

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

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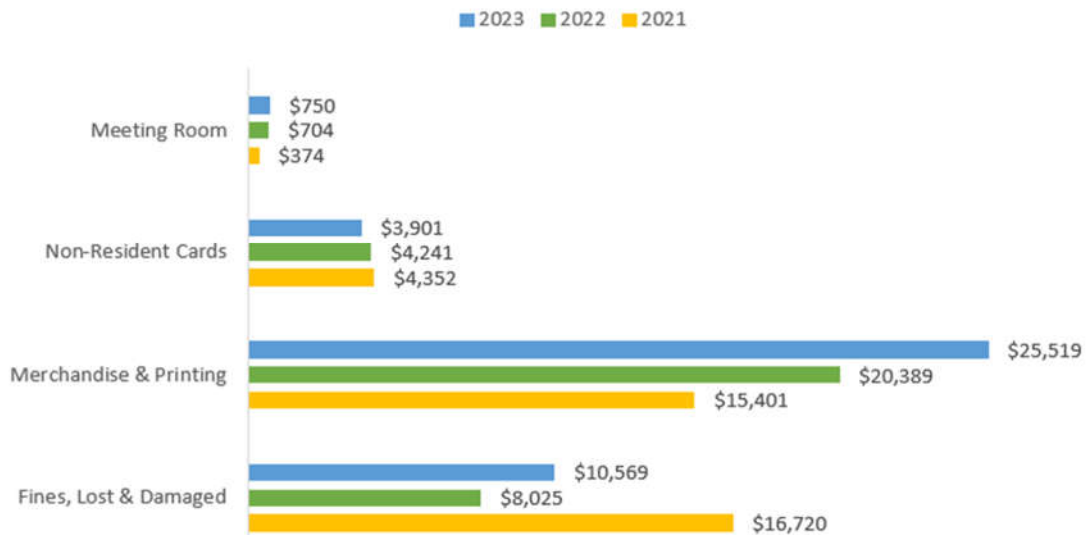


Date: December 11, 2023  
 To: Rapid City Public Library Board of Trustees  
 From: Terri Davis, Director  
 Re: Financial Summary Ending November 30, 2023

### 2023 Revenue

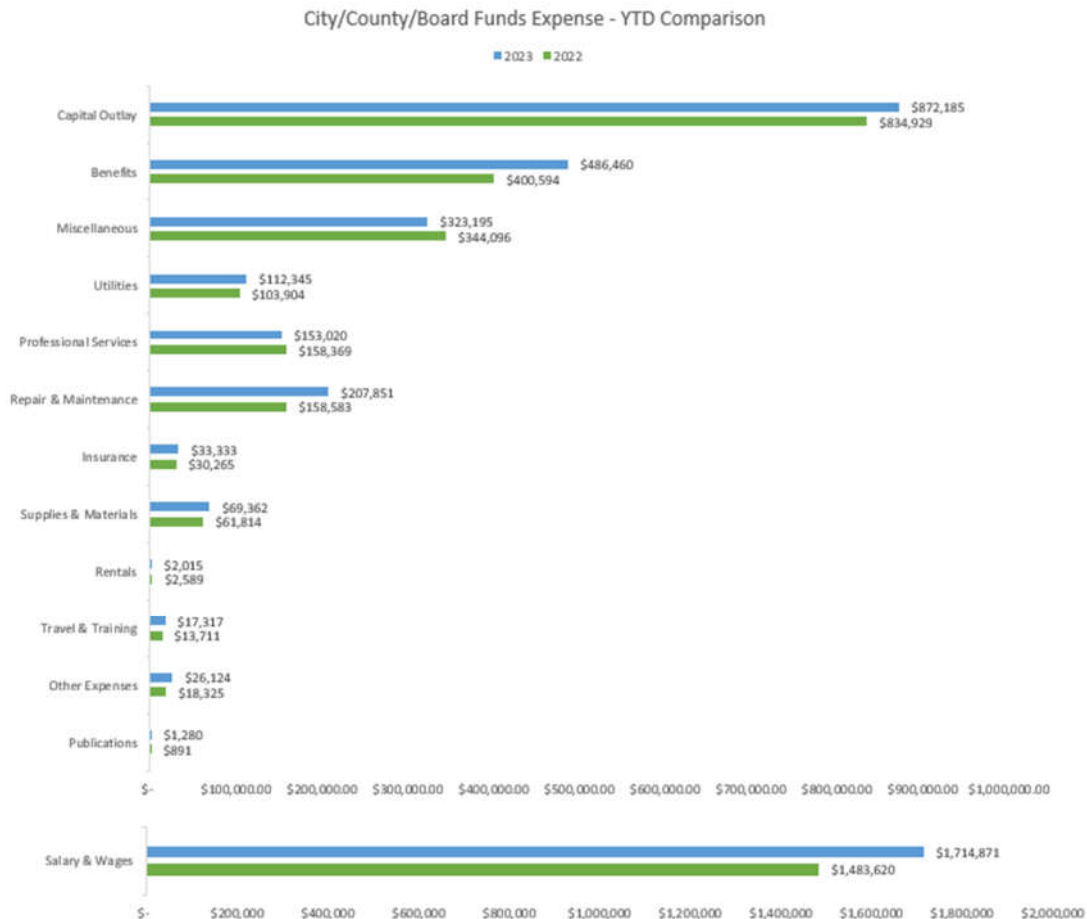
Total annual revenue is \$40,740 an increase of 22% or \$7,382 compared to 2022.

