



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
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Board of Trustees Finance Committee Meeting
Tuesday, November 15, 2016, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

1. Call to Order 6:00
2. Adoption/Amendment of Agenda 6:01
3. Approval of Minutes from September 20, 2016, Meeting (Requested action – Approve) 6:02
4. Third Quarter Financial Report (Requested action – Approve) 6:03
5. Bond Coverage Discussion 6:07
6. Fund Designation & Capital Equipment Requests – 2016 Budget 6:12
 - 6.1. Digital Library Materials (Requested action – Approve)
 - 6.2. High Capacity Disc Cleaning Machine (Requested action – Approve)
 - 6.3. Replenish Capital Equipment Account (Requested action – Approve)
7. Next Meeting – January 17, 2017 at 5:00 p.m.
8. Adjournment 6:25

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
September 20, 2016**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday evening, September 20, 2016, at 5:00 p.m. at the St. Cloud Holiday Inn Hotel & Suites with Chairperson Dave Kircher presiding.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>GRRL Staff Excused:</u>
Mark Bromenschenkel		Brandi Canter	Rachel Thomas
Spencer Buerkle		Julie Henne	
Dave Kircher		Ryan McCormick	
Rachel Leonard		Aron Murphy	
Michael Potter		Karen Pundsack	
Jim Shovelain		Jay Roos	
Randy Winscher		Julie Schmitz	
		Jami Trenam	
		Patricia Waletzko	

ADOPTION OF AGENDA

Rachel Leonard made a motion to adopt the agenda as presented. Seconded by Mark Bromenschenkel, the motion carried unanimously.

APPROVAL OF MINUTES

Jim Shovelain made a motion to approve the July 19, 2016, Finance Committee meeting minutes as presented. Seconded by Michael Potter, the motion carried unanimously.

GRRL 2016 BUDGET PROJECTIONS

Accounting Coordinator Aron Murphy explained the 2016 budget projections which indicate a year-end surplus of approximately \$457,207. All departments will consider designation requests to be presented for approval by the Finance Committee in November.

SARTELL ALTERNATIVE LIBRARY SERVICE PROPOSAL

Executive Director Karen Pundsack explained, based on the process created by the GRRL Library Assessment Committee, the next step for alternative library service in Sartell is review by the GRRL Finance Committee of the proposal. Consideration by the full GRRL Board would follow the Finance Committee's recommendation.

Associate Director – Public Relations Julie Henne provided background for the Sartell proposal. The Sartell City Council passed a resolution at their September 12, 2016, meeting proposing alternative library service in the form of a locker system at their new community center location. GRRL management recommends approval of the Sartell resolution and direction for management to begin a full cost analysis.

Significant discussion followed with many committee members expressing both favor and concern. Issues considered were GRRL's policy regarding mileage between library locations, the affordability for

services in a community without a library, whether the project would be cost neutral to GRRL, precedent setting toward a full branch library and the current funding formula supporting GRRL's libraries.

Mark Bromenschenkel made a motion to approve the Sartell alternative library service proposal as presented and proceed to the next step which is development of a full cost analysis by GRRL management. The analysis will be shared with the Sartell City Council and GRRL Board for approval. Rachel Leonard seconded the motion.

Sartell Mayor Sarah Nicoll thanked the committee for considering this proposal and expressed time sensitivity as their community center is currently being built.

Upon vote, the motion carried with Spencer Buerkle opposed.

ST. CLOUD PUBLIC LIBRARY CLEANING BID DISCUSSION

Karen Pundsack stated this item will be reviewed by the full Board at their meeting this evening. She also pointed out Steve Lawrence, St. Cloud Assistant Public Works Director, who would be present for questions or comments.

NEXT MEETING

The next Great River Regional Library Finance Committee meeting will be Tuesday, November 15, 2016, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Dave Kircher adjourned the meeting at 5:38 p.m.

Dave Kircher, Finance Committee Chair

Great River Regional Library
Financial Report
As of September 30, 2016



Balance, December 31, 2015 \$ 7,133,671.21

Receipts

Tax Receipts:

Benton County	544,883.00	
Morrison County	490,855.00	
Sherburne County	1,326,951.00	
Stearns County	1,712,904.00	
Todd County	341,674.00	
Wright County	1,527,675.75	
City of Staples	6,869.00	5,951,811.75
Capital - Vehicle		4,407.00
Committed Payroll/HRIS Fund		-
Computer Replacement Fund		-
Fines Revenue		274,598.42
Miscellaneous Revenue		5,740.00
Fund Development - General		9,883.72
Fund Development - Collection		10,694.82
Fund Development - Marketing		5,162.73
Gift Funds		48,835.05
Interest		29,953.77
Interlibrary Loan Fund		1,389.76
Legacy Grant		127,074.64
MNLink Gateway Grant		-
PERA Aid		8,575.50
Revenue Fund		131.00
Revolving Fund		14,567.44
RLBSS State Aid		1,075,263.92 *
Minitex Last Mile Grant		7,000.00
RLTA Grants		38,704.00
Sales Revenue		2,075.00
St. Cloud Reimbursement		100,161.83
Staff Training Encumbered Fund		-

