

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

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

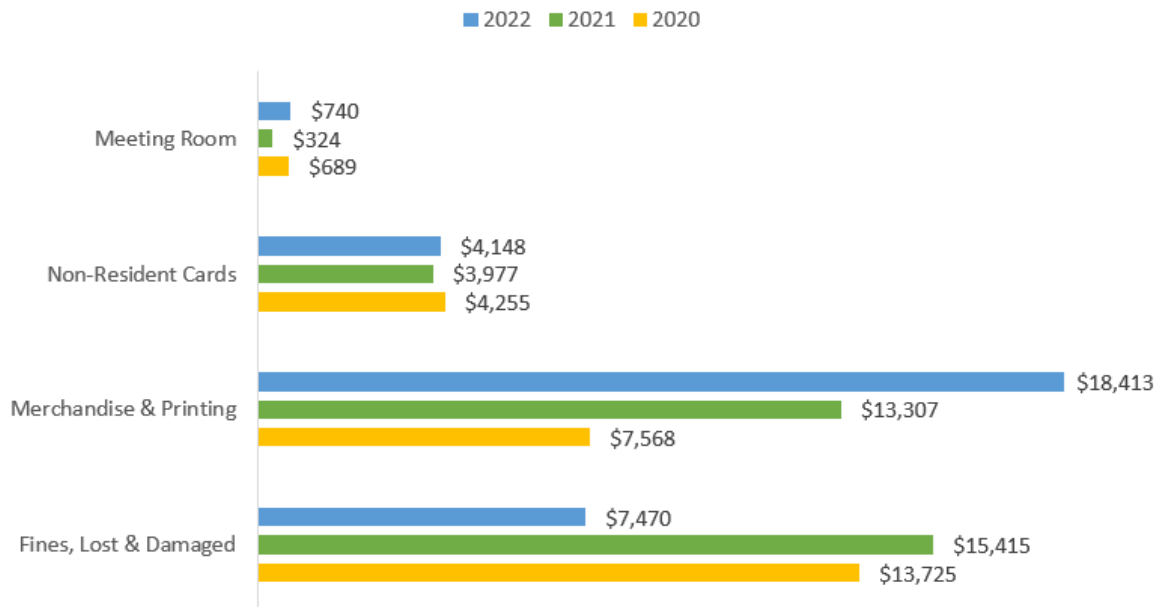


Date: December 12, 2022  
 To: Rapid City Public Library Board of Trustees  
 From: Terri Davis, Director  
 Re: Financial Summary Ending November 30, 2022

### 2022 Revenue

Year to date revenue is \$30,771, a decrease of 7% or \$2,250 compared to November 2021.

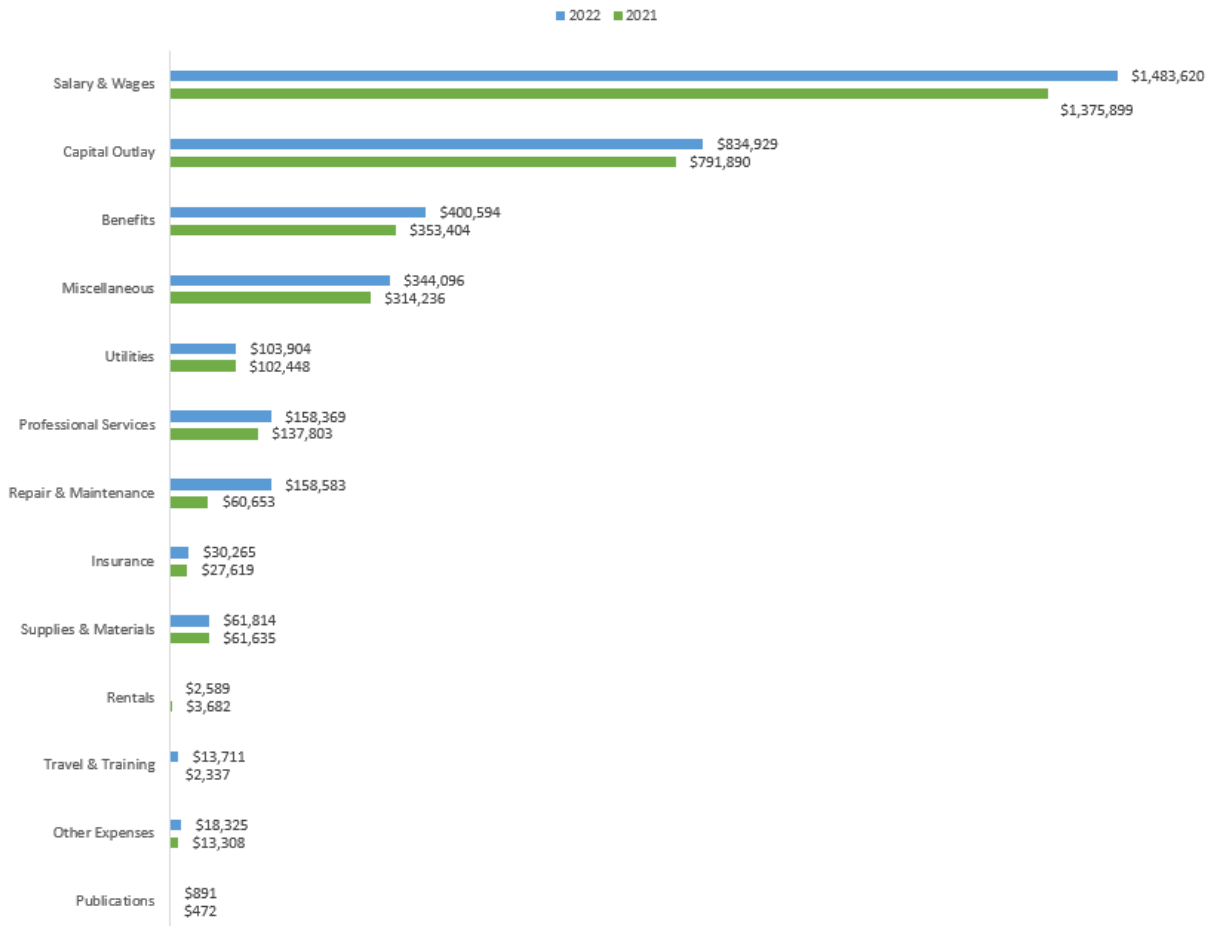
#### Board Funds Revenue - YTD Comparison



