

Line Item	Fund Cost Center	2018 Approved Budget (City)	2019 Budget (City)	2018 Approved Budget (County)	2019 Budget (County)	2018 Approved Budget (Board Funds)	2019 Budget (Board Funds)	2019 Planning Budget Total	2018-2019 Variance	2019 Comments
4110	Salary/Wages	\$ 1,616,777	\$ 1,739,830	\$ -	\$ -	\$ -	\$ -	\$ 1,739,830	\$ 123,053	Based on calculations from City Finance Office
4111	Overtime Wages	0	-	0	-	0	-	-	\$ -	Reduced by \$12,150 through elimination of another page position; this may be accomplished by having only one page, or by reducing hours for both pages. Eliminated one page position (temporary, non-benefited) and moved to County budget rather than Board Funds.
4118	Temporary Wages	0	-	0	10,000	32,425	-	10,000	\$ (22,425)	
4100	Total Salary and Wages	1,616,777	1,739,830	0	10,000	32,425	-	1,749,830	\$ 100,628	
4120	Social Security	100,240	107,869	0	1,500	2,165	-	109,369	\$ 6,964	Figures provided by City Finance Office based on their calculations and formulas
4121	Medicare	23,443	25,228	0	375	506	-	25,603	\$ 1,654	
4130	Retirement	97,007	104,390	0	-	0	-	104,390	\$ 7,383	
4131	Section 125 Administration	956	819	0	-	0	-	819	\$ (137)	
4140	Workers' Compensation	3,055	2,507	0	-	0	-	2,507	\$ (548)	
4150	Group Health Insurance	264,122	234,962	0	-	0	-	234,962	\$ (29,160)	
4155	Group Life Insurance	1,716	1,706	0	-	0	-	1,706	\$ (10)	
4170	Unemployment Insurance	1,874	1,944	0	-	0	-	1,944	\$ 70	
4110	Total Benefits	492,413	479,425	0	1,875	2,671	-	481,300	\$ (13,784)	
4211	General/Auto Liability	8,117	5,147	0	-	0	-	5,147	\$ (2,970)	City of Rapid City liability insurance, per guidance from City Finance; BH Insurance - gen/auto liability
4212	Boiler Coverage	1,657	1,823	0	-	0	-	1,823	\$ 166	Per guidance from City Finance Office. BH Insurance gen/auto liability, per guidance from City Finance Office
4214	Other Insurance	26,172	19,087	0	5,000	0	-	24,087	\$ (2,085)	
4210	Total Insurances	35,946	26,057	0	5,000	0	-	31,057	\$ (4,889)	
4223	Consultant Services	7,500	2,000	15,000	4,000	0	2,000	8,000	\$ (14,500)	Strategic plan and staff development
4225	Other Professional Services	60,000	64,850	80,000	78,150	0	-	143,000	\$ 3,000	Reduced by \$15,150, \$12,150 of which is moved to the County budget. The remaining \$3,000 is reduced by limiting frequency of maintenance services such as window washing, and elimination of a service to replenish first aid supplies. Contract payments for: Security services, pest control, Climate Control (HVAC), programming performers, General Beadle custodial and maintenance, aviary maintenance, landscaping, window washing, laundry, eFax services, shredding. Fees for new hire drug and background checks, US Bank fees. Periodic maintenance services such as Rapid Rooter, alarm inspections, drive-up window services, smoke detector inspection.
4229	Marketing	3,054	3,500	0	4,500	0	-	8,000	\$ 4,946	
4220	Total Professional Services/Fees	70,554	70,350	95,000	86,650	0	2,000	159,000	\$ (6,554)	
4230	Publishing	525	-	0	-	0	700	700	\$ 175	Publishing library board minutes in newspaper.
4230	Total Publications	525	-	0	-	0	700	700	\$ 175	
4243	Machinery Rentals	500	-	0	-	0	-	-	\$ (500)	Previously used for scissor lift rental; we can now borrow from the swim center.
4244	Lease/Purchases	0	12,948	5,000	5,730	14,678	500	19,178	\$ (500)	Copiers (5) and postage machine leases.
4246	Other Rentals	0	212	5,188	800	0	1,588	2,600	\$ (2,588)	Reduced by \$3,000. Eliminated leased parking. \$1,588 moved to Board Funds Budget to meet needed reduction in City budget. Event booth rental fees and leased parking (Highmark; RCAS lot lease to be terminated).
4240	Total Rentals	500	13,160	10,188	6,530	14,678	2,088	21,778	\$ (3,588)	
4251	Rolling Stock	3,000	-	0	1,000	0	-	1,000	\$ (2,000)	Reduced by \$2,500: \$1,000 from City and \$1,500 from Board Funds. No longer allows for expanded services for mobile library. Vehicle maintenance; assumes mobile library service.
4252	Repair Structures	6,000	-	0	6,100	0	24,015	30,115	\$ 24,115	Replacement schedule for building maintenance for HVAC, elevator, and preventative maintenance. Also used for unexpected or emergency repairs.
4253	Repair Equipment	17,000	7,763	0	4,280	9,800	-	12,043	\$ (14,757)	Reduced by \$517; eliminated maintenance contract on folding machine. Based on replacement schedule. Maintenance agreements for copiers, folding machine, quarterly elevator maintenance, and annual fire extinguisher inspection.
4255	Repair Water/Sewer	0	-	0	-	0	-	-	\$ -	

