



1300 St. Germain Street West
St. Cloud, MN 56301
320-650-2500 giver.org

Board of Trustees Finance Committee Meeting
Tuesday, November 19, 2024, 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. GRRL 2024 Budget Projections pg 11 | 5:05 |
| 5. Fund Designation Requests (Requested Action – Approve) | 5:10 |
| 5.1 2024 Budget Surplus as 2026 Budget Revenue pg 15 | |
| 5.2 Aide Positions Pay Grade Change pg 17 | |
| 5.3 Automated Materials Handling System and Radio Frequency Identification pg 19 | |
| 6. Next Meeting – January 21, 2025 | 5:24 |
| 7. Adjournment | 5:25 |

Great River Regional Library Financial Report As of September 30, 2024



Balance, December 31, 2023	\$	9,742,457.76
Changes to Fund Balance		-
	\$	9,742,457.76

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$	405,034.50
Morrison County		389,322.75
Sherburne County		1,098,121.50
Stearns County		1,732,309.50
Todd County		262,323.00
Wright County		1,748,475.00
	\$	5,635,586.25

Patron Receipts, (formerly miscellaneous receipts):

Branch	\$	88,531.38
Revenue Recapture		8,037.64
	\$	96,569.02

Other:

Interest	\$	406,425.04
City of Sartell	\$	20,825.06
Interlibrary Loan Delivery	\$	6,200.00
Revenue Fund (MCIT & Miscellaneous Income)	\$	632.76
St. Cloud Reimbursement	\$	89,355.13
CMLE Grant	\$	4,058.56
RLBSS State Aid	\$	1,330,873.34

Operating & Capital Revenue Total	\$	7,590,525.16
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RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$	161,433.57
RLTA Grants	\$	161,815.86
Minitex Last Mile Grant		-

Restricted Revenue Total	\$	323,249.43
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ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$	17,611.51
Fund Development - Communications		6,092.15
Fund Development - Programs & Services		7,615.13
Interlibrary Loan		520.54
Gift Funds - Branch		95,127.93
Gift Funds - Regional		22,264.72
Gift Funds - Designated		186,910.13
Revolving Fund		29,198.78
Sales Revenue		4,742.07

Assigned Revenue Total	\$	370,082.96
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Total Revenue & Balance-----	\$	18,026,315.31
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EXPENDITURES

Operating Fund -- see attached report	\$	7,192,525.96
Fund Balance Report -- see attached report		734,296.36
YTD Health Reimbursement Arrangement (HRA) Distributions	\$	16,220.73
Accumulated Depreciation		135,000.00

Total Expenditures-----	\$	8,078,043.05
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Total Balance & Revenues less Expenditures	\$	9,948,272.26
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**Great River Regional Library
Investment Listing
As of September 30, 2024**

Total Revenue including prior year Balance, less Expenditures ----- \$ 9,948,272.26

CASH AND INVESTMENTS

Checking Account - FDIC Insured

Bremer Expense	Amount
	\$ 324,272.02
Branch Cash	\$ 2,705.00

Savings Accounts

	Rate	Amount
MAGIC (Minnesota Association of Governments Investing for Counties)	5.16%	\$ 2,438,330.29

Custodial Account

Health Reimbursement Arrangement (MAGIC)	\$ 646,959.95
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Certificate of Deposit Investments - FDIC Insured

	Net Rate	CD Investment
Fieldpoint Bank & Trust, CT - Maturity 10/15/2024	5.60%	\$ 236,000.00
R Bank, TX - Maturity 11/13/2024	5.66%	\$ 236,000.00
Schertz Bank & Trust, TX - Maturity 11/21/2024	5.60%	\$ 236,000.00
T Bank, TX - Maturity 12/06/2024	5.62%	\$ 236,000.00
Crossfirst Bank, Kansas - Maturity 01/27/2025	5.20%	\$ 239,000.00
Bank of Montgomery, LA - Maturity 02/04/2025	5.35%	\$ 240,000.00
Toiga Franklin Savings Bank, PA - Maturity 02/10/2025	5.35%	\$ 240,000.00
Austin Capital Bank, TX - Maturity 03/14/2025	5.45%	\$ 240,000.00
Solera National Bank, CO - Maturity 04/07/2025	5.10%	\$ 237,000.00
Texas Heritage Bank, TX - Maturity 04/07/2025	5.05%	\$ 237,000.00
Cibm, Waukesha, WI - Maturity 04/21/2025	5.13%	\$ 237,000.00
First National Bank of Hutchinson, KS - Maturity 05/15/2025	5.20%	\$ 237,000.00
Cornerstone Bank, NE - Maturity 06/18/2025	5.35%	\$ 231,000.00
United Trust Bank, IL - Maturity 06/20/2025	5.20%	\$ 237,000.00
First State Bank, AR - Maturity 08/21/2025	4.95%	\$ 237,000.00
First Internet Bank of Indiana - Maturity 08/14/2025	5.00%	\$ 237,000.00
Gbank, Las Vegas, NV - Maturity 09/11/2025	4.60%	\$ 238,000.00
GBC Bank, CA - Maturity 10/2/2025	4.95%	\$ 232,000.00
Maplemark Bank, TX - Maturity 10/02/2025	4.95%	\$ 232,000.00
Financial Federal Savings Bank - Maturity 01/13/2026	5.05%	\$ 231,000.00
Nexbank, TX - Maturity 02/10/2026	4.70%	\$ 233,000.00
First Priority Bank, - Maturity 07/17/2026	5.00%	\$ 226,000.00

