



1300 W. St. Germain Street  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Finance Committee Meeting**  
**Tuesday, November 17, 2020, 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 monitor the meeting at <https://us02web.zoom.us/j/87207993321?pwd=RzA3NCs0Wm5ZOGJSRlJqdktleUJzdz09>, Passcode: 304496 or US: +1 312 626 6799, Webinar ID: 872 0799 3321.*

- |  |      |
|--|------|
| 1. Call to Order   | 5:00 |
| 2. Adoption/Amendment of Agenda  | 5:01 |
| 3. Approval of Minutes – July 21, 2020, Meeting (Requested Action – Approve) pg 3      | 5:02 |
| 4. Third Quarter Financial Report (Requested Action – Approve) pg 5                    | 5:03 |
| 4.1 Fund Balance Adjustments pg 11   |      |
| 5. 2020 Budget Projections pg 13   | 5:14 |
| 6. 27 <sup>th</sup> Payroll Discussion (verbal)  | 5:24 |
| 7. 2020 Budget Surplus Funds as 2022 Budget Revenue (Requested Action – Approve) pg 19 | 5:34 |
| 8. Next Meeting – February 16, 2021  | 5:44 |
| 9. Adjournment   | 5:45 |



**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
July 21, 2020**

A meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, July 21, 2020, at 5:34 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:

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

Members Excused:

GRRL Staff Present:

Aron Murphy  
Karen Pundsack  
Jay Roos  
Patricia Waletzko

**ADOPTION/AMENDMENT OF AGENDA**

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

**APPROVAL OF MINUTES**

Lisa Fobbe made a motion to approve the May 12, 2020, Finance Committee minutes as presented. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

**SECOND QUARTER FINANCIAL REPORT**

Accounting & Distribution Supervisor Aron Murphy reviewed signatory payments, fines, interest revenue, and certificate of deposit rates. Other financial items discussed were unemployment claim invoices, Regional Library Basic System Support payment status, future Legacy funding reduction, and potential GRRL receipt of any loss of wages payment.

Lisa Fobbe made a motion to approve the Second Quarter Financial report as presented. Seconded by Jeff Bertram, the motion carried unanimously by roll call vote.

**2021 BUDGET PROPOSAL & DISCUSSION**

There were no changes between the preliminary 2021 Budget presented in May and this budget proposal. Dave Kircher made a motion to approve the GRRL 2021 Budget as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

**NEXT MEETING**

The next Great River Regional Library Finance Committee meeting will be Tuesday, September 15, 2020.

**ADJOURNMENT**

Ed Popp adjourned the meeting at 5:57 p.m.

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Edward Popp, Finance Committee Chair

**Great River Regional Library  
Financial Report  
As of September 30, 2020**



	<b>Balance, December 31, 2019</b>	<b>\$ 8,746,543.78</b>
	<b>Increase to BC</b>	20.00
		<b>\$ 8,746,563.78</b>
<b><u>OPERATING &amp; CAPITAL REVENUE</u></b>		
<b>Signatory Payments:</b>		
Benton County	\$ 401,932.50	
Morrison County	380,133.75	
Sherburne County	1,028,005.50	
Stearns County	1,738,602.00	
Todd County	250,054.50	
Wright County	1,621,235.25	
		<b>\$ 5,419,963.50</b>
<b>Fines:</b>		
Branch	\$ 113,049.38	
Revenue Recapture	9,187.99	
		<b>\$ 122,237.37</b>
<b>Other:</b>		
Interest		152,005.48
City of Elk River		10,200.00
City of Sartell		9,634.73
Interlibrary Loan Delivery		6,200.00
Minitex Last Mile Grant		-
MNLink Gateway Grant		-
Revenue Fund (MCIT & Misc)		527.60
St. Cloud Reimbursement		96,747.68
RLBSS State Aid		1,116,310.50
<b>Operating &amp; Capital Revenue Total</b>		<b>\$ 6,933,826.86</b>
<b><u>RESTRICTED REVENUE 4900 FUNDS</u></b>		
Legacy Grant		\$ 143,099.37
Hot Spots Grant		770.23
RLTA Grants		79,895.56
United Way - 21st Century Grant		10,814.00
<b>Restricted Revenue Total</b>		<b>\$ 234,579.16</b>
<b><u>COMMITTED REVENUE 5100 FUNDS</u></b>		
Payroll/HRIS Fund		\$ 15.00
Staff Development Services		2,700.75
<b>Committed Revenue Total</b>		<b>\$ 2,715.75</b>
<b><u>ASSIGNED REVENUE 5200 FUNDS</u></b>		
Fund Development - Collection	\$ 10,086.44	
Fund Development - Communications	3,595.03	
Fund Development - Programs & Services	4,493.86	
		<b>\$ 18,175.33</b>
Interlibrary Loan		1,289.31
Gift Fund		48,852.67
Revolving Fund		74,466.21
<b>Assigned Revenue Total</b>		<b>\$ 142,783.52</b>
<b>Total Revenue &amp; Balance</b> -----		<b>\$ 16,060,469.07</b>
<b><u>EXPENDITURES</u></b>		
Operating Fund -- see attached report		\$ 6,499,613.83
Fund Balance Report -- see attached report		390,375.19
Accumulated Depreciation		135,000.00
<b>Total Expenditures</b> -----		<b>\$ 7,024,989.02</b>
<b>Total Revenue including prior year Balance less Expenditures</b> -----		<b>\$ 9,035,480.05</b>

**Great River Regional Library  
Investment Listing  
As of September 30, 2020**

**Total Revenue including prior year Balance less Expenditures ----- \$ 9,035,480.05**

**CASH AND INVESTMENTS**

**Savings Accounts**

	<b>Rate</b>	<b>Amount</b>
Bremer Money Market Savings Account (FDIC Insured)	0.10%	\$ 249,144.95
MAGIC (Minnesota Association of Governments Investing for Counties) Savings Account (FDIC Insured)	0.13%	3,772,625.66
<b>Savings Accounts Ending Balance</b>		<b>\$ 4,021,770.61</b>

