



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
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**Board of Trustees Finance Committee Meeting
Tuesday, January 18, 2022, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda**

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| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Approval of Minutes – November 16, 2021, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Fourth Quarter Financial Report (Requested Action – Approve) pg 5 | 5:33 |
| 5. Capital Vehicle Expenditure Request – Delivery Van (Requested Action – Approve) pg 15 | 5:43 |
| 6. Next Meeting – February 15, 2022 | 5:53 |
| 7. Adjournment | 5:55 |

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
November 16, 2021**

A meeting of the Great River Regional Library (GRRL) Finance Committee was called to order by Chairperson Ed Popp on Tuesday, November 16, 2021, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present

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

Members Excused

None

GRRL Staff Present

Karen Pundsack
Amy Anderson
Breanne Johnson

ADOPTION OF AGENDA

Lisa Fobbe made a motion to adopt the agenda as presented. Seconded by Wayne Bauernschmitt. Motion carried unanimously.

APPROVAL OF MINUTES

Randy Winscher made a motion to approve the September 21, 2021, minutes as presented. Seconded by Mike Kaczmarek. Motion carried unanimously.

THIRD QUARTER FINANCIAL REPORT

Accounting Coordinator Amy Anderson explained and reviewed the report. Discussion on MAGIC fund and moving towards local certificates of deposit. We have investments in four of the six signatories and are continuing to expand investments through the end of the year. Wayne Bauernschmitt made a motion to approve the report. Seconded by Randy Winscher. Motion carried unanimously.

REQUEST FOR FINES PURGE AT YEAR END

Amy Anderson explained the request to purge fines balances from patron accounts. Discussion on fine notice analysis and impact of circulation. Request to see cost of fines infographic from Communications and Development department to display underlying costs. Motion by Leigh Lenzmeier and seconded by Lisa Fobbe. Motion carried unanimously.

DESIGNATION FOR LIBRARYAWARE SUBSCRIPTION

Amy Anderson provided overview of the request. Discussion on the use of the platform and expectations for Communications and Development department. Motion by Leigh Lenzmeier and seconded by Randy Winscher. Motion carried unanimously.

2021 BUDGET SURPLUS FUNDS AS 2023 BUDGET REVENUE

Executive Director Karen Pundsack explained the request. Discussion on projected surplus, which is estimated to be \$100,000. Dave Kircher moved to approve using the full 2021 budget surplus as revenue for the 2023 budget. Wayne Bauernschmitt seconded the motion. Motion carried unanimously.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, January 18, 2022.

ADJOURNMENT

Ed Popp adjourned the meeting at 5:28 p.m.

Edward Popp, Chair

**Great River Regional Library
Financial Report
As of December 31, 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	503,001.00	
Sherburne County	1,360,262.00	
Stearns County	2,300,409.00	
Todd County	330,841.00	
Todd County 2022 Q1	83,843.00	
Wright County	<u>2,145,134.00</u>	\$ 7,255,324.00

Fines:

Branch	\$ 202,152.12	
Revenue Recapture	<u>11,711.05</u>	\$ 213,863.17

Other:

Interest	40,930.31	
City of Elk River	10,600.00	
City of Sartell	19,352.16	
Interlibrary Loan Delivery	6,200.00	
MNLink	10,840.00	
Revenue Fund (MCIT & Misc)	14,384.24	
St. Cloud Reimbursement	94,911.68	
RLBSS State Aid	<u>1,577,777.06</u>	

Operating & Capital Revenue Total	\$ 9,244,182.62
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RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$ 204,987.76	
RLTA Grants	95,750.28	
United Way - 21st Century Grant	1,760.00	
ARPA - American Rescue Plan Act Grant	49,315.48	
LSTA - Advancing Equity Grant	4,012.87	
Minitex Last Mile Grant	<u>7,000.00</u>	

Restricted Revenue Total	\$ 362,826.39
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COMMITTED REVENUE 5100 FUNDS

