Library Board

Monday, November 14, 2022

Regular Meeting

Item B2

Approval of Financial Reports

The reports of revenues and expenditures since the last board meeting are submitted as generated, subject to City Finance Department journal entry changes.

Staff Contact:

FOR THE MONTH ENDING SEPTEMBER 2022

FOR 2022 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-27,500	-27,500	-27,500.00	.00	.00	.00	100.0%
74360 FEDERAL GRANTS	-17,000	-17,000	.00	.00	.00	-17,000.00	.0%
74365 STATE GRANTS	-7,107	-7,107	-8,604.34	-1,363.34	.00	1,497.34	121.1%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-10,858.87	-691.12	.00	-141.13	98.7%
74703 FINES AND PENALTIES	-10,000	-10,000	-7,845.71	-544.73	.00	-2,154.29	78.5%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-5,081.94	-450.00	.00	-418.06	92.4%
74795 OTHER REVENUE	-2,500	-2,500	-8,695.96	.00	.00	6,195.96	347.8%
TOTAL LIBRARY	-80,607	-80,607	-68,586.82	-3,049.19	.00	-12,020.18	85.1%
TOTAL GENERAL FUND	-80,607	-80,607	-68,586.82	-3,049.19	.00	-12,020.18	85.1%

FOR THE MONTH ENDING SEPTEMBER 2022

FOR 2022 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,023,394	1,023,394	1,012,992.49	114,638.68	.00	10,401.51	99.0%
85110 SALARIES - OVERTIME	0	0	298.62	.00	.00	-298.62	100.0%
85115 F.I.C.A. PAYROLL TAXES	78,290	78,290	72,492.88	8,377.79	.00	5,797.12	92.6%
85120 HEALTH INSURANCE	199,551	199,551	176,045.96	15,273.36	.00	23,505.04	88.2%
85125 LIFE INSURANCE	2,492	2,492	1,978.80	171.00	.00	513.20	79.4%
85130 DISABLITY INSURANCE	2,826	2,826	2,453.39	213.15	.00	372.61	86.8%
85145 PENSION CONTRIBUTION	60,754	60,754	60,201.60	6,878.51	.00	552.40	99.1%
85150 WORKERS COMPENSATION	2,053	2,053	477.72	.00	.00	1,575.28	23.3%
85160 OTHER EMPLOYEE BENEFITS	500	500	405.36	58.56	.00	94.64	81.1%
85161 HRA-VEBA	13,178	13,178	12,200.00	1,380.00	.00	978.00	92.6%
85213 CONTRACT SERVICES	20,000	20,000	21,322.91	.00	.00	-1,322.91	106.6%
85241 COMPUTER SERVICES	35,000	35,000	32,168.13	179.31	.00	2,831.87	91.9%
85245 PRINTING & BINDING SERVICES	1,000	1,000	911.50	.00	.00	88.50	91.2%
85305 UTILITY SERVICES	55,000	55,000	36,893.31	3,730.37	.00	18,106.69	67.1%
85317 NATURAL GAS	10,000	10,000	10,635.91	77.98	.00	-635.91	106.4%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	976.15	.00	.00	23.85	97.6%
85324 REPAIR & MAINT - BUILDING	20,000	20,000	17,934.61	385.30	.00	2,065.39	89.7%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	1,827.18	.00	.00	13,172.82	12.2%
85335 REPAIR & MAINT - VEHICLES	480	480	793.61	.00	.00	-313.61	165.3%
85350 SANITATION SERVICE	750	750	892.40	63.40	.00	-142.40	119.0%
85410 TELEPHONE EXPENSE	0	0	7,039.34	633.68	.00	-7,039.34	100.0%
85413 POSTAGE	6,000	6,000	6,225.12	705.71	.00	-225.12	103.8%
85416 ADVERTISING	250	250	232.70	15.74	.00	17.30	93.1%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	27,976.47	2,440.17	.00	-1,976.47	107.6%
85425 BOOKS	95,000	95,000	100,446.12	14,624.55	.00	-5,446.12	105.7%
85426 AV/ELECTRONIC MEDIA	108,700	108,700	107,617.29	8,276.14	.00	1,082.71	99.0%
85427 PERIODICALS	14,000	14,000	10,311.64	.00	.00	3,688.36	73.7%
85428 TRAVEL & TRAINING	3,000	3,000	3,022.63	339.00	.00	-22.63	100.8%
85453 CASH OVER & SHORT	100	100	63.15	3.85	.00	36.85	63.2%
85490 OTHER EXPENDITURES	1,000	1,000	18,391.78	80.56	.00	-17,391.78	1839.2%
85505 OFFICE SUPPLIES	51,000	51,000	40,463.49	9,658.68	.00	10,536.51	79.3%
85510 CLEANING SUPPLIES	4,000	4,000	843.29	554.28	.00	3,156.71	21.1%
85515 GASOLINE	500	500	689.15	102.72	.00	-189.15	137.8%
85540 SMALL TOOLS & PARTS	12,279	12,279	11,150.06	184.64	.00	1,128.94	90.8%
TOTAL LIBRARY	1,863,097	1,863,097	1,798,374.76	189,047.13	.00	64,722.24	96.5%
TOTAL GENERAL FUND	1,863,097	1,863,097	1,798,374.76	189,047.13	.00	64,722.24	96.5%

FOR 2022 12 JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 295 LOCAL ASSISTANCE

ACCOUNTS FOR: 295 LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
29555001 OTHER DEPARTMENT PROJECTS							
74602 PLANNING COMMISSION PLAQUE							
29555001 74602 PLANNING COMMISSION PLAQUE	-120.00	-120.00	-140.00	0.00	0.00	20.00	116.7%
TOTAL PLANNING COMMISSION PLAQUE	-120.00	-120.00	-140.00	0.00	0.00	20.00	116.7%
74701 EDITH ABBOTT MEMORIAL LIBRARY							
29555001 74701 EDITH ABBOTT MEMORIAL LIBRARY	-74,000.00	-74,000.00	906.28	0.00	0.00	-74,906.28	-1.2%*
29555001 74701 103 EDITH ABBOTT MEMORIAL LIBRARY	0.00	0.00	-4,500.00	0.00	0.00	4,500.00	100.0%
29555001 74701 104 EDITH ABBOTT MEMORIAL LIBRARY	0.00	0.00	-6,670.00	0.00	0.00	6,670.00	100.0%
29555001 74701 105 EDITH ABBOTT MEMORIAL LIBRARY	0.00	0.00	-18,250.00	0.00	0.00	18,250.00	100.0%
29555001 74701 109 EDITH ABBOTT MEMORIAL LIBRARY	0.00	0.00	-4,247.00	0.00	0.00	4,247.00	100.0%
TOTAL EDITH ABBOTT MEMORIAL LIBRA	-74,000.00	-74,000.00	-32,760.72	0.00	0.00	-41,239.28	44.3%
74735 CONTINGENCY PROJECTS							
29555001 74735 CONTINGENCY PROJECTS	-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%*

FOR 2022 12 — JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 295 LOCAL ASSISTANCE

ACCOUNT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS							
91 OPERATING EXPENSES							
29555001 85041 PLAQUE	120	120	55.11	.00	.00	64.89	45.9%
29555001 85042 LIBRARY	0	0	29,037.88	.00	.00	-29,037.88	100.0%*
29555001 85042 103 LIBRARY	0	0	3,563.13	389.36	.00	-3,563.13	100.0%*

Journal	Date	Type	Amount	Vendor	Voucher	Name	Description	Ref
2022/12/000238	09/21/2022	API	76.34	VND 010168	VCH543736	BANK OF AMERICA	SAMS-Fall Primetime 2022	7898
2022/12/000238	09/21/2022	API	107.37	VND 010168	VCH543748	BANK OF AMERICA	AMAZON - Primetime Fall 2022	7898
2022/12/000238	09/21/2022	API	8.99	VND 010168	VCH543749	BANK OF AMERICA	AMAZON - Primetime Fall 2022	7898
2022/12/000238	09/21/2022	API	87.89	VND 010168	VCH544202	BANK OF AMERICA	DOMINO'S - Primetime	7898
2022/12/000238	09/21/2022	API	37.91	VND 010168	VCH544248	BANK OF AMERICA	SUPER SAVER - Primetime	7898
2022/12/000238	09/21/2022	API	70.86	VND 010168	VCH544362	BANK OF AMERICA	SUPER SAVER - Primetime	7898

ACCOUNT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 104 LIBRARY	0	0	4,647.53	.00	.00	-4,647.53	100.0%*
29555001 85042 105 LIBRARY	0	0	13,574.71	601.77	.00	-13,574.71	100.0%*

Journal	Date	Type	Amount	Vendor	Voucher	Name	Description	Ref
2022/12/000030	09/07/2022	API	41.97	VND 010168	VCH542856	BANK OF AMERICA	AMAZON - Program Supplies	7872
2022/12/000030	09/07/2022	API	209.99	VND 010168	VCH542895	BANK OF AMERICA	AMAZON - Program Supplies	7872
2022/12/000030	09/07/2022	API	17.82	VND 010168	VCH542921	BANK OF AMERICA	HOBBY LOBBY-Activities Supplie	7872
2022/12/000238	09/21/2022	API	42.99	VND 010168	VCH543765	BANK OF AMERICA	AMAZON-Rolling Cart for Founda	7898
2022/12/000238	09/21/2022	API	138.07	VND 010168	VCH543803	BANK OF AMERICA	COPYCAT - Program Printing	7898
2022/12/000238	09/21/2022	API	20.58	VND 010168	VCH543880	BANK OF AMERICA	USCUTTER - Samples/Foundation	7898
2022/12/000238	09/21/2022	API	92.34	VND 010168	VCH544064	BANK OF AMERICA	SAMS-Activities & Program Supp	7898
2022/12/000238	09/21/2022	API	38.01	VND 010168	VCH544321	BANK OF AMERICA	HOBBY LOBBY-Activities Supplie	7898

ACCOUNT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 106 LIBRARY	0	0	.00	.00	69,197.00	-69,197.00	100.0%*
29555001 85042 107 LIBRARY	0	0	11,050.00	.00	.00	-11,050.00	100.0%*
29555001 85042 109 LIBRARY	0	0	645.98	496.01	.00	-645.98	100.0%*

Journal	Date	Type	Amount	Vendor	Voucher	Name	Description	Ref
2022/12/000030	09/07/2022	API	79.98	VND 010168	VCH542595	BANK OF AMERICA	BEST BUY - ARPA Grant	7872
2022/12/000030	09/07/2022	API	154.10	VND 010168	VCH542637	BANK OF AMERICA	HOBBY LOBBY-ARPA Youth Grant	7872
2022/12/000238	09/21/2022	API	107.85	VND 010168	VCH543785	BANK OF AMERICA	WALMART - Program Supplies	7898
2022/12/000238	09/21/2022	API	99.48	VND 010168	VCH544048	BANK OF AMERICA	HOME DEPOT-Youth Grant Purchas	7898
2022/12/000238	09/21/2022	API	14.61	VND 010168	VCH544315	BANK OF AMERICA	JOANN STORES-Youth Grant	7898

FOR 2022 12 — JOURNAL DETAIL 2022 12 TO 2022 12

ACCOUNTS FOR: 295 LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS							
29555001 85042 109 LIBRARY							
2022/12/000238 09/21/2022 API	39.99 VND 010168 VCH544322		BANK OF AMERICA		BEST BUY-ARPA Youth Grant		7898
TOTAL OPERATING EXPENSES	120	120	62,574.34	1,487.14	69,197.00	-131,651.34	*******%
96 CAPITAL OUTLAY							
29555001 85010 CONTPROJ	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	250,120	250,120	62,574.34	1,487.14	69,197.00	118,348.66	52.7%