

Glenside Public Library District

Monthly Financial Report For the Month Ended January 31, 2019

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Glenside Public Library District Expense Report as of January 31, 2019

	<u>M.T.D Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Programs & Materials</u>						
<u>Marketing</u>						
10-54141 - Newsletter - Production	0.00	12,577.00	34,000.00	21,423.00	36.99	63.01
10-54142 - Newsletter Postage	0.00	4,700.00	5,000.00	300.00	94.00	6.00
10-54143 - Marketing - Outreach Costs	537.81	4,589.97	12,000.00	7,410.03	38.25	61.75
	<u>537.81</u>	<u>21,866.97</u>	<u>51,000.00</u>	<u>29,133.03</u>	<u>42.88</u>	<u>57.12</u>
<u>Public Programs & Outreach</u>						
10-54101 - Administrative - Programs & Outreach	0.00	5,882.48	12,000.00	6,117.52	49.02	50.98
10-54110 - Adult Services - Programs & Outreach	602.80	8,476.58	16,000.00	7,523.42	52.98	47.02
10-54120 - Youth Services - Programs & Outreach	409.09	19,134.23	24,000.00	4,865.77	79.73	20.27
	<u>1,011.89</u>	<u>33,493.29</u>	<u>52,000.00</u>	<u>18,506.71</u>	<u>64.41</u>	<u>35.59</u>
<u>Library Materials - Print</u>						
10-54111 - Materials AS Print NF	1,898.56	16,738.99	26,000.00	9,261.01	64.38	35.62
10-54112 - Materials AS Print F	2,560.06	13,729.02	22,050.00	8,320.98	62.26	37.74
10-54113 - Periodical Subscriptions	0.00	7,019.43	12,350.00	5,330.57	56.84	43.16
10-54121 - Materials YS Print NF	2,428.31	18,749.71	36,200.00	17,450.29	51.79	48.21
10-54122 - Materials YS Print F	3,653.30	21,420.70	41,520.00	20,099.30	51.59	48.41
10-54131 - Lost & Paid	73.30	101.29	1,000.00	898.71	10.13	89.87
10-54144 - Standing Orders - Fiction	383.74	3,629.44	10,000.00	6,370.56	36.29	63.71
	<u>10,997.27</u>	<u>81,388.58</u>	<u>149,120.00</u>	<u>67,731.42</u>	<u>54.58</u>	<u>45.42</u>
<u>Library Materials - Audio/Video</u>						
10-54114 - Adult Services - DVDs	2,290.96	14,650.93	22,000.00	7,349.07	66.60	33.40
10-54115 - Adult Services - CDs	259.18	1,658.61	3,000.00	1,341.39	55.29	44.71
10-54116 - Adult Services - Audio Books	259.93	3,435.82	7,000.00	3,564.18	49.08	50.92
10-54117 - Adult Services - Console Gaming	129.60	5,312.83	10,000.00	4,687.17	53.13	46.87
10-54124 - Youth Services - DVDs	794.79	1,817.66	3,000.00	1,182.34	60.59	39.41
10-54125 - Youth Services - Audio Books	0.00	0.00	1,000.00	1,000.00	0.00	100.00
10-54126 - Youth Services - Multimedia Learning Materials	703.98	2,887.48	7,000.00	4,112.52	41.25	58.75
10-54127 - Youth Services - Console Gaming	118.97	8,484.51	10,000.00	1,515.49	84.85	15.15
	<u>4,557.41</u>	<u>38,247.84</u>	<u>63,000.00</u>	<u>24,752.16</u>	<u>60.71</u>	<u>39.29</u>
<u>Library Materials - Digital</u>						
10-54118 - Adult Services - Databases	1,108.00	24,279.03	27,000.00	2,720.97	89.92	10.08
10-54119 - Adult Services - Electronic Items	0.00	29,366.16	41,200.00	11,833.84	71.28	28.72
10-54128 - Youth Services - Databases	1,258.20	10,351.29	11,500.00	1,148.71	90.01	9.99
10-54129 - Youth Services - Electronic Items	1,167.20	2,888.43	4,000.00	1,111.57	72.21	27.79
	<u>3,533.40</u>	<u>66,884.91</u>	<u>83,700.00</u>	<u>16,815.09</u>	<u>79.91</u>	<u>20.09</u>
<u>Per Capita Grant</u>						
Total Programs & Materials	<u>20,637.78</u>	<u>241,881.59</u>	<u>398,820.00</u>	<u>156,938.41</u>	<u>60.65</u>	<u>39.35</u>

