

**Bloomfield-Eastern Greene County Public Library**  
**Board of Finance Meeting Agenda**  
**Wednesday, January 10, 2018 at 4:45PM in the Library Community Room**

1. Election of Officers (President, Secretary, Treasurer)
2. Review of accounts and investments
3. Balance 2017 Budget
  - a. Transfers completed as part of the regular Board meeting that follows
  - b. December bank statement interest will be added in after we receive the bank statements
4. Adjourn

## 2017 End of Year Notes:

On the income statement, it shows the money in the year in which it was receipted into our accounts. However, we go by our December 2016 tax distribution and June 2017 tax distribution checks when looking at the actual annual totals. There also are two miscellaneous things that were receipted in incorrectly that will be fixed before we close out the end of the year:

\$131,093.51 was from our December 2017 tax distribution, and counts for the 2018 budget. This will be subtracted from that \$144,640.62. In addition, one COIT check was receipted in as miscellaneous when I was going back through the year today. This COIT check totals \$12,502.83 and also will be subtracted from that miscellaneous total, but added to the COIT total of \$137,531.13. Also, the Account Transfer Revenues you see are just us moving money between the bank accounts with board approval and are not counted as actual revenue.

### December 2016 Tax Distribution Revenue:

CVET - \$1609

FIT - \$206.65

General Property Tax - \$108,474.83

License Excise Tax - \$18,728.50

### June 2017 Tax Distribution Revenue:

CVET - \$1560

FIT - \$206.65

General Property Tax - \$167,927.45

License Excise Tax - \$14,516.25

### Other 2017 Revenues:

COIT - \$150,033.96

Copies - \$4,474.75

Fines/Fees - \$5,384.92

Bank Interest - \$405.94 (we haven't received the December statements as of this typing)

Taxable Sales - \$119.05

Miscellaneous - \$1,044.28

Donations/Gifts - \$5,438.71

TOTAL 2017 Revenues - \$480,130.94 (an average of \$40,010.92/month or under would've been ideal for expenses)

TOTAL 2017 Expenses - \$504,452.02 (an average of \$42,037.67/month)

### How we compare in spending to the last few years:

2014 Expenses - \$511,139.01

2015 Expenses - \$515,978.41

2016 Expenses - \$499,902.45

2017 Expenses - \$504,452.02

I do feel that we're still doing a good job of keeping expenses reasonable despite declining revenue, especially over the past two years.

## TREASURER'S REPORT—December 2017

### CLAIMS:

**PAYROLL:** Claim #20350 to 20367, and Claim #20380 for **\$18,173.19**.

**CLAIMS:** Claim #20228-20229, Claim #20233, Claim #20247-20249, Claim #20251, Claim #20253, Claim #20277-20285, Claim #20287-20313, Claim #20315-20318, Claim #20320, Claim #20324-20325, Claim #20332-20344, Claim #20348-20349, and Claim #20378 for a total of **\$41,790.01**. **Note: This number is high from a \$15k transfer between bank accounts in December.**

### BALANCE THE BUDGET:

- Transfer \$1,304.07 from Salary of Library Assistants to Salary of Pages.
- Transfer \$1,240.32 from Salary of Librarian to Salary of Treasurer New.
- Transfer \$881.10 from Salary of Library Assistants to Salary of Substitutes.
- Transfer \$3,201.17 from Salary of Coordinators to Salary of Librarians (Hourly).
- Transfer \$2,265.95 from Library FICA and Medicare to Salary of Librarians (Hourly).
- Transfer \$252.46 from Employee Group Insurance to Salary of Librarians (Hourly).
- Transfer \$663.36 from Employee Group Insurance to PERF Employer Contribution.
- Transfer \$74.00 from Other Professional to Library Insurance.
- Transfer \$403.17 from Non-Print Childrens to Books – Eastern.
- Transfer \$502.87 from Non-Print Childrens to Periodicals and News.
- Transfer \$9.64 from Books - Adult Non-Fiction to Replacement Books/Non-Print.

