

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	-	-	\$ -	Eliminated one page position (temporary, non-benefited) and moved to County budget rather than Board Funds.
	4118 Temporary Wages	0	-	0	22,500	32,425	-	22,500	\$ (9,925)	
4100	Total Salary and Wages	1,616,777	1,739,830	0	22,500	32,425	-	1,762,330	\$ 113,128	
	4120 Social Security	100,240	107,869	0	1,500	2,165	-	109,369	\$ 6,964	
	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)	Figures provided by City Finance Office based on their calculations and formulas
	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)	City of Rapid City liability insurance, per guidance from City Finance; BH Insurance - gen/auto liability
	4211 General/Auto Liability	8,117	5,147	0	-	0	-	5,147	\$ (2,970)	
	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	80,000	80,000	66,000	0	-	146,000	\$ 6,000	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	Marketing in support of Strategic Plan.
4220	Total Professional Services/Fees	70,554	85,500	95,000	74,500	0	2,000	162,000	\$ (3,554)	
	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	4,800	5,188	800	0	-	5,600	\$ 412	Event booth rental fees and leased parking (Highmark; RCAS lot lease to be terminated).
4240	Total Rentals	500	17,748	10,188	6,530	14,678	500	24,778	\$ (588)	Vehicle maintenance; assumes mobile library service.
	4251 Rolling Stock	3,000	1,000	0	1,000	0	1,500	3,500	\$ 500	
	4252 Repair Structures	6,000	0	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	8,280	0	4,280	9,800	-	12,560	\$ (14,240)	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	-	-	\$ -	
	Software/System Maintenance (Library)									Software and maintenance contracts for cataloging (OCLC), meeting room software, Constant Contact (marketing), Deep Freeze (computer maintenance), and Black Hills Library Consortium.
4250	Total Repair/Maintenance	96,600	90,320	26,812	31,640	9,800	25,515	147,475	\$ 14,263	Office and first aid supplies; monthly copy overages; library cards/book bags; postage; business cards; copy paper and toner. Total 2017 expenditure was \$45K.
	4261 Office Supplies	21,000	21,000	21,363	12,150	0	-	33,150	\$ (9,213)	Assumes mobile library service
	4262 Gasoline, Oil, Fuel	2,000	3,680	0	1,800	0	-	5,480	\$ 3,480	Facilities uniforms and boots. Event food, water, beverage; does not include training food and beverage, which are in 4270.
	4263 Clothing, Food	800	-	0	250	0	1,165	1,415	\$ 615	Maintenance and janitorial related items (i.e. Menard's, Lowe's, Knechts, Servall, Heartland Paper)
	4264 Janitorial/Chemical	13,500	12,800	4,000	4,700	0	-	17,500	\$ -	
	4265 Minor Tools	0	-	5,000	100	0	-	100	\$ (4,900)	
	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.

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4260	Total Supplies/Materials	37,300	38,480	30,363	19,200	0	3,665	61,345	\$ (6,318)	
	4270 Travel/Training	6,000	2,150	11,500	9,500	0	2,670	14,320	\$ (3,180)	Planned training and staff development. Hosting of Black Hills Area Librarians trainings. Also upskilling training per strategic plan
4270	Total Travel/Training	6,000	2,150	11,500	9,500	0	2,670	14,320	\$ (3,180)	
	4281 Telephone	28,977	24,000	0	475	0	-	24,475	\$ (4,502)	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	135,433	0	24,490	0	-	159,923	\$ (3,596)	
	4292 Dues	2,500	1,740	0	760	0	-	2,500	\$ -	Chamber of Commerce; Mountain Plains Library Association; American Library Association; SD Library Association; Notary; Sam's Club
	4293 Subscriptions	50,000	45,000	50,000	55,000	0	-	100,000	\$ -	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. Annual replacement schedule and transition to new technologies.
	4295 Computers and Software	36,536	73,532	59,137	18,380	0	-	91,912	\$ (3,761)	Replacement schedule for furniture and equipment such as carts or shelving; telephone equipment; computer monitors. Replacement of tile floor cleaner per replacement schedule.
	4296 Office Equipment	35,000	3,975	8,000	16,975	0	-	20,950	\$ (22,050)	
4290	Other Current Expenses	140,463	143,674	137,137	98,115	0	-	241,789	\$ (35,811)	
	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	24,971	0	10,000	0	-	34,971	\$ 4,571	
	4348 Interactive Materials	10,000	7,520	0	4,500	0	-	12,020	\$ 2,020	
	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.
4300	Total Library Other Capital Outlay	321,488	291,726	93,000	110,650	5,435	20,000	422,376	\$ 2,453	
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	3,050,343	404,000	404,000	87,009	77,050	3,531,393	\$ 58,299	
	Service Other Departments									
	4226 (Interdepartmental Charges)	132,749	132,749	0	-	0	-	132,749	\$ -	
4226	Total Interdepartmental Charges	132,749	132,749	0	-	0	-	132,749	\$ -	For City IT services, per guidance from City Finance Office.
	GRAND TOTAL	3,114,834	\$ 3,183,092	404,000	\$ 404,000	87,009	\$ 77,050	3,664,142	\$ 58,299	
	OPERATIONAL COSTS	1,005,644	\$ 963,837	404,000	\$ 379,625	51,913	\$ 77,050	1,420,512	\$ (41,045)	