**Checking Accounts**

Bremer Checking Account (FDIC Insured)	<b>\$</b>	<b>56,301.08</b>
Bremer Petty Cash Checking Account (FDIC Insured)	<b>\$</b>	<b>393.36</b>
Branch Cash	<b>\$</b>	<b>2,015.00</b>

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

	<b>Net Rate</b>	<b>CD Principal</b>	
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	
Certificate of Deposit @ Prospect Bank, Paris, IL (Maturity 1/8/2021)	1.60%	245,000.00	
Certificate of Deposit @ Pacific Western Bank, Los Angeles, CA (Maturity 1/22/2021)	1.60%	245,000.00	
Certificate of Deposit @ Prudential Savings Bank, Philadelphia, PA (Maturity 1/28/2021)	1.60%	175,000.00	
Certificate of Deposit @ Landmark Community Bank, Collierville, TN (Maturity 2/8/2021)	1.65%	245,000.00	
Certificate of Deposit @ Mission National Bank, San Francisco, CA (Maturity 2/23/2021)	1.60%	175,000.00	
Certificate of Deposit @ Preferred Bank, Los Angeles, CA (Maturity 3/2/2021)	1.55%	245,000.00	
Certificate of Deposit @ Cit Bank, Pasadena, CA (Maturity 3/15/2021)	0.86%	247,000.00	
Certificate of Deposit @ Nicolet National Bank, Green Bay, WI (Maturity 3/23/2021)	0.95%	175,000.00	
Certificate of Deposit @ Unity National Bank of Houston, Houston, TX (Maturity 3/30/2021)	0.96%	247,000.00	
Certificate of Deposit @ Traditional Bank, Inc of Mount Sterling, KY (Maturity 4/20/2021)	0.84%	247,000.00	
Certificate of Deposit @ Fieldpoint Private Bank, Greenwich, CT (Maturity 4/27/2021)	0.75%	179,000.00	
Certificate of Deposit @ First Internet Bank of Indiana, Indianapolis, IN (Maturity 4/29/2021)	0.81%	247,000.00	
Certificate of Deposit @ First Capital Bank, Germantown, TN (Maturity 5/6/2021)	0.65%	248,000.00	
Certificate of Deposit @ CIBC, Chicago, IL (Maturity 5/18/2021)	0.50%	175,000.00	
<b>Investment Ending Balance</b>		<b>\$ 5,090,000.00</b>	\$ 9,170,480.05
<b>Accumulated Depreciation</b>		<b>(135,000.00)</b>	
<b>Bank Accounts and Investments Total</b>		<b>\$ 9,035,480.05</b>	

**Balance-----**

Total Revenue & Balance less Cash & Investments \$ (0.00)

Submitted by Linda Treb, Accounting Coordinator

Note: \$150,000 Letter of Credit #2234-3808 secured by the Federal Home Loan Bank of Des Moines held at Bremer Bank

**GREAT RIVER REGIONAL LIBRARY**  
**Bank Balances and Investment Activity**  
**SEPTEMBER 2020**

10/12/20 3:12 PM

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Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$73,202.97	\$2,364,256.26	\$2,381,158.15	\$56,301.08
G 10-1016 CASH - PETTY CASH CHECKING	\$158.95	\$1,078.64	\$844.23	\$393.36
G 10-1017 CASH - BRANCH CASH	\$2,015.00	\$0.00	\$0.00	\$2,015.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$2,966,884.29	\$1,669,228.59	\$614,342.27	\$4,021,770.61
G 10-1020 INVESTMENTS - MAGIC FUND	\$6,000,000.00	\$0.00	\$910,000.00	\$5,090,000.00
G 10-2900 TRANSFERS OUT	\$46,533.42	\$1,091.03	\$249.98	\$47,374.47
G 10-3000 TRANSFERS IN	-\$46,533.42	\$0.00	\$841.05	-\$47,374.47
	\$9,042,261.21	\$4,035,654.52	\$3,907,435.68	\$9,170,480.05

**Great River Regional Library  
Revenue Report: Operating Capital Funds  
As of September 30, 2020**

<b>Operational Signatory Receipts:</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 528,760.00	\$ 396,570.00	\$ (132,190.00)	75.00%
Morrison County	500,083.00	375,062.25	(125,020.75)	75.00%
Sherburne County	1,352,387.00	1,014,290.25	(338,096.75)	75.00%
Stearns County	2,287,206.00	1,715,406.00	(571,800.00)	75.00%
Todd County	328,958.00	246,718.50	(82,239.50)	75.00%
Wright County	2,132,807.00	1,599,605.25	(533,201.75)	75.00%
<b>Sub-Total: Signatory Operational Receipts:</b>	<b>\$ 7,130,201.00</b>	<b>\$ 5,347,652.25</b>	<b>\$ (1,782,548.75)</b>	<b>75.00%</b>

<b>Capital Signatory Receipts</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Benton County	\$ 7,150.00	\$ 5,362.50	\$ (1,787.50)	75.00%
Morrison County	6,762.00	5,071.50	(1,690.50)	75.00%
Sherburne County	18,287.00	13,715.25	(4,571.75)	75.00%
Stearns County	30,928.00	23,196.00	(7,732.00)	75.00%
Todd County	4,448.00	3,336.00	(1,112.00)	75.00%
Wright County	28,840.00	21,630.00	(7,210.00)	75.00%
<b>Sub-Total: Signatory Capital Receipts:</b>	<b>\$ 96,415.00</b>	<b>\$ 72,311.25</b>	<b>\$ (24,103.75)</b>	<b>75.00%</b>

<b>Total Signatory Receipts:</b>	<b>\$ 7,226,616.00</b>	<b>\$ 5,419,963.50</b>	<b>\$ (1,806,652.50)</b>	<b>75.00%</b>
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<b>Other Receipts:</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
Fines & Miscellaneous Receipts	\$ 320,000.00	\$ 122,237.37	\$ (197,762.63)	38.20%
Interest	154,900.00	152,005.48	(2,894.52)	98.13%
City of Elk River	10,200.00	10,200.00	-	100.00%
City of Sartell	15,800.00	9,634.73	(6,165.27)	60.98%
ILL Delivery	6,200.00	6,200.00	-	100.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
MN Link Gateway*	23,500.00	13,600.43	(9,899.57)	57.87%
Revenue Fund*	62,000.00	42,887.71	(19,112.29)	69.17%
St. Cloud Reimbursement	100,300.00	96,747.68	(3,552.32)	96.46%
<b>Total: Other Receipts:</b>	<b>\$ 699,900.00</b>	<b>\$ 453,513.40</b>	<b>\$ (246,386.60)</b>	<b>64.80%</b>

