

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

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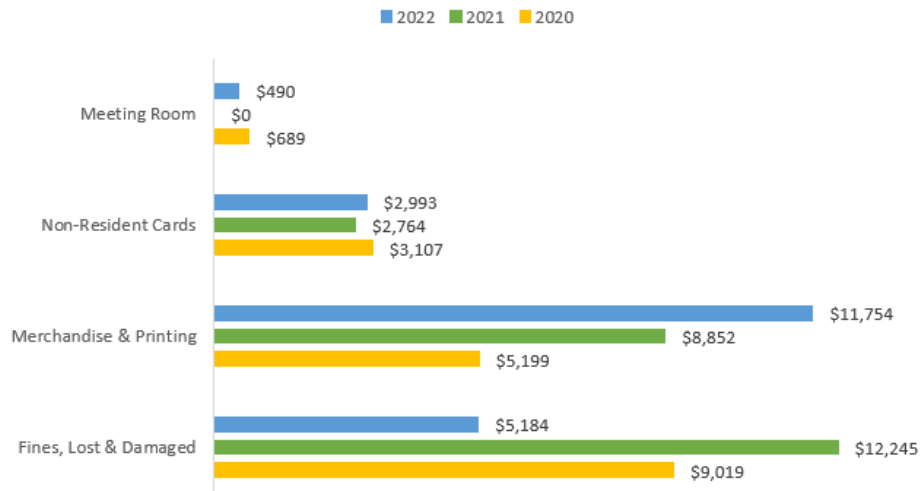


Date: September 12, 2022
To: Rapid City Public Library Board of Trustees
From: Terri Davis, Director
Re: Financial Summary Ending August 31, 2022

2022 Revenue

Year to date revenue is \$20,421, a decrease of 14% or \$3,440 compared to August 2021.