Total MAGIC Certificate of Deposit Investments \$ 5,185,000.00

Falcon National Bank, MN - Maturity 10/28/2024	5.05%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/2024	5.00%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 09/20/2025	5.00%	\$ 250,000.00
Minnesota National Bank, MN - Maturity 07/22/2025	5.15%	\$ 250,000.00
MidCountry Bank, MN - Maturity 02/23/2025	4.90%	\$ 250,000.00
Trustone Financial CU - Maturity 08/23/2025	5.01%	\$ 236,005.00

Total Local Certificates of Deposit Investments \$ 1,486,005.00

Total Deposits \$ 10,083,272.26
Accumulated Depreciation (135,000.00)

Month End Balance \$ 9,948,272.26

\$ -

Submitted by Amy Anderson, Associate Director, Accounting

GRRL holds Letter of Credit No. 1005044, dated September 18, 2024 in the amount of \$600,000 from Federal Home Loan Bank of Des Moines on behalf of Bremer Bank, NA

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity

SEPTEMBER 2024

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$649,283.34	\$0.00	\$2,323.39	\$646,959.95
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$1,486,005.00	\$0.00	\$0.00	\$1,486,005.00
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$5,179,000.00	\$238,000.00	\$232,000.00	\$5,185,000.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$2,481,022.30	\$902,019.70	\$944,711.71	\$2,438,330.29
G 10-1017 CASH - BRANCH CASH	\$2,705.00	\$0.00	\$0.00	\$2,705.00
G 10-1010 CASH -BREMER CKG	\$361,057.55	\$579,815.00	\$616,600.53	\$324,272.02
	<u>\$10,159,073.19</u>			<u>\$10,083,272.26</u>

Great River Regional Library Revenue Report: Operating Capital Funds For the Month Ended September 30, 2024

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 537,890.00	\$ 403,417.50	\$ (134,473.00)	75.00%
Morrison County	517,025.00	387,768.75	\$ (129,256.00)	75.00%
Sherburne County	1,458,316.00	1,093,737.00	\$ (364,579.00)	75.00%
Stearns County	2,300,524.00	1,725,393.00	\$ (575,131.00)	75.00%
Todd County	348,368.00	261,276.00	\$ (87,092.00)	75.00%
Wright County	<u>2,321,992.00</u>	<u>1,741,494.00</u>	\$ (580,498.00)	<u>75.00%</u>
Signatory Operational Receipts:	\$ 7,484,115.00	\$ 5,613,086.25	\$ (1,871,029.00)	75.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,156.00	\$ 1,617.00	\$ (539.00)	75.00%
Morrison County	2,072.00	1,554.00	\$ (518.00)	75.00%
Sherburne County	5,846.00	4,384.50	\$ (1,462.00)	75.00%
Stearns County	9,222.00	6,916.50	\$ (2,306.00)	75.00%
Todd County	1,396.00	1,047.00	\$ (349.00)	75.00%
Wright County	<u>9,308.00</u>	<u>6,981.00</u>	\$ (2,327.00)	<u>75.00%</u>
Signatory Capital Receipts:	\$ 30,000.00	\$ 22,500.00	\$ (7,501.00)	75.00%

<i>Sub-Total Signatory Receipts:</i>	\$ 7,514,115.00	\$ 5,635,586.25	\$ (1,878,530.00)	75.00%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 200,711.00	\$ 200,711.00	\$ -	100.00%
Unassigned Fund Balance (2022 Surplus)	407,350.00	407,350.00	\$ -	100.00%
Patron and Revenue Recapture Receipts	105,000.00	96,569.02	(8,430.98)	91.97%
Interest	200,000.00	406,425.04	206,425.04	203.21%
City of Sartell	20,000.00	20,825.06	825.06	104.13%
ILL Delivery	6,200.00	6,200.00	-	100.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
Revenue Fund	15,000.00	632.76	(14,367.24)	4.22%
St. Cloud Reimbursement	<u>85,000.00</u>	<u>89,355.13</u>	<u>4,355.13</u>	<u>105.12%</u>

<i>Sub-Total Other Receipts:</i>	\$ 1,046,261.00	\$ 1,228,068.01	\$ 181,807.01	117.38%
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<u>RLBSS State Aid Revenue</u>	Budget	Received	Balance	% Rec'd
<i>Sub-Total RLBSS State Aid*</i>	\$ 1,638,000.00	\$ 1,912,811.29	\$ 274,811.29	116.78%

Total Operating/Capital Revenue:	Budget	Received	Balance	YTD % Rec'd
\$ 10,198,376.00	\$ 8,776,465.55	\$ (1,421,911.70)	86.07%	

*Notes to Revenue

<u>2023-2024 RLBSS State Aid:</u>	<u>2025 Revenue Received</u>
\$ 573,843.39 Received 09-30-2023	565,748.82 Received 09-30-2024
\$ 573,843.38 Received 10-13-2023	
\$ 573,843.39 Received 02-13-2024	\$ -
\$ 191,281.13 Received 07-30-2024	\$ 565,748.82 Total received
\$ 1,912,811.29 Total received	

Revenue received in prior calendar year(s)
Revenue received for 2025 budget

GREAT RIVER REGIONAL LIBRARY
Quarterly YTD Comparative Report - QTR 4
SEPTEMBER 2024

