Library Board

Monday, February 20, 2017

Regular Meeting

Item B2

Approval of Financial Reports

The reports of revenues and expenditures since the last board meeting are submitted as generated and made available by the City Finance Department.

Staff Contact:

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74365 STATE GRANTS							
10044301 74365 STATE GRANTS	-8,482	-8,482	.00	.00	.00	-8,482.00	.0%
TOTAL STATE GRANTS	-8,482	-8,482	.00	.00	.00	-8,482.00	.0%
74576 COPY MACHINE USE FEES							
10044301 74576 COPY MACHINE USE FE	-15,000	-15,000	-2,088.85	-740.13	.00	-12,911.15	13.9%
TOTAL COPY MACHINE USE FEES	-15,000	-15,000	-2,088.85	-740.13	.00	-12,911.15	13.9%
74703 FINES AND PENALTIES							
10044301 74703 FINES AND PENALTIES	-36,565	-36,565	-4,791.68	-1,476.46	.00	-31,773.32	13.1%
TOTAL FINES AND PENALTIES	-36,565	-36,565	-4,791.68	-1,476.46	.00	-31,773.32	13.1%
74725 NONRESIDENT CARD FEE							
10044301 74725 NONRESIDENT CARD FE	-15,000	-15,000	-1,306.92	-300.00	.00	-13,693.08	8.7%
TOTAL NONRESIDENT CARD FEE	-15,000	-15,000	-1,306.92	-300.00	.00	-13,693.08	8.7%
74773 CO-PAY HEALTH INSURANCE							
10044301 74773 CO-PAY HEALTH INSUR	-28,041	-28,041	-8,827.78	-2,948.10	.00	-19,212.82	31.5%
TOTAL CO-PAY HEALTH INSURANCE	-28,041	-28,041	-8,827.78	-2,948.10	.00	-19,212.82	31.5%
74795 OTHER REVENUE							
10044301 74795 OTHER REVENUE	-3,500	-3,500	-1,701.79	-5.01	.00	-1,798.21	48.6%

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OTHER REVENUE	-3,500	-3,500	-1,701.79	-5.01	.00	-1,798.21	48.6%
TOTAL LIBRARY	-106,588	-106,588	-18,717.02	-5,469.70	.00	-87,870.58	17.6%
TOTAL GENERAL FUND	-106,588	-106,588	-18,717.02	-5,469.70	.00	-87,870.58	17.6%
TOTAL REVENUES	-106,588	-106,588	-18,717.02	-5,469.70	.00	-87,870.58	

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR							
10044301 85105 SALARIES - REGULAR	1,025,011	1,025,011	279,516.76	122,062.10	.00	745,494.24	27.3%
TOTAL SALARIES - REGULAR	1,025,011	1,025,011	279,516.76	122,062.10	.00	745,494.24	27.3%
85115 F.I.C.A. PAYROLL TAXES							
10044301 85115 F.I.C.A. PAYROLL TA	76,368	76,368	20,360.90	8,967.57	.00	56,007.10	26.7%
TOTAL F.I.C.A. PAYROLL TAXES	76,368	76,368	20,360.90	8,967.57	.00	56,007.10	26.7%
85120 HEALTH INSURANCE							
10044301 85120 HEALTH INSURANCE	190,962	190,962	49,658.31	16,215.07	.00	141,303.69	26.0%
TOTAL HEALTH INSURANCE	190,962	190,962	49,658.31	16,215.07	.00	141,303.69	26.0%
85125 LIFE INSURANCE							
10044301 85125 LIFE INSURANCE	1,425	1,425	355.92	118.64	.00	1,069.08	25.0%
TOTAL LIFE INSURANCE	1,425	1,425	355.92	118.64	.00	1,069.08	25.0%
85130 DISABLITY INSURANCE							
10044301 85130 DISABILITY INSURANC	1,596	1,596	364.71	121.12	.00	1,231.29	22.9%
TOTAL DISABLITY INSURANCE	1,596	1,596	364.71	121.12	.00	1,231.29	22.9%
85145 PENSION CONTRIBUTION							
10044301 85145 PENSION CONTRIBUTIO	41,139	41,139	13,236.35	5,835.04	.00	27,902.65	32.2%