Total Receipts and Balance----- \$ 14,849,701.55

Expenditures

Operating Fund -- see attached report		\$ 6,459,698.86
Fund Balance Report -- see attached report		448,051.53
Accumulated Depreciation		135,000.00

Total Expenditures----- \$ 7,042,750.39

Month End Balance----- \$ 7,806,951.16

*See Revenue Report

**Great River Regional Library
Investment Listing
As of September 30, 2016**

Balance----- \$ 7,806,951.16

<u>Savings Accounts</u>	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Wood Dale & Homer Mich Cmnty Sch Dist. Security Pledge -Credit Rating AA+)	0.03%	\$ 248,086.48
Magic Liquid Account	0.04%	<u>1,736,982.93</u>
Savings Accounts Ending Balance		\$ 1,985,069.41

<u>Checking Accounts</u>		
Main Checking Account	\$	24,194.64
Petty Cash Checking Account	\$	727.12
Branch Cash	\$	1,960.00

Investments: Each Certificate of Deposit is separately FDIC Insured at 1 Financial Institution

Certificate of Deposit (due 10/19/2016)	0.55%	248,000.00
Certificate of Deposit (due 10/21/2016)	0.75%	247,000.00
Certificate of Deposit (due 11/1/2016)	0.70%	247,000.00
Certificate of Deposit (due 11/15/2016)	0.60%	248,000.00
Certificate of Deposit (due 12/7/2016)	0.75%	247,000.00
Certificate of Deposit (due 12/14/2016)	0.85%	247,000.00
Certificate of Deposit (due 1/9/2017)	0.91%	247,000.00
Certificate of Deposit (due 1/17/2017)	0.90%	247,000.00
Certificate of Deposit (due 2/3/2017)	0.90%	247,000.00
Certificate of Deposit (due 2/28/2017)	0.80%	247,000.00
Certificate of Deposit (due 3/14/2017)	0.75%	247,000.00
Certificate of Deposit (due 3/30/2017)	0.80%	247,000.00
Certificate of Deposit (due 4/18/2017)	0.80%	247,000.00
Certificate of Deposit (due 4/28/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/5/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/25/2017)	0.85%	247,000.00
Certificate of Deposit (due 6/9/2017)	1.01%	247,000.00
Certificate of Deposit (due 6/30/2017)	0.80%	247,000.00
Certificate of Deposit (due 7/12/2017)	0.85%	247,000.00
Certificate of Deposit (due 7/31/2017)	0.85%	247,000.00
Certificate of Deposit (due 8/7/2017)	0.85%	247,000.00
Certificate of Deposit (due 8/25/2017)	0.80%	247,000.00
Certificate of Deposit (due 9/06/2017)	0.95%	247,000.00
Certificate of Deposit (due 9/26/2017)	0.90%	<u>247,000.00</u>

Investment Ending Balance \$ 5,930,000.00

Bank Accounts and Investments Total \$ 7,941,951.17
Accumulated Depreciation (135,000.00)

Month End Balance----- **\$ 7,806,951.17**

Submitted by Aron Murphy, Accounting Coordinator - Accounting

Difference \$ (0.00)

