



1300 W. St. Germain Street  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Finance Committee Meeting**  
**Tuesday, September 20, 2016, 5:00 p.m.**  
**Holiday Inn Hotel & Suites**  
**75 South 37<sup>th</sup> Avenue, St. Cloud, MN 56301**  
**Agenda**

- |  |      |
|--|------|
| 1. Call to Order   | 5:00 |
| 2. Adoption/Amendment of Agenda  | 5:01 |
| 3. Approval of Minutes from July 19, 2016, Meeting (Requested action – Approve)      | 5:02 |
| 4. 2016 Budget Projections   | 5:03 |
| 5. Sartell Alternative Library Service Proposal (Requested action – Accept)          | 5:08 |
| 6. St. Cloud Public Library Cleaning Bid Discussion (documents will be on the table) | 5:17 |
| 7. Next Meeting – To Be Determined   |      |
| 8. Adjournment   | 5:25 |

**GREAT RIVER REGIONAL LIBRARY  
FINANCE COMMITTEE MINUTES  
July 19, 2016**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday evening, July 19, 2016, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room 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	Randy Winscher	Brandi Canter	
Spencer Buerkle		Julie Henne	
Dave Kircher		Ryan McCormick	
Rachel Leonard – late		Aron Murphy	
Michael Potter		Karen Pundsack	
Jim Shovelain		Jay Roos	
		Julie Schmitz	
		Rachel Thomas	
		Jami Trenam	
		Patricia Waletzko	

**ADOPTION OF AGENDA**

Jim Shovelain requested to add item 3.1 GRRL 2017 Budget Review to the agenda. Mark Bromenschenkel made a motion to adopt the agenda as amended. Seconded by Michael Potter, the motion carried unanimously.

**APPROVAL OF MINUTES**

Mark Bromenschenkel made a motion to approve the May 17, 2016, Finance Committee meeting minutes as presented. Seconded by Spencer Buerkle, the motion carried unanimously.

**GRRL 2017 BUDGET RECOMMENDATION REVIEW**

Executive Director Karen Pundsack referred to the GRRL 2017 Budget proposal in the Board packet. She noted there were no changes from the May Finance Committee meeting.

Jim Shovelain made a motion to approve the 2017 budget as presented for recommendation to the full Board. Seconded by Michael Potter, the motion carried unanimously.

**SECOND QUARTER FINANCIAL REPORT**

Accounting Coordinator Aron Murphy reviewed the second quarter financial report. He pointed out there was a slight drop in the month end balance and certificate of deposit rates have been improving.

Rachel Leonard joined the meeting at 5:07 p.m.

Aron added the final RLBS payment for fiscal year 2016 should be received later this month. GRRL is on track to have a minimal surplus at year end.

Michael Potter made a motion to accept the second quarter financial report as presented. Seconded by Rachel Leonard, the motion carried unanimously.

### **FUND DEVELOPMENT SOFTWARE FUND ALLOCATION REQUEST**

Associate Director – Public Relations Julie Henne explained the current fund development software is outdated and no longer meets the current or future needs of the Public Relations Department. Two bids have been obtained and software demonstrations will take place following the approval to allocate funds for purchase, implementation and maintenance through December 2017. Following the software selection, any excess funds will be returned to the unassigned fund balance.

Mark Bromenschenkel made a motion to approve an allocation of funds up to \$23,310 from the unassigned fund balance for new fund development software. Spencer Buerkle seconded the motion which carried unanimously.

### **GRAPHICS DEPARTMENT EQUIPMENT CAPITAL FUND REQUEST**

The Committee was informed by Julie Henne that the Graphics Department copier is no longer able to meet necessary output levels. Of the two bids obtained, she recommended approval of the Loffler copier and maintenance contract based on the Comparison Report calculations provided by Accounting Coordinator Aron Murphy.

Spencer Buerkle made a motion to approve the purchase of the Loffler copier using \$13,623 from the Capital Equipment Fund. Seconded by Rachel Leonard, the motion carried unanimously.

### **NEXT MEETING**

The Committee will determine their next meeting at a later date.

### **ADJOURNMENT**

Michael Potter made a motion to adjourn the meeting at 5:24 p.m. Seconded by Mark Bromenschenkel, the motion carried unanimously.

