344,771.00	1,344,771.00	-	100.00%
Stearns County	2,290,490.00	2,290,491.00	1.00	100.00%
Todd County	329,704.00	329,704.00	-	100.00%
Wright County	2,129,793.00	2,129,793.00	-	100.00%
Sub-Total: Signatory Operational Receipts:	\$ 7,126,915.00	\$ 7,126,916.00	\$ 1.00	100.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 7,259.00	\$ 7,259.00	\$ -	100.00%
Morrison County	6,698.00	6,698.00	-	100.00%
Sherburne County	18,185.00	18,185.00	-	100.00%
Stearns County	30,973.00	30,973.00	-	100.00%
Todd County	4,458.00	4,458.00	-	100.00%
Wright County	28,800.00	28,800.00	-	100.00%
Sub-Total: Signatory Capital Receipts:	\$ 96,373.00	\$ 96,373.00	\$ -	100.00%

<u>Maintenance of Effort Receipts:</u>	Budget	Received	Balance	% Rec'd
City of Staples	\$ 6,869.00	\$ -	\$ (6,869.00)	0.00%
Total Signatory/MOE Receipts:	\$ 7,230,157.00	\$ 7,223,289.00	\$ (6,868.00)	99.91%

<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Fines	\$ 345,000.00	\$ 284,894.13	\$ (60,105.87)	82.58%
Interest	70,000.00	191,513.18	121,513.18	273.59%
MN Link Gateway	16,500.00	16,500.00	-	100.00%
PERA Aid	17,200.00	17,151.00	(49.00)	99.72%
Revenue Fund	4,400.00	4,400.00	-	100.00%
St. Cloud Reimbursement	97,200.00	95,149.28	(2,050.72)	97.89%
Total: Other Receipts:	\$ 550,300.00	\$ 609,607.59	\$ 59,307.59	110.78%

<u>Fiscal Receipts - 2019</u>	Budget	Received	Balance	% Rec'd
RLBSS State Aid*	<u>\$ 1,600,000.00</u>	<u>\$ 1,598,275.66</u>	<u>\$ (1,724.34)</u>	<u>99.89%</u>
Total Operating/Capital Revenue:	\$ 9,380,457.00	\$ 9,431,172.25	\$ 50,715.25	100.54%

Note to Revenue			
*RLBSS 2019 State Aid Receipts:		RLBSS 2020 State Aid Receipts:	
\$ 479,482.70	1st payment received 9/13/18	\$ 476,268.97	1st payment received 9/12/19
\$ 479,482.70	2nd payment received 10/12/18	\$ 476,268.97	2nd payment received 10/11/19
\$ 479,482.69	3rd payment received 2/14/19	\$ -	3rd payment received
\$ 159,827.57	Final payment received 7/29/19	\$ -	Final payment received
\$ 1,598,275.66	Total received	\$ 952,537.94	Total received

GREAT RIVER REGIONAL LIBRARY
Bank Balances and Investment Activity
 DECEMBER 2019

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$78,217.88	\$2,205,891.51	\$2,255,036.75	\$29,072.64
G 10-1016 CASH - PETTY CASH CHECKING	\$118.41	\$1,141.52	\$249.98	\$1,009.95
G 10-1017 CASH - BRANCH CASH	\$1,995.00	\$0.00	\$0.00	\$1,995.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$1,769,760.89	\$555,662.27	\$1,561,956.97	\$763,466.19
G 10-1020 INVESTMENTS - MAGIC FUND	\$7,595,000.00	\$840,000.00	\$484,000.00	\$7,951,000.00
G 10-2900 TRANSFERS OUT	\$41,601.60	\$1,131.57	\$0.00	\$42,733.17
G 10-3000 TRANSFERS IN	-\$41,601.60	\$0.00	\$1,131.57	-\$42,733.17
	\$9,445,092.18	\$3,603,826.87	\$4,302,375.27	\$8,746,543.78