Payroll/HRIS Fund	\$ -	
Committed Payroll Fund	179.33	

Committed Revenue Total	\$ 179.33
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ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$ 63,271.64	
Fund Development - Communications	22,442.57	
Fund Development - Programs & Services	<u>27,219.12</u>	\$ 112,933.33
Interlibrary Loan	2,197.69	
Gift Fund	62,431.01	
Revolving Fund	55,404.25	
Sales Revenue	150.55	

Assigned Revenue Total	\$ 233,116.83
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Total Revenue & Balance	\$ 19,156,919.82
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EXPENDITURES

Operating Fund -- see attached report	9,134,312.74	
\$ Fund Balance Report -- see attached report	628,930.30	
Health Reimbursement Arrangement (HRA) Distributions - Custodial Fund	21,934.41	
Accumulated Depreciation	<u>180,000.00</u>	
Total Expenditures	\$ 9,965,177.45	

CUSTODIAL FUND

Health Reimbursement Arrangement (HRA) Elections	\$ 247,500.00
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Total Revenue less Expenditures including Prior Year Adjustments	\$ 9,439,242.37
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**Great River Regional Library
Investment Listing
As of December 31, 2021**

Total Revenue including prior year Balance less Expenditures ----- \$ 9,439,242.37

CASH AND INVESTMENTS

Checking Accounts

	Amount
Bremer Checking Account (FDIC Insured)	\$ 55,894.75
Bremer Petty Cash Checking Account (FDIC Insured)	\$ 464.99
Branch Cash	\$ 2,310.00

Savings Accounts

	Rate	Amount
Bremer Money Market Savings Account (FDIC Insured)	0.02%	\$ 249,223.25
MAGIC (Minnesota Association of Governments Investing for Counties) Savings Account (FDIC Insured)	0.0151%	6,608,425.99

Savings Accounts Ending Balance \$ 6,857,649.24

MAGIC (Health Reimbursement Arrangement) **\$ 537,923.39**

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

	Net Rate	CD Principal
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
Certificate of Deposit @ Stearns Bank, N.A., St. Cloud, MN (Maturity 10/22/2022)	0.55%	250,000.00
Certificate of Deposit @ Minnesota National Bank, Sauk Centre, MN (Maturity 3/19/23)	0.61%	250,000.00

Investment Ending Balance \$ 2,165,000.00

Bank Accounts and Investments Total \$ 9,619,242.37
Accumulated Depreciation (180,000.00)

Month End Balance ----- \$ 9,439,242.37

Submitted by Amy Anderson, Accounting Coordinator Difference \$ -

Note: GRRL holds Letter of Credit #2234-7798 in the amount of \$100,000.00 secured by the Federal Home Loan Bank of Des Moines and issued on behalf of Bremer Bank

GREAT RIVER REGIONAL LIBRARY
Bank Balances and Investment Activity
DECEMBER 2021

Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$56,828.00	\$1,405,451.13	\$1,406,384.38	\$55,894.75
G 10-1016 CASH - PETTY CASH CHECKING	\$194.48	\$974.46	\$703.95	\$464.99
G 10-1017 CASH - BRANCH CASH	\$2,310.00	\$0.00	\$0.00	\$2,310.00
G 10-1018 CASH - BREMER & MAGIC SAVINGS	\$7,867,413.23	\$178,587.29	\$1,188,351.28	\$6,857,649.24
G 10-1020 INVESTMENTS - MAGIC FUND	\$2,165,000.00	\$0.00	\$0.00	\$2,165,000.00
G 10-2900 TRANSFERS OUT	\$54,740.80	\$805.52	\$0.00	\$55,546.32
G 10-3000 TRANSFERS IN	-\$54,740.80	\$0.00	\$805.52	-\$55,546.32
G 20-1018 CASH - BREMER & MAGIC SAVINGS	\$520,221.52	\$19,190.45	\$1,488.58	\$537,923.39
G 20-2530 FUND BALANCE	-\$520,221.52	\$1,738.58	\$19,440.45	-\$537,923.39
	\$10,091,745.71	\$1,606,747.43	\$2,617,174.16	\$9,081,318.98

