



Health and Human Services Agenda Request



Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p>Approve/Deny Motion</p> <p>Adopt Resolution (attach draft)</p> <p style="text-align: right;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
<p>Submitted by:</p>		<p>Department:</p>
<p>Presenter (Name and Title):</p>		<p>Estimated Time Needed:</p>
<p>Summary of Issue:</p>		
<p>Alternatives, Options, Effects on Others/Comments:</p>		
<p>Recommended Action/Motion:</p>		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		

Aitkin County Historical Society
Depot Museum

P.O. Box 215
Aitkin, Minn. 56431
218/927-3348

July 13, 2023

To: Jessica Seibert, MPNA
Aitkin County Government Center
307 2nd Street NW, Room 310
Aitkin, MN 56431

Subject: 2024 Aitkin County appropriation for Aikin County Historical Society

For 75 years the Aitkin County Historical Society has served the citizens of our county by collecting and preserving historical artifacts and documents pertaining to all aspects of the county and its population. We provide a resource for the ongoing study of the rich history of our county, its citizens, and the communities and organizations that have made Aitkin County develop from logging camps to what it is today.

Our facilities include the main NP Depot building, an additional display/storage building on the NP Depot grounds, and an off-site storage/workshop building located by the county shops. We are the designated depository of all county records including maps, events, charts, board records, and physical artifacts and perform the same function for the various communities and organizations contained throughout the county. Because of this, it is vital to maintain a controlled environment that has controlled temperature and humidity, is pest free, and secure. These conditions must be maintained 365 days a year whether the buildings are occupied or not, so the cost of utilities and maintenance is an ongoing expense. Other expenses can also suddenly arise. The most recent examples of this would be the recent replacement of a failed heating unit and a toilet last winter at the cost of app. \$6000.00.

After almost three years, the effects of COVID are still haunting our organization. Our Depot Museum was shut down for 2020 and all events were cancelled, resulting in a very significant reduction in income for the 2020 year.

When the COVID restrictions were lifted in 2021, The Depot Museum was able to re-open and events rescheduled, but due to several reasons, many of our volunteers failed to return. The result was an inability to properly maintain and improve the physical infrastructure, since these tasks are usually performed by our volunteer group. In late 2022 our organization saw the resignation of another administrator because of the financial inability of the ACHS to make it more than a part-time position. This caused the Depot Museum to limit the hours it could be open to the public to only one day a week.

In May of 2023 I was hired as the new administrator of the ACHS. Since that time, we have once again been able to open the Depot Museum to the public 4 days a week resulting in much more public awareness of what we do and what services we can provide. Our volunteer group is growing again, and several community groups have come forth to help with grounds maintenance, repair work, landscaping, etc.

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In May, the 6th grade classes from McGregor and Aitkin were given a guided tour through the facility. Presently we are seeing an average of 80-90 visitors per month at the Depot and this number is steadily increasing and our display at the Aitkin County Fair had well over 1000 visitors. Our future plans include reaching out to other organizations to see if we can provide assistance in plotting their histories, working with the schools to develop educational programs about the development and progress of the county, and reaching out to the other communities in the county that are outside the Aitkin area.

Our funding comes from county appropriation, memberships, donations, grants, fund raising events, memorials, store sales, township donations, and an annual fund drive. Included are our financial records for year 2022 and the proposed budget for 2024. Although these documents will show we have cash on hand, this is earmarked for future building and storage needs, and unexpected expenses. In addition, we are presently in the application process for a Depot renovation grant and there may be extra costs involved to complete the project.

Costs have risen significantly over the past several years and will continue to grow. The county appropriation for 2023 was \$19,000 and represented only a slight increase over the 2022 amount of \$18,500. We are requesting that the Aitkin County Board approve an appropriation for the 2024 year in the amount of \$25,000. This is a significant increase over last year's amount of 19,000 but, considering the minimal increases of previous years, we feel it a fair request. Thank you for your consideration in this matter.

