

## Preliminary Budget Discussion June 7, 2013

### General Notes:

- City Compensation Matrix was used to determine wages for staff. Only position not on Matrix is Library Tech. Library Aides and Clerk were placed on Step 1.
- Overdrive expense for support and content of eBooks is included Circ>Books

### Administration

1. FTE=1.5 Director, Library Aide
2. Other Professional Services=IS Support & legal services
3. PLA & Tri-state conference
4. LPF Insurance: One or two payments

### Circulation

1. FTE=3.225 Librarian, 2 Library Aides, Library Tech, Library Clerk
2. Training and travel=Computer Tech Certification
3. Other Professional Services=OCLC/ILL fee & Evergreen

### Programming

1. FTE=1.65 Program Coordinator, Volunteer Coordinator
2. Program Coordinator health insurance
3. Travel for training
4. Other Professional Services=NW MN Arts Council Granting

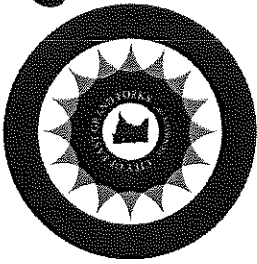
### Building

1. FTE=0.4 Custodian
2. Yard work

General Ledger  
Revenue and Expense

City of East Grand Forks

P. O. Box 373  
East Grand Forks, MN 56721  
(218) 773-2483



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Period 01 - 13  
Fiscal Year 2011 - 2013

Account Number	Description	2011		2011		2012		2012		2013		2013	
		Budget	Balance	Variance	% Uncollected Available	Budget	Balance	Variance	% Uncollected Available	Budget	Balance	Variance	% Uncollected Available
101	General												
45	Culture and Recreation												
500	Library Administration												
101-45-500-41010	Library Salary & Wages	79,349.00	77,615.82	1,733.18	2.18	82,709.00	80,059.80	2,649.20	3.20	87,069.94	39,054.86	48,015.08	55.15
101-45-500-41210	PERA Contributions	5,195.00	5,225.79	-30.79	-0.59	5,438.00	5,337.88	100.12	1.84	5,652.82	2,674.67	2,978.15	52.66
101-45-500-41220	FICA Contributions	6,070.00	5,547.43	522.57	8.61	6,327.00	5,575.68	751.32	11.87	6,660.85	2,879.96	3,780.89	56.76
101-45-500-41300	Insurance Contributions	5,357.00	5,518.76	-161.76	-3.02	5,014.00	11,995.95	-6,981.95	-139.25	5,784.91	2,271.16	3,513.75	60.74
101-45-500-42000	General Supplies	300.00	100.93	199.07	66.36	300.00	192.63	107.37	35.79	300.00	0.00	300.00	100.00
101-45-500-42400	Small Tools & Equipment	500.00	479.54	20.46	4.09	500.00	476.20	23.80	4.76	500.00	0.00	500.00	100.00
101-45-500-43080	Educational Training Fees	900.00	0.00	900.00	100.00	850.00	214.00	636.00	64.94	850.00	0.00	850.00	100.00
101-45-500-43200	Communications	3,000.00	2,541.66	458.34	15.28	3,100.00	2,571.45	528.55	15.92	3,000.00	603.97	2,396.03	78.70
101-45-500-43300	Travel Expenses	900.00	325.38	574.62	63.85	850.00	131.66	718.34	84.51	850.00	97.39	752.61	88.54
101-45-500-43360	Other Professional Services	5,000.00	273.91	4,726.09	94.52	5,000.00	1,417.95	3,582.05	71.64	0.00	441.45	-441.45	0.00
101-45-500-43610	PPF Insurance	5,500.00	5,352.96	147.04	2.67	5,500.00	2,356.96	3,143.04	57.15	5,500.00	5,556.30	-56.30	-1.02
101-45-500-44300	Miscellaneous	1,000.00	515.91	484.09	48.41	1,000.00	789.85	210.15	21.02	900.00	0.00	900.00	100.00
500	Library Administration	113,071.00	103,498.09	9,572.91	8.47	116,588.00	111,120.01	5,467.99	4.59	117,068.52	53,579.76	63,488.76	54.21
502	Circulation												
101-45-502-41010	Salaries & Wages	74,784.00	73,633.54	1,150.46	1.54	83,380.00	83,217.41	162.59	0.19	86,983.73	39,434.58	47,549.15	54.66
101-45-502-41210	PERA Contributions	3,298.00	4,727.15	-1,429.15	-43.33	3,464.00	4,648.43	-1,184.43	-34.19	3,611.64	2,208.29	1,403.35	38.86
101-45-502-41220	FICA Contributions	5,721.00	5,394.02	326.98	5.72	6,379.00	6,073.02	305.98	4.80	6,654.26	2,864.52	3,789.74	56.95
101-45-502-41300	Insurance Contributions	5,289.00	5,341.04	-52.04	-0.98	5,498.00	5,572.25	-74.25	-1.35	5,716.51	2,499.16	3,217.35	56.28
101-45-502-42000	General Supplies	2,600.00	2,624.69	-24.69	-0.95	2,600.00	2,457.01	142.99	1.69	2,800.00	2,441.16	358.84	12.82