<b>RLBSS State Aide Revenue</b>	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
RLBSS State Aid**	\$ 1,598,000.00	\$ 1,587,563.23	\$ (10,436.77)	99.35%

	<b>Budget</b>	<b>Received</b>	<b>Balance</b>	<b>% Rec'd</b>
<b>Total Operating/Capital Revenue:</b>	<b>\$ 9,524,516.00</b>	<b>\$ 7,461,040.13</b>	<b>\$ (2,063,475.87)</b>	<b>78.34%</b>
Revenue received in Current Calendar Year		<b>6,933,826.86</b>		

<b>Note to Other Receipts</b>			
<b>MN Link Gateway:</b>		<b>Revenue Fund:</b>	
\$ 13,600.43	12-31-2019 balance transfer	\$ 42,360.11	12-31-2019 balance transfer
		\$ 20.00	Miscellaneous received 2-7-2020
		\$ 507.60	Cares Act received thru 9-30-2020
<b>\$ 13,600.43</b>	<b>Total received</b>	<b>\$ 42,887.71</b>	<b>Total received</b>

<b>Note to Revenue</b>			
<b>RLBSS 2020 State Aid:</b>		<b>RLBSS 2021 State Aid:</b>	
\$ 476,268.97	1st payment received 9-12-2019	\$ 481,285.21	1st payment received 9-10-2020
\$ 476,268.97	2nd payment received 10-11-2019	\$ -	2nd payment received
\$ 476,268.97	3rd payment received 2-13-2020	\$ -	3rd payment received
\$ 158,756.32	Final payment received 7-29-2020	\$ -	Final payment received
<b>\$ 1,587,563.23</b>	<b>Total received</b>	<b>\$ 481,285.21</b>	<b>Total received</b>

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



**GREAT RIVER REGIONAL LIBRARY**  
**Quarterly Operating Fund Summary**  
**SEPTEMBER 2020**

Account	Fund	Current Budget	Current QTD Expended	2020 YTD Balance	% YTD of Budget	Prior QTD Expended
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$649,500.00	\$496,485.93	\$153,014.07	76.4%	\$439,873.08
SALARIES	10-20-4100-110	\$3,609,448.00	\$2,179,369.75	\$1,430,078.25	60.4%	\$2,168,768.43
SALARIES	10-30-4100-110	\$88,100.00	\$66,809.37	\$21,290.63	75.8%	\$64,749.60
SALARIES-RLBSS	10-20-4100-111	\$1,598,000.00	\$1,587,563.25	\$10,436.75	99.4%	\$1,606,252.31
EE BENEFITS	10-00-4100-140	\$111,700.00	\$56,752.20	\$54,947.80	50.8%	\$39,190.60
EE BENEFITS	10-20-4100-140	\$500,800.00	\$270,448.85	\$230,351.15	54.0%	\$247,621.54
EE BENEFITS	10-30-4100-140	\$21,200.00	\$18,630.43	\$2,569.57	87.9%	\$14,766.30
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$3,383.21	\$1,116.79	75.2%	\$3,746.68
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$15,105.00	\$4,895.00	75.5%	\$28,140.00
RETIREMENT	10-00-4100-170	\$96,400.00	\$72,963.66	\$23,436.34	75.7%	\$66,640.77
RETIREMENT	10-20-4100-170	\$780,000.00	\$551,918.07	\$228,081.93	70.8%	\$554,085.92
RETIREMENT	10-30-4100-170	\$13,300.00	\$10,090.87	\$3,209.13	75.9%	\$9,809.56
PAID TIME OFF PAYMENT	10-00-4100-185	\$10,152.00	\$12,400.24	-\$2,248.24	122.2%	\$12,552.19
DEPT 4100 PERSONNEL		\$7,503,100.00	\$5,341,920.83	\$2,161,179.17	71.2%	\$5,256,196.98
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$4,500.00	\$4,469.02	\$30.98	99.3%	\$3,868.18
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$16,083.72	\$8,916.28	64.3%	\$20,596.98
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$7,300.00
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$1,870.00	\$4,130.00	31.2%	-\$944.50
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$25,850.38	\$34,149.62	43.1%	\$37,283.14
BUILDING MAINTENANCE	10-30-4200-240	\$115,000.00	\$92,776.42	\$22,223.58	80.7%	\$18,266.81
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$33,000.00	\$33,389.00	-\$389.00	101.2%	\$26,974.00
CATALOG SERVICES	10-20-4200-248	\$96,000.00	\$47,498.98	\$48,501.02	49.5%	\$38,227.81
AUDIT	10-30-4200-250	\$18,500.00	\$19,100.00	-\$600.00	103.2%	\$18,000.00
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,356.00	\$4,587.00	-\$231.00	105.3%	\$4,125.00
TELEPHONE	10-00-4200-260	\$17,700.00	\$18,129.38	-\$429.38	102.4%	\$71.39
DELIVERY SERVICES	10-30-4200-265	\$1,495.00	\$596.72	\$898.28	39.9%	\$1,105.49
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$439.07	\$1,060.93	29.3%	\$1,781.77
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,000.00	\$11,709.99	-\$3,709.99	146.4%	\$10,722.41
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$2,088.45	\$5,911.55	26.1%	\$3,019.91
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$26,803.50	-\$3,803.50	116.5%	\$14,337.19
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$352.88	\$647.12	35.3%	\$611.33
SALES TAX	10-00-4200-288	\$3,000.00	\$1,847.01	\$1,152.99	61.6%	\$2,221.00
HRIS/PAYROLL SERVICES	10-00-4200-290	\$76,000.00	\$54,761.62	\$21,238.38	72.1%	\$51,030.27
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$9,944.02	\$6,055.98	62.2%	\$7,026.62
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$7,000.00	\$6,076.86	\$923.14	86.8%	\$6,719.18
DEPT 4200 SERVICES AND CONTRACTS		\$532,351.00	\$378,374.02	\$153,976.98	71.1%	\$272,343.98
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$3,650.00	\$1,587.37	\$2,062.63	43.5%	\$2,859.34
SUPPLIES	10-20-4300-310	\$63,000.00	\$50,449.38	\$12,550.62	80.1%	\$34,948.22
SUPPLIES	10-30-4300-310	\$295.00	\$72.10	\$222.90	24.4%	\$293.50
POSTAGE	10-30-4300-330	\$23,000.00	\$7,794.52	\$15,205.48	33.9%	\$15,958.43
DEPT 4300 COMMODITIES		\$89,945.00	\$59,903.37	\$30,041.63	66.6%	\$54,059.49
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$25,000.00	\$232.87	\$24,767.13	0.9%	\$699.72
VEHICLE-INSURANCE	10-20-4400-430	\$3,450.00	\$3,499.00	-\$49.00	101.4%	\$3,410.00
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	\$5,000.00	\$5,741.65	-\$741.65	114.8%	\$1,320.34
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$0.00	\$1,500.00	0.0%	\$1,284.89
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$747.59	\$1,552.41	32.5%	\$856.74
VEHICLE-MILEAGE	10-20-4400-460	\$22,300.00	\$10,616.83	\$11,683.17	47.6%	\$17,234.41
DEPT 4400 VEHICLE EXPENSES		\$59,550.00	\$20,837.94	\$38,712.06	35.0%	\$24,806.10

