



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

Board of Trustees Finance Committee Meeting
Tuesday, November 18, 2025, 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 2025 Financial Report (Requested Action – Approve) pg 3 | 5:02 |
| 4. GRRL 2025 Budget Projections pg 11 | 5:05 |
| 5. 2025 Budget Surplus Designation Requests | 5:10 |
| 5.1 2025 Budget Surplus as 2027 Budget Revenue (Requested Action – Approve) pg 15 | |
| 5.2 Automated Materials Handling System (Requested Action – Approve) pg 17 | |
| 5.3 Accounting Transition Support (on table) (Requested Action – Approve) | |
| 6. Capital Equipment Expenditure Request – Postage Machine (Requested Action – Approve) pg 19 | 5:20 |
| 7. Next Meeting – January 20, 2026 | 5:24 |
| 8. Adjournment | 5:25 |

Great River Regional Library
Financial Report
As of September 30, 2025



Balance, December 31, 2024	\$ 10,119,168.43
Changes to Fund Balance	80.00
	\$ 10,119,248.43

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$ 396,360.00	
Morrison County	\$ 386,509.50	
Sherburne County	\$ 1,075,844.25	
Stearns County	\$ 1,695,041.25	
Todd County	\$ 260,928.75	
Wright County	\$ 1,766,065.50	
		\$ 5,580,749.25

Patron Receipts:

Branch	\$ 99,437.20	
Revenue Recapture	2,055.22	
		\$ 101,492.42

Other:

Interest	\$ 337,463.88
City of Sartell	\$ 21,057.97
Interlibrary Loan Delivery	\$ 6,200.00
Revenue Fund (MCIT & Miscellaneous Income)	\$ 1,193.37
St. Cloud Reimbursement	\$ 94,321.09
RLBSS State Aid	\$ 1,311,992.66

Operating & Capital Revenue Total	\$ 7,454,470.64
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RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$ 161,253.59
RLTA Grants	\$ 159,283.23
Minitex Last Mile Grant	\$ -

Restricted Revenue Total	\$ 320,536.82
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ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$ 11,431.19	
Fund Development - Communications	\$ 4,045.73	
Fund Development - Programs & Services	\$ 5,056.16	
		\$ 20,533.08
Interlibrary Loan	\$ 823.36	
Gift Funds - Branch	\$ 73,010.44	
Gift Funds - Regional	\$ 32,868.19	
Gift Funds - Designated	\$ -	
Revolving Fund	\$ 23,981.13	
Sales Revenue	\$ 29,412.63	

Assigned Revenue Total	\$ 180,628.83
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Total Revenue & Balance -----	\$ 18,074,884.72
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EXPENDITURES

Operating Fund -- see attached report	\$ 7,310,004.85
Fund Balance Report -- see attached report	727,410.71
YTD Health Reimbursement Arrangement (HRA) Distributions	\$ 21,064.34
Accumulated Depreciation	135,000.00

Total Expenditures -----	\$ 8,193,479.90
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Total Balance & Revenues less Expenditures	\$ 9,881,404.82
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**Great River Regional Library
Investment Listing
As of September 30, 2025**

Total Revenue including prior year Balance, less Expenditures ----- \$ 9,881,404.82

CASH AND INVESTMENTS

Checking Account - FDIC Insured

Bremer Expense

Amount
\$ 231,196.09

Branch Cash

\$ 2,785.00

Savings Accounts

MAGIC (Minnesota Association of Governments Investing for Counties)

Rate Amount
4.24% \$ 2,301,715.29

Custodial Account

Health Reimbursement Arrangement (MAGIC)

\$ 617,708.44

Certificate of Deposit Investments - FDIC Insured

Net Rate CD Investment

GBC Bank, CA - Maturity 10/02/2025	4.95%	\$ 232,000.00
Maplemark Bank, TX - Maturity 10/02/2025	4.95%	\$ 232,000.00
West Pointe Bank, WI - Maturity 11/21/2025	4.15%	\$ 239,000.00
Cedarstone Bank, TN - Maturity 12/17/2025	4.30%	\$ 244,000.00
Financial Federal Savings Bank - Maturity 01/13/2026	5.05%	\$ 231,000.00
First Security Bank and Trust Company, OK - Maturity 01/27/2026	4.45%	\$ 239,000.00
T Bank, TX - Maturity 02/04/2026	4.29%	\$ 239,000.00
Nexbank, TX - Maturity 02/10/2026	4.70%	\$ 233,000.00
Boone Bank & Trust, IA - Maturity 02/10/2026	4.30%	\$ 239,000.00
Enterprise Bank, NE - Maturity 03/16/2026	4.15%	\$ 239,000.00
Mission National Bank, CA - Maturity 04/07/2026	4.20%	\$ 239,000.00
Nano Banc, CA - Maturity 04/21/2026	4.20%	\$ 239,000.00
Flagstar Bank, TX - Maturity 05/12/2026	4.05%	\$ 235,000.00
Solera national Bank, CO - Maturity 05/15/2026	4.20%	\$ 239,000.00
First Capital Bank, SC - Maturity 06/04/2026	4.10%	\$ 235,000.00
First Priority Bank, - Maturity 07/17/2026	5.00%	\$ 226,000.00
Bank of Montgomery, LA - Maturity 08/21/2026	4.25%	\$ 239,000.00
The Western State Bank, KS - Maturity 10/05/2026	3.90%	\$ 235,000.00
Traditional Bank, KY - Maturity 11/23/2026	3.98%	\$ 230,000.00
Merrick Bank, UT - Maturity 12/07/2026	4.01%	\$ 230,000.00
Farmers & Merchants Union Bank, WI - Maturity 12/17/2026	4.25%	\$ 234,000.00
Cornerstone Bank, NE - Maturity 02/10/2027	4.10%	\$ 235,000.00
Gbank, NV - Maturity 03/10/2027	4.00%	\$ 235,000.00
First Bank of Ohio, OH - Maturity 05/17/2027	4.15%	\$ 230,000.00
American Commerical Bank & Trust, IL - Maturity 08/16/2027	4.10%	\$ 230,000.00

