

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
160 6th Street NE
June 19, 2018 4:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. 2019 Operations and Maintenance Budget Requests
3. Adjournment

Next meeting: July 10, 2018 at 4:15pm

**101 GENERAL FUND
450 CULTURE & RECREATION
455.00 LIBRARY**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	1/1/2018 6/30/2018	7/1/2018 12/31/2018	TOTAL FY 18	REQUEST FY 19	MAYOR'S BUDGET	APPROVED FY 19	INCREASE/DECREASE AMOUNT	%	
410 PERSONAL SERVICES												
41100 Supervision Salary	281,727	160,618	114,500			-				(114,500)	-100.0%	
41101 Clerical & Oper Salary	169,475	258,686	296,100			-				(296,100)	-100.0%	
41102 Temporary Salaries	44,444	45,947	58,700			-				(58,700)	-100.0%	
41009 Overtime Pay	-	311	-			-				-	N/A	
41200 OASI-Employer Contributions	33,824	31,071	32,600			-				(32,600)	-100.0%	
41300 Retirement and Pensions	25,642	23,085	24,650			-				(24,650)	-100.0%	
41400 Worker's Comp Insurance	2,084	2,500	2,500			-				(2,500)	-100.0%	
41500 Group Health Insurance	76,208	83,972	94,800			-				(94,800)	-100.0%	
41501 Retiree Health Insurance	1,605	-	-			-				-	N/A	
41600 Unemployment Benefits	-	2,422	-			-				-	N/A	
TOTAL PERSONAL SERVICES	635,009	608,612	623,850	-	-	-	-	-	-	(623,850)	-100.0%	
420 OTHER CURRENT EXPENDITURES												
42104 Insurance Premiums	9,448	11,050	11,600			-				(11,600)	-100.0%	
42107 Temp-Not Subject to Worker's Comp	438	66	-			-				-	N/A	
42208 Software	-	-	2,500			-	5,000			(2,500)	-100.0%	
42212 OCLC	3,575	3,796	5,300			-	5,300			(5,300)	-100.0%	
42214 ILS Maintenance	-	11,522	11,000			-	12,100			(11,000)	-100.0%	5% increase after 5 ye
42222 Courier Services	-	-	2,300			-	2,300			(2,300)	-100.0%	
42300 Publication & Rec Fees	1,130	2,513	1,000			-	1,000			(1,000)	-100.0%	
42501 Equip Maintenance	5,883	23,665	7,000			-	8,200			(7,000)	-100.0%	staff printer maintena
42502 Bldg Maintenance	6,939	3,105	8,500			-	8,000			(8,500)	-100.0%	
42504 Maintenance of Others	2,166	1,917	2,400			-	2,200			(2,400)	-100.0%	
42600 Office Supplies	5,099	5,693	5,300			-	6,000			(5,300)	-100.0%	
42601 Cleaning Supplies	5,851	6,500	7,650			-	6,500			(7,650)	-100.0%	

42603 Motor Fuel And Lubricants	168	196	200	-	200	(200)	-100.0%				
42618 Postage	3,627	3,696	3,000	-	3,000	(3,000)	-100.0%				
42627 Safety Supplies	679	256	275	-	300	(275)	-100.0%				
42630 Circulation Supplies	7,652	7,573	8,000	-	8,250	(8,000)	-100.0%	3% increase to match			
42683 Electronic Subscriptions	19,593	13,030	35,750	-	35,000	(35,750)	-100.0%				
42701 Travel Exp Personnel	8,272	5,558	7,450	-	8,000	(7,450)	-100.0%				
42702 Subsc & Membership	2,464	1,117	2,800	-	2,200	(2,800)	-100.0%				
42707 Patron Subscriptions	9,631	8,850	10,000	-	10,000	(10,000)	-100.0%				
42708 Ebooks	42,992	39,714	40,700	-	42,000	(40,700)	-100.0%	increased usage			
42801 Natural Gas	7,462	6,852	10,000	-	10,000	(10,000)	-100.0%				
42802 Electricity	28,294	29,226	28,000	-	30,000	(28,000)	-100.0%	increased usage			
42803 Water	2,386	2,651	1,600	-	3,000	(1,600)	-100.0%	increased usage			
42804 Sewer	436	409	450	-	450	(450)	-100.0%				
42805 Phone-Monthly Service	1,349	5,026	4,600	-	5,000	(4,600)	-100.0%				
42806 Phone-Long Distance	75	6	-	-	-	-	N/A				
42813 Internet Service Provider	912	876	1,000	-	1,000	(1,000)	-100.0%				
TOTAL OTHER CURRENT EXPENDITURES	176,521	194,863	218,375	-	-	-	215,000	-	-	(218,375)	-100.0%

430 CAPITAL OUTLAY

43400 Library Books & Off Ref	93,284	92,955	97,500	-	100,500	(97,500)	-100.0%	3% increase			
43500 Furniture, Fixtures & Furnishing	8,797	-	5,350	-	2,000	(5,350)	-100.0%				
43600 Machinery & Equipment	-	-	-	-	7,000	-	N/A				
43607 Electronic & Communication Equip.	-	-	-	-	40,845	-	N/A				
TOTAL CAPITAL OUTLAY	102,081	92,955	102,850	-	-	-	150,345	-	-	(102,850)	-100.0%

