

DOWNTOWN LIBRARY
 610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

NORTH PARTNER LIBRARY
 10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

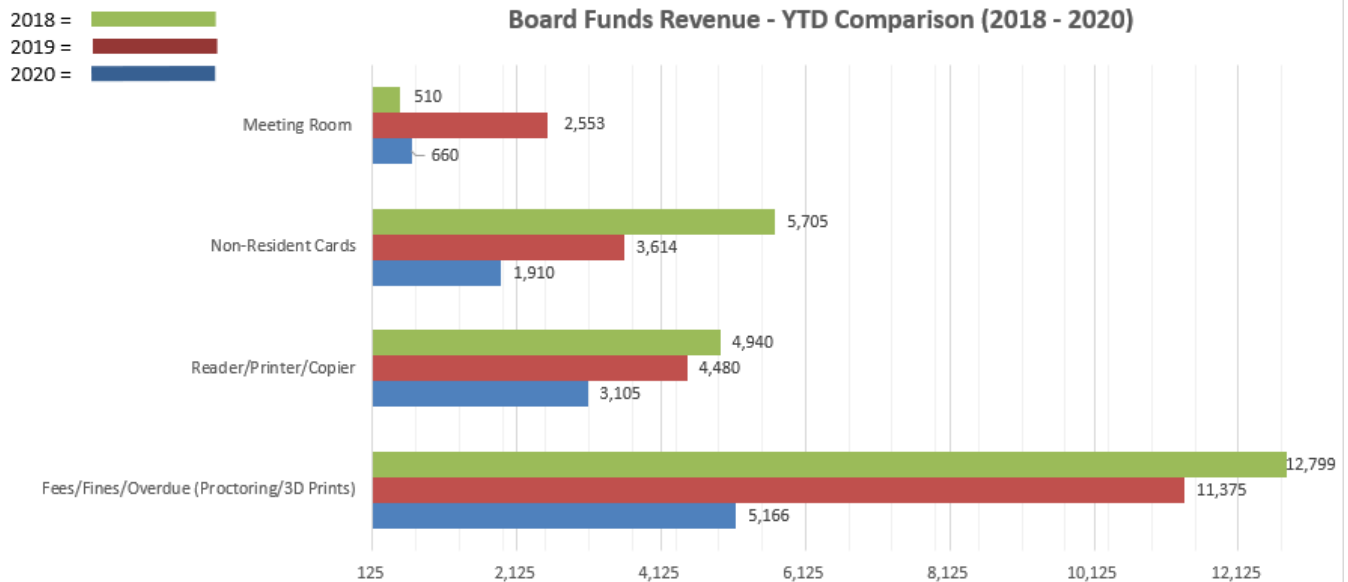
RAPIDCITYLIBRARY.ORG



Date: May 11, 2020
 To: Rapid City Public Library Board of Trustees
 From: Jennifer Read, Administration and Facilities Coordinator
 Re: Financial Executive Summary Ending April 30, 2020