Total MAGIC Certificate of Deposit Investments \$ 5,878,000.00

Falcon National Bank, MN - Maturity 09/28/2025	4.16%	\$ 250,000.00
Stearns Bank, NA, MN - Maturity 10/22/2025	4.31%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 10/20/2026	3.65%	\$ 250,000.00
MidCountry Bank, MN - Maturity 02/23/2026	4.90%	\$ 235,000.00

Total Local Certificates of Deposit Investments \$ 985,000.00

Total Deposits \$ 10,016,404.82
Accumulated Depreciation (135,000.00)

Month End Balance **\$ 9,881,404.82**
\$ -

Submitted by Amy Anderson, Associate Director, Accounting

GRRL holds Letters of Credit No. 2523300124 and 2524100100 dated August 21 and August 29, 2025 in the amount of \$500,000 and \$100,000 from Federal Home Loan Bank of Indianapolis on behalf of Bremer Bank, NA (Old National Bank).

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity

SEPTEMBER 2025

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$618,653.74	\$0.00	\$945.30	\$617,708.44
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$985,000.00	\$0.00	\$0.00	\$985,000.00
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$5,881,000.00	\$235,000.00	\$238,000.00	\$5,878,000.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$2,222,226.19	\$920,385.97	\$840,896.87	\$2,301,715.29
G 10-1017 CASH - BRANCH CASH	\$2,785.00	\$0.00	\$0.00	\$2,785.00
G 10-1010 CASH -BREMER CKG	\$564,298.52	\$304,150.59	\$637,253.02	\$231,196.09
	<u>\$10,273,963.45</u>			<u>\$10,016,404.82</u>

Great River Regional Library
Revenue Report: Operating Capital Funds
For the Month Ended September 30, 2025

Operational Signatory Receipts:

	Budget	Received	Balance	% Rec'd
Benton County	\$ 528,480.00	\$ 394,495.50	\$ (133,985.00)	75.00%
Morrison County	515,346.00	384,691.50	\$ (130,655.00)	75.00%
Sherburne County	1,434,460.00	1,070,784.25	\$ (363,676.00)	75.00%
Stearns County	2,260,055.00	1,687,068.25	\$ (572,987.00)	75.00%
Todd County	347,905.00	259,701.75	\$ (88,203.00)	75.00%
Wright County	2,354,754.00	1,757,758.50	\$ (596,996.00)	75.00%
Signatory Operational Receipts:	\$ 7,441,000.00	\$ 5,554,499.75	\$ (1,886,502.00)	75.00%

Capital Signatory Receipts

	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,486.00	\$ 1,864.50	\$ (622.00)	75.00%
Morrison County	2,424.00	1,818.00	\$ (606.00)	75.00%
Sherburne County	6,747.00	5,059.75	\$ (1,687.00)	75.00%
Stearns County	10,631.00	7,973.25	\$ (2,658.00)	75.00%
Todd County	1,636.00	1,227.00	\$ (409.00)	75.00%
Wright County	11,076.00	8,307.00	\$ (2,769.00)	75.00%
Signatory Capital Receipts:	\$ 35,000.00	\$ 26,249.50	\$ (8,751.00)	75.00%

Sub-Total Signatory Receipts:	\$ 7,476,000.00	\$ 5,580,749.25	\$ (1,895,253.00)	74.88%
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Other Receipts:

	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 233,744.00	\$ 233,744.00	\$ -	100.00%
Unassigned Fund Balance (2023 Surplus)	389,000.00	389,000.00	\$ -	100.00%
Patron and Revenue Recapture Receipts	110,000.00	101,492.42	(8,507.58)	92.27%
Interest	325,000.00	337,463.88	12,463.88	103.84%
City of Sartell	20,500.00	21,057.97	557.97	102.72%
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	1,193.37	(13,806.63)	7.96%
St. Cloud Reimbursement	92,000.00	94,321.09	2,321.09	102.52%

Sub-Total Other Receipts:	\$ 1,198,444.00	\$ 1,184,472.73	\$ (13,971.27)	98.83%
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RLBSS State Aid Revenue

	Budget	Received	Balance	% Rec'd
Sub-Total RLBSS State Aid*	\$ 1,891,100.00	\$ 1,928,752.98	\$ 37,652.98	101.99%

