



**CITY OF MARSHALL  
WORK SESSION  
A G E N D A**

**Tuesday, August 13, 2019 at 4:00 PM  
Professional Development Room - Marshall Middle School, 401 South  
Saratoga Street**

**CALL TO ORDER**

**OLD BUSINESS**

**NEW BUSINESS**

- [1.](#) 2020 Budget Request from Marshall Area Fine Arts Council.
- [2.](#) 2020 Budget Request from Community Transit of United Community Action Partnership
- [3.](#) 2020 Budget Request from the Sounds of Summer Committee
- [4.](#) 2020 Budget Request from Lyon County Historical Society
- [5.](#) 2020 Budget Request for the Marshall-Lyon County Library

**PUBLIC HEARING**

**ADJOURN TO CLOSED SESSION**

**RECONVENE TO WORK SESSION**

**ADJOURNMENT**



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, August 13, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2020 Budget Request from Marshall Area Fine Arts Council.
<b>Background Information:</b>	Each year the City of Marshall receives request from local agencies for financial support from the City. Attached is the request from Marshall Area Fine Arts Council. Representative from the committee will be present at the meeting.
<b>Fiscal Impact:</b>	The Marshall Area Fine Arts Council is requesting \$5,500 for 2019. \$2,000 will be used for summer concerts and \$3,500 will be used for operating expense.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



# Marshall Area Fine Arts Council

*Building Community Through the Arts*

---

June 21, 2019

Ms. Sharon Hanson  
City Administrator  
City of Marshall  
344 West Main Street  
Marshall, MN 56258

Ms. Sharon Hanson:

The Marshall Area Fine Arts Council (MAFAC) appreciates the past funding granted to us by the City of Marshall. The funding assists us in our mission of providing arts exhibitions and performances, promoting local artistic talents, and providing educational experiences.

In addition to meeting our mission, MAFAC officers and members are active in the Marshall Downtown Business Association, the Chamber of Commerce, and recently participated in Marshall's rebranding endeavor. We attend grant-writing webinars and summits when offered by Southwest Minnesota Arts Council (SMAC).

We are asking for \$6,000: \$4,000 for our operating fund and \$2,000 for the always popular summer concerts in the Liberty Park "A Little Night Music."

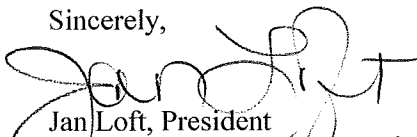
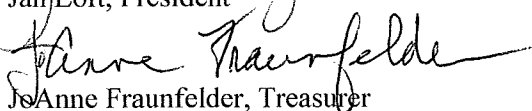
\$4,000 – operating expenses such as rent, utilities, supplies and programming.

\$2,000 – "A Little Night Music" – advertising, musician expenses for four (4) concerts.

More detailed information can be provided, if necessary, when we attend the City Council meeting at a later date.

Again, we want to thank you for your continued support and consideration.

Sincerely,

  
Jan Loft, President  
  
JoAnne Fraunfelder, Treasurer

Enclosed: Financial Statement

**Marshall Area Fine Arts Council  
2018 Final Revenue/Expenditures**

	Revenue		Expenditures	
	2018 Budget	2018 Actual	2018 Budget	2018 Actual
Administrative	\$42,636.00	\$37,326.86	\$65,870.00	\$61,341.77
Performance	\$26,766.00	\$30,839.42	\$40,505.00	\$32,642.17
Gift Shop	\$4,500.00	\$7,974.51	\$6,280.00	\$7,588.55
Exhibits	\$4,500.00	\$2,719.00	\$4,800.00	\$2,517.09
Read Local	\$3,600.00	\$620.03	\$4,251.10	\$1,111.13
Mural	\$0.00	\$18.06	\$1,000.00	\$1,058.50
Business Sponsor	\$1,100.00	\$636.05	\$1,100.00	\$636.05
<b>Totals</b>	<b>\$83,102.00</b>	<b>\$80,133.93</b>	<b>\$123,806.10</b>	<b>\$106,895.26</b>

**Item 1.**

Ma  
20  
Fo  
rea Fine Arts Council  
al Budget w/ Revenue and Expenditures  
for January 1 - December 31, 2018