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Dave Kircher, Finance Committee Chair



## 2016 Budget Projections

Submitted by Aron Murphy, Accounting Coordinator

### BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

### RECOMMENDATION

- Review 2016 budget progress and projections. Discuss potential financial designations for consideration.

### BACKGROUND INFORMATION

- Supporting Documents Attached

- The 2016 budget projections show an anticipated operating revenue overage of \$61,819 or 0.69% over budget. The report also projects a balance in the operating expenditures of \$395,388 or 4.39% under budget resulting in a surplus of approximately \$457,207 to be added to the unassigned fund balance or designated for some future expenditure.
  - Possible items for designation:
    - Additional dollars for anticipated insurance premium increase
    - Additional express checkout equipment and software
    - Additional funds to enhance the Digital Library collection
- The projected surplus in this year's budget is due primarily to:
  - Not reallocating all of the savings from the Associate Director – Patron Services restructure until late fourth quarter.
  - Obtaining better than average rates on our certificate of deposit investments.
  - Staffing reallocations, vacancies and time in between to fill vacancies.
  - Diligent monitoring of budget lines while still providing a high level of public service to our patrons.
  - Fine revenue increase due to reinstatement of Revenue Recapture, lowering of billing threshold netted with loss of St. Cloud fine revenue for September.
  - Legal services were budgeted on a 5-year average and less than anticipated use occurred.
  - Insurance expense came in 14.95% lower than anticipated.

H. State Regional Library Basic System Support received was approximately \$9,100 higher than budgeted.

**FINANCIAL IMPLICATIONS**

Estimated Cost: \$ See above    Funding Source: 2016 Budget    Budgeted:  Yes     No

**ACTION**

Passed     Failed     Tabled

**Great River Regional Library  
2016 Budget YE Projections**

Revenue Source	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Revenue	Projected YE Balance	% YTD Budget	Explanation
BENTON COUNTY		537,613.00	403,209.75	(134,403.25)	134,403.25	537,613.00	-	100.00%	
MORRISON COUNTY		484,306.00	363,229.50	(121,076.50)	121,076.50	484,306.00	-	100.00%	
SHERBURNE COUNTY		1,309,246.00	981,934.50	(327,311.50)	327,311.50	1,309,246.00	-	100.00%	
STEARNS COUNTY		2,253,399.00	1,690,049.25	(563,349.75)	563,349.75	2,253,399.00	-	100.00%	
TODD COUNTY		337,115.00	252,836.25	(84,278.75)	84,278.75	337,115.00	-	100.00%	
WRIGHT COUNTY		2,009,723.00	1,507,292.25	(502,430.75)	502,430.75	2,009,723.00	-	100.00%	
CITY OF STAPLES		6,900.00	5,151.75	(1,748.25)	1,748.25	6,900.00	-	100.00%	
PERA AID		17,200.00	8,575.50	(8,624.50)	8,575.50	17,151.00	(49.00)	99.72%	
MNLINK		6,900.00	6,900.00	-	9,000.00	15,900.00	9,000.00	230.43%	Budget amount is from prior year + amount rec'd in 2016 will skew this %
STATE - RLBS		1,522,600.00	618,839.80	(903,760.20)	912,848.24	1,531,688.04	9,088.04	100.60%	
INTERLIBRARY LOAN		-	2,834.64	2,834.64	500.00	3,334.64	3,334.64	0.00%	
REIMBURSEMENTS-CITY/ST CLOUD		96,900.00	100,161.83	3,261.83	-	100,161.83	3,261.83	103.37%	
REVENUE FUND-MCIT & MISC		37,700.00	37,700.00	-	19,035.00	56,735.00	19,035.00	150.49%	Budget amount is from prior year + amount rec'd in 2016 will skew this %
INTEREST		35,000.00	26,650.44	(8,349.56)	13,600.00	40,250.44	5,250.44	115.00%	Better CD Rates
FINES AND MISC.		350,000.00	249,932.24	(100,067.76)	112,966.12	362,898.36	12,898.36	103.69%	Reinstatement of Revenue Recapture, Lowering of Billing Threshold netted with loss of SC Fine Revenue for September
		<b>\$ 9,004,602.00</b>	<b>\$ 6,255,297.70</b>	<b>\$ (2,749,304.30)</b>	<b>\$ 2,811,123.61</b>	<b>\$ 9,066,421.31</b>	<b>\$ 61,819.31</b>	<b>100.69%</b>	