**Great River Regional Library
Revenue Report
As of September 30, 2016**

<u>Operational Signatory Receipts:</u>	<u>Budget</u>	<u>Received</u>	<u>Balance</u>	<u>% Rec'd</u>
Benton County	\$ 537,613.00	\$ 537,613.00	\$ -	100.00%
Morrison County	484,306.00	484,306.00	-	100.00%
Sherburne County	1,309,246.00	1,309,246.00	-	100.00%
Stearns County	2,253,399.00	1,690,049.25	(563,349.75)	75.00%
Todd County	337,115.00	337,115.00	-	100.00%
Wright County	2,009,723.00	1,507,292.25	(502,430.75)	75.00%
Sub-Total: Signatory Operational Receipts:	\$ 6,931,402.00	\$ 5,865,621.50	\$ (1,065,780.50)	84.62%
<u>Capital Signatory Receipts</u>				
Benton County	\$ 7,270.00	\$ 7,270.00	\$ -	100.00%
Morrison County	6,549.00	6,549.00	-	100.00%
Sherburne County	17,705.00	17,705.00	-	100.00%
Stearns County	30,473.00	22,854.75	(7,618.25)	75.00%
Todd County	4,559.00	4,559.00	-	100.00%
Wright County	27,178.00	20,383.50	(6,794.50)	75.00%
Sub-Total: Signatory Capital Receipts:	\$ 93,734.00	\$ 79,321.25	\$ (14,412.75)	84.62%
<u>Maintenance of Effort Receipts:</u>				
City of Staples	\$ 6,900.00	\$ 6,869.00	\$ (31.00)	99.55%
Total Signatory/MOE Receipts:	\$ 7,032,036.00	\$ 5,951,811.75	\$ (1,080,224.25)	84.64%
<u>Other Receipts:</u>				
Fines	\$ 350,000.00	\$ 274,598.42	\$ (75,401.58)	78.46%
Interest	35,000.00	29,953.77	(5,046.23)	85.58%
MN Link Gateway	6,900.00	6,900.00	-	100.00%
PERA Aid	17,200.00	8,575.50	(8,624.50)	49.86%
Revenue Fund	37,700.00	37,700.00	-	100.00%
St. Cloud Reimbursement	96,900.00	100,161.83	3,261.83	103.37%
Total: Other Receipts:	\$ 543,700.00	\$ 457,889.52	\$ (85,810.48)	84.22%
<u>Fiscal Receipts - 2016</u>				
RLBSS State Aid*	\$ 1,522,600.00	\$ 1,547,099.49	\$ 24,499.49	101.61%
Total Operating/Capital Revenue:	\$ 9,098,336.00	\$ 7,956,800.76	\$ (1,141,535.24)	87.45%

Note to Revenue			
*RLBSS 2016 State Aid Receipts:		RLBSS 2017 State Aid Receipts:	
\$ 464,129.85	1st payment received 9/14/15	\$ 456,424.12	1st payment received 9/14/16
\$ 464,129.84	2nd payment received 10/14/15	\$ -	2nd payment received
\$ 464,129.85	3rd payment received 2/11/16	\$ -	3rd payment received
\$ 154,709.95	Final payment received 7/30/16	\$ -	Final payment received
\$1,547,099.49	Total received	\$ 456,424.12	Total received

GREAT RIVER REGIONAL LIBRARY
Bank Balances and Investment Activity
 SEPTEMBER 2016

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Account Descr	Beginning Month Balance	MTD Debit	MTD Credit	End of Month Balance
G 10-1010 CASH - EXPENSE CHECKING	\$31,390.09	\$3,236,410.66	\$3,243,606.11	\$24,194.64
G 10-1016 CASH - PETTY CASH CHECKING	\$745.57	\$804.15	\$822.60	\$727.12
G 10-1017 CASH - BRANCH CASH	\$1,960.00	\$0.00	\$0.00	\$1,960.00
G 10-1018 CASH - MAGIC & BREMER SAVINGS	\$1,644,059.84	\$1,598,741.43	\$1,257,731.86	\$1,985,069.41
G 10-1020 INVESTMENTS - MAGIC FUND	\$5,932,000.00	\$494,000.00	\$496,000.00	\$5,930,000.00
G 10-2900 TRANSFERS OUT	\$19,739.42	\$804.15	\$0.00	\$20,543.57
G 10-3000 TRANSFERS IN	-\$19,739.42	\$0.00	\$804.15	-\$20,543.57
	\$7,610,155.50	\$5,330,760.39	\$4,998,964.72	\$7,941,951.17

