



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

Board of Trustees Finance Committee Meeting
Tuesday, November 15, 2022, 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. Third Quarter Financial Report (Requested Action – Approve) pg 3 | 5:02 |
| 4. Designation for User Survey (Requested Action – Approve) pg 13 | 5:10 |
| 5. Designation for Network Penetration Testing (Requested Action – Approve) pg 15 | 5:15 |
| 6. 2022 Budget Surplus as 2024 Budget Revenue (Requested Action – Approve) pg 17 | 5:20 |
| 7. Next Meeting – January 17, 2023 | 5:25 |
| 8. Adjournment | 5:25 |

Great River Regional Library Financial Report As of September 30, 2022



Balance, December 31, 2021	\$ 9,675,475.25
Changes to Branch Cash	(25.00)
	\$ 9,675,450.25

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$ 526,318.00	
Morrison County	368,698.50	
Sherburne County	1,020,221.25	
Stearns County	1,712,951.75	
Todd County	167,686.00	
Wright County	1,630,473.00	\$ 5,426,348.50

Miscellaneous Receipts:

Branch	\$ 81,842.86	
Revenue Recapture	1,763.40	\$ 83,606.26

Other:

Interest		43,979.67
City of Elk River		10,875.00
City of Sartell		18,500.00
Interlibrary Loan Delivery		6,200.00
MNLink		-
Revenue Fund (MCIT & Misc)		14,271.75
St. Cloud Reimbursement		81,088.94
RLBSS State Aid		722,700.57

Operating & Capital Revenue Total

\$ 6,407,570.69

RESTRICTED REVENUE 4900 FUNDS

Legacy Grant		\$ 146,371.50
RLTA Grants		25,076.16
ARPA - American Rescue Plan Act Grant		12,142.50
LSTA - Advancing Equity Grant		30,940.81
Minitex Last Mile Grant		-

Restricted Revenue Total

\$ 214,530.97

ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$ 24,681.61	
Fund Development - Communications	8,868.54	
Fund Development - Programs & Services	11,085.67	\$ 44,635.82
Interlibrary Loan		922.44
Gift Fund		121,911.93
Revolving Fund		54,364.30
Sales Revenue		23,305.92

Assigned Revenue Total

\$ 245,140.41

Total Revenue & Balance-----

\$ 16,542,692.32

EXPENDITURES

Operating Fund -- see attached report		\$ 6,732,224.44
Fund Balance Report -- see attached report		758,447.81
Accumulated Depreciation		135,000.00

Total Expenditures-----

\$ 7,625,672.25

YTD Health Reimbursement Arrangement (HRA) Elections	\$ 122,000.00
YTD Health Reimbursement Arrangement (HRA) Distributions	\$ 14,030.35

Total Revenue less Expenditures including HRA Adjustments

\$ 9,039,495.10

**Great River Regional Library
Investment Listing
As of September 30, 2022**

Total Revenue including prior year Balance, less Expenditures ----- \$ 9,039,495.10

CASH AND INVESTMENTS

Checking Accounts - FDIC Insured

	Amount
Bremer Expense	\$ 81,272.23
Bremer Payroll	\$ 140.20
Bremer PC	\$ 5,743.28
 Branch Cash	 \$ 2,285.00

Savings Accounts

	Rate	Amount
Bremer Savings Account (FDIC Insured)	0.30%	\$ 249,415.30
MAGIC (Minnesota Association of Governments Investing for Counties)	2.48%	\$ 3,721,916.43

Custodial Account

Health Reimbursement Arrangement (MAGIC)	\$ 645,893.04
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Certificate of Deposit Investments - FDIC Insured