Expense Type	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
SALARIES	10-00-4100-110	662,300.00	394,768.88	267,531.12	210,339.00	605,107.88	57,192.12	91.36%	Regional Patron Services Reorganization - Reallocation
SALARIES	10-20-4100-110	3,499,600.00	1,620,313.91	1,879,286.09	1,651,269.62	3,271,583.53	228,016.47	93.48%	Unfilled vacancies
SALARIES	10-30-4100-110	92,800.00	61,744.99	31,055.01	29,493.60	91,238.59	1,561.41	98.32%	Turnover of Custodian position
SALARIES-RLBS	10-20-4100-111	1,522,600.00	1,522,600.00	-	-	1,522,600.00	-	100.00%	
		<b>\$ 5,777,300.00</b>	<b>\$ 3,599,427.78</b>	<b>\$ 2,177,872.22</b>	<b>\$ 1,891,102.22</b>	<b>\$ 5,490,530.00</b>	<b>\$ 286,770.00</b>	<b>95.04%</b>	
EE BENEFITS	10-00-4100-140	108,200.00	60,594.19	47,605.81	35,260.00	95,854.19	12,345.81	88.59%	Regional Patron Services Reorganization - Reallocation
EE BENEFITS	10-20-4100-140	424,400.00	268,151.96	156,248.04	117,308.00	385,459.96	38,940.04	90.82%	Restructure/Unfilled vacancies
EE BENEFITS	10-30-4100-140	19,700.00	13,797.14	5,902.86	6,560.00	20,357.14	(657.14)	103.34%	Turnover of Custodian position
		<b>\$ 552,300.00</b>	<b>\$ 342,543.29</b>	<b>\$ 209,756.71</b>	<b>\$ 159,128.00</b>	<b>\$ 501,671.29</b>	<b>\$ 50,628.71</b>	<b>90.83%</b>	
BENEFIT ADMINISTRATION	10-00-4100-145	9,500.00	3,055.74	6,444.26	1,527.87	4,583.61	4,916.39	48.25%	Used 2015 budgeted amount and reanalyzed for 2017. Reduced to \$4100
WORKERS COMPENSATION	10-30-4100-160	20,000.00	24,798.00	(4,798.00)	-	24,798.00	(4,798.00)	123.99%	
RETIREMENT	10-00-4100-170	101,000.00	59,319.42	41,680.58	31,869.00	91,188.42	9,811.58	90.29%	Regional Patron Services Reorganization - Reallocation
RETIREMENT	10-20-4100-170	757,800.00	461,648.31	296,151.69	249,839.96	711,488.27	46,311.73	93.89%	Restructure/Unfilled vacancies
RETIREMENT	10-30-4100-170	12,800.00	8,399.28	4,400.72	3,995.49	12,394.77	405.23	96.83%	Turnover of Custodian position
		<b>\$ 871,600.00</b>	<b>\$ 529,367.01</b>	<b>\$ 342,232.99</b>	<b>\$ 285,704.46</b>	<b>\$ 815,071.47</b>	<b>\$ 56,528.53</b>	<b>93.51%</b>	