TOTAL BUDGET - LIBRARY

913,611	896,430	945,075	-	-	-	365,345	-	-	(945,075)	-100.0%
----------------	----------------	----------------	----------	----------	----------	----------------	----------	----------	------------------	----------------

ars

nce contract

materials increase

226 SPECIAL REVENUE FIND
455 SPECIAL REVENUE FUND
455.06 LIBRARY FINES FUND

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	1/1/2018 6/30/2018	7/1/2018 12/31/2018	TOTAL FY 18	REQUEST FY 19	MAYOR'S BUDGET	APPROVED FY 19	INCREASE/DECREASE AMOUNT	%	
420 OTHER CURRENT EXPENDITURES												
42104 Insurance Premiums	41	84	100			-	100			(100)	-100.0%	
42551 Copier Maintenance	1,561	1,740	2,500			-	2,500			(2,500)	-100.0%	
42600 Office Supplies	2,727	1,960	1,600			-	2,000			(1,600)	-100.0%	
42623 Computer Supplies & Equipment	2,551	-	-			-	2,500			-	N/A	reestablishing fund
42674 Information & Education (PR)	4,072	4,443	7,900			-	8,000			(7,900)	-100.0%	
42702 Subs. & Memberships	-	3,022	-			-				-	N/A	
42917 Library Programs	14,396	13,754	18,000			-	19,000			(18,000)	-100.0%	
TOTAL OTHER CURRENT EXPENDITURES	25,348	25,003	30,100	-	-	-	34,100	-	-	(30,100)	-100.0%	
430 CAPITAL OUTLAY												
43400 Library Books & Off Ref	-	1,462	-			-				-	N/A	
43500 Furniture, Fixtures & Furnishings	-	1,648	-			-				-	N/A	
43602 Computer Equip / Software	4,358	14,358	8,800			-	40,845			(8,800)	-100.0%	public computers
43607 Electronic & Communication Equip.	12,264	2,555	4,500			-				(4,500)	-100.0%	
TOTAL CAPITAL OUTLAY	16,622	20,024	13,300	-	-	-	40,845	-	-	(13,300)	-100.0%	
450 OTHER EXPENDITURES												
45400 Remittance of Revenue	-	-	-			-				-	N/A	
TOTAL OTHER EXPENDITURES	-	-	-	-	-	-	-	-	-	-	N/A	
TOTAL BUDGET - LIBRARY FINES FUND	41,970	45,027	43,400	-	-	-	74,945	-	-	(43,400)	-100.0%	



Schools TLC



**LIBRARY FINES
EXPENDITURES**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ACTUAL 1/1/2017- 6/30/2017	ESTIMATE 7/1/2017 - 12/31/2017	PROJECTED FY 18	REQUEST FY 19	MAYOR'S BUDGET	INCREASE/DECREASE AMOUNT	%	APPROVED FY 19
226 LIBRARY FINES FUND											
450 CULTURE AND RECREATION											
455.06 Library Fines Fund	134	108	100	-	-	-	-	-	(100)	-100.0%	-
TOTAL LIBRARY FINES FUND	134	108	100	-	-	-	-	-	(100)	-100.0%	-
CAPITAL OUTLAY ACCUMULATIONS:											
CARRIED OVER FROM 2014											-
ACCUMULATED IN 2015											-
SUBTOTAL - CAPITAL OUTLAY ACCUMULATIONS											-
ENDING FUND BALANCE											<u>#REF!</u>
TOTAL LIBRARY FINES FUND REQUIREMENTS											<u>#REF!</u>

**LIBRARY FINES
REVENUES**

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	ACTUAL 1/1/2017- 6/30/2017	ESTIMATE 7/1/2017 - 12/31/2017	PROJECTED FY 18	REQUEST FY 19	MAYOR'S BUDGET	INCREASE/DECREASE AMOUNT	%	APPROVED FY 19
LIBRARY FINES FUND											
330 INTERGOVERNMENTAL REVENUES											
33122 Inter-library Loan Postage Program	-	-	-	-	-	-	-	-	-	N/A	-
33145 Other Federal Grants	-	-	-	-	-	-	-	-	-	N/A	-
TOTAL INTERGOVERNMENTAL REVENUES	-	-	-	-	-	-	-	-	-	N/A	-
350 FINES & FORFEITS											
35102 Library Fines	13,999	12,863	18,500			-	15,000		(18,500)	-100.0%	ebooks no

35109 Other	-	-	-	-	-	-	-	-	N/A	
TOTAL FINES & FORFEITS	13,999	12,863	18,500	-	-	-	15,000	-	(18,500) -100.0%	-

360 MISCELLANEOUS REVENUE

36100 Interest Earned	1,437	2,294	1,000	-	-	-	2,000	-	(1,000)	-100.0%
36700 Donations	9,720	9,653	7,000	-	-	-	7,000	-	(7,000)	-100.0%
36909 Other Miscellaneous Revenue	18,321	17,531	16,500	-	-	-	14,000	-	(16,500)	-100.0%
36910 Cash Short & Over	47	(15)	-	-	-	-	-	-	-	N/A
TOTAL MISCELLANEOUS REVENUE	29,525	29,463	24,500	-	-	-	23,000	-	(24,500) -100.0%	-

TOTAL LIBRARY FINES FUND	43,524	42,327	43,000	-	-	-	38,000	-	(43,000) -100.0%	-
---------------------------------	---------------	---------------	---------------	----------	----------	----------	---------------	----------	-------------------------	----------

ESTIMATED FUND BALANCE 12-31-17

TOTAL LIBRARY FINES FUND MEANS OF FINANCE										#REF!
--	--	--	--	--	--	--	--	--	--	--------------

#REF!
#REF!

fines