Account Number	Description	2011			2012			2013			2012			2013				
		Budget	Balance	Variance	% Uncollected Available	Budget	Balance	Variance	% Uncollected Available	Budget	Balance	Variance	% Uncollected Available	Budget	Balance	Variance	% Uncollected Available	
101-45-502-42100	Books	25,000.00	22,030.54	2,969.46	11.88	38,000.00	26,986.11	11,013.89	28.98	36,000.00	9,022.00	26,978.00	70.14	36,000.00	9,022.00	26,978.00	70.14	
101-45-502-42150	Periodicals	2,400.00	2,262.93	137.07	5.71	2,400.00	2,742.21	-342.21	-14.26	2,400.00	941.40	1,458.60	60.78	2,400.00	941.40	1,458.60	60.78	
101-45-502-42200	Audio Materials	2,400.00	854.13	1,545.87	64.41	2,400.00	1,579.79	820.21	34.18	2,400.00	150.95	2,249.05	77.31	2,400.00	150.95	2,249.05	77.31	
101-45-502-42300	Audio Visual Materials	1,500.00	1,788.28	-288.28	-19.22	1,500.00	619.43	880.57	45.37	1,500.00	267.14	1,232.86	82.15	1,500.00	267.14	1,232.86	82.15	
101-45-502-42400	Small Tools & Equipment	1,000.00	277.25	722.75	72.28	1,000.00	900.37	99.63	9.96	900.00	1,945.80	-1,045.80	-116.20	900.00	1,945.80	-1,045.80	-116.20	
101-45-502-43080	Educational Training Fees	650.00	0.00	650.00	100.00	650.00	0.00	650.00	100.00	650.00	195.00	455.00	70.00	650.00	195.00	455.00	70.00	
101-45-502-43300	Travel Expenses	450.00	0.00	450.00	100.00	450.00	0.00	450.00	100.00	450.00	232.02	217.98	48.44	450.00	232.02	217.98	48.44	
101-45-502-43360	Other Professional Services	0.00	0.00	0.00	0.00	20,000.00	16,402.37	3,597.63	17.99	6,000.00	0.00	6,000.00	100.00	6,000.00	0.00	6,000.00	100.00	
<b>502</b>	<b>Circulation</b>	<b>125,092.00</b>	<b>118,933.57</b>	<b>6,158.43</b>	<b>4.92</b>	<b>167,721.00</b>	<b>151,198.40</b>	<b>16,522.60</b>	<b>9.67</b>	<b>156,066.14</b>	<b>62,202.02</b>	<b>93,864.12</b>	<b>58.78</b>	<b>156,066.14</b>	<b>62,202.02</b>	<b>93,864.12</b>	<b>58.78</b>	
<b>504</b>	<b>Programs</b>																	
101-45-504-41010	Salaries & Wages	73,152.00	72,562.57	589.43	0.81	75,314.00	75,637.96	-323.96	-0.43	84,968.90	35,643.47	49,325.43	58.05	84,968.90	35,643.47	49,325.43	58.05	
101-45-504-41210	PERA Contributions	3,237.00	5,260.80	-2,023.80	-62.52	3,394.00	5,469.00	-2,075.00	-61.14	3,532.19	2,584.21	947.98	26.84	3,532.19	2,584.21	947.98	26.84	
101-45-504-41220	FICA Contributions	5,596.00	5,457.40	138.60	2.48	5,762.00	5,601.79	160.21	2.78	6,500.12	2,643.78	3,856.34	59.35	6,500.12	2,643.78	3,856.34	59.35	
101-45-504-41300	Insurance Contributions	46.00	93.60	-47.60	-103.48	46.00	91.55	-45.55	-99.02	45.60	38.79	6.81	14.93	45.60	38.79	6.81	14.93	
101-45-504-42000	General Supplies	2,100.00	3,054.45	-954.45	-45.45	2,100.00	2,086.73	13.27	-2.22	1,000.00	516.25	483.75	18.88	1,000.00	516.25	483.75	18.88	