	2018 Budget	Jan 1 - Dec 31	Administrative Expenditures	2018 Budget	Jan 1 - Dec 31
Administrative Revenue					
Total w/o Carryover	\$42,636.00	\$37,326.86			
2017 Carryover includes CD bal	\$21,371.34	\$21,371.34			
Total Revenue w Carryover	\$64,007.34	\$58,698.20	Total Admin Expenditures	\$65,870.00	\$61,341.77
Performance Revenue			Performance Expenditures		
Total w/o Carryover	\$26,766.00	\$30,839.42	2017-2018 Series Expense	\$17,735.00	\$17,819.04
2017 Carryover	\$28,792.38	\$28,792.38	2018-2019 Series Expense	\$22,770.00	\$14,823.13
Total Revenue w Carryover	\$55,558.38	\$59,631.80	Total Both Series Expense	\$40,505.00	\$32,642.17
Gift Shop Revenue	\$4,500.00	\$7,974.51			
2017 Carryover	\$1,780.16	\$1,780.16	Gift Shop Expenses	\$6,280.16	\$7,588.55
Total Revenue w Carryover	\$6,280.16	\$9,754.67			
Exhibits Revenue	\$4,500.00	\$2,719.00			
2017 Carryover	\$993.81	\$993.81	Exhibits Expenses	\$4,800.00	\$2,517.09
Total Revenue w Carryover	\$5,493.81	\$3,712.81			
Read Local Revenue	\$3,600.00	\$620.03			
2017 Carryover	\$651.15	\$651.15	Read Local Expenses	\$4,251.10	\$1,111.23
Total Revenue w Carryover	\$4,251.15	\$1,271.18			
Mural Revenue	\$0.00	\$18.06			
2017 Carryover	\$1,042.25	\$1,042.25	Mural Expenses	\$1,000.00	\$1,058.50
Total Revenue w Carryover	\$1,042.25	\$1,060.31			
Business Sponsor Revenue	\$15,150.00	\$15,400.00	Business Sponsor Expenses	\$1,100.00	\$636.05
			Xfer to Admin 30% (less exp)	\$4,215.00	
			Xfer to Performance 70% (less exp)	\$9,835.00	
				\$15,150.00	\$636.05
Education Revenue	\$50.00	\$0.00	Education Expenses	\$50.00	\$0.00
Totals Check					
Total Carryover		\$54,631.09			
Total YTD Revenue		\$80,133.93			
Less Total YTD Expenditures		\$106,895.36			
Balance		\$27,869.66			

**5**



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, August 13, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2020 Budget Request from Community Transit of United Community Action Partnership
<b>Background Information:</b>	Community Transit of United Community Action Partnership will be requesting \$17,600 for two bus replacements in 2020.
<b>Fiscal Impact:</b>	17,600 for 2020
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, August 13, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2020 Budget Request from the Sounds of Summer Committee
<b>Background Information:</b>	Each year the City of Marshall receives request from local agencies for financial support from the City. Attached is the request from the Sounds of Summer Committee. Representatives from the committee will be present at the meeting.
<b>Fiscal Impact:</b>	10,000 for 2020
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



July 25, 2019

Sharon Hanson  
City Administrator  
City of Marshall  
344 W. Main St.  
Marshall, MN 56258

Dear Sharon,

Who would have thought that Sounds of Summer, our community festival, would be celebrating its 11<sup>th</sup> year in 2019! First and foremost, without the continued support from businesses/individuals/organizations in our area, this celebration would not have had the success and growth we've experienced.

Residents are now experiencing some of the same things that our area communities have been celebrating for many, many years. A community celebration that brings people to Marshall for good fellowship and fun. The one driving force, or theme that we continue to share, is that our celebration is fun with free events for the entire family. In addition, class reunions are now being planned during the same time of Sounds of Summer, thus bringing people back to the community.

The dates for Sounds of Summer 2020 will be Thursday, August 13 – Sunday, August 16. Therefore, we ask that the City of Marshall remain a part of our excitement and growth and partner with Sounds of Summer by making an investment of \$10,000 towards our community celebration in 2020.

We are enclosing a copy of our most recent financial statements for your review.

Thank you for your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brock Klaith and Marc Klaith'.

Brock Klaith and Marc Klaith  
Marshall Sounds of Summer Board President and Treasurer



MARSHALL FESTIVALS, INC.  
BALANCE SHEET  
DECEMBER 31, 2018 AND 2017

	2018	2017
Assets		
Cash	\$ <u>18,396.85</u>	\$ <u>24,108.56</u>
Total Assets	\$ <u><u>18,396.85</u></u>	\$ <u><u>24,108.56</u></u>
Liabilities		
Total Liabilities	\$ -	\$ -
Net Assets, Unrestricted	<u>18,396.85</u>	<u>24,108.56</u>
Total Liabilities and Net Assets	\$ <u><u>18,396.85</u></u>	\$ <u><u>24,108.56</u></u>

MARSHALL FESTIVALS, INC  
 STATEMENTS OF REVENUE AND EXPENSES  
 FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
<b>Revenue</b>		
Contributions from the Public	\$ 28,507.56	\$ 36,265.58
In-Kind Contributions	<u>11,975.00</u>	<u>11,572.00</u>
Total Revenue	<u>40,482.56</u>	<u>47,837.58</u>
<b>Expenses</b>		
Program		
Marshall Celebrations - Sounds of Summer	42,186.09	38,957.34
Management and General		
Printing and Postage	132.00	125.00
Insurance	644.00	772.76
Office	-	68.65
Professional Fees	450.00	400.00
Dues and Filing Fees	200.00	200.00
Memorials and Contributions	1,294.73	650.00
Volunteer Appreciation	<u>1,287.45</u>	<u>255.00</u>
Total Expenses	<u>46,194.27</u>	<u>41,428.75</u>
Excess of Revenue Over (Under)		
Expenses	(5,711.71)	6,408.83
Net Assets, Beginning	<u>24,108.56</u>	<u>17,699.73</u>
Net Assets, Ending	<u>\$ 18,396.85</u>	<u>\$ 24,108.56</u>

