

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

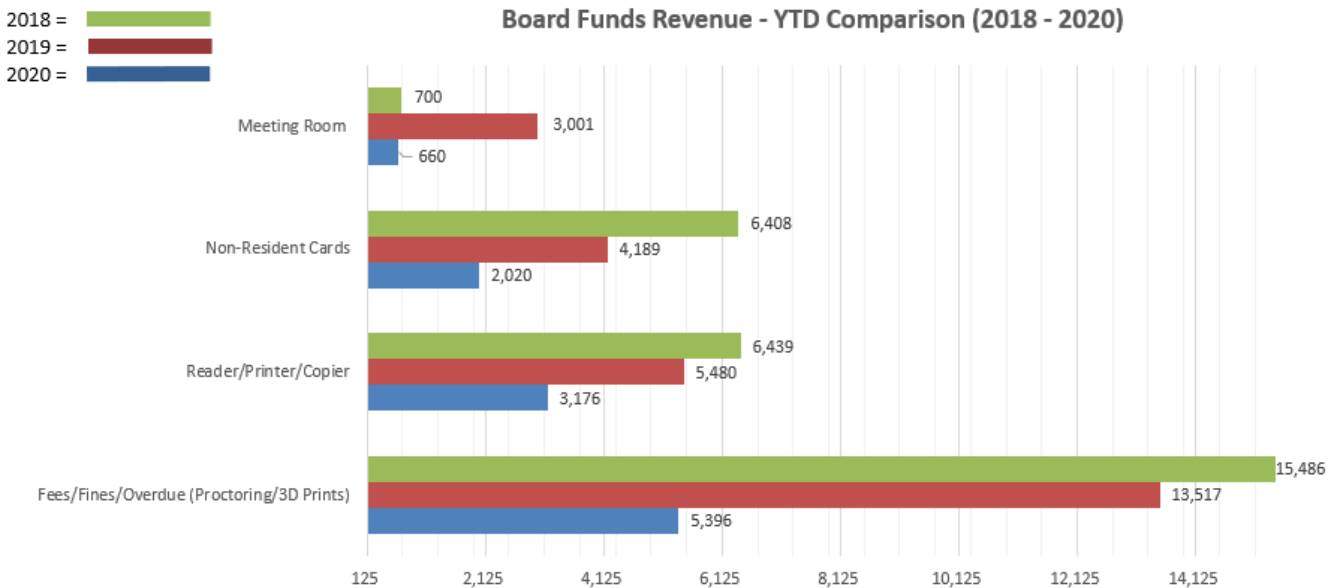
RAPIDCITYLIBRARY.ORG



Date: June 8, 2020
 To: Rapid City Public Library Board of Trustees
 From: Jennifer Read, Administration and Facilities Coordinator
 Re: Financial Executive Summary Ending May 31, 2020