**Great River Regional Library  
2016 Budget YE Projections**

Expense Type	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
PAID TIME OFF PAYMENT	10-00-4100-185	19,200.00	19,166.60	33.40	-	19,166.60	33.40	99.83%	
REGIONAL BOARD MEETINGS	10-00-4200-210	5,100.00	2,606.82	2,493.18	1,800.00	4,406.82	693.18	86.41%	February meeting was only Finance so less reimbursements collected and paid out.
STAFF DEVELOPMENT SERVICES	10-00-4200-211	29,950.00	9,763.17	20,186.83	20,186.83	29,950.00	-	100.00%	
		<b>\$ 29,950.00</b>	<b>\$ 9,763.17</b>	<b>\$ 20,186.83</b>	<b>\$ 20,186.83</b>	<b>\$ 29,950.00</b>	<b>\$ -</b>	<b>100.00%</b>	
ALL STAFF DAY	10-00-4200-213	6,800.00	-	6,800.00	6,800.00	6,800.00	-	100.00%	
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	3,000.00	2,517.00	483.00	3,800.00	6,317.00	(3,317.00)	210.57%	Coded Internet Security Maintenance agreement to this account versus Auto Maintenance
PATRON CONTACT SERVICES	10-20-4200-235	62,000.00	30,880.39	31,119.61	31,119.61	62,000.00	-	100.00%	
BUILDING MAINTENANCE	10-30-4200-240	93,100.00	96,302.59	(3,202.59)	-	96,302.59	(3,202.59)	103.44%	
INSURANCE-CONTENTS/OTHER	10-30-4200-246	41,000.00	34,871.00	6,129.00	-	34,871.00	6,129.00	85.05%	
CATALOG SERVICES	10-20-4200-248	85,000.00	37,891.84	47,108.16	47,108.16	85,000.00	-	100.00%	
AUDIT	10-30-4200-250	14,800.00	15,400.00	(600.00)	-	15,400.00	(600.00)	104.05%	
PUBLIC LICENSING SERVICES	10-20-4200-253	4,000.00	3,729.00	271.00	-	3,729.00	271.00	93.23%	
TELEPHONE	10-00-4200-260	1,000.00	476.45	523.55	523.55	1,000.00	-	100.00%	
DELIVERY SERVICES	10-30-4200-265	1,950.00	1,565.75	384.25	384.25	1,950.00	-	100.00%	
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	2,500.00	1,225.62	1,274.38	210.00	1,435.62	1,064.38	57.42%	
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	8,700.00	4,101.44	4,598.56	3,100.00	7,201.44	1,498.56	82.78%	Overbudgeted due to anticipated higher copier counts than actual costs.
		<b>\$ 11,200.00</b>	<b>\$ 5,327.06</b>	<b>\$ 5,872.94</b>	<b>\$ 3,310.00</b>	<b>\$ 8,637.06</b>	<b>\$ 2,562.94</b>	<b>77.12%</b>	
PRINTING/PUBLIC INFORMATION	10-00-4200-280	8,000.00	2,150.22	5,849.78	5,849.78	8,000.00	-	100.00%	
PRINTING/PUBLIC INFORMATION	10-20-4200-280	23,000.00	18,021.52	4,978.48	4,978.48	23,000.00	-	100.00%	
		<b>\$ 31,000.00</b>	<b>\$ 20,171.74</b>	<b>\$ 10,828.26</b>	<b>\$ 10,828.26</b>	<b>\$ 31,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
RECRUITMENT SERVICES	10-00-4200-285	1,000.00	37.98	962.02	962.02	1,000.00	-	100.00%	
SALES TAX	10-00-4200-288	2,500.00	2,289.00	211.00	761.00	3,050.00	(550.00)	122.00%	
HRIS/PAYROLL SERVICES	10-00-4200-290	77,200.00	58,675.76	18,524.24	28,600.00	87,275.76	(10,075.76)	113.05%	
LEGAL SERVICES	10-30-4200-291	40,000.00	15,398.32	24,601.68	10,000.00	25,398.32	14,601.68	63.50%	
SYSTEM DIRECTORS FUND	10-30-4200-293	6,300.00	6,081.24	218.76	218.76	6,300.00	-	100.00%	
SUPPLIES	10-00-4300-310	4,000.00	2,076.24	1,923.76	1,923.76	4,000.00	-	100.00%	
SUPPLIES	10-20-4300-310	55,000.00	30,771.77	24,228.23	24,228.23	55,000.00	-	100.00%	
SUPPLIES	10-30-4300-310	1,000.00	471.22	528.78	528.78	1,000.00	-	100.00%	
		<b>\$ 60,000.00</b>	<b>\$ 33,319.23</b>	<b>\$ 26,680.77</b>	<b>\$ 26,680.77</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
POSTAGE	10-30-4300-330	16,000.00	15,720.70	279.30	4,000.00	19,720.70	(3,720.70)	123.25%	Held off prior year spending in December due to being overspent by November and filled machine in early January 2016
VEHICLE-GAS	10-20-4400-420	28,400.00	15,275.17	13,124.83	13,124.83	28,400.00	-	100.00%	
VEHICLE-INSURANCE	10-20-4400-430	3,400.00	4,139.00	(739.00)	-	4,139.00	(739.00)	121.74%	
VEHICLE-REPAIR & MAINTENANCE	10-20-4400-440	6,000.00	4,252.20	1,747.80	1,747.80	6,000.00	-	100.00%	
VEHICLE-TIRES & MISC	10-20-4400-450	1,500.00	1,000.69	499.31	499.31	1,500.00	-	100.00%	

