

HENNEPIN COUNTY

LIBRARY BOARD




THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

November 13, 2024, 4:30-5:30 p.m.

Penn Lake Library | Meeting Room | 8800 Penn Avenue South | Minneapolis, MN 55431

Library Board Agenda

Budget & Long-term Planning Committee

1. Welcome and Call to Order
2. Attendance
-  3. Approval of Agenda*
-  4. Approval of August 21, 2024, meeting minutes*
5. 2024 Budget Update Presentation
6. Unfinished Business
7. New Business
-  8. Adjourn*

 *Denotes board action item

Library Board

Jessica Kraft, President | Lynn Stetler, Vice President | Amal Karim, Secretary | Gordy Aune, Jr. | Jane Brissett | Erin Carney | Briana Eicheldinger | Michael Hogan | Randy Klauk | Ashley Krohn

Library Director
Scott Duimstra



HENNEPIN COUNTY

LIBRARY BOARD

Budget and Long-term Planning Committee

Meeting Minutes

The Hennepin County Library Board Budget and Long-term Planning Committee met on Wednesday, August 21, 2024, at Ridgedale Library Room 174.

Attendees

Committee members: Chair Gordy Aune Jr., Xaiyo Chang, Ashley Krohn

Library Board members: Lynn Stetler

Staff: Director Scott Duimstra, Lillian Albrecht, Ryan Curry, J.R. Genett, Amy McNally

Welcome and Call to Order

Chair Aune, Jr. called the meeting to order at 5:41 p.m. and welcomed attendees.

Attendance

Roll call was taken by the Board Clerk Lillian Albrecht. The Board met quorum with 3 members present.

Approval of Agenda

Motion: Ashley Krohn

Second: Xaiyo Chang

Passed.

Approval of Meeting Minutes

A motion was made to approve the February 21, 2024, meeting minutes.

Motion: Ashley Krohn

Second: Xaiyo Chang

Passed.

Presentation of the Requested 2025 Library Board Budget: Director Scott Duimstra and Acting CFO, Ryan Curry

Director Duimstra and acting Chief Financial Officer Curry provided a summary of the 2025 Requested Library Budget and an update on 2024 projected spending. They discussed the budget creation process, addbacks, and next steps.

CFO Hiring Updated

Duimstra provided a brief overview of the hiring process to replace the former CFO, Patti Hetrick, and

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commended Ryan Curry for his work in the acting role. Chardae Kimber has been selected as the new Senior Administrative Manager for Budget and Finance and will start on August 26.

Unfinished Business

No unfinished business.

New Business

Aune, Jr. reminded attendees of the upcoming Library Board meeting on September 18 and the final committee meeting of the year on November 13 at Penn Lake Library.

Adjourn

A motion was made to adjourn the committee meeting at 6:29 p.m.

Motion: Ashley Krohn

Second: Xaiyo Chang

Passed.

Amal Karim, Secretary

2024 Overview of Library Spending

HENNEPIN COUNTY
MINNESOTA

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2024 Library Spending Categories

- The total 2024 requested budget for HCL was \$75,701,601 and current expenditures are at \$55,857,161. We are on track for spending close to our budget authority.
- The majority of the Library expenditures are on staffing costs, followed by technology and collection. These spending categories will continue to make up much of the Library budget for the foreseeable future.

Category	Amount	Percentage
PERSONAL SERVICES	\$50,105,410	70%
COLLECTION	\$5,728,977	10%
IT	\$6,979,172	13%
MISC	\$3,983,602	7%

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How Do We Steward Annual Resources

- Out of the 581.6 budgeted FTEs in 2024, most are located within Libraries Services
- Despite having a leadership role vacant within Library B&F for several months, there has been a stable transition of leadership to Char Kimber as the Budget Manager and there have not been any significant budget concerns.
- The Library B&F office meets monthly with each section within the Library to review their budgets, address any changes, and track spending.

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A 2024 Budget Brief:

The 2024 Library approved budget totals \$75,701,601.

The Library received one-time funding of \$200,000 from the federal American Rescue Plan Act (ARPA) for Digital Collections.

We recently submitted our third quarter projections. Our projection is that Library expenditures are on track for spending close to our budget authority for the forecast.


Administrative Amendment:
 Recently approved for Let's Read expansion in 2025.
 Expansion 8 sites → 11 sites
 Additional 3.0 FTEs



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Reminders

- Per diem allowance: \$50 per meeting (Governed by M.S. 283B.243)
- Travel and Library Conference allowance: up to \$1,000
- NEW: Increase in meals and incidental expenses (M&IE) per diem rate – variable based on location (effective FFY2025, 10/1/2024)




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Thank You!

Questions?

Scott Duimstra, Director
Char Kimber, Budget Manager



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