

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-17-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 East Central Regional Library Budget Request

Requested Meeting Date: 9-24-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) _____

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: Discuss/Approve East Central Regional Library (ECRL) Budget Request

DATE: September 17, 2013

The ECRL staff is requesting that the Aitkin County Board discuss and possibly approve their requested budget for 2014. For your reference staff is including relating correspondence.

Please contact me if you have any questions.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Patrick Wussow
217 Second Street N.W.
Aitkin, MN 56431
218-927-7276

May 30, 2013

East Central Regional Library
244 South Birch Street
Cambridge, MN 55008

Aitkin County is establishing its 2014 budget. As an organization that received funds from Aitkin County in 2013, we are asking for your assistance.

According to our records, your organization received appropriations in the amount of \$230,242 in 2013. The economy is lagging and negatively impacting our residents/landowners/taxpayers. The County Board does not want to add to that burden by raising taxes. The Board has indicated that organizations should expect their appropriations to be at the 2013 level or below.

We would like to request the following information:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
- A list of who these services are rendered to and approximately how many people are served
- Three new pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please send us a copy of your current Board members and your organization's appropriate contact information. Several times each year we are asked who is on your committee. This way we can add it to our web site information.

Please have this information back to me prior to July 8th.

If you have any questions, please feel free to call me at (218) 927-7276. Thank you for your time and attention to this matter.

Sincerely

Patrick Wussow
County Administrator

cc: Aitkin County Board of Commissioners
Kirk Peysar, County Auditor
Budget Correspondence

Patrick Wussow

From: Barbara Misselt <BMisselt@ECRLIB.ORG>
Sent: Friday, September 13, 2013 4:33 PM
To: Patrick Wussow (patrick.wussow@co.aitkin.mn.us); Patrick Christopherson (patrick.christopherson@co.kanabec.mn.us); David Minke (david.minke@co.pine.mn.us); Roxy Traxler (Roxy.Traxler@co.mille-lacs.mn.us); Kevin VanHooser (kevin.vanhooser@co.isanti.mn.us); Bruce Messelt (bamesse@co.chisago.mn.us)
Subject: 2014 ECRL Budget Request
Attachments: 2014 Budget Request to Counties 9-9-13.pdf; 2014 Budget Summary 9-9-13.pdf; formula-2014-9-9-13.pdf

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 7 October 2014. 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 2014 budget for the Library at its September 9th meeting. Three documents are attached to this E-mail.

1. 2014 Budget Request to Counties
2. 2014 County Assessment/Formula Charts
3. ECRL 2014 Budget Summary

The ECRL Budget Committee and Board are mindful of the counties' budget challenges. The total amount of the 2014 ECRL budget is \$3,028,640, an overall 2.1% increase over 2013. While the overall budget has increased, because of a projected 9.1% increase in state funds the counties' portion of the ECRL will be decreased by .3%. The counties' portion of the 2014 ECRL budget is 1,837,059 and represents 60.7% of the total ECRL budget. State funds account for 32% and the remaining 1.8% is from local funds and miscellaneous.

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 2014 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 step increases and a 1% salary adjustment are included in 2014. Budget line items generally remain the same in 2014 as compared to 2013, 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

Barbara Misselt, Director
East Central Regional Library (ECRL)
244 South Birch Street, Cambridge MN 55008
Phone: 763-689-7390 x11 FAX: 763-689-7389
<http://www.ecrlib.org> bmisselt@ecrlib.org



Headquarters: 244 South Birch Street
 Cambridge MN 55008
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,
 Kanabec, Mille Lacs, and Pine Counties*