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

SEPTEMBER 2016

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2016 YTD Balance	%YTD Budget
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$662,300.00	\$70,112.40	\$464,881.28	\$197,418.72	70.19%
SALARIES	10-20-4100-110	\$3,499,600.00	\$536,750.69	\$2,157,064.60	\$1,342,535.40	61.64%
SALARIES	10-30-4100-110	\$92,800.00	\$7,264.00	\$69,008.99	\$23,791.01	74.36%
SALARIES-RLBSS	10-20-4100-111	\$1,522,600.00	\$0.00	\$1,522,600.00	\$0.00	100.00%
EE BENEFITS	10-00-4100-140	\$108,200.00	\$7,709.16	\$68,303.35	\$39,896.65	63.13%
EE BENEFITS	10-20-4100-140	\$424,400.00	\$30,473.07	\$298,625.03	\$125,774.97	70.36%
EE BENEFITS	10-30-4100-140	\$19,700.00	\$910.10	\$14,707.24	\$4,992.76	74.66%
BENEFIT ADMINISTRATION	10-00-4100-145	\$9,500.00	\$368.10	\$3,423.84	\$6,076.16	36.04%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$0.00	\$24,798.00	-\$4,798.00	123.99%
RETIREMENT	10-00-4100-170	\$101,000.00	\$10,622.04	\$69,941.46	\$31,058.54	69.25%
RETIREMENT	10-20-4100-170	\$757,800.00	\$79,172.70	\$540,821.01	\$216,978.99	71.37%
RETIREMENT	10-30-4100-170	\$12,800.00	\$773.62	\$9,172.90	\$3,627.10	71.66%
PAID TIME OFF PAYMENT	10-00-4100-185	\$19,200.00	\$0.00	\$19,166.60	\$33.40	99.83%
DEPT 4100 PERSONNEL		\$7,249,900.00	\$744,155.88	\$5,262,514.30	\$1,987,385.70	72.59%
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$5,100.00	\$331.15	\$2,937.97	\$2,162.03	57.61%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$29,950.00	\$1,032.05	\$10,795.22	\$19,154.78	36.04%
ALL STAFF DAY TRAINING	10-00-4200-213	\$6,800.00	\$0.00	\$0.00	\$6,800.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$3,000.00	\$0.00	\$2,517.00	\$483.00	83.90%
PATRON CONTACT SERVICES	10-20-4200-235	\$62,000.00	\$9,758.80	\$40,639.19	\$21,360.81	65.55%
BUILDING MAINTENANCE	10-30-4200-240	\$93,100.00	\$0.00	\$96,302.59	-\$3,202.59	103.44%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$41,000.00	\$0.00	\$34,871.00	\$6,129.00	85.05%
CATALOG SERVICES	10-20-4200-248	\$85,000.00	\$3,146.03	\$41,037.87	\$43,962.13	48.28%
AUDIT	10-30-4200-250	\$14,800.00	\$0.00	\$15,400.00	-\$600.00	104.05%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,000.00	\$0.00	\$3,729.00	\$271.00	93.23%
TELEPHONE	10-00-4200-260	\$1,000.00	\$523.55	\$1,000.00	\$0.00	100.00%
DELIVERY SERVICES	10-30-4200-265	\$1,950.00	\$89.26	\$1,655.01	\$294.99	84.87%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$2,500.00	\$101.88	\$1,327.50	\$1,172.50	53.10%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,700.00	\$1,183.72	\$5,285.16	\$3,414.84	60.75%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$0.00	\$2,150.22	\$5,849.78	26.88%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$6,565.30	\$24,586.82	-\$1,586.82	106.90%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$4.14	\$42.12	\$957.88	4.21%
SALES TAX	10-00-4200-288	\$2,500.00	\$0.00	\$2,289.00	\$211.00	91.56%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$77,200.00	\$6,490.39	\$65,166.15	\$12,033.85	84.41%
LEGAL SERVICES	10-30-4200-291	\$40,000.00	\$1,128.50	\$16,526.82	\$23,473.18	41.32%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,300.00	\$274.00	\$6,355.24	-\$55.24	100.88%
DEPT 4200 SERVICES AND CONTRACTS		\$516,900.00	\$30,628.77	\$374,613.88	\$142,286.12	72.47%
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$4,000.00	\$227.87	\$2,304.11	\$1,695.89	57.60%
SUPPLIES	10-20-4300-310	\$55,000.00	\$7,706.50	\$38,478.27	\$16,521.73	69.96%
SUPPLIES	10-30-4300-310	\$1,000.00	\$0.00	\$471.22	\$528.78	47.12%
POSTAGE	10-30-4300-330	\$16,000.00	\$1,713.98	\$17,434.68	-\$1,434.68	108.97%
DEPT 4300 COMMODITIES		\$76,000.00	\$9,648.35	\$58,688.28	\$17,311.72	77.22%
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$28,400.00	\$34.61	\$15,309.78	\$13,090.22	53.91%
VEHICLE-INSURANCE	10-20-4400-430	\$3,400.00	\$0.00	\$4,139.00	-\$739.00	121.74%
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	\$6,000.00	\$703.71	\$4,955.91	\$1,044.09	82.60%
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$23.98	\$1,024.67	\$475.33	68.31%
VEHICLE-MILEAGE	10-00-4400-460	\$1,000.00	\$0.00	\$374.95	\$625.05	37.50%
VEHICLE-MILEAGE	10-20-4400-460	\$12,500.00	\$1,259.13	\$9,400.76	\$3,099.24	75.21%
DEPT 4400 VEHICLE EXPENSES		\$52,800.00	\$2,021.43	\$35,205.07	\$17,594.93	66.68%