**Great River Regional Library
Revenue Report: Operating Capital Funds
For the Month Ended December 31, 2021**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 524,738.00	\$ 524,738.00	\$ -	100.00%
Morrison County	496,290.00	496,290.00	-	100.00%
Sherburne County	1,342,114.00	1,342,114.00	-	100.00%
Stearns County	2,269,717.00	2,269,717.00	-	100.00%
Todd County	326,428.00	326,428.00	-	100.00%
Wright County	2,116,514.00	2,116,514.00	-	100.00%
Signatory Operational Receipts:	\$ 7,075,801.00	\$ 7,075,801.00	\$ -	100.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 7,096.00	\$ 7,096.00	\$ -	100.00%
Morrison County	6,711.00	6,711.00	-	100.00%
Sherburne County	18,148.00	18,148.00	-	100.00%
Stearns County	30,692.00	30,692.00	-	100.00%
Todd County	4,413.00	4,413.00	-	100.00%
Wright County	28,620.00	28,620.00	-	100.00%
Signatory Capital Receipts:	\$ 95,680.00	\$ 95,680.00	\$ -	100.00%

Sub-Total Signatory Receipts:	\$ 7,171,481.00	\$ 7,171,481.00	\$ -	100.00%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 350,000.00	\$ 350,000.00	\$ -	100.00%
Fines & Miscellaneous Receipts	280,000.00	213,863.17	(66,136.83)	76.38%
Interest	92,500.00	40,930.31	(51,569.69)	44.25%
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	-	100.00%
MN Link	9,000.00	10,840.00	1,840.00	120.44%
Revenue Fund	-	14,386.55	14,386.55	
St. Cloud Reimbursement	103,000.00	94,911.68	(8,088.32)	92.15%
Sub Total Other Receipts:	\$ 868,400.00	\$ 768,083.87	\$ (100,316.13)	88.45%

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

	Budget	Received	Balance	% Rec'd
Total Operating/Capital Revenue:	\$ 9,627,481.00	\$ 9,543,848.90	\$ (83,632.10)	99.13%

*Notes to Revenue				
<u>RLBSS 2021 State Aid:</u>		<u>2022 Revenue Received:</u>		
\$ 481,285.21	1st payment received 9-15-2020	\$ 478,676.61	RLBSS payment received	9-29-2021
\$ 481,285.21	2nd payment received 10-14-2020	\$ 457,586.83	RLBSS payment received	10-15-2021
\$ 481,285.21	3rd payment received 2-09-2021	\$ 83,843.00	Todd County FY 2022 Q1	12-30-2021
\$ 160,428.40	Final payment received 7-30-2021	\$ -		
\$ 1,604,284.03	Total received	\$ 1,020,106.44	Total received	

