



Licking County Library
Receipts Status
Fiscal 2017 -December

General Fund
Permanent
100.0%

Acct. No.	General Fund Description	2017 Budget	Percent of Total	2017 MTD Received	2017 YTD Received	2017 % Received	2017 Balance	2016 YTD Received	Notes
1100	Public Library Fund	2,650,000.00	50%	230,156.65	2,681,979.02	101.2%	31,979.02	2,671,205.77	
1200	State Sales Tax Income	463.93	0%	27.35	533.53	115.0%	69.60	610.59	
1210	Real Estate Tax Levy	2,167,429.09	41%	0.00	2,167,429.09	100.0%	0.00	2,169,077.47	
2200	Homestead and Rollback Tax Income	278,637.67	5%	0.00	278,637.67	100.0%	0.00	280,495.97	
3110	Patron Fines and Fees	20,000.00	0%	770.73	25,722.91	128.6%	5,722.91	69,883.16	
3140	Photocopy Income	29,993.52	1%	2,196.15	29,666.22	98.9%	(327.30)	29,696.56	
4100	Interest on Investments	10,193.31	0%	601.49	13,784.14	135.2%	3,590.83	10,092.39	
5120	Services to Other Libraries	2,831.36	0%	0.00	3,159.50	111.6%	328.14	2,803.33	
6100	Gifts – Restricted	2,000.00	0%	7.95	1,698.61	84.9%	(301.39)	11,722.52	
6500	Gifts – Unrestricted	1,500.00	0%	2,159.85	4,534.47	302.3%	3,034.47	2,233.31	
6810	Grants	7,714.00	0%	1,000.00	8,714.00	113.0%	1,000.00	115,928.00	
6820	Grants - Friends Group	5,000.00	0%	0.00	5,000.00	100.0%	0.00	5,000.00	
8310	Meeting Room Rental Fees	2,275.00	0%	50.00	8,060.00	354.3%	5,785.00	2,275.00	
8700	Refunds & Reimbursements	87,826.51	2%	467.22	88,821.36	101.1%	994.85	36,859.40	
8900	Miscellaneous Revenue – Other	6,627.65	0%	594.01	12,715.63	191.9%	6,087.98	6,562.03	
General Fund Cash Receipts Total		\$5,272,492.04	100.00%	\$238,031.40	\$5,330,456.15	101.1%	\$57,964.11	\$5,414,445.50	1

Notes	
1	The end of year receipts were on target with the revised permanent budget. The primary reasons for the reduction in revenue from the prior year were due to the grants received in 2016 for the 24 hour library and the removal of patron fines in March 2017. These reductions were partially offset by the additional E-rate reimbursements received during 2017 for the outsourced IT services and the collection of registration fees for the SEO conference. The registration fees were not a true source of income, though, as the fees were paid out during the year for the SEO conference's facility rental.



Licking County Library
Disbursements Status
Fiscal 2017 -December

General Fund
Permanent
100.0%

Acct. No.	General Fund Description	2017 Total Appropriation	2017 MTD Disbursed	2017 YTD Disbursed	2017 YTD Encumbered	2017 \$ Dis+Enc	2017% Dis+Enc	2017 Balance	2016 \$ Dis+Enc	Notes
1000s SALARIES & BENEFITS				59.5%		58.1%				
1120	Salaries - Professional	841,432.11	60,842.82	758,724.24	6,075.85	764,800.09	90.9%	76,632.02	812,257.93	1
1140	Salaries - Support / Clerical	1,141,111.32	90,595.60	1,131,821.05	9,290.27	1,141,111.32	100.0%	0.00	1,088,272.51	1
1150	Salaries - Pages	25,956.31	2,022.96	25,016.71	202.45	25,219.16	97.2%	737.15	25,415.39	
1160	Salaries - Custodial	120,799.40	8,507.96	114,891.24	859.52	115,750.76	95.8%	5,048.64	110,992.67	
1180	Salaries - Sunday Hours	23,233.74	3,042.53	23,012.25	221.49	23,233.74	100.0%	0.00	20,262.92	
1190	Salaries - Resignation & Retirement	15,000.00	0.00	14,384.48	0.00	14,384.48	95.9%	615.52	20,870.68	
1410	Ohio Public Employees Retirement System (OPERS)	330,631.20	22,342.43	280,248.20	0.00	280,248.20	84.8%	50,383.00	293,970.00	2
1610	Medical Insurance	259,500.00	28,595.75	239,940.30	0.00	239,940.30	92.5%	19,559.70	243,849.38	3
1620	Dental Insurance	10,658.02	816.75	9,726.75	0.00	9,726.75	91.3%	931.27	10,150.50	3
1625	Vision Insurance	2,082.19	242.49	1,670.60	0.00	1,670.60	80.2%	411.59	2,041.37	3
1630	Life Insurance	1,894.33	160.51	1,870.11	0.00	1,870.11	98.7%	24.22	1,839.16	
1640	Medicare	31,165.89	2,275.71	28,420.09	0.00	28,420.09	91.2%	2,745.80	28,589.45	2
1670	Unemployment Compensation	2,500.00	0.00	0.00	0.00	0.00	0.0%	2,500.00	0.00	
1680	Workers' Compensation	15,000.01	7,295.00	7,521.65	0.00	7,521.65	50.1%	7,478.36	9,722.84	
SUBTOTAL - SALARIES & BENEFITS		\$2,820,964.52	\$226,740.51	\$2,637,247.67	\$16,649.58	\$2,653,897.25	94.1%	\$167,067.27	\$2,668,234.80	

