

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

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

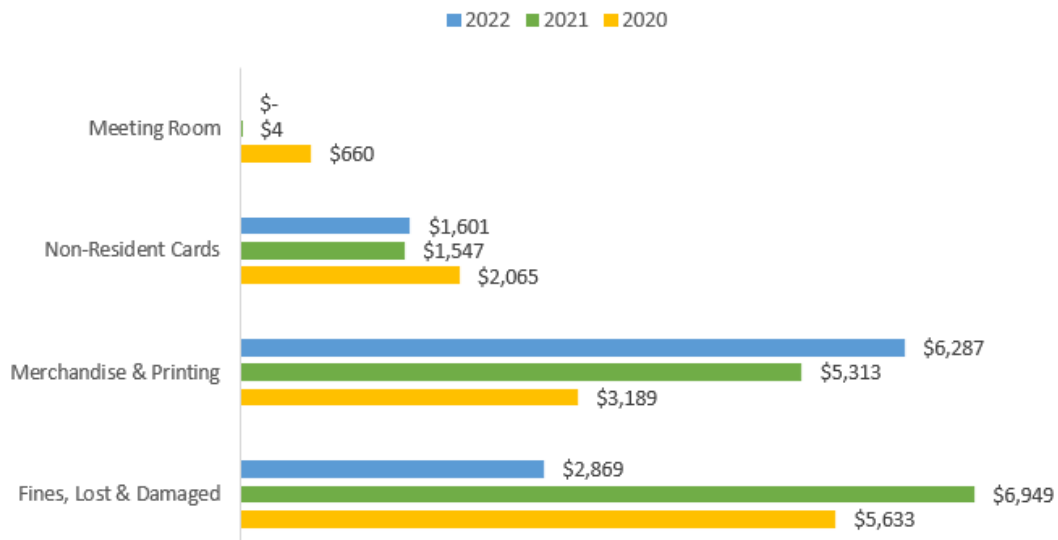


Date: June 13, 2022  
 To: Rapid City Public Library Board of Trustees  
 From: Terri Davis, Director  
 Re: Financial Summary Ending May 31, 2022

### 2022 Revenue

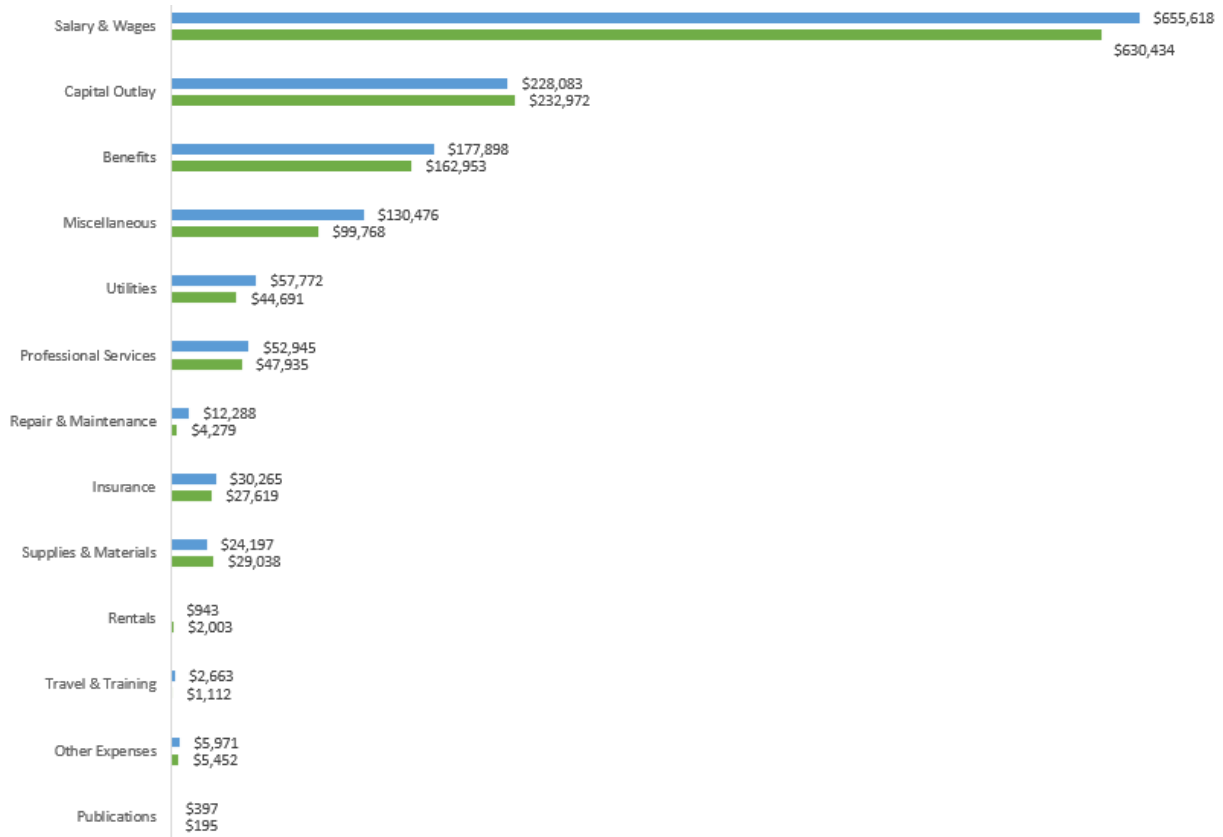
Year to date revenue is \$10,758, a decrease of 22% or \$3,056 compared to May 31, 2021.