**2018 Revenues**

	<b>1/1/2018</b>	
beginning bal.	<b>\$24,108.56</b>	
5/14/2018	\$8,250.00	Deposit Business
6/1/2018	\$5,000.00	Deposit Schwans
6/22/2018	\$2,220.00	Deposit Business
7/9/2018	\$1,808.00	Deposit SOS Residential
7/9/2018	\$260.00	Deposit SOS Residential
7/9/2018	\$3,525.00	Deposit Business
7/11/2018	\$1,700.00	Deposit Business
7/11/2018	\$110.00	Deposit Residential
7/16/2018	\$95.00	Deposit Residential
7/16/2018	\$1,300.00	Deposit Business
7/31/2018	\$290.00	Deposit Residential
7/31/2018	\$1,100.00	Deposit Business
8/8/2018	\$280.00	Deposit Business \$250.00 Residential \$30.00
8/13/2018	\$1,000.00	Deposit Business Runnings
8/13/2018	\$65.00	Deposit Residential
8/18/2018	\$100.00	Deposit Residential
8/21/2018	\$530.56	Deposit RES. \$100.00 Independent Candy \$430.56
8/21/2018	\$120.00	Deposit Craft Fair
8/30/2018	\$75.00	Deposit
9/30/2018	\$250.00	Deposit Hockey \$250.00
10/1/2018	\$429.00	Deposit Remb. Independent Ad Money
<b>Total Depsits</b>	<b>\$52,616.12</b>	

Check No.	Date	Amount	Expense
1416	1/21/2018	\$549.35	Hitching Post Meal for Committee Members
1417	2/17/2017	\$1,000.00	John Riggs Dueling Pianos
1418	3/12/2018	\$1,138.42	Lumber for Carts for Picnic Tables
1419	3/15/2018	\$160.00	Pallet Jack for Picnic Tables
1420	4/9/2018	\$2,500.00	GPO Band Deposit
1441	4/4/2018	\$250.00	Kracker Jack Drumline
1442	5/1/2018	\$25.00	State of Mn filing fee
1443	5/1/2018	\$450.00	Hoffman & Brobst Audit of Finances
1444	5/14/2018	\$50.00	USPS stamps
1545	6/5/2018	\$1,000.00	City of Marshall
1546	6/12/2018	\$3,424.43	Henle Printing Company
1547	7/9/2018	\$500.00	Area Senior Center for Band
1548	7/9/2018	\$1,000.00	Shades of the Past for car show
1549	7/21/2018	\$850.00	Rainbow Country Experience carriage rides
1550	7/26/2018	\$30.00	Mikes Café lunch with Brad Strootman radio station Manager
1551	7/31/2018	\$69.65	Hitching Post
1552	7/31/2018	\$300.00	Little Peddlers
1553	7/31/2018	\$300.00	Jessica Kestellot
1554	7/31/2018	\$150.00	Crystal Stensrud poster design
1555	8/1/2018	\$219.78	Henle Printing Company
1556	8/8/2018	\$644.00	Town & Country Insurance
1557	8/13/2018	\$429.00	Independent advertsing
1558	8/18/2018		void
1559	8/18/2018	\$2,000.00	GPO Band balance of payment
1560	8/18/2018	\$650.00	Stacy Varpness Kiddie Train Ride
1561	8/18/2018	\$200.00	Sharla Bengston clowns
1562	8/21/2018	\$150.00	Legion Color Guard
1563	8/21/2018	\$150.00	Don Brewers forklift rental
1564	8/21/2018	\$121.03	Russ Labat meal expense for workers
1565	8/21/2018	\$500.00	Marshall Music Boosters marching band
1566	8/21/2018	\$350.00	MAHA setting picnic tables & taking down inflatabales
1567	9/1/2018	\$1,186.00	Ace Inflatables rental
1568	9/1/2018	\$2,086.20	City of Marshall blackout expense for parking lot.
1569	9/1/2018	\$457.84	Hitching Post drink tickets for corperate sponsors
1570	9/1/2018	\$1,250.00	SMSU Athletics watch inflatables donation
1571	9/10/2018	\$762.31	SW Sanitation garbage & Porta Pots
1572	9/10/2018	\$82.00	USPS PO Box rental
1573	9/10/2018	\$1,321.36	Runnings candy
1574	9/31/2018	\$3,750.00	Daniel Lucas Rand for 2019 demnsit

Item 3.

1575	10/1/2018	\$605.07	Henle Printing Company bannar for stage
1576	10/7/2018	\$175.00	Chamber of Commerce dues
1577	10/8/2018	\$288.00	Hitching Post Meal for Committee Members
1578	10/12/2018		void
1579	10/12/2018	\$1,500.00	Marshall Broadcasting radio advertsing
1580	10/22/2018	\$500.00	Light Up the Nights
1581	12/17/2018	\$480.00	Running Timers for Light up the Nights
1582	12/17/2018	\$450.00	Hitching Post meal for Marshall Fire Department
1583	12/21/2018	\$64.73	HyVee flowers For Karen Cole Memorial for Bill
1584	12/21/2018	\$100.00	Memorial to Hospice Bill Cole

**Total**

\$34,219.17

**In Kind**

Independent	\$5,000.00
Marshall Radio	\$4,500.00
City of Marshall Police	\$1,775.00
Viking Coke	\$500.00
D&G	\$200.00

**Total In Kind**

\$11,975.00



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, August 13, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2020 Budget Request from Lyon County Historical Society
<b>Background Information:</b>	Each year the City of Marshall receives request from local agencies for financial support from the City. Attached is the request from the Lyon County Historical Society. Representatives from the committee will be present at the meeting.
<b>Fiscal Impact:</b>	\$24,000 for 2020
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