2020 Revenue

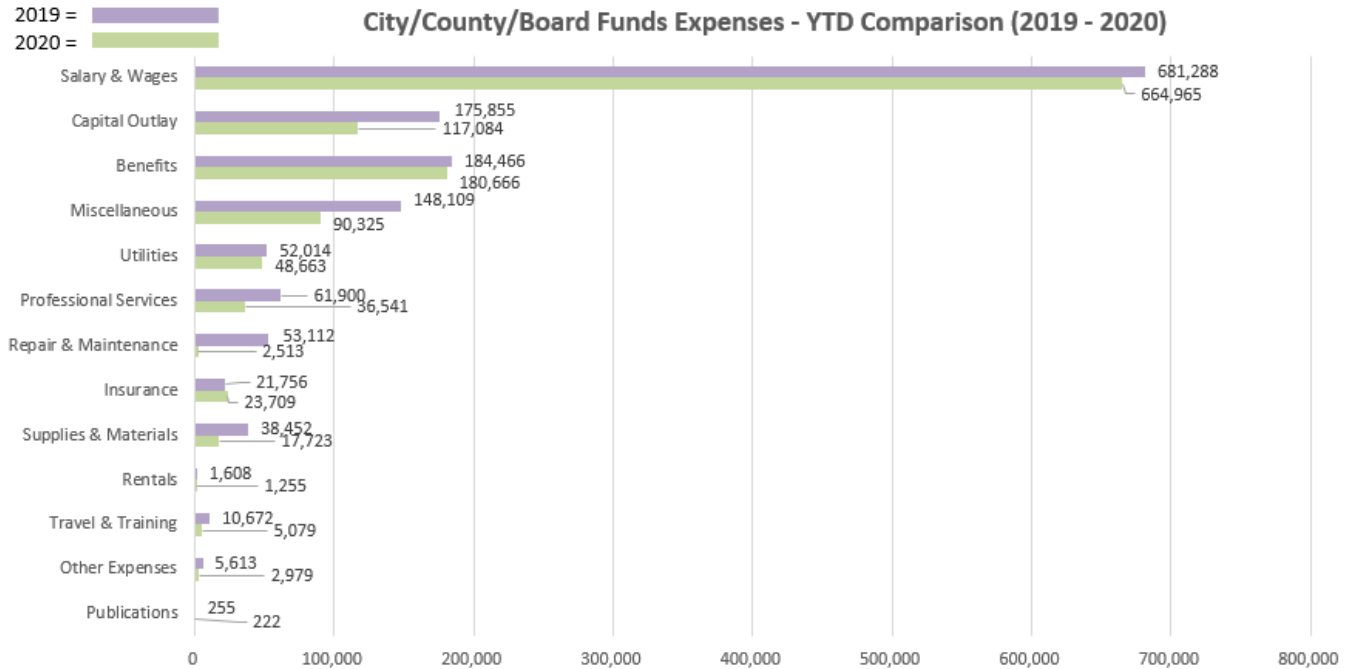
Year to date fines and fees revenues totaled \$11251.33, a decrease of 57% or about \$14,935 compared to 2019. The largest factor in lost revenue is the library closing to the public (with the exception of drive-thru services) from March 16 through May 31. Revenue is also down due to the elimination of fines for children’s materials and reciprocal borrowing with Sturgis.



1. Meeting room revenue decreased by \$2,340 compared to May 2019, but is on par with May 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 \$2,169. There are currently 973 registered non-county users; 106 Sturgis card holders have checked out 3,191 RCPL items since the start of the reciprocal borrowing agreement.
3. Copier and printing revenue decreased by 42%, 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 have seen a slight recovery in this revenue.
4. Fees/Fines/Overdue/3D prints and proctoring revenue decreased by \$8,120.

| 2020 Expenditures | |
|-------------------|------------|
| YTD Benchmark | YTD Actual |
| 41.65% | 34% |

Total expenditures and encumbrances¹ through May 2020 were \$1,191,725.19.



We have been directed by the city to make essential purchases only until the 2020 budgets are reconfigured. We are continuing to order books, audiobooks, etc. in response to patron requests.

1. Other Expenses decreased by 47% since May 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 52%. This line item is used by staff to attend professional conferences and trainings. The American Library Association conference will now be held virtually, and the library will receive a credit for the flight purchase.
3. Rentals decreased by 22%. Rentals include equipment rentals such as the postage machine.
4. Supplies & Materials decreased by 54%. This includes office and janitorial supplies, tools, tires, clothing/food, and gasoline. We have purchased appropriate cleaning supplies such as disinfectants and have adopted a revised cleaning schedule for re-opening.
5. Insurance increased by 9% since May 2019.
6. Repair & Maintenance decreased by 95%. This includes facility repair and equipment, and the integrated library system (ILS). Due to COVID-19 budgetary cuts, non-essential projects are being put on hold for the 2020 budget year.

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 41%. 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 decreased by 39%. Expenditures include magazine subscriptions, computers, software, software maintenance contracts, and office equipment. These purchases are made according to the technology and equipment replacement schedule. Copies of the Rapid City Journal were temporarily halted with plans to resume delivery in time for opening to the public.
9. Capital Outlay expenditures for books, other library materials, and building improvements decreased by 33% compared to May 2019. Two video-streaming databases (Hoopla and Kanopy) have been cancelled due to COVID-19 budgetary cuts.

