



Le Sueur County, MN

Tuesday, September 15, 2015

Board Meeting

Item 11

11:15 am Darrell Pettis, Administrator

RE: HSIP Projects

RE: Library Budget

RE: Nicollet County Grand Opening Invite

Staff Contact:

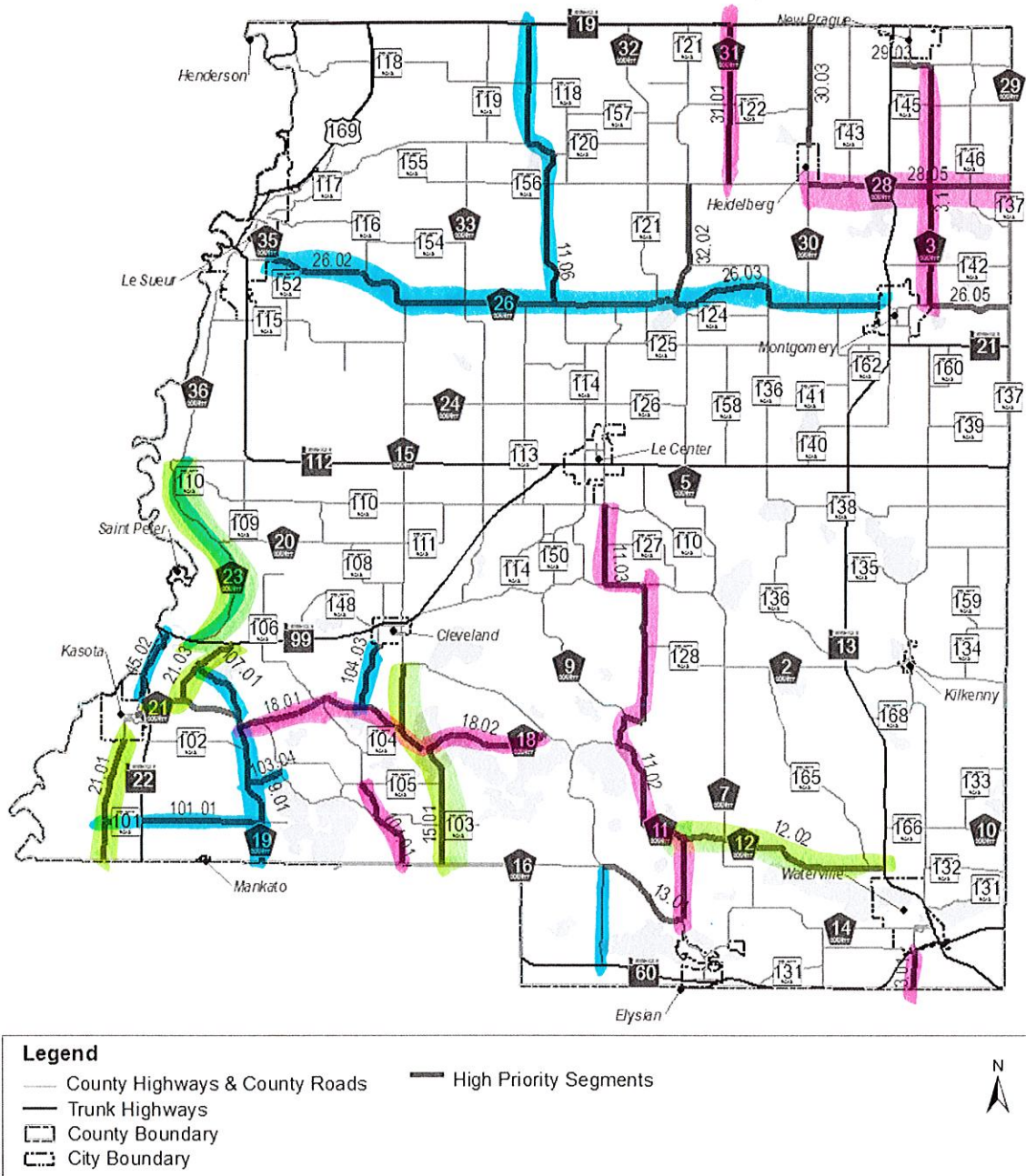





Figure 3-8
Le Sueur County High Priority Segment Map

 RUMBLE STRIPE
 RUMBLE STRIP
 & RUMBLE



BUDGET NARRATIVE

Income:

The budget includes a 5% increase to counties and just under a 10% increase in other income, based on this year's and last year's actual numbers.