See Accountants' Compilation Report

Glenside Public Library District Expense Report as of January 31, 2019

<u>Operations</u>	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
<u>Department Supplies</u>						
10-54201 - Admin - Supplies	771.70	4,385.76	6,500.00	2,114.24	67.47	32.53
10-54211 - PS - Supplies	(1,171.12)	1,354.50	5,000.00	3,645.50	27.09	72.91
10-54231 - Circ - Supplies	282.73	3,126.68	10,000.00	6,873.32	31.27	68.73
10-54232 - Postage	1,500.00	3,648.89	4,500.00	851.11	81.09	18.91
	<u>1,383.31</u>	<u>12,515.83</u>	<u>26,000.00</u>	<u>13,484.17</u>	<u>48.14</u>	<u>51.86</u>
<u>Outside Professional Services</u>						
10-54202 - Legal Services	0.00	1,093.00	9,000.00	7,907.00	12.14	87.86
10-54203 - Accounting Services	0.00	5,490.00	11,500.00	6,010.00	47.74	52.26
10-54204 - Payroll Services	1,535.27	5,628.24	7,000.00	1,371.76	80.40	19.60
10-54205 - Collection Services	0.00	26.85	500.00	473.15	5.37	94.63
10-54206 - Legal Notice Publication	0.00	1,169.00	2,000.00	831.00	58.45	41.55
10-54207 - Banking Fees	273.93	2,898.28	3,000.00	101.72	96.61	3.39
10-55201 - Audit Services	2,595.00	13,810.00	11,000.00	(2,810.00)	125.55	(25.55)
	<u>4,404.20</u>	<u>30,115.37</u>	<u>44,000.00</u>	<u>13,884.63</u>	<u>68.44</u>	<u>31.56</u>
<u>Technology & Support</u>						
10-54241 - New/Replacement Equipment & Software	103.56	23,320.60	48,800.00	25,479.40	47.79	52.21
10-54242 - Equipment & Software Contracts	0.00	6,827.23	15,000.00	8,172.77	45.51	54.49
10-54243 - Toner Printer Maintenance	2,283.39	14,312.11	21,000.00	6,687.89	68.15	31.85
	<u>2,386.95</u>	<u>44,459.94</u>	<u>84,800.00</u>	<u>40,340.06</u>	<u>52.43</u>	<u>47.57</u>
<u>Materials Processing & Automation</u>						
10-54244 - Materials Processing Supplies	301.10	1,953.79	7,500.00	5,546.21	26.05	73.95
10-54245 - Integrated Library System - Annual Contract	0.00	55,210.38	55,000.00	(210.38)	100.38	(0.38)
10-54246 - Bibliographic Utilities - Annual Contract	7,187.74	21,857.77	35,000.00	13,142.23	62.45	37.55
10-54247 - RFID Hardware - Annual Maintenance Contract	6,325.67	6,325.67	20,000.00	13,674.33	31.63	68.37
	<u>13,814.51</u>	<u>85,347.61</u>	<u>117,500.00</u>	<u>32,152.39</u>	<u>72.64</u>	<u>27.36</u>
Total Operations	<u>21,988.97</u>	<u>172,438.75</u>	<u>272,300.00</u>	<u>99,861.25</u>	<u>63.33</u>	<u>36.67</u>

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Glenside Public Library District Expense Report as of January 31, 2019