**Great River Regional Library  
2016 Budget YE Projections**

Expense Type	Act Code	Budget	YTD Amount	YTD Balance	September - December	Projected YTD Expenses	Projected YE Balance	% YTD Budget	Explanation
VEHICLE-MILEAGE	10-00-4400-460	1,000.00	374.95	625.05	625.05	1,000.00	-	100.00%	
VEHICLE-MILEAGE	10-20-4400-460	12,500.00	8,141.63	4,358.37	4,358.37	12,500.00	-	100.00%	
		<b>\$ 13,500.00</b>	<b>\$ 8,516.58</b>	<b>\$ 4,983.42</b>	<b>\$ 4,983.42</b>	<b>\$ 13,500.00</b>	<b>\$ -</b>	<b>100.00%</b>	
BOOKS & PRINT MATERIALS	10-20-4500-510	530,000.00	309,139.95	220,860.05	220,860.05	530,000.00	-	100.00%	
PERIODICALS	10-20-4500-520	40,000.00	46,472.70	(6,472.70)	-	46,472.70	(6,472.70)	116.18%	
MEDIA	10-20-4500-540	210,000.00	120,160.55	89,839.45	83,366.75	203,527.30	6,472.70	96.92%	
ELECTRONIC SERVICES	10-20-4500-560	100,000.00	68,426.87	31,573.13	31,573.13	100,000.00	-	100.00%	
		<b>\$ 880,000.00</b>	<b>\$ 544,200.07</b>	<b>\$ 335,799.93</b>	<b>\$ 335,799.93</b>	<b>\$ 880,000.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>	
OPERATING EQUIPMENT	10-00-4600-610	1,000.00	-	1,000.00	1,000.00	1,000.00	-	100.00%	
OPERATING EQUIPMENT	10-20-4600-610	7,000.00	159.99	6,840.01	6,840.01	7,000.00	-	100.00%	
		<b>\$ 8,000.00</b>	<b>\$ 159.99</b>	<b>\$ 7,840.01</b>	<b>\$ 7,840.01</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
SMALL EQUIPMENT	10-00-4600-630	500.00	199.99	300.01	300.01	500.00	-	100.00%	
SMALL EQUIPMENT	10-20-4600-630	1,750.00	327.68	1,422.32	1,304.99	1,632.67	117.33	93.30%	
SMALL EQUIPMENT	10-30-4600-630	750.00	867.33	(117.33)	-	867.33	(117.33)	115.64%	
		<b>\$ 3,000.00</b>	<b>\$ 1,395.00</b>	<b>\$ 1,605.00</b>	<b>\$ 1,605.00</b>	<b>\$ 3,000.00</b>	<b>\$ (0.00)</b>	<b>100.00%</b>	
CONTINGENCY	10-00-4700-910	2,002.00	113.50	1,888.50	1,022.00	1,135.50	866.50	56.72%	
AUTOMATION MAINTENANCE	10-20-4800-932	100,000.00	75,490.83	24,509.17	24,509.17	100,000.00	-	100.00%	
AUTOMATION EQUIPMENT	10-00-4800-933	11,000.00	2,371.48	8,628.52	8,628.52	11,000.00	-	100.00%	
AUTOMATION EQUIPMENT	10-20-4800-933	92,000.00	43,927.79	48,072.21	48,072.21	92,000.00	-	100.00%	
		<b>\$ 103,000.00</b>	<b>\$ 46,299.27</b>	<b>\$ 56,700.73</b>	<b>\$ 56,700.73</b>	<b>\$ 103,000.00</b>	<b>\$ -</b>	<b>100.00%</b>	
PROFESSIONAL SERVICES	10-20-4800-935	2,000.00	-	2,000.00	2,000.00	2,000.00	-	100.00%	
		<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 1.00</b>	
AUTOMATION SOFTWARE	10-00-4800-936	2,000.00	3,610.45	(1,610.45)	-	3,610.45	(1,610.45)	180.52%	
AUTOMATION SOFTWARE	10-20-4800-936	9,000.00	-	9,000.00	9,000.00	9,000.00	-	100.00%	
		<b>\$ 11,000.00</b>	<b>\$ 3,610.45</b>	<b>\$ 7,389.55</b>	<b>\$ 9,000.00</b>	<b>\$ 12,610.45</b>	<b>\$ (1,610.45)</b>	<b>114.64%</b>	
		<b>\$ 9,004,602.00</b>	<b>\$ 5,615,836.21</b>	<b>\$ 3,388,765.79</b>	<b>\$ 2,993,377.96</b>	<b>\$ 8,609,214.17</b>	<b>\$ 395,387.83</b>	<b>95.61%</b>	
<b>Surplus</b>							<b>\$ 457,207.14</b>	<b>4.39%</b>	