Revenue received in prior calendar year(s)
Revenue received for 2022 budget

GREAT RIVER REGIONAL LIBRARY

**2021 YTD Comparative Report
4TH QUARTER ENDING DECEMBER 31, 2021**

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	\$638,722.97	\$37,377.03	94.5%	\$655,687.74	-\$16,964.77	-2.59%
SALARIES	10-20-4100-110	\$3,700,150.00	\$3,398,114.34	\$302,035.66	91.8%	\$3,451,111.81	-\$52,997.47	-1.54%
SALARIES	10-30-4100-110	\$91,200.00	\$70,289.99	\$20,910.01	77.1%	\$82,602.19	-\$12,312.20	-14.91%
SALARIES-RLBSS	10-20-4100-111	\$1,587,600.00	\$1,604,284.04	-\$16,684.04	101.1%	\$1,587,563.23	\$16,720.81	1.05%
EE BENEFITS	10-00-4100-140	\$111,700.00	\$115,338.46	-\$3,638.46	103.3%	\$74,784.82	\$40,553.64	54.23%
EE BENEFITS	10-20-4100-140	\$497,600.00	\$575,059.25	-\$77,459.25	115.6%	\$338,593.86	\$236,465.39	69.84%
EE BENEFITS	10-30-4100-140	\$21,200.00	\$27,185.98	-\$5,985.98	128.2%	\$19,901.36	\$7,284.62	36.60%
BENEFIT ADMINISTRATION	10-00-4100-145	\$4,500.00	\$7,883.69	-\$3,383.69	175.2%	\$4,666.22	\$3,217.47	68.95%
WORKERS COMPENSATION	10-30-4100-160	\$16,000.00	\$17,987.00	-\$1,987.00	112.4%	\$15,771.00	\$2,216.00	14.05%
RETIREMENT	10-00-4100-170	\$102,400.00	\$92,011.91	\$10,388.09	89.9%	\$95,973.94	-\$3,962.03	-4.13%
RETIREMENT	10-20-4100-170	\$764,050.00	\$734,568.66	\$29,481.34	96.1%	\$734,997.31	-\$428.65	-0.06%
RETIREMENT	10-30-4100-170	\$13,800.00	\$10,186.25	\$3,613.75	73.8%	\$12,483.47	-\$2,297.22	-18.40%
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	\$7,300,082.32	\$296,117.68	96.1%	\$7,086,537.19	\$213,545.13	3.01%
DEPT 4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$12,000.00	\$6,888.48	\$5,111.52	57.4%	\$5,969.02	\$919.46	15.40%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$25,000.00	\$17,897.82	\$7,102.18	71.6%	\$18,730.87	-\$833.05	-4.45%
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	\$1,719.00	\$4,281.00	28.7%	\$1,976.00	-\$257.00	-13.01%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$48,694.78	\$11,305.22	81.2%	\$44,371.73	\$4,323.05	9.74%
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	\$91,242.87	\$4,757.13	95.0%	\$75,328.36	\$15,914.51	21.13%
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	\$29,425.25	-\$25.25	100.1%	\$18,501.94	\$10,923.31	59.04%
DELIVERY SERVICES	10-30-4200-265	\$1,750.00	\$1,003.10	\$746.90	57.3%	\$674.66	\$328.44	48.68%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$1,500.00	\$1,392.39	\$107.61	92.8%	\$568.14	\$824.25	145.08%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,000.00	\$21,390.91	-\$13,390.91	267.4%	\$16,503.48	\$4,887.43	29.61%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$7,210.94	\$789.06	90.1%	\$3,253.45	\$3,957.49	121.64%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$32,411.66	-\$9,411.66	140.9%	\$27,178.14	\$5,233.52	19.26%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$2,583.35	-\$1,583.35	258.3%	\$954.38	\$1,628.97	170.68%
SALES TAX	10-00-4200-288	\$4,000.00	\$3,233.66	\$766.34	80.8%	\$2,291.01	\$942.65	41.15%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$76,000.00	\$69,484.37	\$6,515.63	91.4%	\$68,778.32	\$706.05	1.03%
LEGAL SERVICES	10-30-4200-291	\$16,000.00	\$5,665.00	\$10,335.00	35.4%	\$16,097.77	-\$10,432.77	-64.81%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,800.00	\$6,045.18	\$754.82	88.9%	\$6,076.86	-\$31.68	-0.52%