1. Non-resident card revenue is on par with previous years. There are currently 1,003 non-resident registrations.
2. Merchandise and printing includes copier revenue and sales of earbuds, charging cables, water bottles and bike locks, all of which need sales tax payment. This revenue stream reflects a 39% increase from last year.
3. Fines, lost and damaged revenue decreased by \$7,945 or 51% compared to 2021; the decrease is due to the elimination of fines in January 2022.

2022 Expenditures (amount remaining)	
YTD Benchmark	YTD Actual
8%	12%

City/County/Board Funds Expense - YTD Comparison



1. Salaries, wages, and benefits increased by 9%, or \$154,911; this is due to the negotiated pay raises per the union contract along with a cost of living pay increase authorized by the City Council.
2. Repair and Maintenance (for vehicles, structure, and equipment) shows a significant increase of 162%. We have taken on some deferred maintenance, some emergency maintenance (window), and some reconfiguration projects this year.
3. Travel and Training reflects a 487% increase, amounting to \$11,374. Four staff members attended the SD Library Association conference, and our Admin is taking Library Finance courses online. Two staff also attended the Association of Bookmobile and Outreach Services conference in Scottsdale. We are also doing early-bird registration for a social media conference and a technology conference, both in March, which will be attended by at least three staff.
4. Publications has increased by 89%, or \$419, due to publishing for RFPs for cleaning services.