Account	Fund	Current Budget	Current QTD Expended	2020 YTD Balance	% YTD of Budget	Prior QTD Expended
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$568,500.00	\$343,241.65	\$225,258.35	60.4%	\$378,913.11
PERIODICALS	10-20-4500-520	\$52,000.00	\$35,013.14	\$16,986.86	67.3%	\$46,872.02
MEDIA	10-20-4500-540	\$174,000.00	\$85,270.20	\$88,729.80	49.0%	\$104,546.60
ELECTRONIC SERVICES	10-20-4500-560	\$158,920.00	\$125,969.64	\$32,950.36	79.3%	\$83,296.90
DEPT 4500 LIBRARY MATERIALS		\$953,420.00	\$589,494.63	\$363,925.37	61.8%	\$613,628.63
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$500.00	\$0.00	\$500.00	0.0%	\$1,000.00
OPERATING EQUIPMENT	10-20-4600-610	\$5,500.00	\$0.00	\$5,500.00	0.0%	\$6,129.00
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$222.42	\$77.58	74.1%	\$129.89
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$1,263.21	\$36.79	97.2%	\$1,248.79
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$0.00	\$600.00	0.0%	\$162.69
DEPT 4600 EQUIPMENT		\$8,200.00	\$1,485.63	\$6,714.37	18.1%	\$8,670.37
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$200.00	\$548.80	-\$348.80	274.4%	\$49.50
DEPT 4700 CONTINGENCY		\$200.00	\$548.80	-\$348.80	274.4%	\$49.50
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$172,335.00	\$46,566.50	\$125,768.50	27.0%	\$90,010.49
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$484.94	\$10,515.06	4.4%	\$979.71
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,000.00	\$59,161.17	\$25,838.83	69.6%	\$1,388.46
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$0.00
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$288.00
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$836.00	\$8,164.00	9.3%	\$14,709.00
DEPT 4800 AUTOMATION OPERATING		\$281,335.00	\$107,048.61	\$174,286.39	38.1%	\$107,375.66
FUND 10 GENERAL FUND		\$9,428,101.00	\$6,499,613.83	\$2,928,487.17	68.9%	\$6,337,130.71
		\$9,428,101.00	\$6,499,613.83	\$2,928,487.17	68.9%	\$6,337,130.71

