

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
160 6th Street NE
August 21, 2018 4:45 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Public Comment
3. 2019 Fines Fund Allocation for Library Books and Off Ref.
4. Open
5. Adjournment

Next meeting: September 4, 2018 at 4:15pm

LIBRARY FINES FUND

Department Description: Account for the revenues and expenditures of library fines and other types of miscellaneous income as allowed by South Dakota Codified Law. The Library Board oversees the activity of this fund and is used to replace computers, monitors and printers at the Library.

Budget Summary

Description	2016 Actual	2017 Actual	2018 Budget	2019 Budget	Increase/Decrease Amount	% Change
Revenues						
Fines and Forfeitures	13,999	12,863	18,500	15,000	(3,500)	-18.9%
Miscellaneous Revenues	29,525	29,463	24,500	22,500	(2,000)	-8.2%
Total Revenues	43,524	42,326	43,000	37,500	(5,500)	-12.8%
Expenditures						
Current Expenditures	25,348	25,003	30,100	30,110	10	0.0%
Capital Outlay	16,622	20,023	13,300	41,600	28,300	212.8%
Other Expenditures	-	-	-	-	-	N/A
Total Expenditures	41,970	45,026	43,400	71,710	28,310	65.2%

Significant Budget and Personnel Changes

There are no significant budget or personnel changes for the fiscal year.

Capital Purchases

Computers & Equipment	\$ 4,000	Replace eight security cameras
Computers & Equipment	\$ 23,400	Replace twenty-six public computers
Computers & Equipment	\$ 2,700	Replace three computers
Computers & Equipment	\$ 6,500	Replace copier
Computers & Equipment	\$ 2,500	Purchase Envisionware software
Computers & Equipment	\$ 2,500	Replace receipt printers

Summary of Personnel

No personnel are allocated to this department.

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

	ACTUAL FY 16	ACTUAL FY 17	BUDGET FY 18	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	110	110	110	10	10.0%
42551 Copier Maintenance	1,561	1,740	2,500	2,397	2,500	2,500	2,500	-	0.0%
42600 Office Supplies	2,727	1,960	1,600	1,977	2,000	2,000	2,000	400	25.0%
42623 Computer Supplies & Equipment	2,551	-	-	-	2,500	2,500	2,500	2,500	N/A
42674 Information & Education (PR)	4,072	4,443	7,900	6,914	8,000	8,000	8,000	100	1.3%
42702 Subs. & Memberships	-	3,022	-	-	-	-	-	-	N/A
42917 Library Programs	14,396	13,754	18,000	17,138	19,000	15,000	15,000	(3,000)	-16.7%
TOTAL OTHER CURRENT EXPENDITURES	25,348	25,003	30,100	28,526	34,110	30,110	30,110	10	0.0%
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	9,623	41,600	41,600	41,600	32,800	372.7%
43607 Electronic & Communication Equip.	12,264	2,555	4,500	3,677	-	-	-	(4,500)	-100.0%
TOTAL CAPITAL OUTLAY	16,622	20,023	13,300	13,300	41,600	41,600	41,600	28,300	212.8%
TOTAL BUDGET - LIBRARY FINES FUND	41,970	45,026	43,400	41,826	75,710	71,710	71,710	28,310	65.2%

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	INCREASE/DECREASE %	Adjustments
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			-	3,000			(2,500)	-100.0%	
42212 OCLC	3,575	3,796	5,300			-	5,000			(5,300)	-100.0%	-300
42214 ILS Maintenance	-	11,522	11,000			-	12,100			(11,000)	-100.0%	5% increase after 5 years
42222 Courier Services	-	-	2,300			-	500			(2,300)	-100.0%	-1,800
42300 Publication & Rec Fees	1,130	2,513	1,000			-	500			(1,000)	-100.0%	-500
42501 Equip Maintenance	5,883	23,665	7,000			-	8,200			(7,000)	-100.0%	staff printer maintenance contract
42502 Bldg Maintenance	6,939	3,105	8,500			-	6,000			(8,500)	-100.0%	-2,000
42504 Maintenance of Others	2,166	1,917	2,400			-	2,000			(2,400)	-100.0%	-200
42600 Office Supplies	5,099	5,693	5,300			-	5,000			(5,300)	-100.0%	-1,000
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 materials increase
42683 Electronic Subscriptions	19,593	13,030	35,750			-	27,000			(35,750)	-100.0%	-8,000
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			-	2,000			(2,800)	-100.0%	-200
42707 Patron Subscriptions	9,631	8,850	10,000			-	10,000			(10,000)	-100.0%	
42708 Ebooks	42,992	39,714	40,700			-	40,000			(40,700)	-100.0%	-4,000 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				197,000			(218,375)	-100.0%	
430 CAPITAL OUTLAY												
43400 Library Books & Off Ref	93,284	92,955	97,500			-	18,000			(97,500)	-100.0%	3% increase
43500 Furniture, Fixtures & Furnishing	8,797	-	5,350			-	-			(5,350)	-100.0%	
43600 Machinery & Equipment	-	-	-			-	-			-	N/A	
43607 Electronic & Communication Equip.	-	-	-			-	-			-	N/A	29 computers
TOTAL CAPITAL OUTLAY	102,081	92,955	102,850				18,000			(102,850)	-100.0%	
TOTAL BUDGET - LIBRARY	913,611	896,430	945,075				215,000			(945,075)	-100.0%	