**Board Funds Revenue - YTD Comparison**



1. Revenue from non-resident accounts decreased by \$339 or 8%; given proposed revisions to the registration policy, this revenue source is expected to continue to decrease. There are currently 613 non-resident accounts on file.
2. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 275 or \$5,130. 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
8.4%	7%



1. Repair and maintenance increased by 31%, or \$49,268. 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.
2. Supplies and materials increased by 12%, or \$7,548. 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.
3. Travel and training increased by 26%, or \$3,606. This reflects our attendance at in-person conferences after two years of virtual conferences, although we have reduced attendee numbers for overall budget purposes.
4. Salaries, wages, and benefits increased by 17% or \$317,118; this is due to a contracted adjustments of the union pay scale and adjustments per the new non-union scale. The percentage of increase is the same as last month, but is still a significant overage in this area.

Year to Date Expense Report as of 12/1/2023						
	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	\$ 1,703,728.12	\$ -	\$ 1,703,728.12	\$ 128,842.88	7%
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	10,656.06	-	10,656.06	14,438.94	58%
<b>4100 Salary &amp; Wages</b>	<b>1,857,716.00</b>	<b>1,714,871.31</b>	<b>-</b>	<b>1,714,871.31</b>	<b>142,844.69</b>	<b>8%</b>
4120 Social Security	115,178.00	101,257.45	-	101,257.45	13,920.55	12%
4121 Medicare	26,958.00	23,681.40	-	23,681.40	3,276.60	12%
4130 Retirement	109,957.00	101,885.16	-	101,885.16	8,071.84	7%
4131 Section 125 Administration	684.00	416.24	-	416.24	267.76	39%
4140 Workmens Comp	1,596.00	1,529.00	-	1,529.00	67.00	4%
4150 Group Health Insurance	250,698.00	253,381.26	-	253,381.26	(2,683.26)	-1%
4155 Group Life Insurance	1,684.00	1,459.84	-	1,459.84	224.16	13%
4170 Unemployment Insurance	2,850.00	2,850.00	-	2,850.00	-	0%
<b>4110 Benefits</b>	<b>509,605.00</b>	<b>486,460.35</b>	<b>-</b>	<b>486,460.35</b>	<b>23,144.65</b>	<b>5%</b>
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%
<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	-	5,250.00	5,250.00	(750.00)	-17%
4224 Bond Services	-	-	-	-	-	0%
4225 Other Professional Services	144,665.56	122,933.30	404.00	123,337.30	21,328.26	15%
4226 Interdepartmental Charges	22,440.00	20,570.00	-	20,570.00	1,870.00	8%
4229 Marketing	8,000.00	3,863.12	-	3,863.12	4,136.88	52%
<b>4220 Professional Services</b>	<b>179,605.56</b>	<b>147,366.42</b>	<b>5,654.00</b>	<b>153,020.42</b>	<b>26,585.14</b>	<b>15%</b>
4230 Publishing	698.55	1,053.95	225.63	1,279.58	(581.03)	-83%
<b>4230 Publications</b>	<b>698.55</b>	<b>1,053.95</b>	<b>225.63</b>	<b>1,279.58</b>	<b>(581.03)</b>	<b>-83%</b>
4243 Machinery Rentals	-	-	-	-	-	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	2,000.00	2,014.69	-	2,014.69	(14.69)	-1%
<b>4240 Rentals</b>	<b>2,000.00</b>	<b>2,014.69</b>	<b>-</b>	<b>2,014.69</b>	<b>(14.69)</b>	<b>-1%</b>
4251 Repair - Roll Stock	250.00	1,117.11	-	1,117.11	(867.11)	-347%