**Great River Regional Library  
Fund Balance Adjustments  
As of September 30, 2020**

Fund Description	Program Code	Balance August 2020	Adjusted in September 2020	Budget September 2020	Adjustment Reason
<b>COMMITTED CAPITAL FUNDS</b>					
<b>Budget &amp; Receipts</b>					
Capital - Automation	10.05.5000.710	747,997.20	-	747,997.20	
Capital - Branch Development	10.05.5000.720	187,203.64	-	187,203.64	
Capital - Equipment	10.05.5000.730	66,225.16	-	66,225.16	
Capital - Vehicle	10.05.5000.740	27,525.55	-	27,525.55	
		<b>\$ 1,028,951.55</b>	<b>\$ -</b>	<b>\$ 1,028,951.55</b>	
<b>RESTRICTED FUNDS</b>					
<b>Receipts</b>					
Legacy Fund 2019	10.10.4900.951	7,205.77	-	7,205.77	
Legacy Fund 2020	10.10.4900.953	212,910.55	-	212,910.55	
Legacy Fund 2020	10.10.4900.954	-	36,644.10	36,644.10	
Minitex Last Mile Grant	10.10.4900.946	7,000.00	-	7,000.00	
Opportunity Hardware Grant	10.10.4900.942	28,294.99	-	28,294.99	
RLTA - Hot Spot Grant	10.10.4900.956	770.23	-	770.23	
RLTA 2014	10.10.4900.990	86,625.99	-	86,625.99	
RLTA 2015	10.10.4900.978	130,497.98	-	130,497.98	
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	116,719.27	13,208.73	129,928.00	
United Way - 21st Century Grant	10.10.4900.823	-	10,814.00	10,814.00	Reclassified from an Assigned Fund, including a transfer of \$1,614.
		<b>\$ 1,050,845.85</b>	<b>\$ 60,666.83</b>	<b>\$ 1,111,512.68</b>	
<b>COMMITTED OTHER FUNDS</b>					
<b>Receipts</b>					
Building Maintenance	10.40.5100.240	32,284.98	-	32,284.98	
Compensated Absence Fund	10.40.5100.983	501,714.00	-	501,714.00	
Computer Replacement Fund	10.40.5100.984	67,869.55	-	67,869.55	
Consulting Fees	10.40.5100.812	27,500.00	-	27,500.00	
Emergency Sub & Severance	10.40.5100.880	30,282.40	-	30,282.40	
Innovation Fund	10.40.5100.819	43,471.80	-	43,471.80	
Patron Self Service	10.40.5100.813	18,147.98	-	18,147.98	
Payroll & HRIS Services	10.40.5200.890	2,847.85	(275.00)	2,572.85	
Payroll Fund	10.40.5100.870	220,000.00	-	220,000.00	
Security	10.40.5100.831	10,000.00	-	10,000.00	
Staff Development Services	10.40.5100.211	11,519.63	295.00	11,814.63	
		<b>\$ 965,638.19</b>	<b>\$ 20.00</b>	<b>\$ 965,658.19</b>	
<b>ASSIGNED FUNDS</b>					
<b>Receipts</b>					
FD - Communications	10.40.5200.821	65,109.81	20.00	65,129.81	
FD - Programs & Services	10.40.5200.822	26,488.46	25.00	26,513.46	
FD - Collection	10.40.5200.816	119,203.64	55.00	119,258.64	
Gift Fund	10.40.5200.820	133,698.58	2,425.89	136,124.47	
Interlibrary Loan	10.40.5200.810	6,512.30	55.98	6,568.28	
MNLink	10.40.5200.985	(9,899.57)	9,899.57	-	Added budgeted amount of \$23,500 in January. Reversed and transferred the available balance of \$13,600.43 at 12-31-19 to Operating Revenue.
Revenue Fund-MCIT & Misc.	10.40.5200.996	(19,639.29)	19,639.29	-	Added budgeted amount of \$62,000 in January. Reversed and transferred the available balance of \$42,360.71 at 12-31-19 to Operating Revenue.
Revolving Fund	10.40.5200.825	58,799.59	15,761.10	74,560.69	Transferred MCIT insurance claim of \$10,333.75 to Revolving Fund from Operating Revenue.
Sales Revenue	10.40.5200.994	49,657.45	-	49,657.45	
United Way	10.40.5200.823	1,614.00	(1,614.00)	-	Reclassified to a Restricted Fund and transferred \$1,614.
		<b>\$ 431,544.97</b>	<b>\$ 46,267.83</b>	<b>\$ 477,812.80</b>	
<b>TOTAL</b>		<b>\$ 3,476,980.56</b>	<b>\$ 106,954.66</b>	<b>\$ 3,583,935.22</b>	





## 2020 Budget Projections

Submitted by Linda Treb, Accounting Coordinator

### BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

### RECOMMENDATION

Review 2020 budget progress and projections.

### BACKGROUND INFORMATION

Supporting Documents Attached

The 2020 budget projections show an anticipated operating revenue deficit of \$150,062.44 or 1.59% under budget. The report also projects a surplus in the operating expenditures of \$454,439.30 or 4.82% under budget resulting in an overall surplus of \$304,376.86 to be added to the Unassigned Fund Balance or designated for some future expenditure.

The projected surplus in this year's budget is due primarily to:

- Interest Revenue is expected to exceed budget by 14.90%.
- Savings in Catalog Services resulted from negotiating a lower price for CollectionHQ.
- Staff turnover and vacancies as well as a reduction of hours in programming and substitute funds due to COVID-19.
- Savings in HRIS/Payroll Services resulted from negotiating a lower price for service with ADP.
- Due to COVID-19, savings resulted in the following areas:
  - Staff Development Services from virtual training events.
  - All Staff Day from cancellation of annual staff in-house training.
  - Patron Contact Services from a reduction in overdue and hold notices sent.
  - Postage and Delivery Services.
  - Vehicle-Gasoline and Staff Mileage from reduced deliveries, travel, and in-person meetings.