	Budget	Received	Balance	YTD % Rec'd
Total Operating/Capital Revenue:	\$ 10,565,544.00	\$ 8,693,974.96	\$ (1,871,571.29)	82.30%

Notes to Revenue*2024-2025 RLBSS State Aid:**

\$ 565,748.82	Rec'd September, 2024
\$ 565,914.34	Rec'd October, 2024
\$ 42,647.72	Rec'd November, 2024
\$ 565,831.57	Rec'd February, 2025
\$ 188,610.53	Rec'd July, 2025
\$ 1,928,752.98	Total received

2026 Revenue Received

\$ 557,550.56	RLBSS, September, 2025
\$ -	
\$ 557,550.56	Total received

Revenue received in prior calendar year(s)

GREAT RIVER REGIONAL LIBRARY

Quarterly YTD Comparative Report

September 30, 2025

Account	Fund	Current Budget	2025 YTD Amt	2025 YTD Balance	% YTD of Budget	2024 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
10 GENERAL FUND								
4100 PERSONNEL								
SALARIES	10-00-4100-110	\$712,395.00	\$591,686.54	\$120,708.46	83.1%	\$561,384.64	\$30,301.90	5.40%
SALARIES	10-20-4100-110	\$3,907,635.00	\$2,765,298.81	\$1,142,336.19	70.8%	\$2,658,533.20	\$106,765.61	4.02%
SALARIES	10-30-4100-110	\$93,200.00	\$74,064.31	\$19,135.69	79.5%	\$74,711.56	-\$647.25	-0.87%
SALARIES-RLBSS	10-20-4100-111	\$1,891,100.00	\$1,933,751.22	-\$42,651.22	102.3%	\$1,912,811.29	\$20,939.93	1.09%
EE BENEFITS	10-00-4100-140	\$129,000.00	\$114,847.53	\$14,152.47	89.0%	\$115,301.92	-\$454.39	-0.39%
EE BENEFITS	10-20-4100-140	\$683,700.00	\$393,324.72	\$290,375.28	57.5%	\$384,231.10	\$9,093.62	2.37%
EE BENEFITS	10-30-4100-140	\$25,800.00	\$19,270.11	\$6,529.89	74.7%	\$11,934.77	\$7,335.34	61.46%
WORKERS COMPENSATION	10-30-4100-160	\$34,750.00	\$30,559.00	\$4,191.00	87.9%	\$33,071.00	-\$2,512.00	-7.60%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$107,755.00	\$87,202.92	\$20,552.08	80.9%	\$81,182.82	\$6,020.10	7.42%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$831,844.00	\$693,335.39	\$138,508.61	83.4%	\$662,331.00	\$31,004.39	4.68%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,120.00	\$11,072.36	\$3,047.64	78.4%	\$10,984.62	\$87.74	0.80%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$12,000.00	\$11,475.00	\$525.00	95.6%	\$11,381.18	\$93.82	0.82%
4100 PERSONNEL		\$8,443,299.00	\$6,725,887.91	\$1,717,411.09	79.7%	\$6,517,859.10	\$208,028.81	3.19%
4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$6,800.00	\$11,519.80	-\$4,719.80	169.4%	\$6,843.41	\$4,676.39	68.33%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$18,855.01	\$5,644.99	77.0%	\$10,233.64	\$8,621.37	84.25%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$7,043.90	\$256.10	96.5%	\$6,835.60	\$208.30	3.05%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$4,000.00	\$2,445.95	\$1,554.05	61.2%	\$3,761.95	-\$1,316.00	-34.98%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$53,097.41	\$6,902.59	88.5%	\$56,199.09	-\$3,101.68	-5.52%
BUILDING MAINTENANCE	10-30-4200-240	\$105,000.00	\$101,037.41	\$3,962.59	96.2%	\$168,972.44	-\$67,935.03	-40.20%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$43,250.00	\$44,647.00	-\$1,397.00	103.2%	\$41,951.00	\$2,696.00	6.43%
CATALOG SERVICES	10-20-4200-248	\$100,000.00	\$52,495.14	\$47,504.86	52.5%	\$47,423.48	\$5,071.66	10.69%
AUDIT	10-30-4200-250	\$25,000.00	\$32,855.00	-\$7,855.00	131.4%	\$24,365.00	\$8,490.00	34.85%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,820.00	\$4,818.00	\$2.00	100.0%	\$4,818.00	\$0.00	0.00%
TELEPHONE	10-00-4200-260	\$31,000.00	\$23,679.93	\$7,320.07	76.4%	\$25,307.49	-\$1,627.56	-6.43%
DELIVERY SERVICES	10-30-4200-265	\$2,275.00	\$1,782.06	\$492.94	78.3%	\$1,711.29	\$70.77	4.14%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$31,000.00	\$26,180.63	\$4,819.37	84.5%	\$23,485.28	\$2,695.35	11.48%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$30,695.23	\$304.77	99.0%	\$24,100.39	\$6,594.84	27.36%
SALES TAX	10-00-4200-288	\$4,400.00	\$5,070.00	-\$670.00	115.2%	\$4,299.00	\$771.00	17.93%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$65,083.04	\$21,116.96	75.5%	\$86,199.30	-\$21,116.26	-24.50%
LEGAL SERVICES	10-30-4200-291	\$12,000.00	\$7,059.84	\$4,940.16	58.8%	\$7,998.84	-\$939.00	-11.74%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$5,749.00	\$751.00	88.5%	\$6,641.58	-\$892.58	-13.44%
4200 SERVICES AND CONTRACTS		\$585,045.00	\$494,114.35	\$90,930.65	84.5%	\$551,146.78	-\$57,032.43	-10.35%
4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$2,400.00	\$1,065.41	\$1,334.59	44.4%	\$2,289.31	-\$1,223.90	-53.46%
SUPPLIES	10-20-4300-310	\$57,000.00	\$55,142.47	\$1,857.53	96.7%	\$47,458.47	\$7,684.00	16.19%
SUPPLIES	10-30-4300-310	\$300.00	\$279.98	\$20.02	93.3%	\$0.00	\$279.98	0.00%
POSTAGE	10-30-4300-330	\$14,000.00	\$14,845.49	-\$845.49	106.0%	\$11,822.96	\$3,022.53	25.56%