2020 Revenue

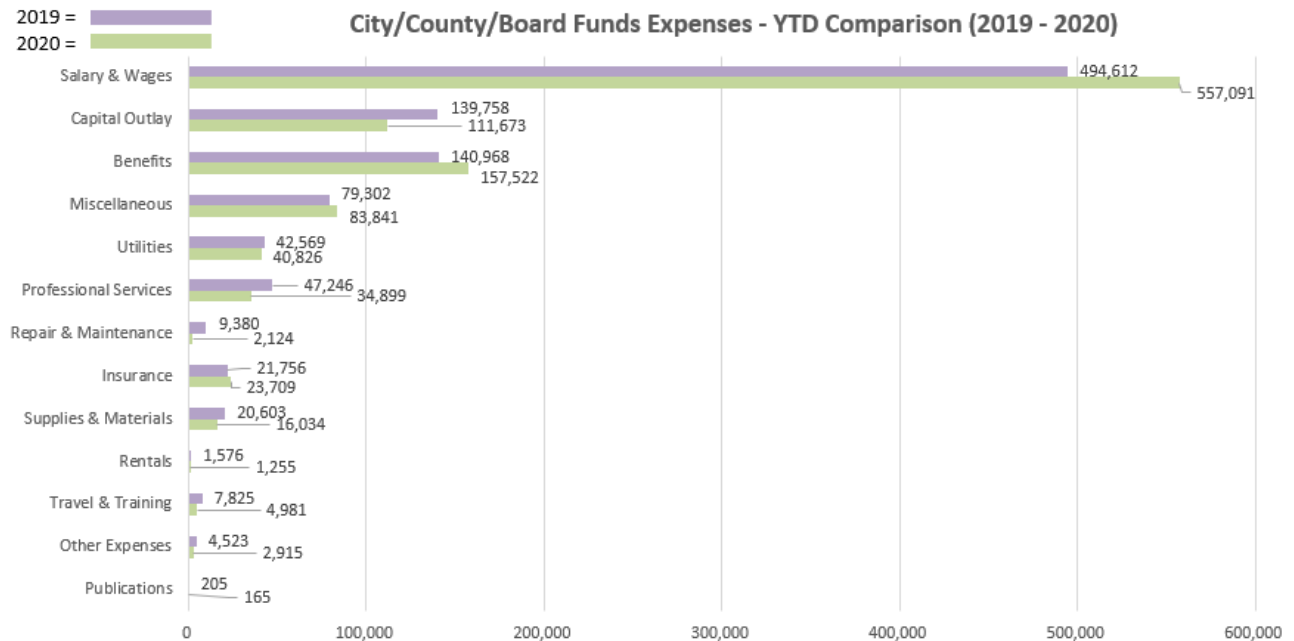
Year to date fines and fees revenues totaled \$10,840, a decrease of 51% or about \$11,182 compared to 2019. The largest factor in lost revenue is the library closing to the public (with the exception of drive-thru services) as of March 16; projected revenue loss due to that closing is \$15,000. Revenue is also down due to the elimination of fines for children’s materials and reciprocal borrowing with Sturgis.



1. Meeting room revenue decreased by \$1,893 compared to April 2019, but is on par with April 2018. 2019 was skewed by a group that booked a meeting room several times, for about \$1,300.
2. Non-resident card revenue decreased by \$1,704. There are currently 970 registered non-county users; 106 Sturgis card holders have checked out 3,127 RCPL items since the start of the reciprocal borrowing agreement.
3. Copier and printing revenue decreased by 31%, most likely due to the library closing as of March 16. On March 26 we implemented pickups of mobile printing to drive-thru patrons, and anticipate a slight increase in this revenue.
4. Fees/Fines/Overdue/3D prints and proctoring revenue decreased by \$6,209.

| 2020 Expenditures | |
|-------------------|------------|
| YTD Benchmark | YTD Actual |
| 33.32% | 27% |

Total expenditures and encumbrances¹ through April 2020 were \$1,037,034.09.



We have been directed by the city to make essential purchases only. We are continuing to order books, audiobooks, etc. in response to patron requests, but some of those shipments are now being delayed by the suppliers.

1. Other Expenses decreased by 36% since April 2019. This is a pass-thru line item for the Friends of the Library book sales, Friends of the Library memberships, and the Literacy Council. These items do not affect the bottom line.
2. Travel and Training decreased by 36%. This line item is used by staff to attend professional conferences and trainings. Computers in Libraries conference (scheduled for end of March) was postponed. The American Library Association conference scheduled for June was cancelled, and the library will receive a credit for the flight purchases.
3. Rentals decreased by 20%. Rentals include equipment rentals such as the postage machine.
4. Supplies & Materials decreased by 22%. This includes office and janitorial supplies, tools, tires, clothing-food, and gasoline. We have purchased appropriate cleaning supplies such as disinfectants and are adopting a revised cleaning schedule in preparation for re-opening.
5. Insurance increased by 9% since April 2019.
6. Repair & Maintenance decreased by 77%. This includes facility repair and equipment, and the integrated library system (ILS).

¹ Encumbrances: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

7. Professional Services decreased by 26%. These services include programming performances, aviary maintenance, landscaping, window cleaning, HVAC maintenance, and security. Services such as exterior window cleaning, landscaping, and pest control have been cancelled for the year or been temporarily put on hold.
8. Miscellaneous increased by 6%. Expenditures include magazine subscriptions, computers, software, software maintenance contracts, and office equipment. These purchases are made according to the technology and equipment replacement schedule.
9. Capital Outlay expenditures for books, other library materials, and building improvements decreased by 20% compared to April 2019.