### FINANCIAL IMPLICATIONS

Estimated Cost: See above

Funding Source: 2020 Budget

Budgeted:  Yes  No  N/A

### ACTION

Passed

Failed

Tabled



**Great River Regional Library  
2020 Budget YE Projections**

Revenue Source	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Explanation
BENTON COUNTY		\$ 528,760.00	396,570.00	(132,190.00)	132,190.00	528,760.00	-	100.00%	
MORRISON COUNTY		500,083.00	250,041.50	(250,041.50)	250,041.50	500,083.00	-	100.00%	
SHERBURNE COUNTY		1,352,387.00	1,014,290.25	(338,096.75)	338,096.75	1,352,387.00	-	100.00%	
STEARNS COUNTY		2,287,206.00	1,715,406.00	(571,800.00)	571,800.00	2,287,206.00	-	100.00%	
TODD COUNTY		328,958.00	164,479.00	(164,479.00)	164,479.00	328,958.00	-	100.00%	
WRIGHT COUNTY		2,132,807.00	1,599,605.25	(533,201.75)	533,201.75	2,132,807.00	-	100.00%	
<b>FINES AND MISC.</b>									
		320,000.00	97,358.45	(222,641.55)	67,655.00	165,013.45	(154,986.55)	51.57%	Juvenile fines policy change in 2019 and reduction in services related to COVID.
<b>INTEREST</b>									
		154,900.00	134,170.73	(20,729.27)	43,811.00	177,981.73	23,081.73	114.90%	
<b>CITY OF ELK RIVER</b>									
		10,200.00	10,200.00	-	-	10,200.00	-	100.00%	
<b>CITY OF SARTELL</b>									
		15,800.00	9,634.73	(6,165.27)	-	9,634.73	(6,165.27)	60.98%	City is only billed for actual costs. Maintenance amount was not known until after budget was set.
<b>MNLINK</b>									
		23,500.00	13,600.43	(9,899.57)	9,044.00	22,644.43	(855.57)	96.36%	Prior year balance and 2020 payment.
<b>STATE - RLBS</b>									
		1,598,000.00	1,587,563.23	(10,436.77)	-	1,587,563.23	(10,436.77)	99.35%	State allocation was less than budgeted amount.
<b>INTERLIBRARY LOAN DELIVERY</b>									
		6,200.00	6,200.00	-	-	6,200.00	-		
<b>MINITEX LAST MILE GRANT</b>									
		7,000.00	-	(7,000.00)	7,000.00	7,000.00	-		
<b>REIMBURSEMENTS-CITY/ST CLOUD</b>									
		100,300.00	96,747.68	(3,552.32)	-	96,747.68	(3,552.32)	96.46%	GRRL's portion of lease was higher than budgeted.
<b>REVENUE FUND-MCIT &amp; MISC</b>									
		62,000.00	42,360.71	(19,639.29)	22,491.60	64,852.31	2,852.31	104.60%	Prior year balance, MCIT Dividend & CARES Act reimbursements.
<b>OPERATING BUDGET</b>		<b>\$ 9,428,101.00</b>	<b>\$ 7,138,227.96</b>	<b>\$ (2,289,873.04)</b>	<b>\$ 2,139,810.60</b>	<b>\$ 9,278,038.56</b>	<b>\$ (150,062.44)</b>	<b>98.41%</b>	
Expense Type	Act Code	Budget	Actual Expended as of 8-31-20	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
SALARIES	10-00-4100-110	649,500.00	452,059.57	197,440.43	199,925.00	651,984.57	(2,484.57)	100.38%	27th Payroll & unexpected PTO payout.
SALARIES	10-20-4100-110	3,609,448.00	1,811,969.54	1,797,478.46	1,659,850.00	3,471,819.54	137,628.46	96.19%	27th Payroll, Resignations, Reduction in Programming and Sub Hours due to COVID.
SALARIES	10-30-4100-110	88,100.00	61,557.82	26,542.18	20,000.00	81,557.82	6,542.18	92.57%	27th Payroll, reduction in custodial hours.
SALARIES-RLBS	10-20-4100-111	1,598,000.00	1,587,563.25	10,436.75	-	1,587,563.25	10,436.75	99.35%	State allocation was less than budgeted amount.
		<b>\$ 5,945,048.00</b>	<b>\$ 3,913,150.18</b>	<b>\$ 2,031,897.82</b>	<b>\$ 1,879,775.00</b>	<b>\$ 5,792,925.18</b>	<b>\$ 152,122.82</b>	<b>97.44%</b>	
EE BENEFITS	10-00-4100-140	111,700.00	46,273.64	65,426.36	34,400.00	80,673.64	31,026.36	72.22%	HRA liability expected to be higher than claims.
EE BENEFITS	10-20-4100-140	500,800.00	248,122.50	252,677.50	162,850.00	410,972.50	89,827.50	82.06%	HRA liability expected to be higher than claims.
EE BENEFITS	10-30-4100-140	21,200.00	13,987.82	7,212.18	5,600.00	19,587.82	1,612.18	92.40%	Reduction in custodial hours.
		<b>\$ 633,700.00</b>	<b>\$ 308,383.96</b>	<b>\$ 325,316.04</b>	<b>\$ 202,850.00</b>	<b>\$ 511,233.96</b>	<b>\$ 122,466.04</b>	<b>80.67%</b>	
BENEFIT ADMINISTRATION	10-00-4100-145	4,500.00	2,702.53	1,797.47	5,800.00	8,502.53	(4,002.53)	188.95%	Implementation cost for new provider.
WORKERS COMPENSATION	10-30-4100-160	20,000.00	15,105.00	4,895.00	-	15,105.00	4,895.00	75.53%	Cost less than budgeted amount.
RETIREMENT	10-00-4100-170	96,400.00	66,549.86	29,850.14	28,875.00	95,424.86	975.14	98.99%	27th Payroll & PTO payout.