Operating Fund Summary

DECEMBER 2019

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2019 YTD Balance	%YTD Budget
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$646,100.00	\$48,442.08	\$629,248.45	\$16,851.55	97.39%
SALARIES	10-20-4100-110	\$3,553,200.00	\$382,695.96	\$3,402,738.25	\$150,461.75	95.77%
SALARIES	10-30-4100-110	\$86,500.00	\$6,616.00	\$86,073.52	\$426.48	99.51%
SALARIES-RLBSS	10-20-4100-111	\$1,600,000.00	\$0.00	\$1,598,275.67	\$1,724.33	99.89%
EE BENEFITS	10-00-4100-140	\$103,800.00	\$5,564.21	\$68,542.82	\$35,257.18	66.03%
EE BENEFITS	10-20-4100-140	\$438,900.00	\$27,918.39	\$334,886.95	\$104,013.05	76.30%
EE BENEFITS	10-30-4100-140	\$19,700.00	\$1,649.91	\$19,798.92	-\$98.92	100.50%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$233.91	\$4,043.27	\$456.73	89.85%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$0.00	\$14,920.00	\$5,080.00	74.60%
RETIREMENT	10-00-4100-170	\$95,800.00	\$7,338.98	\$95,306.17	\$493.83	99.48%
RETIREMENT	10-20-4100-170	\$769,000.00	\$56,159.63	\$734,088.53	\$34,911.47	95.46%
RETIREMENT	10-30-4100-170	\$13,000.00	\$1,002.32	\$13,019.86	-\$19.86	100.15%
PAID TIME OFF PAYMENT	10-00-4100-185	\$14,300.00	\$0.00	\$13,926.91	\$373.09	97.39%
DEPT 4100 PERSONNEL		\$7,364,800.00	\$537,621.39	\$7,014,869.32	\$349,930.68	95.25%
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$4,200.00	\$725.08	\$5,589.70	-\$1,389.70	133.09%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$6,450.97	\$27,600.92	-\$2,600.92	110.40%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$5,161.92	\$2,138.08	70.71%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$0.00	\$4,535.00	\$1,465.00	75.58%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$5,314.57	\$57,174.24	\$2,825.76	95.29%
BUILDING MAINTENANCE	10-30-4200-240	\$132,400.00	\$0.00	\$110,510.11	\$21,889.89	83.47%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$36,000.00	\$0.00	\$27,370.00	\$8,630.00	76.03%
CATALOG SERVICES	10-20-4200-248	\$94,650.00	\$3,320.24	\$87,574.34	\$7,075.66	92.52%
AUDIT	10-30-4200-250	\$16,400.00	\$0.00	\$17,750.00	-\$1,350.00	108.23%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,335.00	\$0.00	\$4,356.00	-\$21.00	100.48%
TELEPHONE	10-00-4200-260	\$6,000.00	\$162.05	\$6,094.88	-\$94.88	101.58%
DELIVERY SERVICES	10-30-4200-265	\$1,495.00	\$134.67	\$1,590.44	-\$95.44	106.38%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$194.47	\$1,924.91	-\$424.91	128.33%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$18,000.00	\$1,385.42	\$21,504.27	-\$3,504.27	119.47%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$639.36	\$8,184.35	-\$184.35	102.30%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$3,228.66	\$21,778.97	\$1,221.03	94.69%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$31.35	\$1,019.65	-\$19.65	101.97%
SALES TAX	10-00-4200-288	\$3,000.00	\$0.00	\$3,507.00	-\$507.00	116.90%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$84,200.00	\$5,067.42	\$72,977.84	\$11,222.16	86.67%
LEGAL SERVICES	10-30-4200-291	\$25,000.00	\$347.50	\$8,211.75	\$16,788.25	32.85%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,800.00	\$0.00	\$6,782.79	\$17.21	99.75%
DEPT 4200 SERVICES AND CONTRACTS		\$564,280.00	\$27,001.76	\$501,199.08	\$63,080.92	88.82%
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$3,700.00	\$1,305.98	\$1,972.87	\$1,727.13	53.32%
SUPPLIES	10-20-4300-310	\$64,500.00	\$11,270.00	\$60,684.20	\$3,815.80	94.08%
SUPPLIES	10-30-4300-310	\$300.00	\$0.00	\$287.00	\$13.00	95.67%
POSTAGE	10-30-4300-330	\$23,000.00	\$1,284.00	\$17,823.95	\$5,176.05	77.50%
DEPT 4300 COMMODITIES		\$91,500.00	\$13,859.98	\$80,768.02	\$10,731.98	88.27%
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$27,600.00	\$26,800.00	\$27,082.53	\$517.47	98.13%
VEHICLE-INSURANCE	10-20-4400-430	\$3,450.00	\$0.00	\$3,467.00	-\$17.00	100.49%
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	\$5,500.00	\$256.13	\$6,239.07	-\$739.07	113.44%
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$0.00	\$3,352.04	-\$1,852.04	223.47%
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$451.82	\$2,288.22	\$11.78	99.49%
VEHICLE-MILEAGE	10-20-4400-460	\$22,300.00	\$1,784.08	\$30,606.87	-\$8,306.87	137.25%
DEPT 4400 VEHICLE EXPENSES		\$62,650.00	\$29,292.03	\$73,035.73	-\$10,385.73	116.58%