| Monthly Vacancy Status Report | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|------------------|--|
| as of 5/31/20 | | | | |
| LIBRARY DEPARTMENT | FULL AND PART-TIME POSITIONS | FULL AND PART-TIME EMPLOYEES | VACANCIES | STATUS |
| Management | 2 | 2 | | |
| Librarian I's | 2 | 2 | | |
| Coordinators | 3 | 3 | 0 | <i>Reduced from 4 Coordinators to 3; layoff and elimination of position due to COVID-related budgetary crisis</i> |
| Business Office | 1 | 1 | 0 | <i>Reduced from 1.5 to 1 FTE; layoff and elimination of position due to COVID-related budgetary crisis.</i> |
| Facilities | 2 | 2 | 0 | <i>Reduced from 2.75 to 2 FTE; elimination of vacant position due to COVID-related budgetary crisis. Will consider RFP for contracted cleaning services to meet need</i> |
| Library Associates | 20.75 | 18.75 | 2 | <i>Early Education Library Associate II 30-day trial to begin after re-opening. Events LAll vacancy frozen for remainder of year, per city directive</i> |
| Customer Service Specialists | 2.875 | 2.875 | 0 | <i>Reduced from 3.875 to 2.875 FTE; layoff and elimination of position due to COVID-related budgetary crisis.</i> |
| Outreach | 2 | 2 | 0 | |
| TOTALS | 35.625 | 33.625 | 2 | |

| Year to Date Expense Report | | | | | |
|-----------------------------|---------------------------------------|-----------------------------|--|--------------------------|--------------------------|
| as of 5/31/20 | | | | | |
| Dept. 0609, 0610, 0971 | | | | | |
| | | Current Year Working Budget | Total Year To Date Encumbrance and Expense | Remaining Budget Balance | Percent Budget Remaining |
| | 4110 Salary & Wages | \$ 1,752,943 | \$ 661,315 | 1,091,628 | 62% |
| | 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 | 664,965 | 1,124,618 | 63% |
| | 4120 Social Security | 110,897 | 38,940 | 71,957 | 65% |
| | 4121 Medicare | 25,943 | 9,107 | 16,836 | 65% |
| | 4130 Retirement | 105,177 | 39,275 | 65,902 | 63% |
| | 4131 Section 125 Administration | 1,764 | 190 | 1,574 | 89% |
| | 4140 Workmens Comp | 1,852 | 1,852 | - | 0% |
| | 4150 Group Health Insurance | 236,892 | 88,696 | 148,196 | 63% |
| | 4155 Group Life Insurance | 1,706 | 662 | 1,044 | 61% |
| | 4170 Unemployment Insurance | 1,944 | 1,944 | - | 0% |
| | 4110 Benefits | 486,175 | 180,666 | 305,509 | 63% |
| | 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 | 35,533 | 71,380 | 67% |
| | 4229 Marketing | 8,400 | 710 | 7,690 | 92% |
| | 4220 Professional Services | 121,313 | 36,323 | 84,990 | 70% |
| | 4230 Publishing | 775 | 222 | 553 | 71% |
| | 4230 Publications | 775 | 222 | 553 | 71% |
| | 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 | 1,270 | 38,292 | 97% |
| | 4253 Repair - Equipment | 15,669 | 1,241 | 14,428 | 92% |
| | 4255 Repair - Water & Sewer | - | - | - | 0% |
| | 4259 Miscellaneous | - | - | - | 0% |
| | 4250 Repair & Maintenance | 55,881 | 2,513 | 53,368 | 96% |
| | 4261 Office Supplies | 28,500 | 8,096 | 20,404 | 72% |
| | 426101 Event Supplies | 38,770 | 2,649 | 36,121 | 93% |
| | 4262 Gasoline, Oil, Fuel | 2,500 | 375 | 2,125 | 85% |
| | 4263 Clothing, Food | 1,000 | - | 1,000 | 100% |
| | 4264 Janitor & Chemical Supplies | 13,000 | 5,081 | 7,919 | 61% |
| | 4265 Minor Tools | 250 | 366 | (116) | -46% |
| | 4266 Agricultural Supply | - | - | - | 0% |
| | 4267 Tires | 800 | - | 800 | 100% |
| | 4269 Misc Supplies & Materials | - | - | - | 0% |
| | 4260 Supplies & Materials | 84,820 | 16,566 | 68,254 | 80% |
| | 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 | 9,023 | 15,977 | 64% |
| | 4282 Natural Gas | 19,033 | 10,211 | 8,822 | 46% |
| | 4283 Electricity | 92,994 | 29,428 | 63,566 | 68% |
| | 4287 Drainage Fees | 420 | - | 420 | 100% |
| | 4280 Utilities | 137,447 | 48,663 | 88,784 | 65% |
| | 4292 Dues | 1,900 | 850 | 1,050 | 55% |
| | 4293 Subscriptions | 85,000 | 49,816 | 35,184 | 41% |
| | 4294 Other Miscellaneous Expenses | 1,000 | 614 | 386 | 39% |
| | 4295 Computers | 79,541 | 3,668 | 75,873 | 95% |
| | 429501 Software | 6,000 | 272 | 5,728 | 95% |
| | 429502 Software Maintenance Contracts | 93,347 | 30,854 | 62,493 | 67% |
| | 4296 Office Equipment | 43,287 | 2,635 | 40,652 | 94% |
| | 4290 Miscellaneous | 310,075 | 88,709 | 221,366 | 71% |
| | 4320 Buildings & Structures | 80,000 | - | 80,000 | 100% |
| | 4341 General Materials | 200,060 | 50,312 | 149,748 | 75% |
| | 4342 Books/AV Processing | 25,800 | 4,097 | 21,703 | 84% |
| | 4345 Electronic Resources | 135,079 | 53,554 | 81,525 | 60% |
| | 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 | 116,902 | 358,087 | 75% |
| | 4530 Refund or Reimbursement | 22,000 | 2,979 | 19,021 | 86% |
| | 4500 Other Expenses | 22,000 | 2,979 | 19,021 | 86% |
| | **Total LIBRARY | 3,548,137 | 1,188,453 | 2,359,684 | 67% |

