



# Board of County Commissioners Agenda Request

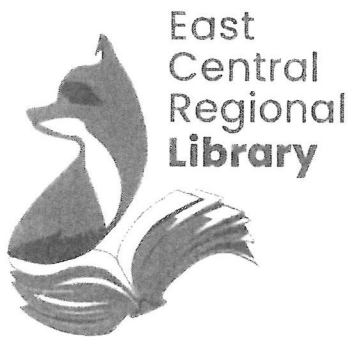
## 4A

Agenda Item #

**Requested Meeting Date:** September 10, 2024

**Title of Item:** East Central Regional Library Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 20 Min.
<b>Summary of Issue:</b>  Carla Lydon, Executive Director of East Central Regional Library, will be on site to present the 2025 proposed budget and answer any questions the Board may have.  Attached are the 2025 budget documents and current library agreement.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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

August 15, 2024

County Administrators and Coordinators,

I request on behalf of the Board of East Central Regional Library that your County Board take action to approve the ECRL 2025 budget and notify me of the action as soon as it has been made. 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 verify our budget in time to accomplish sufficient planning before the new year begins.

The Board of Directors of East Central Regional Library approved the 2025 budget for the Library at its August 12 meeting. Two documents are attached to this E-mail.

1. 2025 Budget Request to Counties
2. ECRL 2025 Budget Summary

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 2025 budget reflects rising costs from inflationary pressures, in particular, in the areas of wages and benefits as well as increased costs for delivery services. The 2025 budget also includes implementation and increased costs (reflected in the administrative line item) to transition our accounting system and implement a Human Resources Information System. Based on our audit firm's recommendation, ECRL needs to transition from the general accounting system it currently utilizes (QuickBooks) to a more robust fund accounting system. Additionally, with close to 80 employees spread throughout the region, ECRL has identified the need to modernize its human resources from a labor intensive manual system to an integrated digital system. The 2025 budget also reflects an increase in technology costs. In particular, several multi-year licenses are due for renewal in 2025. In all other respects, expenditures continue to be very lean.

On the revenue side, in the 2025 budget, ECRL has seen a large decrease in its FY25 regional basic support. Unfortunately, this loss of revenue shifts the increased costs to the county share of the ECRL budget. The loss of state funding in this area was due to a change in the equalization formula. Equalization has a long history of volatility as it relates to state funding. I would expect some of this funding to shift in future years, hopefully to ECRL's advantage. Given this loss of revenue, the ECRL Finance Committee decided to utilize additional funding from its reserve fund as well as to continue the practice of charging overdue fines in 2025, despite national and state trends to move away from this source of revenue.

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.

I can be available 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.

A handwritten signature in cursive script, reading "Carla Lydon". The signature is written in dark ink and is positioned above the printed name and contact information.

Carla Lydon, Executive Director  
Phone 763-392-0649 clydon@ecrlib.org



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Cambridge, MN 55008  
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Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties

	A	B	C	D	E	F	G	H	I	J	K
1	<b>2025 ECRL Budget Summary</b>										
2		<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
3	Counties (Operations)	1,860,514	1,897,724	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603	2,626,127
4	Regional Basic Support (State)	862,188	862,188	853,957	881,408	879,899	877,022	869,587	850,161	1,037,930	959,456
5	Miscellaneous	235,300	192,500	157,500	157,500	184,500	199,200	184,700	126,200	119,200	154,000
6	Local Contracts	57,731	55,860	57,038	70,646	80,015	68,287	105,048	54,401	69,267	54,971
7	Transfer from previous year:	54,262	124,423	241,474	150,000	100,000	100,000	75,000	50,000	20,000	55,000
8	Telecommunications (State RLTA)	65,000	65,000	65,000	65,000	65,000	52,000	130,000	196,546	196,546	218,681
9	Reimbursements (Legacy Grant & Building costs)								93,000	93,000	100,319
10	TOTAL INCOME:	3,134,995	3,197,695	3,308,825	3,373,753	3,435,609	3,421,711	3,591,485	3,714,600	3,961,546	4,168,554
11	Salaries and related expenses	2,196,338	2,247,065	2,370,266	2,427,634	2,444,686	2,411,385	2,451,439	2,528,298	2,718,108	2,864,616
12	Materials (Books, CDs, DVDs, etc.)	435,765	457,187	458,967	467,927	480,967	495,494	486,494	492,494	522,000	502,000
13	Vehicles (1 Outreach, 1 Staff, Delivery service)	30,000	22,500	22,500	21,500	21,700	21,700	69,000	71,000	96,889	107,389
14	Technical Services & library automation system	72,000	73,450	72,000	67,000	67,000	67,000	67,000	76,500	76,500	78,000
15	Headquarters building costs	54,392	54,392	54,392	56,392	65,956	74,067	139,067	137,708	142,349	146,849
16	Supplies, photocopiers, printers	65,000	62,000	51,000	51,000	51,000	53,000	61,000	52,500	51,500	52,700
17	Administrative/Miscellaneous	122,300	121,900	125,500	128,100	141,600	149,365	146,000	188,900	177,000	238,000
18	Capital - Vehicles	15,000	15,000	10,000	10,000	10,000	10,000	0	0	5,000	5,000
19	Capital - Computers, misc.	67,700	67,700	67,700	67,700	76,200	76,200	104,985	60,000	65,000	40,000
20	Telecommunications	65,000	65,000	65,000	65,000	65,000	52,000	55,000	65,000	65,000	65,000
21	Information Technology (non-capital)								42,200	42,200	69,000
22	TOTAL EXPENDITURES:	3,123,495	3,186,194	3,297,325	3,362,253	3,424,109	3,410,211	3,579,985	3,714,600	3,961,546	4,168,554
23	Percent Increase		2.01%	3.49%	1.97%	1.84%	-0.41%	4.98%	3.76%	6.65%	5.23%
24	2025 Budget approved by ECRL Board, August 12, 2024										