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

DECEMBER 2019

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2019 YTD Balance	%YTD Budget
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$540,020.00	\$69,108.58	\$583,882.21	-\$43,862.21	108.12%
PERIODICALS	10-20-4500-520	\$58,000.00	\$2,136.82	\$48,056.55	\$9,943.45	82.86%
MEDIA	10-20-4500-540	\$193,000.00	\$16,962.25	\$149,092.05	\$43,907.95	77.25%
ELECTRONIC SERVICES	10-20-4500-560	\$157,000.00	\$19,577.98	\$166,987.38	-\$9,987.38	106.36%
DEPT 4500 LIBRARY MATERIALS		\$948,020.00	\$107,785.63	\$948,018.19	\$1.81	100.00%
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$5,500.00	\$442.19	\$743.07	\$4,756.93	13.51%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	-\$61.37	\$312.88	-\$12.88	104.29%
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$0.00	\$1,455.91	-\$155.91	111.99%
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$577.06	\$914.37	-\$314.37	152.40%
DEPT 4600 EQUIPMENT		\$8,200.00	\$957.88	\$3,426.23	\$4,773.77	41.78%
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$1,000.00	\$101.43	\$213.37	\$786.63	21.34%
DEPT 4700 CONTINGENCY		\$1,000.00	\$101.43	\$213.37	\$786.63	21.34%
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$168,834.00	\$45,273.53	\$203,488.60	-\$34,654.60	120.53%
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$111.91	-\$278.32	\$11,278.32	-2.53%
AUTOMATION EQUIPMENT	10-20-4800-933	\$90,000.00	-\$726.65	\$118,932.96	-\$28,932.96	132.15%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$6,681.25	\$9,981.25	-\$7,981.25	499.06%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$3,437.00	-\$1,437.00	171.85%
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$4,356.00	\$5,510.00	\$3,490.00	61.22%
DEPT 4800 AUTOMATION OPERATING		\$282,834.00	\$55,696.04	\$341,071.49	-\$58,237.49	120.59%
FUND 10 GENERAL FUND		\$9,323,284.00	\$772,316.14	\$8,962,601.43	\$360,682.57	96.13%
		\$9,323,284.00	\$772,316.14	\$8,962,601.43	\$360,682.57	96.13%



Capital Equipment Request – Postage Machine

Submitted by Aron Murphy, Accounting & Distribution Supervisor
Jami Trenam, Associate Director Collection Development

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve a Capital Equipment expenditure up to \$8,500 to replace the 2011 postage machine. This would be a purchase and not a lease. Current balance in the Capital Equipment account is \$56,225.16.

BACKGROUND INFORMATION

- Supporting Documents Attached

Current equipment maintenance and meter rentals have increased substantially due to the equipment's age. Annual meter rental is \$2,984, and annual maintenance on the equipment is \$2,624. Total annual operating cost is \$5,608.

Cost for a five-year lease option is \$21,550. A purchase option with related meter rental and annual maintenance over the same period is \$17,720.

The vendor will recycle the old equipment at no charge.

FINANCIAL IMPLICATIONS

Estimated Cost: \$8,500 Funding Source: Capital Equipment

Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

Great River Regional Library 2021 Budget Process Timeline

	January	February	March	April	May	June	July
Finance Committee reviews and adopts 2021 Budget Process Timeline dates.							
Finance Committee reviews and adopts 2021 GRRL Budget Process Guidelines.							
Department base budget estimates and department budget requests due to Executive Director and Accounting & Distribution Supervisor.							
Finance Committee reviews base budget. Department heads present approved department budget requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.							
Finance Committee adopts preliminary budget and shares recommendations with full GRRL Board.							
Full GRRL Board adopts 2021 final budget.							