The City of Rapid City
Bill List by Vendor - Detail

| Vendor # | Invoice # | PO # | Vendor Name | GL Account | Line Item Description | Line Item Amount |
|----------|--------------|--------|--------------------------|-----------------|------------------------------------|------------------|
| 148 | 20827 | 162028 | ALL SEASONS PEST CONTROL | 10100609-422500 | SUPPORT SERVICES | 49.00 |
| | | | | | ALL SEASONS PEST CONTROL Total: | 49.00 |
| 170 | 457575633463 | 162682 | AMAZON.COM CREDIT | 10100609-426100 | PROGRAMMING-YOUTH | 9.79 |
| | 457575633463 | 162682 | AMAZON.COM CREDIT | 10100609-426101 | PROGRAMMING-YOUTH | 176.23 |
| | 455757889863 | 162674 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 18.60 |
| | 446855493789 | 162678 | AMAZON.COM CREDIT | 10100609-426101 | PROGRAMMING-YOUTH | 62.35 |
| | 494674678755 | 162679 | AMAZON.COM CREDIT | 10100609-426100 | SUPPLIES | 63.60 |
| | 454449498836 | 162299 | AMAZON.COM CREDIT | 10100609-429600 | FURNITURE/EQUIPMENT | 697.98 |
| | 468358464978 | 162306 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 8.52 |
| | 875683969858 | | AMAZON.COM CREDIT | 10100609-434100 | CR PRE-ORDER PRICE PROTECTION | (1.11) |
| | 483488466856 | 162317 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 14.42 |
| | 689599385593 | 162318 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 135.90 |
| | 493466368433 | 162319 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 132.12 |
| | 856754678939 | 160892 | AMAZON.COM CREDIT | 10100610-426100 | SUPPLIES | 99.99 |
| | 444788643975 | | AMAZON.COM CREDIT | 10100609-434100 | CR RTN SAPIENS: A BRIEF HISTORY | (26.53) |
| | 484696887368 | | AMAZON.COM CREDIT | 10100609-434800 | CR PRE-ORDER PRICE PROTECTION | (10.05) |
| | 36733656 | 162307 | AMAZON.COM CREDIT | 10100609-426100 | SUPPLIES | 79.99 |
| | 454559475833 | 162308 | AMAZON.COM CREDIT | 10100609-426100 | SUPPLIES | 33.21 |
| | 699763484497 | 162313 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 119.20 |
| | 888465495377 | 162314 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 31.48 |
| | 835473943975 | 162315 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 32.58 |
| | 839647654375 | 162316 | AMAZON.COM CREDIT | 10100609-434100 | GENERAL MATERIALS | 13.50 |