	Net Rate	CD Principal
First Bank of Ohio, OH - Maturity 10/31/22	0.75%	\$ 248,000.00
Cfg Community Bank, Lutherville, MD - Maturity 11/22/22	0.70%	\$ 248,000.00
Blue Sky Bank, OK - Maturity 12/7/22	1.85%	\$ 247,000.00
American Plus Bank, CA - Maturity 12/7/22	1.45%	\$ 248,000.00
Cibc, MI - Maturity 12/19/22	0.75%	\$ 248,000.00
Financial Federal Savings Bank, Memphis, TN - Maturity 1/3/23	0.85%	\$ 248,000.00
Western Alliance Bank, AZ - Maturity 1/17/23	0.80%	\$ 248,000.00
Mainstreet Bank, Hemdon, VA - Maturity 1/31/23	1.55%	\$ 246,000.00
Merrick Bank, South Jordan, UT - Maturity 02/14/23	1.55%	\$ 247,000.00
Southside Bank, TX - Maturity 2/15/23	2.40%	\$ 246,000.00
American Bank of Missouri, MO - Maturity 2/21/23	2.95%	\$ 246,000.00
Pacific Western Bank, CA - Maturity 3/16/23	0.40%	\$ 248,000.00
Security Bank, TN - Maturity 3/27/23	3.20%	\$ 245,000.00
West Pointe Bank, WI - Maturity 5/16/23	2.85%	\$ 244,000.00
New Omni Bank, Alhambra, CA - Maturity 05/22/23	1.83%	\$ 245,000.00

Total MAGIC Certificate of Deposit Investments \$ 3,702,000.00

Falcon National Bank, MN - Maturity 09/29/23	2.58%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/22	0.55%	\$ 250,000.00
Minnesota National Bank, MN - Maturity 03/19/23	0.61%	\$ 250,000.00

Total Local Certificates of Deposit Investments \$ 750,000.00 \$ 9,158,665.48
Accumulated Depreciation (135,000.00)

Month End Balance..... \$ 9,039,495.10

Submitted by Amy Anderson, Accounting Coordinator Difference \$ -

Note: GRRL holds Letter of Credit #2234-8878 in the amount of \$400,000 secured by the Federal Home Loan Bank of Des Moines and issued on behalf of Bremer Bank

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity
SEPTEMBER 2022

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 10-1010 CASH - BREMER CKG	\$124,512.74	\$522,407.09	\$565,647.60	\$81,272.23
G 10-1015 CASH - BREMER PAYROLL CKG	\$336.00	\$540,104.91	\$540,300.71	\$140.20
G 10-1016 CASH - BREMER PC CHECKING	\$5,680.14	\$68.64	\$5.50	\$5,743.28
G 10-1017 CASH - BRANCH CASH	\$2,285.00	\$0.00	\$0.00	\$2,285.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$4,580,180.98	\$245,081.40	\$1,103,345.95	\$3,721,916.43
G 10-1019 CASH - BREMER SAVINGS	\$249,343.58	\$71.72	\$0.00	\$249,415.30
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$3,457,000.00	\$245,000.00	\$0.00	\$3,702,000.00
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$750,000.00	\$0.00	\$0.00	\$750,000.00
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$632,102.34	\$14,000.00	\$209.30	\$645,893.04
	\$9,801,440.78		\$1,103,345.95	\$9,158,665.48

Great River Regional Library Revenue Report: Operating Capital Funds For the Month Ended September 30, 2022

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 524,116.16	\$ 524,116.00	\$ -	100.00%
Morrison County	489,541.71	367,156.50	(122,385.21)	75.00%
Sherburne County	1,354,604.07	1,015,953.75	(338,650.32)	75.00%
Stearns County	2,274,381.10	1,705,785.75	(568,595.35)	75.00%
Todd County	333,969.24	250,476.75	(83,492.49)	75.00%
Wright County	<u>2,164,869.71</u>	<u>1,623,652.50</u>	<u>(541,217.21)</u>	<u>75.00%</u>
Signatory Operational Receipts:	\$ 7,141,482.00	\$ 5,487,141.25	\$ (1,654,340.58)	76.83%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,201.71	\$ 2,202.00	\$ -	100.00%
Morrison County	2,056.47	1,542.00	(514.47)	75.00%
Sherburne County	5,690.43	4,268.00	(1,422.43)	75.00%
Stearns County	9,554.24	7,165.50	(2,388.74)	75.00%
Todd County	1,402.94	1,052.25	(350.69)	75.00%
Wright County	<u>9,094.20</u>	<u>6,820.50</u>	<u>(2,273.70)</u>	<u>75.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 23,050.25	\$ (6,950.03)	76.83%