**Great River Regional Library  
2020 Budget YE Projections**

Expense Type	Act Code	Budget	Actual Expended as of 8-31-20	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
RETIREMENT	10-20-4100-170	780,000.00	498,178.91	281,821.09	241,825.00	740,003.91	39,996.09	94.87%	27th Payroll, Resignations, Reduction in Programming and Sub Hours due to COVID.
RETIREMENT	10-30-4100-170	13,300.00	9,295.25	4,004.75	3,000.00	12,295.25	1,004.75	92.45%	27th Payroll, reduction in custodial hours.
		<b>\$ 889,700.00</b>	<b>\$ 574,024.02</b>	<b>\$ 315,675.98</b>	<b>\$ 273,700.00</b>	<b>\$ 847,724.02</b>	<b>\$ 41,975.98</b>	<b>95.28%</b>	
PAID TIME OFF PAYMENT	10-00-4100-185	10,152.00	12,400.24	(2,248.24)	-	12,400.24	(2,248.24)	122.15%	Annual PTO payment request was higher than budgeted amount.
<b>PERSONNEL</b>		<b>\$ 7,503,100.00</b>	<b>\$ 4,825,765.93</b>	<b>\$ 2,677,334.07</b>	<b>\$ 2,362,125.00</b>	<b>\$ 7,187,890.93</b>	<b>\$ 315,209.07</b>	<b>95.80%</b>	
REGIONAL BOARD MEETINGS	10-00-4200-210	4,500.00	3,944.02	555.98	2,175.00	6,119.02	(1,619.02)	135.98%	Increase in the Board per diem rate.
STAFF DEVELOPMENT SERVICES	10-00-4200-211	25,000.00	11,451.32	13,548.68	6,000.00	17,451.32	7,548.68	69.81%	Training held virtual due to COVID.
ALL STAFF DAY	10-00-4200-213	7,300.00	995.00	6,305.00	(995.00)	-	7,300.00	0.00%	All Staff Day cancelled due to COVID.
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	6,000.00	1,835.00	4,165.00	200.00	2,035.00	3,965.00	33.92%	Fewer membership renewals.
PATRON CONTACT SERVICES	10-20-4200-235	60,000.00	20,668.86	39,331.14	11,000.00	31,668.86	28,331.14	52.78%	Fewer overdue and hold notices sent due to COVID.
BUILDING MAINTENANCE	10-30-4200-240	115,000.00	92,776.42	22,223.58	-	92,776.42	22,223.58	80.68%	Budget is based on total SC budget for prior year. Actual expenditures came in less than expected.
INSURANCE-CONTENTS/OTHER	10-30-4200-246	33,000.00	33,389.00	(389.00)	-	33,389.00	(389.00)	101.18%	
CATALOG SERVICES	10-20-4200-248	96,000.00	44,158.40	51,841.60	32,000.00	76,158.40	19,841.60	79.33%	Negotiated a discount for CollectionHQ.
AUDIT	10-30-4200-250	18,500.00	19,100.00	(600.00)	-	19,100.00	(600.00)	103.24%	
PUBLIC LICENSING SERVICES	10-20-4200-253	4,356.00	4,587.00	(231.00)	-	4,587.00	(231.00)	105.30%	
TELEPHONE	10-00-4200-260	17,700.00	17,883.28	(183.28)	250.00	18,133.28	(433.28)	102.45%	
DELIVERY SERVICES	10-30-4200-265	1,495.00	572.85	922.15	120.00	692.85	802.15	46.34%	Decrease in service due to COVID.
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	1,500.00	389.38	1,110.62	630.00	1,019.38	480.62	67.96%	
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	8,000.00	9,665.46	(1,665.46)	2,375.00	12,040.46	(4,040.46)	150.51%	Delivery bags repaired and cleaned.
		<b>\$ 9,500.00</b>	<b>\$ 10,054.84</b>	<b>\$ (554.84)</b>	<b>\$ 3,005.00</b>	<b>\$ 13,059.84</b>	<b>\$ (3,559.84)</b>	<b>137.47%</b>	
PRINTING/PUBLIC INFORMATION	10-00-4200-280	8,000.00	1,118.45	6,881.55	4,300.00	5,418.45	2,581.55	67.73%	
PRINTING/PUBLIC INFORMATION	10-20-4200-280	23,000.00	26,803.50	(3,803.50)	(3,925.00)	22,878.50	121.50	99.47%	
		<b>\$ 31,000.00</b>	<b>\$ 27,921.95</b>	<b>\$ 3,078.05</b>	<b>\$ 375.00</b>	<b>\$ 28,296.95</b>	<b>\$ 2,703.05</b>	<b>91.28%</b>	
RECRUITMENT SERVICES	10-00-4200-285	1,000.00	352.88	647.12	650.00	1,002.88	(2.88)	100.29%	
SALES TAX	10-00-4200-288	3,000.00	1,847.01	1,152.99	400.00	2,247.01	752.99	74.90%	Reduction in print and copy sales due to COVID.
HRIS/PAYROLL SERVICES	10-00-4200-290	76,000.00	42,300.99	33,699.01	20,000.00	62,300.99	13,699.01	81.97%	Savings due to negotiated price decrease with ADP.
LEGAL SERVICES	10-30-4200-291	16,000.00	18,471.77	(2,471.77)	(10,275.00)	8,196.77	7,803.23	51.23%	Shifted reimbursable costs to Revolving Fund related to insurance claims.
SYSTEM DIRECTORS FUND	10-30-4200-293	7,000.00	6,076.86	923.14	-	6,076.86	923.14	86.81%	Some meetings held virtual due to COVID.
<b>SERVICES AND CONTRACTS</b>		<b>\$ 532,351.00</b>	<b>\$ 358,387.45</b>	<b>\$ 173,963.55</b>	<b>\$ 64,905.00</b>	<b>\$ 423,292.45</b>	<b>\$ 109,058.55</b>	<b>79.51%</b>	
SUPPLIES	10-00-4300-310	3,650.00	1,455.09	2,194.91	650.00	2,105.09	1,544.91	57.67%	
SUPPLIES	10-20-4300-310	63,000.00	40,242.12	22,757.88	22,750.00	62,992.12	7.88	99.99%	Shift in products ordered due to COVID.
SUPPLIES	10-30-4300-310	295.00	72.10	222.90	100.00	172.10	122.90	58.34%	
		<b>\$ 66,945.00</b>	<b>\$ 41,769.31</b>	<b>\$ 25,175.69</b>	<b>\$ 23,500.00</b>	<b>\$ 65,269.31</b>	<b>\$ 1,675.69</b>	<b>97.50%</b>	



