

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

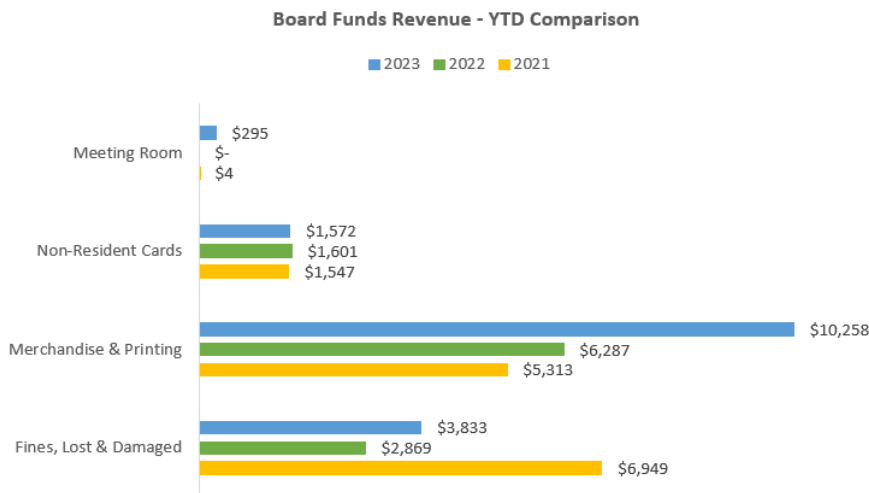
[RAPIDCITYLIBRARY.ORG](http://RAPIDCITYLIBRARY.ORG)



Date: June 12, 2023  
To: Rapid City Public Library Board of Trustees  
From: Terri Davis, Director  
Re: Financial Summary Ending May 31, 2023

### 2023 Revenue

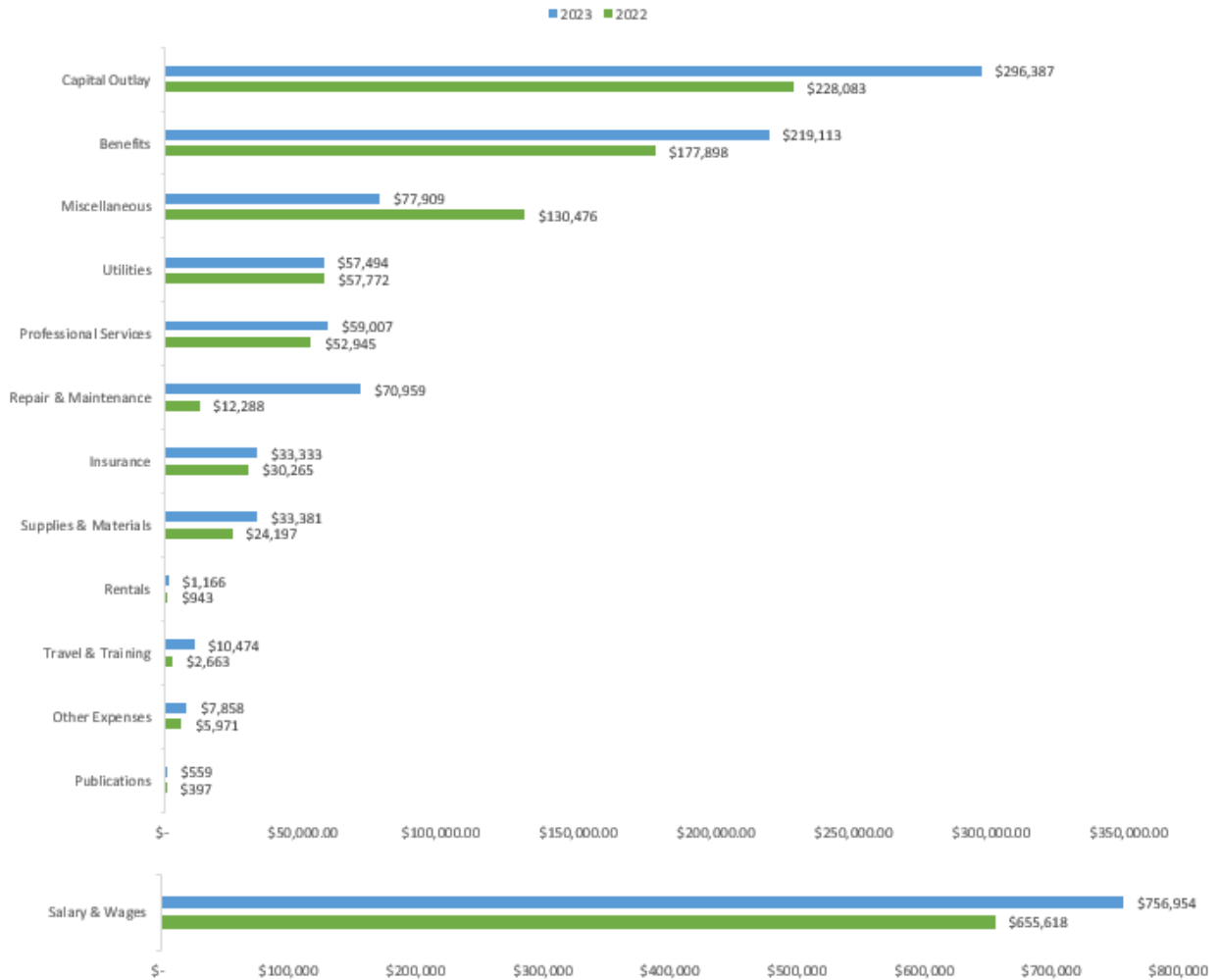
Total annual revenue is \$15,958, an increase of 48% or \$5,201 compared to 2022.