	<u>M.T.D Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Building & Maintenance</u>						
<u>Building Maintenance</u>						
10-54341 - Custodial & Staff Supplies	1,170.12	8,151.77	20,000.00	11,848.23	40.76	59.24
10-54342 - Building & Equipment Repairs	(8.55)	0.00	0.00	0.00	0.00	0.00
10-54344 - Capital Improvements	0.00	0.00	75,000.00	75,000.00	0.00	100.00
10-54345 - Property Insurance	0.00	16,779.00	16,500.00	(279.00)	101.69	(1.69)
10-54346 - Snow Removal Contract	4,228.00	7,324.00	11,000.00	3,676.00	66.58	33.42
10-54347 - Landscaping Service Contract	0.00	2,650.00	6,900.00	4,250.00	38.41	61.59
10-54348 - Landscaping Alterations/Additions	0.00	5,249.00	7,000.00	1,751.00	74.99	25.01
10-54349 - Custodial Service Contract	0.00	0.00	35,000.00	35,000.00	0.00	100.00
10-55301 - Liability Insurance	0.00	4,728.00	5,000.00	272.00	94.56	5.44
10-59100 - Bond and Interest	0.00	183,082.50	373,000.00	189,917.50	49.08	50.92
	<u>5,389.57</u>	<u>227,964.27</u>	<u>549,400.00</u>	<u>321,435.73</u>	<u>41.49</u>	<u>58.51</u>
<u>Building Maintenance (Reserved)</u>						
10-58143 - Building /Equipment Repairs	0.00	12,480.60	55,000.00	42,519.40	22.69	77.31
10-58144 - Building/Equipment Maintenance Contracts	2,040.00	26,336.84	41,000.00	14,663.16	64.24	35.76
10-58146 - Building/Equipment Alterations	0.00	2,582.58	35,000.00	32,417.42	7.38	92.62
	<u>2,040.00</u>	<u>41,400.02</u>	<u>131,000.00</u>	<u>89,599.98</u>	<u>31.60</u>	<u>68.40</u>
<u>Utilities</u>						
10-54301 - Electric	3,877.79	38,499.22	72,500.00	34,000.78	53.10	46.90
10-54302 - Natural Gas	2,871.69	9,676.70	23,000.00	13,323.30	42.07	57.93
10-54303 - Water	235.96	3,545.12	8,500.00	4,954.88	41.71	58.29
10-54304 - Garbage Removal	300.64	3,149.87	3,500.00	350.13	90.00	10.00
10-54305 - Phone Line	1,456.51	5,140.29	9,000.00	3,859.71	57.11	42.89
10-54306 - Internet Access	1,518.91	8,580.04	15,500.00	6,919.96	55.36	44.64
	<u>10,261.50</u>	<u>68,591.24</u>	<u>132,000.00</u>	<u>63,408.76</u>	<u>51.96</u>	<u>48.04</u>
Total Building & Maintenance	<u>17,691.07</u>	<u>337,955.53</u>	<u>812,400.00</u>	<u>474,444.47</u>	<u>41.60</u>	<u>58.40</u>
<u>Other</u>						
<u>Miscellaneous Expense</u>						
10-56020 - Friends Expenditures	553.66	519.22	0.00	(519.22)	0.00	0.00
	<u>553.66</u>	<u>519.22</u>	<u>0.00</u>	<u>(519.22)</u>	<u>0.00</u>	<u>0.00</u>
Total Other	<u>553.66</u>	<u>519.22</u>	<u>0.00</u>	<u>(519.22)</u>	<u>0.00</u>	<u>0.00</u>
Total Library Fund Expense	<u>244,726.53</u>	<u>2,014,245.87</u>	<u>3,630,937.88</u>	<u>1,616,692.01</u>	<u>55.47</u>	<u>44.53</u>

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	<u>M.T.D Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Special Reserve Fund</u>						
<u>General Expenses</u>	0.00	0.00	0.00	0.00	0.00	0.00
Long Term Bldg Replacement						
Total Special Reserve Fund Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Working Cash Fund</u>						
<u>Interfund Transfer</u>						
Total Library District Expense	<u>244,726.53</u>	<u>2,014,245.87</u>	<u>3,630,937.88</u>	<u>1,616,692.01</u>	<u>55.47</u>	<u>44.53</u>

See Accountants' Compilation Report

GLENSIDE PUBLIC LIBRARY DISTRICT

Property Tax Allocations
Property Taxes 2017 Levy
 For the Year Ended June 30, 2019

Library	3,143,555.39	80.5190%
F.I.C.A.	99,985.86	2.5610%
I.M.R.F.	129,981.62	3.3293%
Unemployment Compensation	6,665.72	0.1707%
Workers Compensation	4,666.01	0.1195%
Liability Insurance	1,999.72	0.0512%
Audit	11,331.73	0.2903%
Bond	372,613.97	9.5441%
Building Maintenance	133,314.48	3.4147%
Total	3,904,114.50	100.00000%