Account	Fund	Current Budget	2025 YTD Amt	2025 YTD Balance	% YTD of Budget	2024 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
4300 COMMODITIES		\$73,700.00	\$71,333.35	\$2,366.65	96.8%	\$61,570.74	\$9,762.61	15.86%
4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$27,000.00	\$26,177.10	\$822.90	97.0%	\$24,472.74	\$1,704.36	6.96%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$3,600.00	\$4,119.01	-\$519.01	114.4%	\$3,365.00	\$754.01	22.41%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$11,014.19	\$485.81	95.8%	\$6,753.83	\$4,260.36	63.08%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$1,000.00	\$378.00	\$622.00	37.8%	\$1,098.13	-\$720.13	-65.58%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$30,000.00	\$30,217.32	-\$217.32	100.7%	\$29,231.10	\$986.22	3.37%
4400 VEHICLE EXPENSES		\$73,100.00	\$71,905.62	\$1,194.38	98.4%	\$64,920.80	\$6,984.82	10.76%
4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$540,000.00	\$447,691.08	\$92,308.92	82.9%	\$422,856.99	\$24,834.09	5.87%
PERIODICALS	10-20-4500-520	\$52,000.00	\$28,092.65	\$23,907.35	54.0%	\$26,464.74	\$1,627.91	6.15%
MEDIA	10-20-4500-540	\$70,000.00	\$47,018.99	\$22,981.01	67.2%	\$45,206.00	\$1,812.99	4.01%
ELECTRONIC SERVICES	10-20-4500-560	\$314,000.00	\$249,064.44	\$64,935.56	79.3%	\$233,068.38	\$15,996.06	6.86%
4500 LIBRARY MATERIALS		\$976,000.00	\$771,867.16	\$204,132.84	79.1%	\$727,596.11	\$44,271.05	6.08%
4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$4,500.00	\$3,208.61	\$1,291.39	71.3%	\$0.00	\$3,208.61	0.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$1,500.00	\$0.00	100.0%	\$1,027.90	\$472.10	45.93%
4600 EQUIPMENT		\$6,000.00	\$4,708.61	\$1,291.39	78.5%	\$1,027.90	\$3,680.71	358.08%
4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$257.76	\$142.24	64.4%	\$59.40	\$198.36	333.94%
4700 CONTINGENCY		\$400.00	\$257.76	\$142.24	64.4%	\$59.40	\$198.36	333.94%
4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$170,000.00	\$171,788.34	-\$1,788.34	101.1%	\$152,547.08	\$19,241.26	12.61%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,000.00	\$976.15	\$9,023.85	9.8%	\$84.17	\$891.98	1059.74%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,000.00	\$3,111.69	\$81,888.31	3.7%	\$64,576.97	-\$61,465.28	-95.18%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$1,035.00	\$965.00	51.8%	\$750.00	\$285.00	38.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$16,000.00	\$372.00	\$15,628.00	2.3%	\$372.00	\$0.00	0.00%
AUTOMATION SOFTWARE	10-20-4800-936	\$55,000.00	\$9,639.16	\$45,360.84	17.5%	\$9,229.16	\$410.00	4.44%
4800 AUTOMATION OPERATING		\$338,000.00	\$186,922.34	\$151,077.66	55.3%	\$227,559.38	-\$40,637.04	-17.86%
10 GENERAL FUND		\$10,495,544.00	\$8,326,997.10	\$2,168,546.90	79.3%	\$8,151,740.21	\$175,256.89	2.15%
		\$10,495,544.00	\$8,326,997.10	\$2,168,546.90	79.3%	\$8,151,740.21	\$175,256.89	2.15%

Great River Regional Library
Fund Balance Activity
For the Month Ended September 30, 2025