DEPT 4200 SERVICES AND CONTRACTS		\$551,287.00	\$497,305.71	\$53,981.29	90.2%	\$457,106.55	\$40,199.16	8.79%
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	\$2,383.63	-\$383.63	119.2%	\$1,667.10	\$716.53	42.98%
SUPPLIES	10-20-4300-310	\$61,945.00	\$61,901.31	\$43.69	99.9%	\$63,016.87	-\$1,115.56	-1.77%
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	\$12,793.46	\$7,206.54	64.0%	\$12,354.59	\$438.87	3.55%
DEPT 4300 COMMODITIES		\$84,240.00	\$77,078.40	\$7,161.60	91.5%	\$77,110.66	-\$32.26	-0.04%
DEPT 4400 VEHICLE EXPENSES								
VEHICLE-GAS	10-20-4400-420	\$9,500.00	\$9,308.12	\$191.88	98.0%	\$884.56	\$8,423.56	952.29%
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	\$7,423.99	-\$2,923.99	165.0%	\$7,498.20	-\$74.21	-0.99%
VEHICLE-TIRES & MISC	10-20-4400-450	\$3,400.00	\$3,116.43	\$283.57	91.7%	\$114.15	\$3,002.28	2630.12%
VEHICLE-MILEAGE	10-00-4400-460	\$2,300.00	\$890.29	\$1,409.71	38.7%	\$747.59	\$142.70	19.09%
VEHICLE-MILEAGE	10-20-4400-460	\$25,000.00	\$17,708.32	\$7,291.68	70.8%	\$14,390.56	\$3,317.76	23.06%
DEPT 4400 VEHICLE EXPENSES		\$48,150.00	\$42,019.15	\$6,130.85	87.3%	\$27,134.06	\$14,885.09	54.86%
DEPT 4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$547,020.00	\$556,635.11	-\$9,615.11	101.8%	\$498,494.37	\$58,140.74	11.66%
PERIODICALS	10-20-4500-520	\$56,000.00	\$50,514.90	\$5,485.10	90.2%	\$46,287.74	\$4,227.16	9.13%
MEDIA	10-20-4500-540	\$180,000.00	\$105,156.24	\$74,843.76	58.4%	\$127,303.73	-\$22,147.49	-17.40%
ELECTRONIC SERVICES	10-20-4500-560	\$172,900.00	\$243,626.04	-\$70,726.04	140.9%	\$306,270.48	-\$62,644.44	-20.45%
DEPT 4500 LIBRARY MATERIALS		\$955,920.00	\$955,932.29	-\$12.29	100.0%	\$978,356.32	-\$22,424.03	-2.29%
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	\$6,023.84	-\$523.84	109.5%	\$1,092.28	\$4,931.56	451.49%
SMALL EQUIPMENT	10-00-4600-630	\$300.00	\$43.77	\$256.23	14.6%	\$222.42	-\$178.65	-80.32%
SMALL EQUIPMENT	10-20-4600-630	\$1,300.00	\$1,181.86	\$118.14	90.9%	\$2,768.82	-\$1,586.96	-57.32%
SMALL EQUIPMENT	10-30-4600-630	\$600.00	\$489.58	\$110.42	81.6%	\$0.00	\$489.58	0.00%
DEPT 4600 EQUIPMENT		\$8,200.00	\$7,739.05	\$460.95	94.4%	\$4,083.52	\$3,655.53	89.52%
DEPT 4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$450.00	\$386.00	\$64.00	85.8%	\$565.31	-\$179.31	-31.72%
DEPT 4700 CONTINGENCY		\$450.00	\$386.00	\$64.00	85.8%	\$565.31	-\$179.31	-31.72%
DEPT 4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$162,335.00	\$176,545.77	-\$14,210.77	108.8%	\$184,853.90	-\$8,308.13	-4.49%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$9,884.05	\$715.95	93.3%	\$22,806.90	-\$12,922.85	-56.66%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,400.00	\$58,947.68	\$26,452.32	69.0%	\$67,959.56	-\$9,011.88	-13.26%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$995.00	\$1,005.00	49.8%	\$2,200.00	-\$1,205.00	-54.77%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$7,397.33	-\$5,397.33	369.9%	\$0.00	\$7,397.33	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	\$253,769.83	\$33,585.17	88.3%	\$278,656.36	-\$24,886.53	-8.93%
FUND 10 GENERAL FUND		\$9,531,802.00	\$9,134,312.75	\$397,489.25	95.8%	\$8,909,549.97	\$224,762.78	2.52%