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

SEPTEMBER 2016

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2016 YTD Balance	%YTD Budget
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$530,000.00	\$32,871.28	\$342,011.23	\$187,988.77	64.53%
PERIODICALS	10-20-4500-520	\$40,000.00	\$2,593.43	\$49,066.13	-\$9,066.13	122.67%
MEDIA	10-20-4500-540	\$210,000.00	\$9,867.46	\$130,028.01	\$79,971.99	61.92%
ELECTRONIC SERVICES	10-20-4500-560	\$100,000.00	\$8,539.38	\$76,966.25	\$23,033.75	76.97%
DEPT 4500 LIBRARY MATERIALS		\$880,000.00	\$53,871.55	\$598,071.62	\$281,928.38	67.96%
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$7,000.00	\$0.00	\$159.99	\$6,840.01	2.29%
SMALL EQUIPMENT	10-00-4600-630	\$500.00	\$0.00	\$199.99	\$300.01	40.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,750.00	\$0.00	\$327.68	\$1,422.32	18.72%
SMALL EQUIPMENT	10-30-4600-630	\$750.00	\$83.85	\$951.18	-\$201.18	126.82%
DEPT 4600 EQUIPMENT		\$11,000.00	\$83.85	\$1,638.84	\$9,361.16	14.90%
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$2,002.00	\$5.60	\$119.10	\$1,882.90	5.95%
DEPT 4700 CONTINGENCY		\$2,002.00	\$5.60	\$119.10	\$1,882.90	5.95%
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$100,000.00	\$2,514.87	\$78,005.70	\$21,994.30	78.01%
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$138.90	\$2,510.38	\$8,489.62	22.82%
AUTOMATION EQUIPMENT	10-20-4800-933	\$92,000.00	\$793.45	\$44,721.24	\$47,278.76	48.61%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$3,610.45	-\$1,610.45	180.52%
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$216,000.00	\$3,447.22	\$128,847.77	\$87,152.23	59.65%
FUND 10 GENERAL FUND		\$9,004,602.00	\$843,862.65	\$6,459,698.86	\$2,544,903.14	71.74%
		\$9,004,602.00	\$843,862.65	\$6,459,698.86	\$2,544,903.14	71.74%



Bond Coverage

Submitted by Karen Pundsack, Executive Director and
Aron Murphy, Accounting Coordinator

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

- Increase Minnesota Counties Insurance Trust (MCIT) blanket bond coverage for employee dishonesty and faithful performance of duty.
- Increase public employee liability bond coverage for specific positions with access to transfer funds on behalf of GRRL.

BACKGROUND INFORMATION

- Supporting Documents Attached
- MCIT coverage includes coverage for all elected and appointed officials, as well as all employees. The bond is called employee dishonesty and faithful performance of duty coverage. This can be increased on a blanket basis (for everyone) or on a position specific basis.
 - Additional bond coverage is in place for specific positions with access to transfer funds.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ TBD Funding Source: 2017 Operating Budget Budgeted: Yes No

ACTION

- Passed
 Failed
 Tabled



Request to Designate Funds Digital Library Materials

Submitted by Jami Trenam, Assoc. Director – Collection Development

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Approve a designation of \$35,000 from the 2016 operating budget surplus for additional digital library materials.

BACKGROUND INFORMATION

Supporting Documents Attached

- The demand for digital materials continually outpaces supply and available funding. This summer's Impact Survey, while focused on technology, revealed patron dissatisfaction with wait times for digital material as well as the availability and selection of eBooks and eAudio materials. Comments are attached. This feedback mirrors comments received through 2015 strategic planning community meetings and the user/non-user study.
- Strategies for improving the selection of digital materials will include purchasing additional titles, reducing wait times for popular materials, backfilling missing titles from series, and exploring the addition of another content provider such as the cloudLibrary product.
- A designation of \$35,000 will allow the digital collection to grow by up to 500 titles and will help us achieve our Strategic Plan goals in the area of Lifelong Learning.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 35,000