Fund Description	Program Code	Fund Balance	Monthly Receipts	YTD Expenses	Fund Balance
COMMITTED CAPITAL FUNDS	10.05.5000.				
Capital - Automation	710	787,940.68			787,940.68
Capital - Branch Development	720	125,213.24			125,213.24
Capital - Equipment	730	51,643.16			51,643.16
Capital - Vehicle	740	67,052.80		40,479.00	26,573.80
		\$ 1,031,849.88	\$ -	\$ 40,479.00	\$ 991,370.88
RESTRICTED FUNDS	10.10.4900.				
Legacy Fund 2024	939	187,717.49		187,717.49	-
Legacy Fund 2025	940	230,619.39		82,225.54	148,393.85
Legacy Fund 2026	941	-	45,943.90		45,943.90
Minitex Last Mile	946	-			-
RLTA	986	530,819.67	21,802.62	246,048.97	306,573.32
		\$ 949,156.55	\$ 67,746.52	\$ 515,992.00	\$ 500,911.07
COMMITTED OTHER FUNDS	10.40.5100.				
AMHS System Project(s)	241	350,000.00			350,000.00
Compensated Absence Fund	983	623,644.00	-		623,644.00
Compensation Study	840	15,412.50			15,412.50
Computer Replacement Fund	984	67,760.22			67,760.22
Emergency Sub & Severance	880	19,743.91		825.66	18,918.25
Extended Hours Pilot	850	50,000.00			50,000.00
Patron Self Service	813	9,807.98			9,807.98
Payroll Fund	870	220,000.00			220,000.00
Security	831	8,740.27			8,740.27
Staff Development Services	211	1,155.57			1,155.57
		\$ 1,366,264.45	\$ -	\$ 825.66	\$ 1,365,438.79
ASSIGNED FUNDS	10.40.5200.	Balance 9/1/25	MTD Receipts	YTD Expenses	Balance 9/30/25
FD - Collection	816	53,716.49	455.59	7,295.07	46,877.01
FD - Communications	821	23,627.52	165.67	8,213.81	15,579.38
FD - Programs & Services	822	79,390.51	207.09	5,209.00	74,388.60
Gift Funds - Branch	820	193,779.88	1,102.44	73,171.25	121,711.07
Gift Funds - Designations	818	591,486.59	-	28,516.01	562,970.58
Gift Funds - Regional	819	86,099.64	-	23,943.21	62,156.43
Interlibrary Loan - Lost Materials	810	8,910.88	-	431.02	8,479.86
Revolving Fund	825	21,650.25	2,124.88	23,043.04	732.09
Sales Revenue	994	87,927.44		291.64	87,635.80
		\$ 1,146,589.20	\$ 4,055.67	\$ 170,114.05	\$ 980,530.82
TOTAL		\$ 4,493,860.08	\$ 71,802.19	\$ 727,410.71	\$ 3,838,251.56

Fund Balance Report

SEPTEMBER 2025

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	\$787,940.68	\$0.00	\$0.00	\$787,940.68	0.00%
720	CAPITAL - BRANCH DEVELOPMENT	\$125,213.24	\$0.00	\$0.00	\$125,213.24	0.00%
730	CAPITAL - EQUIPMENT	\$51,643.16	\$0.00	\$0.00	\$51,643.16	0.00%
740	CAPITAL - VEHICLE	\$67,052.80	\$40,479.00	\$40,479.00	\$26,573.80	60.37%
5000 CAPITAL COMMITTED FUNDS		\$1,031,849.88	\$40,479.00	\$40,479.00	\$991,370.88	3.92%
05 CAPITAL BUDGET		\$1,031,849.88	\$40,479.00	\$40,479.00	\$991,370.88	3.92%
10 GRANTS						
4900 RESTRICTED FUNDS						
940	LEGACY FUND 2025	\$230,619.39	\$34,851.65	\$82,225.54	\$148,393.85	35.65%
941	LEGACY FUND 2026	\$45,943.90	\$0.00	\$0.00	\$45,943.90	0.00%
986	RLTA	\$552,622.29	\$121,443.88	\$246,048.97	\$306,573.32	44.52%
4900 RESTRICTED FUNDS		\$829,185.58	\$156,295.53	\$328,274.51	\$500,911.07	39.59%
10 GRANTS		\$829,185.58	\$156,295.53	\$328,274.51	\$500,911.07	39.59%
40 DESIGNATIONS & DONATIONS						
5100 COMMITTED FUNDS						
241	AMHS SYSTEM PROJECT(S)	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
983	COMPENSATED ABSENCES	\$623,644.00	\$0.00	\$0.00	\$623,644.00	0.00%
840	COMPENSATION STUDY	\$15,412.50	\$0.00	\$0.00	\$15,412.50	0.00%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
880	EMERGENCY, SUB & SEVERANCE	\$19,743.91	\$0.00	\$825.66	\$18,918.25	4.18%
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%
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	\$1,155.57	\$0.00	\$0.00	\$1,155.57	0.00%
5100 COMMITTED FUNDS		\$1,366,264.45	\$0.00	\$825.66	\$1,365,438.79	0.06%
5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$54,172.08	\$921.85	\$7,295.07	\$46,877.01	13.47%
821	FD - COMMUNICATIONS	\$23,793.19	\$568.00	\$8,213.81	\$15,579.38	34.52%
822	FD - PROGRAMS & SERVICES	\$79,597.60	\$0.00	\$5,209.00	\$74,388.60	6.54%
820	GIFT FUNDS BRANCH	\$194,882.32	\$5,526.94	\$73,171.25	\$121,711.07	37.55%
818	GIFT FUNDS DESIGNATED	\$591,486.59	\$4,909.38	\$28,516.01	\$562,970.58	4.82%
819	GIFT FUNDS REGIONAL	\$86,099.64	\$162.50	\$23,943.21	\$62,156.43	27.81%
810	INTERLIBRARY LOAN	\$8,910.88	\$69.72	\$431.02	\$8,479.86	4.84%
825	REVOLVING FUND	\$23,775.13	\$1,392.79	\$23,043.04	\$732.09	96.92%
994	SALES REVENUE	\$87,927.44	\$0.00	\$291.64	\$87,635.80	0.33%
5200 ASSIGNED FUNDS		\$1,150,644.87	\$13,551.18	\$170,114.05	\$980,530.82	14.78%
40 DESIGNATIONS & DONATIONS		\$2,516,909.32	\$13,551.18	\$170,939.71	\$2,345,969.61	6.79%
10 GENERAL FUND		\$4,377,944.78	\$210,325.71	\$539,693.22	\$3,838,251.56	12.33%
		\$4,377,944.78	\$210,325.71	\$539,693.22	\$3,838,251.56	12.33%