Sub-Total Signatory Receipts:	\$ 7,171,482.00	\$ 5,510,191.50	\$ (1,661,290.61)	76.83%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 401,080.00	\$ 401,080.00	\$ -	100.00%
Unassigned Fund Balance (2020 Surplus)	315,218.00	315,218.00		100.00%
Fines & Miscellaneous Receipts	40,000.00	83,606.26	43,606.26	209.02%
Interest	50,000.00	43,979.67	(6,020.33)	87.96%
City of Elk River	11,000.00	10,875.00	(125.00)	98.86%
City of Sartell	10,500.00	18,500.00	8,000.00	176.19%
ILL Delivery	6,380.00	6,200.00	(180.00)	97.18%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
MN Link	9,000.00	-	(9,000.00)	0.00%
Revenue Fund	15,000.00	14,271.75	(728.25)	95.15%
St. Cloud Reimbursement	<u>100,000.00</u>	<u>81,088.94</u>	<u>(18,911.06)</u>	<u>81.09%</u>

Sub-Total Other Receipts:	\$ 965,178.00	\$ 974,819.62	\$ 9,641.62	101.00%
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<u>RLBSS State Aid Revenue</u>	Budget	Received	Balance	% Rec'd
Sub-Total RLBSS State Aid*	\$ 1,596,000.00	\$ 1,637,874.23	\$ 41,874.23	102.62%

Total Operating/Capital Revenue:	Budget	Received	Balance	YTD % Rec'd
	<u>\$ 9,732,660.00</u>	<u>\$ 8,122,885.35</u>	<u>\$ (1,609,774.76)</u>	<u>83.46%</u>

*Notes to Revenue

<u>2021-2022 RLBSS State Aid:</u>		<u>2023 Revenue Received</u>
\$ 457,586.83	Payment received 09-29-2021	\$ -
\$ 457,586.83	Payment received 10-15-2021	\$ -
\$ 457,586.83	Payment received 02-14-2022	\$ -
\$ 101,326.32	Payment received 04-19-2022	\$ -
<u>\$ 163,787.42</u>	Payment received 07-29-2022	<u>\$ -</u>
\$ 1,637,874.23	Total received	Total received