Funding Source: 2016 operating budget surplus

Budgeted: Yes No

ACTION

Passed Failed Tabled

PATRON SUGGESTIONS FOR IMPROVEMENT FROM THE 2016 IMPACT SURVEY

- Add a lot more online books. The online resources should be built up to be larger than the physical books.
- I use an MP3 player for listening to audiobooks, and I would like to see more books available in this format. Sometimes I would like to check out an audiobook, but it is only available for e-readers.
- I wish there were more titles available through the digital library. I end up waiting months for popular books and often the book that I am looking for isn't available, even when it is a new and popular release.
- I would like more e-books available along with more copies. I have waited longer than 4 months for e-books. I would also like to have indefinite checkouts like Hennepin County Library System.
- I would like to do more with e books but know well versed on using system. Also, could there be audio e books?
- I would like to see more downloadable audiobooks. What is available is a very odd selection with a lot of single books out of a series.
- Increase the amount of audio books. I routinely have to access the Duluth library on my son's card to find the books I want to listen to. They have a vast catalog.
- Increase the number of books I can borrow through Amazon to read on my Kindle (I absolutely love that service.)
- Increase the number of titles available for ebooks (especially Kindle); when an author publishes books in a series, it's best when the various books are available beginning with the first published.
- Larger supply of electronic books, longer checkout period, ability to renew them.
- Make it easier to find and use. E books
- More audio books and more ebooks
- More availability for titles on Overdrive/audio or e-books.
- More books available on the Amazon e reader.
- More e book titles
- More e books
- More E books and better training on how to access E books with my kindle
- More eaudiobooks
- More eaudiobooks. very few biography/non fiction
- More ebook and audio book selections.
- More eBooks (I realize there are budgetary issues related to this but I read a lot more eBooks than hardcopy books these days, and I find GRRL's eBook collection woefully limited.)
- More e-books, specially completing series books. (For example, the Gabriel Allon series, the library doesn't have the complete collection on e-books.)
- More e-books.
- More ebooks. Thanks!
- Need more e-books and more copies of e-books

- Also, the e library needs a lot more offerings for audio books. Plus the length of time an audio book can be checked out needs to be the same as a regular book. We can't listen faster than we can read. In fact I read faster than I can listen.
- Your ebook selection is getting better but keep hoping it will improve. I read primarily from my Kindle and wish I didn't have to "settle" on books just to have something to read. There is also a big need for early reader books. Very lacking and I have a child that would love to read on his Kindle.



Capital Equipment Request

High Capacity Disc Cleaning Machine

Submitted by Jami Trenam, Assoc. Director – Collection Development

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Please approve an expenditure of \$16,695 from the Capital Equipment budget to purchase a high capacity disc cleaning machine from ELM USA.

BACKGROUND INFORMATION

Supporting Documents Attached

- We currently rely on our patrons to notify the library when discs are scratched. We have received patron feedback that receiving scratched discs is frustrating (examples attached). Instead of counting on our patrons who have received damaged media to report it to library staff, we would instead like to proactively polish discs to improve patron experience. The current 50-disc machine is in use for over 8 hours per day which allows us to mend approximately 2,040 discs per month. The library currently owns over 120,000 disc based items, and well over a quarter of those items have multiple discs. In order to allow for proactive polishing, another disc machine is needed.
- The library has owned the existing high capacity machine for five years. An additional machine will allow mending to continue without interruption if/when repairs are required to the equipment.
- Polishing discs is more cost effective and results in faster turnaround time for our patrons than ordering a new copy.
- Proposals for fully automated machines are attached from two vendors, ELM USA and Azuradisc. The machine from ELM USA uses the same supplies and service department as the existing machine.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 16,695

Funding Source: Capital equipment budget

Budgeted: Yes No

ACTION

Passed Failed Tabled

PATRON FEEDBACK EXAMPLES

“Dear Librarians: A note to let you know I have checked out 20 DVDs in the past 3 weeks and have noticed many have multiple scratches which causes the DVD player to skip – very annoying! If possible repair before patrons have to fill out “Disc Care” forms.”

“I'm a big user of books on CD. I listen to them during my commute...Scratched and dirty media, making them unusable, do not appear to be getting the attention they deserve before being sent out to other patrons. I have no good suggestions for how you can get around this issue. It would be impractical, I think, to have library workers review each disc upon check-in, especially since issues are often not visible. The only thing I can think of would be to put in place a system where after so many check-outs for each optical media-based item they be returned to headquarters for testing and evaluation. This is not very practical either, but I can't suggest anything less. I suppose an increased emphasis on reporting issues might help as well.”



October 25, 2016				
BILL TO: Great River Regional Library 1300 W. St. Germain St. St. Cloud, MN 56301 Attn: Ms. Joy Fiore		SHIP TO: Great River Regional Library 1300 W. St. Germain St. St. Cloud, MN 56301 Attn: Ms. Joy Fiore		
Quotation Number: GRE102516		F.O.B. Destination		Terms: Net 30 Days
Quotation Expires: 12.31.16		Representative: Michael Rozner		Delivery: IMMEDIATE
Quantity	Model	Description	Unit Price	Net Price
1	EM-H001	ECO-Master 50-Disc Repair Machine & Blu-ray Mode	\$17,995.00	\$17,995.00
1		Supply Pack	\$135.00	Included
1		Less ELM USA Special Discount		-\$1,500.00
1		Shipping	\$200.00	\$200.00
				\$16,695.00
<ul style="list-style-type: none"> ✓ Sold & supported by the company that represents the entire ECO disc repair product line, ELM USA ✓ Repairs <u>ALL</u> discs, including Blu-ray ✓ Internal water recycling system ✓ No bottles or drain hoses; completely self-contained ✓ User-friendly touch-screen interface ✓ Fully-automatic hands-free operation ✓ Heavy-duty casters for easy mobility ✓ 50-disc capacities – Set it and forget it! ✓ ECO-Master can be set to run unattended overnight (“Virtual Employee”) 				THE ELM USA SERVICE & TECHNICAL SUPPORT TEAM IS LED BY JEFF KAO