Salaries:

Jeanne will be retiring in December. She works 20 hours a week in the Technical Services department. Margo currently works 30 hours with Jeanne doing tech services work as well as processing our courier and working the desk (15 hrs/desk).

I propose promoting Margo to Tech Services Coordinator, increasing her hours to full-time with benefits, and reducing her desk hours to 12. Erica and Elizabeth will pick up extra hours to handle her desk and courier hours. Jessica will pick up some of the courier hours within her current work hours. This would mean Waseca would not add any additional hours, but it would cost **\$11,600** in benefits to make Margo full time.

Montgomery's long-time volunteer shelver will be dropping her volunteer hours next year. I propose hiring a page to work one weekend shift (3 hours) a week to help with their shelving needs. This would cost approximately **\$1400** a year.

Le Sueur and Montgomery staff are working large amounts of overtime. I would like to give staff some additional hours off desk to work. I'm proposing 2 hours a week off desk for Dianne at a cost of **\$1200** and 2 hours a week off desk for Nancy at a cost of **\$1600**.

Elysian: To help ease the transition of hours reduction in Elysian and to meet the summer demand for wifi access, internet use, and summer readers, we would increase summer hours in Elysian by 5 hours per week. This would add 65 hours during the summer reading program and popular lake months. This would cost approximately **\$750**.

Minimum Wage: The new state minimum wage has increased our Level 1 steps.

Utilities:

Our phone bill this year is coming in above budget. This budget reflects this increase at a cost of **\$600**.

Furniture and Equipment:

We would purchase 7 computers to replace oldest staff and public computers system-wide (**\$5250**) and 2 laptops to replace Janesville's borrowed XP laptops (**\$2200**). For a total of **\$7,450**.

Programming:

We would increase the programming budget due to a large reduction in Arts and Cultural Heritage Fund grant dollars for Traverse des Sioux Library Cooperative at an increase of **\$2,726**.

Misc:

Staff were asked to use fake money to help set priorities for 2016. This year they prioritized money for holiday/library displays. If each library received \$100, this would result in a cost of **\$900**.

FYI: the top 5 also included

2. More Audiobooks/CDs
3. Endcap Displays (furniture)
4. More teen programming
5. More staff hrs for TLS/TLM

TdS Service Fees:

Our weeding effort paid off to save us \$3272 per year despite a 3.5% increase to TdS libraries.

NOT INCLUDED IN BUDGET:**Postage:**

I would like to experiment with sending out letters for ILL notification instead of calling patrons without email addresses. I'm not sure what the cost would be. We would try this out at Waseca and see how much less time and how much money it would take. I'm estimating **\$1300**.

Story Time/SRP Materials/Kids Programming:

We would like to have more money to spend on small programs and supplies throughout the year. Right now our budget really limits us on purchasing incentive prizes so we spend almost all of our budget on prizes and then do very little afterschool and weekend programming for kids through the rest of the year, with the exception of Waseca, Le Sueur, and Janesville, which receives a lot of support from their Friends groups. This would cost **\$2000**.

Furniture and Equipment:

We would purchase 6 laptops for Waseca laptop lab (**\$6600**).

Materials:

We would like to continue to expand our large print/adult nonfiction (**\$4000**) and audiobook collections (**\$500**). Our large print and audiobook collections are too small for the size of our communities, especially with all the commuters living here as well as needing to prepare for a demographic shift. Our nonfiction needs serious updating (**\$2000**).