101-45-504-43080	Educational Training Fees	700.00	0.00	700.00	100.00	700.00	0.00	700.00	100.00	600.00	0.00	600.00	100.00	600.00	0.00	600.00	100.00	
101-45-504-44300	Miscellaneous Programs	1,000.00	6,593.53	-5,593.53	-559.35	1,000.00	6,112.76	-5,112.76	-514.98	1,000.00	200.00	800.00	80.00	1,000.00	200.00	800.00	80.00	
<b>504</b>	<b>Programs</b>	<b>85,831.00</b>	<b>93,022.35</b>	<b>-7,191.35</b>	<b>-8.38</b>	<b>88,316.00</b>	<b>94,999.79</b>	<b>-6,683.79</b>	<b>-7.68</b>	<b>97,646.81</b>	<b>41,626.50</b>	<b>56,020.31</b>	<b>57.07</b>	<b>97,646.81</b>	<b>41,626.50</b>	<b>56,020.31</b>	<b>57.07</b>	
<b>506</b>	<b>Building</b>																	
101-45-506-41010	Salaries & Wages	11,000.00	10,486.08	513.92	4.67	11,000.00	10,859.45	140.55	1.28	11,348.00	4,961.32	6,386.68	56.25	11,348.00	4,961.32	6,386.68	56.25	
101-45-506-41210	PERA Contributions	798.00	760.31	37.69	4.72	798.00	787.36	10.64	1.33	797.50	359.68	437.82	54.90	797.50	359.68	437.82	54.90	
101-45-506-41220	FICA Contributions	841.00	802.13	38.87	4.62	842.00	830.69	11.31	1.34	841.50	379.47	462.03	54.91	841.50	379.47	462.03	54.91	
101-45-506-42000	General Supplies	2,000.00	2,306.86	-306.86	-15.34	3,000.00	2,829.59	170.41	-0.65	3,000.00	1,185.38	1,814.62	60.45	3,000.00	1,185.38	1,814.62	60.45	
101-45-506-42400	Small Tools & Equipment	0.00	0.00	0.00	0.00	0.00	2,313.09	-2,313.09	0.00	500.00	0.00	500.00	100.00	500.00	0.00	500.00	100.00	
101-45-506-43610	LFP Insurance	1,500.00	0.00	1,500.00	100.00	1,500.00	0.00	1,500.00	100.00	1,500.00	0.00	1,500.00	100.00	1,500.00	0.00	1,500.00	100.00	
101-45-506-43800	Utilities	23,625.00	22,745.80	879.20	3.72	24,000.00	18,922.37	5,077.63	21.16	24,000.00	10,435.19	13,564.81	56.52	24,000.00	10,435.19	13,564.81	56.52	
101-45-506-44000	Repairs & Maintenance	15,000.00	8,940.94	6,059.06	40.39	15,000.00	13,134.17	1,865.83	10.44	15,000.00	3,843.15	11,156.85	62.71	15,000.00	3,843.15	11,156.85	62.71	
101-45-506-44230	Custodial Services	1,500.00	948.78	551.22	36.75	1,000.00	1,043.54	-43.54	-4.35	1,000.00	467.09	532.91	53.29	1,000.00	467.09	532.91	53.29	
<b>506</b>	<b>Building</b>	<b>56,264.00</b>	<b>46,990.90</b>	<b>9,273.10</b>	<b>16.48</b>	<b>57,140.00</b>	<b>50,720.26</b>	<b>6,419.74</b>	<b>10.38</b>	<b>57,987.00</b>	<b>21,631.28</b>	<b>36,355.72</b>	<b>59.68</b>	<b>57,987.00</b>	<b>21,631.28</b>	<b>36,355.72</b>	<b>59.68</b>	
<b>101</b>	<b>General</b>	<b>380,258.00</b>	<b>362,444.91</b>	<b>17,813.09</b>	<b>4.68</b>	<b>429,765.00</b>	<b>408,038.46</b>	<b>21,726.54</b>	<b>4.82</b>	<b>428,768.47</b>	<b>179,039.56</b>	<b>249,728.91</b>	<b>57.26</b>	<b>428,768.47</b>	<b>179,039.56</b>	<b>249,728.91</b>	<b>57.26</b>	