4252 Repair - Structures	180,486.79	175,260.52	29,303.21	204,563.73	(24,076.94)	-13%
4253 Repair - Equipment	19,115.00	2,169.67	-	2,169.67	16,945.33	89%
4255 Repair - Water & Sewer	-	-	-	-	-	0%
4259 Miscellaneous	-	-	-	-	-	0%
<b>4250 Repair &amp; Maintenance</b>	<b>199,851.79</b>	<b>178,547.30</b>	<b>29,303.21</b>	<b>207,850.51</b>	<b>(7,998.72)</b>	<b>-4%</b>
4261 Office Supplies	56,945.72	38,498.33	895.40	39,393.73	17,551.99	31%
426101 Event Supplies	40,114.95	14,836.55	330.22	15,166.77	24,948.18	62%
4262 Gasoline, Oil, Fuel	7,500.00	1,070.39	-	1,070.39	6,429.61	86%
4263 Clothing, Food	2,250.00	399.84	-	399.84	1,850.16	82%
4264 Janitor & Chemical Supplies	12,000.00	12,782.08	-	12,782.08	(782.08)	-7%
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%
<b>4260 Supplies &amp; Materials</b>	<b>118,641.92</b>	<b>68,135.89</b>	<b>1,225.62</b>	<b>69,361.51</b>	<b>49,280.41</b>	<b>42%</b>
4270 Travel & Training	16,850.00	17,316.75	-	17,316.75	(466.75)	-3%
<b>4270 Travel &amp; Training</b>	<b>16,850.00</b>	<b>17,316.75</b>	<b>-</b>	<b>17,316.75</b>	<b>(466.75)</b>	<b>-3%</b>
4281 Telephone - Local	24,235.00	30,212.76	-	30,212.76	(5,977.76)	-25%
4282 Natural Gas	16,300.00	19,707.52	-	19,707.52	(3,407.52)	-21%
4283 Electricity	74,102.00	62,006.47	-	62,006.47	12,095.53	16%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
<b>4280 Utilities</b>	<b>115,058.00</b>	<b>112,344.92</b>	<b>-</b>	<b>112,344.92</b>	<b>2,713.08</b>	<b>2%</b>
4292 Dues	2,200.00	1,348.93	-	1,348.93	851.07	39%
4293 Subscriptions	114,263.10	181,486.12	4,263.10	185,749.22	(71,486.12)	-63%
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	82,494.81	-	82,494.81	16,906.17	17%
<b>4290 Miscellaneous</b>	<b>370,076.52</b>	<b>314,917.89</b>	<b>8,277.54</b>	<b>323,195.43</b>	<b>46,881.09</b>	<b>13%</b>
4320 Buildings & Structures	20,000.00	-	-	-	20,000.00	100%
4341 General Materials	185,721.12	143,772.50	4,478.89	148,251.39	37,469.73	20%
4342 Books/AV Processing	3,557.86	(33.64)	3,557.86	3,524.22	33.64	1%
4345 Electronic Resources	175,557.70	149,851.57	557.70	150,409.27	25,148.43	14%
4346 DVDs	37,062.22	27,021.66	62.22	27,083.88	9,978.34	27%
4348 Interactive Materials	8,500.00	6,310.25	-	6,310.25	2,189.75	26%
4350 Furniture & Minor Equipment	82,300.00	-	-	-	82,300.00	100%
4360 Library Machinery	386,944.78	149,661.34	386,944.78	536,606.12	(149,661.34)	-39%
4390 Library Other Capital	-	-	-	-	-	0%
<b>4300 Capital Outlay</b>	<b>899,643.68</b>	<b>476,583.68</b>	<b>395,601.45</b>	<b>872,185.13</b>	<b>27,458.55</b>	<b>3%</b>
4520 Merchandise for Resale	2,000.00	5,407.65	-	5,407.65	(3,407.65)	-170%
4530 Refund or Reimbursement	13,500.00	19,058.00	-	19,058.00	(5,558.00)	-41%
4540 Collection from Other Agencies	1,200.00	1,658.26	-	1,658.26	(458.26)	-38%
4545 General Materials	-	-	-	-	-	0%
4577 Early Learner Rapid City	20,000.00	-	-	-	20,000.00	100%
<b>4500 Other Expenses</b>	<b>36,700.00</b>	<b>26,123.91</b>	<b>-</b>	<b>26,123.91</b>	<b>10,576.09</b>	<b>29%</b>
<b>**Total LIBRARY</b>	<b>\$ 4,340,343.02</b>	<b>\$ 4,019,357.64</b>	<b>\$ -</b>	<b>\$ 4,019,357.64</b>	<b>\$ 320,985.38</b>	<b>7%</b>

Vendor Name	Line Item Description	Line Item Amount
A TO Z SHREDDING	SS-SHREDDING	39.68
AMAZON CAPITAL SERVICES	GM-BOOKS/AUDIO BOOKS	792.72
AMAZON CAPITAL SERVICES	GM-EQUIPMENT	509.95
AMAZON CAPITAL SERVICES	GM-INTERACTIVE MATERIALS	304.75
AMAZON CAPITAL SERVICES	MERCHANDISE	45.08
AMAZON CAPITAL SERVICES	STAFF APPRECIATION	80.53
AMAZON CAPITAL SERVICES	SUPPLIES-OFFICE	130.79
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO BOOKS	3836.91
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	754.99
BRAINFUSE INC	SUBSCRIPTION	11,250.00
D & L LAWN SPRINKLERS LLC	STRUCTURE-MAINTENANCE	76.50
FRIENDS OF THE LIBRARY	REFUNDS	1,187.25
HESAPA ENTERPRISES	STAFF APPRECIATION	615.00
KANOPY LLC	GM-EVIDEO	383.00
LITERACY COUNCIL OF THE BLACK HILLS	REFUNDS	17.50
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	712.47
MENARDS	SUPPLIES-OFFICE	45.33
MIDCONTINENT COMMUNICATIONS	SS-WIFI	745.39
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO BOOKS	738.80
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	3345.25
MIDWEST TAPE EXCHANGE	GM-PROCESSING	613.20
MITZI'S BOOKS	EARLY LEARNER	719.76

OVERDRIVE INC	GM-EPUB/AUDIO	12174.53
PRAIRIE EDGE ART GALLERY	GM-BOOKS/AUDIO BOOKS	684.37
RAPID CITY JOURNAL - ADVERTISING	GM-SUBSCRIPTIONS	129.28
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS	519.00
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	7,592.54
SERVALL UNIFORM/LINEN CO INC	PROGRAMMING-LUNCH AND LEARN	31.34
STARR CHIEF EAGLE	PROGRAMMING-ADULT	500.00
STEC'S ADVERTISING SPECIALTIES	EARLY LEARNER	665.00
SUPER CLEAN TUNNEL WASH	SS-VEHICLE MAINTENANCE	13.50
THE MOTHERSHIP LLC	SS-STORAGE	140.00
TK ELEVATOR CORPORATION	STRUCTURE-MAINTENANCE	537.35
TROPICAL CREATIONS INC	SS-AVIARY/AQUARIUM	270.25
UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	432.60
WARNE GREEN FORCE	STRUCTURE-MAINTENANCE	71.00
WESTERN STATIONERS	JANITORIAL	88.98
WESTERN STATIONERS	SUPPLIES-OFFICE	397.67
	<b>Grand Total:</b>	<b>51,192.26</b>