1. The meeting room policy was clarified to identify which groups need to pay for the meeting rooms and which can use it at no charge; there have been more fee-based uses this year than last.
2. Revenue from non-resident accounts is comparable to the previous 2 years; this is somewhat surprising given the vendor-imposed limitations to services available to non-residents. There are currently 601 non-resident accounts on file.
3. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 63%, or \$3,971. This reflects the popularity of the merchandise we offer and of our convenient in-house and remote printing and copy services.

2023 Expenditures	
YTD Benchmark	YTD Actual Remaining
58.3%	56%

City/County/Board Funds Expense - YTD Comparison



1. Capital outlay (books and materials, furniture and minor equipment, and library machinery) reflects an increase of 30%, or \$68,304 from last year. This increase is due in part to payment of the annual ebook platform fee and purchase of DVD security tags.
2. Miscellaneous expenditures (dues, subscriptions, office equipment, software maintenance contracts) decreased by \$52,567, or 40%; some of these payments have not yet been made for the year.
3. Repair and maintenance increased by 478%, or \$58,671; this is due to projects including the admin area renovation for which funds were encumbered from 2022 but paid this year.

4. Supplies and materials increased by 38%, or \$9,184. This appears to be due to market cost increases for office and event supplies rather than an increase in purchases; we will need to continue to monitor this in the coming months.
5. Rentals increased 24% or \$223 since last year. This is due to resuming outreach activities in the community that had been temporarily halted during the pandemic.
6. Travel and training increased by 293%, or \$7,811. This reflects our attendance at in-person conferences after two years of virtual conferences.
7. Salaries, wages, and benefits increased by 17% or \$142,551; this is due to a contracted adjustment of the union pay scale and the non-union salary adjustments per the new non-union scale.

Year to Date Expense Report						
as of 6/1/2023						
	Current Year Working Budget	YTD Expended	YTD Encumbrance	Total Year To Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 1,832,571.00	\$ 753,473.21	\$ -	\$ 753,473.21	\$ 1,079,097.79	59%
4111 Overtime Wages	50.00	73.46	-	73.46	(23.46)	-47%
4118 Temporary Wages	25,095.00	3,407.04	-	3,407.04	21,687.96	86%
<b>4100 Salary &amp; Wages</b>	<b>1,857,716.00</b>	<b>756,953.71</b>	<b>-</b>	<b>756,953.71</b>	<b>1,100,762.29</b>	<b>59%</b>
4120 Social Security	115,178.00	44,711.13	-	44,711.13	70,466.87	61%
4121 Medicare	26,958.00	10,456.68	-	10,456.68	16,501.32	61%
4130 Retirement	109,957.00	45,207.16	-	45,207.16	64,749.84	59%
4131 Section 125 Administration	684.00	189.08	-	189.08	494.92	72%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	113,509.91	-	113,509.91	137,188.09	55%
4155 Group Life Insurance	1,684.00	660.07	-	660.07	1,023.93	61%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
<b>4110 Benefits</b>	<b>509,605.00</b>	<b>219,113.03</b>	<b>-</b>	<b>219,113.03</b>	<b>290,491.97</b>	<b>57%</b>
4211 General & Auto Liability	7,705.00	7,228.69	-	7,228.69	476.31	6%
4214 Other Insurance	26,191.00	26,104.44	-	26,104.44	86.56	0%
<b>4210 Insurance</b>	<b>33,896.00</b>	<b>33,333.13</b>	<b>-</b>	<b>33,333.13</b>	<b>562.87</b>	<b>2%</b>
4223 Consultant Services	4,500.00	-	-	-	4,500.00	100%
4225 Other Professional Services	137,947.00	54,194.92	(4,537.56)	49,657.36	88,289.64	64%
4226 Interdepartmental Charges	22,440.00	9,350.00	-	9,350.00	13,090.00	58%
4229 Marketing	8,000.00	-	-	-	8,000.00	100%
<b>4220 Professional Services</b>	<b>172,887.00</b>	<b>63,544.92</b>	<b>(4,537.56)</b>	<b>59,007.36</b>	<b>113,879.64</b>	<b>66%</b>
4230 Publishing	650.00	453.57	105.11	558.68	91.32	14%
<b>4230 Publications</b>	<b>650.00</b>	<b>453.57</b>	<b>105.11</b>	<b>558.68</b>	<b>91.32</b>	<b>14%</b>
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	1,166.35	-	1,166.35	833.65	42%
<b>4240 Rentals</b>	<b>2,000.00</b>	<b>1,166.35</b>	<b>-</b>	<b>1,166.35</b>	<b>833.65</b>	<b>42%</b>
4251 Repair - Roll Stock	250.00	73.48	-	73.48	176.52	71%
4252 Repair - Structures	61,000.00	123,217.21	(52,267.73)	70,949.48	(9,949.48)	-16%
4253 Repair - Equipment	18,493.00	557.62	(622.00)	(64.38)	18,557.38	100%
<b>4250 Repair &amp; Maintenance</b>	<b>79,743.00</b>	<b>123,848.31</b>	<b>(52,889.73)</b>	<b>70,958.58</b>	<b>8,784.42</b>	<b>11%</b>
4261 Office Supplies	56,878.00	17,754.04	357.84	18,111.88	38,766.12	68%
426101 Event Supplies	40,000.00	7,819.65	215.27	8,034.92	31,965.08	80%
4262 Gasoline, Oil, Fuel	7,500.00	361.17	-	361.17	7,138.83	95%
4263 Clothing, Food	2,250.00	209.95	-	209.95	2,040.05	91%
4264 Janitor & Chemical Supplies	12,000.00	6,031.89	132.37	6,164.26	5,835.74	49%
4265 Minor Tools	500.00	149.08	-	149.08	350.92	70%
4267 Tires	-	-	-	-	-	0%
4269 Misc Supplies & Materials	(668.75)	349.99	-	349.99	(1,018.74)	152%
<b>4260 Supplies &amp; Materials</b>	<b>118,459.25</b>	<b>32,675.77</b>	<b>705.48</b>	<b>33,381.25</b>	<b>85,078.00</b>	<b>72%</b>
4270 Travel & Training	16,850.00	10,375.33	98.90	10,474.23	6,375.77	38%
<b>4270 Travel &amp; Training</b>	<b>16,850.00</b>	<b>10,375.33</b>	<b>98.90</b>	<b>10,474.23</b>	<b>6,375.77</b>	<b>38%</b>
4281 Telephone - Local	24,235.00	13,340.28	-	13,340.28	10,894.72	45%
4282 Natural Gas	16,300.00	16,916.69	-	16,916.69	(616.69)	-4%
4283 Electricity	74,102.00	26,819.15	-	26,819.15	47,282.85	64%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
<b>4280 Utilities</b>	<b>115,058.00</b>	<b>57,494.29</b>	<b>-</b>	<b>57,494.29</b>	<b>57,563.71</b>	<b>50%</b>
4292 Dues	2,200.00	736.00	-	736.00	1,464.00	67%
4293 Subscriptions	110,000.00	33,778.26	-	33,778.26	76,221.74	69%
4294 Other Miscellaneous Expenses	520.00	-	-	-	520.00	100%
4295 Computers	4,000.00	3,802.68	-	3,802.68	197.32	5%
429501 Software	5,100.00	-	-	-	5,100.00	100%
429502 Software Maintenance Contracts	120,476.00	44,930.44	(19,598.48)	25,331.96	95,144.04	79%
4296 Office Equipment	34,000.00	79,660.88	(65,400.98)	14,259.90	19,740.10	58%
<b>4290 Miscellaneous</b>	<b>276,296.00</b>	<b>162,908.26</b>	<b>(84,999.46)</b>	<b>77,908.80</b>	<b>198,387.20</b>	<b>72%</b>
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,000.00	88,947.29	466.03	89,413.32	95,586.68	52%
4342 Books/AV Processing	-	(33.64)	-	(33.64)	33.64	0%
4345 Electronic Resources	175,000.00	100,652.13	-	100,652.13	74,347.87	42%
4346 DVDs	37,000.00	17,650.60	996.76	18,647.36	18,352.64	50%
4348 Interactive Materials	8,500.00	3,975.10	-	3,975.10	4,524.90	53%
4350 Furniture & Minor Equipment	82,300.00	-	-	-	82,300.00	100%
4360 Library Machinery	-	83,733.08	-	83,733.08	(83,733.08)	0%
4390 Library Other Capital	-	-	-	-	-	0%
<b>4300 Capital Outlay</b>	<b>507,800.00</b>	<b>294,924.56</b>	<b>1,462.79</b>	<b>296,387.35</b>	<b>211,412.65</b>	<b>42%</b>
4520 Merchandise for Resale	2,000.00	1,076.29	-	1,076.29	923.71	46%
4530 Refund or Reimbursement	13,500.00	6,118.30	-	6,118.30	7,381.70	55%
4540 Collection from Other Agencies	1,200.00	663.14	-	663.14	536.86	45%
<b>4500 Other Expenses</b>	<b>36,700.00</b>	<b>7,857.73</b>	<b>-</b>	<b>7,857.73</b>	<b>28,842.27</b>	<b>79%</b>
<b>**Total LIBRARY</b>	<b>\$ 3,727,660.25</b>	<b>\$ 1,624,594.49</b>	<b>\$ 1,462.79</b>	<b>\$ 1,624,594.49</b>	<b>\$ 2,103,065.76</b>	<b>56%</b>

Vendor Name	Line Item Description	Line Item Amount
ALL SEASONS PEST CONTROL	SUPPORT SERVICES-STRUCTURE	320.00
AMAZON CAPITAL SERVICES	FURNITURE/EQUIPMENT	2203.17
AMAZON CAPITAL SERVICES	GM-BOOKS/AUDIO BOOKS	1937.58
AMAZON CAPITAL SERVICES	gm-DVD	263.04
AMAZON CAPITAL SERVICES	GM-INTERACTIVE	1061.63
AMAZON CAPITAL SERVICES	JANITORIAL	159.09
AMAZON CAPITAL SERVICES	MERCHANDISE	52.32
AMAZON CAPITAL SERVICES	Programming	2734.23
AMAZON CAPITAL SERVICES	STRUCTURE-MAINTENANCE	57.50
AMAZON CAPITAL SERVICES	SUPPLIES-LIBRARY	307.52
AMERICAN ADVERTISING FEDERATION	DUES-AAF	200.00
AMERICAN LIBRARY ASSN	DUES-ALA	251.00
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	15927.53
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	767.21
BLACK HILLS INSURANCE	SUPPORT SERVICES-NOTARY	60.00
BLACK HILLS LIBRARY CONSORTIUM - SD	SUPPORT SERVICES-SOFTWARE MAIN	659.60
BLACK HILLS WINDOW CLEANING INC	STRUCTURE-MAINTENANCE	1,075.00
BLACKSTONE AUDIO INC	BOOKS/AUDIO BOOKS	88.03
CAPITAL ONE NA	TRAINING-BHAL	98.90
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	8,731.05
COLLABORATIVE SUMMER LIBRARY PROGRAM	PROGRAMMING-SUMMER READING	129.65
DAKOTA PARTY	PROGRAMMING-SUMMER READING	39.85
DAYLIGHT DONUTS OF RAPID CITY	MARKETING	37.50
DEMCO INC	FURNITURE	654.92
EILEEN'S COLOSSAL COOKIES	TRAINING-BHAL	54.90

FRIENDS OF THE LIBRARY	REFUND-FOL BOOK SALES	1,424.50
GALE/CENGAGE LEARNING	SUBSCRIPTIONS	1,500.00
HAGEN GLASS CO	STRUCTURE-MAINTENANCE	5,490.00
HESAPA ENTERPRISES	STAFF APPRECIATION	720.00
INFO USA MARKETING	SUBSCRIPTIONS	380.00
INTERSTATE BATTERIES INC	SUPPLIES-OFFICE	216.03
INVENGO AMERICAN CORP	EQUIPMENT-LIBRARY	16,063.00
KANOPIY LLC	GM-EVIDEO	279.00
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	641.95
MENARDS	MAINTENANCE/FACILITIES	280.66
MIDCONTINENT COMMUNICATIONS	SUPPORT SERVICES-WIFI	745.39
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	1289.70
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	7107.38
MIDWEST TAPE EXCHANGE	GM-PROCESSING	301.20
MONUMENT HEALTH RAPID CITY HOSPITAL INC	SUPPORT SERVICES-LAUNDRY	26.40
MR ELECTRIC OF THE BLACK HILLS	STRUCTURE-MAINTENANCE	2,927.50
MUTH ELECTRIC INC.	STRUCTURE-MAINTENANCE	651.72
NORTH CENTRAL SUPPLY INC	MAINTENANCE/FACILITIES	190.00
OCLC INC	SUPPORT SERVICES-SOFTWARE MAIN	3,795.96
OVERDRIVE INC	PARTICIPATION FEE	18,000.00
OVERDRIVE INC	GM-EBOOKS/AUDIO BOOKS	25,810.45
PENWORTHY	GM-BOOKS/AUDIO BOOKS	460.18
RAPID CITY JOURNAL - ADVERTISING	SUBSCRIPTIONS	38.05
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS-DONATIONS	52.40
RAPID FIRE PROTECTION INC	STRUCTURE-MAINTENANCE	550.00
REGENTS OF THE UNIVERSITY OF MINNESOTA	GM-PROCESSING	378.00
SECURITAS SECURITY SERVICES USA, INC	SUPPORT SERVICES-SECURITY	6,337.09
SEED SAVERS EXCHANGE INC	GM-INTERACTIVE	162.32
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	397.11
SOL YOGA COLLECTIVE	PROGRAMMING-GENTLE CHAIR YOGA	720.00

SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-LUNCH AND LEARN	50.00
STACKMAP INC	SUPPORT SERVICES-SOFTWARE MAIN	3,162.00
TEXAS TECH UNIVERSITY LIBRARY	GM-BOOKS/AUDIO BOOKS	125.00
THE MOTHERSHIP LLC	SUPPORT SERVICES-STORAGE	280.00
THOMAS & SONS MOVING COMPANY LLC	SUPPORT SERVICES	440.00
TROPICAL CREATIONS INC	SUPPORT SERVICES- AVIARY&AQUARI	270.25
UNIQUE MANAGEMENT SERVICES, INC.	SUPPORT SERVICES-RECOVERY	370.80
WARNE CHEMICAL & EQUIP.	SUPPORT SERVICES-STRUCTURE	71.00
WESTERN STATES FIRE PROTECTION CO	STRUCTURE-MAINTENANCE	16,150.00
WESTERN STATIONERS	JANITORIAL	138.97
WESTERN STATIONERS	SUPPLIES-OFFICE	1518.19
	<b>Grand Total:</b>	<b>157,383.42</b>