## City of East Grand Forks, Minnesota Library

Expenditures	Description	2011 Actual	2012 Actual	2013 Budget	2013-June	2014 Proposed
<b>Library Administration</b>						
101-45-500-41010	Salaries & Wages	77,615.82	80,059.80	87,069.94	35,435.97	91,205.18
101-45-500-41210	PERA Contributions	5,225.79	5,337.88	5,652.82	2,412.30	
101-45-500-41220	FICA Contributions	5,547.43	5,575.68	6,660.85	2,613.47	
101-45-500-41300	Insurance Contributions	5,518.76	11,995.95	5,784.91	2,050.44	
101-45-500-42000	General Supplies	100.93	192.63	300.00	-	300.00
101-45-500-42400	Small Tools & Equipment	479.54	476.20	500.00	-	500.00
101-45-500-43080	Educational/Training Fees	-	214.00	850.00	-	500.00
101-45-500-43200	Communications	2,541.66	2,571.45	3,000.00	603.97	3,000.00
101-45-500-43300	Travel Expenses	325.38	131.66	850.00	97.39	1,800.00
101-45-500-43360	Other Professional Services	273.91	1,417.95	-	441.45	1,200.00
101-45-500-43610	L/P/F Insurance	5,352.96	2,356.96	5,500.00	2,778.15	3,000.00
101-45-500-44300	Miscellaneous	515.91	789.85	900.00	-	900.00
		<b>103,498.09</b>	<b>111,120.01</b>	<b>117,068.52</b>	<b>46,433.14</b>	<b>102,405.18</b>
<b>Circulation</b>						
101-45-502-41010	Salaries & Wages	73,633.54	83,217.41	86,983.73	35,945.12	102,521.45
101-45-502-41210	PERA Contributions	4,727.15	4,648.43	3,611.64	2,008.00	
101-45-502-41220	FICA Contributions	5,394.02	6,073.02	6,654.26	2,612.20	
101-45-502-41300	Insurance Contributions	5,341.04	5,572.25	5,716.51	2,259.39	
101-45-502-42000	General Supplies	2,624.69	2,457.01	2,800.00	2,441.16	3,200.00
101-45-502-42100	Books	22,030.54	26,986.11	36,000.00	9,022.00	36,000.00
101-45-502-42150	Periodicals	2,262.93	2,742.21	2,400.00	941.40	2,900.00
101-45-502-42200	Audio Materials	854.13	1,579.79	2,400.00	150.95	2,400.00
101-45-502-42300	Audio Visual Materials	1,788.28	619.43	1,500.00	267.14	1,500.00
101-45-502-42400	Small Tools & Equipment	277.25	900.37	900.00	1,945.80	900.00
101-45-502-43080	Educational/Training Fees	-	0.00	650.00	195.00	650.00
101-45-502-43300	Travel Expenses	-	0.00	450.00	232.00	650.00
101-45-502-44300	Miscellaneous	-	0.00	-	-	-
101-45-502-43360	Other Professional Services	-	16,402.37	6,000.00	-	7,700.00
		<b>118,933.57</b>	<b>151,198.40</b>	<b>156,066.14</b>	<b>58,020.16</b>	<b>158,421.45</b>