Revenue received in prior calendar year(s)
Revenue received for 2023 budget

*Todd County 2022 Q1 payment rec'd 12/2021

GREAT RIVER REGIONAL LIBRARY

Quarterly YTD Comparative Report

SEPTEMBER 2022

Account	Fund	Current Budget	2022 YTD Amt	2022 YTD Balance	% YTD of Budget	2021 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
FUND 10 GENERAL FUND								
DEPT 4100 PERSONNEL								
SALARIES	10-00-4100-110	\$654,000.00	\$478,307.32	\$175,692.68	73.1%	\$471,202.91	\$7,104.41	1.51%
SALARIES	10-20-4100-110	\$3,799,000.00	\$2,133,317.30	\$1,665,682.70	56.2%	\$2,057,935.92	\$75,381.38	3.66%
SALARIES	10-30-4100-110	\$94,100.00	\$59,845.36	\$34,254.64	63.6%	\$46,706.33	\$13,139.03	28.13%
SALARIES-RLBSS	10-20-4100-111	\$1,596,000.00	\$1,637,874.20	-\$41,874.20	102.6%	\$1,604,284.04	\$33,590.16	2.09%
EE BENEFITS	10-00-4100-140	\$101,600.00	\$67,792.52	\$33,807.48	66.7%	\$86,448.10	-\$18,655.58	-21.58%
EE BENEFITS	10-20-4100-140	\$503,400.00	\$351,061.78	\$152,338.22	69.7%	\$380,247.40	-\$29,185.62	-7.68%
EE BENEFITS	10-30-4100-140	\$21,200.00	\$11,763.13	\$9,436.87	55.5%	\$21,610.70	-\$9,847.57	-45.57%
BENEFIT ADMINISTRATION	10-00-4100-145	\$6,200.00	\$5,310.35	\$889.65	85.7%	\$6,231.69	-\$921.34	-14.78%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$26,553.00	-\$6,553.00	132.8%	\$17,987.00	\$8,566.00	47.62%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$99,100.00	\$66,640.91	\$32,459.09	67.3%	\$67,597.57	-\$956.66	-1.42%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$773,300.00	\$553,723.44	\$219,576.56	71.6%	\$538,206.20	\$15,517.24	2.88%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,300.00	\$6,515.74	\$7,784.26	45.6%	\$6,847.90	-\$332.16	-4.85%
ANNUAL PTO PAYOUT & CONVERS	10-00-4100-185	\$16,200.00	\$14,573.16	\$1,626.84	90.0%	\$8,449.78	\$6,123.38	72.47%
DEPT 4100 PERSONNEL		\$7,698,400.00	\$5,413,278.21	\$2,285,121.79	70.3%	\$5,313,755.54	\$99,522.67	1.87%
DEPT 4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$9,000.00	\$4,278.77	\$4,721.23	47.5%	\$3,600.00	\$678.77	18.85%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$11,558.58	\$13,441.42	46.2%	\$14,107.68	-\$2,549.10	-18.07%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$7,310.59	-\$10.59	100.2%	\$0.00	\$7,310.59	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$6,000.00	\$3,318.50	\$2,681.50	55.3%	\$1,104.00	\$2,214.50	200.59%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$41,736.23	\$18,263.77	69.6%	\$34,593.81	\$7,142.42	20.65%
BUILDING MAINTENANCE	10-30-4200-240	\$100,000.00	\$100,044.44	-\$44.44	100.0%	\$89,128.95	\$10,915.49	12.25%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$34,000.00	\$90,144.00	-\$56,144.00	265.1%	\$38,151.00	\$51,993.00	136.28%
CATALOG SERVICES	10-20-4200-248	\$96,000.00	\$32,183.14	\$63,816.86	33.5%	\$31,295.71	\$887.43	2.84%
AUDIT	10-30-4200-250	\$20,000.00	\$20,830.00	-\$830.00	104.2%	\$19,150.00	\$1,680.00	8.77%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,590.00	\$4,587.00	\$3.00	99.9%	\$4,587.00	\$0.00	0.00%
TELEPHONE	10-00-4200-260	\$31,000.00	\$25,310.83	\$5,689.17	81.7%	\$29,048.53	-\$3,737.70	-12.87%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$1,581.30	\$168.70	90.4%	\$560.27	\$1,021.03	182.24%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$750.00	\$1,473.56	-\$723.56	196.5%	\$947.06	\$526.50	55.59%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$14,000.00	\$15,609.67	-\$1,609.67	111.5%	\$14,274.78	\$1,334.89	9.35%
COMMUNICATIONS & MARKETING	10-00-4200-280	\$8,000.00	\$6,858.77	\$1,141.23	85.7%	\$5,431.78	\$1,426.99	26.27%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$23,000.00	\$22,452.37	\$547.63	97.6%	\$21,949.35	\$503.02	2.29%
RECRUITMENT SERVICES	10-00-4200-285	\$1,600.00	\$2,686.54	-\$1,086.54	167.9%	\$1,480.05	\$1,206.49	81.52%
SALES TAX	10-00-4200-288	\$4,000.00	\$2,716.00	\$1,284.00	67.9%	\$2,236.66	\$479.34	21.43%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$77,000.00	\$46,916.60	\$30,083.40	60.9%	\$45,697.95	\$1,218.65	2.67%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$3,503.35	\$12,496.65	21.9%	\$3,770.00	-\$266.65	-7.07%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,210.12	\$289.88	95.5%	\$6,036.13	\$173.99	2.88%
INTEREST	10-00-4200-950	\$0.00	\$5.98	-\$5.98	0.0%	\$0.00	\$5.98	0.00%
DEPT 4200 SERVICES AND CONTRACTS		\$545,490.00	\$451,316.34	\$94,173.66	82.7%	\$367,150.71	\$84,165.63	22.92%

