

DOWNTOWN LIBRARY
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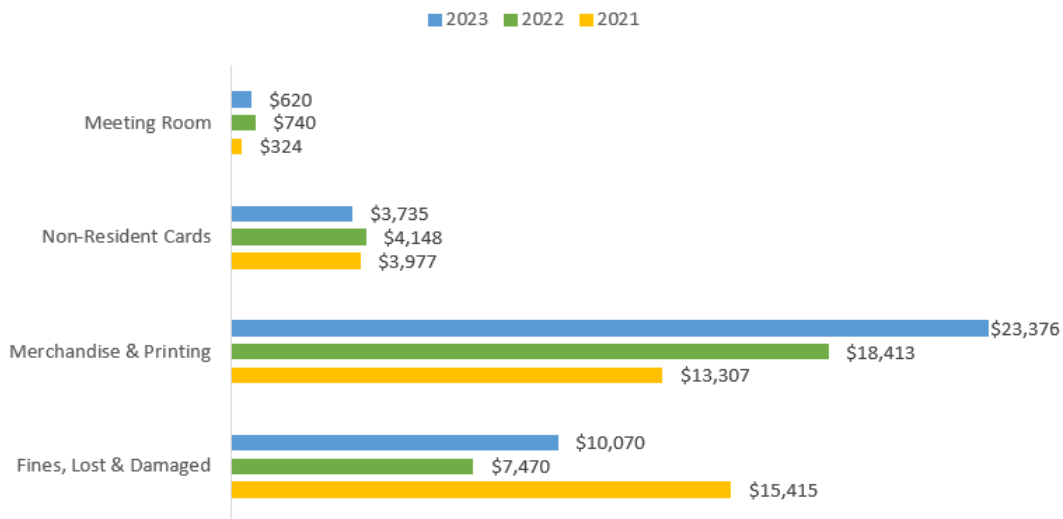


Date: November 13, 2023
 To: Rapid City Public Library Board of Trustees
 From: Terri Davis, Director
 Re: Financial Summary Ending October 31, 2023

2023 Revenue

Total annual revenue is \$37,801 an increase of 23% or \$7,030 compared to 2022.