**Monthly Vacancy Status Report
as of 4/30/20**

| LIBRARY DEPARTMENT | FULL AND PART- TIME POSITIONS | FULL AND PART-TIME EMPLOYEES | VACANCIES | STATUS |
|------------------------------|--|---|------------------|---|
| Management | 2 | 2 | | |
| Librarian I's | 2 | 2 | | |
| Coordinators | 4 | 4 | | |
| Business Office | 1.5 | 1.5 | | |
| Facilities | 2.75 | 2 | 0.75 | <i>Have been unable to fill the 30-hour custodial position; contracted services to be used for 6 months, at which time posting the position may be tried again.</i> |
| Library Associates | 20.75 | 18.75 | 2 | <i>Early Education Library Associate II 30-day trial to begin after re-opening.</i> |
| Customer Service Specialists | 3.875 | 3.875 | | <i>Events LAll vacancy on hold until further notice.</i> |
| Outreach | 2 | 2 | | |
| TOTALS | 38.875 | 36.125 | 2.75 | |

Note: Data excludes temporary classifications (Pages)

Year to Date Expense Report
as of 4/30/20

Dept. 0609, 0610, 0971

| | Total Year To | | | |
|---------------------------------------|------------------|------------------|------------------|------------|
| | Current Year | Date | Remaining | Percent |
| | Working | Encumbrance | Budget | Budget |
| | Budget | and Expense | Balance | Remaining |
| 4110 Salary & Wages | \$ 1,752,943 | \$ 553,440 | 1,199,503 | 68% |
| 4111 Overtime Wages | - | 4 | (4) | 0% |
| 4114 FTO/Uniform/Tool/Class IV Pay | - | - | - | 0% |
| 4118 Temporary Wages | 36,640 | 3,646 | 32,994 | 90% |
| 4100 Salary & Wages | 1,789,583 | 557,091 | 1,232,493 | 69% |
| 4120 Social Security | 110,897 | 32,529 | 78,368 | 71% |
| 4121 Medicare | 25,943 | 7,608 | 18,336 | 71% |
| 4130 Retirement | 105,177 | 32,894 | 72,283 | 69% |
| 4131 Section 125 Administration | 1,764 | 190 | 1,574 | 89% |
| 4140 Workmens Comp | 1,852 | 1,852 | - | 0% |
| 4150 Group Health Insurance | 236,892 | 79,972 | 156,920 | 66% |
| 4155 Group Life Insurance | 1,706 | 533 | 1,173 | 69% |
| 4170 Unemployment Insurance | 1,944 | 1,944 | - | 0% |
| 4110 Benefits | 486,175 | 157,522 | 328,653 | 68% |
| 4211 General & Auto Liability | 5,236 | 4,891 | 345 | 7% |
| 4212 Boiler Coverage | - | - | - | 0% |
| 4214 Other Insurance | 18,693 | 18,818 | (125) | -1% |
| 4210 Insurance | 23,929 | 23,709 | 220 | 1% |
| 4223 Consultant Services | 6,000 | 80 | 5,920 | 99% |
| 4225 Other Professional Services | 106,913 | 34,109 | 72,804 | 68% |
| 4229 Marketing | 8,400 | 710 | 7,690 | 92% |
| 4220 Professional Services | 121,313 | 34,899 | 86,414 | 71% |
| 4230 Publishing | 775 | 165 | 610 | 79% |
| 4230 Publications | 775 | 165 | 610 | 79% |
| 4243 Machinery Rentals | - | - | - | 0% |