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	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>2025 Budget Request to Counties - historical information</b>											
2	<b>County</b>	<b>2010*</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
3	<b>Aitkin</b>	232,006	219,932	225,882	224,577	233,220	236,698	233,577	242,535	246,058	251,450	287,538
4	<b>Chisago</b>	559,188	554,211	560,783	572,116	621,401	656,735	657,540	693,014	748,331	778,495	837,927
5	<b>Isanti</b>	387,870	372,933	384,348	410,420	426,627	444,838	449,074	473,765	522,007	534,565	575,841
6	<b>Kanabec</b>	146,064	141,564	144,026	147,942	153,518	159,613	157,343	164,845	166,595	177,305	191,989
7	<b>Mille Lacs</b>	257,637	270,850	273,835	272,321	284,710	290,249	289,513	300,388	305,601	314,189	340,711
8	<b>Pine</b>	301,928	301,025	308,851	306,480	329,722	338,061	338,155	352,603	355,701	369,600	392,122
9	<b>Total</b>	1,884,692	1,860,514	1,899,741	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603	2,626,127
10												
11												
12	<b>Contractual Assessments</b>											
13		<b>Formula- 50% Tax Capacity, 25% Population, 25% Registration</b>	<b>Formula 1/3 Tax Capacity, 1/3 Population, 1/3 Circulation by Borrower circulation, by county of residence</b>									
14	<b>County</b>	<b>Year 2010*</b>	<b>Year 2016</b>	<b>Year 2017</b>	<b>Year 2018</b>	<b>Year 2019</b>	<b>Year 2020</b>	<b>Year 2021</b>	<b>Year 2022</b>	<b>Year 2023</b>	<b>Year 2024</b>	<b>Year 2025</b>
15	<b>Aitkin</b>	12.31%	11.82%	11.90%	11.61%	11.38%	11.13%	10.99%	10.89%	10.50%	10.37%	10.95%
16	<b>Chisago</b>	29.67%	29.79%	29.55%	29.58%	30.32%	30.89%	30.94%	31.12%	31.92%	32.10%	31.91%
17	<b>Isanti</b>	20.58%	20.04%	20.25%	21.22%	20.82%	20.92%	21.13%	21.27%	22.27%	22.04%	21.93%
18	<b>Kanabec</b>	7.75%	7.61%	7.59%	7.65%	7.49%	7.51%	7.40%	7.40%	7.11%	7.31%	7.31%
19	<b>Mille Lacs</b>	13.67%	14.56%	14.43%	14.08%	13.89%	13.65%	13.62%	13.49%	13.04%	12.95%	12.97%
20	<b>Pine</b>	16.02%	16.18%	16.27%	15.85%	16.09%	15.90%	15.91%	15.83%	15.17%	15.24%	14.93%



August 13, 2024

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2025. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in cursive script that reads 'Emma De Vera'.

Emma De Vera  
State Library Program Specialist



**August 2024**

## **CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2025**

This is to certify the 2025 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

### **Aitkin County**

The state-certified level of library support for 2025 is: **\$200,398**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

**N/A**



## AGREEMENT

WHEREAS, The Board of County Commissioners of Aitkin County, Minnesota; and the Board of County Commissioners of Chisago County, Minnesota; and the Board of County Commissioners of Isanti County, Minnesota; and the Board of County Commissioners of Kanabec County, Minnesota; and the Board of County Commissioners of Mille Lacs County, Minnesota; and the Board of County Commissioners of Pine County, Minnesota; have each officially acted to establish public library service in their respective counties and provided for the financial support for such service; and ,

WHEREAS, It is the mutual desire to strengthen and improve public library service for said counties; and,

WHEREAS, It appears advantageous to accomplish this in a practical and economical manner through the operation of the public library services in said counties jointly; and,

WHEREAS, Legal authority for the joint operation of such public library services, is provided for in Minnesota Statutes Section 134.20 and 471.59.

NOW THEREFORE, We the undersigned, representing

The counties of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine acting through their respective Boards of Commissioners do hereby enter into the following AGREEMENT with the full intent of establishing, strengthening and improving public library services in all the areas to which we are responsible and do hereby agree as follows:

### I

#### PURPOSE:

It is the purpose of this AGREEMENT to maintain, strengthen and improve public library services in said Counties by maintaining a regional public library system to be known as East Central Regional Library, and combining its operations with such existing public libraries in the said counties as may wish to join.

## THE JOINT LIBRARY BOARD:

1. This purpose shall be accomplished through a Joint Library Board. For the purposes of governing the joint library services there shall continue in existence a library board, to be known as the East Central Regional Library Board of Trustees, to govern the library services as a single library system.
2. Said Joint Library Board shall be constituted and appointed in the following manner:

There shall be eighteen (18) members; three (3) of whom shall be Appointed by the Board of County Commissioners of Aitkin County, Minnesota; and three (3) of whom shall be appointed by the Board of County Commissioners of Chisago County, Minnesota; and three (3) of whom shall be appointed by the Board of County Commissioners of Isanti County, Minnesota; and three (3) of whom shall be appointed by the Board of County Commissioners of Kanabec County, Minnesota; and three (3) of whom shall be appointed by the Board of County Commissioners of Mille Lacs County, Minnesota; and three (3) of whom shall be appointed by the Board of County Commissioners of Pine County, Minnesota.

The term of these members is three years and each shall serve until his successor is appointed and qualified. Terms of members shall be staggered with one (1) member appointed each year from each county. No appointee shall be eligible to serve more than three (3) consecutive three year terms. Nothing in this provision shall be construed to mean that a former board member may not be reappointed to the joint library board after a lapse of one (1) year. Not more than one (1) county commissioner from each county shall be a member. Members shall be residents of the county making the appointment.

3. Said Joint Library Board shall have all powers and duties provided for county library boards as specified in Minnesota Statutes, Section 134.09, 134.10, 134.11 and 134.12 and as one Board shall administer the library services as a single library system.
4. Upon organization of the Joint Library Board, officers shall be elected who shall function according to currently approved or subsequently amended bylaws. The bylaws of the Joint Library Board shall set forth the meeting times and officers to be elected by and from its members. They may provide also for an Executive Committee to transact business between regular meetings of the Joint Library Board.

## II

## FINANCING AND DISBURSEMENT OF FUNDS:

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.