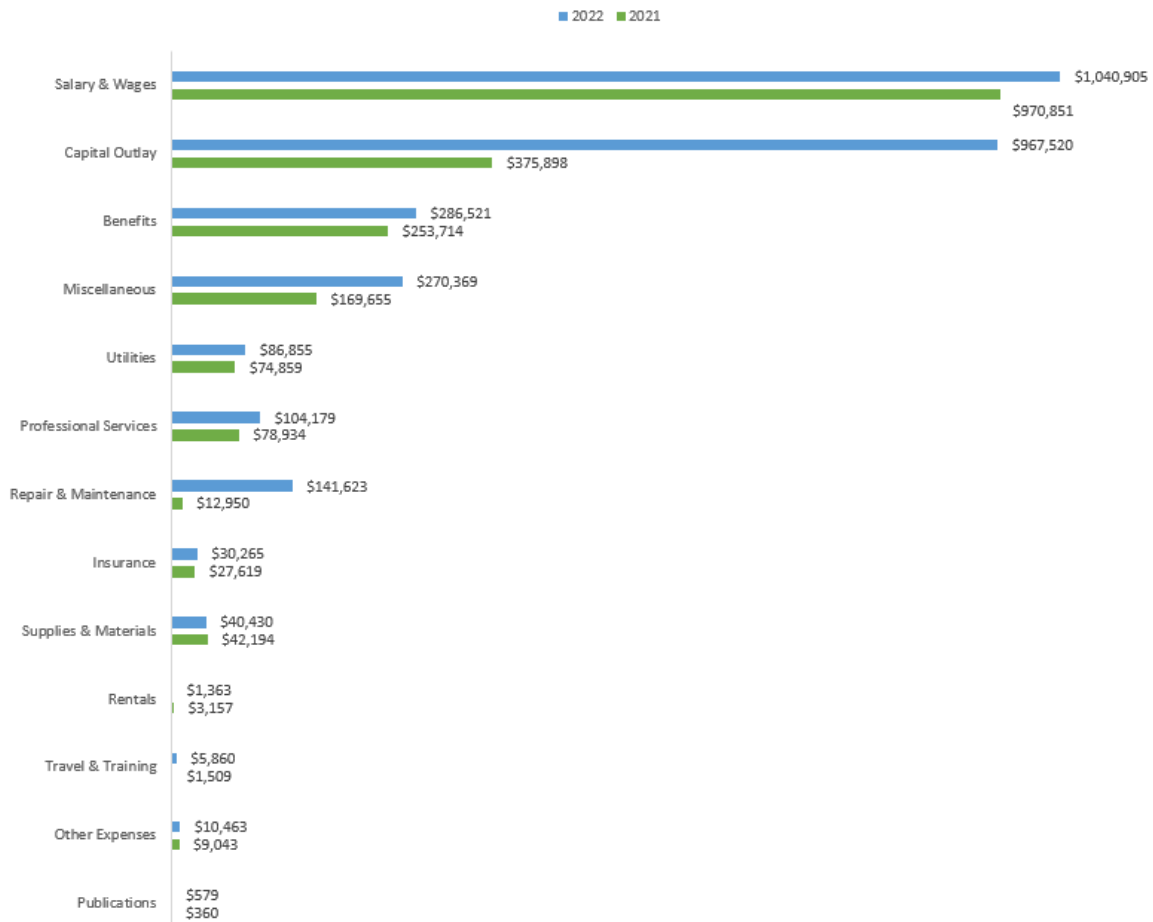
Board Funds Revenue - YTD Comparison



1. Non-resident card revenue remains close to par with last year; this is somewhat surprising given the limitations for non-resident account use. There are currently 985 non-resident registrations, 19 more than last month.
2. 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 a 33% increase from last year.
3. Fines, lost and damaged revenue decreased by \$7,061 or 58% compared to 2021; the decrease is due to the elimination of fines in January 2022.

2022 Expenditures	
YTD Benchmark	YTD Actual
66.6%	73%

City/County/Board Funds Expense - YTD Comparison



1. The budget bottom line is showing overexpended in comparison to the benchmark. This is due to some of the bookmobile funds being double-encumbered. I am working with the Finance office to correct this, and hope the correction will be made by the October meeting.
2. Salaries, wages, and benefits increased by 8%, or \$102,861; this is due to the negotiated pay raises for the union contract along with a cost of living pay increase authorized by the City Council.
3. Utilities increased 16% or \$11,996 from last year, reflecting inflationary utility costs.
4. Professional Services reflect a 32% increase. These costs are budgeted, and include expenditures for security, maintenance services, purchase of cataloging records, and fire inspections.
5. Repair and Maintenance (for vehicles, structure, and equipment) shows a significant increase of 993%. This increase is budgeted from 2021 funds carried over into 2022 for projects such as the new front doors, carpeting in the east staff area, and self-check machines.
6. Travel and Training reflects a 288% increase, amounting to \$4,351. Four staff members are registered for the SD Library Association conference, and our Admin is taking Library Finance courses online. We are also sending two staff to the Association of Bookmobile and Outreach Services conference.