| 4244 Lease/Purchases | 22,100 | 407 | 21,693 | 98% |
| 4246 Other Rentals | 1,250 | 848 | 402 | 32% |
| 4240 Rentals | 23,350 | 1,255 | 22,095 | 95% |
| 4251 Repair - Roll Stock | 650 | 3 | 647 | 100% |
| 4252 Repair - Structures | 39,562 | 880 | 38,682 | 98% |
| 4253 Repair - Equipment | 15,669 | 1,241 | 14,428 | 92% |
| 4255 Repair - Water & Sewer | - | - | - | 0% |
| 4259 Miscellaneous | - | - | - | 0% |
| 4250 Repair & Maintenance | 55,881 | 2,124 | 53,757 | 96% |
| 4261 Office Supplies | 28,500 | 7,983 | 20,517 | 72% |
| 426101 Event Supplies | 38,770 | 2,649 | 36,121 | 93% |
| 4262 Gasoline, Oil, Fuel | 2,500 | 329 | 2,171 | 87% |
| 4263 Clothing, Food | 1,000 | - | 1,000 | 100% |
| 4264 Janitor & Chemical Supplies | 13,000 | 4,713 | 8,288 | 64% |
| 4265 Minor Tools | 250 | 361 | (111) | -44% |
| 4266 Agricultural Supply | - | - | - | 0% |
| 4267 Tires | 800 | - | 800 | 100% |
| 4269 Misc Supplies & Materials | - | - | - | 0% |
| 4260 Supplies & Materials | 84,820 | 16,034 | 68,786 | 81% |
| 4270 Travel & Training | 17,800 | 4,981 | 12,819 | 72% |
| 4270 Travel & Training | 17,800 | 4,981 | 12,819 | 72% |
| 4281 Telephone - Local | 25,000 | 7,228 | 17,772 | 71% |
| 4282 Natural Gas | 19,033 | 9,017 | 10,016 | 53% |
| 4283 Electricity | 92,994 | 24,581 | 68,413 | 74% |
| 4287 Drainage Fees | 420 | - | 420 | 100% |
| 4280 Utilities | 137,447 | 40,826 | 96,621 | 70% |
| 4292 Dues | 1,900 | 850 | 1,050 | 55% |
| 4293 Subscriptions | 85,000 | 49,209 | 35,791 | 42% |
| 4294 Other Miscellaneous Expenses | 1,000 | 614 | 386 | 39% |
| 4295 Computers | 79,541 | 3,659 | 75,882 | 95% |
| 429501 Software | 6,000 | 272 | 5,728 | 95% |
| 429502 Software Maintenance Contracts | 93,347 | 27,299 | 66,048 | 71% |
| 4296 Office Equipment | 43,287 | 1,937 | 41,350 | 96% |
| 4290 Miscellaneous | 310,075 | 83,841 | 226,234 | 73% |
| 4320 Buildings & Structures | 80,000 | - | 80,000 | 100% |
| 4341 General Materials | 200,060 | 49,408 | 150,652 | 75% |
| 4342 Books/AV Processing | 25,800 | 4,096 | 21,704 | 84% |
| 4345 Electronic Resources | 135,079 | 49,229 | 85,850 | 64% |
| 4346 DVDs | 28,000 | 7,083 | 20,917 | 75% |
| 4348 Interactive Materials | 6,050 | 1,857 | 4,193 | 69% |
| 4350 Furniture & Minor Equipment | - | - | - | 0% |
| 4360 Library Machinery | - | - | - | 0% |
| 4390 Library Other Capital | - | - | - | 0% |
| 4300 Capital Outlay | 474,989 | 111,673 | 363,316 | 76% |
| 4530 Refund or Reimbursement | 22,000 | 2,915 | 19,085 | 87% |
| 4500 Other Expenses | 22,000 | 2,915 | 19,085 | 87% |
| **Total LIBRARY | 3,548,137 | 1,037,034 | 2,511,103 | 71% |