#### Board Funds Revenue - YTD Comparison



1. There has been no paid use of meeting rooms this year; the \$4 allocated in 2021 was an accounting error.
2. Non-resident card revenue is on par with this point last year. There are currently 958 non-county users, and increase of 37 since last month; part of this increase is due to reviewing and correcting patron categories.
3. Merchandise and printing includes copier revenue and sales of earbuds, charging cables, and water bottles, all of which need sales tax payment. This revenue stream reflects an 18% increase.
4. Fines, lost and damaged revenue decreased by \$4,080, or 58% compared to 2021; the percentage of decrease is the same as last month, and is due to the elimination of fines in January 2022.

2022 Expenditures	
YTD Benchmark	YTD Actual
41.7%	38%



1. Salary, wage, and benefits reflect a 5% increase from last year; this is due to the non-union pay increases earlier this year. The union increases will occur in July.
2. Utilities costs increased 30% or \$13,081 from last year, reflecting higher utility costs.
3. Miscellaneous expenditures (magazine subscriptions, computers, software, software maintenance, office equipment, and the integrated library system) increased by 31%, or \$30,708. These expenditures were planned, and we are on track for the year.
4. Repair and Maintenance shows a significant increase of 187%, due to last year's costs being negligible at this time of the year. Some of the increase is also due to the timing of service contract payments; the line item is on track for the remainder of this year, barring unforeseen maintenance issues.
5. Travel and Training reflects a 140% increase, amounting to \$1,551. We were able to increase staff participation at virtual conferences.
6. Publications reflects a 104% increase, or \$202. Part of the increase is due to publishing the security RFP; the remainder is from an accounting error that we are working with the Finance office to correct.