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	Software/System Maintenance (Library)									Reduced by \$18,600. Change vendors for cataloging records for significant savings. Software and maintenance contracts for cataloging (OCLC), meeting room software, Constant Contact (marketing), Deep Freeze (computer maintenance), and Black Hills Library Consortium.
	4259 Miscellaneous	70,600	62,440	26,812	20,260	0	-	82,700	\$ (14,712)	
4250 Total Repair/Maintenance		96,600	70,203	26,812	31,640	9,800	24,015	125,858	\$ (7,354)	
	4261 Office Supplies	21,000	21,000	21,363	12,150	0	-	33,150	\$ (9,213)	Office and first aid supplies; monthly copy overages; library cards/book bags; postage; business cards; copy paper and toner. Total 2017 expenditure was \$45K.
	4262 Gasoline, Oil, Fuel	2,000	700	0	1,800	0	-	2,500	\$ 500	Reduced by \$2980; no longer allows for fuel for mobile library services.
	4263 Clothing, Food	800	-	0	250	0	727	977	\$ 177	Reduced by \$438. Eliminate purchasing of uniform shirts for facilities staff. Facilities uniforms and boots. Event food, water, beverage; does not include training food and beverage, which are in 4270.
	4264 Janitorial/Chemical	13,500	9,300	4,000	4,700	0	-	14,000	\$ (3,500)	Reduced by \$3,500. Minimize janitorial supply purchasing. Maintenance and janitorial related items (i.e. Menard's, Lowe's, Knechts, Servall, Heartland Paper)
	4265 Minor Tools	0	-	5,000	-	0	-	-	\$ (5,000)	Reduced by \$100; no minor tools should be needed in 2019.
	4267 Tires	0	1,000	0	200	0	-	1,200	\$ 1,200	New tires for truck in 2019
	4269 Misc. Supplies & Materials	0	0	0	-	0	2,500	2,500	\$ 2,500	Anticipated upgrades to security cameras.
4260 Total Supplies/Materials		37,300	32,000	30,363	19,100	0	3,227	54,327	\$ (13,336)	
	4270 Travel/Training	6,000	200	11,500	9,950	0	2,670	12,820	\$ (4,680)	Reduced by \$1,500; will plan for virtual conference attendance. \$450 moved to County budget to meet needed reduction in City budget. Planned training and staff development. Hosting of Black Hills Area Librarians trainings. Also upskilling training per strategic plan
4270 Total Travel/Training		6,000	200	11,500	9,950	0	2,670	12,820	\$ (4,680)	
	4281 Telephone	28,977	22,800	0	475	0	-	23,275	\$ (5,702)	Reduced by \$1,200; eliminated 2 cell phones. No guideline from city, but used same as for other utilities - 2017 actual + 10%
	4282 Natural Gas	19,858	17,494	0	515	0	-	18,009	\$ (1,849)	Per city guidelines.
	4283 Electricity	114,684	93,519	0	23,500	0	-	117,019	\$ 2,335	Per city guidelines. Also anticipate move to LED lighting, which is expected to reduce overall electrical costs. Includes pro-rated electrical costs for General Beadle library
	4287 Drainage Fees		420					420	\$ 420	
4280 Total Utilities		163,519	134,233	0	24,490	0	-	158,723	\$ (4,796)	
	4292 Dues	2,500	890	0	760	0	-	1,650	\$ (850)	Reduced by \$850; eliminated ALA annual dues, SDLA institutional dues, and the Director will pay his/her own SDLA dues. Chamber of Commerce; Mountain Plains Library Association; American Library Association; SD Library Association; Notary; Sam's Club