2. Each county's appropriation shall be paid in equal installments to the regional public library system on or before January 15 and July 15 of each calendar year.
3. When and as the funds to be credited to the library fund from federal, state, or private sources become available then the said funds, shall be paid into the joint library fund administered by the Treasurer of the Joint Library Board.
4. All operating expenses for library service shall be proper charges against the operation and maintenance of said library, including, but not being limited to, all salaries and wages of personnel, cost of maintenance, minor repairs and utilities of the headquarters building, purchase and replacement of books and other library materials and equipment and any other proper items of expense as determined by the Joint Library Board.
5. Any and all disbursements from said joint library fund shall be made by check-warrant which shall become a negotiable instrument when signed by duly authorized agents of the Joint Library Board, in accordance with currently approved or subsequently amended bylaws. Personnel shall be paid according to current payroll procedures after, in the first instance, the Joint Library Board has duly adopted a resolution authorizing the same and fixing the amount of said salaries and wages.
6. Said Joint Library Board shall determine a reasonable amount to be set up on the books of account of the library board, and kept in a separate fund, as depreciation for replacement of bookmobiles and other capital improvement projects.
7. Any further rules and regulations concerning financing and disbursements of funds may be adopted by the Joint Library Board by resolution, not inconsistent herewith.
8. The East Central Regional Library System will annually have their financial records audited by an accredited accounting firm. A copy of the audit will be filed with the Clerk of each County Commission. All of the funds available to the Joint Library

Board and examined in the audit will be considered by the Joint Library Board and the member County Commissions in determining the Library's annual budget.

### III

#### PROVISION FOR TERMINATION:

1. This AGREEMENT shall continue in force until rescinded by action of all of its parties by mutual written agreement, or in accordance with the terms of section III of this agreement.
2. Any party which is current in its payments to the library fund may withdraw from this agreement under either of the following provisions; a) by giving notice in writing to the County Commission representing the other parties and the Chair of the East Central Regional Library Board of Trustees at least six (6) months prior to the beginning of the next budget year. b) by mutual written agreement of the parties.
3. Should any party to this AGREEMENT fail to comply with the minimum state and federal requirements for securing state and federal grants this shall constitute withdrawal from the AGREEMENT.
4. In the event of termination of the regional library system, each party shall retain title to any and all original assets which it may have held at the time of the effective date of participation in the regional library and which have not been replaced in the usual course of business because of age or condition. All other assets, including books and other library materials, shall be divided among the parties on the basis of each county's respective proportion of the financial support provided by its respective library fund for the previous five (5) years.
5. In the event of withdrawal from the regional library system of any county party to this agreement, its due share of assets shall remain with the regional library system except each party shall retain title to all original assets which it may have held at the time of the effective date of participation in the regional library, and which have not been replaced in the usual course of business because of age or condition.
6. Notwithstanding the terms of paragraphs four (4) and five (5) above, any asset acquired through the use of state and federal grant funds shall be disposed of upon termination or withdrawal in accordance with the terms of any grant agreements required as a condition for the receipt of such grants.
7. Any party which has withdrawn from this agreement under the provisions of the above paragraphs may petition to rejoin the system. Such re-affiliation will be

subject to the limitations of this agreement, appropriate Minnesota Statutes, and such reasonable conditions as are established by the East Central Regional Library Board of Trustees.

#### IV

#### INDEMNIFICATION AND HOLD HARMLESS

1. Applicability: The East Central Regional Library shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. East Central Regional Library shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.
2. Indemnification and Hold Harmless: The East Central Regional Library shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the East Central Regional Library. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.
3. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

#### V

#### OTHER PROVISIONS:

1. Said Joint Library Board, and its personnel hired to administer and operate the public library service herein provided for, shall be responsible to see that all areas shall receive their full and due share of attention and service, and that in all areas to which the Joint Library Board is responsible the services shall be encouraged to grow along with all other services of the library system, and that the public library system should be organized and administered in a manner which qualifies said library to receive state and federal grants. And, further, it is the full intention of all concerned to involve the local public libraries in the services of the system to the fullest extent possible, and to work for full cooperation and coordination of services with said libraries.



2. This AGREEMENT shall be reviewed by the East Central Regional Library Board of Trustees at its first meeting in each even-numbered year beginning in 1988 in order to insure compliance with all provisions on a continual basis.
3. This AGREEMENT shall become effective on the 1<sup>st</sup> day of January, 2011, and it shall supersede all previous agreements among the parties with respect to library service.

## VI

### APPROVAL AND EXECUTION:

1. This AGREEMENT shall be executed by
  - The Chairman and County Administrator on behalf of the Aitkin County Board of Commissioners; and
  - The Chairman and County Administrator on behalf of the Chisago County Board of Commissioners; and
  - The Chairman and County Administrator on behalf of the Isanti County Board of Commissioners; and
  - The Chairman and County Coordinator on behalf of the Kanabec County Board of Commissioners; and
  - The Chairman and County Administrator on behalf of the Mille Lacs County Board of Commissioners; and
  - The Chairman and County Coordinator on behalf of the Pine County Board of Commissioners.

IN WITNESS WHEREOF, this AGREEMENT has been executed by the parties listed below on the dates indicated.

BOARD OF COUNTY COMMISSIONERS, AITKIN COUNTY, MINNESOTA By:

Paul Bailey Patricia 8-24-10  
Chairman Administrator Date

BOARD OF COUNTY COMMISSIONERS, CHISAGO COUNTY, MINNESOTA By:

Richard [Signature] 8-31-2010  
Chairman Administrator Date  
Reviewed by Chisago County Attorney [Signature] 7/23/10

BOARD OF COUNTY COMMISSIONERS, ISANTI COUNTY, MINNESOTA By:

Sam Morris [Signature] 9/21/10  
Chairman Administrator Date  
Reviewed by Isanti County Attorney [Signature] September 21, 2010

BOARD OF COUNTY COMMISSIONERS, KANABEC COUNTY, MINNESOTA By:

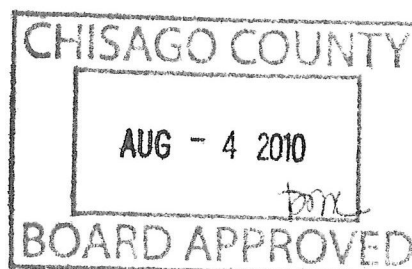
[Signature] [Signature] 10/15/10  
Chairman Coordinator Date  
Reviewed by Asst. Kanabec County Attorney [Signature] 10/18/10

BOARD OF COUNTY COMMISSIONERS, MILLE LACS COUNTY, MINNESOTA By:

[Signature] [Signature] 11/15/10 11/16/10  
Chairman Administrator Date

BOARD OF COUNTY COMMISSIONERS, PINE COUNTY, MINNESOTA By:

[Signature] [Signature] 12-14-10  
Chairman Coordinator Date





## East Central Regional Library

Headquarters: 111 Dellwood St. N  
Cambridge MN 55008  
Phone (763) 689-7390

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

### 2023 Aitkin County Library Service

In 2023, ECRL provided library service to Aitkin County residents through branches in Aitkin and McGregor and through outreach in Giese, Hill City, Jacobson and McGrath. Aitkin County residents also use any of the other 12 ECRL branches as well as any public library in Minnesota. Amounts listed below are the estimated cost/value of branch-specific services only. Regional costs are listed on second page:

<b>Staff</b> – 8 serving Aitkin and McGregor; 1 serving outreach communities in Giese, Hill City, Jacobson and McGrath In addition, the City of Aitkin paid \$10,686 in 2023 for extra service (subtracted from actual)	\$154,903 (Including benefits)
<b>Internet service – 100MG service to all locations</b> Line cost at Aitkin is \$265 per month; McGregor is \$329 per month	\$7,127
<b>Library items added</b> Total physical items added for 2023 –19,365. Average price - \$23.00/item Total digital items added for 2023 – 6,980. Average price - \$45.00/item 2023 collection expenditures for entire region \$491,890. Cost for two branches.	\$70,270
<b>Library automation system</b> – annual licensing cost \$54,743 for the entire region. Cost for two branches.	\$7,820
<b>Online databases</b> – available 24 hours a day via Internet <i>Chiltons</i> Auto Repair, <i>My Heritage</i> guides to family history, <i>Universal Class</i> – online coursework, <i>Infobase</i> – online guide to software, <i>Mango languages</i> , <i>HelpNow</i> – online tutoring and homework help, <i>Craft &amp; Hobby</i> – online arts classes, <i>SELFIE</i> – self publishing tool. Annual license cost \$69,750.60. License cost for two branches.	\$9,964
<b>eBook, eAudio &amp; digital magazine collection</b> – annual licensing cost \$6,000 for the entire region. Cost for two branches. Includes access to 41,069 eBooks & eAudio & 5,351 digital magazines.	\$858
<b>Copy Machines</b> – copy machines for public use. Printing, scanning, copying and fax services provided at each location. Cost for two branches.	\$2,366
<b>Legacy programming</b> - In 2023, 16 programs were offered in Aitkin County locations. Estimated cost of programs for Aitkin & McGregor branches and outreach (not including marketing, staff time, etc.) based on conservative estimate of \$650 per program.	\$10,400
<b>Total value of itemized service benefits above</b> (cost of regional services estimated on reverse)	\$263,708

**Besides the itemized service cost/values listed on the first page, branches receive the following as part of East Central Regional Library.**

- Administrative services:
  - Staff training and personnel management.
  - Financial services for operations including debt collection service for overdue and never-returned materials; annual audit.
  - Filing of required state reports, submission of funding and grant requests, administration of grant programs
  - Management and advocacy by ECRL Administration
  - Compliance with state and federal statutes; insurance (property and liability); legal services; background checks for all personnel and volunteers
- Collection & Programs:
  - Website and maintenance of online access for library services and resources.
  - Training and programming for public.
  - Ordering and cataloging of library materials - Books (fiction, non-fiction, current best-sellers, time-tested classics); Music and Movies; Wifi Hotspots; Kits (book club, early literacy, storytime to go, fitness & activity); Board games
  - Staff information guides for assistance – in person, by phone, or online
  - Winter Reading Program – adult reading program (Jan & Feb)
  - Summer Reading Program – reading program for all ages (June – August)
  - Storytimes & 1000 Books before Kindergarten – Marketing & training to support early literacy activities.
  - Staffing and marketing of state grant funded Legacy programs.
- Staff computers and a public computer lab at each branch. Administration and maintenance of all computer equipment including security and licensing.
  - 17 computers (11 public access, 1 catalog, 5 staff) and 2 self-checkouts estimated value to replace \$24,200.
- Electronic Library for Minnesota - ELM online 24/7 (state and federal funding):
  - Databases: Learning Express Library (online practice tests for standardized tests including GRE, SAT); Encyclopedia Britannica, Academic Search Premier (research database); online access to full text *Consumer Reports*.
  - Newspapers: *Star Tribune*, *Wall Street Journal*, *Washington Post*, *The New York Times*, *Los Angeles Times*, *Barron's*, *USA Today*
- Material Sharing Services:
  - Delivery service – 4 times per week at each branch. Delivery supports sharing of the region-wide physical collection of more than 279,000 books, movies, and music. Also delivers items from across Minnesota received via interlibrary loan.
  - Interlibrary Loan – 5 time per week delivery from other parts of the State allowing Aitkin County patrons to access a wide range of materials that would not otherwise be available.

**Salary costs for above regional services (including benefits) – Total \$944,968. Cost for one county - \$157,495.**



## East Central Regional Library

Headquarters: 111 Dellwood St. N  
Cambridge MN 55008  
Phone (763) 689-7390

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

### **Value Summary:**

In 2023, Aitkin County provided \$246,058 for East Central Regional Library.  
Received \$263,708 in branch and outreach specific expenditures.  
Received \$157,495 (estimated) in regional staff support.  
Minimum value received \$421,203 (based on estimated wages & branch specific services)

### **2023 Per capita expenditures:**

*Aitkin County - \$14.81*

East Central Regional Library (whole) - \$12.46

### **Neighbors per capita expenditures (2022)\***

Kitchigami Regional Library (Cass and Crow Wing counties) - \$11.15

Great River Regional Library (Morrison, Todd counties) - \$17.17

Grand Rapids Area Library (Itasca county) - \$43.36

Cloquet Public Library (Carlton county) - \$49.05

Carlton Area Public Library (Carlton county) – \$21.60

Moose Lake (Carlton county) - \$26.86

Duluth Public Library (St. Louis county) - \$63.40

\*Minnesota Department of Education – 2022 Public Library Reports (available at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>). Based on local government funding.