Year to Date Expense Report as of 5/31/2022				
	Current Year Working Budget	Total Year To Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 1,728,042.00	\$ 650,183.59	\$ 1,077,858.41	62%
4111 Overtime Wages	-	-	-	0%
4118 Temporary Wages	20,250.00	5,434.38	14,815.62	73%
<b>4100 Salary &amp; Wages</b>	<b>1,748,292.00</b>	<b>655,617.97</b>	<b>1,092,674.03</b>	<b>62%</b>
4120 Social Security	108,539.00	38,878.01	69,660.99	64%
4121 Medicare	25,397.00	9,092.47	16,304.53	64%
4130 Retirement	103,683.00	38,835.46	64,847.54	63%
4131 Section 125 Administration	684.00	166.25	517.75	76%
4140 Workmens Comp	1,713.00	1,468.00	245.00	14%
4150 Group Health Insurance	239,140.00	88,854.00	150,286.00	63%
4155 Group Life Insurance	1,646.00	603.66	1,042.34	63%
4170 Unemployment Insurance	1,944.00	-	1,944.00	100%
<b>4110 Benefits</b>	<b>482,746.00</b>	<b>177,897.85</b>	<b>304,848.15</b>	<b>63%</b>
4211 General & Auto Liability	7,101.00	6,879.36	221.64	3%
4212 Boiler Coverage	-	-	-	0%
4214 Other Insurance	25,780.00	23,385.15	2,394.85	9%
<b>4210 Insurance</b>	<b>32,881.00</b>	<b>30,264.51</b>	<b>2,616.49</b>	<b>8%</b>
4223 Consultant Services	4,500.00	-	4,500.00	100%
4225 Other Professional Services	124,115.00	42,538.17	81,576.83	66%
4226 Interdepartmental Charges	24,839.00	10,350.00	14,489.00	58%
4229 Marketing	8,000.00	56.64	7,943.36	99%
<b>4220 Professional Services</b>	<b>161,454.00</b>	<b>52,944.81</b>	<b>108,509.19</b>	<b>67%</b>
4230 Publishing	800.00	396.98	403.02	50%
<b>4230 Publications</b>	<b>800.00</b>	<b>396.98</b>	<b>403.02</b>	<b>50%</b>
4243 Machinery Rentals	-	-	-	0%
4244 Lease/Purchases	300.00	-	300.00	100%
4246 Other Rentals	1,400.00	943.11	456.89	33%
<b>4240 Rentals</b>	<b>1,700.00</b>	<b>943.11</b>	<b>756.89</b>	<b>45%</b>
4251 Repair - Roll Stock	1,250.00	29.60	1,220.40	98%
4252 Repair - Structures	88,000.00	11,725.07	76,274.93	87%
4253 Repair - Equipment	14,779.00	533.48	14,245.52	96%
4255 Repair - Water & Sewer	-	-	-	0%
4259 Miscellaneous	-	-	-	0%
<b>4250 Repair &amp; Maintenance</b>	<b>104,029.00</b>	<b>12,288.15</b>	<b>91,740.85</b>	<b>88%</b>
4261 Office Supplies	42,500.00	15,175.07	27,324.93	64%
426101 Event Supplies	40,000.00	3,058.39	36,941.61	92%
4262 Gasoline, Oil, Fuel	2,500.00	517.93	1,982.07	79%
4263 Clothing, Food	750.00	659.60	90.40	12%
4264 Janitor & Chemical Supplies	19,500.00	4,710.74	14,789.26	76%
4265 Minor Tools	1,200.00	75.47	1,124.53	94%
4266 Agricultural Supply	-	-	-	0%
4267 Tires	-	-	-	0%
4269 Misc Supplies & Materials	2,200.00	-	2,200.00	100%
<b>4260 Supplies &amp; Materials</b>	<b>108,650.00</b>	<b>24,197.20</b>	<b>84,452.80</b>	<b>78%</b>
4270 Travel & Training	18,500.00	2,662.90	15,837.10	86%
<b>4270 Travel &amp; Training</b>	<b>18,500.00</b>	<b>2,662.90</b>	<b>15,837.10</b>	<b>86%</b>
4281 Telephone - Local	38,100.00	13,064.41	25,035.59	66%
4282 Natural Gas	14,413.00	15,523.84	(1,110.84)	-8%
4283 Electricity	78,657.00	28,765.12	49,891.88	63%
4287 Drainage Fees	420.00	418.17	1.83	0%
<b>4280 Utilities</b>	<b>131,590.00</b>	<b>57,771.54</b>	<b>73,818.46</b>	<b>56%</b>
4292 Dues	2,200.00	912.00	1,288.00	59%
4293 Subscriptions	110,000.00	63,271.25	46,728.75	42%
4294 Other Miscellaneous Expenses	1,500.00	1,416.00	84.00	6%
4295 Computers	4,000.00	4,894.00	(894.00)	-22%
429501 Software	4,900.00	694.91	4,205.09	86%
429502 Software Maintenance Contracts	110,000.00	45,722.18	64,277.82	58%
4296 Office Equipment	72,640.00	13,566.04	59,073.96	81%
<b>4290 Miscellaneous</b>	<b>305,240.00</b>	<b>130,476.38</b>	<b>174,763.62</b>	<b>57%</b>
4320 Buildings & Structures	35,000.00	-	35,000.00	100%
4341 General Materials	155,775.00	100,618.35	55,156.65	35%
4342 Books/AV Processing	17,000.00	5,071.95	11,928.05	70%
4345 Electronic Resources	155,000.00	101,607.80	53,392.20	34%
4346 DVDs	35,000.00	17,252.44	17,747.56	51%
4348 Interactive Materials	8,000.00	3,532.72	4,467.28	56%
4350 Furniture & Minor Equipment	70,000.00	-	70,000.00	100%
4360 Library Machinery	-	-	-	0%
4390 Library Other Capital	35,000.00	-	35,000.00	100%
<b>4300 Capital Outlay</b>	<b>510,775.00</b>	<b>228,083.26</b>	<b>282,691.74</b>	<b>55%</b>
4520 Merchandise for Resale	-	179.90	(179.90)	0%
4530 Refund or Reimbursement	21,530.00	5,294.08	16,235.92	75%
4540 Collection from Other Agencies	-	497.23	(497.23)	0%
4545 General Materials	-	-	-	0%
<b>4500 Other Expenses</b>	<b>21,530.00</b>	<b>5,971.21</b>	<b>15,558.79</b>	<b>72%</b>
<b>**Total LIBRARY</b>	<b>\$ 3,628,187.00</b>	<b>\$ 1,379,515.87</b>	<b>\$ 2,248,671.13</b>	<b>62%</b>