2025 Budget Projections

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information

☒ Discussion

☐ Action Requested

RECOMMENDATION

Review GRRL 2025 budget progress and projections.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

The 2025 budget projections indicate an anticipated surplus of \$503,576.03 at year-end.

- Operating revenues are projected to have a \$158,529.01 surplus (1.51%)
- Operating expenses are anticipated to be underspent by \$345,048.02 (3.29%)

Contributing factors for the anticipated surplus include:

- Market savings rates significantly increased the interest revenue line.
- Savings in personnel spending due to staff turnover and hiring cycles.

FINANCIAL IMPLICATIONS

Estimated Cost:

Funding Source: 2025 Budget

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

**Great River Regional Library
2025 Year End Budget Projections**

Revenue Source	Budget	YTD to 10/31/25	YTD Balance	YE Estimate	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Notes and Comments
BENTON COUNTY	\$ 525,994.00	525,994.00	-		525,994.00	-	100.00%	
MORRISON COUNTY	512,922.00	512,922.00	-		512,922.00	-	100.00%	
SHERBURNE COUNTY	1,427,712.00	1,427,713.25	1.25		1,427,713.25	1.25	100.00%	
STEARNS COUNTY	2,249,424.00	2,249,424.25	0.25		2,249,424.25	0.25	100.00%	
TODD COUNTY	346,269.00	346,269.00	-		346,269.00	-	100.00%	
WRIGHT COUNTY	2,343,678.00	2,343,678.00	-		2,343,678.00	-	100.00%	
UNASSIGNED FUNDS (2023 SURPLUS)	389,000.00	389,000.00	-		389,000.00	-	100.00%	
UNASSIGNED FUNDS (SPEND DOWN)	233,744.00	233,744.00	-		233,744.00	-	100.00%	
PATRON RECEIPTS	110,000.00	111,302.38	1,302.38	22,000.00	133,302.38	23,302.38	121.18%	
INTEREST	325,000.00	377,999.72	52,999.72	55,000.00	432,999.72	107,999.72	133.23%	Interest rate market
CITY OF SARTELL	20,500.00	21,057.97	557.97		21,057.97	557.97	102.72%	
STATE AID - RLBS	1,891,100.00	1,928,752.98	37,652.98		1,928,752.98	37,652.98	101.99%	Additional Received FY 24
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	92,000.00	94,321.09	2,321.09		94,321.09	2,321.09	102.52%	
REVENUE FUND-MCIT & MISC	15,000.00	1,193.37	(13,806.63)	500.00	1,693.37	(13,306.63)	11.29%	
OPERATING BUDGET	\$ 10,495,543.00	\$ 10,569,572.01	\$ 74,029.01	\$ 84,500.00	\$ 10,654,072.01	\$ 158,529.01	101.51%	