The City of Rapid City
Bill List by Vendor - Detail

| Vendor # | Invoice # | PO # | Vendor Name | GL Account | Line Item Description | Line Item Amount |
|------------|--------------|----------------------|----------------------|-------------------|--------------------------|------------------|
| 8770 | 502857 | 160077 | A TO Z DATABASE | 10100610-429300 | SUBSCRIPTIONS | 1,800.00 |
| | | | | | A TO Z DATABASE Total: | 1,800.00 |
| 12022 | 23466042420 | 161102 | A TO Z SHREDDING | 10100609-422500 | SUPPORT SERVICES | 26.20 |
| | | | | | A TO Z SHREDDING Total: | 26.20 |
| 170 | 574588469849 | 160070 | AMAZON.COM CREDIT | 10100610-434800 | GENERAL MATERIALS-IM | 49.94 |
| | 668755674483 | 160079 | AMAZON.COM CREDIT | 10100610-429600 | FURNITURE/EQUIPMENT | 717.90 |
| | 653799549988 | 160891 | AMAZON.COM CREDIT | 10100610-426100 | SUPPLIES | 9.60 |
| | | | | | AMAZON.COM CREDIT Total: | 777.44 |
| 356 | 2035172514 | 159592 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.68 |
| | 2035172514 | 159592 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035172515 | 159593 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 16.15 |
| | 2035172515 | 159593 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035172517 | 159595 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 31.35 |
| | 2035172517 | 159595 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.10 |
| | 2035177696 | 159634 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035177699 | 161101 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 8.97 |
| | 2035177699 | 161101 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035167212 | 161100 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 5.39 |
| | 2035167212 | 161100 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035183714 | 160322 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 8.05 |
| | 2035148640 | 159983 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 1,053.22 |
| | 2035148640 | 159983 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 34.90 |
| | 2035190390 | 160236 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 15.67 |
| | 2035190390 | 160236 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.05 |
| 2035177696 | 159634 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.67 | |

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|-----|------------|--------|----------------------|-----------------|-------------------|--------|
| 356 | 2035183711 | 160319 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.00 |
| | 2035183712 | 160320 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 8.99 |
| | 2035183712 | 160320 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.40 |
| | 2035183713 | 160321 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 43.68 |
| | 2035183713 | 160321 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 3.15 |
| | 2035183714 | 160322 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 460.51 |
| | 2035183708 | 160316 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035183709 | 160317 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 14.56 |
| | 2035183709 | 160317 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.05 |
| | 2035183710 | 160318 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 16.23 |
| | 2035183710 | 160318 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.90 |
| | 2035183711 | 160319 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 23.95 |
| | 2035192314 | 160313 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 16.99 |
| | 2035192315 | 160314 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 113.99 |
| | 2035192315 | 160314 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.30 |
| | 2035192316 | 160315 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 14.21 |
| | 2035192316 | 160315 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035183708 | 160316 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 9.57 |
| | 2035190394 | 160255 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 30.32 |
| | 2035190394 | 160255 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.30 |
| | 2035190402 | 160311 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 10.07 |
| | 2035190402 | 160311 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.05 |
| | 2035192313 | 160312 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 45.11 |
| | 2035192313 | 160312 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035190397 | 160252 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 16.80 |
| | 2035190397 | 160252 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035190396 | 160253 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 30.79 |
| | 2035190396 | 160253 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.10 |
| | 2035190395 | 160254 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 269.32 |
| | 2035190395 | 160254 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 17.00 |

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|-----|------------|--------|----------------------|-----------------|-------------------|-------|
| 356 | 2035190400 | 160249 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 14.20 |
| | 2035190400 | 160249 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035190399 | 160250 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 48.39 |
| | 2035190399 | 160250 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.50 |
| | 2035190398 | 160251 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 46.40 |
| | 2035190398 | 160251 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.50 |
| | 2035192312 | 160245 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 18.99 |
| | 2035192311 | 160246 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 32.79 |
| | 2035192310 | 160247 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 9.51 |
| | 2035192310 | 160247 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035190401 | 160248 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 34.78 |
| | 2035190401 | 160248 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035157469 | 160123 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 10.07 |
| | 2035157469 | 160123 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.90 |
| | 2035190391 | 160237 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 16.10 |
| | 2035190391 | 160237 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.40 |
| | 2035190392 | 160238 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 10.17 |
| | 2035190392 | 160238 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035157466 | 160116 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 43.17 |
| | 2035157466 | 160116 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035157467 | 160117 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 64.38 |
| | 2035157467 | 160117 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.35 |
| | 2035157468 | 160118 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 13.78 |
| | 2035157468 | 160118 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035157463 | 160113 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 8.99 |
| | 2035157463 | 160113 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035157464 | 160114 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 30.23 |
| | 2035157464 | 160114 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.10 |
| | 2035157465 | 160115 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 20.40 |
| | 2035157465 | 160115 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |

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| 356 | 2035157460 | 160109 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 35.74 |
| | 2035157460 | 160109 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.45 |
| | 2035157461 | 160111 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 31.36 |
| | 2035157461 | 160111 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.10 |
| | 2035157462 | 160112 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 102.44 |
| | 2035157462 | 160112 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 5.40 |
| | 2035157457 | 160096 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 15.11 |
| | 2035157457 | 160096 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.05 |
| | 2035157458 | 160097 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 42.24 |
| | 2035157458 | 160097 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 2.35 |
| | 2035157459 | 160101 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 45.00 |
| | 2035157459 | 160101 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.25 |
| | 2035170768 | 160089 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 0.65 |
| | 2035170769 | 160090 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 105.46 |
| | 2035170770 | 160092 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 13.42 |
| | 2035170771 | 160093 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 15.99 |
| | 2035157456 | 160094 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 15.67 |
| | 2035157456 | 160094 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.05 |
| | 2035170764 | 160084 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 8.50 |
| | 2035170765 | 160085 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 38.51 |
| | 2035170766 | 160086 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 14.99 |
| | 2035170767 | 160088 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 78.94 |
| | 2035170767 | 160088 | BAKER & TAYLOR BOOKS | 10100610-434200 | GENERAL MATERIALS | 1.30 |
| | 2035170768 | 160089 | BAKER & TAYLOR BOOKS | 10100610-434100 | GENERAL MATERIALS | 13.42 |
| | 2035182420 | 159601 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 9.60 |
| | 2035182420 | 159601 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035182426 | 159607 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 155.63 |
| | 2035182426 | 159607 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.40 |
| | 2035182427 | 159608 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 53.14 |
| | 2035182427 | 159608 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.50 |

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|-----|------------|--------|----------------------|-----------------|-------------------|--------|
| 356 | 2035177698 | 159636 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 18.00 |
| | 2035177698 | 159636 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035177700 | 159637 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 29.65 |
| | 2035177700 | 159637 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.30 |
| | 2035172516 | 159594 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 54.99 |
| | 2035172516 | 159594 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.75 |
| | 2035177694 | 159632 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 92.92 |
| | 2035177694 | 159632 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 6.15 |
| | 2035177695 | 159633 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.09 |
| | 2035177695 | 159633 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035177697 | 159635 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 17.40 |
| | 2035177697 | 159635 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035177691 | 159629 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 14.24 |
| | 2035177691 | 159629 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035177692 | 159630 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 43.57 |
| | 2035177692 | 159630 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.30 |
| | 2035177693 | 159631 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 38.03 |
| | 2035177693 | 159631 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.35 |
| | 2035167211 | 159648 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 424.70 |
| | 2035167211 | 159648 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 5.90 |
| | 2035177689 | 159627 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 33.25 |
| | 2035177689 | 159627 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035177690 | 159628 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 525.22 |
| | 2035177690 | 159628 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 19.15 |
| | 2035167208 | 159624 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 14.24 |
| | 2035167208 | 159624 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035167209 | 159625 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 124.12 |
| | 2035167209 | 159625 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 7.10 |
| | 2035167210 | 159626 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 10.79 |
| | 2035167210 | 159626 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |

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| 356 | 2035164276 | 159622 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 27.44 |
| | 2035164276 | 159622 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.10 |
| | 2035164277 | 159623 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 5.99 |
| | 2035164277 | 159623 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035167207 | 159647 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 14.56 |
| | 2035167207 | 159647 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035164273 | 159619 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 16.23 |
| | 2035164273 | 159619 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035164274 | 159620 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.57 |
| | 2035164274 | 159620 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035164275 | 159621 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 17.09 |
| | 2035164275 | 159621 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035164270 | 159616 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 30.79 |
| | 2035164270 | 159616 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.10 |
| | 2035164271 | 159617 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 30.80 |
| | 2035164271 | 159617 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.10 |
| | 2035164272 | 159618 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 80.35 |
| | 2035164272 | 159618 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 4.60 |
| | 2035164267 | 159613 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 456.27 |
| | 2035164267 | 159613 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 26.55 |
| | 2035164268 | 159614 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 48.14 |
| | 2035164268 | 159614 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 3.15 |
| | 2035164269 | 159615 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.11 |
| | 2035164269 | 159615 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035182430 | 159646 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 10.63 |
| | 2035182430 | 159646 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.90 |
| | 2035164265 | 159611 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 62.16 |
| | 2035164265 | 159611 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035164266 | 159612 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 29.97 |
| | 2035164266 | 159612 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |

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| 356 | 2035182425 | 159606 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 267.85 |
| | 2035182425 | 159606 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 3.80 |
| | 2035182428 | 159609 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 36.09 |
| | 2035182428 | 159609 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035182429 | 159610 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 9.59 |
| | 2035182429 | 159610 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 |
| | 2035182422 | 159603 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 15.12 |
| | 2035182422 | 159603 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.90 |
| | 2035182423 | 159604 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 37.70 |
| | 2035182423 | 159604 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035182424 | 159605 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 62.69 |
| | 2035182424 | 159605 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 4.20 |
| | 2035172521 | 159599 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 42.73 |
| | 2035172521 | 159599 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 2.20 |
| | 2035172522 | 159600 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 13.79 |
| | 2035172522 | 159600 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.65 |
| | 2035182421 | 159602 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 43.64 |
| | 2035182421 | 159602 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.05 |
| | 2035172518 | 159596 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 17.40 |
| | 2035172518 | 159596 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.25 |
| | 2035172519 | 159597 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 35.36 |
| | 2035172519 | 159597 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 1.45 |
| | 2035172520 | 159598 | BAKER & TAYLOR BOOKS | 10100609-434100 | GENERAL MATERIALS | 9.51 |
| 2035172520 | 159598 | BAKER & TAYLOR BOOKS | 10100609-434200 | GENERAL MATERIALS | 0.40 | |
| | | | | BAKER & TAYLOR BOOKS Total: | 6,635.48 | |
| 11811 | 63877 | 160884 | BAYSCAN TECHNOLOGIES | 10100609-426100 | SUPPLIES | 2,875.00 |
| | | | | | BAYSCAN TECHNOLOGIES Total: | 2,875.00 |
| 988 | 902542 | 161107 | CHRIS SUPPLY COMPANY INC | 10100609-429500 | COMPUTERS/SOFTWARE | 9.24 |
| | | | | | CHRIS SUPPLY COMPANY INC Total: | 9.24 |

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| 1326 | 6792089 | 159271 | DEMCO INC | 10100609-425300 | MACHINES/EQUIPMENT | 31.93 |
| | | | | | DEMCO INC Total: | 31.93 |
| 12420 | 89272 | 159982 | ELEVATE RAPID CITY | 10100609-429200 | DUES | 260.00 |
| | | | | | ELEVATE RAPID CITY Total: | 260.00 |
| 2168 | 676146-0 | 160071 | HEARTLAND PAPER CO | 10100610-426400 | MAINTENANCE/FACILITIES | 116.00 |
| | | | | | HEARTLAND PAPER CO Total: | 116.00 |
| 10282 | 192711 - PPU | 159272 | KANOPY LLC | 10100609-434500 | GENERAL MATERIALS | 464.00 |
| | | | | | KANOPY LLC Total: | 464.00 |
| 2719 | 4572506 | 160876 | KNECHT HOME CENTER | 10100610-426400 | MAINTENANCE/FACILITIES | 9.58 |
| | | | | | KNECHT HOME CENTER Total: | 9.58 |
| 6181 | 584739a | 160889 | LIVING DESIGN | 10100610-422500 | SUPPORT SERVICES | 125.00 |
| | | | | | LIVING DESIGN Total: | 125.00 |
| 3084 | INV491396 | 160072 | MARCO TECHNOLOGIES INC | 10100610-426100 | MACHINES/EQUIPMENT | 6.00 |
| | INV7495324 | 160073 | MARCO TECHNOLOGIES INC | 10100610-426100 | MACHINES/EQUIPMENT | 227.06 |
| | | | | | MARCO TECHNOLOGIES INC Total: | 233.06 |
| 3242 | 700900202111 77 | 160075 | MIDCONTINENT COMMUNICATIONS | 10100610-428100 | MACHINES/EQUIPMENT | 215.00 |
| | 126811101111 77 | 160074 | MIDCONTINENT COMMUNICATIONS | 10100610-428100 | MACHINES/EQUIPMENT | 745.00 |
| | | | | | MIDCONTINENT COMMUNICATIONS Total: | 960.00 |
| 8693 | 20132532 | 160734 | MONOPRICE | 10100609-429500 | COMPUTERS/SOFTWARE | 494.76 |
| | | | | | MONOPRICE Total: | 494.76 |
| 3555 | 1000027802 | 160076 | OCLC INC | 10100610-429502 | SUPPORT SERVICES | 3,554.35 |
| | | | | | OCLC INC Total: | 3,554.35 |
| 3617 | 08009CO20088 435 | 159976 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 1,223.91 |
| | 08009DA20091 360 | 159977 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 150.00 |
| | 08009CO20090 125 | 159978 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 2,303.61 |