**Great River Regional Library  
2020 Budget YE Projections**

Expense Type	Act Code	Budget	Actual Expended as of 8-31-20	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
POSTAGE	10-30-4300-330	23,000.00	6,830.52	16,169.48	11,975.00	18,805.52	4,194.48	81.76%	Fewer items mailed due to COVID.
<b>COMMODITIES</b>		<b>\$ 89,945.00</b>	<b>\$ 48,599.83</b>	<b>\$ 41,345.17</b>	<b>\$ 35,475.00</b>	<b>\$ 84,074.83</b>	<b>\$ 5,870.17</b>	<b>93.47%</b>	
VEHICLE-GAS	10-20-4400-420	25,000.00	210.25	24,789.75	-	210.25	24,789.75	0.84%	Travel reduced due to COVID & available credit on account with First Fuel Banks.
VEHICLE-INSURANCE	10-20-4400-430	3,450.00	3,499.00	(49.00)	-	3,499.00	(49.00)	101.42%	
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	5,000.00	4,709.78	290.22	1,500.00	6,209.78	(1,209.78)	124.20%	
VEHICLE-TIRES & MISC	10-20-4400-450	1,500.00	-	1,500.00	1,125.00	1,125.00	375.00	75.00%	
VEHICLE-MILEAGE	10-00-4400-460	2,300.00	747.59	1,552.41	400.00	1,147.59	1,152.41	49.90%	Travel reduced due to COVID.
VEHICLE-MILEAGE	10-20-4400-460	22,300.00	10,046.43	12,253.57	3,400.00	13,446.43	8,853.57	60.30%	Travel reduced due to COVID.
		<b>\$ 24,600.00</b>	<b>\$ 10,794.02</b>	<b>\$ 13,805.98</b>	<b>\$ 3,800.00</b>	<b>\$ 14,594.02</b>	<b>\$ 10,005.98</b>	<b>59.33%</b>	
<b>VEHICLE EXPENSES</b>		<b>\$ 59,550.00</b>	<b>\$ 19,213.05</b>	<b>\$ 40,336.95</b>	<b>\$ 6,425.00</b>	<b>\$ 25,638.05</b>	<b>\$ 33,911.95</b>	<b>43.05%</b>	
BOOKS & PRINT MATERIALS	10-20-4500-510	568,500.00	279,172.56	289,327.44	279,325.00	558,497.56	10,002.44	98.24%	Shift in ordering from print to online due to COVID.
PERIODICALS	10-20-4500-520	52,000.00	32,209.61	19,790.39	9,775.00	41,984.61	10,015.39	80.74%	Shift in ordering from print to online due to COVID.
MEDIA	10-20-4500-540	174,000.00	75,794.68	98,205.32	78,200.00	153,994.68	20,005.32	88.50%	Shift in ordering from print to online due to COVID.
ELECTRONIC SERVICES	10-20-4500-560	158,920.00	125,969.64	32,950.36	83,000.00	208,969.64	(50,049.64)	131.49%	Increase in online resources due to COVID & approved spending from Unassigned 2019 Fund Balance.
<b>LIBRARY MATERIALS</b>		<b>\$ 953,420.00</b>	<b>\$ 513,146.49</b>	<b>\$ 440,273.51</b>	<b>\$ 450,300.00</b>	<b>\$ 963,446.49</b>	<b>\$ (10,026.49)</b>	<b>101.05%</b>	
OPERATING EQUIPMENT	10-00-4600-610	500.00	-	500.00	-	-	500.00	0.00%	
OPERATING EQUIPMENT	10-20-4600-610	5,500.00	3,921.05	1,578.95	2,075.00	5,996.05	(496.05)	109.02%	
		<b>\$ 6,000.00</b>	<b>\$ 3,921.05</b>	<b>\$ 2,078.95</b>	<b>\$ 2,075.00</b>	<b>\$ 5,996.05</b>	<b>\$ 3.95</b>	<b>99.93%</b>	
SMALL EQUIPMENT	10-00-4600-630	300.00	188.95	111.05	50.00	238.95	61.05	79.65%	
SMALL EQUIPMENT	10-20-4600-630	1,300.00	963.32	336.68	1,050.00	2,013.32	(713.32)	154.87%	
SMALL EQUIPMENT	10-30-4600-630	600.00	-	600.00	-	-	600.00	0.00%	
		<b>\$ 2,200.00</b>	<b>\$ 1,152.27</b>	<b>\$ 1,047.73</b>	<b>\$ 1,100.00</b>	<b>\$ 2,252.27</b>	<b>\$ (52.27)</b>	<b>102.38%</b>	
<b>EQUIPMENT</b>		<b>\$ 8,200.00</b>	<b>\$ 5,073.32</b>	<b>\$ 3,126.68</b>	<b>\$ 3,175.00</b>	<b>\$ 8,248.32</b>	<b>\$ (48.32)</b>	<b>100.59%</b>	
<b>CONTINGENCY</b>	<b>10-00-4700-910</b>	<b>200.00</b>	<b>543.30</b>	<b>(343.30)</b>	<b>22.00</b>	<b>565.30</b>	<b>(365.30)</b>	<b>282.65%</b>	
AUTOMATION MAINTENANCE	10-20-4800-932	172,335.00	38,723.22	133,611.78	128,500.00	167,223.22	5,111.78	97.03%	Shift in costs to meet need for more equipment.
AUTOMATION EQUIPMENT	10-00-4800-933	11,000.00	484.94	10,515.06	35,200.00	35,684.94	(24,684.94)	324.41%	Shift in costs to meet need for more equipment.
AUTOMATION EQUIPMENT	10-20-4800-933	85,000.00	59,161.17	25,838.83	17,600.00	76,761.17	8,238.83	90.31%	Shift in costs to meet need for more equipment.
		<b>\$ 96,000.00</b>	<b>\$ 59,646.11</b>	<b>\$ 36,353.89</b>	<b>\$ 52,800.00</b>	<b>\$ 112,446.11</b>	<b>\$ (16,446.11)</b>	<b>117.13%</b>	

**Great River Regional Library  
2020 Budget YE Projections**

Expense Type	Act Code	Budget	Actual Expended as of 8-31-20	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
PROFESSIONAL SERVICES	10-20-4800-935	2,000.00	-	2,000.00	-	-	2,000.00	0.00%	Shift in costs to meet need for more equipment.
AUTOMATION SOFTWARE	10-00-4800-936	2,000.00	-	2,000.00	-	-	2,000.00	0.00%	Shift in costs to meet need for more equipment.
AUTOMATION SOFTWARE	10-20-4800-936	9,000.00	836.00	8,164.00	-	836.00	8,164.00	9.29%	Shift in costs to meet need for more equipment.
		<b>\$ 11,000.00</b>	<b>\$ 836.00</b>	<b>\$ 10,164.00</b>	<b>\$ -</b>	<b>\$ 836.00</b>	<b>\$ 10,164.00</b>	<b>7.60%</b>	
<b>AUTOMATION OPERATING</b>		<b>\$ 281,335.00</b>	<b>\$ 99,205.33</b>	<b>\$ 182,129.67</b>	<b>\$ 181,300.00</b>	<b>\$ 280,505.33</b>	<b>\$ 829.67</b>	<b>99.71%</b>	
		<b>\$ 9,428,101.00</b>	<b>\$ 5,869,934.70</b>	<b>\$ 3,558,166.30</b>	<b>\$ 3,103,727.00</b>	<b>\$ 8,973,661.70</b>	<b>\$ 454,439.30</b>	<b>95.18%</b>	
						<b>Surplus</b>	<b>\$ 304,376.86</b>	<b>3.23%</b>	



## 2020 Budget Surplus Funds as 2022 Budget Revenue

Submitted by Karen Pundsack, Executive Director and  
Linda Treb, Accounting Coordinator

### BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

### RECOMMENDATION

Approve the designation of surplus funds from GRRL's 2020 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: \$300,000   Funding Source: 2020 Budget Surplus   Budgeted:  Yes    No    N/A

### ACTION

- Passed
  Failed
  Tabled