## Alternative Library Service Consideration - Sartell

Submitted by Julie Henne, Associate Director – Public Relations

### BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

### RECOMMENDATION

Approve the Sartell City Council Official Resolution for Alternative Services to be placed at the new Sartell Community Center located at (Ferche Site) in Sartell.

### BACKGROUND INFORMATION

Supporting Documents Attached

- Attached are the documents presented to the Sartell City Council on September 12, 2016.
  - Agenda Cover Sheet
  - Pages 55-58 of the '6.21.2016 DRAFT' GRRL Library Assessment Plan as included in the council packet
  - Signed Resolution approved by the Sartell City Council on September 12, 2016

Per GRRL Library Development policy the process for approving Alternative Services is the same process used for New Library Consideration. The relevant policies are outlined below.

#### GRRL Library Development Policy

#### IV. Alternative Services

Great River Regional Library system has focused resources to deliver the highest quality patron experience in 32 libraries across six counties. These existing libraries are located within 15 minutes driving distance to the majority of the residents in the area.

Access to library services is a GRRL Strategic Plan Service Priority. Enhanced library service is desired by some communities without libraries within the service area. The alternative services identified in the Appendices are those that could most feasibly be offered within the constraints of the existing service model.

Expansion of any library service would be dependent on the regional cost to add the service and/or local funds to support the service long-term. A community would need to demonstrate a desire for this type of service. Methods to determine resident interest would include a survey of residents and current GRRL library usage. Additionally, financial and political support from the community would be essential. Any facilities or service points require approval of library administration and the GRRL Board. The facility or

service point would need to meet GRRL requirements and be maintained as long as the service was delivered.

If a community wants to add library service using one of the described alternative services, priority would be given to those with underserved communities as demonstrated by:

- Local literacy rates
- Percentage of registered borrowers
- Access to public transportation
- Number of homebound residents

Consideration would also be given to overall population size, proximity to existing library services, and traffic patterns. Addition of an alternative service model would require a service agreement outlining the responsibilities for GRRL and the community or organization and include criteria for adding or discontinuing services. The approval process would follow the New Library Consideration Process.

Models of GRRL alternative services available for consideration include Local Material Delivery/Return, Community Mini-Library, Deposit Collection, Local Book Return and E-Book Download Station which are described in detail in the Appendices.

#### **X. Contracts and Final Agreements**

Using the criteria listed above, the following additional steps are required for the establishment of new libraries.

The GRRL board has the final authority to approve the relocation or establishment of any new library.

