

**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

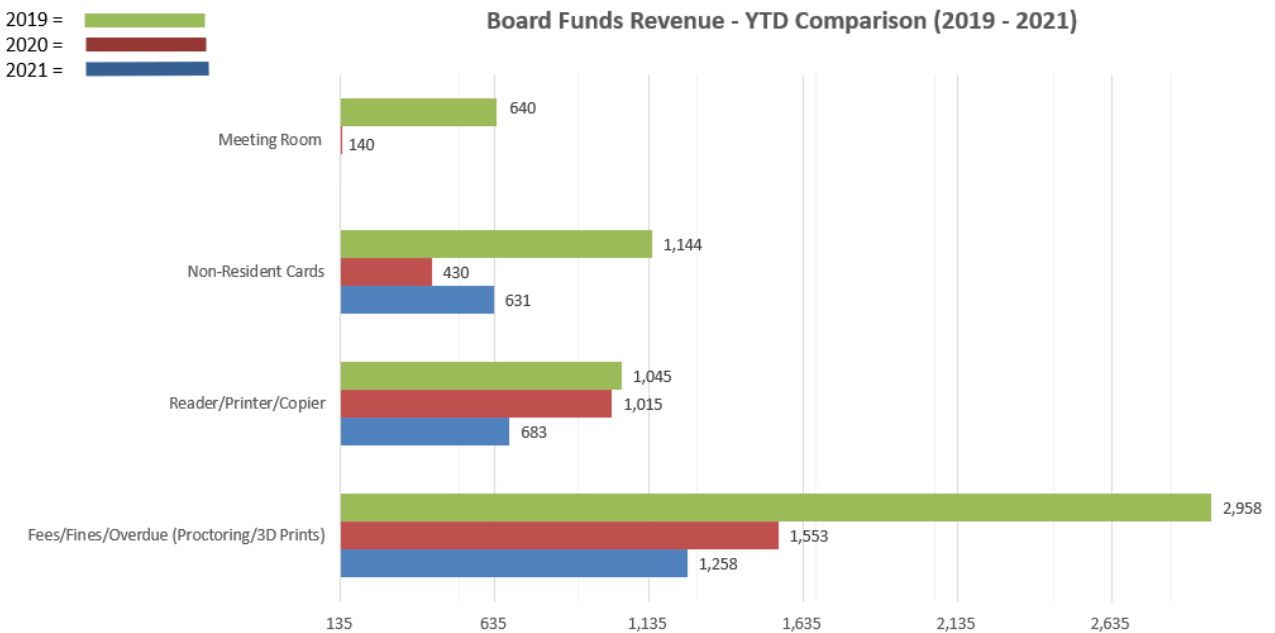
[RAPIDCITYLIBRARY.ORG](http://RAPIDCITYLIBRARY.ORG)



Date: February 8, 2021  
 To: Rapid City Public Library Board of Trustees  
 From: Jennifer Read, Administration and Facilities Coordinator  
 Re: Financial Executive Summary Ending January 31, 2021

### 2021 Revenue

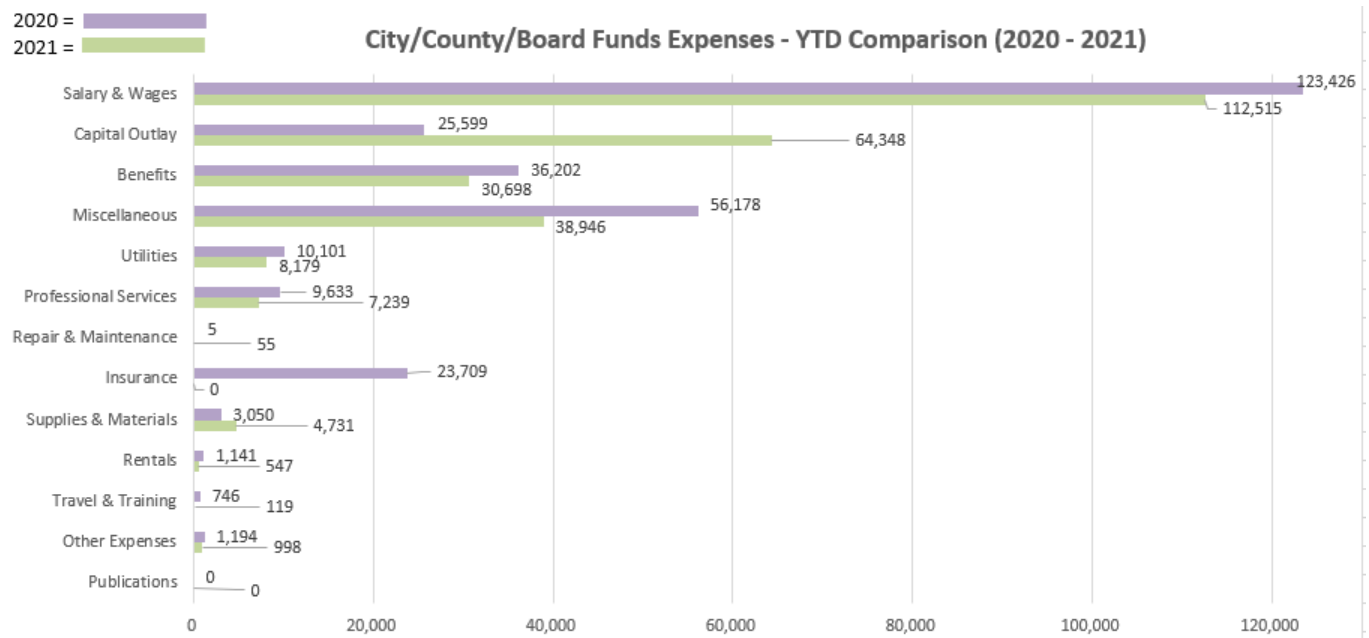
Year to date fines and fees revenues totaled \$2,571.50, a decrease of 18% or about \$566 compared to January 2020. The largest factor in lost revenue is due to the closure of public meeting room use. For safety, the rooms have been closed since October 2020.



1. Meeting room revenue decreased by \$140 compared to January 2020. The meeting rooms have not been booked since October, but re-opened for public use on February 1.
2. Non-resident card revenue decreased by \$201. There are 1,060 registered non-county users; 154 Sturgis card holders have checked out 5,801 RCPL items since the start of the reciprocal borrowing agreement (April 2019). 14 borrowers from Wall have checked out 136 items since 2018.
3. Copier and printing revenue decreased by \$332. With the new printing system allowing use of debit and credit cards, we may anticipate additional revenue.
4. Fees/Fines/Overdue/3D prints and proctoring revenue decreased by \$294.

2021 Expenditures	
YTD Benchmark	YTD Actual
8.33%	7%

Total expenditures and encumbrances<sup>1</sup> through January 2021 were \$268,374.87.



1. Other Expenses decreased by 16%. This is a pass-thru for the Friends book sales and memberships and the Literacy Council, and does not impact the bottom line.
2. Travel and Training decreased by \$626. Staff have plans to attend several virtual conferences in 2021, at reduced costs; in-person conference attendance may resume later in the year.
3. Equipment rental decreased by 52%; the only equipment remaining in this line item is the postage machine.
4. Supplies & Materials increased by \$1,680. This line item includes office and janitorial supplies, tools, tires, clothing/food, and gasoline.
5. Professional Services decreased by 25%; these include security, event performances, aviary and aquarium maintenance, landscaping, window cleaning, pest control, and HVAC maintenance.
6. Utilities expenditures decreased by 19% compared to January 2020. This may be due in part to increasing use of LED lighting. The library now uses 100% renewable energy through Black Hills Energy's Renewable Ready program.
7. Miscellaneous expenses such as magazine subscriptions, computers, software, software maintenance, and office equipment decreased by 31%. These purchases are based on the technology and equipment replacement schedule, and many are one-time per year purchases.
8. Capital Outlay for books, other library materials, and building improvements increased by \$38,748 due to \$29,538 being paid for the air handler replacement project. This fee was budgeted in the Library Board Funds for 2020, but was just paid in 2021.

<sup>1</sup> 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.

<b>Monthly Vacancy Status Report as of 1/31/21</b>				
<b>LIBRARY DEPARTMENT</b>	<b>FULL AND PART-TIME POSITIONS</b>	<b>FULL AND PART-TIME EMPLOYEES</b>	<b>VACANCIES</b>	<b>STATUS</b>
Management	2	2	0	
Librarian Is	2	2	0	
Coordinators	3	3	0	
Business Office	1	1	0	
Facilities	2	2	0	
Library Associates	24	22.75	1.25	<i>Full-time LAII Early Education job advertisement closes 2/5</i>
Customer Service Specialists	2	2	0	
Outreach	2	2	0	
<b>TOTALS</b>	<b>38</b>	<b>36.75</b>	<b>1.25</b>	