

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 8-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

East Central Regional Library Budget Discussion

Requested Meeting Date: 8-28-12 Estimated Presentation Time: 20 minutes

Presenter: Barb Misselt, Director

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Budget letter/correspondence

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: East Central Regional Library Budget Discussion – Director Barb Misselt

DATE: August 21, 2012

Barb Misselt, Director East Central Regional Library will be here to present her 2013 proposed budget, as attached.

Please call me if you have any questions.

AUG 15 2012



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the power of knowledge*

Headquarters: 244 South Birch Street
Cambridge MN 55008
Phone (763) 689-7390 FAX (763) 689-7389
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Branches in Aitkin, Chisago, Isanti,
Kanabec, Mille Lacs, and Pine Counties

14 August 2012

County Administrators and Coordinators,

Would you please reply so that I know that you've received this and that it wasn't blocked by firewalls or filters?

I request on behalf of the Board of East Central Regional Library that your County Board take action to approve the ECRL 2013 budget and notify me of the action by 1 October 2012. The Joint Powers Agreement (quoted later in this document) requires that two thirds of the counties (four of six) approve the budget before it is official. We need to know what our budget is in time to accomplish sufficient planning before the new year begins.

The Board of Directors of East Central Regional Library approved the 2013 budget for the Library at its August 13th meeting. Three documents are attached to this E-mail.

1. 2013 Budget Request to Counties
2. 2013 County Assessment/Formula Charts
3. ECRL 2013 Budget Summary

The ECRL Budget Committee and Board are mindful of the counties' budget challenges. The total amount of the 2013 ECRL budget is \$2,906,118, the same amount it is in 2012. The counties' portion of the ECRL budget is 1,842,489 and represents 63.4% of the total ECRL budget. State funds account for 26.5% and the remaining 10.1% is from local funds and miscellaneous.

Please note that in 2012, the county portion of the ECRL budget was higher -- \$1,858,409. The reduction in the county portion for 2013 is due to an increase in state funds, known as Regional Library Basic System Support or RLBS. State funding is calculated annually, and is based on a complex formula. The increased amount of RLBS for ECRL in FY 2013 is due largely to decreased adjusted net tax capacity as compared to population in the region.

The county portion is apportioned according to the formula defined in the Joint Powers Agreement. According to the Joint Powers Agreement, Section II. 1: 1.

A general operating budget shall be established annually and maintained as a single budget. Said budget shall be arrived at by consultation between members of the Joint Library Board, and shall be filed by the Joint Library Board with the County Auditors or Coordinators of said counties. The amount required to implement said budget shall be approved by each member county. The total amount budgeted shall then be prorated in equitable shares among the member counties according to the following formula:

Tax capacity 1/3

Population 1/3

Borrower circulation, by county of residence 1/3

beginning with the 2011 budget. When two thirds of the current members have approved the budget, it shall be considered implemented by the East Central Regional Library Board. Should any member approve lower than its required share of the approved budget, library service to that member shall be reduced correspondingly, so as not to restrict development of library services in the remaining member counties. The method of said limitation shall be arrived at by consultation between members of the Joint Library Board. Authorization of funds by member counties will at least meet the minimum state-federal requirements for securing available state-federal grants.

The 2013 ECRL budget continues to be very lean and provides for basic maintenance of our existing services with increases only in areas where costs are rising and public usage is increasing. Personnel is our largest single expense and while projected step increases are included in the 2013 budget, there are no salary adjustment included for 2013. Budget line items generally remain the same in 2013 as compared to 2012, with minimal shifts to reflect costs.

We are proud to be part of the infrastructure of each county, partnering to provide information and enhance the quality of life in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. ECRL's mission is "Connecting and strengthening communities through the power of knowledge."

I am willing to make a report to the Board and present the budget if you wish. Please contact me if you have questions or if I can provide additional information.

Thank you for your support of libraries for the residents of east central Minnesota.



Barbara Misselt, Director



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 Cambridge MN 55008
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,
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A		B	C	D
2013 ECRL Budget Summary				
1		2011 Budget	2012 Budget	2013 Budget
2				
3	Counties (Operations)	\$1,838,193	1,806,849	1,788,489
4	Counties (Capital)	\$46,500	51,560	54,000
5	Regional Basic Support (State)	\$587,424	753,923	769,282
6	Miscellaneous	\$192,145	192,600	216,500
7	Local Contracts	\$61,473	61,186	57,847
8	Transfer from previous year:	\$40,000	40,000	20,000
9	TOTAL INCOME:	\$2,765,735	2,906,118	2,906,118
10	Salaries and related expenses	\$1,974,500	2,068,117	2,085,160
11	Materials (Books, CDs, DVDs, etc.)	\$370,169	413,449	420,566
12	Vehicles (1 Outreach, 1 Delivery, 1 Staff)	\$37,000	32,500	33,000
13	Technical Services & library automation system	\$76,544	71,700	74,600
14	Headquarters building costs	\$73,422	56,592	56,592
15	Equipment & technology costs	\$11,500	12,500	12,500
16	Supplies, photocopiers, printers	\$43,000	53,000	55,000
17	Administrative/Miscellaneous	\$133,100	146,700	114,700
18	Capital - Vehicles	\$10,000	16,000	18,000
19	Capital - Computers	\$36,500	35,560	36,000
20	TOTAL EXPENDITURES:	\$2,765,735	2,906,118	2,906,118
21				
22	2013 Budget approved by ECRL Board, 13 August 2012			