#### **New Library Consideration Process**

1. City makes an official request by resolution for addition of a new branch location to the GRRL Board.
2. Upon GRRL Board approval, GRRL management provides the City and the GRRL Board with a full analysis of the requirements needed for new branch service, including start-up and ongoing operational costs.
3. Any city given authority by the GRRL Board to establish a new library shall pass a resolution committing the funding needed to meet the expenses listed in GRRL policies V. New Libraries and VI. Responsibilities of the Local City Council for Branch Operation from city revenues. Other funding sources may be used to meet these costs, but they must be backed by city resources under city levy authority. The city presents its proposal to the GRRL Finance Committee for consideration and recommendation to the full GRRL Board of Trustees.
4. The GRRL Board considers the proposal. Any new branch service ongoing operational costs are incorporated into future GRRL budgets.
5. A signed contract must be in place prior to the establishment of a new library outlining responsibilities of GRRL and the city.

### Appendix 7 LOCAL MATERIALS DELIVERY/RETURN

A local materials delivery/return service would include a locker system used as a secure depository for materials requested by library patrons with accompanying book return. The service lockers and book return would be accessible 24 hours/7 days a week. Patrons are notified when their items are available.

#### Criteria for Establishment

- Preference will be given to establishing this alternative service in communities not currently served by libraries.
- Funding: Communities with local funds and resources to support the additional costs of capital and operation, including delivery of materials. A GRRL service agreement would be developed outlining the responsibilities for GRRL and the community as well as criteria for adding or discontinuing the service.
- Staff time and travel: Time will depend on location and whether it is close to a current delivery route as well as number of delivery days. Each stop will need to include time for emptying book return.
- Delivery time: Time will depend on location, whether it is close to a current delivery route, as well as number of delivery days. Each stop will need to include time for loading and unloading lockers and emptying book return.
- Controller connection would be required.
- Time to process incoming/outgoing delivery and returns – dependent on usage and number of delivery days.

#### Criteria for Discontinuing Services

- Circulation: GRRL will periodically evaluate usage in the community. Significant decreases in usage over time may result in the discontinuation of services.
- Staffing or budget limitations: GRRL reserves the right to discontinue such services if funding for staff, library materials, technology or delivery services is no longer available to provide for them.
- Building: GRRL may consider discontinuing such services if the facility were not able to meet the requirements in this document.

### FINANCIAL IMPLICATIONS

Estimated Cost: \$ TBD

Funding Source: **Locally Funded per Library Development Policy Appendix 7**

Budgeted:  Yes  No

### ACTION

Passed  Failed  Tabled

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>September 12, 2016</b>	Agenda Item No. <b>8b</b>
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Agenda Section: <b>Old Business</b>	Item: <b>Library Assessment Plan</b>
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**BACKGROUND:** GRRL has adopted their 2016 Library Assessment Plan which can be seen here: [https://griver.org/sites/default/files/forms/Library-Assessment-Plan-07\\_19\\_2016.pdf](https://griver.org/sites/default/files/forms/Library-Assessment-Plan-07_19_2016.pdf)

Upon review of the Plan options, the Local Material Delivery/Return service model outlined in the Assessment Plan is what fits for Sartell (see summary of that option attached). Not only does this system meet a huge service demand (more than 40% of circulation at Waite Park and other branches is a direct result of reserved materials), this is also far superior to the alternative system the Council supported in 2012. The other alternatives offered do not fit Sartell as outlined in the Plan:

Community mini-library: for communities with no GRRL libraries or outreach services within 15 minute drive time

Deposit Collection: The institution agrees to handle the loan of the materials on-site - senior living facilities are an example of an institution this model could serve.

Local Book Return: We see this as being combined with our recommended system.

E-Book Download Station: We plan to have technology at the community center that allows e-book downloads with personal devices and not a separate station.

Popular Materials/Technology Focused Library: Plan says they will test this model of library service in communities with existing libraries.

The information GRRL staff previously shared with City Council and staff indicated their cost to handle the approximately 900 items per week to St. Cloud from Waite Park was \$3,500 per year. Even at a multiple of that cost, this type of system is far most cost effective to both Sartell and GRRL than a multi-million dollar traditional branch capital cost to the City and the \$200,000 per year in annual operating costs such a facility would add to GRRL. The community center will also have children's space, recreational space, senior space, meeting room space, books and technology. This combination of resources, combined with this model of cost effective and convenient access to GRRL materials, is a model first step that the community can decide to expand upon in the future as needed.