# East Central Regional Library 2025 Budget

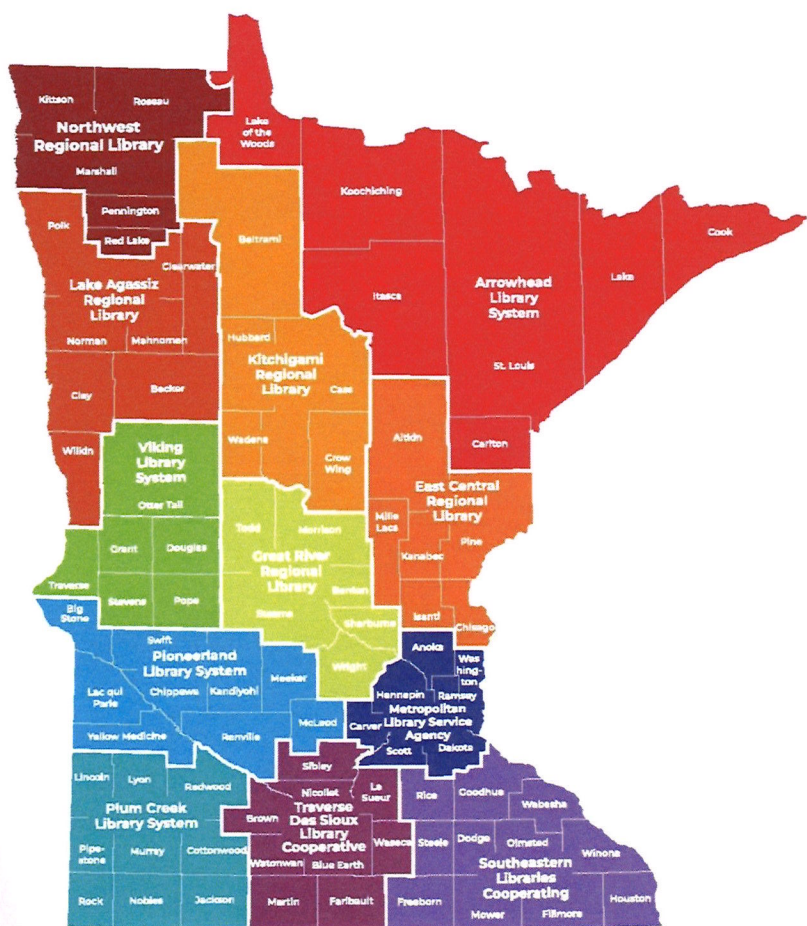
Carla Lydon, Executive Director

Six Counties, One Library

[Ecrlib.org](http://Ecrlib.org)



# Who We Are



- Joint Powers Agreement between 6 counties
  - Oversight by 18 member Library Board
- 14 physical libraries in 6 counties, outreach services, headquarters and a digital library of electronic materials and databases
- 79 regular & substitute staff members (41.5 FTE)
- Serving a population of 187,000+ residents with 107,185 residents holding library cards (57%)
- Local government (cities) own and maintain the library facilities:
  - Aitkin
  - McGregor
- ECRL also provides outreach services in Giese, Jacobson, Hill City, McGrath

# What We Do

**Mission:** Strengthen. Connect. Support

**Vision:** East Central Regional Library will be an essential community resource inspiring East Central Minnesota to discover and explore possibilities to build and grow community.

## Core Values:

- Operational Excellence
- Positive Customer Experience
- Life Long Learning
- Community Focus





# How We Do It:

- Provide access
  - Materials (physical & digital)
  - Community spaces
  - Internet
  - Online resources and databases
  - Enriching programs
- Staff expertise
  - Navigate and provide assistance
  - Prepare and host programs
  - Manage and operate facilities





We are

# East Central Regional Library

Serving the counties of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine

## 2023

Year in Review



 +  +  = **819,198**  
items checked out  
physical + digital + media

+54,183  
from  
2022!

**192,559**  
residents in 6  
counties



**330,093**  
visitors to the  
library



**107,449**  
library card  
holders



+29,371  
from  
2022!

### Physical Collection

**275,576**

items available

**19,500**

items added in '23



### Digital Collection

**42,622**

items available

**6,980**

items added in '23



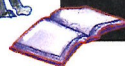
**318,198 total items available**

**18,523**

database  
sessions



- ✓ homework help
- ✓ test prep
- ✓ language classes
- ✓ genealogy
- ✓ how-to videos and more!



**4,426**  
community  
room/space bookings

**1,273**

wi-fi hotspots  
checked out



### Interlibrary Loan

**6,624**

items ECRL sent to  
other MN libraries



**15,450**

items ECRL  
received from  
other MN libraries



**24,752**

public wi-fi  
sessions

### Internet



**26,503**

public computer  
internet sessions

### Website Traffic



**352,179**

website visits



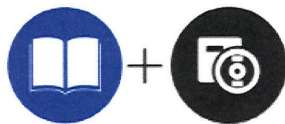


# We are East Central Regional Library

Aitkin County: Aitkin and McGregor branches and the Giese, Hill City, Jacobson, and McGrath outreach stops.