Account	Fund	Current Budget	2022 YTD Amt	2022 YTD Balance	% YTD of Budget	2021 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
DEPT 4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$1,700.00	\$1,174.29	\$525.71	69.1%	\$1,536.25	-\$361.96	-23.56%
SUPPLIES	10-20-4300-310	\$61,950.00	\$37,665.55	\$24,284.45	60.8%	\$40,495.69	-\$2,830.14	-6.99%
SUPPLIES	10-30-4300-310	\$150.00	\$36.05	\$113.95	24.0%	\$0.00	\$36.05	0.00%
POSTAGE	10-30-4300-330	\$20,000.00	\$9,284.21	\$10,715.79	46.4%	\$9,393.24	-\$109.03	-1.16%
DEPT 4300 COMMODITIES		\$83,800.00	\$48,160.10	\$35,639.90	57.5%	\$51,425.18	-\$3,265.08	-6.35%
DEPT 4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$16,500.00	\$20,238.01	-\$3,738.01	122.7%	\$308.12	\$19,929.89	6468.22%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$3,650.00	\$3,830.50	-\$180.50	105.0%	\$3,572.00	\$258.50	7.24%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$5,500.00	\$10,219.76	-\$4,719.76	185.8%	\$3,073.75	\$7,146.01	232.49%
FLEET - TIRES & MISC	10-20-4400-450	\$4,000.00	\$2,035.48	\$1,964.52	50.9%	\$1,012.84	\$1,022.64	100.97%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$2,300.00	\$86.10	\$2,213.90	3.7%	\$681.52	-\$595.42	-87.37%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$25,000.00	\$17,874.36	\$7,125.64	71.5%	\$14,357.84	\$3,516.52	24.49%
DEPT 4400 VEHICLE EXPENSES		\$56,950.00	\$54,284.21	\$2,665.79	95.3%	\$23,006.07	\$31,278.14	135.96%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$558,500.00	\$369,212.67	\$189,287.33	66.1%	\$394,644.44	-\$25,431.77	-6.44%
PERIODICALS	10-20-4500-520	\$52,000.00	\$43,457.69	\$8,542.31	83.6%	\$43,646.93	-\$189.24	-0.43%
MEDIA	10-20-4500-540	\$154,400.00	\$60,744.45	\$93,655.55	39.3%	\$68,684.72	-\$7,940.27	-11.56%
ELECTRONIC SERVICES	10-20-4500-560	\$196,470.00	\$116,948.98	\$79,521.02	59.5%	\$128,432.61	-\$11,483.63	-8.94%
DEPT 4500 LIBRARY MATERIALS		\$961,370.00	\$590,363.79	\$371,006.21	61.4%	\$635,408.70	-\$45,044.91	-7.09%
DEPT 4600 EQUIPMENT								
OPERATING EQUIPMENT	10-00-4600-610	\$300.00	\$0.00	\$300.00	0.0%	\$0.00	\$0.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$3,000.00	\$467.00	\$2,533.00	15.6%	\$796.09	-\$329.09	-41.34%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$30.98	\$269.02	10.3%	\$22.00	\$8.98	40.82%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$470.78	\$1,029.22	31.4%	\$904.27	-\$433.49	-47.94%
SMALL EQUIPMENT	10-30-4600-630	\$400.00	\$0.00	\$400.00	0.0%	\$452.67	-\$452.67	-100.00%
DEPT 4600 EQUIPMENT		\$5,500.00	\$968.76	\$4,531.24	17.6%	\$2,175.03	-\$1,206.27	-55.46%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$187.82	\$212.18	47.0%	\$369.50	-\$181.68	-49.17%
DEPT 4700 CONTINGENCY		\$400.00	\$187.82	\$212.18	47.0%	\$369.50	-\$181.68	-49.17%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$225,750.00	\$130,127.91	\$95,622.09	57.6%	\$96,842.39	\$33,285.52	34.37%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$4,334.31	\$6,265.69	40.9%	\$8,409.06	-\$4,074.75	-48.46%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$38,453.99	\$46,946.01	45.0%	\$5,721.68	\$32,732.31	572.08%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$749.00	\$1,251.00	37.5%	\$995.00	-\$246.00	-24.72%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$2,000.00	0.0%	\$6,620.09	-\$6,620.09	-100.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$25,000.00	\$0.00	\$25,000.00	0.0%	\$0.00	\$0.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$350,750.00	\$173,665.21	\$177,084.79	49.5%	\$118,588.22	\$55,076.99	46.44%
FUND 10 GENERAL FUND		\$9,702,660.00	\$6,732,224.44	\$2,970,435.56	69.4%	\$6,511,878.95	\$220,345.49	3.38%
FUND 20 CUSTODIAL FUND								