**LYON COUNTY  
HISTORICAL SOCIETY**

301 West Lyon St  
Marshall, MN 56258  
507-537-6580  
director@lyoncomuseum.org  
www.lyoncomuseum.org

Sharon Hanson  
Marshall City Administrator  
344 W Main St.  
Marshall, MN 56258

Dear City of Marshall,

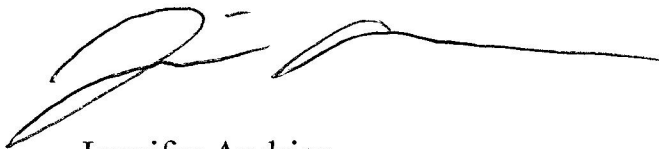
The Lyon County Historical Society requests \$24,000 for the fiscal year of 2020. As a non-profit organization, LCHS receives income from Lyon County, the City of Marshall, museum memberships, donations, and grants. Your support for LCHS allows us to fulfill our Mission Statement:

“The purpose of the society shall be the collection, preservation and dissemination of knowledge about the history of Lyon County and to relate it to the history of the region and the state of Minnesota.”

The Lyon County Historical Society is excited to continue promoting the new museum to residents of Marshall, Lyon County, and visitors to learn and appreciate the history of the city of Marshall and Lyon County. Thank you for your support.

Enclosed is LCHS’s 2018 year-end financial statement. The 2018 reports for taxes are currently being done by Natalie McHugh at Dana F. Cole & Company in Marshall who is responsible for LCHS’s accounting and payroll.

Sincerely,



Jennifer Andries  
Executive Director

2018 Lyon County Historical Society								
Summary Statement of Operations (vs Budget)								
For the Twelve Months Ending December 31, 2018								
	Operations	Programs	Enterprise	Restricted	TOTAL	BUDGET	Variance \$	Variance %
<b>Beginning Fund Balances</b>	<b>4,650.58</b>	<b>13,590.75</b>	<b>4,126.94</b>	<b>28,582.49</b>	<b>50,950.76</b>	<b>50,950.76</b>	<b>0.00</b>	<b>0.0%</b>
<b>INCOME</b>								
Lyon County								
Operating Funds	65,900.00	0.00	0.00	0.00	65,900.00	65,900.00	0.00	0.0%
PERA Funds	37.00	0.00	0.00	0.00	37.00	74.00	(37.00)	-50.0%
City of Marshall	21,000.00	0.00	0.00	0.00	21,000.00	21,000.00	0.00	0.0%
City of Balaton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Cottonwood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Florence	0.00	0.00	0.00	100.00	100.00	0.00	100.00	N/A
City of Garvin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Ghent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Lynd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Minneota	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Russell	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Taunton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Tracy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Memberships								
Individual	0.00	7,225.00	0.00	0.00	7,225.00	6,750.00	475.00	7.0%
Business	0.00	1,500.00	0.00	0.00	1,500.00	2,000.00	(500.00)	-25.0%
Research Requests								
Other Contributions								
Donation Box	0.00	1,601.98	0.00	0.00	1,601.98	1,800.00	(198.02)	-11.0%
Memorials	0.00	335.00	0.00	0.00	335.00	300.00	35.00	11.7%
Donations	0.00	416.08	0.03	0.00	416.11	1,300.00	(883.89)	-68.0%
Fundraising Events	0.00	1,779.75	0.00	14,706.00	16,485.75	4,000.00	12,485.75	312.1%
Space Rental								
Events	0.00	0.00	125.00	0.00	125.00	500.00	(375.00)	-75.0%
Prairieland Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Income								
Interest Income	2.89	0.00	0.00	0.00	2.89	1.00	1.89	189.0%