## 2023

Aitkin County  
Year in Review



= **39,795**

Physical materials circulated  
in Aitkin County

**16,614**

residents in  
Aitkin County



**28,418**

visits to Aitkin  
County ECRL  
locations



**+2,710**  
from  
2022!

**3,497.5**

Public Service  
Hours



**8,235**

Library card  
holders



**6,275**

reference  
questions  
answered by  
staff members in  
Aitkin County

### Computer Connectivity

**4,125**

public wi-fi sessions and public computer  
sessions in Aitkin County



### Community Room Use

**584**

Room Reservations  
in Aitkin County



In-person  
Events in  
Aitkin  
County

**+52**  
from  
2022!

**187**



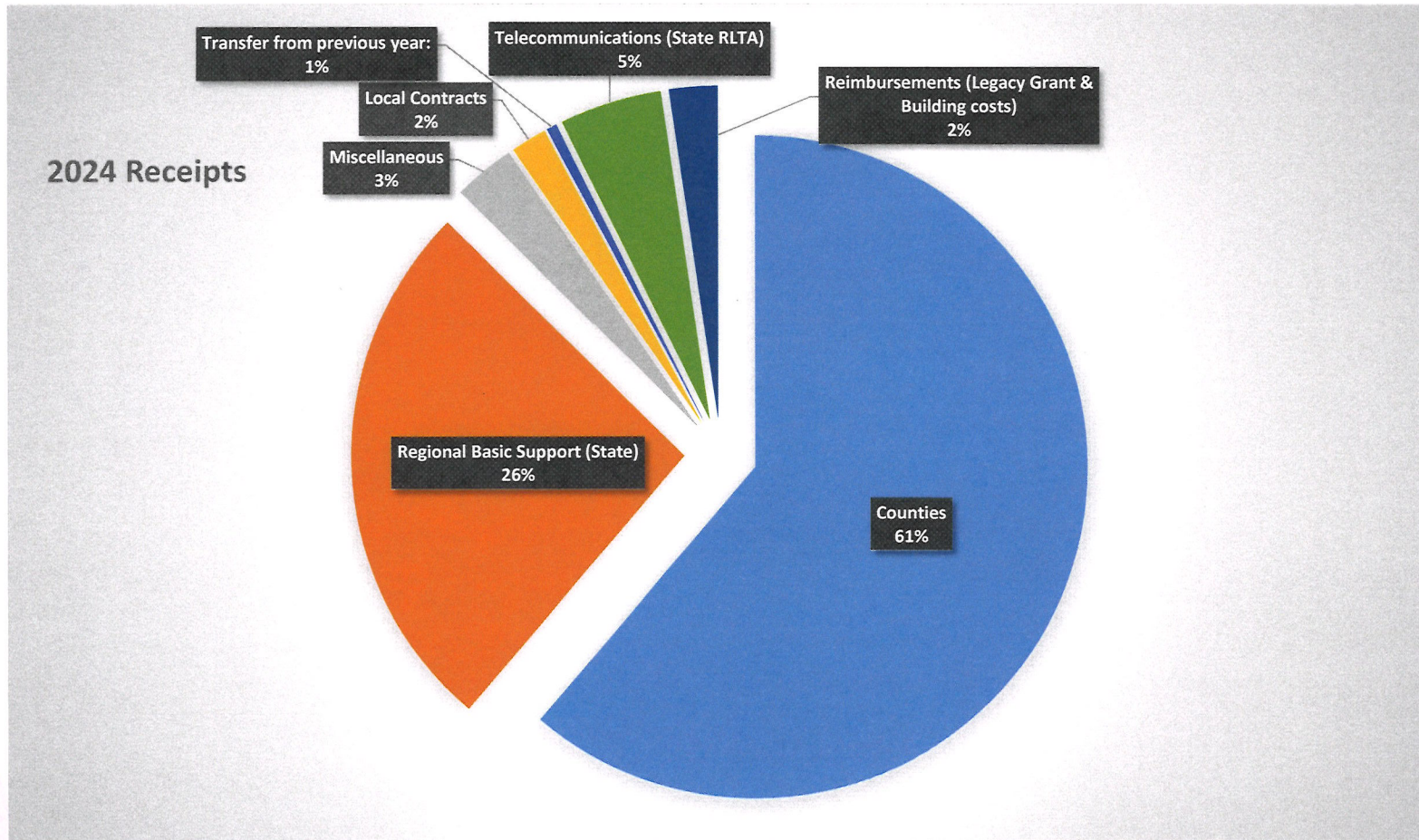


# Aitkin County Library Highlights













# Where does the money come from?





# 2023 Aitkin County Library Services Itemized

\* City of Aitkin paid \$10,686 in 2023 for extra service hours (subtracted from actual)

	<b>Staff wages &amp; benefits*</b> – 8 staff serving Aitkin & McGregor; 1 serving outreach in Giese, Hill City, Jacobson & McGrath	<b>\$154,903</b>
	<b>Internet service</b> – 100MG service to all locations; 24/7 Wireless service. Line cost- \$265 per month Aitkin; \$329/month McGregor	<b>\$7,127</b>
	<b>Library items added</b> Total physical items added for 2023: 19,365. Avg price-\$23 Total digital items added for 2023: 6,980. Avg price - \$45 2023 collection expenditures for entire region \$491,890. Cost for two branches.	<b>\$70,270</b>
	<b>Library automation system</b> – annual licensing cost \$54,743 for the entire region. Cost for two branches.	<b>\$7,820</b>
	<b>Online databases</b> –Available 24/7 via the internet. Annual license cost \$69,750.60. License cost for two branches.	<b>\$9,964</b>
	<b>eBook, eAudio &amp; digital magazine collection</b> – annual licensing cost \$6,000 for the entire region. Cost for two branches. Includes access to 41,069 eBooks & eAudio & 5,351 digital magazines.	<b>\$858</b>
	<b>Copy Machines</b> – Printing, scanning, copying and fax services provided at each location. Cost for two branches.	<b>\$2,366</b>
	<b>Legacy programming</b> - In 2023, 16 programs were offered in Aitkin County locations. Estimated cost of programs for two branches (not including marketing, staff time, etc.) based on conservative estimate of \$650 per program.	<b>\$10,400</b>
	<b>Total value of itemized service benefits above</b>	<b>\$263,708</b>



# 2023 Centralized Services

- **Administrative Services**

- Personnel training and management
- Financial services
- Filing of state reports & administration of grants
- Management and advocacy by ECRL Administration
- Compliance with state and federal statutes

- **Collection & Programs**

- Website and maintenance of online access
- Training and programming for public
- Ordering and cataloging of materials
- Management of regional programs (Summer & Winter Reading, 1,000 Books)
- State Legacy grant program
- Marketing of services & programs

Salary costs for regional services  
(including benefits) - \$944,968

Cost for one county - \$157,495

- **IT services**

- Procurement, administration, security, and licensing

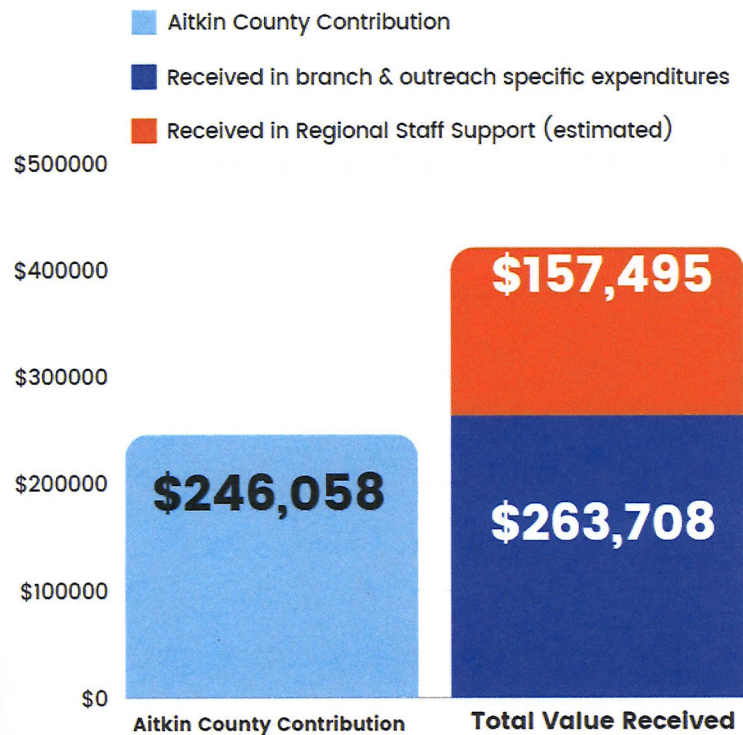
- **Electronic Library for Minnesota** (24/7 online Databases provided with state and federal funding)

