

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

RAPIDCITYLIBRARY.ORG

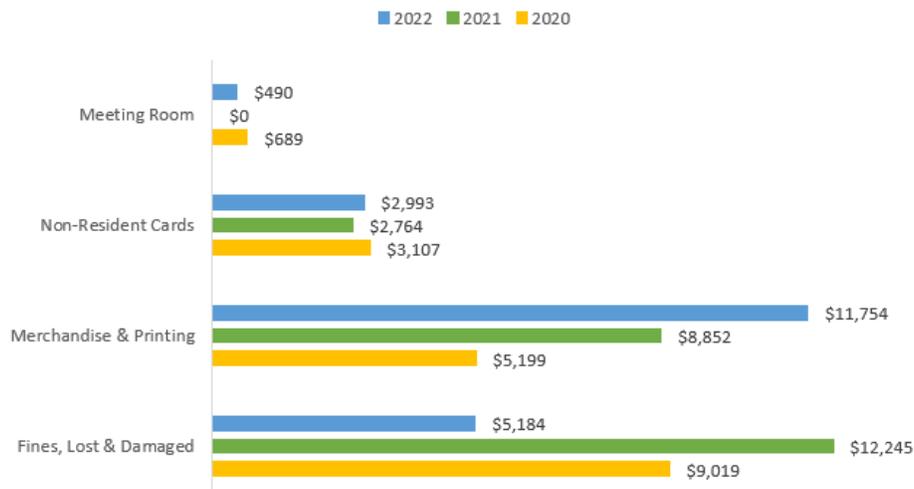


Date: September 12, 2022
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending August 31, 2022

2022 Revenue

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

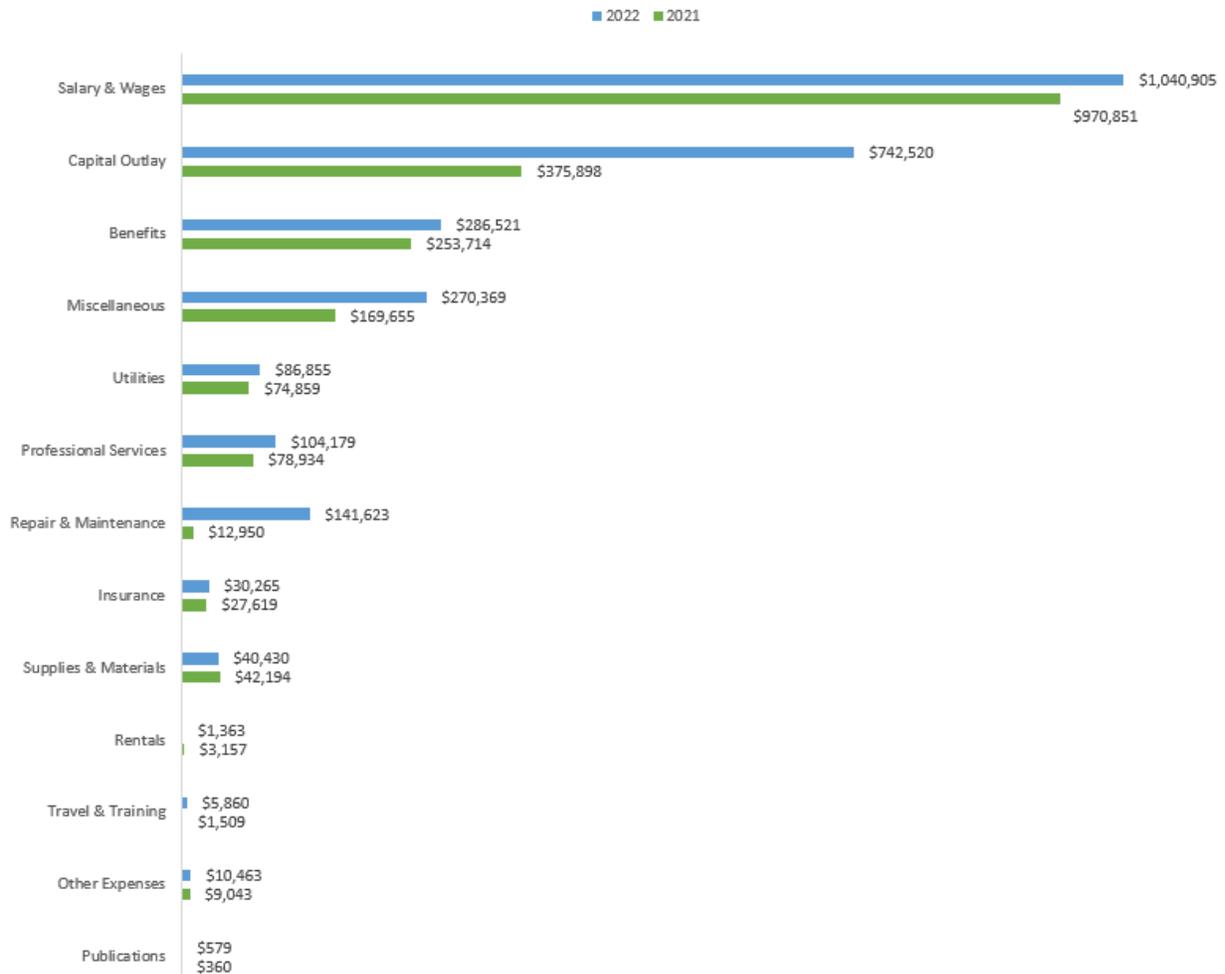
Board Funds Revenue - YTD Comparison



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 an 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% | 67% |

City/County/Board Funds Expense - YTD Comparison



- 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.
- Utilities increased 16% or \$11,996 from last year, reflecting inflationary utility costs.
- Professional Services reflect a 32% increase. These costs are budgeted, and include expenditures for security, maintenance services, purchase of cataloging records, and fire inspections.
- 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.
- 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 | 386,944.78 | (111,944.78) | -41% |
| 4390 Library Other Capital | 35,000.00 | - | 35,000.00 | 100% |
| 4300 Capital Outlay | 787,379.65 | 742,519.57 | 44,860.08 | 6% |
| 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 | \$ 2,761,931.62 | \$ 1,332,299.69 | 33% |

| 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 |