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
10 GENERAL FUND								
4100 PERSONNEL								
SALARIES	10-00-4100-110	\$684,740.00	\$487,394.28	\$197,345.72	71.2%	\$508,563.77	-\$21,169.49	-4.16%
SALARIES	10-20-4100-110	\$3,912,450.00	\$2,062,162.15	\$1,850,287.85	52.7%	\$2,225,075.12	-\$162,912.97	-7.32%
SALARIES	10-30-4100-110	\$91,050.00	\$64,457.43	\$26,592.57	70.8%	\$61,320.02	\$3,137.41	5.12%
SALARIES-RLBSS	10-20-4100-111	\$1,638,000.00	\$1,912,811.29	-\$274,811.29	116.8%	\$1,673,974.56	\$238,836.73	14.27%
EE BENEFITS	10-00-4100-140	\$138,000.00	\$104,030.26	\$33,969.74	75.4%	\$96,410.17	\$7,620.09	7.90%
EE BENEFITS	10-20-4100-140	\$703,800.00	\$348,004.37	\$355,795.63	49.5%	\$315,760.71	\$32,243.66	10.21%
EE BENEFITS	10-30-4100-140	\$27,600.00	\$10,906.84	\$16,693.16	39.5%	\$10,088.37	\$818.47	8.11%
WORKERS COMPENSATION	10-30-4100-160	\$33,100.00	\$33,071.00	\$29.00	99.9%	\$31,724.00	\$1,347.00	4.25%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$103,700.00	\$71,629.44	\$32,070.56	69.1%	\$69,211.60	\$2,417.84	3.49%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$793,800.00	\$587,187.29	\$206,612.71	74.0%	\$577,047.06	\$10,140.23	1.76%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$13,800.00	\$9,689.99	\$4,110.01	70.2%	\$9,021.17	\$668.82	7.41%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$12,000.00	\$11,381.18	\$618.82	94.8%	\$15,781.20	-\$4,400.02	-27.88%
4100 PERSONNEL		\$8,152,040.00	\$5,702,725.52	\$2,449,314.48	70.0%	\$5,593,977.75	\$108,747.77	1.94%
4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$6,800.00	\$6,450.00	\$350.00	94.9%	\$3,309.53	\$3,140.47	94.89%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$9,253.64	\$15,246.36	37.8%	\$18,070.90	-\$8,817.26	-48.79%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$0.00	\$7,300.00	0.0%	\$1,200.00	-\$1,200.00	-100.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$5,000.00	\$3,371.95	\$1,628.05	67.4%	\$2,084.95	\$1,287.00	61.73%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$51,253.87	\$8,746.13	85.4%	\$52,358.40	-\$1,104.53	-2.11%
BUILDING MAINTENANCE	10-30-4200-240	\$105,000.00	\$168,972.44	-\$63,972.44	160.9%	\$108,917.38	\$60,055.06	55.14%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$40,150.00	\$41,951.00	-\$1,801.00	104.5%	\$40,339.00	\$1,612.00	4.00%
CATALOG SERVICES	10-20-4200-248	\$94,000.00	\$46,785.99	\$47,214.01	49.8%	\$70,877.82	-\$24,091.83	-33.99%
AUDIT	10-30-4200-250	\$25,000.00	\$24,100.00	\$900.00	96.4%	\$21,730.00	\$2,370.00	10.91%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,590.00	\$4,818.00	-\$228.00	105.0%	\$4,587.00	\$231.00	5.04%
TELEPHONE	10-00-4200-260	\$31,000.00	\$22,916.87	\$8,083.13	73.9%	\$21,663.85	\$1,253.02	5.78%
DELIVERY SERVICES	10-30-4200-265	\$2,200.00	\$1,536.68	\$663.32	69.9%	\$1,501.91	\$34.77	2.32%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$27,500.00	\$22,033.26	\$5,466.74	80.1%	\$20,058.05	\$1,975.21	9.85%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$23,480.59	\$7,519.41	75.7%	\$27,185.21	-\$3,704.62	-13.63%
SALES TAX	10-00-4200-288	\$4,000.00	\$3,117.00	\$883.00	77.9%	\$3,149.00	-\$32.00	-1.02%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$76,355.96	\$9,844.04	88.6%	\$63,287.61	\$13,068.35	20.65%
LEGAL SERVICES	10-30-4200-291	\$12,000.00	\$6,572.84	\$5,427.16	54.8%	\$8,365.02	-\$1,792.18	-21.42%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,641.58	-\$141.58	102.2%	\$6,785.41	-\$143.83	-2.12%
4200 SERVICES AND CONTRACTS		\$572,740.00	\$519,611.67	\$53,128.33	90.7%	\$475,471.04	\$44,140.63	9.28%
4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$2,400.00	\$2,289.31	\$110.69	95.4%	\$1,598.30	\$691.01	43.23%
SUPPLIES	10-20-4300-310	\$57,000.00	\$45,464.09	\$11,535.91	79.8%	\$44,671.26	\$792.83	1.77%
SUPPLIES	10-30-4300-310	\$300.00	\$0.00	\$300.00	0.0%	\$0.00	\$0.00	0.00%
POSTAGE	10-30-4300-330	\$14,000.00	\$10,892.35	\$3,107.65	77.8%	\$10,744.14	\$148.21	1.38%