- **Material Sharing Services**

- Delivery service 4 times per week regionally & 5 times per week from other parts of the State

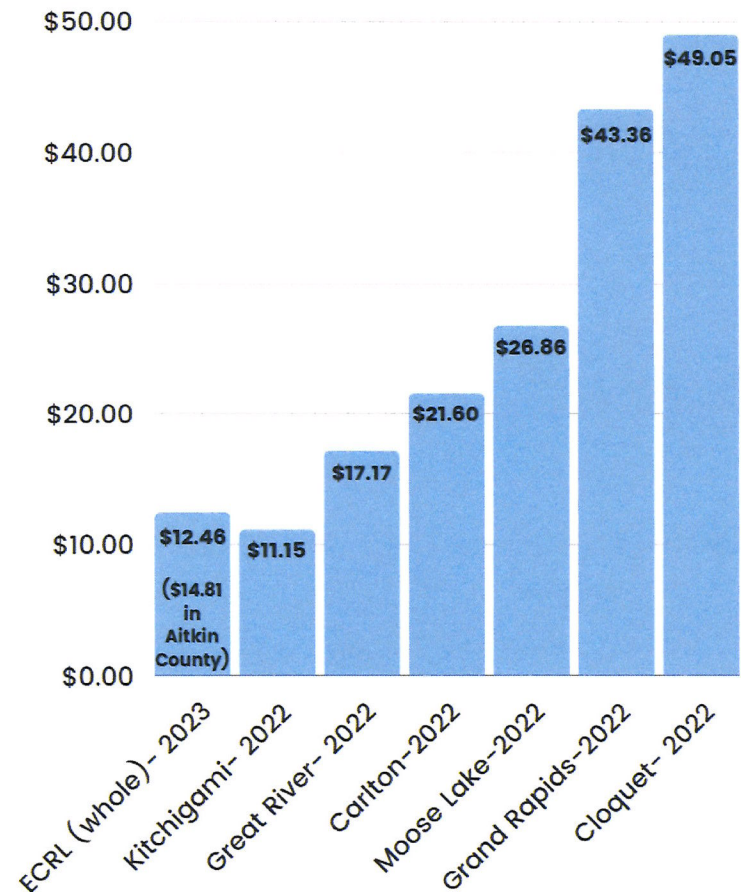


# 2023 Value Comparison



**Minimum Value Received: \$421,203 (estimated)**

## Per Capita Expenditures





## 2025 ECRL Budget

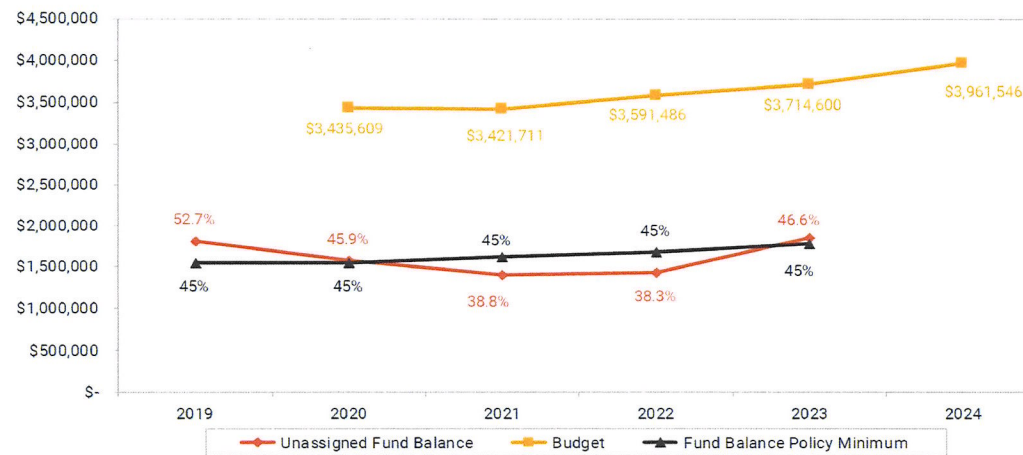
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Counties (Operations)	1,860,514	1,897,724	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603	2,626,127
Regional Basic Support (State)	862,188	862,188	853,957	881,408	879,899	877,022	869,587	850,161	1,037,930	959,456
Miscellaneous	235,300	192,500	157,500	157,500	184,500	199,200	184,700	126,200	119,200	154,000
Local Contracts	57,731	55,860	57,038	70,646	80,015	68,287	105,048	54,401	69,267	54,971
Transfer from previous year:	54,262	124,423	241,474	150,000	100,000	100,000	75,000	50,000	20,000	55,000
Telecommunications (State RLTA)	65,000	65,000	65,000	65,000	65,000	52,000	130,000	196,546	196,546	218,681
Reimbursements (Legacy Grant & Building costs)								93,000	93,000	100,319
TOTAL INCOME:	3,134,995	3,197,695	3,308,825	3,373,753	3,435,609	3,421,711	3,591,485	3,714,600	3,961,546	4,168,554
Salaries and related expenses	2,196,338	2,247,065	2,370,266	2,427,634	2,444,686	2,411,385	2,451,439	2,528,298	2,718,108	2,864,616
Materials (Books, CDs, DVDs, etc.)	435,765	457,187	458,967	467,927	480,967	495,494	486,494	492,494	522,000	502,000
Vehicles (1 Outreach, 1 Staff, Delivery service)	30,000	22,500	22,500	21,500	21,700	21,700	69,000	71,000	96,889	107,389
Technical Services & library automation system	72,000	73,450	72,000	67,000	67,000	67,000	67,000	76,500	76,500	78,000
Headquarters building costs	54,392	54,392	54,392	56,392	65,956	74,067	139,067	137,708	142,349	146,849
Supplies, photocopiers, printers	65,000	62,000	51,000	51,000	51,000	53,000	61,000	52,500	51,500	52,700
Administrative/Miscellaneous	122,300	121,900	125,500	128,100	141,600	149,365	146,000	188,900	177,000	238,000
Capital - Vehicles	15,000	15,000	10,000	10,000	10,000	10,000	0	0	5,000	5,000
Capital - Computers, misc.	67,700	67,700	67,700	67,700	76,200	76,200	104,985	60,000	65,000	40,000
Telecommunications	65,000	65,000	65,000	65,000	65,000	52,000	55,000	65,000	65,000	65,000
Information Technology (non-capital)								42,200	42,200	69,000
TOTAL EXPENDITURES:	3,123,495	3,186,194	3,297,325	3,362,253	3,424,109	3,410,211	3,579,985	3,714,600	3,961,546	4,168,554
Percent Increase		2.01%	3.49%	1.97%	1.84%	-0.41%	4.98%	3.76%	6.65%	5.23%