Endowment/Capital Fund								
Dividend Income	749.03	0.00	0.00	0.00	749.03	0.00	749.03	N/A
Long Term Capital Gains	329.32	0.00	0.00	0.00	329.32	0.00	329.32	N/A
Gain/(Loss) on Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Grants								
MHS Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Other Grants	0.00	0.00	0.00	13,000.00	13,000.00	0.00	13,000.00	N/A
Program Fees	0.00	315.00	0.00	0.00	315.00	600.00	(285.00)	-47.5%
Retail Sales								
Gift Shop	0.00	0.00	1,320.05	0.00	1,320.05	2,600.00	(1,279.95)	-49.2%
Ice Cream Shop	0.00	0.00	1,352.58	0.00	1,352.58	1,800.00	(447.42)	-24.9%
Sales Tax	0.00	0.00	221.15	0.00	221.15	0.00	221.15	N/A
<b>TOTAL INCOME</b>	<b>88,018.24</b>	<b>13,172.81</b>	<b>3,018.81</b>	<b>27,806.00</b>	<b>132,015.86</b>	<b>108,625.00</b>	<b>23,390.86</b>	<b>21.5%</b>
<b>COST OF GOODS SOLD</b>								
Gift Shop			977.80		977.80	1,300.00	(322.20)	-24.8%
Ice Cream Shop			699.25		699.25	1,200.00	(500.75)	-41.7%
<b>NET INCOME</b>	<b>88,018.24</b>	<b>13,172.81</b>	<b>1,341.76</b>	<b>27,806.00</b>	<b>130,338.81</b>	<b>106,125.00</b>	<b>24,213.81</b>	<b>22.8%</b>
<b>EXPENSE</b>								
Utilities	11,677.12	0.00	0.00	0.00	11,677.12	14,025.00	(2,347.88)	-16.7%
Insurance	3,357.76	0.00	0.00	0.00	3,357.76	3,300.00	57.76	1.8%
Phone	839.76	0.00	0.00	0.00	839.76	725.00	114.76	15.8%
Internet	629.88	0.00	0.00	0.00	629.88	500.00	129.88	26.0%
Supplies	3,682.34	5,724.10	519.66	0.00	9,926.10	10,250.00	(323.90)	-3.2%
Postage	1,078.48	0.00	0.00	0.00	1,078.48	700.00	378.48	54.1%
Printing	2,928.41	2,268.55	123.41	1,752.18	7,072.55	5,100.00	1,972.55	38.7%
Dues/Subscriptions	1,075.16	0.00	221.00	0.00	1,296.16	1,006.00	290.16	28.8%
Credit Card Fees	0.00	0.00	15.72	0.00	15.72	80.00	(64.28)	-80.4%
Investment Fees	428.39	0.00	0.00	0.00	428.39	350.00	78.39	22.4%
Rentals								
Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Payroll	49,310.00	0.00	0.00	0.00	49,310.00	48,360.00	950.00	2.0%
Employee Benefits								
Health Stipend	2,700.00	0.00	0.00	0.00	2,700.00	2,600.00	100.00	3.8%
PERA	3,698.26	0.00	0.00	0.00	3,698.26	4,000.00	(301.74)	-7.5%
Payroll Tax	3,978.77	0.00	0.00	0.00	3,978.77	4,000.00	(21.23)	-0.5%
Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Expense	102.17	385.00	3.50	0.00	490.67	700.00	(209.33)	-29.9%
Building Maintenance	486.77	0.00	0.00	0.00	486.77	3,250.00	(2,763.23)	-85.0%
Advertising	0.00	1,095.86	0.00	0.00	1,095.86	1,650.00	(554.14)	-33.6%
Travel	0.00	1,336.55	0.00	0.00	1,336.55	500.00	836.55	167.3%
Professional Development	445.00	0.00	0.00	0.00	445.00	500.00	(55.00)	-11.0%
Contracted Services	0.00	0.00	0.00	22,755.46	22,755.46	12,000.00	10,755.46	89.6%
<b>TOTAL EXPENSE</b>	<b>86,418.27</b>	<b>10,810.06</b>	<b>883.29</b>	<b>24,507.64</b>	<b>122,619.26</b>	<b>113,596.00</b>	<b>9,023.26</b>	<b>7.9%</b>
<b>NET GAIN/(LOSS)</b>	<b>1,599.97</b>	<b>2,362.75</b>	<b>458.47</b>	<b>3,298.36</b>	<b>7,719.55</b>	<b>(7,471.00)</b>	<b>15,190.55</b>	<b>-203.3%</b>
TRAN	0.00	0.00			0.00	3,000.00	(3,000.00)	-100.0%
Ending	6,250.55	15,953.50	4,585.41	31,880.85	58,670.31	43,479.76	15,190.55	34.9%
<b>Budgeted Ending Fund Balances</b>	<b>5,165.58</b>	<b>13,590.75</b>	<b>7,790.94</b>	<b>16,582.49</b>	<b>43,129.76</b>	<b>40,479.76</b>	<b>2,650.00</b>	<b>6.5%</b>