Sincerely,



Richard Peterson
Administrator
Aitkin County Historical Society

ACHS
2024 Budget proposal

Annual Fundraiser Appeal	2000.00
Cookie Sales (December)	1200.00
County Appropriation	25000.00
Donations	8500.00
Garage Sale (August)	9000.00
Membership Dues	3500.00
Memorials	1000.00
Museum Store Sales	1200.00
Townships & Cities Donations	2500.00
Totals	53900.00
Accounting	1500.00
Administrator's Salary	27792.00
Advertising	710.00
Archival materials	1000.00
Copier/office supplies	1100.00
Dues/subscriptinons	225.00
Fundraising Expenses	2800.00
Heat	7759.00
Miscellaneous Expenses	1000.00
Payroll Tax	2126.00
Pest Control	1260.00
Postage	630.00
Rental	231.00
Repairs	5000.00
Resale items	550.00
Security	945.00
State Fees	100.00
Technology	4206.00
Telephone	550.00
Utilities	4320.00
Totals	63804.00
Net +/-	(9904.00)

**Aitkin County Historical Society
Balance Sheet
January 1, 2022 - December 31, 2022**

Assets

Operating Income

Bremer Bank Checking			\$7,350.90	
Bremer Bank Savings	\$43,386.61			
Withdrawal 11-2-2022	(-\$10,000.00)			
Withdrawal 12-7-2022	(-\$11,600.00)			
Interest income		\$25.10		
Petty Cash Fund			\$10.00	
Total Operating Income	\$21,786.61	\$25.10	\$7,360.90	\$29,172.61

Other Assets

Franklin Templeton Investment	\$17,692.20			
Depreciaton		-\$1,236.43		
Members CCU Savings	\$495.43			
Interest income		\$0.48		
Members CCU Money Market Acct	\$14,319.26			
Interest income		\$28.68		
Neighborhood Bank CD #3	\$6,506.85			
Security State Bank CD #42085	\$15,093.95			
Total Investments	\$54,107.69	(\$1,207.27)		\$52,900.42

Total Current Assests **\$82,073.03**

Fixed Assets

New Building			\$9,152.00	
Total Fixed Assets				\$9,152.00

Total Assets **\$91,225.03**

Liabilities & Equity

Liabilities

Sales Tax Payable	\$60.11			
Total Current Liabilities				\$60.11

Equity

Capital InvestmentFund			\$33,190.35	
Fund Balance			\$46,466.93	
Retained Earnings			\$32,383.92	
Net Income (+/-)			-\$20,876.28	
Total Equity			\$91,164.92	\$91,164.92

Total Liabilities & Equity **\$91,225.03**

TREASURER REPORT 31 MARCH 2023

Franklin Templeton

Beginning Bal.	Febr. 28, 2023	\$16,455.77
Appreciation	3/31/23	<u>\$382.17</u>
	Ending Balance 3/31/23	\$16,837.94

Bremer Savings

Beginning Bal.	Febr. 28, 2023	\$21,818.77
Income	Interest 3/31/23	\$3.41

Expense	Trsfr to ckg 3/17	\$2,500.00
	Trsfr to ckg 3/29	<u>\$5,000.00</u>
	Total Expense	<u>\$7,500.00</u>
	Ending Balance 3/31/23	\$14,322.18

MCCU Shared Savings

Beginning Bal.	Febr. 28, 2023	\$495.91
Income	Interest 3/31/23	<u>\$0.12</u>
	Ending Balance 3/31/23	\$496.03

MCCU Money Market

Beginning Bal.	Febr. 28, 2023	\$14,353.73
Income	Interest 3/31/23	<u>\$3.04</u>
	Ending Balance 3/31/23	\$14,356.77

Bremer Checking

Beginning Bal.	Febr. 28, 2023	\$4,174.40
Income	Membership	\$205.00
	Donations	\$175.00
	Franklin Templeton dividend	\$107.22
Transfer	Bremer Svgs to Ckg	<u>\$7,500.00</u>
	Total Income	\$7,987.22

Expenses	void ck 3618	
Heating/Cooling	MN Energy bldg 3	\$340.95
Occupancy	MN Energy bldg 2	\$154.35
"	MN Energy Depot	\$735.99
Water/EI/Sew "	Public Util Depot & Bldg 2	\$210.10
Occupancy	Public Util Bldg 3	\$61.39
Occupancy	Century Link - telephone	\$46.57
Technology	Spectrum/Charter internet	\$97.98
Technology	Rediscovery Software annual	\$1,680.00
Occupancy	Larson Plbg-toilet - repair	\$600.00
Occupancy	Adam's Pest -pest control	\$115.33
Office Comp.	Roxy Appel Wigton-Feb stipend	\$100.00
Advertising	Postmaster- annl nwsltr 2 rolls	\$126.00
Office Supplies	Postmaster-postage general	\$63.00
Book Resale	Solvai Sotnak -2 books'Furly'	\$14.00
Acct/Taxes	MN Sales Tax 60.11 fee 1.29	\$61.40
Grant	LHB, Inc. balance grant structure	<u>\$3,880.00</u>
	Total Expenses	\$8,287.06