Expense Type	Budget	YTD to 10/31/25	YTD Balance	YE Estimate	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Notes and Comments
EMPLOYEE SALARIES	\$ 6,604,330.00	\$ 5,364,800.88	\$ (1,239,529.12)	\$ 1,073,000.00	\$ 6,437,800.88	\$ 166,529.12	97.48%	
EMPLOYEE BENEFITS	\$ 838,500.00	\$ 527,442.36	\$ (311,057.64)	\$ 106,000.00	\$ 633,442.36	\$ 205,057.64	75.54%	
WORKERS COMPENSATION	34,750.00	30,559.00	(4,191.00)		30,559.00	4,191.00	87.94%	
ER PAYROLL TAXES-PERA	\$ 953,719.00	\$ 791,610.67	\$ (162,108.33)	\$ 158,400.00	\$ 950,010.67	\$ 3,708.33	99.61%	
ANNUAL PTO PAYOUT/CONVERSION	12,000.00	11,475.00	(525.00)		11,475.00	525.00	95.63%	
PERSONNEL	\$ 8,443,299.00	\$ 6,725,887.91	\$ (1,717,411.09)	\$ 1,337,400.00	\$ 8,063,287.91	\$ 380,011.09	95.50%	
REGIONAL BOARD MEETINGS	6,800.00	11,519.80	4,719.80	1,800.00	13,319.80	(6,519.80)	195.88%	Strategic planning and youth council
STAFF DEVELOPMENT SERVICES	24,500.00	18,855.01	(5,644.99)	5,500.00	24,355.01	144.99	99.41%	
ALL STAFF DAY	7,300.00	7,043.90	(256.10)		7,043.90	256.10	96.49%	
MEMBERSHIPS & SUBSCRIPTIONS	4,000.00	2,445.95	(1,554.05)	1,554.05	4,000.00	-	100.00%	
PATRON CONTACT SERVICES	60,000.00	53,097.41	(6,902.59)	15,140.00	68,237.41	(8,237.41)	113.73%	Increase to postage rates for mailed notices, new contact strategy
BUILDING MAINTENANCE	105,000.00	101,037.41	(3,962.59)		101,037.41	3,962.59	96.23%	
INSURANCE-CONTENTS/OTHER	43,250.00	44,647.00	1,397.00		44,647.00	(1,397.00)	103.23%	
CATALOG SERVICES	100,000.00	52,495.14	(47,504.86)	47,504.86	100,000.00	-	100.00%	
AUDIT	25,000.00	32,855.00	7,855.00		32,855.00	(7,855.00)	131.42%	Additional engagements
PUBLIC LICENSING SERVICES	4,820.00	4,818.00	(2.00)		4,818.00	2.00	99.96%	
TELEPHONE	31,000.00	23,679.93	(7,320.07)	4,800.00	28,479.93	2,520.07	91.87%	
DELIVERY SERVICES	2,275.00	1,782.06	(492.94)	540.00	2,322.06	(47.06)	102.07%	
EQUIPMENT RENTAL & REPAIR	31,000.00	26,180.63	(4,819.37)	4,800.00	30,980.63	19.37	99.94%	
	\$ 31,000.00	\$ 26,180.63	\$ (4,819.37)	\$ 4,800.00	\$ 30,980.63	\$ 19.37	99.94%	
COMMUNICATIONS & MARKETING	31,000.00	30,695.23	(304.77)	304.77	31,000.00	-	100.00%	
	\$ 31,000.00	\$ 30,695.23	\$ (304.77)	\$ 304.77	\$ 31,000.00	\$ -	100.00%	
SALES TAX	4,400.00	5,070.00	670.00	-	5,070.00	(670.00)	115.23%	
HRIS/PAYROLL SERVICES	86,200.00	65,083.04	(21,116.96)	11,000.00	76,083.04	10,116.96	88.26%	
LEGAL SERVICES	12,000.00	7,059.84	(4,940.16)	10,000.00	17,059.84	(5,059.84)	142.17%	Additional engagements