Account	Fund	Current Budget	2024 YTD Amt	2024 YTD Balance	% YTD of Budget	2023 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
4300 COMMODITIES		\$73,700.00	\$58,645.75	\$15,054.25	79.6%	\$57,013.70	\$1,632.05	2.86%
4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$27,000.00	\$24,472.74	\$2,527.26	90.6%	\$21,693.07	\$2,779.67	12.81%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$4,000.00	\$3,365.00	\$635.00	84.1%	\$3,322.95	\$42.05	1.27%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$5,370.57	\$6,129.43	46.7%	\$6,917.18	-\$1,546.61	-22.36%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$1,000.00	\$1,035.15	-\$35.15	103.5%	\$839.68	\$195.47	23.28%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$25,000.00	\$24,686.49	\$313.51	98.8%	\$19,450.31	\$5,236.18	26.92%
4400 VEHICLE EXPENSES		\$68,500.00	\$58,929.95	\$9,570.05	86.0%	\$52,223.19	\$6,706.76	12.84%
4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$560,000.00	\$394,731.25	\$165,268.75	70.5%	\$363,344.57	\$31,386.68	8.64%
PERIODICALS	10-20-4500-520	\$52,000.00	\$25,187.99	\$26,812.01	48.4%	\$27,628.67	-\$2,440.68	-8.83%
MEDIA	10-20-4500-540	\$90,000.00	\$39,765.21	\$50,234.79	44.2%	\$43,191.69	-\$3,426.48	-7.93%
ELECTRONIC SERVICES	10-20-4500-560	\$269,370.00	\$228,725.14	\$40,644.86	84.9%	\$194,894.29	\$33,830.85	17.36%
4500 LIBRARY MATERIALS		\$971,370.00	\$688,409.59	\$282,960.41	70.9%	\$629,059.22	\$59,350.37	9.43%
4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$4,500.00	\$0.00	\$4,500.00	0.0%	\$788.26	-\$788.26	-100.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$828.87	\$671.13	55.3%	\$648.42	\$180.45	27.83%
4600 EQUIPMENT		\$6,000.00	\$828.87	\$5,171.13	13.8%	\$1,436.68	-\$607.81	-42.31%
4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$59.40	\$340.60	14.9%	\$337.46	-\$278.06	-82.40%
4700 CONTINGENCY		\$400.00	\$59.40	\$340.60	14.9%	\$337.46	-\$278.06	-82.40%
4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$167,376.00	\$151,784.24	\$15,591.76	90.7%	\$148,228.02	\$3,556.22	2.40%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,600.00	\$49.34	\$10,550.66	0.5%	\$384.46	-\$335.12	-87.17%
AUTOMATION EQUIPMENT	10-20-4800-933	\$80,000.00	\$1,130.47	\$78,869.53	1.4%	\$24,019.47	-\$22,889.00	-95.29%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$750.00	\$1,250.00	37.5%	\$0.00	\$750.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$372.00	\$1,628.00	18.6%	\$671.00	-\$299.00	-44.56%
AUTOMATION SOFTWARE	10-20-4800-936	\$61,650.00	\$9,229.16	\$52,420.84	15.0%	\$9,245.88	-\$16.72	-0.18%
4800 AUTOMATION OPERATING		\$323,626.00	\$163,315.21	\$160,310.79	50.5%	\$182,548.83	-\$19,233.62	-10.54%
10 GENERAL FUND		\$10,168,376.00	\$7,192,525.96	\$2,975,850.04	70.7%	\$6,992,067.87	\$200,458.09	2.87%

Great River Regional Library Fund Balance Activity For the Month Ended September 30, 2024

Fund Description	Program Code	Fund Balance	Monthly Receipts	YTD Expenses	Fund Balance, 06/30/24
COMMITTED CAPITAL FUNDS	10.05.5000.				
Capital - Automation	710	798,677.20		10,736.52	787,940.68
Capital - Branch Development	720	153,235.46		27,884.90	125,350.56
Capital - Equipment	730	67,806.36		16,163.20	51,643.16
Capital - Vehicle	740	74,052.80	-	42,000.00	32,052.80
		\$ 1,093,771.82	\$ -	\$ 96,784.62	\$ 996,987.20
RESTRICTED FUNDS	10.10.4900.				
CMLE Grant Awards	978	4,058.56	-	4,058.56	-
Legacy Fund 2023	938	174,918.60		164,290.68	10,627.92
Legacy Fund 2024	939	230,619.40	-	29,700.00	200,919.40
Legacy Fund 2025	940	-	46,123.88		46,123.88
Minitex Last Mile	946	-			-
LSTA - Opportunity Hardware	942	28,294.98			28,294.98
RLTA	986	598,063.73	21,954.19	241,604.20	378,413.72
		\$ 1,035,955.27	\$ 68,078.07	\$ 439,653.44	\$ 664,379.90
COMMITTED OTHER FUNDS	10.40.5100.				
Building Maintenance	240	12,043.92		12,043.92	-
Compensated Absence Fund	983	503,256.00	-		503,256.00
Compensation Study	840	25,000.00			25,000.00
Computer Replacement Fund	984	67,760.22			67,760.22
Digital Library Content	845	50,000.00		12,550.76	37,449.24
Emergency Sub & Severance	880	19,844.17			19,844.17
Extended Hours Pilot	850	50,000.00			50,000.00
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	8,740.27			8,740.27
Staff Development Services	211	8,689.45		7,533.88	1,155.57
		\$ 977,714.86	\$ -	\$ 34,701.41	\$ 943,013.45
ASSIGNED FUNDS	10.40.5200.	Balance, 8/1/24	MTD Receipts	YTD Expenses	Balance, 8/31/24
FD - Collection	816	58,918.26	292.48	17,872.08	41,338.66
FD - Communications	821	26,610.07	49.02	14,924.69	11,734.40
FD - Programs & Services	822	63,495.81	61.25	5,052.73	58,504.33
Gift Funds - Branch	820	182,384.66	1,508.29	71,092.70	112,800.25
Gift Funds - Designations	818	580,028.74	238.04	1,115.10	579,151.68
Gift Funds - Regional	819	63,313.42	-	22,910.92	40,402.50
Interlibrary Loan - Lost Materials	810	8,519.69	31.98	589.73	7,961.94
Revolving Fund	825	25,430.32	3,383.53	28,813.85	-
Sales Revenue	994	59,347.43		785.09	58,562.34
		\$ 1,068,048.40	\$ 5,564.59	\$ 163,156.89	\$ 910,456.10
TOTAL		\$ 4,175,490.35	\$ 73,642.66	\$ 734,296.36	\$ 3,514,836.65