Year to Date Expense Report				
as of 11/30/2022				
	Current Year Working Budget	Total Year To Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 1,728,042.00	\$ 1,469,900.62	\$ 258,141.38	15%
4111 Overtime Wages	-	8.92	(8.92)	0%
4118 Temporary Wages	20,250.00	13,710.80	6,539.20	32%
<b>4100 Salary &amp; Wages</b>	<b>1,748,292.00</b>	<b>1,483,620.34</b>	<b>264,671.66</b>	<b>15%</b>
4120 Social Security	108,539.00	87,914.77	20,624.23	19%
4121 Medicare	25,397.00	20,560.79	4,836.21	19%
4130 Retirement	103,683.00	87,950.25	15,732.75	15%
4131 Section 125 Administration	684.00	361.00	323.00	47%
4140 Workmens Comp	1,713.00	1,468.00	245.00	14%
4150 Group Health Insurance	239,140.00	200,996.00	38,144.00	16%
4155 Group Life Insurance	1,646.00	1,343.10	302.90	18%
4170 Unemployment Insurance	1,944.00	-	1,944.00	100%
<b>4110 Benefits</b>	<b>482,746.00</b>	<b>400,593.91</b>	<b>82,152.09</b>	<b>17%</b>
4211 General & Auto Liability	7,101.00	6,879.36	221.64	3%
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	25,607.00	12,000.00	13,607.00	53%
4225 Other Professional Services	126,061.00	115,871.65	10,189.35	8%
4226 Interdepartmental Charges	24,839.00	24,840.00	(1.00)	0%
4229 Marketing	8,000.00	5,657.52	2,342.48	29%
<b>4220 Professional Services</b>	<b>184,507.00</b>	<b>158,369.17</b>	<b>26,137.83</b>	<b>14%</b>
4230 Publishing	800.00	891.08	(91.08)	-11%
<b>4230 Publications</b>	<b>800.00</b>	<b>891.08</b>	<b>(91.08)</b>	<b>-11%</b>
4244 Lease/Purchases	300.00	-	300.00	100%
4246 Other Rentals	1,400.00	2,589.46	(1,189.46)	-85%
<b>4240 Rentals</b>	<b>1,700.00</b>	<b>2,589.46</b>	<b>(889.46)</b>	<b>-52%</b>
4251 Repair - Roll Stock	1,250.00	769.65	480.35	38%
4252 Repair - Structures	219,099.34	155,092.73	64,006.61	29%
4253 Repair - Equipment	17,260.00	2,720.55	14,539.45	84%
<b>4250 Repair &amp; Maintenance</b>	<b>237,609.34</b>	<b>158,582.93</b>	<b>79,026.41</b>	<b>33%</b>
4261 Office Supplies	42,555.73	37,033.97	5,521.76	13%
426101 Event Supplies	40,000.00	10,541.72	29,458.28	74%
4262 Gasoline, Oil, Fuel	2,500.00	1,274.27	1,225.73	49%
4263 Clothing, Food	750.00	329.80	420.20	56%
4264 Janitor & Chemical Supplies	19,500.00	12,550.39	6,949.61	36%
4265 Minor Tools	1,200.00	83.63	1,116.37	93%
4267 Tires	-	-	-	0%
4269 Misc Supplies & Materials	2,200.00	-	2,200.00	100%
<b>4260 Supplies &amp; Materials</b>	<b>108,705.73</b>	<b>61,813.78</b>	<b>46,891.95</b>	<b>43%</b>
4270 Travel & Training	18,500.00	13,710.74	4,789.26	26%
<b>4270 Travel &amp; Training</b>	<b>18,500.00</b>	<b>13,710.74</b>	<b>4,789.26</b>	<b>26%</b>
4281 Telephone - Local	38,100.00	27,657.75	10,442.25	27%
4282 Natural Gas	14,413.00	16,209.19	(1,796.19)	-12%
4283 Electricity	78,657.00	59,618.85	19,038.15	24%
4287 Drainage Fees	420.00	418.17	1.83	0%
<b>4280 Utilities</b>	<b>131,590.00</b>	<b>103,903.96</b>	<b>27,686.04</b>	<b>21%</b>
4292 Dues	2,200.00	1,848.13	351.87	16%
4293 Subscriptions	124,531.87	96,896.01	27,635.86	22%
4294 Other Miscellaneous Expenses	1,500.00	80.83	1,419.17	95%
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	160,076.53	(49,447.53)	-45%
4296 Office Equipment	90,229.72	79,264.19	10,965.53	12%
<b>4290 Miscellaneous</b>	<b>337,990.59</b>	<b>344,095.70</b>	<b>(6,105.11)</b>	<b>-2%</b>
4320 Buildings & Structures	35,000.00	-	35,000.00	100%
4341 General Materials	156,350.09	206,121.46	(49,771.37)	-32%
4342 Books/AV Processing	17,436.88	9,603.62	7,833.26	45%
4345 Electronic Resources	155,557.70	182,754.46	(27,196.76)	-17%
4346 DVDs	35,034.98	42,088.39	(7,053.41)	-20%
4348 Interactive Materials	8,000.00	7,416.31	583.69	7%
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%
<b>4300 Capital Outlay</b>	<b>787,379.65</b>	<b>834,929.02</b>	<b>(47,549.37)</b>	<b>-6%</b>
4520 Merchandise for Resale	-	2,234.61	(2,234.61)	0%
4530 Refund or Reimbursement	21,530.00	14,786.40	6,743.60	31%
4540 Collection from Other Agencies	-	1,304.28	(1,304.28)	0%
<b>4500 Other Expenses</b>	<b>21,530.00</b>	<b>18,325.29</b>	<b>3,204.71</b>	<b>15%</b>
<b>**Total LIBRARY</b>	<b>\$ 4,094,231.31</b>	<b>\$ 3,611,689.89</b>	<b>\$ 482,541.42</b>	<b>12%</b>