### BUDGET STATUS:

Through 12 months of the year, we strive to be at or under 100% in each of the four budget categories as well as overall. See the appropriation report through December 31, 2017 for the full numbers.

#### 2017/Current Year through December 31, 2017

Personnel/Personal Services	99.36 % spent
Supplies	73.52 % spent
Other Services	72.73 % spent
Capital Outlays	84.73 % spent
OVERALL	89.99 % spent

**We ended 2017 spending \$504,452.02.**

#### 2016/Prior Year Comparison through December 31, 2016

Personnel/Personal Services	95.16 % spent
Supplies	60.81 % spent
Other Services	62.94 % spent
Capital Outlays	88.04 % spent
OVERALL	84.29 % spent

**We ended 2016 spending \$499,902.45.**

**Treasurer Financial Report**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**

12/31/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$279,854.12
	100 OPERATING		\$524,452.02	\$645,943.62	
	200 PAYROLL		\$61,755.11	\$60,950.14	
	300 PLAC		\$0.00	\$299.42	
	350 EVERGREEN FINES & FEES		\$292.08	\$714.25	
	400 GIFT		\$4,621.59	\$5,439.21	
	700 SALES TAX		\$10.54	\$10.33	
	850 STATE TECHNOLOGY		\$7,726.27	\$13,979.49	
			\$598,857.61	\$727,336.46	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$87,690.74
	100 OPERATING		\$35,000.00	\$20,384.47	
	450 HUNTER TRUST		\$62,549.19	\$1,510.01	
	650 LIRF		\$0.00	\$342.65	
			\$97,549.19	\$22,237.13	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

## Treasurer Financial Report

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

12/31/2017

#### Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$314,378.07	\$696,406.80	\$749,573.59	\$367,544.86

#### Fund Balance Summary

Account Number	Account Name	Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
001	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$143.50	\$0.00	\$143.50
050	PETTY CASH	\$35.50	\$0.00	\$0.00	\$35.50	\$0.00	\$35.50
100	OPERATING	\$179,948.33	\$559,452.02	\$666,328.09	\$286,824.40	\$0.00	\$286,824.40
200	PAYROLL	\$80.93	\$61,755.11	\$60,950.14	(\$724.04)	\$0.00	(\$724.04)
300	PLAC	\$110.00	\$0.00	\$299.42	\$409.42	\$0.00	\$409.42
350	EVERGREEN FINES & FEES	\$775.20	\$292.08	\$714.25	\$1,197.37	\$0.00	\$1,197.37
400	GIFT	\$12,925.09	\$4,621.59	\$5,439.21	\$13,742.71	\$0.00	\$13,742.71
450	HUNTER TRUST	\$74,219.69	\$62,549.19	\$1,510.01	\$13,180.51	\$0.00	\$13,180.51
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$1,177.64	\$0.00	\$0.00	\$1,177.64	\$0.00	\$1,177.64
600	SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$3,291.42	\$0.00	\$3,291.42
650	LIRF	\$0.00	\$0.00	\$342.65	\$342.65	\$0.00	\$342.65
700	SALES TAX	\$14.63	\$10.54	\$10.33	\$14.42	\$0.00	\$14.42
750	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850	STATE TECHNOLOGY	\$634.20	\$7,726.27	\$13,979.49	\$6,887.42	\$0.00	\$6,887.42
875	CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$314,378.07	\$696,406.80	\$749,573.59	\$367,544.86	\$0.00	\$367,544.86

**You are Out of Balance by this Amount \$0.00**

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>001 CASH CHANGE FUND</b>									
5 Income									
001.5.5000 Cash Change Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 Income Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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<b>Fund Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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<b>100 OPERATING</b>									
1 Personnel									
100.1.1110 Salary of Librarian	48,000.00	48,000.00	0.00	46,266.14	46,266.14	1,733.86	0.00	1,733.86	96.39%
100.1.1111 Salary of Librarians(Hou	140,000.00	140,000.00	0.00	145,719.58	145,719.58	-5,719.58	0.00	-5,719.58	104.09%
100.1.1112 Salary of Library Assista	40,000.00	40,000.00	0.00	30,399.74	30,399.74	2,364.89	0.00	2,364.89	57.91%
100.1.1113 Salary of Substitutes	7,500.00	7,500.00	0.00	8,798.45	8,798.45	-881.10	0.00	-881.10	122.88%
100.1.1114 Salary of Pages	18,500.00	18,500.00	0.00	19,804.07	19,804.07	-1,304.07	0.00	-1,304.07	107.05%
100.1.1115 Salary of Coordinators	10,000.00	10,000.00	0.00	6,798.83	6,798.83	3,201.17	0.00	3,201.17	67.99%
100.1.1120 Salary of Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1130 Salary of Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1131 Salary of Treasurer New	7,500.00	7,500.00	0.00	15,558.34	15,558.34	-1,240.32	0.00	-1,240.32	298.35%
100.1.1210 Library FICA and Medica	23,000.00	23,000.00	0.00	20,734.05	20,734.05	2,265.95	0.00	2,265.95	90.15%
100.1.1220 Unemployment	3,500.00	3,500.00	0.00	2,520.39	2,520.39	979.61	0.00	979.61	72.01%
100.1.1230 PERF Employer Contrib	16,000.00	16,000.00	0.00	16,663.36	16,663.36	-663.36	0.00	-663.36	104.15%
100.1.1240 Employee Group Insura	17,000.00	17,000.00	0.00	15,609.50	15,609.50	1,390.50	0.00	1,390.50	91.82%
100.1.1241 Extra Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel Totals	331,000.00	331,000.00	0.00	328,872.45	328,872.45	2,127.55	0.00	2,127.55	99.36%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%



# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.3610      Building Repair	18,925.00	18,925.00	0.00	14,848.80	14,848.80	3,908.68	0.00	3,908.68	77.58%
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	8,167.52	8,167.52	0.00	0.00	0.00	104.19%
100.3.3630      Janitorial Service	18,000.00	18,000.00	0.00	18,000.00	18,000.00	0.00	0.00	0.00	100.00%
100.3.3910      Dues	2,000.00	2,000.00	0.00	1,629.58	1,629.58	370.42	0.00	370.42	81.48%
100.3.3940      Transfer to LIRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3950      Circuit Breaker Reductio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3955      Extra Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>3    Other Services</b> <b>Totals</b>	<b>143,420.00</b>	<b>143,420.00</b>	<b>862.19</b>	<b>104,304.80</b>	<b>104,304.80</b>	<b>39,977.39</b>	<b>0.00</b>	<b>39,977.39</b>	<b>72.73%</b>
<b>4    Capital Outlays</b>									
100.4.4210      Buildings	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
100.4.4310      Improvements - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4410      Furniture and Equipment	9,500.00	9,500.00	4,714.66	6,447.66	6,447.66	7,767.00	0.00	7,767.00	67.87%
100.4.4510      Books - Adult Fiction	9,750.00	9,750.00	0.00	9,259.02	9,259.02	490.98	0.00	490.98	94.96%
100.4.4520      Books - Adult Nonfiction	6,000.00	6,000.00	0.00	5,415.16	5,415.16	584.84	0.00	584.84	90.25%
100.4.4525      Books-Local History/Gen	750.00	750.00	0.00	457.64	457.64	292.36	0.00	292.36	61.02%
100.4.4530      Books - Children	7,500.00	7,500.00	0.00	6,599.14	6,599.14	900.86	0.00	900.86	87.99%
100.4.4540      Books - YA	3,500.00	3,500.00	0.00	2,930.37	2,930.37	569.63	0.00	569.63	83.72%
100.4.4550      Books - Eastern	6,750.00	6,750.00	0.00	7,153.17	7,153.17	-403.17	0.00	-403.17	105.97%
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	3,332.40	3,332.40	-502.87	0.00	-502.87	105.40%
100.4.4710      Nonprint - Adult DVD	3,500.00	3,500.00	0.00	3,306.04	3,306.04	231.38	0.00	231.38	95.53%
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	935.78	935.78	64.22	0.00	64.22	93.58%
100.4.4730      Nonprint - Audiobooks	6,500.00	6,500.00	0.00	6,082.08	6,082.08	473.07	0.00	473.07	94.42%
100.4.4740      Nonprint - Childrens	3,000.00	3,000.00	0.00	1,462.93	1,462.93	1,537.07	0.00	1,537.07	48.76%
100.4.4750      Nonprint - YA	1,800.00	1,800.00	0.00	1,690.65	1,690.65	109.35	0.00	109.35	93.93%
100.4.4760      Nonprint - Eastern	4,500.00	4,500.00	0.00	4,023.37	4,023.37	420.51	0.00	420.51	88.16%
100.4.4761      Replacement Books/No	750.00	750.00	0.00	893.66	893.66	-9.64	0.00	-9.64	137.02%
100.4.4765      Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>4    Capital Outlays</b> <b>Totals</b>	<b>70,800.00</b>	<b>70,800.00</b>	<b>4,714.66</b>	<b>59,989.07</b>	<b>59,989.07</b>	<b>15,525.59</b>	<b>0.00</b>	<b>15,525.59</b>	<b>84.73%</b>

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>Fund Total</b>	560,570.00	560,570.00	5,626.80	504,452.02	504,452.02	61,744.78	0.00	61,744.78	89.99%
Total All Funds	560,570.00	560,570.00	5,626.80	504,452.02	\$504,452.02	61,744.78	0.00	61,744.78	89.99%

### Internal Transfers

Fund	Account	Description	MTD	YTD
100	100.1.1112	Salary of Library Assistants	(\$7,235.37)	(\$7,235.37)
100	100.1.1113	Salary of Substitutes	\$417.35	\$417.35
100	100.1.1131	Salary of Treasurer New	\$6,818.02	\$6,818.02
100	100.3.3140	Other Professional	(\$256.00)	(\$256.00)
100	100.3.3420	Library Insurance	\$256.00	\$256.00
100	100.3.3610	Building Repair	(\$167.52)	(\$167.52)
100	100.3.3620	Equipment Repair	\$167.52	\$167.52
100	100.4.4610	Periodicals and News	(\$170.47)	(\$170.47)
100	100.4.4710	Nonprint - Adult DVD	\$37.42	\$37.42
100	100.4.4730	Nonprint - Audiobooks	\$55.15	\$55.15
100	100.4.4760	Nonprint - Eastern	(\$56.12)	(\$56.12)
100	100.4.4761	Replacement Books/Nonprint	\$134.02	\$134.02
			\$0.00	\$0.00

# Income Statement

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

For Period Beginning 01/01/17 and Ending: 12/31/17

### Revenue

COIT	\$137,531.13
Copies	\$4,474.75
CVET	\$4,680.00
Fines and Fees	\$5,384.92
FIT	\$554.47
General Property Tax	\$279,360.18
Interest on BSB	\$21.47
Interest on FM	\$384.47
License Excise Tax	\$34,177.03
Miscellaneous	\$144,640.62
Taxable Sales	\$119.05
Transfer Account Revenues	\$55,000.00
<b>Total Revenue</b>	\$666,328.09

### Expense

Advertising and Publicity	\$75.00
Books - Adult Fiction	\$9,259.02
Books - Adult Nonfiction	\$5,415.16
Books - Children	\$6,599.14
Books - Eastern	\$7,153.17
Books - YA	\$2,930.37
Books-Local History/Genealogy	\$457.64
Building Materials	\$112.80
Building Repair	\$15,016.32
Cleaning Supplies	\$1,147.23
Database Subscriptions	\$994.46
Dues	\$1,629.58
eBook Services	\$3,233.75
Electric	\$19,634.31
Employee Group Insurance	\$15,609.50
Equipment Repair	\$8,000.00
Evergreen	\$1,875.00
Freight and Express	\$371.23
Furniture and Equipment	\$6,447.66
Gas	\$3,082.98
Internet Vendor	\$2,428.42
Janitorial Service	\$18,000.00
Legal Services	\$82.50
Library FICA and Medicare	\$20,734.05
Library Insurance	\$8,074.00
Library Supplies	\$7,377.15
Nonprint - Adult DVD	\$3,268.62
Nonprint - Audiobooks	\$6,026.93
Nonprint - Childrens	\$1,462.93
Nonprint - Eastern	\$4,079.49
Nonprint - Music	\$935.78

# Income Statement

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

**For Period Beginning** 01/01/17 **and Ending:** 12/31/17

Nonprint - YA	\$1,690.65
Official Bonds	\$285.00
Other Professional	\$12,779.78
PERF Employer Contribution Share	\$16,663.36
Periodicals and News	\$3,502.87
Postage	\$374.21
Professional Meeting	\$2,035.10
Program Supplies	\$2,648.52
Replacement Books/Nonprint	\$759.64
Salary of Coordinators	\$6,798.83
Salary of Librarian	\$46,266.14
Salary of Librarians(Hourly)	\$145,719.58
Salary of Library Assistants	\$37,635.11
Salary of Pages	\$19,804.07
Salary of Substitutes	\$8,381.10
Salary of Treasurer New	\$8,740.32
Telephone	\$1,476.66
Transfer	\$55,000.00
Traveling Expenses	\$2,896.49
Unemployment	\$2,520.39
Waste Disposal	\$1,206.00
Water	\$754.01
<b>Total Expense</b>	<b>\$559,452.02</b>

### Expense

Federal Tax	\$49.27
<b>Total Expense</b>	<b>\$49.27</b>

### Revenue

PLAC Revenues	\$299.42
<b>Total Revenue</b>	<b>\$299.42</b>

### Revenue

Evergreen Fines/Fees Revenues	\$714.25
<b>Total Revenue</b>	<b>\$714.25</b>

### Expense

Evergreen Fines/Fees Expenditures	\$292.08
<b>Total Expense</b>	<b>\$292.08</b>

### Revenue

Donations/Gifts	\$5,318.71
Summer Reading	\$120.00
<b>Total Revenue</b>	<b>\$5,438.71</b>

### Expense

Donations/Gifts	\$4,621.09
<b>Total Expense</b>	<b>\$4,621.09</b>

# Income Statement

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

For Period Beginning 01/01/17 and Ending: 12/31/17

<b>Revenue</b>	
Hunter Trust Fund Revenues	\$1,510.01
<b>Total Revenue</b>	\$1,510.01
<b>Expense</b>	
Hunter Trust Fund Expenditures	\$52,339.21
Hunter Trust Fund Expenditures	\$10,209.98
<b>Total Expense</b>	\$62,549.19
<b>Revenue</b>	
MISC INCOME	\$342.65
<b>Total Revenue</b>	\$342.65
<b>Revenue</b>	
Sales Tax Revenues	\$10.33
<b>Total Revenue</b>	\$10.33
<b>Expense</b>	
Sales Tax Expenditures	\$10.54
<b>Total Expense</b>	\$10.54
<b>Revenue</b>	
State Technology Revenues	\$13,979.49
<b>Total Revenue</b>	\$13,979.49
<b>Expense</b>	
State Technology Expenditures	\$7,726.27
<b>Total Expense</b>	\$7,726.27
<b>Net Income</b>	\$53,922.49