

DOWNTOWN LIBRARY
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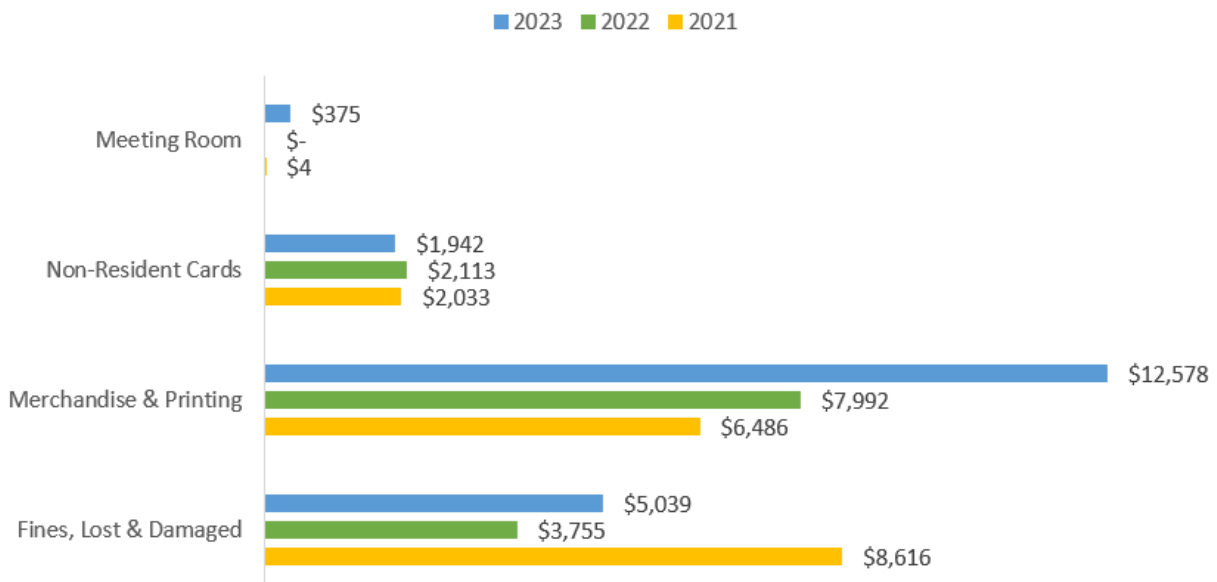


Date: July 17, 2023
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending June 30, 2023

2023 Revenue

Total annual revenue is \$19,934 an increase of 44% or \$6,074 compared to 2022.

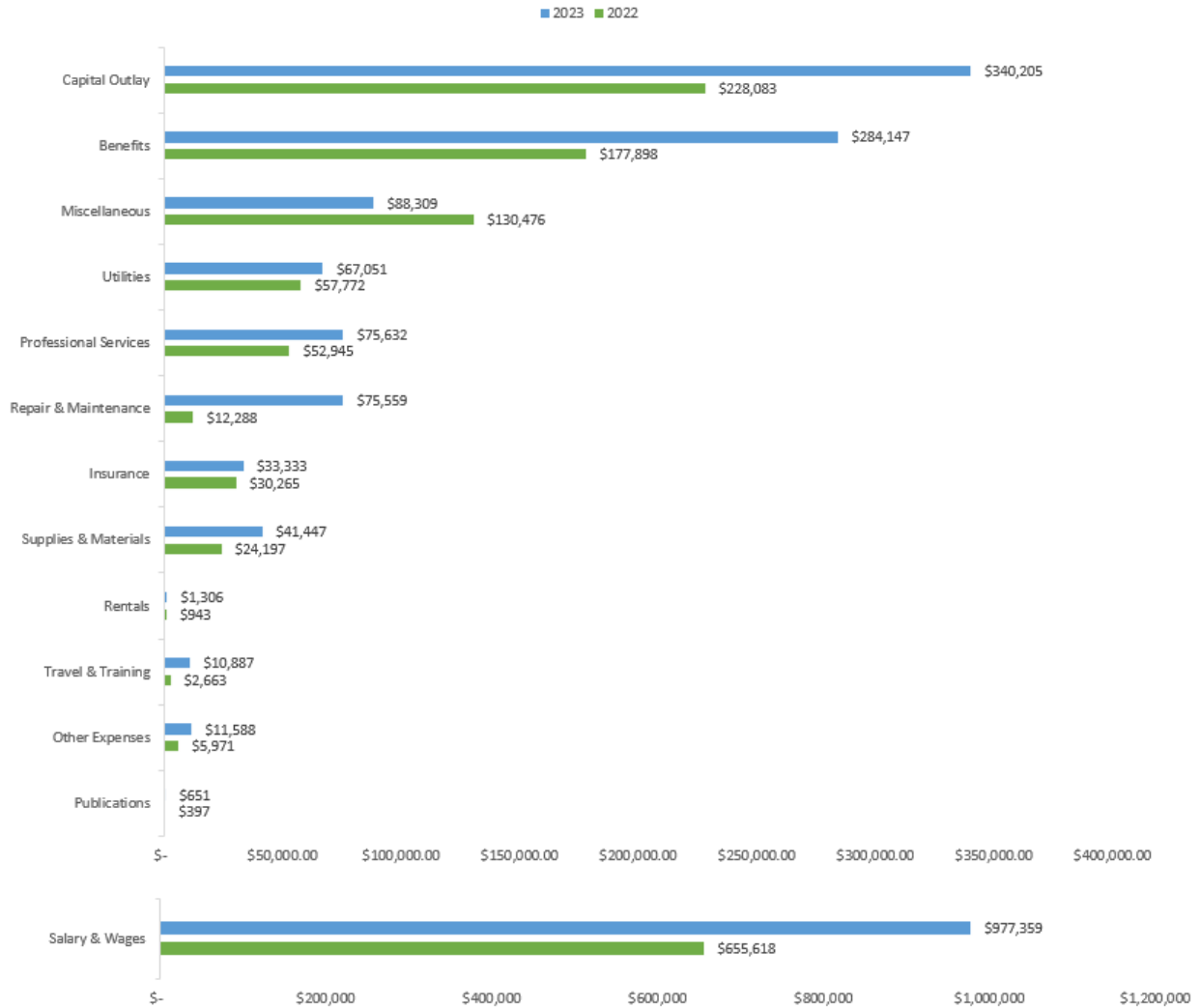
Board Funds Revenue - YTD Comparison



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 has decreased only slightly from the previous 2 years; this is somewhat surprising given the vendor-imposed limitations to services available to non-residents. There are currently 617 non-resident accounts on file.
3. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 57%, or \$4,586. This reflects the popularity of the merchandise we offer and of our convenient in-house and remote printing and copy services, as well as enhanced marketing of the makerspace capabilities.

2023 Expenditures	
YTD Benchmark	YTD Actual Remaining
50%	46%

City/County/Board Funds Expense - YTD Comparison



1. Capital outlay (books and materials, furniture and minor equipment, and library machinery) reflects an increase of 23%, or \$63,161 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 \$63,557 or 42%; some of these payments have not yet been made for the year.
3. Repair and maintenance increased by 90%, or \$35,803; 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 29%, or \$9,339. This appears to be due to market cost increases for office and event supplies rather than an increase in purchases; we are monitoring and assessing all our supply orders.
5. Travel and training increased by 118%, or \$5,887. This reflects our attendance at in-person conferences after two years of virtual conferences.
6. Salaries, wages, and benefits increased by 28% or \$272,155; this is due to a contracted adjustments of the union pay scale and adjustments per the new non-union scale.

Year to Date Expense Report as of 7/1/2023						
	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	\$ 972,550.80	\$ -	\$ 972,550.80	\$ 860,020.20	47%
4111 Overtime Wages	50.00	73.46	-	73.46	(23.46)	-47%
4118 Temporary Wages	25,095.00	4,734.93	-	4,734.93	20,360.07	81%
4100 Salary & Wages	1,857,716.00	977,359.19	-	977,359.19	880,356.81	47%
4120 Social Security	115,178.00	57,687.87	-	57,687.87	57,490.13	50%
4121 Medicare	26,958.00	13,491.58	-	13,491.58	13,466.42	50%
4130 Retirement	109,957.00	58,357.81	-	58,357.81	51,599.19	47%
4131 Section 125 Administration	684.00	265.08	-	265.08	418.92	61%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	149,168.30	-	149,168.30	101,529.70	40%
4155 Group Life Insurance	1,684.00	797.22	-	797.22	886.78	53%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
4110 Benefits	509,605.00	284,146.86	-	284,146.86	225,458.14	44%
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%
4210 Insurance	33,896.00	33,333.13	-	33,333.13	562.87	2%
4223 Consultant Services	4,500.00	-	-	-	4,500.00	100%
4225 Other Professional Services	137,947.00	69,671.36	(5,259.56)	64,411.80	73,535.20	53%
4226 Interdepartmental Charges	22,440.00	11,220.00	-	11,220.00	11,220.00	50%
4229 Marketing	8,000.00	-	-	-	8,000.00	100%
4220 Professional Services	172,887.00	80,891.36	(5,259.56)	75,631.80	97,255.20	56%
4230 Publishing	650.00	545.54	105.11	650.65	(0.65)	0%
4230 Publications	650.00	545.54	105.11	650.65	(0.65)	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	1,306.35	-	1,306.35	693.65	35%
4240 Rentals	2,000.00	1,306.35	-	1,306.35	693.65	35%
4251 Repair - Roll Stock	250.00	73.48	-	73.48	176.52	71%
4252 Repair - Structures	61,000.00	154,840.31	(79,290.18)	75,550.13	(14,550.13)	-24%
4253 Repair - Equipment	18,493.00	557.62	(622.00)	(64.38)	18,557.38	100%
4250 Repair & Maintenance	79,743.00	155,471.41	(79,912.18)	75,559.23	4,183.77	5%
4261 Office Supplies	56,878.00	20,489.58	373.83	20,863.41	36,014.59	63%
426101 Event Supplies	40,000.00	11,498.47	215.27	11,713.74	28,286.26	71%
4262 Gasoline, Oil, Fuel	7,500.00	557.13	-	557.13	6,942.87	93%
4263 Clothing, Food	2,250.00	209.95	-	209.95	2,040.05	91%
4264 Janitor & Chemical Supplies	12,000.00	7,583.15	-	7,583.15	4,416.85	37%
4265 Minor Tools	500.00	170.05	-	170.05	329.95	66%
4267 Tires	-	-	-	-	-	0%
4269 Misc Supplies & Materials	(668.75)	349.99	-	349.99	(1,018.74)	152%
4260 Supplies & Materials	118,459.25	40,858.32	589.10	41,447.42	77,011.83	65%
4270 Travel & Training	16,850.00	10,886.79	-	10,886.79	5,963.21	35%
4270 Travel & Training	16,850.00	10,886.79	-	10,886.79	5,963.21	35%
4281 Telephone - Local	24,235.00	16,085.43	-	16,085.43	8,149.57	34%
4282 Natural Gas	16,300.00	17,614.64	-	17,614.64	(1,314.64)	-8%
4283 Electricity	74,102.00	32,932.88	-	32,932.88	41,169.12	56%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
4280 Utilities	115,058.00	67,051.12	-	67,051.12	48,006.88	42%
4292 Dues	2,200.00	736.00	251.00	987.00	1,213.00	55%
4293 Subscriptions	110,000.00	43,150.52	-	43,150.52	66,849.48	61%
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	45,785.35	(20,102.00)	25,683.35	94,792.65	79%
4296 Office Equipment	34,000.00	80,086.38	(65,400.98)	14,685.40	19,314.60	57%
4290 Miscellaneous	276,296.00	173,560.93	(85,251.98)	88,308.95	187,987.05	68%
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,000.00	108,108.51	3,846.69	111,955.20	73,044.80	39%
4342 Books/AV Processing	-	(33.64)	-	(33.64)	33.64	0%
4345 Electronic Resources	175,000.00	118,127.41	102.76	118,230.17	56,769.83	32%
4346 DVDs	37,000.00	20,216.53	37.64	20,254.17	16,745.83	45%
4348 Interactive Materials	8,500.00	5,352.00	713.65	6,065.65	2,434.35	29%
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%
4300 Capital Outlay	507,800.00	335,503.89	4,700.74	340,204.63	167,595.37	33%
4520 Merchandise for Resale	2,000.00	1,156.11	-	1,156.11	843.89	42%
4530 Refund or Reimbursement	13,500.00	9,585.26	-	9,585.26	3,914.74	29%
4540 Collection from Other Agencies	1,200.00	846.96	-	846.96	353.04	29%
4500 Other Expenses	36,700.00	11,588.33	-	11,588.33	25,111.67	68%
**Total LIBRARY	\$ 3,727,660.25			\$ 2,007,474.45	\$ 1,720,185.80	46%

Vendor Name	Line Item Description	Line Item Amount
ALL SEASONS PEST CONTROL	SS-STRUCTURE	\$ 160.00
AMAZON CAPITAL SERVICES	FURNITURE-LIBRARY	\$ 357.99
AMAZON CAPITAL SERVICES	FURNITURE-OFFICE	\$ 29.95
AMAZON CAPITAL SERVICES	GM-BOOKS/AUDIO BOOKS	\$ 2,542.96
AMAZON CAPITAL SERVICES	GM-DVD/BLU RAY	\$ 241.62
AMAZON CAPITAL SERVICES	GM-INTERACTIVE	\$ 965.96
AMAZON CAPITAL SERVICES	JANITORIAL	\$ 73.53
AMAZON CAPITAL SERVICES	MERCHANDISE	\$ 79.82
AMAZON CAPITAL SERVICES	PROGRAMMING	\$ 1,225.03
AMAZON CAPITAL SERVICES	SUPPLIES-OFFICE	\$ 277.25
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	\$ 16,517.48
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	\$ 894.68
BLACK HILLS INDUSTRIES INC	STRUCTURE-MAINTENANCE	\$ 554.00
BLACK HILLS STATE UNIVERSITY	GM-BOOKS/AUDIO BOOKS	\$ 150.00
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	\$ 498.75
DEMCO INC	GM-PROCESSING	\$ 127.48
DEMCO INC	SUPPLIES-LIBRARY	\$ 890.51
DENNIS WARNER	PROGRAMMING	\$ 676.00
EBSCO	GM-SUBSCRIPTION	\$ 6,695.00
FLOORING AMERICA	STRUCTURE-MAINTENANCE	\$ 2,092.80
FRIENDS OF THE LIBRARY	BOOKSTORE SALES	\$ 3,086.75
GUSTAFSON BUILDERS INC	STRUCTURE-MAINTENANCE	\$ 7,664.15
HOBBY LOBBY	PROGRAMMING	\$ 77.76

JEFF SIKORA	PROGRAMMING	\$	400.00
KANOPY LLC	GM-EVIDEO	\$	270.00
LITERACY COUNCIL OF THE BLACK HILLS	REFUND-LITERACY COUNCIL	\$	27.00
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	\$	950.94
MARY JENNIGES	REFUND-PATRON	\$	60.00
MBM CONTRACT PAINTING INC	STRUCTURE-MAINTENANCE	\$	4,969.40
MENARDS	MAINTENANCE	\$	71.79
MENARDS	JANITORIAL	\$	61.38
MIDCO	SS-WIFI	\$	745.39
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	\$	777.74
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	\$	1,344.53
MIDWEST TAPE EXCHANGE	GM-PROCESSING	\$	295.20
OCLC INC	SS-SOFTWARE MANAGEMENT ONLINE	\$	3,795.96
OVERDRIVE INC	GM-ELECTRONIC MATERIALS	\$	17,205.28
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	\$	91.97
RAPID CITY JOURNAL - ADVERTISING	SUBSCRIPTIONS	\$	38.24
RAPID CITY LIBRARY FOUNDATION INC	CONTRIBUTION-RCLF	\$	104.65
RICHARD A (DICK) TERMES	PROGRAMMING-SUMMER READING	\$	300.00
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	\$	7,466.47
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	\$	258.51
SHI INTERNATIONAL CORP	SUPPORT SERVICES-SOFTWARE MAIN	\$	503.52
SHOWCASES	GM-PROCESSING	\$	1,036.80
SOL YOGA COLLECTIVE	PROGRAMMING-GENTLE CHAIR YOGA	\$	120.00
SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-ADULT	\$	50.00

THE MOTHERSHIP LLC	SS-STORAGE	\$ 140.00
THOMAS & SONS MOVING COMPANY LLC	SUPPORT SERVICES	\$ 1,031.25
TRAVIS NYE	PROGRAMMING-SUMMER READING	\$ 400.00
TROPICAL CREATIONS INC	SS-AVIARY & AQUARIUM	\$ 540.50
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	\$ 412.00
WARNE CHEMICAL & EQUIP.	STRUCTURE-MAINTENANCE	\$ 71.00
WESTERN STATIONERS	SUPPLIES-OFFICE	\$ 935.90
WESTERN STATIONERS	GM-INTERACTIVE	\$ 99.98
	Grand Total	\$ 90,454.87