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| 3617 | 08009CO20094 487 | 159979 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 138.96 |
| | 08009DA20091 358 | 159980 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 219.98 |
| | 08009DA20091 359 | 159981 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 87.50 |
| | 08009DA20120 218 | 161103 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 24.98 |
| | 08009DA20100 977 | 160885 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 39.89 |
| | 08009DA20100 978 | 160886 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 215.47 |
| | 08009DA20110 982 | 160887 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 7.99 |
| | 08009DA20110 983 | 160888 | OVERDRIVE INC | 10100610-434500 | GENERAL MATERIALS | 261.00 |
| | 08009DA20120 220 | 161105 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 205.00 |
| | 08009DA20120 219 | 161104 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 9.99 |
| | | | | OVERDRIVE INC Total: | 4,888.28 | |
| 3863 | 88072 | 160078 | RAPID CITY JOURNAL - ADVERTISING | 10100610-429300 | SUBSCRIPTIONS | 41.65 |
| | 10400 | 161099 | RAPID CITY JOURNAL - ADVERTISING | 10100609-423000 | PUBLISHING | 57.12 |
| | | | | | RAPID CITY JOURNAL - ADVERTISING Total: | 98.77 |
| 3967 | 20200401 | 160890 | REGIONAL HEALTH | 10100609-422500 | SUPPORT SERVICES | 17.82 |
| | | | | | REGIONAL HEALTH Total: | 17.82 |
| 11101 | W6762621 | 159693 | SECURITAS SECURITY SERVICES USA, INC | 10100610-422500 | SECURITY | 2,625.44 |
| | | | | | SECURITAS SECURITY SERVICES USA, INC Total: | 2,625.44 |
| 13430 | 1897 | 160893 | TELECURVE LLC | 10100609-422500 | SUPPORT SERVICES | 250.00 |
| | | | | | TELECURVE LLC Total: | 250.00 |
| 11474 | 594048 | 160024 | UNIQUE MANAGEMENT SERVICES, INC. | 10100609-422500 | SUPPORT SERVICES | 286.40 |

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| 11474 | | | | | UNIQUE MANAGEMENT SERVICES, INC. Total: | 286.40 |
| 5129 | 292138 | 160069 | WARNE CHEMICAL & EQUIP. | 10100610-422500 | GROUNDS | 61.00 |
| | | | | | WARNE CHEMICAL & EQUIP. Total: | 61.00 |
| 5220 | 750591-0 | 160883 | WESTERN STATIONERS | 10100610-426400 | MAINTENANCE/FACILITIES | 53.94 |
| | 750708-0 | 160882 | WESTERN STATIONERS | 10100610-426100 | SUPPLIES | 55.30 |
| | | | | | WESTERN STATIONERS Total: | 109.24 |
| 8919 | SVO-2292 | 157009 | YESCO | 10100610-422500 | OFFICE EQUIPMENT/FURNITURE | 50.00 |
| | SVO-2292 | 157009 | YESCO | 10100610-429400 | OFFICE EQUIPMENT/FURNITURE | 52.04 |
| | | | | | YESCO Total: | 102.04 |
| Total | | | | | Grand Total: | 26,811.03 |