Accepted:

Signature: _____

Date Accepted: ____ / ____ / ____

Name: _____

AZURADISC®

MICRO RESURFACING TECHNOLOGIES

Estimate

Azuradisc, Inc.
7307 South 89th Place
Mesa, Arizona 85212
480-827-8786
www.azuradisc.com

Date: 10/24/2016
Estimate #: EST98539



EST98539

Bill To

Gayle Hubbard
Great River Regional Library (MN)
405 St Germain
St Cloud MN 56301

Ship To

Expires	Sales Rep	Contact	PO #	Terms
11/23/2016	Jason Bauer	Gayle Hubbard		Pre-Payment Required
Fax #	E-Mail	Shipping Method		
	gayleh@gnrl.lib.mn.us	FedEx 3Day Freight		

Dunn & Bradstreet

Line#	Item	Qty	Description	Rate	Amount	Notes
1	ota_03195_1 Rev J	1	120v Advantage CD/DVD Repair Robot Includes 1 year, 100,000 disc Limited Warranty	24,995.00	24,995.00	
			Starter kit includes supplies to repair up to 720 discs.			
	FedEx 3Day Freight	1	FedEx 3Day Freight	255.00	255.00	
					Total	\$25,250.00

Select Payment Method: Please include company name and invoice number on all checks and wire transfers.

- Prepaid by check in US dollars and drawn on a US bank. Contact Azuradisc for total with shipping & handling. Shipment will occur after the check has cleared.
 Prepaid by wire transfer. Contact us for total with shipping & handling & for bank transfer information. Shipment occurs after transfer has been credited to our account.
 Visa MasterCard American Express Discover

Card Number: _____ Exp. Date: _____

Name on Card: _____ CID (3digs): _____

This sale is subject to Azuradisc standard Terms and Conditions of Sale located at: www.azuradisc.com. A late fee of 1.5% per month will be assessed on all past due invoices. Returned checks will be assessed a \$25.00 fee.

Print Name: _____ Signature: _____ Date: _____



Request to Designate Funds Replenish Capital Equipment Account

Submitted by Aron Murphy, Accounting Coordinator

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

To replenish the Capital Equipment account to January 1, 2016, level for future expenditures.

BACKGROUND INFORMATION

On January 1, 2016, the Capital Equipment account had a balance of \$70,443.64. This account should be brought back to this balance after all expenditures and other requests have been approved to ensure that funds are available for future capital equipment needs.

- In July 2016, the Public Relations copier was purchased using funds from this account in the amount of \$13,623.00.
- If approved, the high capacity disc cleaning machine would expend \$16,695.00 from the Capital Equipment account (agenda item 6.2).

Please note that no additional funds have been designated for this account in the 2017 Budget.

Supporting Documents Attached

- December 2015 Fund Balance Report

FINANCIAL IMPLICATIONS

Estimated Cost: **\$ 13,623.00 - \$30,318.00** Funding Source: **2016 Operating Surplus**