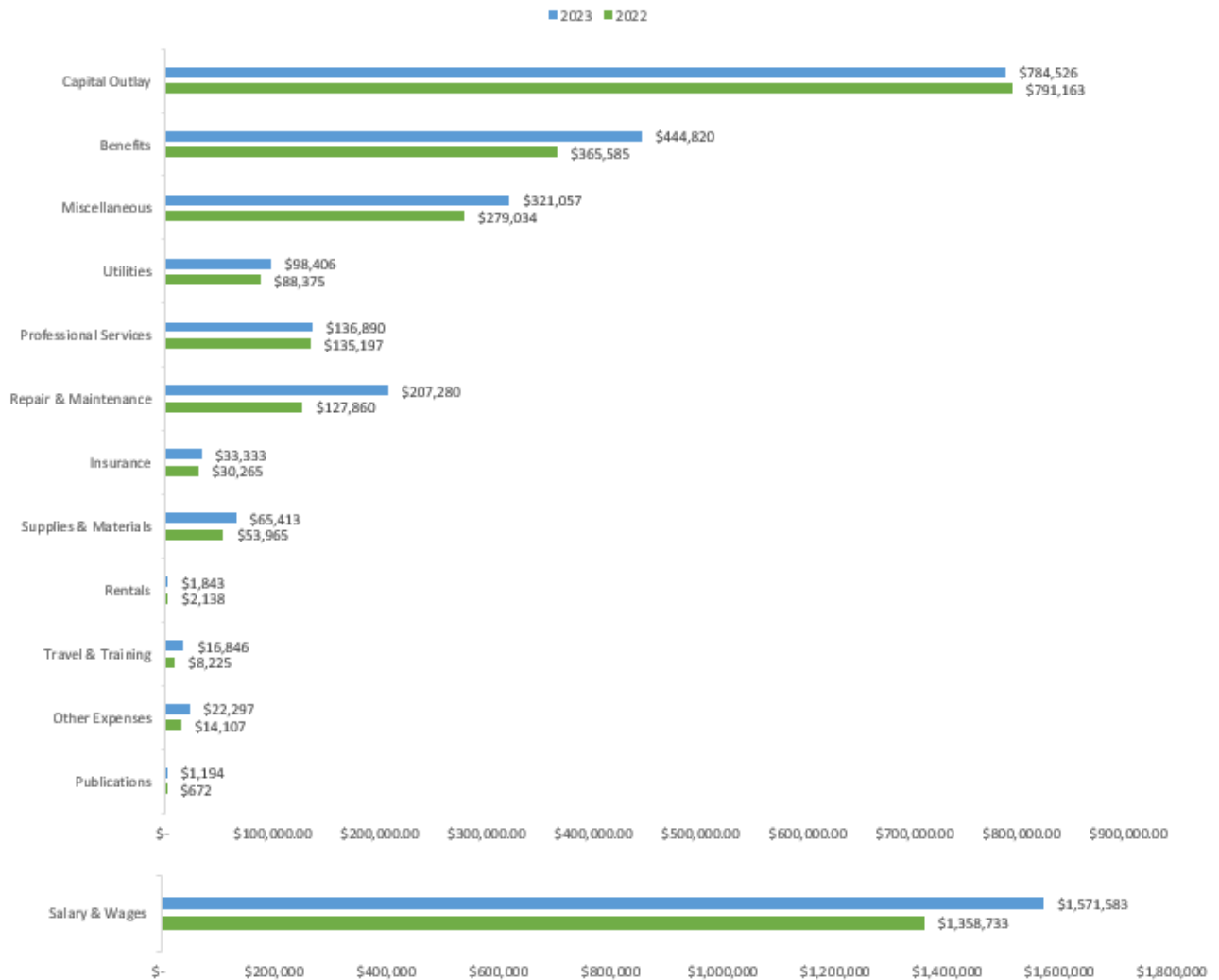
Board Funds Revenue - YTD Comparison



1. Revenue from non-resident accounts decreased by \$413 or 10%; this is to be expected given the contractual limitations on non-residents' access. There are currently 615 non-resident accounts on file.
2. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 27%, or \$4,963. 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
16.7%	15%

City/County/Board Funds Expense - YTD Comparison



1. Capital outlay (books and materials, furniture and minor equipment, and library machinery) is on par with last year. We are currently using donated funds that were earmarked for materials for the majority of book purchases, and will track that use for the next few weeks.
2. Repair and maintenance increased by 62%, or \$79,420; this is due to several projects (admin office remodel, sprinkler head replacement, security cameras), that had funds partially or completely encumbered from last year; some of those projects also had increased costs that needed to be paid this year.
3. Supplies and materials increased by 21%, or \$11,448. 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 104%, or \$8,621. 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 16% or \$292,085; 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.

The overall assessment of expenditures shows we will be able to get through the year without requesting a supplement. However, we continue to track and monitor expenditures carefully.

Year to Date Expense Report as of 11/1/2023						
	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	\$ 1,562,258.47	\$ -	\$ 1,562,258.47	\$ 270,312.53	15%
4111 Overtime Wages	50.00	387.13	-	387.13	(337.13)	-674%
4114 FTO/Uniform/Tool/ClassIV Pay	-	100.00	-	100.00	(100.00)	0%
4118 Temporary Wages	25,095.00	8,837.22	-	8,837.22	16,257.78	65%
4100 Salary & Wages	1,857,716.00	1,571,582.82	-	1,571,582.82	286,133.18	15%
4120 Social Security	115,178.00	92,830.85	-	92,830.85	22,347.15	19%
4121 Medicare	26,958.00	21,710.63	-	21,710.63	5,247.37	19%
4130 Retirement	109,957.00	93,397.01	-	93,397.01	16,559.99	15%
4131 Section 125 Administration	684.00	378.24	-	378.24	305.76	45%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	230,791.00	-	230,791.00	19,907.00	8%
4155 Group Life Insurance	1,684.00	1,333.00	-	1,333.00	351.00	21%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
4110 Benefits	509,605.00	444,819.73	-	444,819.73	64,785.27	13%
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	113,735.41	591.18	114,326.59	30,338.97	21%
4226 Interdepartmental Charges	22,440.00	18,700.00	-	18,700.00	3,740.00	17%
4229 Marketing	8,000.00	3,863.12	-	3,863.12	4,136.88	52%
4220 Professional Services	179,605.56	136,298.53	591.18	136,889.71	42,715.85	24%
4230 Publishing	698.55	949.41	245.06	1,194.47	(495.92)	-71%
4230 Publications	698.55	949.41	245.06	1,194.47	(495.92)	-71%
4243 Machinery Rentals	-	-	-	-	-	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	1,843.35	-	1,843.35	156.65	8%
4240 Rentals	2,000.00	1,843.35	-	1,843.35	156.65	8%
4251 Repair - Roll Stock	250.00	1,103.61	-	1,103.61	(853.61)	-341%
4252 Repair - Structures	180,486.79	175,240.55	29,303.21	204,543.76	(24,056.97)	-13%
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	177,976.48	29,303.21	207,279.69	(7,427.90)	-4%
4261 Office Supplies	56,945.72	33,512.59	2,925.92	36,438.51	20,507.21	36%
426101 Event Supplies	40,114.95	14,786.04	330.22	15,116.26	24,998.69	62%
4262 Gasoline, Oil, Fuel	7,500.00	978.57	-	978.57	6,521.43	87%
4263 Clothing, Food	2,250.00	399.84	-	399.84	1,850.16	82%
4264 Janitor & Chemical Supplies	12,000.00	11,930.67	-	11,930.67	69.33	1%
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	62,156.41	3,256.14	65,412.55	53,229.37	45%
4270 Travel & Training	16,850.00	16,846.23	-	16,846.23	3.77	0%
4270 Travel & Training	16,850.00	16,846.23	-	16,846.23	3.77	0%
4281 Telephone - Local	24,235.00	27,673.14	-	27,673.14	(3,438.14)	-14%
4282 Natural Gas	16,300.00	18,513.51	-	18,513.51	(2,213.51)	-14%
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	98,406.33	-	98,406.33	16,651.67	14%
4292 Dues	2,200.00	1,348.93	-	1,348.93	851.07	39%
4293 Subscriptions	114,263.10	166,482.50	17,638.10	184,120.60	(69,857.50)	-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	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	299,404.32	21,652.54	321,056.86	49,019.66	13%
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,721.12	137,106.50	4,478.89	141,585.39	44,135.73	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	387,781.89	396,743.69	784,525.58	115,118.10	13%
4520 Merchandise for Resale	2,000.00	5,296.59	65.98	5,362.57	(3,362.57)	-168%
4530 Refund or Reimbursement	13,500.00	15,448.12	-	15,448.12	(1,948.12)	-14%
4540 Collection from Other Agencies	1,200.00	1,486.19	-	1,486.19	(286.19)	-24%
4545 General Materials	-	-	-	-	-	0%
4577 Early Learner Rapid City	20,000.00	-	-	-	20,000.00	100%
4500 Other Expenses	36,700.00	22,230.90	65.98	22,296.88	14,403.12	39%
**Total LIBRARY	\$ 4,340,343.02			\$ 3,705,487.33	\$ 634,855.69	15%