**Great River Regional Library
Budget Adjustments to Fund Balance
For the Month Ended December 31, 2021**

Fund Description	Program Code	Budget Balance November	Budget Adjustments December	New Budget December	Adjustment Reason
COMMITTED CAPITAL FUNDS					
Receipts					
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	
		\$ 1,097,448.81	\$ -	\$ 1,097,448.81	
RESTRICTED FUNDS					
Receipts					
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	62,662.78	20,888.15	83,550.93	Funds Received 12/30/21
LSTA - Opportunity Hardware	10.10.4900.942	28,294.99	-	28,294.99	
LSTA - Advancing Equity	10.10.3300.382	4,012.87	-	4,012.87	
ARPA - American Rescue Plan Act	10.10.4900.370	2,127.98	47,187.50	49,315.48	Funds Received 12/20/21
Minitex Last Mile	10.10.4900.946	7,000.00	-	7,000.00	
RLTA 2014	10.10.4900.990	62,505.55	-	62,505.55	Fund Expended
RLTA 2015	10.10.4900.978	46,869.98	-	46,869.98	Fund Expended
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	115,617.00	-	115,617.00	
RLTA 2022	10.10.4900.980	25,076.16	25,076.16	50,152.32	Funds Received 12/16/21
United Way	10.10.4900.823	1,760.00	-	1,760.00	Fund Expended
		\$ 1,312,393.71	\$ 93,151.81	\$ 1,405,545.52	
COMMITTED OTHER FUNDS					
Receipts					
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	Fund Ending 12/31/21
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	Fund Ending 12/31/21
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	
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	12,183.75	15.00	12,198.75	
		\$ 990,564.48	\$ 15.00	\$ 990,579.48	
ASSIGNED FUNDS					
Receipts					
FD - Collection	10.40.5200.816	181,686.98	13,561.42	195,248.40	Monthly Receipts
FD - Communications	10.40.5200.821	39,609.68	4,931.42	44,541.10	Monthly Receipts
FD - Programs & Services	10.40.5200.822	51,609.94	6,164.28	57,774.22	Monthly Receipts
Gift Fund	10.40.5200.820	155,983.99	1,385.56	157,369.55	Monthly Receipts
Interlibrary Loan	10.40.5200.810	8,508.88	110.31	8,619.19	Monthly Receipts
Revolving Fund	10.40.5200.825	50,658.46	4,270.23	54,928.69	Monthly Receipts
Sales Revenue	10.40.5200.994	49,759.45	150.55	49,910.00	Monthly Receipts
		\$ 537,817.38	\$ 30,573.77	\$ 568,391.15	
TOTAL		\$ 3,938,224.38	\$ 123,740.58	\$ 4,061,964.96	