Item 4.



2018 Lyon County Historical Society								
Summary Statement of Operations (vs Prior Year)								
For the Twelve Months Ending December 31, 2018								
	Operations	Programs	Enterprise	Restricted	TOTAL CY	PRIOR YEAR	Variance \$	Variance %
<b>Beginning Fund Balances</b>	<b>4,650.58</b>	<b>13,590.75</b>	<b>4,126.94</b>	<b>28,582.49</b>	<b>50,950.76</b>	<b>50,950.76</b>	<b>0.00</b>	<b>0.0%</b>
<b>INCOME</b>								
Lyon County								
Operating Funds	65,900.00	0.00	0.00	0.00	65,900.00	61,900.00	4,000.00	6.5%
PERA Funds	37.00	0.00	0.00	0.00	37.00	74.00	(37.00)	-50.0%
City of Marshall	21,000.00	0.00	0.00	0.00	21,000.00	18,000.00	3,000.00	16.7%
City of Balaton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Cottonwood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Florence	0.00	0.00	0.00	100.00	100.00	0.00	100.00	N/A
City of Garvin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Ghent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Lynd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Minneota	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Russell	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Taunton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Tracy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Memberships								
Individual	0.00	7,225.00	0.00	0.00	7,225.00	7,615.00	(390.00)	-5.1%
Business	0.00	1,500.00	0.00	0.00	1,500.00	2,070.00	(570.00)	-27.5%
Research Requests	0.00	0.00	0.00	0.00	0.00	255.00	(255.00)	-100.0%
Other Contributions								
Donation Box	0.00	1,601.98	0.00	0.00	1,601.98	1,855.35	(253.37)	-13.7%
Memorials	0.00	335.00	0.00	0.00	335.00	400.00	(65.00)	-16.3%
Donations	0.00	416.08	0.03	0.00	416.11	1,584.00	(1,167.89)	-73.7%
Fundraising Events	0.00	1,779.75	0.00	14,706.00	16,485.75	5,181.71	11,304.04	218.2%
Space Rental								
Events	0.00	0.00	125.00	0.00	125.00	770.00	(645.00)	-83.8%
Prairieland Rent	0.00	0.00	0.00	0.00	0.00	200.00	(200.00)	-100.0%
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	31.24	(31.24)	-100.0%
Interest Income	2.89	0.00	0.00	0.00	2.89	1.83	1.06	57.9%
Endowment/Capital Fund								
Dividend Income	749.03	0.00	0.00	0.00	749.03	933.78	(184.75)	-19.8%
Long Term Capital Gains	329.32	0.00	0.00	0.00	329.32	641.28	(311.96)	-48.6%
Gain/(Loss) on Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Grants								
MHS Grants	0.00	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	-100.0%
Other Grants	0.00	0.00	0.00	13,000.00	13,000.00	0.00	13,000.00	N/A
Program Fees	0.00	315.00	0.00	0.00	315.00	570.00	(255.00)	-44.7%
Retail Sales								
Gift Shop	0.00	0.00	1,320.05	0.00	1,320.05	2,601.07	(1,281.02)	-49.2%
Ice Cream Shop	0.00	0.00	1,352.58	0.00	1,352.58	1,950.32	(597.74)	-30.6%
Sales Tax	0.00	0.00	221.15	0.00	221.15	383.52	(162.37)	-42.3%
<b>TOTAL INCOME</b>	<b>88,018.24</b>	<b>13,172.81</b>	<b>3,018.81</b>	<b>27,806.00</b>	<b>132,015.86</b>	<b>127,018.10</b>	<b>4,997.76</b>	<b>3.9%</b>
<b>COST OF GOODS SOLD</b>								
Gift Shop			977.80		977.80	1,528.99	(551.19)	-36.0%
Ice Cream Shop			699.25		699.25	1,208.86	(509.61)	-42.2%
<b>NET INCOME</b>	<b>88,018.24</b>	<b>13,172.81</b>	<b>1,341.76</b>	<b>27,806.00</b>	<b>130,338.81</b>	<b>124,280.25</b>	<b>6,058.56</b>	<b>4.9%</b>
<b>EXPENSE</b>								
Utilities	11,677.12	0.00	0.00	0.00	11,677.12	14,021.14	(2,344.02)	-16.7%
Insurance	3,357.76	0.00	0.00	0.00	3,357.76	3,254.73	103.03	3.2%
Phone	839.76	0.00	0.00	0.00	839.76	1,035.91	(196.15)	-18.9%
Internet	629.88	0.00	0.00	0.00	629.88	622.87	7.01	1.1%
Supplies	3,682.34	5,724.10	519.66	0.00	9,926.10	9,681.44	244.66	2.5%
Postage	1,078.48	0.00	0.00	0.00	1,078.48	643.80	434.68	67.5%
Printing	2,928.41	2,268.55	123.41	1,752.18	7,072.55	3,804.54	3,268.01	85.9%
Dues/Subscriptions	1,075.16	0.00	221.00	0.00	1,296.16	988.75	307.41	31.1%
Credit Card Fees	0.00	0.00	15.72	0.00	15.72	24.56	(8.84)	-36.0%
Investment Fees	428.39	0.00	0.00	0.00	428.39	345.70	82.69	23.9%
Rentals								
Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Payroll	49,310.00	0.00	0.00	0.00	49,310.00	44,740.00	4,570.00	10.2%
Employee Benefits								
Health Stipend	2,700.00	0.00	0.00	0.00	2,700.00	2,600.00	100.00	3.8%
PERA	3,698.26	0.00	0.00	0.00	3,698.26	3,120.01	578.25	18.5%
Payroll Tax	3,978.77	0.00	0.00	0.00	3,978.77	3,621.51	357.26	9.9%
Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Expense	102.17	385.00	3.50	0.00	490.67	884.90	(394.23)	-44.6%
Building Maintenance	486.77	0.00	0.00	0.00	486.77	101.44	385.33	379.9%
Advertising	0.00	1,095.86	0.00	0.00	1,095.86	2,623.40	(1,527.54)	-58.2%
Travel	0.00	1,336.55	0.00	0.00	1,336.55	1,182.22	154.33	13.1%
Professional Development	445.00	0.00	0.00	0.00	445.00	176.99	268.01	151.4%
Contracted Services	0.00	0.00	0.00	22,755.46	22,755.46	24,885.80	(2,130.34)	-8.6%
<b>TOTAL EXPENSE</b>	<b>86,418.27</b>	<b>10,810.06</b>	<b>883.29</b>	<b>24,507.64</b>	<b>122,619.26</b>	<b>118,359.71</b>	<b>4,259.55</b>	<b>3.6%</b>
<b>NET GAIN/(LOSS)</b>	<b>1,599.97</b>	<b>2,362.75</b>	<b>458.47</b>	<b>3,298.36</b>	<b>7,719.55</b>	<b>5,920.54</b>	<b>1,799.01</b>	<b>30.4%</b>
TRAN	0.00	0.00			0.00	3,000.00	(3,000.00)	-100.0%
Endin	6,250.55	15,953.50	4,585.41	31,880.85	58,670.31	56,871.30	1,799.01	3.2%

Item 4.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, August 13, 2019
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2020 Budget Request for the Marshall-Lyon County Library
<b>Background Information:</b>	Each year the City of Marshall receives request from local agencies for financial support from the City. Attached is the request from the Marshall-Lyon County Library. Representative from the Library will be present at the meeting.
<b>Fiscal Impact:</b>	665,135 for 2020
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