Vendor Name	Line Item Description	TOTAL
ALL SEASONS PEST CONTROL	SUPPORT SERVICES-STRUCTURE	\$ 160.00
AMAZON.COM CREDIT	FURNITURE-LIBRARY	\$ 845.51
AMAZON.COM CREDIT	GM-INTERACTIVE MATERIALS	\$ 422.43
AMAZON.COM CREDIT	GM-BOOKS/AUDIO BOOKS	\$ 4,885.71
AMAZON.COM CREDIT	GM-DVD/BLU RAY	\$ 293.68
AMAZON.COM CREDIT	GM-PROCESSING	\$ 31.98
AMAZON.COM CREDIT	PROGRAMMING-SUPPLIES	\$ 576.37
AMAZON.COM CREDIT	STRUCTURE-MAINTENANCE	\$ 69.90
AMAZON.COM CREDIT	SUPPLIES	\$ 391.60
AMERICAN LIBRARY ASSN	YEARLY MEMBERSHIP	\$ 243.00
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	\$ 25,924.41
BH SERVICES INC	JANITORIAL	\$ 725.87
BLACK HILLS CHEMICAL AND JANITOR	JANITORIAL	\$ 509.30
BLACK HILLS LIBRARY CONSORTIUM -	SUPPORT SERVICES-SOFTWARE MAIN	\$ 640.41
BOUND TREE MEDICAL INC	EQUIPMENT	\$ 1,426.67
BYTESPEED	COMPUTERS/SOFTWARE/SOFTWARE M	\$ 1,575.00
CAPITAL ONE NA	TRAVEL-CONFERENCE	\$ 82.18
CLIMATE CONTROL SYSTEMS & SERVICE	STRUCTURE-MAINTENANCE	\$ 2,846.78
CONVERGINT TECHNOLOGIES LLC	COMPUTERS/SOFTWARE/SOFTWARE M	\$ 132.65
DEMCO INC	GM-PROCESSING	\$ 87.90
FISH WINDOW CLEANING OF THE BLA	STRUCTURE-MAINTENANCE	\$ 465.00
FRIENDS OF THE LIBRARY	REFUND-FOL BOOK SALES	\$ 2,643.00
INFO USA MARKETING	SUBSCRIPTION-DATABASE	\$ 380.00
INTERSTATE BATTERIES INC	SUPPLIES	\$ 54.30
JOHNNY SUNDBY PHOTOGRAPHY	GM-BOOKS/AUDIO BOOKS	\$ 59.85
KIM PLENDER	PROGRAMMING-PERFORMER	\$ 400.00
KNECHT HOME CENTER	MAINTENANCE/FACILITIES	\$ 6.78
LET'S FACE IT FACE PAINTING	PROGRAMMING-PERFORMER	\$ 600.00
LIBERTY CHRYSLER CENTER LLC	SUPPORT SERVICES-VEHICLE MAINT	\$ 553.39
MARCO TECHNOLOGIES INC	SERVICES-COPIES	\$ 1,270.16
MENARDS	MAINTENANCE/FACILITIES	\$ 219.08
MIDCONTINENT COMMUNICATIONS	SERVICES-WIFI	\$ 745.39
MIDWEST TAPE EXCHANGE	GM-INTERACTIVE MATERIALS	\$ 150.00
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	\$ 879.76
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	\$ 2,077.06
MONUMENT HEALTH RAPID CITY HOSP	SUPPORT SERVICES-LAUNDRY	\$ 12.87
MUTH ELECTRIC INC.	STRUCTURE-MAINTENANCE	\$ 98.32
NEWSBANK	SUBSCRIPTION-DATABASE	\$ 7,091.00
OCLC INC	SUPPORT SERVICES-SOFTWARE MAIN	\$ 3,625.44
OVERDRIVE INC	GM-EBOOKS/AUDIO	\$ 17,937.00
PASTPERFECT SOFTWARE INC	COMPUTERS/SOFTWARE/SOFTWARE M	\$ 1,029.00
PENWORTHY	GM-BOOKS/AUDIO BOOKS	\$ 334.85
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	\$ 146.22
RAPID CITY JOURNAL - ADVERTISING	GM-PERIODICALS	\$ 75.88
RAPID ROOTER	STRUCTURE-MAINTENANCE	\$ 110.00