Year to Date Expense Report				
as of 8/31/2022				
	Current Year Working Budget	Total Year To Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 1,728,042.00	\$ 1,032,565.04	\$ 695,476.96	40%
4111 Overtime Wages	-	8.92	(8.92)	0%
4118 Temporary Wages	20,250.00	8,331.12	11,918.88	59%
4100 Salary & Wages	1,748,292.00	1,040,905.08	707,386.92	40%
4120 Social Security	108,539.00	61,652.58	46,886.42	43%
4121 Medicare	25,397.00	14,418.82	10,978.18	43%
4130 Retirement	103,683.00	61,778.80	41,904.20	40%
4131 Section 125 Administration	684.00	266.00	418.00	61%
4140 Workmens Comp	1,713.00	1,468.00	245.00	14%
4150 Group Health Insurance	239,140.00	145,960.00	93,180.00	39%
4155 Group Life Insurance	1,646.00	976.59	669.41	41%
4170 Unemployment Insurance	1,944.00	-	1,944.00	100%
4110 Benefits	482,746.00	286,520.79	196,225.21	41%
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%
4210 Insurance	32,881.00	30,264.51	2,616.49	8%
4223 Consultant Services	25,607.00	12,000.00	13,607.00	53%
4225 Other Professional Services	126,061.00	75,093.50	50,967.50	40%
4226 Interdepartmental Charges	24,839.00	16,560.00	8,279.00	33%
4229 Marketing	8,000.00	525.87	7,474.13	93%
4220 Professional Services	184,507.00	104,179.37	80,327.63	44%
4230 Publishing	800.00	579.20	220.80	28%
4230 Publications	800.00	579.20	220.80	28%
4243 Machinery Rentals	-	-	-	0%
4244 Lease/Purchases	300.00	-	300.00	100%
4246 Other Rentals	1,400.00	1,363.11	36.89	3%
4240 Rentals	1,700.00	1,363.11	336.89	20%
4251 Repair - Roll Stock	1,250.00	684.71	565.29	45%
4252 Repair - Structures	219,099.34	139,361.77	79,737.57	36%
4253 Repair - Equipment	17,260.00	1,576.86	15,683.14	91%
4255 Repair - Water & Sewer	-	-	-	0%
4259 Miscellaneous	-	-	-	0%
4250 Repair & Maintenance	237,609.34	141,623.34	95,986.00	40%
4261 Office Supplies	42,555.73	24,036.65	18,519.08	44%
426101 Event Supplies	40,000.00	6,104.51	33,895.49	85%
4262 Gasoline, Oil, Fuel	2,500.00	986.82	1,513.18	61%
4263 Clothing, Food	750.00	329.80	420.20	56%
4264 Janitor & Chemical Supplies	19,500.00	8,889.06	10,610.94	54%
4265 Minor Tools	1,200.00	83.63	1,116.37	93%
4266 Agricultural Supply	-	-	-	0%
4267 Tires	-	-	-	0%
4269 Misc Supplies & Materials	2,200.00	-	2,200.00	100%
4260 Supplies & Materials	108,705.73	40,430.47	68,275.26	63%
4270 Travel & Training	18,500.00	5,860.02	12,639.98	68%
4270 Travel & Training	18,500.00	5,860.02	12,639.98	68%
4281 Telephone - Local	38,100.00	20,818.62	17,281.38	45%
4282 Natural Gas	14,413.00	17,308.61	(2,895.61)	-20%
4283 Electricity	78,657.00	48,309.26	30,347.74	39%
4287 Drainage Fees	420.00	418.17	1.83	0%
4280 Utilities	131,590.00	86,854.66	44,735.34	34%
4292 Dues	2,200.00	1,546.60	653.40	30%
4293 Subscriptions	124,531.87	88,956.33	35,575.54	29%
4294 Other Miscellaneous Expenses	1,500.00	1,496.83	3.17	0%
4295 Computers	4,000.00	4,894.00	(894.00)	-22%
429501 Software	4,900.00	1,036.01	3,863.99	79%
429502 Software Maintenance Contracts	110,629.00	131,268.98	(20,639.98)	-19%
4296 Office Equipment	90,229.72	41,170.05	49,059.67	54%
4290 Miscellaneous	337,990.59	270,368.80	67,621.79	20%
4320 Buildings & Structures	35,000.00	-	35,000.00	100%
4341 General Materials	156,350.09	149,545.70	6,804.39	4%
4342 Books/AV Processing	17,436.88	8,377.14	9,059.74	52%
4345 Electronic Resources	155,557.70	162,421.70	(6,864.00)	-4%
4346 DVDs	35,034.98	30,155.01	4,879.97	14%
4348 Interactive Materials	8,000.00	5,075.24	2,924.76	37%
4350 Furniture & Minor Equipment	70,000.00	-	70,000.00	100%
4360 Library Machinery	275,000.00	611,944.78	(336,944.78)	-123%
4390 Library Other Capital	35,000.00	-	35,000.00	100%
4300 Capital Outlay	787,379.65	967,519.57	(180,139.92)	-23%
4520 Merchandise for Resale	-	527.28	(527.28)	0%
4530 Refund or Reimbursement	21,530.00	9,084.46	12,445.54	58%
4540 Collection from Other Agencies	-	850.96	(850.96)	0%
4545 General Materials	-	-	-	0%
4500 Other Expenses	21,530.00	10,462.70	11,067.30	51%
**Total LIBRARY	\$ 4,094,231.31	\$ 2,986,931.62	\$ 1,107,299.69	27%