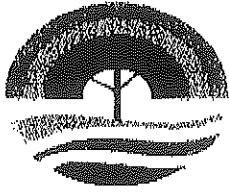
**City of East Grand Forks, Minnesota**  
**Library**

Programs		72,562.57	75,637.96	84,968.90	32,403.45	87,726.47
101-45-504-41010	Salaries & Wages					
101-45-504-41210	PERA Contributions	5,260.80	5,469.00	3,532.19	2,349.30	
101-45-504-41220	FICA Contributions	5,457.40	5,601.79	6,500.12	2,403.89	
101-45-504-41300	Insurance Contributions	93.60	91.55	45.60	35.31	
101-45-504-42000	General Supplies	3,054.45	2,086.73	1,000.00	516.25	1,200.00
101-45-504-43080	Educational/Training Fees	-	-	600.00	-	600.00
101-45-504-43300	Travel Expenses	-	-	-	-	300.00
101-45-504-44300	Miscellaneous	6,593.53	6,112.76	1,000.00	200.00	1,000.00
101-45-504-45700	Equipment	-	-	-	-	-
400-45-504-43360	Other Professional Services	-	-	-	-	-
<b>Building</b>		<b>93,022.35</b>	<b>94,999.79</b>	<b>97,646.81</b>	<b>37,908.20</b>	<b>90,826.47</b>
101-45-500-41010	Salaries & Wages	10,486.08	10,859.45	11,348.00	4,525.16	11,847.68
101-45-506-41210	PERA Contributions	760.31	787.36	797.50	328.06	
101-45-506-41220	FICA Contributions	802.13	830.69	841.50	346.11	
101-45-506-42000	General Supplies	2,306.86	2,829.59	3,000.00	1,185.38	3,000.00
101-45-506-42400	Small Tools & Equipment	-	2,313.09	500.00	-	550.00
101-45-506-43360	Other Professional Services	-	-	-	-	-
101-45-506-43610	L/P/F Insurance	-	-	1,500.00	-	-
101-45-506-43800	Utilities	22,745.80	18,922.37	24,000.00	9,034.35	24,000.00
101-45-506-44000	Repairs & Maintenance	8,940.94	13,134.17	15,000.00	3,769.69	12,000.00
101-45-506-44230	Custodial Services	948.78	1,043.54	1,000.00	467.09	1,000.00
101-45-506-44300	Miscellaneous	-	-	-	-	-
101-45-506-45300	Improvements	-	-	-	-	-
101-45-506-45700	Equipment	-	-	-	-	-
<b>Total Expenditures</b>		<b>46,990.90</b>	<b>50,720.26</b>	<b>57,987.00</b>	<b>19,655.84</b>	<b>52,397.68</b>
<b>Total Expenditures</b>		<b>362,444.91</b>	<b>408,038.46</b>	<b>428,768.47</b>	<b>162,017.34</b>	<b>404,050.78</b>

**2013 Library Wages**

Updated Nov. 27, 2012

<b>Worked</b>	<b>2013</b>	<b>2014</b>	<b>Annual</b>	<b>Hours</b>	<b>Yrs</b>
<b><u>ADMINISTRATION</u></b>					
(Library Aide)					
Lauren Martinez	\$ 8.75	\$ 10.20	\$ 10,608.00	20	1
Grade 4 Step 0					
<b><u>CIRCULATION</u></b>					
(Librarian)	\$24.11	\$25.10	\$52,208.37	40	34
Melody Larson					
Grade 16 Step 3					
(Library Clerk)	\$10.75	\$11.29	\$13,502.84	23	31
Julie Dubuque					
Grade 5 Step 0					
(Library Tech)	\$12.00	\$13.00	\$13,520.00	20	1
Yeisa Fredrickson					
NO GRADE					
(Library Worker)	\$ 7.40	\$ 7.40	\$ 2,309.00	6	10
Peter Kelly					
NO GRADE					
(Library Aide)					
Carly Flaagan	\$ 8.75	\$ 10.20	\$10,608.00	20	6
Eileen Nelson	\$ 8.75	\$ 10.20	\$10,608.00	20	2
Grade 4 Step 0					
<b><u>PROGRAMMING</u></b>					
(Volunteer Coordinator)	\$22.49	\$24.34	\$32,907.68	26	7
Rita Haag					
Grade 14 Step 5					
(Program Coordinator)	Range \$23.49-\$25.97		\$48,859.20-\$54,017.60		0
Grade 16 Step 1-4??					
<b><u>BUILDING</u></b>					
(Custodian)					
Cheryl Smith	\$13.63	\$14.24	\$11,340.00	16	12
Grade 7 Step 3					