REVENUE	2013 Actual	2014 Actual	2014 Budget	2015 Budget	2016 Budget	2016 +/-
City of Waseca	171,362	-	-			
Le Sueur County	302,975	441,180	455,696	514,936	540,697	5.00%
Waseca County	236,370	332,804	345,506	390,422	409,895	4.99%
TOTAL GOVERNMENT REVENUE	710,707	773,985	801,202	905,358	950,592	5.00%
Interest	440	1,946	140	140	1,500	971.43%
Copiers	8,565	7,616	7,000	7,000	9,000	28.57%
Memorials & Gifts	193	231				#DIV/0!
Fax Income	1,813	1,594	1,600	1,600	1,700	6.25%
Lost/Damaged Materials	1,578	1,051	1,100	1,100	1,100	0.00%
Fines	9,390	7,496	8,400	8,400	7,200	-14.29%
Book Sales	2,701	2,937	3,300	3,300	3,300	0.00%
Misc	11,698	2,054	1,200	1,200	1,200	0.00%
TOTAL OTHER INCOME	36,378	24,925	22,740	22,740	25,000	9.94%
Donations	15,621	13,134	0	-	-	-
Grants	1,436	50,801	0	-	-	-
TOTAL DONATIONS/GRANTS	17,057	63,935	-	-	-	-
Reserves						
TOTAL REVENUE	764,142	862,845	823,942	928,098	975,592	5.12%
EXPENSES						
ADMINISTRATION						
Salaries	438,119	469,291	476,017	511,852	554,283	8.29%
Payroll Taxes	32,767	34,927	32,754	40,000	43,640	9.10%
PERA	30,144	32,065	31,233	39,041	38,190	-2.18%
Health Insurance	37,549	31,584	37,676	44,232	53,500	20.95%
Auditor Fees	3,095	3,420	2,950	3,600	3,950	9.72%
Sales Tax	594	668	725	925	925	0.00%
Accounting Services	18,000	18,000	18,000	18,000	18,000	0.00%
Utilities	18,783	1,023	-	1,000	1,600	60.00%
Custodian Services	9,480	-	-	-	-	-
HQ Maint & Repairs	3,172	-	-	-	-	-
Lease Agreement		21,600	21,600	21,600	21,600	0.00%
TOTAL ADMIN EXPENSES	591,703	612,579	620,955	680,250	735,688	8.15%
SERVICE COSTS						
Office and Library Supplies	8,862	9,945	8,250	11,000	10,900	-0.91%
Postage	3,174	3,395	3,600	3,700	3,500	-5.41%
Travel and Training	972	2,002	1,500	4,000	3,500	-12.50%
Insurance	6,232	8,337	8,300	8,500	8,600	1.18%
Advertising/Public Relations	789	6,235	400	6,850	2,000	-70.80%
Story Time/SRP Materials	5,485	4,435	6,000	8,000	8,000	0.00%
Programming		-	-	2,000	4,726	136.30%
Furniture/Equipment	8,529	16,868	8,500	18,598	16,450	-11.55%
Misc	-	196	18,876	800	1,100	37.50%
TOTAL	34,043	51,413	55,426	63,448	58,776	-7.36%
MATERIALS						
Books	46,631	57,830	60,000	80,979	80,979	0.00%
Periodicals	2,972	3,236	3,500	7,000	7,000	0.00%
Audio and Music CDs	3,495	3,776	4,000	9,000	9,000	0.00%
DVDs	3,347	5,501	3,000	8,000	8,000	0.00%
Ebooks/E-audio	6,000	6,000	6,000	7,000	7,000	0.00%
TOTAL	62,445	76,342	76,500	111,979	111,979	0.00%
TdS SERVICES						
TdS Service Fees	66,051	63,850	69,021	71,421	68,149	-4.58%
Supplies/Misc	782	644	2,000	1,000	1,000	0.00%
TOTAL TdS Expenses	66,833	64,495	71,021	72,421	69,149	-4.52%
TOTAL	755,024	804,829	823,902	928,098	975,592	5.12%

Please Join Us in Celebrating the Ribbon Cutting
and Grand Opening of the
Nicollet County Health and Human Services Building
622 S. Front Street, St. Peter



Date: Tuesday, October 13, 2015

Ribbon Cutting: 1 p.m.

Open House: 1 p.m. – 7 p.m.