Account	Fund	Current Budget	2022 YTD Amt	2022 YTD Balance	% YTD of Budget	2021 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
DEPT 4100 PERSONNEL								
EE BENEFITS	20-00-4100-140	\$71,065.99	-\$396.01	\$71,462.00	-0.6%	\$21,274.48	-\$21,670.49	-101.86%
EE BENEFITS	20-20-4100-140	\$466,857.40	-\$107,573.64	\$574,431.04	-23.0%	\$2,413.03	-\$109,986.67	-4558.03%
EE BENEFITS	20-30-4100-140	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.00%
DEPT 4100 PERSONNEL		\$537,923.39	-\$107,969.65	\$645,893.04	-20.1%	\$23,687.51	-\$131,657.16	-555.81%
FUND 20 CUSTODIAL FUND		\$537,923.39	-\$107,969.65	\$645,893.04	-20.1%	\$23,687.51	-\$131,657.16	-555.81%
		\$10,240,583.39	\$6,624,254.79	\$3,616,328.60	64.7%	\$6,535,566.46	\$88,688.33	1.36%

**Great River Regional Library
Fund Balance Activity
For the Month Ended September 30, 2022**

Fund Description	Program Code	Fund Balance, 1/1/22	Monthly Receipts	YTD Expenses	New Balance, 9/30/22
COMMITTED CAPITAL FUNDS	10.05.5000.				
Capital - Automation	710	798,677.20			798,677.20
Capital - Branch Development	720	169,266.90		16,031.44	153,235.46
Capital - Equipment	730	67,806.36			67,806.36
Capital - Vehicle	740	77,525.55		61,852.75	15,672.80
		\$ 1,113,276.01		\$ 77,884.19	\$ 1,035,391.82
RESTRICTED FUNDS	10.10.4900.				
ARPA State Library Grant	982	68,975.56	-	61,610.69	7,364.87
Legacy Fund 2020	953	92,684.16		92,684.16	-
Legacy Fund 2021	954	213,047.09		171,212.37	41,834.72
Legacy Fund 2022	949	187,991.63			187,991.63
Legacy Fund 2023		-	41,930.80		41,930.80
LSTA - Advancing Equity	967	14,471.86		14,471.86	-
Minitex Last Mile	946	-			-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
RLTA 2014	990	46,062.07		-	46,062.07
RLTA 2017	961	99,941.45		99,941.45	-
RLTA 2018	962	98,761.08		1,940.58	96,820.50
RLTA 2019	963	152,903.19			152,903.19
RLTA 2020	964	83,628.00			83,628.00
RLTA 2021	979	115,617.00			115,617.00
RLTA 2022	980	75,228.48			75,228.48
United Way	823	487.50	(487.50)		-
		\$ 1,278,094.05		\$ 441,861.11	\$ 877,676.24
COMMITTED OTHER FUNDS	10.40.5100.				
Building Maintenance	240	31,059.76			31,059.76
Compensated Absence Fund	983	638,718.00			638,718.00
Computer Replacement Fund	984	67,869.55	-	109.33	67,760.22
Emergency Sub & Severance	880	29,379.40		9,427.41	19,951.99
Patron Self Service	813	9,807.98			9,807.98
Payroll & HRIS Services	890	2,572.85			2,572.85
Payroll Fund	870	220,000.00			220,000.00
Security	831	9,777.04			9,777.04
Staff Development Services	211	12,233.75		3,544.30	8,689.45
		\$ 1,021,418.33		\$ 13,081.04	\$ 1,008,337.29
ASSIGNED FUNDS	10.40.5200.				
FD - Collection	816	154,145.75	644.10	78,018.80	76,771.05
FD - Communications	821	34,881.32	234.22	24,780.55	10,334.99
FD - Programs & Services	822	41,101.22	292.77	9,179.80	32,214.19
Gift Fund	820	232,035.30	2,890.23	57,522.14	177,403.39
Interlibrary Loan	810	8,585.57	275.69	572.79	8,288.47
Revolving Fund	825	51,865.48	6,769.05	55,127.01	3,507.52
Sales Revenue	994	71,461.45	68.64	420.38	71,109.71
		\$ 594,076.09	\$ 14,124.77	\$ 225,621.47	\$ 379,629.32
TOTAL		\$ 4,006,864.48		\$ 758,447.81	\$ 3,301,034.67