Formula Calculation	B	C	D	E	F	G	H	I	J	K
2013 worksheet										
2	1/3 Tax Capacity, 1/3 Population, 1/3 Circulation									
3	2013 Assessments									
4	Borrower Circulation	Net Tax Capacity	Population							
5	CY 2011	11, pay 13	2010 census							
6										
7	County:				tax capacity	TF adjustment	population			
8	Aitkin	81563	29,335,956	16,202						
9	Chisago*	238912	41,937,322	52,911	42,722,689	785,567	41,937,322	53887	976	52911
10	Isanti	210278	26,861,769	37,816						
11	Kanabec	76085	10,898,335	16,239						
12	Mille Lacs	125960	18,368,680	26,397						
13	Pine	140870	26,630,495	28,328						
14	ECRL*	873,668	\$ 154,032,557	177,893						
15					*Chisago County adjusted to subtract Taylors Falls					
16	County:									
17	Aitkin	9.34%	19.05%	9.11%						
18	Chisago*	27.35%	27.23%	29.74%						
19	Isanti	24.07%	17.44%	21.26%						
20	Kanabec	8.71%	7.08%	9.13%						
21	Mille Lacs	14.42%	11.93%	14.84%						
22	Pine	16.12%	17.29%	15.92%						
23	ECRL*	100.00%	100.00%	100.00%						
24										
25										
26	Aitkin		12.496%							
27	Chisago*		28.105%							
28	Isanti		20.922%							
29	Kanabec		8.304%							
30	Mille Lacs		13.727%							
31	Pine		16.446%							
32			100.00%							
33										
34										
35										
36	1/3 Tax Capacity, 1/3 Population, 1/3 Circulation									
37	2012 Assessments									
38	Borrower Circulation	Net Tax Capacity	Population							
39	CY 2010	10, pay 12	2010 census							
40										
41	County:				tax capacity	adjustment	population			
42	Aitkin	90040	31,743,814	16,202						
43	Chisago*	288737	47,957,285	52,911	48,677,385	720,100	47,957,285	53887	976	52911
44	Isanti	227297	31,968,746	37,816						
45	Kanabec	98248	13,015,892	16,239						
46	Mille Lacs	142594	21,124,755	26,397						
47	Pine	143754	29,884,655	28,328						
48	ECRL*	990,670	\$ 175,695,147	177,893						
49					*Chisago County adjusted to subtract Taylors Falls					
50	County:									
51	Aitkin	9.09%	18.07%	9.11%						
52	Chisago*	29.15%	27.30%	29.74%						
53	Isanti	22.94%	18.20%	21.26%						
54	Kanabec	9.92%	7.41%	9.13%						
55	Mille Lacs	14.39%	12.02%	14.84%						
56	Pine	14.51%	17.01%	15.92%						
57	ECRL*	100.00%	100.00%	100.00%						
58										
59										
60	Aitkin		12.088%							
61	Chisago*		28.728%							
62	Isanti		20.799%							
63	Kanabec		8.818%							
64	Mille Lacs		13.752%							
65	Pine		15.815%							
66			100.00%							



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2013 Budget Request to Counties - historical information

County	2006	2007	2008	2009	2010	2011	2012	2013
Aitkin	187,568	198,397	216,269	225,552	232,006	\$226,163	224,645	230,242
Chisago	478,435	515,451	561,810	566,738	559,188	\$534,199	533,887	517,833
Isanti	354,615	364,482	392,140	392,811	387,870	\$391,887	386,531	385,480
Kanabec	143,711	150,449	158,772	158,687	146,064	\$170,142	163,875	153,004
Mille Lacs	223,641	230,363	250,278	258,128	257,637	\$260,711	255,568	252,920
Pine	268,259	278,139	299,507	303,276	301,928	\$301,592	293,903	303,010
Total	1,656,229	1,737,281	1,878,776	1,905,191	1,884,692	\$1,884,693	1,858,409	1,842,489
Contractual Assessments								
Formula-50% Tax Capacity, 25% Population, 25% Registrations								
County	Year 2006	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013
Aitkin	11.33%	11.42%	11.51%	11.84%	12.31%	12.00%	12.09%	12.50%
Chisago	28.89%	29.67%	29.90%	29.75%	29.67%	28.34%	28.73%	28.11%
Isanti	21.41%	20.98%	20.87%	20.62%	20.58%	20.79%	20.80%	20.92%
Kanabec	8.68%	8.66%	8.45%	8.33%	7.75%	9.03%	8.82%	8.30%
Mille Lacs	13.50%	13.26%	13.32%	13.55%	13.67%	13.83%	13.75%	13.73%
Pine	16.20%	16.01%	15.94%	15.92%	16.02%	16.00%	15.82%	16.45%
8/13/12 bjm								100.00%
Formula - 1/3 Borrower circulation, 1/3 tax capacity, 1/3 population								