Library Board

Monday, January 23, 2023

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 ENDED NOVEMBER 2022

FOR 2023 02

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	.00	.00	.00	-27,500.00	.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-2,131.67	-915.33	.00	-8,868.33	19.4%
74703 FINES AND PENALTIES	-10,000	-10,000	-784.45	-284.85	.00	-9,215.55	7.8%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-521.00	-201.00	.00	-4,979.00	9.5%
74795 OTHER REVENUE	-2,500	-2,500	-1,164.90	-1,164.90	.00	-1,335.10	46.6%
TOTAL LIBRARY	-63,607	-63,607	-4,602.02	-2,566.08	.00	-59,004.98	7.2%
TOTAL GENERAL FUND	-63,607	-63,607	-4,602.02	-2,566.08	.00	-59,004.98	7.2%

FOR THE MONTH ENDED NOVEMBER 2022

FOR 2023 02

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,207,132	1,207,132	165,469.35	86,976.01	.00	1,041,662.65	13.7%
85110 SALARIES - OVERTIME	0	0	54.38	24.49	.00	-54.38	100.0%
85115 F.I.C.A. PAYROLL TAXES	91,431	91,431	12,029.63	6,342.91	.00	79,401.37	13.2%
85120 HEALTH INSURANCE	252,950	252,950	30,546.72	15,273.36	.00	222,403.28	12.1%
85125 LIFE INSURANCE	2,550	2,550	344.20	173.20	.00	2,205.80	13.5%
85130 DISABLITY INSURANCE	3,145	3,145	440.90	225.65	.00	2,704.10	14.0%
85145 PENSION CONTRIBUTION	67,498	67,498	9,679.31	5,047.34	.00	57,818.69	14.3%
85150 WORKERS COMPENSATION	2,231	2,231	300.40	.00	.00	1,930.60	13.5%
85160 OTHER EMPLOYEE BENEFITS	0	0	58.56	29.28	.00	-58.56	100.0%
85161 HRA-VEBA	13,230	13,230	1,240.00	320.00	.00	11,990.00	9.4%
85213 CONTRACT SERVICES	20,000	20,000	.00	.00	9,707.00	10,293.00	48.5%
85241 COMPUTER SERVICES	40,000	40,000	2,228.89	2,180.24	.00	37,771.11	5.6%
85245 PRINTING & BINDING SERVICES	1,500	1,500	.00	.00	.00	1,500.00	.0%
85305 UTILITY SERVICES	59,400	59,400	7,162.17	3,034.65	.00	52,237.83	12.1%
85317 NATURAL GAS	11,000	11,000	176.29	103.01	.00	10,823.71	1.6%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	21,600	21,600	921.95	247.02	4,600.00	16,078.05	25.6%
85330 REPAIR & MAINT-OFF FURN & EQ	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	810	810	126.80	63.40	.00	683.20	15.7%
85410 TELEPHONE EXPENSE	0	0	1,185.26	592.48	.00	-1,185.26	100.0%
85413 POSTAGE	6,480	6,480	301.21	301.21	.00	6,178.79	4.6%
85416 ADVERTISING	500	500	31.98	15.74	.00	468.02	6.4%
85422 DUES & SUBSCRIPTIONS	27,040	27,040	4,858.34	2,420.17	.00	22,181.66	18.0%
85425 BOOKS	109,250	109,250	19,039.07	13,767.31	.00	90,210.93	17.4%
85426 AV/ELECTRONIC MEDIA	118,386	118,386	24,971.80	10,791.84	.00	93,414.20	21.1%
85427 PERIODICALS	11,550	11,550	327.00	327.00	.00	11,223.00	2.8%
85428 TRAVEL & TRAINING	5,000	5,000	35.00	.00	.00	4,965.00	.7%
85453 CASH OVER & SHORT	108	108	5.13	6.33	.00	102.87	4.8%
85490 OTHER EXPENDITURES	1,080	1,080	274.03	209.69	.00	805.97	25.4%
85505 OFFICE SUPPLIES	52,530	52,530	5,518.16	3,939.69	2,421.24	44,590.60	15.1%
85510 CLEANING SUPPLIES	4,000	4,000	400.88	400.88	.00	3,599.12	10.0%
85515 GASOLINE	750	750	31.83	.00	.00	718.17	4.2%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY	2,157,631	2,157,631	287,759.24	152,812.90	21,728.24	1,848,143.52	14.3%
TOTAL GENERAL FUND	2,157,631	2,157,631	287,759.24	152,812.90	21,728.24	1,848,143.52	14.3%

FOR 2023 02 JOURNAL DETAIL 2023 2 TO 2023 2

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	0.00	0.00	0.00	-120.00	.0%
TOTAL PLANNING COMMISSION PLAQUE	-120.00	-120.00	0.00	0.00	0.00	-120.00	.0%
74701 EDITH ABBOTT MEMORIAL LIBRARY							
29555001 74701 EDITH ABBOTT MEMORIAL LIBRARY	-74,000.00	-74,000.00	366.52	366.52	0.00	-74,366.52	-.5%
2023/02/000137 11/22/2022 API 366.52 VND 999999 VCH 547255 REFUND CUSTOMER REFUND FALL 2022 PRIMETIME PRO 228744							
29555001 74701 105 EDITH ABBOTT MEMORIAL LIBRARY	0.00	0.00	-20,000.00	-20,000.00	0.00	20,000.00	100.0%
2023/02/000218 11/16/2022 CRP -20,000.00 REF 289904 GI LIBRARY FOUNDATIO 11/16/22 RECEIPT							
TOTAL EDITH ABBOTT MEMORIAL LIBRA	-74,000.00	-74,000.00	-19,633.48	-19,633.48	0.00	-54,366.52	26.5%
74735 CONTINGENCY PROJECTS							
29555001 74735 CONTINGENCY PROJECTS	-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%
TOTAL CONTINGENCY PROJECTS	-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%
74805 TRANSFERS IN							

FOR 2023 02 JOURNAL DETAIL 2023 2 TO 2023 2

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

Account	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85041 PLAQUE	130	130	133.90	133.90	.00	-3.90	103.0%

Journal	Date	Src	Amount	Type	Vendor	Voucher	Bank	Description	Ref
2023/02/000139	11/16/2022	API	133.90	VND	010168	VCH547395	BANK OF AMERICA	LASER WORKS-BeautificationAwar	7972

Account	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 103 LIBRARY	0	0	1,452.56	859.15	.00	-1,452.56	100.0%

Journal	Date	Src	Amount	Type	Vendor	Voucher	Bank	Description	Ref
2023/02/000013	11/02/2022	API	100.00	VND	010168	VCH546448	BANK OF AMERICA	EILEEN'S COOKIES - Primetime	7956
2023/02/000013	11/02/2022	API	144.99	VND	010168	VCH546485	BANK OF AMERICA	RAISING CANE'S - Primetime	7956
2023/02/000013	11/02/2022	API	42.22	VND	010168	VCH546493	BANK OF AMERICA	SUPER SAVER - Primetime	7956
2023/02/000013	11/02/2022	API	84.50	VND	010168	VCH546504	BANK OF AMERICA	TACO BELL - Primetime	7956
2023/02/000013	11/02/2022	API	28.50	VND	010168	VCH546585	BANK OF AMERICA	CITY GI LIBRARY-Primetime Supp	7956
2023/02/000013	11/02/2022	API	59.82	VND	010168	VCH546731	BANK OF AMERICA	SUPER SAVER - Primetime	7956
2023/02/000013	11/02/2022	API	12.90	VND	010168	VCH546733	BANK OF AMERICA	SUPER SAVER - Primetime	7956
2023/02/000013	11/02/2022	API	30.00	VND	010168	VCH546747	BANK OF AMERICA	WENDYS - Primetime	7956
2023/02/000013	11/02/2022	API	97.74	VND	010168	VCH546751	BANK OF AMERICA	HYVEE- Fall 2022 Primetime	7956
2023/02/000013	11/02/2022	API	258.48	VND	010168	VCH546762	BANK OF AMERICA	CULVERS - Primetime	7956

Account	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 105 LIBRARY	0	0	1,524.29	1,354.98	3,310.00	-4,834.29	100.0%

Journal	Date	Src	Amount	Type	Vendor	Voucher	Bank	Description	Ref
2023/02/000013	11/02/2022	API	169.96	VND	010168	VCH546337	BANK OF AMERICA	SUPER SAVER - Tea Party	7956
2023/02/000013	11/02/2022	API	105.90	VND	010168	VCH546353	BANK OF AMERICA	USCUTTER-Makerspace Supplies	7956
2023/02/000013	11/02/2022	API	43.00	VND	010168	VCH546388	BANK OF AMERICA	SAMS-Activities&ProgramSupplie	7956
2023/02/000013	11/02/2022	API	103.36	VND	010168	VCH546435	BANK OF AMERICA	SAMS-Activities&ProgramSupplie	7956
2023/02/000013	11/02/2022	API	60.00	VND	010168	VCH546526	BANK OF AMERICA	WALMART - Program Supplies	7956
2023/02/000013	11/02/2022	API	72.56	VND	010168	VCH546568	BANK OF AMERICA	WALMART - MISC SUPPLIES / Game	7956
2023/02/000013	11/02/2022	API	24.22	VND	010168	VCH546570	BANK OF AMERICA	SUPER SAVER - Primetime	7956
2023/02/000013	11/02/2022	API	97.50	VND	010168	VCH546637	BANK OF AMERICA	EILEEN'S - Program Cookies	7956
2023/02/000013	11/02/2022	API	274.73	VND	010168	VCH546649	BANK OF AMERICA	ORIENTAL TRADING-Train Program	7956
2023/02/000013	11/02/2022	API	9.93	VND	010168	VCH546704	BANK OF AMERICA	HOBBY LOBBY - Train Program	7956
2023/02/000013	11/02/2022	API	16.92	VND	010168	VCH546729	BANK OF AMERICA	HOBBY LOBBY- Activities Suppli	7956
2023/02/000013	11/02/2022	API	9.91	VND	010168	VCH546743	BANK OF AMERICA	HOBBY LOBBY-Activities Supplie	7956
2023/02/000013	11/02/2022	API	91.77	VND	010168	VCH546752	BANK OF AMERICA	USCUTTER - Foundation Supplies	7956
2023/02/000139	11/16/2022	API	101.18	VND	010168	VCH547401	BANK OF AMERICA	SAMS-Activities&Program Suppli	7972
2023/02/000139	11/16/2022	API	22.98	VND	010168	VCH547656	BANK OF AMERICA	AMAZON - Program Supplies	7972
2023/02/000139	11/16/2022	API	151.06	VND	010168	VCH547724	BANK OF AMERICA	SAMS-Activities&Program Suppli	7972

Account	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 106 LIBRARY	0	0	17,374.00	.00	-17,374.00	.00	.0%

FOR 2023 02 JOURNAL DETAIL 2023 2 TO 2023 2

ACCOUNTS FOR: 295 LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 85042 109 LIBRARY	0	0	274.24	274.24	.00	-274.24	100.0%

2023/02/000139 11/16/2022 API 10.48 VND 010168 VCH547538 BANK OF AMERICA JOANN - ARPA Youth Grant 7972
2023/02/000139 11/16/2022 API 263.76 VND 010168 VCH547550 BANK OF AMERICA JOANN - ARPA Youth Grant 7972

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OPERATING EXPENSES	130	130	20,758.99	2,622.27	-14,064.00	-6,564.99	5150.0%
96 CAPITAL OUTLAY							
29555001 85010 CONTPROJ	270,000	270,000	.00	.00	.00	270,000.00	.0%
TOTAL CAPITAL OUTLAY	270,000	270,000	.00	.00	.00	270,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS	270,130	270,130	20,758.99	2,622.27	-14,064.00	263,435.01	2.5%