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PENSION CONTRIBUTION	41,139	41,139	13,236.35	5,835.04	.00	27,902.65	32.2%
85150 WORKERS COMPENSATION							
10044301 85150 WORKERS COMPENSATIO	2,204	2,204	.00	.00	.00	2,204.00	.0%
TOTAL WORKERS COMPENSATION	2,204	2,204	.00	.00	.00	2,204.00	.0%
85160 OTHER EMPLOYEE BENEFITS							
10044301 85160 OTHER EMPLOYEE BENE	6,476	6,476	514.86	463.62	.00	5,961.14	8.0%
TOTAL OTHER EMPLOYEE BENEFITS	6,476	6,476	514.86	463.62	.00	5,961.14	8.0%
85161 HRA-VEBA							
10044301 85161 VEBA	10,530	10,530	22,154.41	20,174.41	.00	-11,624.41	210.4%
TOTAL HRA-VEBA	10,530	10,530	22,154.41	20,174.41	.00	-11,624.41	210.4%
85213 CONTRACT SERVICES							
10044301 85213 CONTRACT SERVICES	2,400	2,400	.00	.00	2,400.00	.00	100.0%
TOTAL CONTRACT SERVICES	2,400	2,400	.00	.00	2,400.00	.00	100.0%
85241 COMPUTER SERVICES							
10044301 85241 COMPUTER SERVICES	26,848	26,848	522.38	228.17	-294.21	26,619.83	.8%
TOTAL COMPUTER SERVICES	26,848	26,848	522.38	228.17	-294.21	26,619.83	.8%
85245 PRINTING & BINDING SERVICES							
10044301 85245 PRINTING & BINDING	2,000	2,000	.00	.00	.00	2,000.00	.0%

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PRINTING & BINDING SERVICES	2,000	2,000	.00	.00	.00	2,000.00	.0%
85305 UTILITY SERVICES							
10044301 85305 UTILITY SERVICES	20,000	20,000	13,468.35	8,620.06	.00	6,531.65	67.3%
TOTAL UTILITY SERVICES	20,000	20,000	13,468.35	8,620.06	.00	6,531.65	67.3%
85317 NATURAL GAS							
10044301 85317 NATURAL GAS	5,000	5,000	116.66	63.83	.00	4,883.34	2.3%
TOTAL NATURAL GAS	5,000	5,000	116.66	63.83	.00	4,883.34	2.3%
85319 REPAIR & MAIN-LAND IMP/IRRIGAT							
10044301 85319 REPAIR & MAIN-LD IM	1,500	1,500	.00	.00	.00	1,500.00	.0%
TOTAL REPAIR & MAIN-LAND IMP/IRRI	1,500	1,500	.00	.00	.00	1,500.00	.0%
85324 REPAIR & MAINT - BUILDING							
10044301 85324 REPAIR & MAINT - BU	28,000	28,000	1,021.68	478.84	473.64	26,504.68	5.3%
TOTAL REPAIR & MAINT - BUILDING	28,000	28,000	1,021.68	478.84	473.64	26,504.68	5.3%
85330 REPAIR & MAINT-OFF FURN & EQ							
10044301 85330 REPAIR & MAINT - OF	24,000	24,000	1,723.47	616.14	368.00	21,908.53	8.7%
TOTAL REPAIR & MAINT-OFF FURN & E	24,000	24,000	1,723.47	616.14	368.00	21,908.53	8.7%
85335 REPAIR & MAINT - VEHICLES							
10044301 85335 REPAIR & MAINT - VE	480	480	.00	.00	.00	480.00	.0%

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE							
10044301 85350 SANITATION SERVICE	900	900	222.00	74.70	.00	678.00	24.7%
TOTAL SANITATION SERVICE	900	900	222.00	74.70	.00	678.00	24.7%
85413 POSTAGE							
10044301 85413 POSTAGE	8,000	8,000	1,274.95	398.13	.00	6,725.05	15.9%
TOTAL POSTAGE	8,000	8,000	1,274.95	398.13	.00	6,725.05	15.9%
85416 ADVERTISING							
10044301 85416 ADVERTISING	1,350	1,350	.00	.00	.00	1,350.00	.0%
TOTAL ADVERTISING	1,350	1,350	.00	.00	.00	1,350.00	.0%
85422 DUES & SUBSCRIPTIONS							
10044301 85422 DUES & SUBSCRIPTION	24,000	24,000	4,193.62	2,048.59	2,000.00	17,806.38	25.8%
TOTAL DUES & SUBSCRIPTIONS	24,000	24,000	4,193.62	2,048.59	2,000.00	17,806.38	25.8%
85425 BOOKS							
10044301 85425 BOOKS	95,000	95,000	31,647.70	24,489.62	.00	63,352.30	33.3%
TOTAL BOOKS	95,000	95,000	31,647.70	24,489.62	.00	63,352.30	33.3%
85426 AV/ELECTRONIC MEDIA							
10044301 85426 AV/ELECTRONIC MEDIA	115,000	115,000	25,440.10	13,113.18	.00	89,559.90	22.1%

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL AV/ELECTRONIC MEDIA	115,000	115,000	25,440.10	13,113.18	.00	89,559.90	22.1%
85427 PERIODICALS							
10044301 85427 PERIODICALS	18,000	18,000	16,436.26	226.20	.00	1,563.74	91.3%
TOTAL PERIODICALS	18,000	18,000	16,436.26	226.20	.00	1,563.74	91.3%
85428 TRAVEL & TRAINING							
10044301 85428 TRAVEL & TRAINING	2,500	2,500	871.42	113.25	.00	1,628.58	34.9%
TOTAL TRAVEL & TRAINING	2,500	2,500	871.42	113.25	.00	1,628.58	34.9%
85453 CASH OVER & SHORT							
10044301 85453 CASH OVER & SHORT	100	100	22.20	-.89	.00	77.80	22.2%
TOTAL CASH OVER & SHORT	100	100	22.20	-.89	.00	77.80	22.2%
85490 OTHER EXPENDITURES							
10044301 85490 OTHER EXPENDITURES	450	450	267.82	119.62	.00	182.18	59.5%
TOTAL OTHER EXPENDITURES	450	450	267.82	119.62	.00	182.18	59.5%
85505 OFFICE SUPPLIES							
10044301 85505 OFFICE SUPPLIES	63,000	63,000	15,497.16	10,198.09	1,537.80	45,965.04	27.0%
TOTAL OFFICE SUPPLIES	63,000	63,000	15,497.16	10,198.09	1,537.80	45,965.04	27.0%
85510 CLEANING SUPPLIES							
10044301 85510 CLEANING SUPPLIES	4,600	4,600	213.36	213.36	.00	4,386.64	4.6%

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CLEANING SUPPLIES	4,600	4,600	213.36	213.36	.00	4,386.64	4.6%
85515 GASOLINE							
10044301 85515 GASOLINE	500	500	69.97	.00	.00	430.03	14.0%
TOTAL GASOLINE	500	500	69.97	.00	.00	430.03	14.0%
85540 SMALL TOOLS & PARTS							
10044301 85540 MISC OPERATING EQUI	15,000	15,000	5.00	.00	.00	14,995.00	.0%
TOTAL SMALL TOOLS & PARTS	15,000	15,000	5.00	.00	.00	14,995.00	.0%
85620 OFFICE FURNITURE & EQUIPMENT							
10044301 85620 OFFICE FURNITURE &	15,000	15,000	.00	.00	13,187.00	1,813.00	87.9%
TOTAL OFFICE FURNITURE & EQUIPMEN	15,000	15,000	.00	.00	13,187.00	1,813.00	87.9%
TOTAL LIBRARY	1,829,339	1,829,339	499,176.32	234,958.46	19,672.23	1,310,490.45	28.4%
TOTAL GENERAL FUND	1,829,339	1,829,339	499,176.32	234,958.46	19,672.23	1,310,490.45	28.4%
TOTAL EXPENSES	1,829,339	1,829,339	499,176.32	234,958.46	19,672.23	1,310,490.45	

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,829,339	1,829,339	499,176.32	234,958.46	19,672.23	1,310,490.45	28.4%

** END OF REPORT - Generated by Brian Schultz **

FOR 2017 03 — JOURNAL DETAIL 2017 3 TO 2017 3

ACCOUNTS FOR: 295 LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS							
74602 PLANNING COMMISSION PLAQUE							
29555001 74602 PLANNING COMMISSION	-120	-120	.00	.00	.00	-120.00	.0%
TOTAL PLANNING COMMISSION PLAQUE	-120	-120	.00	.00	.00	-120.00	.0%
74701 EDITH ABBOTT MEMORIAL LIBRARY							
29555001 74701 EDITH ABBOTT MEMORI	-1,000	-1,000	-445.00	.00	.00	-555.00	44.5%
29555001 74701 104 EDITH ABBOTT MEM	0	0	-725.00	.00	.00	725.00	100.0%
TOTAL EDITH ABBOTT MEMORIAL LIBRA	-1,000	-1,000	-1,170.00	.00	.00	170.00	117.0%
74735 CONTINGENCY PROJECTS							
29555001 74735 CONTINGENCY PROJECT	-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
TOTAL CONTINGENCY PROJECTS	-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
74799 CREDIT CARD REBATE							
29555001 74799 CREDIT CARD REBATE	-164	-164	.00	.00	.00	-164.00	.0%
TOTAL CREDIT CARD REBATE	-164	-164	.00	.00	.00	-164.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS	-251,284	-251,284	-1,170.00	.00	.00	-250,114.00	.5%

FOR 2017 03 JOURNAL DETAIL 2017 3 TO 2017 3

ACCOUNTS FOR: 295 LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS							
91 OPERATING EXPENSES							
29555001 85041 PLANNING COMMISSION	120	120	57.27	.00	.00	62.73	47.7%
29555001 85042 EDITH ABBOTT MEMORI	200,000	200,000	5,000.00	752.79	-4,000.00	199,000.00	.5%
2017/03/000065 12/13/2016 API	142.29 VND 999999 VCH411783		REFUND CUSTOMERS		REFUND REMAINING FUNDS FROM PR		200939
2017/03/000095 12/09/2016 API	110.50 VND 010168 VCH412062		BANK OF AMERICA		EILEEN'S - Food for Primetime		5118
2017/03/000178 12/27/2016 API	500.00 VND 002335 VCH412847		CANNON MOSS BRYGGER		NOV 2016 SCHEMATIC DESIGN SERV		201064
29555001 85749 GRANDER VISION PLAN	50,000	50,000	.00	.00	.00	50,000.00	.0%
TOTAL OPERATING EXPENSES	250,120	250,120	5,057.27	752.79	-4,000.00	249,062.73	.4%
96 CAPITAL OUTLAY							
29555001 85010 CONTINGENCY PROJECT	250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL CAPITAL OUTLAY	250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS	500,120	500,120	5,057.27	752.79	-4,000.00	499,062.73	.2%
TOTAL LOCAL ASSISTANCE	535,315	535,315	4,957.27	752.79	-4,000.00	534,357.73	.2%
TOTAL EXPENSES	535,315	535,315	4,957.27	752.79	-4,000.00	534,357.73	