Date	Total Distribution	Library 10-4100-1110	F.I.C.A. 10-4100-1121	I.M.R.F. 10-4100-1122	Unemployment Compensation 10-4100-1123	Workers Compensation 10-4100-1124	Liability Insurance 10-4100-1125	Audit 10-4100-1126	Bond 10-4100-1127	Building Maintenance 10-4100-1142
7/3/18	29,204.33	23,515.05	747.93	972.31	49.86	34.90	14.96	84.77	2,787.30	997.25
8/1/18	67,665.25	54,483.41	1,732.93	2,252.81	115.53	80.87	34.66	196.40	6,458.06	2,310.58
8/27/18	756,334.24	608,993.05	19,370.01	25,181.01	1,291.33	903.93	387.40	2,195.27	72,185.56	25,826.68
9/4/18	648,818.16	522,422.14	16,616.48	21,601.42	1,107.76	775.44	332.33	1,883.20	61,924.08	22,155.31
9/14/18	264,899.00	213,294.14	6,784.16	8,819.41	452.28	316.59	135.68	768.87	25,282.32	9,045.55
10/9/18	68,263.41	54,965.03	1,748.25	2,272.73	116.55	81.59	34.97	198.14	6,515.15	2,331.00
10/16/18	1,463.80	1,178.63	37.49	48.74	2.50	1.75	0.75	4.25	139.71	49.98
11/5/18	16,927.79	13,630.09	433.53	563.59	28.90	20.23	8.67	49.13	1,615.61	578.04
12/3/18	27,229.97	21,925.30	697.37	906.58	46.49	32.54	13.95	79.04	2,598.87	929.83
12/21/18	89.23	71.83	2.29	2.97	0.15	0.11	0.05	0.26	8.52	3.05
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,880,895.18	1,514,478.67	48,170.44	62,621.57	3,211.35	2,247.95	963.42	5,459.33	179,515.18	64,227.27

Deferred Property Taxes 2017 Levy

5/16/18	37,726.84	30,377.30	966.20	1,256.06	64.41	45.09	19.32	109.50	3,600.70	1,288.26
6/1/18	1,324,813.24	1,066,726.87	33,928.97	44,107.66	2,261.93	1,583.35	678.58	3,845.28	126,441.97	45,238.63
6/15/18	656,542.33	528,641.55	16,814.30	21,858.59	1,120.95	784.67	336.29	1,905.62	62,661.29	22,419.07
Total	3,899,977.59	3,140,224.39	99,879.91	129,843.88	6,658.64	4,661.06	1,997.61	11,319.73	372,219.14	133,173.23

**Glenside Public Library District
Vendor Check Report**

All Bank Accounts
January 2019

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Albertsons / Safeway			02/21/19	36717	<u>70.17</u>
10-000054110	AS - Programs & Outreach	807930-011519-0264	17.50		
10-000054120	YS - Programs & Outreach	805804-011019-0264 & 722576-012919-0264	52.67		
AT&T			02/21/19	36718	<u>383.41</u>
10-000054306	Internet Access	S668115115-19022	383.41		
Baker&Taylor Inc.			02/21/19	36719	<u>2,735.00</u>
10-000054246	Bibliographic Utilities - Annual Contract	NS19010638	2,735.00		
Baker&Taylor Inc.			02/21/19	36720	<u>259.18</u>
10-000054115	AS - CDs	Multiple Invoices	259.18		
Baker&Taylor Inc.			02/21/19	36721	<u>9,436.40</u>
10-000054111	Materials AS Print N-F	Multiple Invoices	1,898.56		
10-000054112	Materials AS Print F	Multiple Invoices	1,906.58		
10-000054121	Materials YS Print N-F	Multiple Invoices	1,781.22		
10-000054122	Books YS Print F	Multiple Invoices	3,466.30		
10-000054144	Standing Orders - F	Multiple Invoices	383.74		
BKD			02/21/19	36722	<u>2,595.00</u>
10-000055201	Audit Services (Reserved)	BK00985453	2,595.00		
Brainfuse Inc			02/21/19	36723	<u>1,108.00</u>
10-000054118	AS - Databases	2007864	1,108.00		
Call One			02/21/19	36724	<u>728.56</u>
10-000054305	Phone Line	Acct: 1209639-1124240	728.56		
Comcast Cable			02/21/19	36725	<u>730.50</u>
10-000054306	Internet Access	Acct #8771201730135112	730.50		
David Wylly			02/21/19	36726	<u>60.00</u>
10-000054110	AS - Programs & Outreach	3/5/19 - Medicare 101 Program	60.00		
Dynegy Energy Services			02/21/19	36727	<u>3,877.79</u>
10-000054301	Electric	147015519011	3,877.79		
Envisionware, Inc.			02/21/19	36728	<u>6,325.67</u>
10-000054247	RFID Hardware - Annual Maintenance Contract	INV-US-40560	6,325.67		
Findaway World, LLC			02/21/19	36729	<u>684.90</u>
10-000054124	YS - DVDs & Viewing Devices	277045 - 277603	684.90		
Glenside Fine Checking Account			02/21/19	36730	<u>293.98</u>
10-1100-0140	US Bank - Fine Account	Glenside Fine Checking Account	293.98		
Healthcare Service Corporation			02/21/19	36731	<u>18,145.20</u>
10-000054007	Group Medical Insurance Premiums	Acct #489208	18,145.20		
IHLS-OCLC			02/21/19	36732	<u>2,226.37</u>
10-000054246	Bibliographic Utilities - Annual Contract	18291	2,226.37		
Integrated Control Technologies, LLC			02/21/19	36733	<u>721.67</u>
10-000058144	Building/Equipment Maintenance Contracts	18GLENS--09	721.67		

Glenside Public Library District

Vendor History Report

All Bank Accounts

July 1, 2018 - June 30, 2019

Check Number	Check Date	Payee	Amount
36713	01/17/19	UniFirst	197.89
36714	01/17/19	US Bank	350.00
36715	01/17/19	Very Smart People, Michael Gershbein	200.00
36716	01/17/19	William Pack	325.00
CC	01/17/19	Chase Card	5,998.98
CC	01/17/19	Chase Card	1,574.14
7903	01/23/19	Rachel Stoelle	51.90
7904	01/24/19	Secretary of State	10.00
7905	01/29/19	Mary Currier	15.46
7906	01/29/19	Decatur Public Library	5.00
36717	02/21/19	Albertsons / Safeway	70.17
36718	02/21/19	AT&T	383.41
36719	02/21/19	Baker&Taylor Inc.	2,735.00
36720	02/21/19	Baker&Taylor Inc.	259.18
36721	02/21/19	Baker&Taylor Inc.	9,436.40
36722	02/21/19	BKD	2,595.00
36723	02/21/19	Brainfuse Inc	1,108.00
36724	02/21/19	Call One	728.56
36725	02/21/19	Comcast Cable	730.50
36726	02/21/19	David Wylly	60.00
36727	02/21/19	Dynegy Energy Services	3,877.79
36728	02/21/19	Envisionware, Inc.	6,325.67
36729	02/21/19	Findaway World, LLC	684.90
36730	02/21/19	Glenside Fine Checking Account	293.98
36731	02/21/19	Healthcare Service Corporation	18,145.20
36732	02/21/19	IHLS-OCLC	2,226.37
36733	02/21/19	Integrated Control Technologies, LLC	721.67
36734	02/21/19	ISBS	1,516.19
36735	02/21/19	Meredith Meder	300.00
36736	02/21/19	Midwest Tape	2,187.27
36737	02/21/19	NCPERS Group Life Ins.	64.00
36738	02/21/19	Nicor Gas	2,871.69
36739	02/21/19	Over Drive, Inc.	1,167.20
36740	02/21/19	Pitney Bowes	1,500.00
36741	02/21/19	Principal Life Insurance Company	1,806.90
36742	02/21/19	Quill Corporation	320.36
36743	02/21/19	Republic Services, Inc.	300.64
36744	02/21/19	Scholastic Library Publishing	152.10
36745	02/21/19	Sebert Landscaping	4,228.00
36746	02/21/19	Staples Advantage	381.90
36747	02/21/19	Steve Darnall	225.00
36748	02/21/19	SWAN	41.95
36749	02/21/19	Technology Management Revolving Fund	405.00
36750	02/21/19	Tee Jay Service Company Inc.	322.00
36751	02/21/19	Temperature Mechanical Corp	746.33
36752	02/21/19	Thorndike Press (Gale/Cengage Learning)	33.98
36753	02/21/19	Today's Business Solutions	767.20
36754	02/21/19	Tom Bartenfelder - Petty Cash	24.73
36755	02/21/19	Travelers CL Reimttance Center	203.36
36756	02/21/19	Tumbleweed Press, Inc	1,258.20
36757	02/21/19	UniFirst	203.36
Vendor Check Total			758,255.93
Check List Total			758,255.93