Vendor Name	Line Item Description	Line Item Amount
AMAZON CAPITAL SERVICES	JANITORIAL	\$95.41
AMAZON CAPITAL SERVICES	SUPPLIES-OFFICE	\$90.63
AMAZON CAPITAL SERVICES	MERCHANDISE	\$106.42
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	\$684.49
BRADY JONES	MEALS PER DIEM-ABOS CONFERENCE	\$158.00
CAPITAL ONE NA	PROGRAMMING-TEEN	\$35.65
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	\$5,155.00
EILEEN'S COLOSSAL COOKIES	STAFF APPRECIATION	\$51.75
FRIENDS OF THE LIBRARY	REFUNDS	\$2,883.85
HESAPA ENTERPRISES	EARLY LEARNER	\$720.00
LITERACY COUNCIL OF THE BLACK HILLS	REFUNDS	\$64.00
MARCO TECHNOLOGIES INC	S-COPIES	\$580.75
MENARDS	STRUCTURE-MAINTENANCE	\$29.98
MIDCONTINENT COMMUNICATIONS	S-WIFI	\$745.39
MIDWEST TAPE EXCHANGE	GM-PROCESSING	\$295.40
MUTH ELECTRIC INC.	STRUCTURE-MAINTENANCE	\$3,286.00
PATRON POINT INC	SUBSCRIPTION	\$2,125.00
RAPID CITY JOURNAL - ADVERTISING	PUBLISHING	\$54.84
RAPID CITY JOURNAL - ADVERTISING	GM-PERIODICALS	\$26.05
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS	\$91.76
RAPID ROOTER	STRUCTURE-MAINTENANCE	\$175.00
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	\$5,945.18
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	\$298.48
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	\$240.00
SOUTH DAKOTA HUMANITIES COUNCIL	PROGRAMMING-ADULT	\$50.00
STEC'S ADVERTISING SPECIALTIES	EARLY LEARNER	\$448.86
SWANK MOVIE LICENSING USA	PROGRAMMING-ADULT	\$125.00
TARA KINGI	PROGRAMMING-SUMMER READING	\$300.00
TECHOPS SPECIALTY VEHICLES LLC	MOBILE LIBRARY	\$65,928.26
THE MOTHERSHIP LLC	SS-STORAGE	\$140.00
TROPICAL CREATIONS INC	SS-AQUARIUM AND AVIARY	\$270.25
TUMBLEWEED PRESS INC	SUBSCRIPTIONS	\$799.00
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	\$381.10
WESTERN STATIONERS	GM-PROCESSING	\$91.80
WESTERN STATIONERS	SUPPLIES-OFFICE	\$968.61
WESTERN STATIONERS	JANITORIAL	\$214.98
Grand Total:		\$93,656.89