**marshall-lyon county library**

**2020 Budget - Adopted**

	<b>REVENUE</b>	<b>2017 Budget</b>	<b>2017 Actuals</b>	<b>2018 Budget</b>	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 YTD</b>	<b>2020 Request</b>	<b>2020 Increase/ Decrease</b>	
31141	City of Marshall	597,169	589,606	606,173	606,173	625,072	260,445	655,134	30,062	4.8%
	City of Marshall (2018 Delinquent Taxes)				6,497					
	City of Marshall (2017 Delinquent Taxes)				5,936					
33472	Lyon County	264,382	264,382	303,041	311,328	312,491	156,321	327,522	15,031	4.8%
	<b>Total</b>	<b>861,551</b>	<b>853,988</b>	<b>909,214</b>	<b>929,934</b>	<b>937,563</b>	<b>416,766</b>	<b>982,656</b>	<b>45,093</b>	
	<b>Miscellaneous</b>									
36221	Interest	100	904	200	1,151	500	1,279	750	250	
34162	Community Room Renta/Equipment	1,300	840	1,300	1,127	1,500	1,285	1,500	0	
35171	Fines, Fees, Miscellaneous, Etc.	17,000	8,979	7,000	8,773	7,000	4,951	7,500	500	
36421	Copies	1,000	4,027	3,500	3,823	4,000	1,715	4,800	800	
36372	Grants/Donations	3,900		7,000	0	15,000		15,000	0	
	<i>Donations</i>		4,932		1,562		566			
	<i>Friends</i>		8,843		8,850		5,100			
	<i>Grants</i>		16,943		12,973		2,800			
	<b>Sub Total Miscellaneous</b>	<b>23,300</b>	<b>45,468</b>	<b>19,000</b>	<b>38,259</b>	<b>28,000</b>	<b>17,696</b>	<b>29,550</b>	<b>1,550</b>	
	<b>Other</b>								0	
36441	Refunds & Reimbursements	1,000	1,269	1,000	271	1,000	15	1,000	0	
39121	Sale of Fixed Assets (Surplus Equip.)	0	0	0			0	0	0	
37596	Cash Long (Short)	0	43	0	54	0	8	0	0	
	Reserves	20,710		20,710	0	11,710	0	10,160	(1,550)	
	<b>Sub Total-Others</b>	<b>21,710</b>	<b>1,312</b>	<b>21,710</b>	<b>325</b>	<b>12,710</b>	<b>23</b>	<b>11,160</b>	<b>(1,550)</b>	
									0	
	<b>TOTAL REVENUES</b>	<b>\$ 906,561</b>	<b>\$ 900,768</b>	<b>\$ 949,924</b>	<b>\$ 968,518</b>	<b>\$ 978,273</b>	<b>\$ 434,485</b>	<b>\$ 1,023,366</b>	<b>\$ 45,093</b>	
	<b>EXPENSES</b>	<b>2017 Budget</b>	<b>2017 Actuals</b>	<b>2018 Budget</b>	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 YTD</b>	<b>2020 Request</b>	<b>2020 Increase/ Decrease</b>	
	<b>Salarie Expenses</b>									
1101	Salaries - Fulltime	376,841	374,467	395,080	396,553	406,198	192,796	421,949	15,751	
1103	Salaries - Parttime	179,379	162,194	199,167	176,692	204,247	88,736	217,133	12,886	
1122	FICA Contributions	42,070	38,887	45,459	41,851	47,012	21,013	48,890	1,878	
1121	PERA Contributions	41,245	38,801	44,567	41,335	46,090	21,446	47,931	1,841	
1131	Health Insurance	57,563	56,784	53,911	54,584	59,302	25,945	58,206	(1,096)	
1135	Health Insurance Benefit Allotment	6,950	6,481	5,450	5,450	5,450	4,250	8,500	3,050	
1132	Dental Insurance	4,424	4,631	4,424	4,972	4,424	2,337	4,424	0	
1133	Life Insurance/LTD	933	889	969	923	976	444	1,060	84	
1142	Unemployment Benefits Pmt.				782		52			
1151	Worker's Compensation	4,234	1,988	4,576	2,187	4,732	1,897	4,921	189	
	<b>Sub Total - Salaries</b>	<b>713,639</b>	<b>685,122</b>	<b>753,603</b>	<b>725,329</b>	<b>778,431</b>	<b>358,916</b>	<b>813,014</b>	<b>34,583</b>	4.4%