| | | | | | | |
|-------|--------------------|--------|--------------------------------|-----------------|---------------------------------------|----------|
| 170 | | | | | AMAZON.COM CREDIT Total: | 1,691.77 |
| 13518 | 04/29/20 | 162300 | COLLEGE OF DUPAGE | 10100609-434100 | GENERAL MATERIALS | 21.95 |
| | | | | | COLLEGE OF DUPAGE Total: | 21.95 |
| 1359 | 775203917 | 162031 | DIAMOND VOGEL PAINT CTR | 10100609-425200 | STRUCTURE | 14.08 |
| | | | | | DIAMOND VOGEL PAINT CTR Total: | 14.08 |
| 2152 | 1897 | 162033 | HAY CAMP BREWING CO | 10100610-426400 | SUPPLIES | 368.00 |
| | | | | | HAY CAMP BREWING CO Total: | 368.00 |
| 2168 | 667274-0 | 162676 | HEARTLAND PAPER CO | 10100609-426400 | MAINTENANCE/FACILITIES | 138.80 |
| | | | | | HEARTLAND PAPER CO Total: | 138.80 |
| 7522 | 83528447 | 162032 | INFO USA MARKETING | 10100609-434100 | GENERAL MATERIALS | 380.00 |
| | | | | | INFO USA MARKETING Total: | 380.00 |
| 10282 | 196787 | 162302 | KANOPY LLC | 10100609-434500 | GENERAL MATERIALS | 480.00 |
| | | | | | KANOPY LLC Total: | 480.00 |
| 6181 | 585883 | 162034 | LIVING DESIGN | 10100609-422500 | SUPPORT SERVICES | 125.00 |
| | | | | | LIVING DESIGN Total: | 125.00 |
| 3208 | 59234 | 162035 | MENARDS | 10100610-426500 | MAINTENANCE/FACILITIES | 4.78 |
| | | | | | MENARDS Total: | 4.78 |
| 3242 | 126811101112 58 | 162311 | MIDCONTINENT COMMUNICATIONS | 10100609-428100 | MACHINES/EQUIPMENT | 745.00 |
| | 700900202112 58 | 162310 | MIDCONTINENT COMMUNICATIONS | 10100609-428100 | MACHINES/EQUIPMENT | 215.00 |
| | | | | | MIDCONTINENT COMMUNICATIONS Total: | 960.00 |
| 3258 | 98855982 | 162301 | MIDWEST TAPE EXCHANGE | 10100609-434500 | GENERAL MATERIALS | 1,548.41 |
| | | | | | MIDWEST TAPE EXCHANGE Total: | 1,548.41 |
| 3397 | 628569 | 162297 | MUTH ELECTRIC INC. | 10100609-422500 | STRUCTURE | 550.00 |
| | 628569 | 162297 | MUTH ELECTRIC INC. | 10100609-425200 | STRUCTURE | 375.28 |
| | | | | | MUTH ELECTRIC INC. Total: | 925.28 |
| 5677 | 8659 | 162305 | NUB GAMES INC | 10100609-429300 | SUBSCRIPTIONS | 575.00 |
| | | | | | NUB GAMES INC Total: | 575.00 |

| | | | | | | |
|--------------|-----------------|--------|---------------------------------------|-----------------|--|------------------|
| 3555 | 1000034386 | 162298 | OCLC INC | 10100609-429502 | SUPPORT SERVICES | 3,554.35 |
| | | | | | OCLC INC Total: | 3,554.35 |
| 3617 | 08009da20146485 | 162296 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 5.99 |
| | 08009cp20124624 | 162303 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 1,146.67 |
| | 08009da20122110 | 162304 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 28.50 |
| | 08009CO20141666 | 162312 | OVERDRIVE INC | 10100609-434500 | GENERAL MATERIALS | 874.79 |
| | | | | | OVERDRIVE INC Total: | 2,055.95 |
| 7323 | 8624949 | 160735 | PROVANTAGE LLC | 10100609-429500 | COMPUTERS/SOFTWARE | 284.00 |
| | | | | | PROVANTAGE LLC Total: | 284.00 |
| 3863 | 88364 | 162029 | RAPID CITY JOURNAL - ADVERTISING | 10100609-429300 | SUBSCRIPTIONS | 31.52 |
| | | | | | RAPID CITY JOURNAL - ADVERTISING Total: | 31.52 |
| 8525 | SP-1080 | 162751 | SOUTH DAKOTA STATE HISTORICAL SOCIETY | 10100609-434100 | GENERAL MATERIALS | 200.00 |
| | | | | | SOUTH DAKOTA STATE HISTORICAL SOCIETY Total: | 200.00 |
| 11474 | 594883 | 162309 | UNIQUE MANAGEMENT SERVICES, INC. | 10100609-422500 | SUPPORT SERVICES | 187.95 |
| | | | | | UNIQUE MANAGEMENT SERVICES, INC. Total: | 187.95 |
| Total | | | | | Grand Total: | 13,595.84 |