Fund Balance Report

SEPTEMBER 2022

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	\$169,266.90	\$0.00	\$16,031.44	\$153,235.46	9.47%
730	CAPITAL - EQUIPMENT	\$67,806.36	\$0.00	\$0.00	\$67,806.36	0.00%
740	CAPITAL - VEHICLE	\$77,525.55	\$61,852.75	\$61,852.75	\$15,672.80	79.78%
DEPT 5000 CAPITAL COMMITTED FUNDS		\$1,113,276.01	\$61,852.75	\$77,884.19	\$1,035,391.82	7.00%
PROG 05 CAPITAL BUDGET		\$1,113,276.01	\$61,852.75	\$77,884.19	\$1,035,391.82	7.00%
PROG 10 OUTREACH SERVICES						
DEPT 4900 RESTRICTED FUNDS						
982	ARPA STATE LIBRARY GRANT	\$68,975.56	\$56,268.19	\$61,610.69	\$7,364.87	89.32%
953	LEGACY FUND 2020	\$92,684.16	\$0.00	\$92,684.16	\$0.00	100.00%
954	LEGACY FUND 2021	\$213,047.09	\$25,318.85	\$171,212.37	\$41,834.72	80.36%
949	LEGACY FUND 2022	\$187,991.63	\$0.00	\$0.00	\$187,991.63	0.00%
938	LEGACY FUND 2023	\$41,930.80	\$0.00	\$0.00	\$41,930.80	0.00%
967	LSTA - ADVANCING EQUITY	\$14,471.86	\$0.00	\$14,471.86	\$0.00	100.00%
946	MINITEX LAST MILE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.98	\$0.00	\$0.00	\$28,294.98	0.00%
990	RLTA-2014	\$46,062.07	\$0.00	\$0.00	\$46,062.07	0.00%
961	RLTA-2017	\$99,941.45	\$6,470.15	\$99,941.45	\$0.00	100.00%
962	RLTA-2018	\$98,761.08	\$1,940.58	\$1,940.58	\$96,820.50	1.96%
963	RLTA-2019	\$152,903.19	\$0.00	\$0.00	\$152,903.19	0.00%
964	RLTA-2020	\$83,628.00	\$0.00	\$0.00	\$83,628.00	0.00%
979	RLTA-2021	\$115,617.00	\$0.00	\$0.00	\$115,617.00	0.00%
980	RLTA-2022	\$75,228.48	\$0.00	\$0.00	\$75,228.48	0.00%
823	UNITED WAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 4900 RESTRICTED FUNDS		\$1,319,537.35	\$89,997.77	\$441,861.11	\$877,676.24	33.49%
PROG 10 OUTREACH SERVICES		\$1,319,537.35	\$89,997.77	\$441,861.11	\$877,676.24	33.49%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$31,059.76	\$0.00	\$0.00	\$31,059.76	0.00%
983	COMPENSATED ABSENCES	\$638,718.00	\$0.00	\$0.00	\$638,718.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,869.55	\$0.00	\$109.33	\$67,760.22	0.16%
880	EMERGENCY, SUB & SEVERANCE	\$29,379.40	\$0.00	\$9,427.41	\$19,951.99	32.09%
813	PATRON SELF SERVICE	\$9,807.98	\$0.00	\$0.00	\$9,807.98	0.00%
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	\$12,233.75	\$0.00	\$3,544.30	\$8,689.45	28.97%
DEPT 5100 COMMITTED FUNDS		\$1,021,418.33	\$0.00	\$13,081.04	\$1,008,337.29	1.28%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$154,789.85	\$24,979.14	\$78,018.80	\$76,771.05	50.40%
821	FD - COMMUNICATIONS	\$35,115.54	\$1,952.91	\$24,780.55	\$10,334.99	70.57%
822	FD - PROGRAMS & SERVICES	\$41,393.99	\$500.00	\$9,179.80	\$32,214.19	22.18%
820	GIFT FUND	\$234,925.53	\$3,640.21	\$57,522.14	\$177,403.39	24.49%
810	INTERLIBRARY LOAN	\$8,861.26	\$9.00	\$572.79	\$8,288.47	6.46%
825	REVOLVING FUND	\$58,634.53	\$7,084.44	\$55,127.01	\$3,507.52	94.02%
994	SALES REVENUE	\$71,530.09	\$18.06	\$420.38	\$71,109.71	0.59%
DEPT 5200 ASSIGNED FUNDS		\$605,250.79	\$38,183.76	\$225,621.47	\$379,629.32	37.28%
PROG 40 OTHER		\$1,626,669.12	\$38,183.76	\$238,702.51	\$1,387,966.61	14.67%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
FUND 10	GENERAL FUND	\$4,059,482.48	\$190,034.28	\$758,447.81	\$3,301,034.67	18.68%
		\$4,059,482.48	\$190,034.28	\$758,447.81	\$3,301,034.67	18.68%