	4293 Subscriptions	50,000	26,040	50,000	55,000	0	-	81,040	\$ (18,960)	Reduced by \$18,960. Ebsco research databases eliminated (except for Consumer Reports), and reduced number of print magazines. Print magazines and online databases
	4294 Other Miscellaneous Expenses	16,427	19,427	20,000	7,000	0	-	26,427	\$ (10,000)	Event equipment and supplies for CHAOS Makerspace and other events and activities. Other miscellaneous expenses not budgeted elsewhere come out of this line item as well.
	4295 Computers and Software	36,536	73,532	59,137	18,380	0	-	91,912	\$ (3,761)	Annual replacement schedule and transition to new technologies.
	4296 Office Equipment	35,000	3,975	8,000	16,975	0	-	20,950	\$ (22,050)	Replacement schedule for furniture and equipment such as carts or shelving; telephone equipment; computer monitors. Replacement of tile floor cleaner per replacement schedule.
4290 Other Current Expenses		140,463	123,864	137,137	98,115	0	-	221,979	\$ (55,621)	
	4320 Building and Structures	9,000		0		5,435	20,000	20,000	\$ 5,565	New breaker panels for automated lighting; new breakers may also be needed for future LED or solar conversion.
	4341 General Materials	140,000	140,000	50,000	47,700	0	-	187,700	\$ (2,300)	
	4342 Book/AV Processing	22,088	19,235	0	5,325	0	-	24,560	\$ 2,472	
	4345 Electronic Resources	100,000	100,000	43,000	43,125	0	-	143,125	\$ 125	
	4346 DVDs	30,400	19,971	0	10,000	0	-	29,971	\$ (429)	Reduced by \$5,000; reduce number of DVD purchases.
	4348 Interactive Materials	10,000	1,520	0	4,500	0	-	6,020	\$ (3,980)	Reduced by \$6,000. Eliminate purchases of Adventure and Experience bags
	4350 Furniture & Minor Equipment	10,000	-	0	-	0	-	-	\$ (10,000)	Only for purchases over \$5000 per item
	4390 Vehicles (Library Other Capital Outlay)	0		0	-	0		-	\$ -	Delivery van scheduled for replacement, but deferred to meet budgetary requirements.

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4300 Total	Library Other Capital Outlay	321,488	280,726	93,000	110,650	5,435	20,000	411,376	\$ (8,547)	
4530	Refund or Reimbursement	0	-	0	-	22,000	22,000	22,000	\$ -	Pioneer Bank credit card fees. Pass-thru for Friends and Literacy Council sales.
4400 Sub Total		2,982,085	2,970,048	404,000	404,000	87,009	76,700	3,450,748	\$ (22,346)	
	Service Other Departments									
4226	(Interdepartmental Charges)	132,749	132,749	0	-	0	-	132,749	\$ -	
4226 Total	Interdepartmental Charges	132,749	-	0	-	0	-	-	\$ (132,749)	Eliminated. Interdepartmental charges are an unnecessary accounting transfer, and do not impact the library's operational budget. For City IT services, per guidance from City Finance Office.
	GRAND TOTAL	3,114,834	\$ 2,970,048	404,000	\$ 404,000	87,009	\$ 76,700	3,450,748	\$ (155,095)	
	OPERATIONAL COSTS	1,005,644	\$ 750,793	404,000	\$ 392,125	51,913	\$ 76,700	1,219,618	\$ (241,939)	

Total reduction \$ 80,295

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2019 Comments