Vendor Name	Line Item Description	Line Item Amount
ALL SEASONS PEST CONTROL	SUPPORT SERVICES-STRUCTURE	\$160.00
ALTERNATIVE FUEL	STAFF APPRECIATION	\$25.98
AMAZON.COM CREDIT	GM-BOOKS/AUDIO BOOKS	\$2,805.37
AMAZON.COM CREDIT	GM-DVD/BLU RAY	\$570.35
AMAZON.COM CREDIT	GM-INTERACTIVE	\$434.78
AMAZON.COM CREDIT	MAINTENANCE/FACILITIES	\$84.99
AMAZON.COM CREDIT	PROGRAMMING-TEEN	\$77.43
AMAZON.COM CREDIT	SERVICES-MERCHANDISE	\$63.48
AMAZON.COM CREDIT	STAFF APPRECIATION	\$54.85
AMAZON.COM CREDIT	SUPPLIES-OFFICE	\$239.72
AMERICAN ADVERTISING FEDERATION	YEARLY MEMBERSHIP	\$170.00
AMERICAN LIBRARY ASSN	DUES-ALA	\$192.00
ASPEN BLACK	PROGRAMMING-YOUTH	\$200.00
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	\$12,514.15
BH SERVICES INC	SUPPORT SERVICES-JANITORIAL	\$602.89
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	\$540.44
BLACK HILLS LIBRARY CONSORTIUM - SD	COMPUTERS/SOFTWARE	\$31,036.89
BLACK HILLS ORTHOPEDIC & SPINE CENTER PC	SUPPORT SERVICES	\$236.00
BLACK HILLS WORKS	JANITORIAL	\$820.55
BLACKSTONE AUDIO INC	GM-BOOKS/AUDIO BOOKS	\$398.48
DAKOTA PARTY	STAFF APPRECIATION	\$28.74
DEMCO INC	GM-PROCESSING	\$117.29
FISH WINDOW CLEANING OF THE BLACK HILLS	SUPPORT SERVICES-STRUCTURE	\$465.00
FRIENDS OF THE LIBRARY	REFUND-FOL BOOK SALES	\$1,855.00
INVENGO AMERICAN CORP	FURNITURE/EQUIPMENT	\$36,610.00
JEFF SIKORA	PROGRAMMING-SUMMER READING	\$400.00
KNECHT HOME CENTER	MAINTENANCE-SUPPLIES	\$8.16
MAGIC JOE PRODUCTIONS	PROGRAMMING-SUMMER READING	\$500.00
MARCO TECHNOLOGIES INC	SERVICES-COPIES	\$739.72
MENARDS	JANITORIAL	\$393.18
MICK'S ELECTRIC INC	STRUCTURE-MAINTENANCE	\$193.47
MIDCONTINENT COMMUNICATIONS	SERVICES-WIFI	\$745.39

MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	\$969.70
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	\$3,155.90
MIDWEST TAPE EXCHANGE	GM-PROCESSING	\$122.40
OCLC INC	SUPPORT SERVICES-SOFTWARE MAINTENANCE	\$3,795.96
OVERDRIVE INC	GM-EBOOKS/AUDIO BOOKS	\$20,266.74
PENWORTHY	GM-BOOKS/AUDIO BOOKS	\$358.95
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	\$86.82
RAPID CITY JOURNAL - ADVERTISING	GM-PERIODICALS	\$37.94
SECURITAS SECURITY SERVICES USA, INC	SUPPORT SERVICES-SECURITY	\$6,347.46
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	\$264.74
SHOWCASES	GM-PROCESSING	\$923.40
SIMPSON'S PRINTING	MARKETING	\$293.00
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	\$300.00
SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-ADULT	\$50.00
SOUTH DAKOTA LIBRARY ASSOCIATION	DUES-SDLA	\$115.00
TK ELEVATOR CORPORATION	STRUCTURE-MAINTENANCE	\$521.69
TROPICAL CREATIONS INC	SUPPORT SERVICES- AVIARY&AQUARIUM	\$270.25
UNIQUE MANAGEMENT SERVICES, INC.	SUPPORT SERVICES-RECOVERY	\$401.70
WARNE CHEMICAL & EQUIP.	GROUPS/MAINTENANCE	\$142.00
WESTERN STATIONERS	FACILITIES	\$253.97
WESTERN STATIONERS	FURNITURE-LIBRARY	\$376.98
WESTERN STATIONERS	PROGRAMMING-YOUTH	\$14.97
WESTERN STATIONERS	SUPPLIES	\$801.49
	Grand Total:	\$133,155.36