

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

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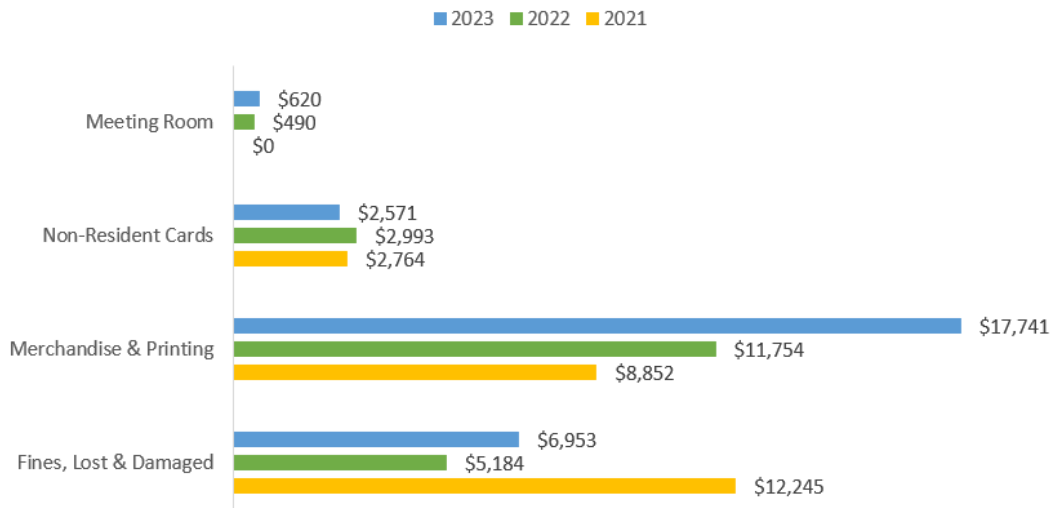


Date: September 11, 2023  
 To: Rapid City Public Library Board of Trustees  
 From: Terri Davis, Director  
 Re: Financial Summary Ending August 31, 2023

### 2023 Revenue

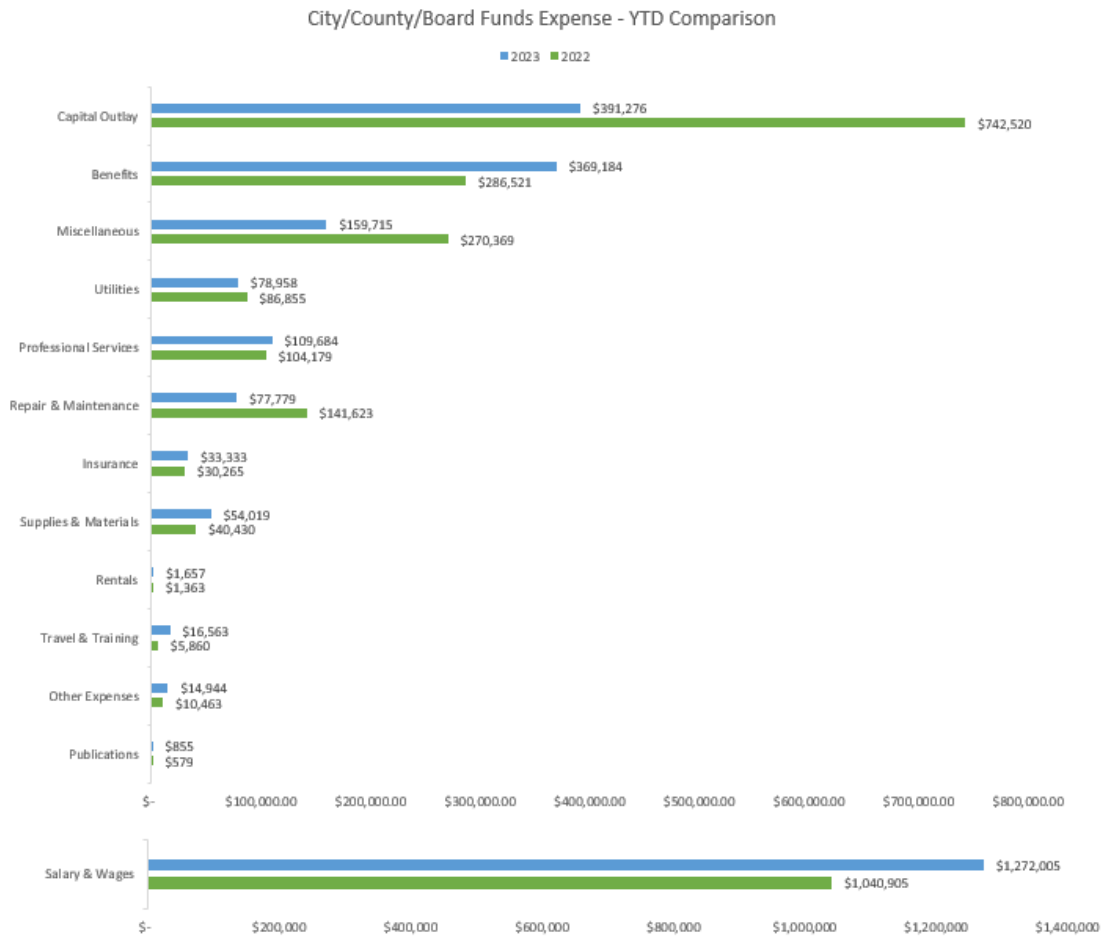
Total annual revenue is \$27,885 an increase of 37% or \$7,463 compared to 2022.

#### 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 \$422 or 14%; this is to be expected given the contractual limitations on non-residents' access. There are currently 626 non-resident accounts on file.
3. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 51%, or \$5,987. 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
33.4%	31%



1. Capital outlay (books and materials, furniture and minor equipment, and library machinery) reflects a decrease of 47%, or \$351,244 from last year. The decrease is primarily due to an accounting adjustment made last year to track the bookmobile funds.
2. Repair and maintenance decreased by 45%, or \$63,844; we have had fewer repair and maintenance projects this year.
3. Supplies and materials increased by 34%, or \$13,589. This appears to be due to market cost increases for office and event supplies rather than an increase in purchases; this is the same percentage increase as last month, and we are working to hold steady on those expenditures.
4. Travel and training increased by 182%, or \$10,703. This reflects our attendance at in-person conferences after two years of virtual conferences, although we have reduced attendee numbers for overall budget purposes.
5. Salaries, wages, and benefits increased by 24% or \$313,763; 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 9/1/2023						
	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	\$ 1,265,615.15	\$ -	\$ 1,265,615.15	\$ 566,955.85	31%
4111 Overtime Wages	50.00	73.46	-	73.46	(23.46)	-47%
4118 Temporary Wages	25,095.00	6,316.53	-	6,316.53	18,778.47	75%
<b>4100 Salary &amp; Wages</b>	<b>1,857,716.00</b>	<b>1,272,005.14</b>	<b>-</b>	<b>1,272,005.14</b>	<b>585,710.86</b>	<b>32%</b>
4120 Social Security	115,178.00	75,034.36	-	75,034.36	40,143.64	35%
4121 Medicare	26,958.00	17,548.49	-	17,548.49	9,409.51	35%
4130 Retirement	109,957.00	75,771.31	-	75,771.31	34,185.69	31%
4131 Section 125 Administration	684.00	341.08	-	341.08	342.92	50%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	195,046.09	-	195,046.09	55,651.91	22%
4155 Group Life Insurance	1,684.00	1,063.28	-	1,063.28	620.72	37%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
<b>4110 Benefits</b>	<b>509,605.00</b>	<b>369,183.61</b>	<b>-</b>	<b>369,183.61</b>	<b>140,421.39</b>	<b>28%</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	96,236.59	(5,782.56)	90,454.03	47,492.97	34%
4226 Interdepartmental Charges	22,440.00	16,830.00	-	16,830.00	5,610.00	25%
4229 Marketing	8,000.00	750.17	1,650.00	2,400.17	5,599.83	70%
<b>4220 Professional Services</b>	<b>172,887.00</b>	<b>113,816.76</b>	<b>(4,132.56)</b>	<b>109,684.20</b>	<b>63,202.80</b>	<b>37%</b>
4230 Publishing	650.00	650.65	203.93	854.58	(204.58)	-31%
<b>4230 Publications</b>	<b>650.00</b>	<b>650.65</b>	<b>203.93</b>	<b>854.58</b>	<b>(204.58)</b>	<b>-31%</b>
4243 Machinery Rentals	-	-	-	-	-	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	1,657.35	-	1,657.35	342.65	17%
<b>4240 Rentals</b>	<b>2,000.00</b>	<b>1,657.35</b>	<b>-</b>	<b>1,657.35</b>	<b>342.65</b>	<b>17%</b>
4251 Repair - Roll Stock	250.00	1,080.36	-	1,080.36	(830.36)	-332%
4252 Repair - Structures	61,000.00	158,429.33	(82,203.21)	76,226.12	(15,226.12)	-25%
4253 Repair - Equipment	18,493.00	1,094.97	(622.00)	472.97	18,020.03	97%
4255 Repair - Water & Sewer	-	-	-	-	-	0%
4259 Miscellaneous	-	-	-	-	-	0%
<b>4250 Repair &amp; Maintenance</b>	<b>79,743.00</b>	<b>160,604.66</b>	<b>(82,825.21)</b>	<b>77,779.45</b>	<b>1,963.55</b>	<b>2%</b>
4261 Office Supplies	56,878.00	28,465.84	309.01	28,774.85	28,103.15	49%
426101 Event Supplies	40,000.00	14,234.47	215.27	14,449.74	25,550.26	64%
4262 Gasoline, Oil, Fuel	7,500.00	732.14	-	732.14	6,767.86	90%
4263 Clothing, Food	2,250.00	222.39	-	222.39	2,027.61	90%
4264 Janitor & Chemical Supplies	12,000.00	9,240.11	51.55	9,291.66	2,708.34	23%
4265 Minor Tools	500.00	175.54	23.17	198.71	301.29	60%
4266 Agricultural Supply	-	-	-	-	-	0%
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>53,420.48</b>	<b>599.00</b>	<b>54,019.48</b>	<b>64,439.77</b>	<b>54%</b>
4270 Travel & Training	16,850.00	16,563.23	-	16,563.23	286.77	2%
<b>4270 Travel &amp; Training</b>	<b>16,850.00</b>	<b>16,563.23</b>	<b>-</b>	<b>16,563.23</b>	<b>286.77</b>	<b>2%</b>
4281 Telephone - Local	24,235.00	21,724.20	-	21,724.20	2,510.80	10%
4282 Natural Gas	16,300.00	17,718.80	-	17,718.80	(1,418.80)	-9%
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%
<b>4280 Utilities</b>	<b>115,058.00</b>	<b>78,958.32</b>	<b>-</b>	<b>78,958.32</b>	<b>36,099.68</b>	<b>31%</b>
4292 Dues	2,200.00	1,148.93	-	1,148.93	1,051.07	48%
4293 Subscriptions	110,000.00	111,468.45	2,151.05	113,619.50	(3,619.50)	-3%
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%
<b>4290 Miscellaneous</b>	<b>276,296.00</b>	<b>243,067.27</b>	<b>(83,351.93)</b>	<b>159,715.34</b>	<b>116,580.66</b>	<b>42%</b>
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,000.00	135,762.98	3,883.05	139,646.03	45,353.97	25%
4342 Books/AV Processing	-	(33.64)	-	(33.64)	33.64	0%
4345 Electronic Resources	175,000.00	137,294.04	1,142.24	138,436.28	36,563.72	21%
4346 DVDs	37,000.00	23,676.41	-	23,676.41	13,323.59	36%
4348 Interactive Materials	8,500.00	5,817.79	-	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%
<b>4300 Capital Outlay</b>	<b>507,800.00</b>	<b>386,250.66</b>	<b>5,025.29</b>	<b>391,275.95</b>	<b>116,524.05</b>	<b>23%</b>
4520 Merchandise for Resale	2,000.00	1,941.82	-	1,941.82	58.18	3%
4530 Refund or Reimbursement	13,500.00	11,856.88	-	11,856.88	1,643.12	12%
4540 Collection from Other Agencies	1,200.00	1,145.66	-	1,145.66	54.34	5%
<b>4500 Other Expenses</b>	<b>36,700.00</b>	<b>14,944.36</b>	<b>-</b>	<b>14,944.36</b>	<b>21,755.64</b>	<b>59%</b>
<b>**Total LIBRARY</b>	<b>\$ 3,727,660.25</b>	<b>\$ 2,579,974.14</b>	<b>\$ -</b>	<b>\$ 2,579,974.14</b>	<b>\$ 1,147,686.11</b>	<b>31%</b>

Vendor Name	Line Item Description	Line Item
ALL SEASONS PEST CONTROL	SS-STRUCTURE	160.00
AMAZON CAPITAL SERVICES	MERCHANDISE	291.56
AMAZON CAPITAL SERVICES	SUPPLIES	400.22
AMAZON CAPITAL SERVICES	PROGRAMMING	-7.67
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	426.86
CAPITAL ONE NA	PROGRAMMING	29.53
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	3104.00
D & L LAWN SPRINKLERS LLC	STRUCTURE-MAINTENANCE	204.00
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	805.24
MENARDS	JANITORIAL	79.27
MENARDS	STRUCTURE-MAINTENANCE	45.90
MIDCONTINENT COMMUNICATIONS	SS-WIFI	745.39
MIDWEST TAPE EXCHANGE	GM-PROCESSING	168.00
NEWSBANK	SUBSCRIPTION	7,323.00
PERMA CARD	SUPPLIES-LIBRARY	2,514.20
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	7,540.73
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	126.14
SHOWCASES	GM-PROCESSING	1,036.80
SIMPSON'S PRINTING	SUPPLIES-OFFICE	91.00
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	240.00
SOUTH DAKOTA LIBRARY ASSOCIATION	DUES-SDLA	230.00
SOUTH DAKOTA LIBRARY ASSOCIATION	TRAINING	910.00
TARA WILCOX	MEETING ROOM REFUND	40.00
TROPICAL CREATIONS INC	SS-AQUARIUM AND AVIARY	270.25
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	298.70
WARNE CHEMICAL & EQUIP.	STRUCTURE-MAINTENANCE	71.00
WESTERN STATIONERS	SUPPLIES	1110.98
WESTERN STATIONERS	JANITORIAL	38.99
ZOOBEAN INC	SUBSCRIPTION	2,911.00
	<b>Grand Total:</b>	<b>31,205.09</b>