

DOWNTOWN LIBRARY
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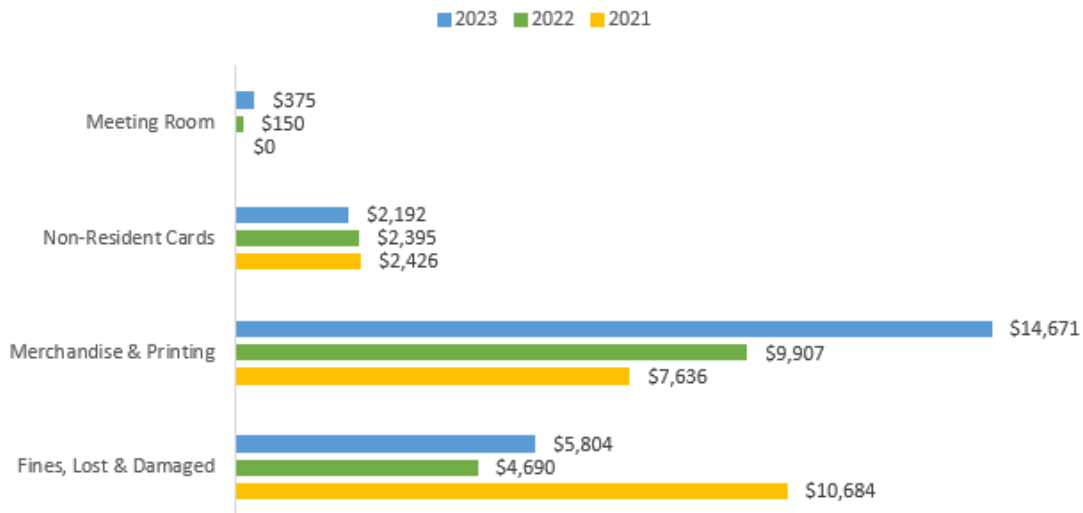


Date: August 14, 2023
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending July 31, 2023

2023 Revenue

Total annual revenue is \$23,042 an increase of 34% or \$5,900 compared to 2022.

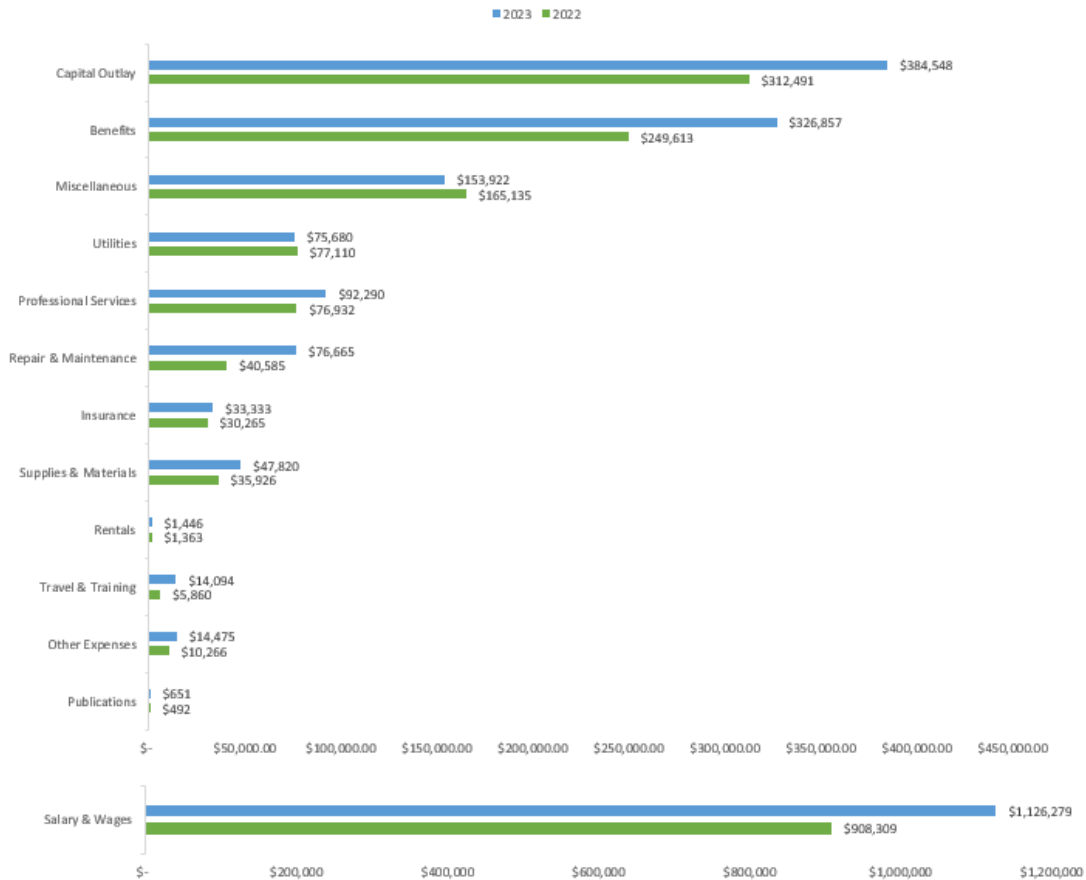
Board Funds Revenue - YTD Comparison



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 decreased by \$203 or 8.5%; this is to be expected given the contractual limitations on non-residents' access. There are currently 625 non-resident accounts on file.
3. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 48%, or \$4,764. 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
41.7%	37%

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 \$72,057 from last year. This increase is due in part to payment of the annual ebook platform fee and purchase of DVD security tags.
2. Repair and maintenance increased by 89%, or \$36,080; this is due to projects including the admin area renovation for which funds were encumbered from 2022 but paid this year.
3. Supplies and materials increased by 33%, or \$11,894. 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.
4. Travel and training increased by 141%, or \$8,234. This reflects our attendance at in-person conferences after two years of virtual conferences.
5. Salaries, wages, and benefits increased by 25% or \$295,214; 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 8/1/2023						
	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	\$ 1,120,680.19	\$ -	\$ 1,120,680.19	\$ 711,890.81	39%
4111 Overtime Wages	50.00	73.46	-	73.46	(23.46)	-47%
4118 Temporary Wages	25,095.00	5,525.73	-	5,525.73	19,569.27	78%
4100 Salary & Wages	1,857,716.00	1,126,279.38	-	1,126,279.38	731,436.62	39%
4120 Social Security	115,178.00	66,462.63	-	66,462.63	48,715.37	42%
4121 Medicare	26,958.00	15,543.78	-	15,543.78	11,414.22	42%
4130 Retirement	109,957.00	67,075.27	-	67,075.27	42,881.73	39%
4131 Section 125 Administration	684.00	303.08	-	303.08	380.92	56%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	172,160.33	-	172,160.33	78,537.67	31%
4155 Group Life Insurance	1,684.00	932.55	-	932.55	751.45	45%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
4110 Benefits	509,605.00	326,856.64	-	326,856.64	182,748.36	36%
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	80,586.95	(2,037.86)	78,549.09	59,397.91	43%
4226 Interdepartmental Charges	22,440.00	13,090.00	-	13,090.00	9,350.00	42%
4229 Marketing	8,000.00	650.57	-	650.57	7,349.43	92%
4220 Professional Services	172,887.00	94,327.52	(2,037.86)	92,289.66	80,597.34	47%
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	140.00	1,446.35	553.65	28%
4240 Rentals	2,000.00	1,306.35	140.00	1,446.35	553.65	28%
4251 Repair - Roll Stock	250.00	245.36	-	245.36	4.64	2%
4252 Repair - Structures	61,000.00	158,150.26	(82,203.21)	75,947.05	(14,947.05)	-25%
4253 Repair - Equipment	18,493.00	1,094.97	(622.00)	472.97	18,020.03	97%
4250 Repair & Maintenance	79,743.00	159,490.59	(82,825.21)	76,665.38	3,077.62	4%
4261 Office Supplies	56,878.00	23,105.50	347.71	23,453.21	33,424.79	59%
426101 Event Supplies	40,000.00	13,646.79	744.65	14,391.44	25,608.56	64%
4262 Gasoline, Oil, Fuel	7,500.00	557.13	-	557.13	6,942.87	93%
4263 Clothing, Food	2,250.00	209.95	12.44	222.39	2,027.61	90%
4264 Janitor & Chemical Supplies	12,000.00	8,634.82	12.56	8,647.38	3,352.62	28%
4265 Minor Tools	500.00	175.54	23.17	198.71	301.29	60%
4267 Tires	-	-	-	-	-	0%
4269 Misc Supplies & Materials	(668.75)	349.99	-	349.99	(1,018.74)	152%
4260 Supplies & Materials	118,459.25	46,679.72	1,140.53	47,820.25	70,639.00	60%
4270 Travel & Training	16,850.00	14,093.94	-	14,093.94	2,756.06	16%
4270 Travel & Training	16,850.00	14,093.94	-	14,093.94	2,756.06	16%
4281 Telephone - Local	24,235.00	18,501.69	-	18,501.69	5,733.31	24%
4282 Natural Gas	16,300.00	17,663.36	-	17,663.36	(1,363.36)	-8%
4283 Electricity	74,102.00	39,097.15	-	39,097.15	35,004.85	47%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
4280 Utilities	115,058.00	75,680.37	-	75,680.37	39,377.63	34%
4292 Dues	2,200.00	918.93	-	918.93	1,281.07	58%
4293 Subscriptions	110,000.00	57,039.84	51,016.70	108,056.54	1,943.46	2%
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	80,861.86	(65,400.98)	15,460.88	18,539.12	55%
4290 Miscellaneous	276,296.00	188,408.66	(34,486.28)	153,922.38	122,373.62	44%
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,000.00	122,326.24	11,834.34	134,160.58	50,839.42	27%
4342 Books/AV Processing	-	(33.64)	-	(33.64)	33.64	0%
4345 Electronic Resources	175,000.00	135,828.52	1,365.58	137,194.10	37,805.90	22%
4346 DVDs	37,000.00	23,676.41	-	23,676.41	13,323.59	36%
4348 Interactive Materials	8,500.00	5,504.81	312.98	5,817.79	2,682.21	32%
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	371,035.42	13,512.90	384,548.32	123,251.68	24%
4520 Merchandise for Resale	2,000.00	1,251.15	399.11	1,650.26	349.74	17%
4530 Refund or Reimbursement	13,500.00	9,774.83	2,042.05	11,816.88	1,683.12	12%
4540 Collection from Other Agencies	1,200.00	1,007.45	-	1,007.45	192.55	16%
4500 Other Expenses	36,700.00	12,033.43	2,441.16	14,474.59	22,225.41	61%
**Total LIBRARY	\$ 3,727,660.25			\$ 2,348,061.04	\$ 1,379,599.21	37%

Vendor Name	Line Item Description	Line Item
AMAZON CAPITAL SERVICES	EQUIPMENT-LIBRARY	69.99
AMAZON CAPITAL SERVICES	FURNITURE-LIBRARY	39.59
AMAZON CAPITAL SERVICES	GM-BOOKS/AUDIO BOOKS	1449.16
AMAZON CAPITAL SERVICES	GM-DVD/BLU RAY	285.55
AMAZON CAPITAL SERVICES	GM-INTERACTIVE	312.98
AMAZON CAPITAL SERVICES	MERCHANDISE	95.04
AMAZON CAPITAL SERVICES	PROGRAMMING	1991.91
AMAZON CAPITAL SERVICES	SUPPLIES-OFFICE	140.24
AMAZON.COM CREDIT	PROGRAMMING	215.27
BAKER & TAYLOR BOOKS	BOOKS/AUDIO BOOKS	23887.94
BLACK HILLS CHEMICAL AND	JANITORIAL	697.85
BLACK HILLS CONCRETE SOLUTIONS	STRUCTURE-MAINTENANCE	816.00
BLACK HILLS WORKS	REFUND	20.00
CAPITAL ONE NA	PROGRAMMING	187.40
CLIMATE CONTROL SYSTEMS & SERVICE	STRUCTURE-MAINTENANCE	791.71
CONRAD'S BIG C SIGNS	STRUCTURE-MAINTENANCE	2,815.24
DEMCO INC	EQUIPMENT-LIBRARY	576.90
ELISSA ERICKSON	REFUNDS	55.00
FRIENDS OF THE LIBRARY	REFUNDS	1,669.80
GALE/CENGAGE LEARNING	GM-SUBSCRIPTION	4,674.00
GREAT WESTERN TIRE INC.	ROLLING STOCK	171.88
HUTCHINSON PUBLIC LIBRARY	GM-BOOKS/AUDIO BOOKS	50.00
KANOPY LLC	GM-EVIDEO	638.00
LITERACY COUNCIL OF THE BLACK	REFUNDS	8.00
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	883.51
MARKIE SCHOLZ	PROGRAMMING	300.00
MENARDS	MAINTENANCE	18.05
MIDCONTINENT COMMUNICATIONS	SS-WIFI	745.39
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	521.88
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	3262.31
MIDWEST TAPE EXCHANGE	GM-PROCESSING	106.80
OCLC INC	SS-SOFTWARE MANAGEMENT	47,487.46
OVERDRIVE INC	GM-EBOOKS/AUDIO BOOKS	18528.63
PENWORTHY	GM-BOOKS/AUDIO BOOKS	203.64
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	105.11
RAPID CITY JOURNAL - ADVERTISING	SUBSCRIPTIONS	29.24
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS	289.25
RAPID ROOTER	STRUCTURE-MAINTENANCE	275.00
SAM SLOCUM	TRAVEL-ALA	336.00
SECURITAS SECURITY SERVICES USA,	SS-SECURITY	7,315.44

SERVALL UNIFORM/LINEN CO INC	JANITORIAL	252.28
SIMPSON'S PRINTING	SUPPLIES-LIBRARY	76.00
SOL YOGA COLLECTIVE	PROGRAMMING	240.00
STANLEY STEEMER INC	STRUCTURE-MAINTENANCE	3,884.70
STEC'S ADVERTISING SPECIALTIES	MERCHANDISE	399.11
THE MOTHERSHIP LLC	SS-STORAGE	140.00
THE QUIPU GROUP LLC	SUBSCRIPTION	3,500.00
TK ELEVATOR CORPORATION	STRUCTURE-MAINTENANCE	537.35
TRAVELING LANTERN THEATRE	PROGRAMMING	495.00
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	432.60
WESTERN STATIONERS	SUPPLIES-LIBRARY	1,052.94
WESTERN STATIONERS	JANITORIAL	253.97
WILL PARKER	PROGRAMMING	400.00
	Grand Total:	133,731.11