**Tim Shea's**  
**NURSERY &**  
**LANDSCAPING**  
GRAND FORKS ND

Main Office: 3515 S. Washington St. Grand Forks ND 58201  
Production Facility: 5149 N. 45<sup>th</sup> St. Grand Forks ND 58203  
On the Web: [www.sheasnursery.com](http://www.sheasnursery.com)

Ph. 701.772.3489 Fax. 701.772.0928  
ND Contractor License No. 28534 Cl. A

Date: June 6, 2013  
Name: EGF Campbell Library  
Address: East Grand Forks, MN  
Attn: Rita

PROJECT: Landscape updating at Library

Work Provided:

Removal of all existing materials in the four planting beds on the W. side of the building with the exception of the existing trees as discussed.

Proposal includes all labor to remove and two options for installation of new materials:

Installed with Sod: \$790.00  
Installed with Seed: \$540.00

TOTAL: \$ TBD

Thank you for the opportunity to provide this quote!

*-Guarantee-*

All plant material is guaranteed for one year from date of purchase. Perennials and sod are guaranteed for thirty days. Labor for removal or replacement is not covered under guarantee. Payment not received within thirty days voids guarantee.

Accepted by: _____	Print name: _____
Date: _____	Contact number: _____
Project estimator: <u>Andy Shea</u> 218-791-4218	

Charlotte D. Helgeson  
Director  
East Grand Forks Campbell Library  
422 4th St., NW  
East Grand Forks, MN 56721



6565 Kilgour Place  
Dublin, OH 43017-2295 USA

Rosanna O'Neil  
T +1-800-848-5878 x4067  
F +1-614-718-7153  
[oneilr@oclc.org](mailto:oneilr@oclc.org)  
[www.oclc.org](http://www.oclc.org)

May 7, 2013  
Institution Symbol:  
TQ: xxx-13291

#### FY14 OCLC Cataloging and WorldCat Resource Sharing Quote

Population Served:(Institute of Museum and Library Services (IMLS)) 7,501  
Annual Circulation:(Institute of Museum and Library Services (IMLS)) 83,862

	<u>FY14 Monthly Price*</u>	<u>FY14 Annual Price*</u>
Cataloging Subscription		
Cataloging Subscription Online	\$74.92	\$899.06
WorldCat Resource Sharing Subscription	\$37.46	\$449.53
Access Subscription	\$22.48	\$269.72
	<u>\$134.86</u>	<u>\$1,618.31</u>

Billing Frequency: Monthly  
*Frequency determines the pro rata amount to be billed on each invoice*

Subscription Term beginning: July 1, 2013

Quote valid for 90 days from date issued.

#### Notes:

- > Credits earned from Cataloging or Resource Sharing activity are not included in this quote.
- > The credits will be deducted on your invoice as the credit activity occurs or until the total credits earned exceed the prior year's total OCLC billings. Cataloging and ILL lending credits are capped at an amount equal to 100% of a library's charges from the prior year (excluding credits and IFM charges).
- > All members that are billed directly by OCLC are eligible to participate in OCLC's optional discount program. This program pays interest on deposited funds at 4.0% APR, effective January 1, 2013 through December 31, 2013.
- > The first year billing frequency is monthly. You have the option to request to be billed quarterly, semi-annual or annual billing.
- > \*OCLC's 2014 fiscal year is July 1, 2013 through June 30, 2014. Subsequent fiscal years beginning in FY15 are subject to an annual increase. The annual price above will be prorated based on the number of months left in the current fiscal year.
- > Subscription requires signature on the OCLC Services Agreement, which accompanies this quote.
- > Please note OCLC does not charge a membership fee for use of services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date