Budgeted: Yes No

ACTION

Passed Failed Tabled

GREAT RIVER REGIONAL LIBRARY

Fund Balance Report

DECEMBER 2015

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
FUND 10 GENERAL FUND						
PROG 05 CAPITAL BUDGET						
DEPT 5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$384,062.76	\$0.00	\$0.00	\$384,062.76	0.00%
720	CAPITAL - BRANCH DEVELOPMENT	\$166,799.24	\$0.00	\$0.00	\$166,799.24	0.00%
730	CAPITAL - EQUIPMENT	\$70,443.64	\$0.00	\$0.00	\$70,443.64	0.00%
740	CAPITAL - VEHICLE	\$108,925.04	\$0.00	\$20,306.75	\$88,618.29	18.64%
DEPT 5000 CAPITAL COMMITTED FUNDS		\$730,230.68	\$0.00	\$20,306.75	\$709,923.93	2.78%
PROG 05 CAPITAL BUDGET		\$730,230.68	\$0.00	\$20,306.75	\$709,923.93	2.78%
PROG 10 OUTREACH SERVICES						
DEPT 4900 RESTRICTED FUNDS						
976	ALA LETS TALK ABOUT IT GRANT	\$5.87	\$0.00	\$0.00	\$5.87	0.00%
944	LEGACY FUND 2015	\$156,835.11	\$0.00	\$156,835.11	\$0.00	100.00%
945	LEGACY FUND 2016	\$91,564.27	\$196.83	\$37,535.95	\$54,028.32	40.99%
947	LEGACY FUND 2017	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
946	MINITEX LAST MILE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
969	MN HISTORICAL SOCIETY GRANT	\$0.80	\$0.00	\$0.80	\$0.00	100.00%
942	OPPORTUNITY HARDWARE GRANT	\$59,846.31	\$0.00	\$0.00	\$59,846.31	0.00%
977	PLAYFUL LEARNING	\$9,069.38	\$0.00	\$9,185.19	-\$115.81	101.28%
995	RLTA-2012	\$154,733.20	\$0.00	\$154,733.20	\$0.00	100.00%
992	RLTA-2013	\$329,285.82	\$3,762.12	\$49,091.29	\$280,194.53	14.91%
990	RLTA-2014	\$284,164.52	\$0.00	\$0.00	\$284,164.52	0.00%
978	RLTA-2015	\$193,076.98	\$0.00	\$0.00	\$193,076.98	0.00%
974	RLTA-2016	\$45,649.20	\$0.00	\$0.00	\$45,649.20	0.00%
961	RLTA-2017	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 4900 RESTRICTED FUNDS		\$1,324,231.46	\$3,958.95	\$407,381.54	\$916,849.92	30.76%
PROG 10 OUTREACH SERVICES		\$1,324,231.46	\$3,958.95	\$407,381.54	\$916,849.92	30.76%
PROG 40 OTHER						
DEPT 5100 COMMITTED FUNDS						
814	ACTUARY STUDY	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
240	BUILDING MAINTENANCE	\$43,399.97	\$0.00	\$6,172.62	\$37,227.35	14.22%
983	COMPENSATED ABSENCES	\$544,423.00	\$0.00	\$0.00	\$544,423.00	0.00%
984	COMPUTER REPLACEMENT FUND	\$290,218.81	\$0.00	\$0.00	\$290,218.81	0.00%
812	CONSULTING FEES	\$18,500.00	\$0.00	\$14,373.37	\$4,126.63	77.69%
880	EMERGENCY, SUB & SEVERANCE	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
811	HRIS SPECIALIST - TEMP	\$26,000.00	\$1,679.15	\$19,342.09	\$6,657.91	74.39%
813	PATRON SELF SERVICE	\$68,000.00	\$0.00	\$22,415.02	\$45,584.98	32.96%
890	PAYROLL & HRIS SERVICES	\$12,469.61	\$750.00	\$2,185.90	\$10,283.71	17.53%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
211	STAFF DEVELOPMENT SERVICES	\$3,873.88	\$0.00	\$0.00	\$3,873.88	0.00%
DEPT 5100 COMMITTED FUNDS		\$1,268,385.27	\$3,929.15	\$65,989.00	\$1,202,396.27	5.20%
DEPT 5200 ASSIGNED FUNDS						
816	FUND DEVELOPMENT - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
815	FUND DEVELOPMENT - GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
817	FUND DEVELOPMENT - MARKETING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
820	GIFT FUND	\$156,213.90	\$3,330.70	\$61,508.20	\$94,705.70	39.37%
810	INTERLIBRARY LOAN	\$2,569.44	\$0.00	\$1,374.69	\$1,194.75	53.50%
985	MNLINK	\$25,695.05	\$0.00	\$0.00	\$25,695.05	0.00%
996	REVENUE FUND	\$26,765.71	\$0.00	\$0.00	\$26,765.71	0.00%
825	REVOLVING FUND	\$31,904.51	\$2,491.63	\$30,042.53	\$1,861.98	94.16%
994	SALES REVENUE	\$22,159.17	\$48.00	\$311.49	\$21,847.68	1.41%

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
993	STAFF DEVELOPMENT	\$19.87	\$0.00	\$0.00	\$19.87	0.00%
	DEPT 5200 ASSIGNED FUNDS	\$265,327.65	\$5,870.33	\$93,236.91	\$172,090.74	35.14%
	PROG 40 OTHER	\$1,533,712.92	\$9,799.48	\$159,225.91	\$1,374,487.01	10.38%
	FUND 10 GENERAL FUND	\$3,588,175.06	\$13,758.43	\$586,914.20	\$3,001,260.86	16.36%
		\$3,588,175.06	\$13,758.43	\$586,914.20	\$3,001,260.86	16.36%