Fund Balance Report

SEPTEMBER 2024

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
10 GENERAL FUND						
05 CAPITAL BUDGET						
5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$798,677.20	\$0.00	\$10,736.52	\$787,940.68	1.34%
720	CAPITAL - BRANCH DEVELOPMENT	\$153,235.46	\$728.55	\$27,884.90	\$125,350.56	18.20%
730	CAPITAL - EQUIPMENT	\$67,806.36	\$0.00	\$16,163.20	\$51,643.16	23.84%
740	CAPITAL - VEHICLE	\$74,052.80	\$0.00	\$42,000.00	\$32,052.80	56.72%
5000 CAPITAL COMMITTED FUNDS		\$1,093,771.82	\$728.55	\$96,784.62	\$996,987.20	8.85%
05 CAPITAL BUDGET		\$1,093,771.82	\$728.55	\$96,784.62	\$996,987.20	8.85%
10 OUTREACH SERVICES						
4900 RESTRICTED FUNDS						
978	CMLE GRANTS	\$4,058.56	\$0.00	\$4,058.56	\$0.00	100.00%
938	LEGACY FUND 2023	\$174,918.60	\$5,280.67	\$164,290.68	\$10,627.92	93.92%
939	LEGACY FUND 2024	\$230,619.40	\$29,700.00	\$29,700.00	\$200,919.40	12.88%
940	LEGACY FUND 2025	\$46,123.88	\$0.00	\$0.00	\$46,123.88	0.00%
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%
986	RLTA	\$620,017.92	\$14,898.25	\$241,604.20	\$378,413.72	38.97%
4900 RESTRICTED FUNDS		\$1,104,033.34	\$49,878.92	\$439,653.44	\$664,379.90	39.82%
10 OUTREACH SERVICES		\$1,104,033.34	\$49,878.92	\$439,653.44	\$664,379.90	39.82%
40 OTHER						
5100 COMMITTED FUNDS						
240	BUILDING MAINTENANCE	\$12,043.92	\$0.00	\$12,043.92	\$0.00	100.00%
983	COMPENSATED ABSENCES	\$503,256.00	\$0.00	\$0.00	\$503,256.00	0.00%
840	COMPENSATION STUDY	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
845	DIGITAL LIBRARY CONTENT	\$50,000.00	\$0.00	\$12,550.76	\$37,449.24	25.10%
880	EMERGENCY, SUB & SEVERANCE	\$19,844.17	\$0.00	\$0.00	\$19,844.17	0.00%
850	EXTENDED ACCESS PILOT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
813	PATRON SELF SERVICE	\$9,807.98	\$0.00	\$0.00	\$9,807.98	0.00%
890	PAYROLL & HRIS SERVICES	\$2,572.85	\$2,572.85	\$2,572.85	\$0.00	100.00%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
831	SECURITY	\$8,740.27	\$0.00	\$0.00	\$8,740.27	0.00%
211	STAFF DEVELOPMENT SERVICES	\$8,689.45	\$0.00	\$7,533.88	\$1,155.57	86.70%
5100 COMMITTED FUNDS		\$977,714.86	\$2,572.85	\$34,701.41	\$943,013.45	3.55%
5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$59,210.74	\$24.99	\$17,872.08	\$41,338.66	30.18%
821	FD - COMMUNICATIONS	\$26,659.09	\$1,928.00	\$14,924.69	\$11,734.40	55.98%
822	FD - PROGRAMS & SERVICES	\$63,557.06	\$0.00	\$5,052.73	\$58,504.33	7.95%
820	GIFT FUNDS BRANCH	\$183,892.95	\$2,979.98	\$70,911.17	\$112,981.78	38.56%
818	GIFT FUNDS DESIGNATED	\$580,266.78	\$496.22	\$1,296.63	\$578,970.15	0.22%
819	GIFT FUNDS REGIONAL	\$63,313.42	\$536.41	\$22,910.92	\$40,402.50	36.19%
810	INTERLIBRARY LOAN	\$8,551.67	\$92.06	\$589.73	\$7,961.94	6.90%
825	REVOLVING FUND	\$28,813.85	\$8,678.06	\$28,813.85	\$0.00	100.00%
994	SALES REVENUE	\$59,347.43	\$0.00	\$785.09	\$58,562.34	1.32%
5200 ASSIGNED FUNDS		\$1,073,612.99	\$14,735.72	\$163,156.89	\$910,456.10	15.20%
40 OTHER		\$2,051,327.85	\$17,308.57	\$197,858.30	\$1,853,469.55	9.65%
10 GENERAL FUND		\$4,249,133.01	\$67,916.04	\$734,296.36	\$3,514,836.65	17.28%



2024 Budget Projections

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Review GRRL 2024 budget progress and projections.

BACKGROUND INFORMATION

Supporting Documents Attached

The 2024 budget projections indicate an anticipated surplus of \$827,705.59 at year-end.

- Operating revenues are projected to have a \$572,192.54 surplus (5.63%)
- Operating expenses are anticipated to be underspent by \$254,513.05 (2.50%)

Contributing factors for the anticipated surplus include:

- A larger than anticipated Regional Library Basic System Support (RLBSS) allocation.
- Market savings rates significantly increased the interest revenue line.