		2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Budget	2019 YTD	2020 Request	2020 Increase/Decrease	
<b>Operating Expenses</b>										
<b>Administration</b>										
2211	Supplies - General Office	1,500	2,038	1,500	2,559	2,000	1,809	2,500	500	
2212	Motor Fuels, Lubricants	500	394	500	661	500	227	700	200	
2216	Special Events	100	0	100	53	0	0	0	0	
3311	Professional Services	0	2,742	1,000	2,158	1,500	1,516	2,000	500	
3312	Consultant	0	3,397	0	0	0	0	0	0	
3321	Telephone & Cellular Phones	2,225	1,984	2,225	2,110	2,000	1,419	3,700	1,700	
3322	Postage	100	406	600	1,090	750	535	750	0	
3331	Travel & Conference/CE	1,000	588	1,000	348	1,000	68	1,000	0	
3332	Mileage Reimbursement	500	514	500	677	500	179	500	0	
3347	Marketing	1,500	1,142	1,500	482	1,500	1,787	4,300	2,800	
3363	Automotive Insurance	122	29	135	134	135	90	135	0	
3405	Maintenance Agreements	4,500	5,551	4,500	5,544	5,000	2,034	5,000	0	
3433	Dues & Subscriptions	750	1,709	1,275	955	1,275	218	1,275	0	
3437	Licenses & Taxes	500	659	500	497	500	196	500	0	
<b>Sub Total - Administration</b>		<b>13,297</b>	<b>21,153</b>	<b>15,335</b>	<b>17,268</b>	<b>16,660</b>	<b>10,078</b>	<b>22,360</b>	<b>5,700</b>	<b>34.2%</b>
<b>Building</b>										
2272	Supplies - Building	1,000	1,985	1,500	2,381	2,000	1,394	2,500	500	
2223	Repair & Maintenance of Bldg.	1,750	8,260	2,000	9,602	5,000	2,467	5,000	0	
3361	Insurance General/Liability	8,000	1,391	8,000	5,683	6,000	3,022	6,000	0	
3381	Electricit Utilities	40,000	33,949	37,750	34,452	37,750	14,423	37,750	0	
3382	Water Utilities	800	831	800	809	850	320	850	0	
3384	Refuse Disposal	1,000	1,261	1,200	1,263	1,300	663	1,300	0	
3385	Sewer Utilities	525	519	525	564	525	178	525	0	
3405	Maintenance Agreements	26,081	20,839	23,832	25,410	23,000	6,847	7,000	(16,000)	
<b>Sub Total - Building</b>		<b>79,156</b>	<b>69,035</b>	<b>75,607</b>	<b>80,164</b>	<b>76,425</b>	<b>29,314</b>	<b>60,925</b>	<b>(15,500)</b>	<b>-20.3%</b>
<b>Public Services</b>										
2271	Supplies - Processing	2,500	3,294	3,000	2,519	3,000	2,157	3,000	0	
2216	Programming	0	462	500	89	500	0	500	0	
3318	Delivery Services - Plum Creek	4,350	4,350	5,250	5,250	5,505	5,505	5,505	0	
	Automation Fees - Plum Creek	21,000	20,469	22,010	22,010	23,133	23,133	25,646	2,513	
3501	Books	35,000	37,256	35,000	35,234	30,000	11,587	45,000	15,000	
3502	Lyon County - Digital Library	20,000	22,652	12,765	12,311	16,873	8,000	17,873	1,000	
	Hoopla - \$14,873.								0	
	Kanopy - \$3000								0	
	<b>Ancestry.com (Friends) \$1300</b>								0	
3502	Plum Creek - Digital Library			7,235	7,235	7,127	7,127	7,924	797	
3504	Periodicals/Newspapers	3,000	4,350	3,000	4,280	5,000	1,907	5,000	0	
3506	A-V Materials	6,000	6,634	6,000	6,278	5,000	1,681	5,000	0	
<b>Sub Total - Public Services</b>		<b>91,850</b>	<b>99,467</b>	<b>94,760</b>	<b>95,206</b>	<b>96,138</b>	<b>61,097</b>	<b>115,448</b>	<b>19,310</b>	<b>20.1%</b>
<b>Tech &amp; Equipment</b>										
2217	Computer Software Support/Agreements	5,619	6,746	6,619	5,230	6,619	4,998	7,619	1,000	
2221	Repair & Maintenance of Equip.	2,000	449	2,000	1,504	2,000	447	2,000	0	
2245	Machinery/Equipt. up to \$5000.	1,000	6,142	2,000	9,320	2,000	8,400	2,000	0	
<b>Sub Total - Tech &amp; Equipment</b>		<b>8,619</b>	<b>13,337</b>	<b>10,619</b>	<b>16,054</b>	<b>10,619</b>	<b>13,845</b>	<b>11,619</b>	<b>1,000</b>	<b>9.4%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 192,922</b>	<b>\$ 202,992</b>	<b>\$ 196,321</b>	<b>\$ 208,692</b>	<b>\$ 199,842</b>	<b>\$ 114,334</b>	<b>\$ 210,352</b>	<b>\$ 10,510</b>	

Item 5.

20

		2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Budget	2019 YTD	2020 Request	2020 Increase/ Decrease	
2213	<b>Grant/Donation Expenses</b>	-	-	-	-	0	-	-	0	
	<i>Donations</i>		5,010		6,196		1,990			
	<i>Friends</i>		6,122		8,618		5,879			
	<i>Grants</i>		4,120		7,449		3,991			
	<b>TOTAL GIFT/DONATION EXPENSES</b>	0	15,252	0	22,263	0	11,860	0	0	
	<b>Revenue</b>	<b>2017 Budget</b>	<b>2017 Actuals</b>	<b>2018 Budget</b>	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 YTD</b>	<b>2020 Request</b>	<b>2020 Increase/ Decrease</b>	
	Lyon County Libraries Digital/Large Print			7,000	7,000	5,000	1,636	0	(5,000)	
				7,000	7,000	5,000	1,636			
	<b>Expenses</b>									
	Digital			5,000	5,000	5,000	5,000			
	Large Print			2,000	1,389	-	612	-	-	
				7,000	6,389	5,000	5,612	-	-	

*Item 5.*

21