Vendor Name	Line Item Description	Line Item Amount
ACE HARDWARE-EAST	JANITORIAL	\$15.99
AMAZON.COM	EQUIPMENT-OFFICE	\$1,126.20
AMAZON.COM	FURNITURE-OFFICE	\$339.97
AMAZON.COM	GM-BOOKS/AUDIO BOOKS	\$3,285.99
AMAZON.COM	GM-DVD/BLU RAY	\$784.19
AMAZON.COM	GM-INTERACTIVE	\$690.52
AMAZON.COM	PROGRAMMING	\$1,709.50
AMAZON.COM	STRUCTURE-MAINTENANCE	\$433.96
AMAZON.COM	SUPPLIES-OFFICE	\$152.09
AMICK SOUND INC	STRUCTURE-MAINTENANCE	\$224.16
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	\$9,223.89
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	\$863.45
BLACK HILLS WORKS	JANITORIAL	\$1,577.99
BRAINFUSE INC	SERVICES-SUBSCRIPTIONS	\$11,250.00
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	\$1,292.94
COMMUNICO LLC	SUPPORT SERVICES-SOFTWARE MAIN	\$3,450.00
D & L LAWN SPRINKLERS LLC	STRUCTURE-MAINTENANCE	\$76.50
PATRON	REFUNDS	\$25.00
FRIENDS OF THE LIBRARY	REFUND-FOL BOOK SALES	\$963.00
GAYLORD BROTHERS INC	SUPPLIES-LIBRARY	\$78.47
HOLSWORTH & SON INC., G.J	STRUCTURE-MAINTENANCE	\$2,795.00
INNOVATIVE OFFICE SOLUTIONS LLC	JANITORIAL	\$414.27
JERRY'S CAKES SHAKES & BAKE	STAFF APPRECIATION	\$50.00
KANOPY LLC	GM-EVIDEO	\$184.00
KNECHT HOME CENTER	SUPPLIES-OFFICE	\$40.34
KNECHT HOME CENTER	MAINTENANCE/FACILITIES	\$26.72
LAWRENCE RAGAN COMMUNICATIONS INC	TRAVEL/TRAINING-SOCIAL MEDIA	\$3,598.00
MARCO TECHNOLOGIES INC	SERVICES-COPIES	\$713.40
MENARDS	MAINTENANCE/FACILITIES	\$74.46
MIDCONTINENT COMMUNICATIONS	SERVICES-WIFI	\$745.39
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	\$2,712.71
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	\$6,035.23

MIDWEST TAPE EXCHANGE	GM-PROCESSING	\$165.60
MONUMENT HEALTH RAPID CITY HOSPITAL INC	JANITORIAL	\$32.34
MOUNTAIN PLAINS LIBRARY ASSOCIATION	DUES-MPLA	\$65.00
OCLC NET LIBRARY	SUPPORT SERVICES-SOFTWARE MAIN	\$7,591.92
OVERDRIVE INC	GM-EBOOKS/AUDIO BOOKS	\$10,294.88
RAPID CITY JOURNAL - ADVERTISING	SUPPORT SERVICES-PUBLISHING	\$125.66
RAPID CITY JOURNAL - ADVERTISING	GM-PERIODICALS	\$36.53
RAPID CITY PUBLIC LIBRARY	REFUNDS	\$56.18
RUNNINGS SUPPLY INC	EQUIPMENT-LIBRARY	\$99.99
SECURITAS SECURITY SERVICES USA, INC	SUPPORT SERVICES-SECURITY	\$7,068.83
SERVALL UNIFORM/LINEN CO INC	PROGRAMMING-LUNCH AND LEARN	\$428.37
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	\$200.00
SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-ADULT	\$100.00
THE MOTHERSHIP LLC	SUPPORT SERVICES-STORAGE	\$280.00
TK ELEVATOR CORPORATION	STRUCTURE-MAINTENANCE	\$521.69
TODAY'S BUSINESS SOLUTIONS	SUPPORT SERVICES-SOFTWARE MAIN	\$2,972.60
TUMBLEWEED PRESS INC	SERVICES-SUBSCRIPTION	\$799.00
UGA-CARL VINSON INSTITUTE OF GOVERNMENT	TRAINING	\$119.00
UNIQUE MANAGEMENT SERVICES, INC.	SUPPORT SERVICES-RECOVERY	\$412.00
VISTAR	MERCHANDISE	\$315.24
WESTERN STATIONERS	SUPPLIES-OFFICE	\$860.09
WESTERN STATIONERS	EQUIPMENT-LIBRARY	\$79.99
WORLD TRADE PRESS	SERVICES-SUBSCRIPTIONS	\$1,512.86
ZOOBEAN INC	SERVICES-SUBSCRIPTION	\$981.23
	<b>Grand Total:</b>	<b>\$90,072.33</b>