FINANCIAL IMPLICATIONS

Estimated Cost:

Funding Source: 2024 Budget

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

**Great River Regional Library
2024 Year End Budget Projections**

Revenue Source	Budget	YTD to 10/31/24	YTD Balance	November & December Estimate	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Notes and Comments
BENTON COUNTY	537,890.00	537,890.00	-	-	537,890.00	-	100.00%	
MORRISON COUNTY	517,025.00	517,025.00	-	-	517,025.00	-	100.00%	
SHERBURNE COUNTY	1,458,316.00	1,458,316.00	-	-	1,458,316.00	-	100.00%	
STEARNS COUNTY	2,300,524.00	2,300,524.00	-	-	2,300,524.00	-	100.00%	
TODD COUNTY	348,368.00	348,368.00	-	-	348,368.00	-	100.00%	
WRIGHT COUNTY	2,321,992.00	2,321,992.00	-	-	2,321,992.00	-	100.00%	
UNASSIGNED FUNDS (2023 SURPLUS)	407,350.00	407,350.00	-	-	407,350.00	-	100.00%	
UNASSIGNED FUNDS (SPEND DOWN)	200,711.00	200,711.00	-	-	200,711.00	-	100.00%	
PATRON RECEIPTS	105,000.00	107,122.92	2,122.92	17,000.00	124,122.92	19,122.92	118.21%	
INTEREST	200,000.00	439,430.38	239,430.38	45,000.00	484,430.38	284,430.38	242.22%	Interest rate market
CITY OF SARTELL	20,000.00	20,825.06	825.06	-	20,825.06	825.06	104.13%	
STATE AID - RLBSS	1,638,000.00	1,912,811.29	274,811.29	-	1,912,811.29	274,811.29	116.78%	Legislative formula changes
INTERLIBRARY LOAN DELIVERY	6,200.00	6,200.00	-	-	6,200.00	-	100.00%	
MINITEX LAST MILE GRANT	7,000.00	-	(7,000.00)	7,000.00	7,000.00	-	100.00%	
REIMBURSEMENTS-CITY OF ST CLOUD	85,000.00	89,355.13	4,355.13	-	89,355.13	4,355.13	105.12%	
REVENUE FUND-MCIT & MISC	15,000.00	647.76	(14,352.24)	3,000.00	3,647.76	(11,352.24)	24.32%	
OPERATING BUDGET	\$ 10,168,376.00	\$ 10,668,568.54	\$ 500,192.54	\$ 72,000.00	\$ 10,740,568.54	\$ 572,192.54	105.63%	

Expense Type	Budget	YTD to 10/31/24	YTD Balance	December Estimate	Expenses	Projected YE Balance	Budget	Notes and Comments
EMPLOYEE SALARIES	6,326,240.00	5,207,440.69	1,118,799.31	993,495.00	6,200,935.69	125,304.31	97.37%	
EMPLOYEE BENEFITS	869,400.00	511,467.79	357,932.21	112,300.00	623,767.79	245,632.21	71.18%	Increased state aid, (see revenues)
WORKERS COMPENSATION	33,100.00	33,071.00	29.00	-	33,071.00	29.00	99.91%	
ER PAYROLL TAXES-PERA	911,300.00	754,498.44	156,801.56	178,775.00	933,273.44	(21,973.44)	104.82%	
ANNUAL PTO PAYOUT/CONVERSION	12,000.00	11,381.18	618.82	-	11,381.18	618.82	94.84%	
PERSONNEL	\$ 8,152,040.00	\$ 6,517,859.10	\$ 1,634,180.90	\$ 1,284,570.00	\$ 7,802,429.10	\$ 349,610.90	95.71%	
REGIONAL BOARD MEETINGS	6,800.00	6,843.41	(43.41)	3,600.00	10,443.41	(3,643.41)	153.58%	Addition of Youth Advisory Council
STAFF DEVELOPMENT SERVICES	24,500.00	10,233.64	14,266.36	14,266.36	24,500.00	-	100.00%	
ALL STAFF DAY	7,300.00	6,835.60	464.40	425.55	7,261.15	38.85	99.47%	
MEMBERSHIPS & SUBSCRIPTIONS	5,000.00	3,761.95	1,238.05	1,238.05	5,000.00	-	100.00%	
PATRON CONTACT SERVICES	60,000.00	56,199.09	3,800.91	9,800.00	65,999.09	(5,999.09)	110.00%	Increase to postage rates for mailed notices, new contact strategy
BUILDING MAINTENANCE	105,000.00	168,972.44	(63,972.44)	-	168,972.44	(63,972.44)	160.93%	St. Cloud lighting project
INSURANCE-CONTENTS/OTHER	40,150.00	41,951.00	(1,801.00)	-	41,951.00	(1,801.00)	104.49%	
CATALOG SERVICES	94,000.00	47,423.48	46,576.52	46,576.52	94,000.00	-	100.00%	
AUDIT	25,000.00	24,365.00	635.00	-	24,365.00	635.00	97.46%	
PUBLIC LICENSING SERVICES	4,590.00	4,818.00	(228.00)	-	4,818.00	(228.00)	104.97%	
TELEPHONE	31,000.00	25,307.49	5,692.51	5,692.51	31,000.00	-	100.00%	
DELIVERY SERVICES	2,200.00	1,711.29	488.71	350.00	2,061.29	138.71	93.70%	
EQUIPMENT RENTAL & REPAIR	27,500.00	23,485.28	4,014.72	4,950.00	28,435.28	(935.28)	103.40%	
	\$ 27,500.00	\$ 23,485.28	\$ 4,014.72	\$ 4,950.00	\$ 28,435.28	\$ (935.28)	103.40%	
COMMUNICATIONS & MARKETING	31,000.00	24,100.39	6,899.61	6,899.61	31,000.00	-	100.00%	
	\$ 31,000.00	\$ 24,100.39	\$ 6,899.61	\$ 6,899.61	\$ 31,000.00	\$ -	100.00%	
SALES TAX	4,000.00	4,299.00	(299.00)	-	4,299.00	(299.00)	107.48%	
HRIS/PAYROLL SERVICES	86,200.00	86,199.30	0.70	10,300.00	96,499.30	(10,299.30)	111.95%	Paylocity implementation fees