User Survey Funds Designation

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Designate funds to contract with St. Cloud State University (SCSU) Survey Center to conduct a regional user survey in 2023.

BACKGROUND INFORMATION

Supporting Documents Attached

GRRL conducted a user/non-user survey with SCSU Survey Center in November 2018. These results were used to assess strategic plan progress and shape services to meet user needs. Collaborating with SCSU Survey Center would allow us to measure changes over the past five years and assess where efforts would best be focused. Conducting a formal assessment of services is one of GRRL’s strategic plan objectives.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 8,000

Funding Source: 2022 Operating Budget Surplus

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

November 15, 2022



Network Penetration Testing Designation

Submitted by Jay Roos, Associate Director – Information Technology

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Designate up to \$21,000 from the Sales Revenue Fund for contracted external and internal network penetration testing by an external security expert.

BACKGROUND INFORMATION

Supporting Documents Attached

The Center for Internet Security Critical Security Controls recommends annual network penetration testing.

The test is a scan for network services that are open to a potential attacker. It also attempts to determine whether those services may be vulnerable to exploit. Security experts then report the findings and recommend a prioritized remediation plan to reduce our exposure to attack.

Our last scan took place in 2021. Since then, Information Technology staff have been working to mediate the findings from most serious to least. We also expect to replace our firewalls in 2023. A change of this magnitude has the potential to introduce new issues to any environment. So we would plan to do testing after the replacement.

We will obtain quotes before we proceed with the best proposal as required by policy.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 21,000 Funding Source: Sales Revenue Fund Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled



2022 Budget Surplus Funds as 2024 Budget Revenue

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

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve the designation of surplus funds from GRRL’s 2022 Operating Budget to supplant revenue in the 2024 Operating 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: 2022 Budget Surplus Budgeted: Yes No N/A

ACTION

Passed
 Failed
 Tabled