Fund Balance Report

DECEMBER 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	\$49,315.48	\$0.00	\$49,315.48	\$0.00	100.00%
953	LEGACY FUND 2020	\$169,684.08	\$3,767.16	\$76,999.92	\$92,684.16	45.38%
954	LEGACY FUND 2021	\$213,047.09	\$0.00	\$0.00	\$213,047.09	0.00%
949	LEGACY FUND 2022	\$83,550.93	\$0.00	\$0.00	\$83,550.93	0.00%
967	LSTA - ADVANCING EQUITY	\$4,012.87	\$2,289.38	\$20,481.82	-\$16,468.95	510.40%
946	MINITEX LAST MILE	\$7,000.00	\$1,384.22	\$7,000.00	\$0.00	100.00%
942	OPPORTUNITY HARDWARE GRANT	\$28,294.99	\$0.00	\$0.00	\$28,294.99	0.00%
990	RLTA-2014	\$62,505.55	\$4,952.49	\$16,443.48	\$46,062.07	26.31%
978	RLTA-2015	\$46,869.98	\$0.00	\$46,869.98	\$0.00	100.00%
974	RLTA-2016	\$84,353.20	\$22,173.93	\$84,353.20	\$0.00	100.00%
961	RLTA-2017	\$124,803.60	\$24,862.15	\$24,862.15	\$99,941.45	19.92%
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	\$115,617.00	\$0.00	\$0.00	\$115,617.00	0.00%
980	RLTA-2022	\$50,152.32	\$0.00	\$0.00	\$50,152.32	0.00%
823	UNITED WAY	\$1,760.00	\$0.00	\$1,760.00	\$0.00	100.00%
DEPT 4900 RESTRICTED FUNDS		\$1,405,545.52	\$59,429.33	\$357,372.19	\$1,048,173.33	25.43%
PROG 10 OUTREACH SERVICES		\$1,405,545.52	\$59,429.33	\$357,372.19	\$1,048,173.33	25.43%
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	\$23,909.00	\$13,221.16	64.39%
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	\$12,198.75	\$0.00	\$0.00	\$12,198.75	0.00%
DEPT 5100 COMMITTED FUNDS		\$990,579.48	\$0.00	\$50,675.49	\$939,903.99	5.12%
DEPT 5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$195,248.40	\$35.10	\$65,140.16	\$130,108.24	33.36%
821	FD - COMMUNICATIONS	\$44,541.10	\$1,450.98	\$18,294.10	\$26,247.00	41.07%
822	FD - PROGRAMS & SERVICES	\$57,774.22	\$2,613.36	\$27,465.90	\$30,308.32	47.54%
820	GIFT FUND	\$157,369.55	\$3,826.88	\$44,355.95	\$113,013.60	28.19%
810	INTERLIBRARY LOAN	\$8,619.19	\$196.75	\$795.24	\$7,823.95	9.23%
825	REVOLVING FUND	\$54,928.69	\$0.00	\$50,658.46	\$4,270.23	92.23%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
994	SALES REVENUE	\$49,910.00	\$0.00	\$0.00	\$49,910.00	0.00%
	DEPT 5200 ASSIGNED FUNDS	\$568,391.15	\$8,123.07	\$206,709.81	\$361,681.34	36.37%
	PROG 40 OTHER	\$1,558,970.63	\$8,123.07	\$257,385.30	\$1,301,585.33	16.51%
	FUND 10 GENERAL FUND	\$4,061,964.96	\$67,552.41	\$628,930.30	\$3,433,034.66	15.48%
		\$4,061,964.96	\$67,552.41	\$628,930.30	\$3,433,034.66	15.48%



Capital Vehicle Expenditure Request

Submitted by Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information
 Discussion
 Action Requested

RECOMMENDATION

Approve a capital vehicle expenditure of up to \$7,000 to replace the 2016 Ford Transit van with a 2008 Ford E350 Club Wagon to be purchased from the East Central Library System (ECRL).

BACKGROUND INFORMATION

Supporting Documents Attached

- The current balance in the capital vehicle account is \$52,525.55. The 2021 capital vehicle order is still pending and has an anticipated ship date of February 2022.
- The 2016 Ford Transit has 247,000 miles and has cost \$11,327.66 or 49.51 percent of the purchase price in repairs and maintenance over a six-year life cycle.
- The replacement vehicle is a 2008 Ford E350 Club Wagon. It has 180,000 miles and has been used as an outreach vehicle by ECRL. The van was purchased in 2009 and is being sold due to the library outsourcing deliveries in 2020.

FINANCIAL IMPLICATIONS

Estimated Cost: \$7,000 Funding Source: Capital Vehicle Budgeted: Yes No N/A

ACTION

Passed
 Failed
 Tabled