Expense Type	Budget	YTD to 10/31/24	YTD Balance	December Estimate	Expenses	Projected YE Balance	Budget	Notes and Comments
LEGAL SERVICES	12,000.00	7,998.84	4,001.16	3,000.00	10,998.84	1,001.16	91.66%	
SYSTEM DIRECTORS FUND	6,500.00	6,641.58	(141.58)	298.24	6,939.82	(439.82)	106.77%	
SERVICES AND CONTRACTS	\$ 572,740.00	\$ 551,146.78	\$ 21,593.22	\$ 107,396.84	\$ 658,543.62	\$ (85,803.62)	114.98%	
SUPPLIES	2,400.00	2,289.31	110.69	110.69	2,400.00	-	100.00%	
SUPPLIES	57,000.00	47,458.47	9,541.53	9,541.53	57,000.00	-	100.00%	
SUPPLIES	300.00	-	300.00	300.00	300.00	-	100.00%	
	\$ 59,700.00	\$ 49,747.78	\$ 9,952.22	\$ 9,952.22	\$ 59,700.00	\$ -	100.00%	
POSTAGE	14,000.00	11,822.96	2,177.04	2,177.04	14,000.00	-	100.00%	
COMMODITIES	\$ 73,700.00	\$ 61,570.74	\$ 12,129.26	\$ 12,129.26	\$ 73,700.00	\$ -	100.00%	
FLEET - FUEL	27,000.00	24,472.74	2,527.26	2,527.26	27,000.00	-	100.00%	
FLEET - INSURANCE	4,000.00	3,365.00	635.00		3,365.00	635.00	84.13%	
FLEET - REPAIRS & MAINTENANCE	11,500.00	6,753.83	4,746.17	4,746.17	11,500.00	-	100.00%	
MILEAGE REIMBURSEMENTS	1,000.00	1,098.13	(98.13)	600.00	1,698.13	(698.13)	169.81%	
MILEAGE REIMBURSEMENTS	25,000.00	29,231.10	(4,231.10)	4,000.00	33,231.10	(8,231.10)	132.92%	
	\$ 26,000.00	\$ 30,329.23	\$ (4,329.23)	\$ 4,600.00	\$ 34,929.23	\$ (8,929.23)	134.34%	
VEHICLE EXPENSES	\$ 68,500.00	\$ 64,920.80	\$ 3,579.20	\$ 11,873.43	\$ 76,794.23	\$ (8,294.23)	112.11%	
BOOKS & PRINT MATERIALS	560,000.00	422,856.99	137,143.01	137,143.01	560,000.00	-	100.00%	
PERIODICALS	52,000.00	26,464.74	25,535.26	25,535.26	52,000.00	-	100.00%	
MEDIA	90,000.00	45,206.00	44,794.00	44,794.00	90,000.00	-	100.00%	
ELECTRONIC SERVICES	269,370.00	233,068.38	36,301.62	36,301.62	269,370.00	-	100.00%	
LIBRARY MATERIALS	\$ 971,370.00	\$ 727,596.11	\$ 243,773.89	\$ 243,773.89	\$ 971,370.00	\$ -	100.00%	
OPERATING EQUIPMENT	4,500.00	-	4,500.00	4,500.00	4,500.00	-	100.00%	
	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -	100.00%	
SMALL EQUIPMENT	1,500.00	1,027.90	472.10	472.10	1,500.00	-	100.00%	
	\$ 1,500.00	\$ 1,027.90	\$ 472.10	\$ 472.10	\$ 1,500.00	\$ -	100.00%	
EQUIPMENT	\$ 6,000.00	\$ 1,027.90	\$ 4,972.10	\$ 4,972.10	\$ 6,000.00	\$ -	100.00%	
CONTINGENCY	400.00	59.40	340.60	340.60	400.00	-	100.00%	
AUTOMATION MAINTENANCE	167,376.00	152,547.08	14,828.92	14,828.92	167,376.00	-	100.00%	
AUTOMATION EQUIPMENT	10,600.00	84.17	10,515.83	10,515.83	10,600.00	-	100.00%	
AUTOMATION EQUIPMENT	80,000.00	64,576.97	15,423.03	15,423.03	80,000.00	-	100.00%	
	\$ 90,600.00	\$ 64,661.14	\$ 25,938.86	\$ 25,938.86	\$ 90,600.00	\$ -	100.00%	
PROFESSIONAL SERVICES	2,000.00	750.00	1,250.00	1,250.00	2,000.00	-	100.00%	
AUTOMATION SOFTWARE	2,000.00	372.00	1,628.00	1,628.00	2,000.00	-	100.00%	
AUTOMATION SOFTWARE	61,650.00	9,229.16	52,420.84	52,420.84	61,650.00	-	100.00%	
	\$ 65,650.00	\$ 10,351.16	\$ 55,298.84	\$ 55,298.84	\$ 65,650.00	\$ -	100.00%	
AUTOMATION OPERATING	\$ 323,626.00	\$ 227,559.38	\$ 96,066.62	\$ 97,316.62	\$ 323,626.00	\$ -	100.00%	
OPERATING FUND	\$ 10,168,376.00		\$ 2,016,635.79	\$ 1,762,372.74	\$ 9,912,862.95	\$ 255,513.05	97.49%	