Balance Forward 3/31/23 & Bal. Bk Stmt \$3,874.56

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Profit & Loss Budget vs. Actual
 January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
2000 · Annual Appeal	0.00	500.00	-500.00	0.0%
2100 · Donations	1,293.99	1,150.00	143.99	112.5%
2200 · Fundraisers	0.00	0.00	0.00	0.0%
2300 · Grant Income	0.00	0.00	0.00	0.0%
2400 · Interest / Dividend	738.50	250.50	488.00	294.8%
2500 · Membership Dues	255.00	795.00	-540.00	32.1%
2600 · Memorials	0.00	0.00	0.00	0.0%
2700 · Museum Sales				
2710 · Books	29.87	8.00	21.87	373.4%
2720 · Tee-Shirts	0.00	0.00	0.00	0.0%
2730 · Cups	0.00	0.00	0.00	0.0%
Total 2700 · Museum Sales	29.87	8.00	21.87	373.4%
2800 · Township/City/County	0.00	100.00	-100.00	0.0%
2900 · Misc. Income	0.00	100.00	-100.00	0.0%
Total Income	2,317.36	2,903.50	-586.14	79.8%
Expense				
4000 · Accounting/Taxes				
4010 · CPA Expenses	0.00	300.00	-300.00	0.0%
4020 · IRS Payroll	0.00	0.00	0.00	0.0%
4030 · State of MN payroll	0.00	0.00	0.00	0.0%
4040 · State MN Sales Tax	61.40			
4000 · Accounting/Taxes - Other	195.00			
Total 4000 · Accounting/Taxes	256.40	300.00	-43.60	85.5%
4100 · Advertising				
4110 · Aitkin Independent Age	0.00	120.00	-120.00	0.0%
4120 · Society Newsletter	126.00	300.00	-174.00	42.0%
4100 · Advertising - Other	269.00			
Total 4100 · Advertising	395.00	420.00	-25.00	94.0%
4200 · Fundraising				
4210 · Volunteers	0.00	50.00	-50.00	0.0%
4220 · Annual Meeting	0.00	0.00	0.00	0.0%
Total 4200 · Fundraising	0.00	50.00	-50.00	0.0%
4300 · Garage Sale				
4350 · Advertising	0.00	0.00	0.00	0.0%
Total 4300 · Garage Sale	0.00	0.00	0.00	0.0%
4400 · Grant Expenses				
4420 · Misc. Grant Expenses	3,880.00			
Total 4400 · Grant Expenses	3,880.00			
4500 · Museum Resale				
4510 · Purchases Resale	14.00			
4500 · Museum Resale - Other	0.00	50.00	-50.00	0.0%
Total 4500 · Museum Resale	14.00	50.00	-36.00	28.0%

Profit & Loss Budget vs. Actual

04/14/23

January through March 2023

Accrual Basis

	<u>Jan - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4600 · Occupancy Expense				
4610 · Garbage	0.00	50.00	-50.00	0.0%
4611 · Grounds Maintenance	35.67	100.00	-64.33	35.7%
4612 · Heating/Cooling	4,032.21			
4613 · Janitorial	35.91	50.00	-14.09	71.8%
4614 · Pest Control	220.17	200.00	20.17	110.1%
4615 · Rentals	70.00			
4616 · Repairs	0.00	700.00	-700.00	0.0%
4617 · Security and Alarm Service	140.37			
4618 · Telephone	139.19			
4619 · Water / Electricity / Sewer	836.25			
Total 4600 · Occupancy Expense	<u>5,509.77</u>	<u>1,100.00</u>	<u>4,409.77</u>	<u>500.9%</u>
4700 · Office Compensation	200.00	300.00	-100.00	66.7%
4800 · Office Supplies				
4810 · Collections/Archival Materials	0.00	0.00	0.00	0.0%
4830 · Education Fund	0.00	0.00	0.00	0.0%
4860 · Postage	63.00	252.00	-189.00	25.0%
4870 · Volunteers	0.00	0.00	0.00	0.0%
Total 4800 · Office Supplies	<u>63.00</u>	<u>252.00</u>	<u>-189.00</u>	<u>25.0%</u>
4900 · Repairs				
4920 · Replacement Items	600.00			
Total 4900 · Repairs	<u>600.00</u>			
5100 · Technology				
5110 · Internet Services	293.94			
5120 · Software (Prolifico)	1,680.00			
Total 5100 · Technology	<u>1,973.94</u>			
Total Expense	<u>12,892.11</u>	<u>2,472.00</u>	<u>10,420.11</u>	<u>521.5%</u>
Net Income	<u>-10,574.75</u>	<u>431.50</u>	<u>-11,006.25</u>	<u>-2,450.7%</u>