	A	B	C	D	E	F	G	H	I	J	K	L
1	2014 Budget Request to Counties - historical information											
2	County	2006	2007	2008	2009	2010	2011	2012	2013	2014	Change 2013-2014	% of change
3	Aitkin	187,568	198,397	216,269	225,552	232,006	\$226,163	224,645	230,242	234,366	4,124	1.79%
4	Chisago	478,435	515,451	561,810	566,738	559,188	\$534,199	533,887	517,833	523,015	5,182	1.00%
5	Isanti	354,615	364,482	392,140	392,811	387,870	\$391,887	386,531	385,480	372,553	-12,927	-3.35%
6	Kanabec	143,711	150,449	158,772	158,687	146,064	\$170,142	163,875	153,004	151,427	-1,577	-1.03%
7	Mille Lacs	223,641	230,363	250,278	258,128	257,637	\$260,711	255,568	252,920	251,706	-1,214	-0.48%
8	Pine	268,259	278,139	299,507	303,276	301,928	\$301,592	293,903	303,010	303,992	982	0.32%
9	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	1,837,059	-5,430	-0.29%
10												
11	Contractual Assessments											
12	Formula-50% Tax Capacity, 25% Population, 25% Registrations						Formula - 1/3 Borrower circulation, 1/3 tax capacity, 1/3 population					
13	County	Year 2006	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013	Year 2014		
14	Aitkin	11.33%	11.42%	11.51%	11.84%	12.31%	12.00%	12.09%	12.50%	12.76%		
15	Chisago	28.89%	29.67%	29.90%	29.75%	29.67%	28.34%	28.73%	28.11%	28.47%		
16	Isanti	21.41%	20.98%	20.87%	20.62%	20.58%	20.79%	20.80%	20.92%	20.28%		
17	Kanabec	8.68%	8.66%	8.45%	8.33%	7.75%	9.03%	8.82%	8.30%	8.24%		
18	Mille Lacs	13.50%	13.26%	13.32%	13.55%	13.67%	13.83%	13.75%	13.73%	13.70%		
19	Pine	16.20%	16.01%	15.94%	15.92%	16.02%	16.00%	15.82%	16.45%	16.55%		
20									100.00%	100.00%		
21												
22										1,837,059		



Headquarters: 244 South Birch Street
 Cambridge MN 55008
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,
 Kanabec, Mille Lacs, and Pine Counties*

	A	B	C	D	E
1	2013 ECRL Budget Summary				
2		2011 Budget	2012 Budget	2013 Budget	2014 Budget
3	Counties (Operations)	\$1,884,693	1,858,409	1,842,489	1,837,059
4	Regional Basic Support (State)	\$587,424	753,923	769,282	839,419
5	Miscellaneous	\$192,145	192,600	216,500	212,000
6	Local Contracts	\$61,473	61,186	57,847	55,161
7	Transfer from previous year:	\$40,000	40,000	20,000	20,000
8	Telecommunications	\$60,000	60,000	60,000	65,000
9	TOTAL INCOME:	\$2,825,735	2,966,118	2,966,118	3,028,640
10	Salaries and related expenses	\$1,974,500	2,068,117	2,085,160	2,119,923
11	Materials (Books, CDs, DVDs, etc.)	\$370,169	413,449	420,566	424,765
12	Vehicles (1 Outreach, 1 Delivery, 1 Staff)	\$37,000	32,500	33,000	32,000
13	Technical Services & library automation system	\$76,544	71,700	74,600	75,660
14	Headquarters building costs	\$73,422	56,592	56,592	54,392
15	Equipment & technology costs	\$11,500	12,500	12,500	11,500
16	Supplies, photocopiers, printers	\$43,000	53,000	55,000	56,000
17	Administrative/Miscellaneous	\$133,100	146,700	114,700	106,700
18	Capital - Vehicles	\$10,000	16,000	18,000	5,000
19	Capital - Computers, misc.	\$36,500	35,560	36,000	77,700
20	Telecommunications	\$60,000	60,000	60,000	65,000
21	TOTAL EXPENDITURES:	\$2,825,735	2,966,118	2,966,118	3,028,640
22					
23	2014 Budget approved by ECRL Board, 09 September 2013				

ECRL Mission: Connecting and strengthening communities through the power of knowledge.