SECURITAS SECURITY SERVICES USA,	SUPPORT SERVICES-SECURITY	\$	5,304.68
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	\$	271.38
SHERWIN-WILLIAMS COMPANY	STRUCTURE-MAINTENANCE	\$	79.34
SHOWCASES	GM-PROCESSING	\$	495.72
SIMPSON'S PRINTING	SERVICES-SIGNS	\$	1,120.00
STEC'S ADVERTISING SPECIALTIES	SUPPLIES	\$	779.76
SURVEYMONKEY.COM	SUPPORT SERVICES-SUBSCRIPTIONS	\$	384.00
THE MOTHERSHIP LLC	SUPPORT SERVICES-STORAGE	\$	280.00
THE QUIPU GROUP LLC	COMPUTERS/SOFTWARE/SOFTWARE M	\$	2,000.00
TIME EQUIP. RENTAL & SALES INC.	PROGRAMMING-SUPPLIES	\$	144.74
TK ELEVATOR CORPORATION	STRUCTURE-MAINTENANCE	\$	521.69
TROPICAL CREATIONS INC	SUPPORT SERVICES	\$	270.25
ULINE INC	SUPPLIES	\$	220.50
UNIQUE MANAGEMENT SERVICES, INC	SUPPORT SERVICES-RECOVERY	\$	298.70
WARNE CHEMICAL & EQUIP.	GROUNDS-MAINTENANCE	\$	71.00
WESTERN STATIONERS	SUPPLIES	\$	405.74
WESTERN STATIONERS	FURNITURE/EQUIPMENT	\$	2,259.96
	Grand Total:	\$	97,743.16