



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

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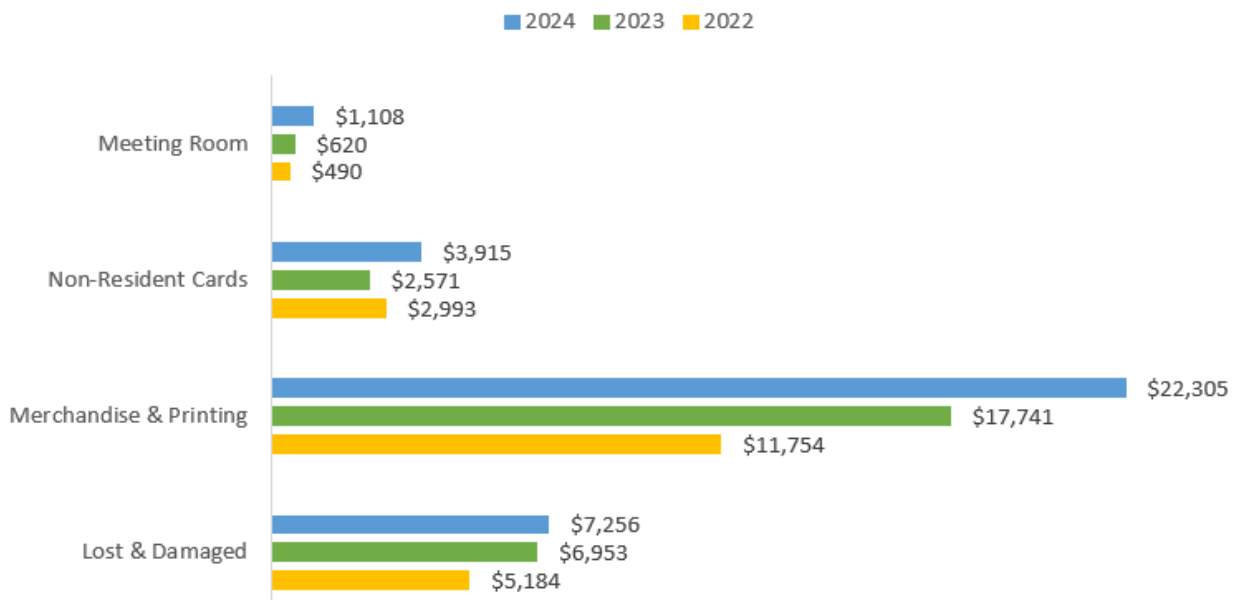


Date: September 9, 2024  
To: Rapid City Public Library Board of Trustees  
From: Terri Davis, Director  
Re: Financial Summary Ending August 31, 2024

### Year to Date Revenue

2024 revenue is \$34,583, an increase of 24% or \$6,698 compared to 2023.