Expense Type	Budget	YTD to 10/31/25	YTD Balance	YE Estimate	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Notes and Comments
SYSTEM DIRECTORS FUND	6,500.00	5,749.00	(751.00)	1,000.00	6,749.00	(249.00)	103.83%	
SERVICES AND CONTRACTS	\$ 585,045.00	\$ 494,114.35	\$ (90,930.65)	\$ 103,943.68	\$ 598,058.03	\$ (13,013.03)	102.22%	
SUPPLIES	2,400.00	1,065.41	(1,334.59)	1,334.59	2,400.00	-	100.00%	
SUPPLIES	57,000.00	55,142.47	(1,857.53)	1,857.53	57,000.00	-	100.00%	
SUPPLIES	300.00	279.98	(20.02)	-	279.98	20.02	93.33%	
	\$ 59,700.00	\$ 56,487.86	\$ (3,212.14)	\$ 3,192.12	\$ 59,679.98	\$ 20.02	99.97%	
POSTAGE	14,000.00	14,845.49	845.49	1,300.00	16,145.49	(2,145.49)	115.32%	USPS rate increases
COMMODITIES	\$ 73,700.00	\$ 71,333.35	\$ (2,366.65)	\$ 4,492.12	\$ 75,825.47	\$ (2,125.47)	102.88%	
FLEET - FUEL	27,000.00	26,177.10	(822.90)	300.00	26,477.10	522.90	98.06%	
FLEET - INSURANCE	3,600.00	4,119.01	519.01		4,119.01	(519.01)	114.42%	
FLEET - REPAIRS & MAINTENANCE	11,500.00	11,014.19	(485.81)	1,500.00	12,514.19	(1,014.19)	108.82%	Unscheduled maintenance issues
MILEAGE REIMBURSEMENTS	1,000.00	378.00	(622.00)	622.00	1,000.00	-	100.00%	
MILEAGE REIMBURSEMENTS	30,000.00	30,217.32	217.32	6,000.00	36,217.32	(6,217.32)	120.72%	Additional in person meetings; line use
	\$ 31,000.00	\$ 30,595.32	\$ (404.68)	\$ 6,622.00	\$ 37,217.32	\$ (6,217.32)	120.06%	
VEHICLE EXPENSES	\$ 73,100.00	\$ 71,905.62	\$ (1,194.38)	\$ 8,422.00	\$ 80,327.62	\$ (7,227.62)	109.89%	
BOOKS & PRINT MATERIALS	540,000.00	447,691.08	(92,308.92)	92,308.92	540,000.00	-	100.00%	
PERIODICALS	52,000.00	28,092.65	(23,907.35)	23,907.35	52,000.00	-	100.00%	
MEDIA	70,000.00	47,018.99	(22,981.01)	22,981.01	70,000.00	-	100.00%	
ELECTRONIC SERVICES	314,000.00	249,064.44	(64,935.56)	64,935.56	314,000.00	-	100.00%	
LIBRARY MATERIALS	\$ 976,000.00	\$ 771,867.16	\$ (204,132.84)	\$ 204,132.84	\$ 976,000.00	\$ -	100.00%	
OPERATING EQUIPMENT	\$ 4,500.00	\$ 3,208.61	\$ (1,291.39)	\$ 1,100.00	\$ 4,308.61	\$ 191.39	95.75%	
SMALL EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%	
EQUIPMENT	\$ 6,000.00	\$ 4,708.61	\$ (1,291.39)	\$ 1,100.00	\$ 5,808.61	\$ 191.39	96.81%	
CONTINGENCY	400.00	257.76	(142.24)	142.24	400.00	-	100.00%	
AUTOMATION MAINTENANCE	170,000.00	171,788.34	1,788.34	11,000.00	182,788.34	(12,788.34)	107.52%	Renewal rates
AUTOMATION EQUIPMENT	10,000.00	976.15	(9,023.85)	9,023.85	10,000.00	-	100.00%	
AUTOMATION EQUIPMENT	85,000.00	3,111.69	(81,888.31)	81,888.31	85,000.00	-	100.00%	
	\$ 95,000.00	\$ 4,087.84	\$ (90,912.16)	\$ 90,912.16	\$ 95,000.00	\$ -	100.00%	
PROFESSIONAL SERVICES	2,000.00	1,035.00	(965.00)	965.00	2,000.00	-	100.00%	
AUTOMATION SOFTWARE	16,000.00	372.00	(15,628.00)	15,628.00	16,000.00	-	100.00%	
AUTOMATION SOFTWARE	55,000.00	9,639.16	(45,360.84)	45,360.84	55,000.00	-	100.00%	
	\$ 73,000.00	\$ 11,046.16	\$ (61,953.84)	\$ 61,953.84	\$ 73,000.00	\$ -	100.00%	
AUTOMATION OPERATING	\$ 338,000.00	\$ 186,922.34	\$ (151,077.66)	\$ 164,831.00	\$ 350,788.34	\$ (12,788.34)	103.78%	
OPERATING FUND	\$ 10,495,544.00	\$ 8,326,997.10	\$ (2,168,546.90)	\$ 1,824,463.88	\$ 10,150,495.98	\$ 345,048.02	96.71%	

Year End Projections

Operating Revenues	\$ 10,654,072.01
Operating Expenses	\$ 10,150,495.98

\$ -

Surplus	\$ 503,576.03	4.80%
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2025 Budget Surplus Funds as 2027 Budget Revenue

Submitted by Brandi Canter, Executive Director, and
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 2025 Operating Budget to supplant revenue in the 2027 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: 2025 Budget Surplus Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled



2025 Budget Surplus Funds – Automated Materials Handling System Designation

Submitted by Brandi Canter, Executive Director
Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Action Requested

RECOMMENDATION

Approve the designation of \$50,000 of anticipated surplus funds from GRRL’s 2025 Operating Budget for future Automated Materials Handling System (AMHS) projects.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

As previously discussed at GRRL Board meetings, St. Cloud’s AMHS is obsolete technology. Per GRRL’s lease with the City of St. Cloud, ownership and maintenance of the AMHS is transitioning from the city to GRRL. In 2033, GRRL assumes complete financial responsibility and ownership of the AMHS, which is used for regional distribution of library materials.

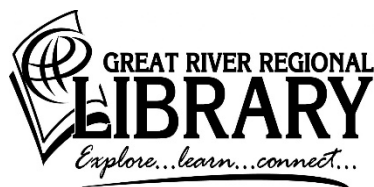
In 2024, \$350,000 of budget surplus funds were set aside for future AMHS projects. We propose designating additional funds because of the significant capital investment needed to replace the current unit.

FINANCIAL IMPLICATIONS

Estimated Cost: \$50,000 Funding Source: 2025 Budget Surplus Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed ☐ Failed ☐ Tabled



Capital Equipment Expenditure Request

Submitted by Amy Anderson, Associate Director – Accounting

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Action Requested

RECOMMENDATION

Approve a capital equipment expenditure of \$8,268 to replace the current postage machine.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

The current balance in the capital equipment account is \$51,643.16.

New technology requirements from the United States Postal Service (USPS) have made it necessary to replace the current postage machine and meter.

The quote received includes training and installation.

This purchase aligns with the office equipment replacement plan as part of Financial Policy Chapter 14. Fixed Assets.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 8,268 Funding Source: Capital Equipment Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled