

DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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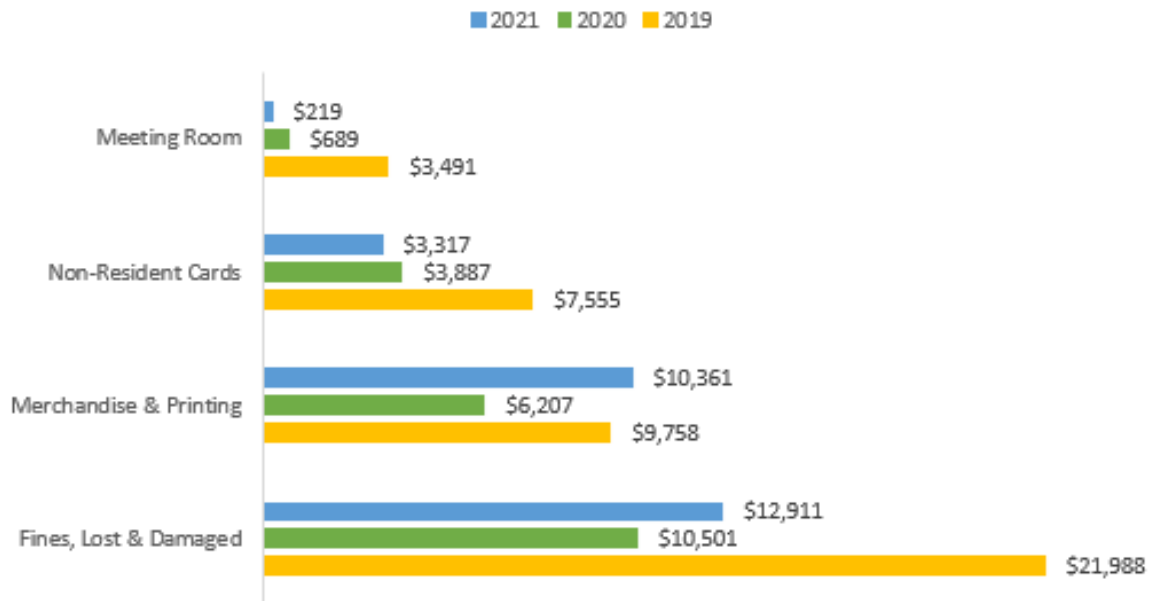


Date: October 11, 2021
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending September 30, 2021

2021 Revenue

Year to date revenue is \$26,807, an increase of 26% or about \$5,525 compared to September 2020.

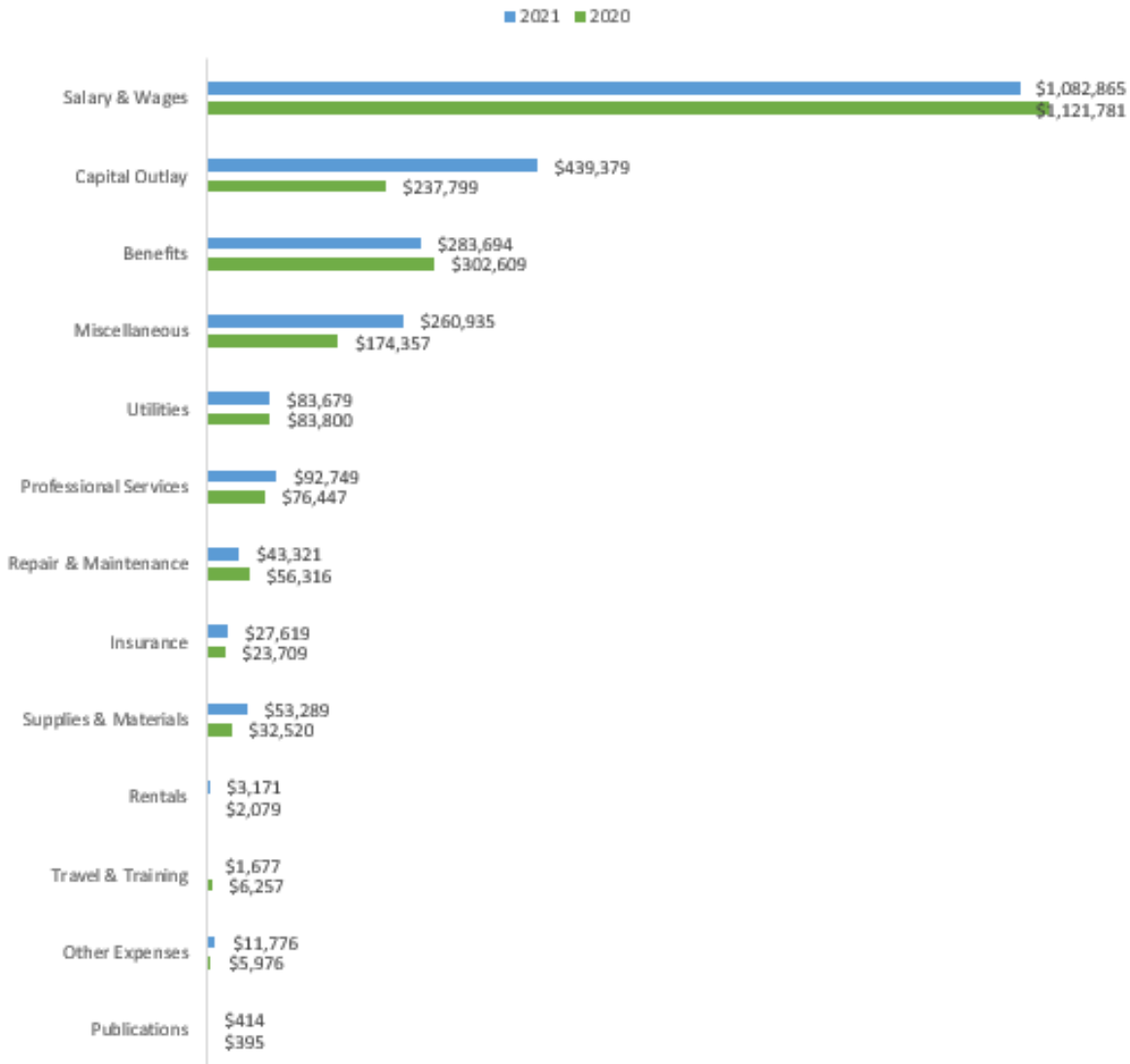
Board Funds Revenue - YTD Comparison



1. Use of the meeting room is below pre-Covid levels, but has been increasing; September shows the first meeting room revenue of the year.
2. Non-resident card revenue decreased by 15%, which is due in part to a reciprocal agreement with Sturgis. There are 862 non-county users as of September 30, 2021.
3. Merchandise and printing includes copier revenue and sales of earbuds, charging cables, and water bottles, all which need sales tax payment. This revenue has now exceeds pre-Covid levels.
4. Fines, lost and damaged revenue increased by 23% compared 2020, but still reflects reduced revenue during the fines and overdue amnesty.

2021 Expenditures	
YTD Benchmark	YTD Actual
74.97%	64.0 %

City/County/Board Funds Expense - YTD Comparison



1. Other Expenses increased by \$5,800. This pass-thru fund reflects the success of the Friends' ongoing booksales, but does not impact the bottom line.
2. Travel and Training decreased by \$4,580. Several conferences continue to be virtual, and have not required travel and lodging.
3. Supplies & Materials (office, event, and janitorial supplies) increased by \$20,770 (+64%).
4. Repair & Maintenance is down by \$12,995 due to large maintenance projects that were budgeted in 2019, but paid in 2020; this skews the comparison.
5. Expenditures for magazine subscriptions, computers, software, software maintenance, the integrated library system and office equipment increased by \$16,300 (+21%). Many of these expenses are once a year purchases, and are based on replacement schedules.
6. Capital Outlay for books, other library materials, and building improvements increased by \$201,580 (+85%), due in part to \$29,500 being paid for the air handler replacement. This was budgeted for 2020, but was paid in 2021. The remaining increase is due primarily to the recovery of materials purchasing, which was curtailed due to pandemic budget cuts.

The staffing numbers shown below anticipate post-covid recovery of staffing numbers; recovery of these positions will be done as possible in 2021 and 2022. The Administrative Coordinator position has been reconfigured as a Senior Librarian – advertising is ongoing.

Monthly Vacancy Status Report as of 10/1/21				
LIBRARY DEPARTMENT	FULL AND PART-TIME POSITIONS	FULL AND PART-TIME EMPLOYEES	VACANCIES	STATUS
Management	2	2	0	
Senior Librarians	3	2	1	<i>Former Coordinator position has been changed to Senior Librarian; vacancy is posted</i>
Coordinators	2	2	0	
Business Office	1	1	0	
Facilities	2.5	2	.5	<i>Custodial position will be re-posted</i>
Library Associate I and II	23.75	19.75	4.0	<i>An internal promotion was made which filled the LAII Training position; this now requires that employee's LAI position to be backfilled. Another LAI has been hired, as well as an LAII for Early Education</i>
Library Technicians	2	2	0	
Outreach	1.5	1.5	0	
TOTALS	37.75	32.25	5.5	

In addition to the positions listed above, we have hired a new Page, a part-time non-benefited position. This position was needed to keep up with the need for shelving, as well as pulling materials to meet the demand for holds.