Year End Projections	Operating Revenues	\$ 10,740,568.54	105.58%
	Operating Expenses	\$ 9,912,862.95	97.54%
		\$ -	
Surplus		\$ 827,705.59	8.14%



2024 Budget Surplus Funds as 2026 Budget Revenue

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve the designation of \$350,000 of anticipated surplus funds from GRRL’s 2024 Operating Budget to supplant revenue in the 2026 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: \$350,000 Funding Source: 2024 Budget Surplus Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled



Aide Positions Pay Grade Change

Submitted by Karen Pundsack, Executive Director

Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Recommend approval to move the following positions from Pay Grade 6 to Pay Grade 8:

- Distribution Aide
- Circulation Aide
- Library Aide
- Summer Aide

Recommend approval to move the following position from Pay Grade 6 to Pay Grade 9:

- Senior Library Aide

BACKGROUND INFORMATION

Supporting Documents Attached

- Current 2024 Pay Range and Proposed 2025 Pay Range

The compensation consultant recommends moving the Distribution, Circulation, Library, and Summer Aide positions to Pay Grade 8, and the Senior Library Aide position to Pay Grade 9. These positions are difficult to fill and experience high levels of turnover. This change will assist the organization in addressing recruitment, retention, and market mismatch challenges.

FINANCIAL IMPLICATIONS

Estimated Cost: \$31,300 Funding Source: 2024 Budget Surplus Budgeted: Yes No N/A

ACTION

Passed

Failed

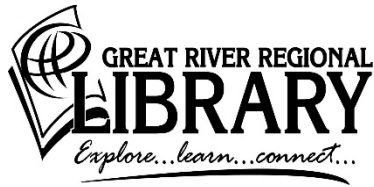
Tabled

**Great River Regional Library
2024 Pay Range**

Pay Grade	Classification		Minimum	Midpoint	Maximum
9		<i>Annually</i>	\$27,538.37	\$31,696.70	\$35,855.04
		<i>Hourly</i>	\$13.24	\$15.24	\$17.24
8		<i>Annually</i>	\$26,180.54	\$30,169.15	\$34,136.54
		<i>Hourly</i>	\$12.59	\$14.50	\$16.41
7		<i>Annually</i>	\$24,950.02	\$28,726.46	\$32,545.34
		<i>Hourly</i>	\$12.00	\$13.81	\$15.65
6	Distribution Aide	<i>Annually</i>	\$23,528.54	\$27,092.83	\$30,680.00
	Circulation Aide	<i>Hourly</i>	\$11.31	\$13.03	\$14.75
	Library Aide				
	Senior Library Aide				
	Summer Aide				

**Great River Regional Library
2025 Pay Range**

Pay Grade	Classification		Minimum	Midpoint	Maximum
9	Senior Library Aide	<i>Annually</i>	\$28,089.98	\$32,333.18	\$36,576.38
		<i>Hourly</i>	\$13.50	\$15.54	\$17.58
8	Distribution Aide	<i>Annually</i>	\$26,710.94	\$30,763.20	\$34,815.46
	Circulation Aide	<i>Hourly</i>	\$12.84	\$14.79	\$16.74
	Library Aide				
	Summer Aide				
7		<i>Annually</i>	\$25,459.20	\$29,299.30	\$33,203.04
		<i>Hourly</i>	\$12.24	\$14.09	\$15.96
6		<i>Annually</i>	\$23,995.30	\$27,644.45	\$31,283.20
		<i>Hourly</i>	\$11.54	\$13.29	\$15.04



Automated Materials Handling System and Radio Frequency Identification

Submitted by Brandi Canter, Lead Patron Services Supervisor
 Jami Trenam, Associate Director – Collection Development

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Designate \$350,000 from the 2024 Budget surplus for future Automated Materials Handling System (AMHS) projects and Radio Frequency Identification (RFID) conversion.

BACKGROUND INFORMATION

- Supporting Documents Attached

St. Cloud’s AMHS is obsolete technology. It will be costly to replace the system or move to manual staff check-in. Per GRRL’s lease with the City of St. Cloud, ownership and maintenance of the AMHS is slowly transitioning from the city to GRRL. GRRL and the city evenly share maintenance and repair costs through 2026. In 2027, GRRL assumes 75 percent of the cost, and by 2033, GRRL assumes complete financial responsibility and ownership of the AMHS.

The AMHS and Collection Security work group researched options to improve materials handling regionally and in St. Cloud. AMHS technology has changed significantly over the past 15 years. The good news: it is possible to use an AMHS to process delivery and distribute regional materials. The bad news: technology used to read barcodes and handle electromagnetic security is less common and more expensive than in the past, as more libraries have switched to RFID.

The work group will forward findings to the Leadership Support Team (LST) by year-end for inclusion in the next strategic plan. Initial recommendations include replacing the AMHS in St. Cloud with a machine capable of sorting regional delivery, piloting a simple sorter in a branch library, and planning an RFID conversion.

Because of the significant capital investment needed, we propose designating funds for these projects.

FINANCIAL IMPLICATIONS

Estimated Cost: \$350,000 Funding Source: 2024 Budget Surplus Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled