

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

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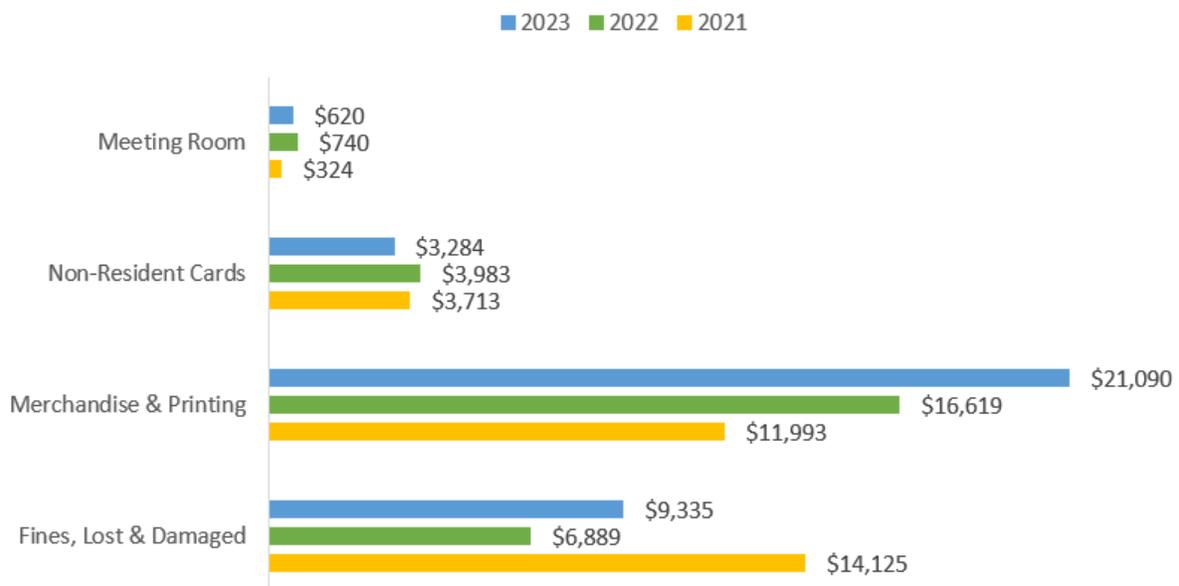


Date: October 16, 2023
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending September 30, 2023

2023 Revenue

Total annual revenue is \$34,329 an increase of 22% or \$6,099 compared to 2022.

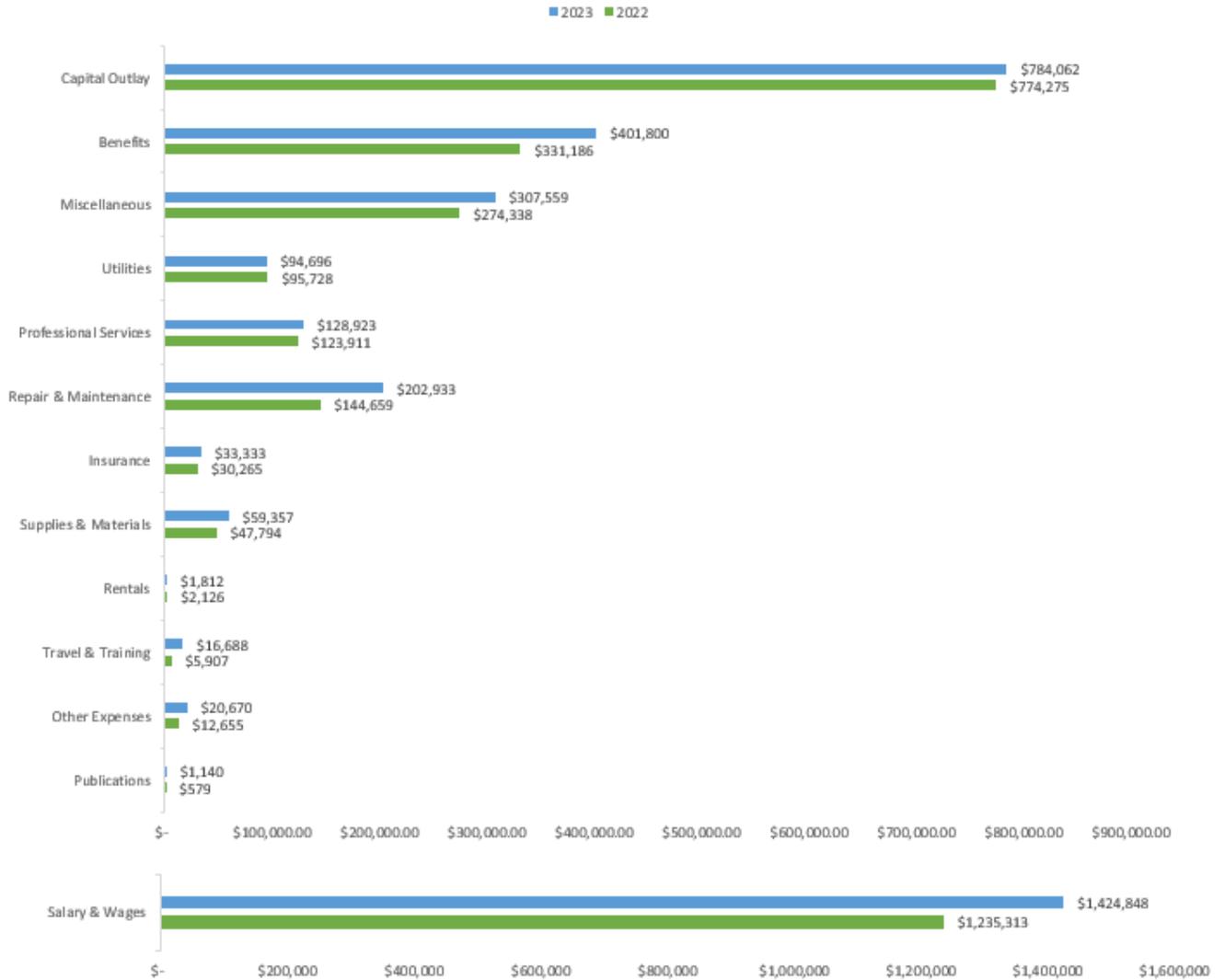
Board Funds Revenue - YTD Comparison



1. Revenue from non-resident accounts decreased by \$699 or 18%; this is to be expected given the contractual limitations on non-residents' access. There are currently 620 non-resident accounts on file.
2. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 27%, or \$4,471. 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
25%	20%

City/County/Board Funds Expense - YTD Comparison



1. Capital outlay (books and materials, furniture and minor equipment, and library machinery) reflects an increase of 1.3%, or \$9,787 from last year. We are currently using donated funds that were earmarked for materials for the majority of book purchases.
2. Repair and maintenance increased by 40.3%, or \$58,274; this is due to some projects that had funds partially encumbered from last year, but increased costs needed to be paid this year.
3. Supplies and materials increased by 24%, or \$11,563. 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 \$10,781. 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 17% or \$260,149; this is due to a contracted adjustments of the union pay scale and adjustments per the new non-union scale. The percentage of increase has decreased slightly since last month, but is still a significant overage in this area. We now have three Library Associate 2 vacancies, and that will ease this issue slightly, but we continue to monitor and reduce costs in other areas.

Year to Date Expense Report as of 10/6/2023						
	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	\$ 1,417,614.02	\$ -	\$ 1,417,614.02	\$ 414,956.98	23%
4111 Overtime Wages	50.00	123.60	-	123.60	(73.60)	-147%
4114 FTO/Uniform/Tool/ClassIV Pay	-	100.00	-	100.00	(100.00)	0%
4118 Temporary Wages	25,095.00	7,110.63	-	7,110.63	17,984.37	72%
4100 Salary & Wages	1,857,716.00	1,424,948.25	-	1,424,948.25	432,767.75	23%
4120 Social Security	115,178.00	84,221.64	-	84,221.64	30,956.36	27%
4121 Medicare	26,958.00	19,697.18	-	19,697.18	7,260.82	27%
4130 Retirement	109,957.00	84,731.72	-	84,731.72	25,225.28	23%
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	207,227.72	-	207,227.72	43,470.28	17%
4155 Group Life Insurance	1,684.00	1,201.35	-	1,201.35	482.65	29%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
4110 Benefits	509,605.00	401,799.69	-	401,799.69	107,805.31	21%
4211 General & Auto Liability	7,705.00	7,228.69	-	7,228.69	476.31	6%
4212 Boiler Coverage	-	-	-	-	-	0%
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%
4224 Bond Services	-	-	-	-	-	0%
4225 Other Professional Services	144,665.56	106,018.64	694.00	106,712.64	37,952.92	26%
4226 Interdepartmental Charges	22,440.00	18,700.00	-	18,700.00	3,740.00	17%
4229 Marketing	8,000.00	3,510.40	-	3,510.40	4,489.60	56%
4220 Professional Services	179,605.56	128,229.04	694.00	128,923.04	50,682.52	28%
4230 Publishing	698.55	894.57	245.06	1,139.63	(441.08)	-63%
4230 Publications	698.55	894.57	245.06	1,139.63	(441.08)	-63%
4243 Machinery Rentals	-	-	-	-	-	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	1,812.01	-	1,812.01	187.99	9%
4240 Rentals	2,000.00	1,812.01	-	1,812.01	187.99	9%
4251 Repair - Roll Stock	250.00	1,103.61	-	1,103.61	(853.61)	-341%
4252 Repair - Structures	180,486.79	166,769.57	33,427.21	200,196.78	(19,709.99)	-11%
4253 Repair - Equipment	19,115.00	1,632.32	-	1,632.32	17,482.68	91%
4255 Repair - Water & Sewer	-	-	-	-	-	0%
4259 Miscellaneous	-	-	-	-	-	0%
4250 Repair & Maintenance	199,851.79	169,505.50	33,427.21	202,932.71	(3,080.92)	-2%
4261 Office Supplies	56,945.72	31,175.68	427.32	31,603.00	25,342.72	45%
426101 Event Supplies	40,114.95	14,750.39	330.22	15,080.61	25,034.34	62%
4262 Gasoline, Oil, Fuel	7,500.00	891.15	-	891.15	6,608.85	88%
4263 Clothing, Food	2,250.00	399.84	-	399.84	1,850.16	82%
4264 Janitor & Chemical Supplies	12,000.00	10,833.64	-	10,833.64	1,166.36	10%
4265 Minor Tools	500.00	198.71	-	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%
4260 Supplies & Materials	118,641.92	58,599.40	757.54	59,356.94	59,284.98	50%
4270 Travel & Training	16,850.00	16,688.23	-	16,688.23	161.77	1%
4270 Travel & Training	16,850.00	16,688.23	-	16,688.23	161.77	1%
4281 Telephone - Local	24,235.00	24,688.65	-	24,688.65	(453.65)	-2%
4282 Natural Gas	16,300.00	17,787.50	-	17,787.50	(1,487.50)	-9%
4283 Electricity	74,102.00	51,801.51	-	51,801.51	22,300.49	30%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
4280 Utilities	115,058.00	94,695.83	-	94,695.83	20,362.17	18%
4292 Dues	2,200.00	1,348.93	-	1,348.93	851.07	39%
4293 Subscriptions	114,263.10	166,359.52	4,263.10	170,622.62	(56,359.52)	-49%
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	144,592.44	45,785.35	4,014.44	49,799.79	94,792.65	66%
4296 Office Equipment	99,400.98	81,984.86	-	81,984.86	17,416.12	18%
4290 Miscellaneous	370,076.52	299,281.34	8,277.54	307,558.88	62,517.64	17%
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,721.12	136,643.13	4,478.89	141,122.02	44,599.10	24%
4342 Books/AV Processing	3,557.86	(33.64)	3,557.86	3,524.22	33.64	1%
4345 Electronic Resources	175,557.70	137,294.04	1,699.94	138,993.98	36,563.72	21%
4346 DVDs	37,062.22	23,676.41	62.22	23,738.63	13,323.59	36%
4348 Interactive Materials	8,500.00	6,005.50	-	6,005.50	2,494.50	29%
4350 Furniture & Minor Equipment	82,300.00	-	-	-	82,300.00	100%
4360 Library Machinery	386,944.78	83,733.08	386,944.78	470,677.86	(83,733.08)	-22%
4390 Library Other Capital	-	-	-	-	-	0%
4300 Capital Outlay	899,643.68	387,318.52	396,743.69	784,062.21	115,581.47	13%
4520 Merchandise for Resale	2,000.00	5,256.15	-	5,256.15	(3,256.15)	-163%
4530 Refund or Reimbursement	13,500.00	14,064.94	-	14,064.94	(564.94)	-4%
4540 Collection from Other Agencies	1,200.00	1,348.56	-	1,348.56	(148.56)	-12%
4545 General Materials	-	-	-	-	-	0%
4577 Early Learner Rapid City	20,000.00	-	-	-	20,000.00	100%
4500 Other Expenses	36,700.00	20,669.65	-	20,669.65	16,030.35	44%
**Total LIBRARY	\$ 4,340,343.02	\$ 3,477,920.20	\$ 3,477,920.20	\$ 862,422.82	\$ 862,422.82	20%

Vendor Name	Line Item Description	Line Item Amount	
AMAZON CAPITAL SERVICES	GM-PROCESSING	55.51	
AMAZON CAPITAL SERVICES	SUPPLIES-LIBRARY	47.46	
AMAZON CAPITAL SERVICES	MERCHANDISE	40.46	
AMAZON CAPITAL SERVICES	STRUCTURE-MAINTENANCE	219.20	
ARCHITECTURAL SPECIALTIES LLC	STRUCTURE-MAINTENANCE	146.47	
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	1011.63	
BLACK HILLS INDUSTRIES INC	STRUCTURE-MAINTENANCE	178.00	
BLACK HILLS LIBRARY CONSORTIUM - SD	SUBSCRIPTIONS	31,580.08	
BLACK HILLS ORTHOPEDIC & SPINE CENTER PC	SS	60.00	
BYWATER SOLUTIONS	SUBSCRIPTIONS	7,650.00	
CHICOBAG	MERCHANDISE	3,273.87	
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	1121.22	
COMMUNICO LLC	SUBSCRIPTION	11,500.00	
DEMCO INC	GM-PROCESSING	509.14	
EPIC OUTDOOR ADVERTISING	MARKETING	1,650.00	
FLOWERS BY LEROY	SUPPLIES-RETIREMENT	65.98	
FRIENDS OF THE LIBRARY	REFUNDS	1,768.30	
IMAGEALL LLC	CLOTHING-STAFF	177.45	
INVENGO AMERICAN CORP	STRUCTURE-MAINTENANCE	2,923.00	
KARINA CARLEY	PROGRAMMING-ADULT	156.30	
LITERACY COUNCIL OF THE BLACK HILLS	REFUNDS	9.00	
MAIN STREET SQUARE INC	DUES	200.00	
MANSFIELD LIBRARY	GM-BOOKS/AUDIO BOOKS	51.05	
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	591.67	
MBM CONTRACT PAINTING INC	STRUCTURE-MAINTENANCE	5,510.21	
MENARDS	MAINTENANCE	108.45	

MIDCONTINENT COMMUNICATIONS	SS-WIFI	745.39	
MIDWEST TAPE EXCHANGE	GM-PROCESSING	259.00	
MONUMENT HEALTH RAPID CITY HOSPITAL INC	SS-LAUNDRY	17.82	
PATRON POINT INC	SUBSCRIPTION	2,125.00	
PHEASANTLAND INDUSTRIES	SUPPLIES-LIBRARY	60.76	
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	243.92	
RAPID CITY JOURNAL - ADVERTISING	SUBSCRIPTION	52.29	
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS	37.60	
RAPID ROOTER	STRUCTURE-MAINTENANCE	295.00	
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	7,003.15	
SEED SAVERS EXCHANGE INC	GM-INTERACTIVE	110.81	
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	400.51	
SIMPSON'S PRINTING	SUPPLIES-LIBRARY	1318.60	
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	120.00	
SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-ADULT	50.00	
SUPER CLEAN TUNNEL WASH	ROLLING STOCK	23.25	
SWANK MOVIE LICENSING USA	PROGRAMMING-ADULT	125.00	
THE MOTHERSHIP LLC	SS-STORAGE	280.00	
TK ELEVATOR CORPORATION	STRUCTURE-MAINENANCE	537.35	
TROPICAL CREATIONS INC	SS-AVIARY AND AQUARIUM	270.25	
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	350.20	
WARNE CHEMICAL & EQUIP.	STRUCTURE-MAINTENANCE	71.00	
WESTERN MAILERS	MARKETING	1024.12	
WESTERN STATIONERS	JANITORIAL	88.98	
WESTERN STATIONERS	SUPPLIES-LIBRARY	219.28	
	Grand Total:	86,433.73	