An anonymous donor has agreed to fund the start-up costs for this alternative system and support from the City in the form of the attached Resolution is needed in order for GRRL's Board to consider this.

**COUNCIL ACTION REQUESTED:** Approval of attached Resolution.

## ALTERNATIVE SERVICE MODEL RECOMMENDATIONS

### LOCAL MATERIAL DELIVERY/RETURN

#### RECOMMENDATION

Offer this extension of library service to communities with local funds to support the additional costs of operation, including delivery and network connection. Develop a service agreement that outlines the responsibilities for GRRL and the community and criteria for adding or discontinuing the service.

#### DESCRIPTION

Other library systems have used this model to extend services to communities without libraries. A locker system is a secure depository for materials requested by library patrons. Hugo public library installed a locker system serving 205 borrowers in 2011. The Hugo Library Express operated with 2 day/week delivery using a 40-locker unit. The service includes lockers and a book return that are accessible 24 hours/7 days a week. Patrons are notified when their items are available. A library computer kiosk for ordering materials is located inside the city hall and is available during regular business hours.



Book returns ranged between 125 and 900 items per month. Usage between the lockers and book return seemed to correlate. The Hugo population is approximately 13,000. It is 10-15 minutes away from the nearest libraries in Forest Lake and Mahtomedi.

Current hold and request levels at existing GRRL locations greatly exceed the capacity provided by a locker system, even in the smallest libraries. A locker system and book return capacity would be limited by the frequency of the delivery. This alternative service option would need to be evaluated regularly to ensure demand would not outstrip the number of lockers for holds or book return space available.

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**LOCKER SYSTEM INFORMATION**

Capacity	40 to 160 compartments per controller* (maximum of 8 units)
Pricing (estimated)	10 compartment unit with controller \$14,500 40 compartment unit with controller \$45,000 Could include more compartments if smaller sizes are selected. Includes complete turnkey installation.
Book return	\$3,500-5,000

*\*Controller – The system which connects the library and the locker system allowing the library to set and reset codes for access.*

**Patron Benefit**

- More convenient access to library materials for residents without a library in their community.

**Additional costs for this service model**

- Delivery time: Time will depend on location, whether it is close to a current delivery route, and number of delivery days. Each stop will need to include time for loading and unloading lockers and emptying book return. Washington County averages 15 minutes per stop.
- Controller connection
- Time to process incoming/outgoing delivery and returns – dependent on usage and number of delivery days.

**Other considerations**

- A notification system will need to be developed
- Expired holds period for items at this location
- Number of delivery days
- Checkout period
- Whether to offer other services – PAC or Internet station, wireless

OTHER PHOTOS

VICTORIA



ANOKA



GRANVILLE, NORTH CAROLINA



LIVERMORE, CALIFORNIA





**RESOLUTION \_\_\_\_\_**

**RESOLUTION EXPRESSING LOCAL SUPPORT AND REQUEST FOR GRRL  
LOCAL MATERIAL DELIVERY/RETURN SERVICE MODEL TO  
THE CITY OF SARTELL'S COMMUNITY CENTER**

WHEREAS, GRRL's Board approved a motion in March of 2015 "for GRRL staff to work with the City of Sartell on their community center design and determine library services to be provided"; and

WHEREAS, the City and GRRL agreed to wait until completion of the Library Assessment Plan to discuss options for enhanced library services to the City of Sartell; and

WHEREAS, the GRRL Board approved its Library Assessment Plan on July 19, 2016; and

WHEREAS, said Plan outlines an option for alternative service called the Local Material Delivery/Return service model that the City of Sartell believes would be beneficial to Sartell residents as well as to the GRRL system and its regional users;

NOW THEREFORE BE IT RESOLVED that the City of Sartell hereby requests the Local Material Delivery/Return service model from GRRL at our new community center and that the City will provide all up-front costs for such system and the Mayor and/or City Administrator are authorized to negotiate a service agreement outlining responsibilities for GRRL and the City of Sartell to deliver back to Council for approval.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2016.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
Administrator-Clerk-Treasurer

SEAL

RESOLUTION 88-2016

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MAYOR

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Administrator-Clerk-Treasurer

SEAL