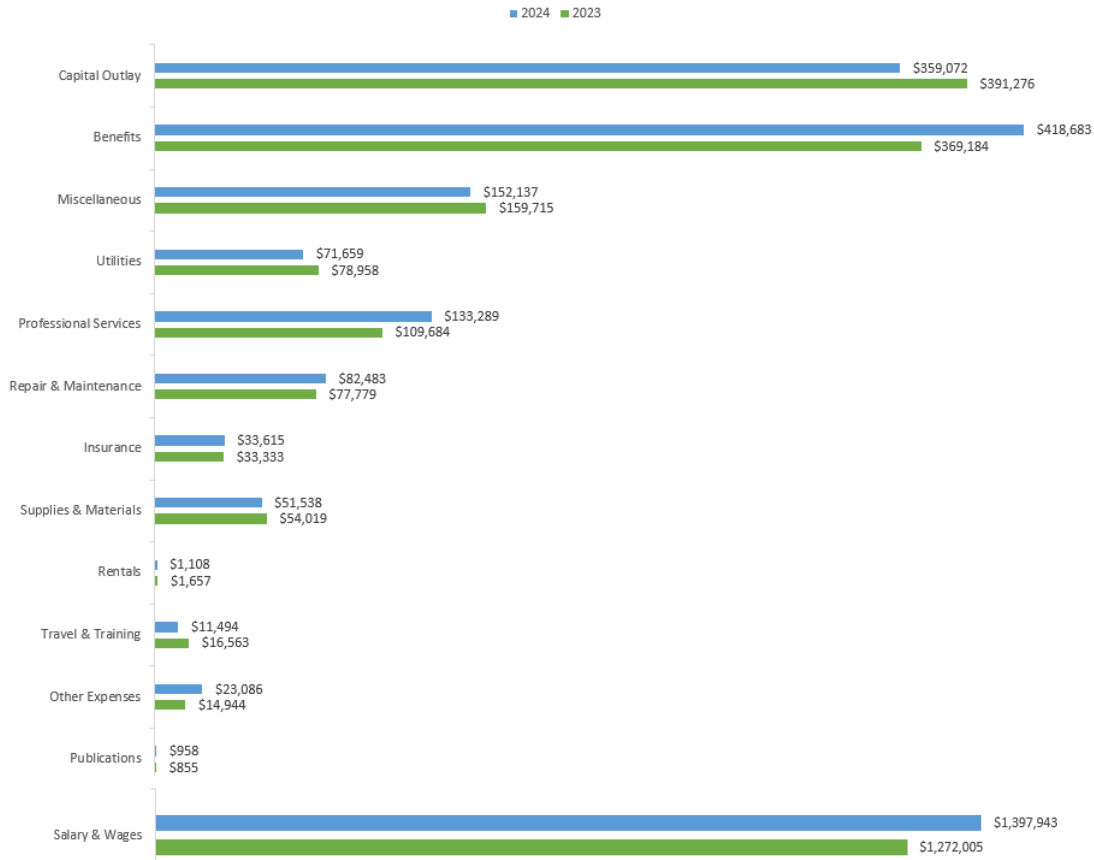
### Board Funds Revenue - YTD Comparison



1. Meeting room revenue increased by 79%, or \$488. There have been more bookings for fee-based meeting room uses this year.
2. Revenue from non-resident accounts increased by 52% or \$1,344. There has been a recent increase in purchases of non-resident cards with the identification of patrons who are not eligible for reciprocal borrowing. There are 43 current non-resident accounts, an increase of 4 from last month.
3. Merchandise (makerspace builds, ear buds, book bags, etc.) and printing increased by 26% or \$4,563, reflecting the continuing popularity of makerspace products and library promotional items.

2024 Expenditures	
YTD Benchmark	YTD Actual Remaining
33.4%	39%

City/County/Board Funds Expense - YTD Comparison



1. Utility costs were \$7,299 less, amounting to a 9% decrease. This is likely related to efficiencies due to increased use of LED lighting.
2. Professional services (maintenance services, security, event performers) increased by \$23,605 or 22%. This is largely due to HVAC maintenance and a number of event performers for the Summer Reading events.
3. Travel and training decreased by 31% or \$5,069. There is some conference travel and virtual training that is anticipated for September and October.
4. Other expenses increased by 55% or \$8,142. These are expenditures for replacement of sales merchandise, which generates revenue, and for pass-through payments for the Friends of the Library and Literacy Council's booksales. The Friends's sales from their popular bookstore have been steadily increasing.
5. Salaries and wages increased by \$175,437 or 10%. This increase reflects updated AFSCME Union wages as approved by the City Council, including a retroactive increase to January 1. We have initiated our bi-weekly budget reviews, and will begin weekly tracking in mid-October.

Year to Date Expense Report						
as of 8/31/24						
	Current Year Working Budget	YTD Expended	YTD Encumbrance	Total Year To Date Encumbrance and Expense	Remaining Budget Balance	Percent Budget Remaining
4110 Salary & Wages	\$ 2,072,690.00	\$ 1,380,153.98	\$ -	\$ 1,380,153.98	\$ 692,536.02	33%
4111 Overtime Wages	50.00	85.79	-	85.79	(35.79)	-72%
4114 FTO/Uniform/Tool/ClassIV Pay	1,000.00	-	-	-	1,000.00	100%
4118 Temporary Wages	28,059.00	17,703.17	-	17,703.17	10,355.83	37%
<b>4100 Salary &amp; Wages</b>	<b>2,101,799.00</b>	<b>1,397,942.94</b>	<b>-</b>	<b>1,397,942.94</b>	<b>703,856.06</b>	<b>33%</b>
4120 Social Security	130,328.00	81,367.14	-	81,367.14	48,960.86	38%
4121 Medicare	30,480.00	19,029.26	-	19,029.26	11,450.74	38%
4130 Retirement	124,380.00	82,740.11	-	82,740.11	41,639.89	33%
4131 Section 125 Administration	456.00	400.59	-	400.59	55.41	12%
4140 Workmens Comp	1,682.00	1,650.00	-	1,650.00	32.00	2%
4150 Group Health Insurance	341,160.00	229,425.48	-	229,425.48	111,734.52	33%
4155 Group Life Insurance	1,761.00	1,051.90	-	1,051.90	709.10	40%
4170 Unemployment Insurance	3,019.00	3,019.00	-	3,019.00	-	0%
<b>4110 Benefits</b>	<b>633,266.00</b>	<b>418,683.48</b>	<b>-</b>	<b>418,683.48</b>	<b>214,582.52</b>	<b>34%</b>
4211 General & Auto Liability	8,096.00	7,698.94	-	7,698.94	397.06	5%
4212 Boiler Coverage	-	-	-	-	-	0%
4214 Other Insurance	29,236.00	25,916.53	-	25,916.53	3,319.47	11%
<b>4210 Insurance</b>	<b>37,332.00</b>	<b>33,615.47</b>	<b>-</b>	<b>33,615.47</b>	<b>3,716.53</b>	<b>10%</b>
4223 Consultant Services	-	-	-	-	-	0%
4224 Bond Services	-	-	-	-	-	0%
4225 Other Professional Services	155,965.00	118,582.95	-	118,582.95	37,382.05	24%
4226 Interdepartmental Charges	18,780.00	14,085.00	-	14,085.00	4,695.00	25%
4229 Marketing	10,000.00	621.39	-	621.39	9,378.61	94%
<b>4220 Professional Services</b>	<b>184,745.00</b>	<b>133,289.34</b>	<b>-</b>	<b>133,289.34</b>	<b>51,455.66</b>	<b>28%</b>
4230 Publishing	700.00	888.79	69.12	957.91	(257.91)	-37%
<b>4230 Publications</b>	<b>700.00</b>	<b>888.79</b>	<b>69.12</b>	<b>957.91</b>	<b>(257.91)</b>	<b>-37%</b>
4243 Machinery Rentals	-	-	-	-	-	0%
4244 Lease/Purchases	-	-	-	-	-	0%
4246 Other Rentals	5,000.00	1,057.70	50.00	1,107.70	3,892.30	78%
<b>4240 Rentals</b>	<b>5,000.00</b>	<b>1,057.70</b>	<b>50.00</b>	<b>1,107.70</b>	<b>3,892.30</b>	<b>78%</b>
4251 Repair - Roll Stock	600.00	2,816.46	-	2,816.46	(2,216.46)	-369%
4252 Repair - Structures	61,000.00	79,426.12	(3,259.00)	76,167.12	(15,167.12)	-25%
4253 Repair - Equipment	12,615.00	3,499.72	-	3,499.72	9,115.28	72%
4255 Repair - Water & Sewer	-	-	-	-	-	0%
4259 Miscellaneous	-	-	-	-	-	0%
<b>4250 Repair &amp; Maintenance</b>	<b>74,215.00</b>	<b>85,742.30</b>	<b>(3,259.00)</b>	<b>82,483.30</b>	<b>(8,268.30)</b>	<b>-11%</b>
4261 Office Supplies	39,500.00	27,279.48	(110.49)	27,168.99	12,331.01	31%
426101 Event Supplies	25,000.00	13,090.69	114.70	13,205.39	11,794.61	47%
4262 Gasoline, Oil, Fuel	13,000.00	1,292.75	-	1,292.75	11,707.25	90%
4263 Clothing, Food	2,600.00	37.22	-	37.22	2,562.78	99%
4264 Janitor & Chemical Supplies	13,750.00	9,685.34	-	9,685.34	4,064.66	30%
4265 Minor Tools	500.00	186.69	(87.96)	98.73	401.27	80%
4266 Agricultural Supply	-	-	-	-	-	0%
4267 Tires	-	-	-	-	-	0%
4269 Misc Supplies & Materials	-	49.99	-	49.99	(49.99)	0%
<b>4260 Supplies &amp; Materials</b>	<b>94,350.00</b>	<b>51,622.16</b>	<b>(83.75)</b>	<b>51,538.41</b>	<b>42,811.59</b>	<b>45%</b>
4270 Travel & Training	20,000.00	11,528.89	(35.07)	11,493.82	8,506.18	43%
<b>4270 Travel &amp; Training</b>	<b>20,000.00</b>	<b>11,528.89</b>	<b>(35.07)</b>	<b>11,493.82</b>	<b>8,506.18</b>	<b>43%</b>
4281 Telephone - Local	33,700.00	13,991.88	-	13,991.88	19,708.12	58%
4282 Natural Gas	22,489.00	12,578.62	-	12,578.62	9,910.38	44%
4283 Electricity	77,453.00	44,670.11	-	44,670.11	32,782.89	42%
4287 Drainage Fees	421.00	418.17	-	418.17	2.83	1%
<b>4280 Utilities</b>	<b>134,063.00</b>	<b>71,658.78</b>	<b>-</b>	<b>71,658.78</b>	<b>62,404.22</b>	<b>47%</b>
4292 Dues	2,400.00	1,273.04	-	1,273.04	1,126.96	47%
4293 Subscriptions	137,500.00	132,291.75	(1,040.00)	131,251.75	6,248.25	5%
4294 Other Miscellaneous Expenses	-	-	-	-	-	0%
4295 Computers	-	2,095.00	(975.00)	1,120.00	(1,120.00)	0%
429501 Software	1,500.00	297.31	-	297.31	1,202.69	80%
429502 Software Maintenance Contracts	138,000.00	8,341.76	(125.88)	8,215.88	129,784.12	94%
4296 Office Equipment	28,500.00	36,381.74	(26,403.03)	9,978.71	18,521.29	65%
<b>4290 Miscellaneous</b>	<b>307,900.00</b>	<b>180,680.60</b>	<b>(28,543.91)</b>	<b>152,136.69</b>	<b>155,763.31</b>	<b>51%</b>
4320 Buildings & Structures	132,500.00	-	-	-	132,500.00	100%
4341 General Materials	200,000.00	156,841.71	254.12	157,095.83	42,904.17	21%
4342 Books/AV Processing	-	-	-	-	-	0%
4345 Electronic Resources	200,000.00	161,262.83	1,459.73	162,722.56	37,277.44	19%
4346 DVDs	42,000.00	31,469.66	73.34	31,543.00	10,457.00	25%
4348 Interactive Materials	10,000.00	7,710.78	-	7,710.78	2,289.22	23%
4350 Furniture & Minor Equipment	7,500.00	-	-	-	7,500.00	100%
4360 Library Machinery	238,299.00	238,229.24	(238,229.24)	-	238,299.00	100%
4390 Library Other Capital	-	-	-	-	-	0%
<b>4300 Capital Outlay</b>	<b>830,299.00</b>	<b>595,514.22</b>	<b>(236,442.05)</b>	<b>359,072.17</b>	<b>471,226.83</b>	<b>57%</b>
4520 Merchandise for Resale	3,000.00	865.73	-	865.73	2,134.27	71%
4530 Refund or Reimbursement	15,000.00	15,987.38	-	15,987.38	(987.38)	-7%
4540 Collection from Other Agencies	1,000.00	757.94	-	757.94	242.06	24%
4545 General Materials	-	-	-	-	-	0%
4577 Early Learner Rapid City	20,000.00	5,475.00	-	5,475.00	14,525.00	73%
<b>4500 Other Expenses</b>	<b>39,000.00</b>	<b>23,086.05</b>	<b>-</b>	<b>23,086.05</b>	<b>15,913.95</b>	<b>41%</b>
<b>**Total LIBRARY</b>	<b>\$ 4,462,669.00</b>	<b>\$ 2,737,066.06</b>	<b>\$ -</b>	<b>\$ 2,737,066.06</b>	<b>\$ 1,725,602.94</b>	<b>39%</b>

Vendor Name	Line Item Description	Line Item Amount
AMAZON CAPITAL SERVICES	GM-BOOKS/AUDIO	700.02
AMAZON CAPITAL SERVICES	GM-DVD/BLU RAY	177.09
AMAZON CAPITAL SERVICES	GM-INTERACTIVE MATERIALS	395.71
AMAZON CAPITAL SERVICES	MERCHANDISE	95.90
AMAZON CAPITAL SERVICES	PROGRAMMING-MAKERSPACE	376.01
AMAZON CAPITAL SERVICES	SUPPLIES-LIBRARY	534.83
BAKER & TAYLOR BOOKS	GM-BOOKS/AUDIO	8451.43
BLACK HILLS CHEMICAL AND JANITORIAL CO INC	JANITORIAL	408.92
BYTESPEED	COMPUTERS	1,120.00
CLIMATE CONTROL SYSTEMS & SERVICE LLC	STRUCTURE-MAINTENANCE	3979.42
COLUMN SOFTWARE PBC	PUBLISHING	95.96
D & L LAWN SPRINKLERS LLC	STRUCTURE-MAINTENANCE	400.00
DEMCO INC	SUPPLIES-OFFICE	90.01
ELEVATE RAPID CITY	TRAINING	2,000.00
FESTIVAL OF LIGHTS PARADE	MARKETING-FESTIVAL OF LIGHTS	25.00
FRIENDS OF THE LIBRARY	REFUNDS	1,695.75
GREAT WESTERN TIRE INC.	ROLLING STOCK-MAINTENANCE	89.95
INFO USA MARKETING	SUBSCRIPTION	380.00
JULIET HELTIBRIDLE	TRAVEL/TRAINING-KOHAUS	392.90
KT CONNECTIONS INC	COMPUTERS	208.00
LITERACY COUNCIL OF THE BLACK HILLS	REFUNDS	25.00
LOYAL PLUMBING	STRUCTURE-MAINTENANCE	1,993.47
MAIN STREET SQUARE INC	PROGRAMMING-PUMPKIN FESTIVAL	160.00
MARCO TECHNOLOGIES INC	SUPPLIES-LIBRARY	537.90
MIDWEST TAPE EXCHANGE	GM-BOOKS/AUDIO	919.89
MIDWEST TAPE EXCHANGE	GM-DVD/BLU RAY	2252.51
MONUMENT HEALTH RAPID CITY HOSPITAL INC	SS-LAUNDRY	17.82
NUB GAMES INC	SUBSCRIPTION	552.00
OVERDRIVE INC	GM-EBOOKS/AUDIO	16482.95
PENWORTHY	GM-BOOKS/AUDIO	284.48
PERMA CARD	SUPPLIES-LIBRARY	3,693.59
RAPID CITY JOURNAL - ADVERTISING	SUBSCRIPTION	24.74
RAPID CITY LIBRARY FOUNDATION INC	REFUNDS	82.98
RAPID CITY PUBLIC LIBRARY	TRAINING-BHAL	22.27
RED RIBBON SKIRT SOCIETY	PROGRAMMING-ADULT	375.00
SECURITAS SECURITY SERVICES USA, INC	SS-SECURITY	2,439.31
SERVALL UNIFORM/LINEN CO INC	JANITORIAL	122.46
SHI INTERNATIONAL CORP	COMPUTERS	297.31
SOL YOGA COLLECTIVE	PROGRAMMING-ADULT	480.00
SOUTH DAKOTA LIBRARY ASSOCIATION	DUES-SDLA	330.00
THE MOTHERSHIP LLC	SS-STORAGE	315.00
TROPICAL CREATIONS INC	SS-AVIARY & AQUARIUM	270.25

UNIQUE MANAGEMENT SERVICES, INC.	SS-RECOVERY	412.00
WARNE GREEN FORCE	STRUCTURE-MAINTENANCE	76.00
WESTERN STATES FIRE PROTECTION CO	STRUCTURE-MAINTENANCE	8,040.00
WESTERN STATIONERS	SUPPLIES-LIBRARY	64.99
WESTERN STATIONERS	JANITORIAL	88.98
WESTERN STATIONERS	FURNITURE-MAINTENANCE	52.99
WESTERN STATIONERS	PROGRAMMING-PASSIVE	388.00