2025 Budget approved by ECRL Board, August 12, 2024



## ECRL Reserve Fund

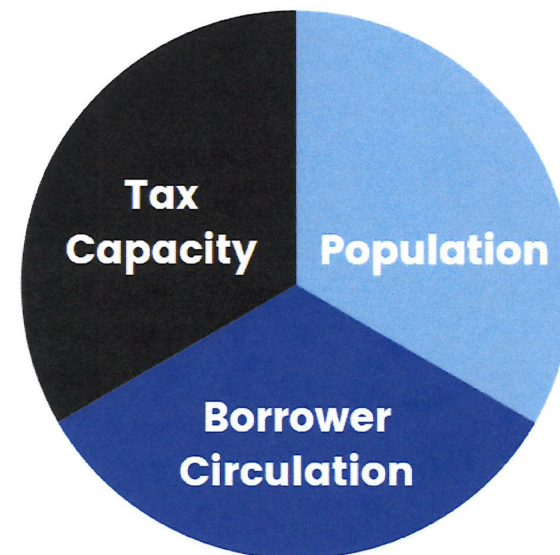
# General Fund Balance Compared to Future Budget



Abdo

# What Determines Aitkin County's Contribution?

- **Joint Powers Agreement**
  - Formula: 1/3 tax capacity, 1/3 Population, 1/3 Borrower circulation, by county of residence
  - "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."





# How is that calculated?

1/3 Tax Capacity, 1/3 Population, 1/3 Circulation

## 2025 Assessments

	Borrower Circulation CY 2023	Net Tax Capacity 22, pay 24	Population 2022 (state demog )
County:			
<b>Aitkin</b>	<b>41,637</b>	<b>48,495,214</b>	<b>16,614</b>
Chisago*	203647	86,777,092	57,953
Isanti	143167	53,620,550	42,807
Kanabec	39,168	19,012,597	16,329
Mille Lacs	71967	34,762,100	27,483
Pine	82,048	42,412,393	30,271
ECRL*	581,634	\$ 285,079,946	191,457

County:			
<b>Aitkin</b>	<b>7.16%</b>	<b>17.01%</b>	<b>8.68%</b>
Chisago*	35.01%	30.44%	30.27%
Isanti	24.61%	18.81%	22.36%
Kanabec	6.73%	6.67%	8.53%
Mille Lacs	12.37%	12.19%	14.35%
Pine	14.11%	14.88%	15.81%
ECRL*	100.00%	100.00%	100.00%

<b>Aitkin</b>	<b>10.949%</b>
Chisago*	31.907%
Isanti	21.927%
Kanabec	7.311%
Mille Lacs	12.974%
Pine	14.932%
	100.00%

tax capacity	TF adjustment	population			
88,211,986	1,434,894	86,777,092	59055	1102	57953

\*Chisago County adjusted to subtract Taylors Falls

# 2025 Budget – Aitkin County Share

## 2025 Budget Request to Counties - historical information

County	2010*	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Aitkin</b>	<b>232,006</b>	<b>219,932</b>	<b>225,882</b>	<b>224,577</b>	<b>233,220</b>	<b>236,698</b>	<b>233,577</b>	<b>242,535</b>	<b>246,058</b>	<b>251,450</b>	<b>287,538</b>
Chisago	559,188	554,211	560,783	572,116	621,401	656,735	657,540	693,014	748,331	778,495	837,927
Isanti	387,870	372,933	384,348	410,420	426,627	444,838	449,074	473,765	522,007	534,565	575,841
Kanabec	146,064	141,564	144,026	147,942	153,518	159,613	157,343	164,845	166,595	177,305	191,989
Mille Lacs	257,637	270,850	273,835	272,321	284,710	290,249	289,513	300,388	305,601	314,189	340,711
Pine	301,928	301,025	308,851	306,480	329,722	338,061	338,155	352,603	355,701	369,600	392,122
Total	1,884,692	1,860,514	1,899,741	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603	2,626,127

### Contractual Assessments

Formula-50% Tax  
Capacity, 25%  
Population, 25%  
Registrations

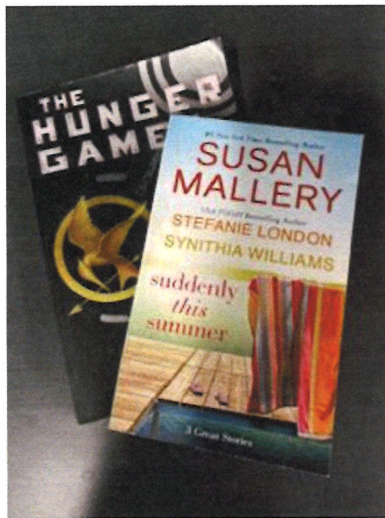
Formula 1/3 Tax Capacity, 1/3 Population, 1/3 Circulation by Borrower circulation, by county of residence

County	Year 2010*	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025
<b>Aitkin</b>	<b>12.31%</b>	<b>11.82%</b>	<b>11.90%</b>	<b>11.61%</b>	<b>11.38%</b>	<b>11.13%</b>	<b>10.99%</b>	<b>10.89%</b>	<b>10.50%</b>	<b>10.37%</b>	<b>10.95%</b>
Chisago	29.67%	29.79%	29.55%	29.58%	30.32%	30.89%	30.94%	31.12%	31.92%	32.10%	31.91%
Isanti	20.58%	20.04%	20.25%	21.22%	20.82%	20.92%	21.13%	21.27%	22.27%	22.04%	21.93%
Kanabec	7.75%	7.61%	7.59%	7.65%	7.49%	7.51%	7.40%	7.40%	7.11%	7.31%	7.31%
Mille Lacs	13.67%	14.56%	14.43%	14.08%	13.89%	13.65%	13.62%	13.49%	13.04%	12.95%	12.97%
Pine	16.02%	16.18%	16.27%	15.85%	16.09%	15.90%	15.91%	15.83%	15.17%	15.24%	14.93%

## Some perspective

Aitkin County – Increase \$36,088

- \$2.17 per capita increase
- 2025 total cost for library services would be \$17.31 per capita



\$18.98 Retail



\$18 – 1 adult & 1 child  
(Brainerd)



\$17.67 - 3 med lattes



# Questions?