2000s SUPPLIES				2.0%		2.0%				
2100	Library Supplies	40,609.91	7,495.25	39,185.16	320.55	39,505.71	97.3%	1,104.20	40,076.39	
2105	Office Supplies	7,862.03	1,263.37	7,695.38	166.65	7,862.03	100.0%	0.00	6,494.85	4
2110	Program Supplies - Children's	13,996.79	461.43	2,679.65	0.00	2,679.65	19.1%	11,317.14	7,839.01	5
2112	Program Supplies - Teen	2,758.02	30.37	775.60	234.72	1,010.32	36.6%	1,747.70	4,179.43	
2114	Program Supplies - Adult	3,740.00	961.80	2,405.70	0.00	2,405.70	64.3%	1,334.30	5,750.67	
2116	Program Supplies - Signature Events	6,340.68	691.55	6,340.68	0.00	6,340.68	100.0%	0.00	3,326.12	
2118	Program Supplies - Branch & All Department	4,677.96	153.19	3,699.43	0.00	3,699.43	79.1%	978.53	0.00	
2200	Building Supplies	17,798.60	3,084.28	17,446.57	352.03	17,798.60	100.0%	0.00	13,717.44	
2300	Vehicle Supplies	8,681.34	867.68	8,681.34	0.00	8,681.34	100.0%	0.00	8,331.46	
SUBTOTAL - SUPPLIES		\$106,465.33	\$15,008.92	\$88,909.51	\$1,073.95	\$89,983.46	84.5%	\$16,481.87	\$89,715.37	

Notes	
1	As positions became vacant during the year, an evaluation was performed to determine if the position needed replaced at the same position level and number of hours. These evaluations and planning for the library's future evolved into a reorganization that primarily developed in the 4th quarter of the year.
2	The annual budgeted wages were less driven by the periods of unfilled positions and the reevaluation of position level and hours during turnover. As the employer contribution is directly tied to wages, the reduced wages caused the reduction in the employer contribution.
3	Budgeted for more enrollees in the insurance plans. However, due to the timing of the reorganization, the insurance premiums for the increased number of enrollees will not start until January 2018.
4	Additional office supplies were needed due to returning cargo to an in-house process in the 4th quarter and to provide office supplies to the additional personnel hired in the 4th quarter.
5	\$10,000 of the remaining budget was for the start of the Dolly Parton Imagination Library which was delayed until 2018.

Acct. No.	General Fund Description	2017 Total Appropriation	2017 MTD Disbursed	2017 YTD Disbursed	2017 YTD Encumbered	2017 \$ Dis+Enc	2017% Dis+Enc	2017 Balance	2016 \$ Dis+Enc	Notes
3000s PURCHASED & CONTRACTED SERVICES				17.9%		17.7%				
3110	Meeting Registration & Meals	\$61,800.00	\$2,318.41	\$41,261.53	\$1,020.00	\$42,281.53	68.4%	\$19,518.47	\$23,811.29	6
3200	Communications, Marketing & Printing	\$30,268.50	\$1,698.89	\$23,708.85	\$126.00	\$23,834.85	78.7%	\$6,433.65	\$20,637.37	
3205	Marketing & Printing for Sale Items	\$8,172.89	\$41.15	\$7,855.00	\$0.00	\$7,855.00	96.1%	\$317.89	\$2,303.78	
3210	Telephone	\$22,848.60	\$1,965.59	\$22,833.35	\$15.25	\$22,848.60	100.0%	\$0.00	\$20,611.82	
3220	Computer Data Communications	\$19,995.22	\$4,108.19	\$19,473.37	\$0.00	\$19,473.37	97.4%	\$521.85	\$18,217.11	
3240	Postage	\$11,071.84	\$513.84	\$8,199.72	\$0.00	\$8,199.72	74.1%	\$2,872.12	\$9,749.36	
3310	Building Repair	\$49,512.89	\$803.15	\$38,797.16	\$10,715.73	\$49,512.89	100.0%	\$0.00	\$32,795.88	7
3312	Grounds keeping	\$16,724.42	\$85.00	\$15,833.66	\$0.00	\$15,833.66	94.7%	\$890.76	\$9,661.52	
3314	Snow & Ice Removal	\$3,449.00	\$0.00	\$3,129.00	\$320.00	\$3,449.00	100.0%	\$0.00	\$4,435.00	
3315	Pest Control	\$2,266.00	\$150.00	\$1,800.00	\$0.00	\$1,800.00	79.4%	\$466.00	\$2,200.00	
3316	Trash Hauling & Removal	\$1,983.97	\$94.00	\$1,880.75	\$0.00	\$1,880.75	94.8%	\$103.22	\$1,926.18	
3320	Equipment Repair	\$1,881.59	\$1,297.00	\$1,881.59	\$0.00	\$1,881.59	100.0%	\$0.00	\$312.01	
3322	Maintenance Agreements - Buildings	\$83,585.35	\$106.50	\$75,893.89	\$0.00	\$75,893.89	90.8%	\$7,691.46	\$81,150.83	
3326	Maintenance Agreements - All other	\$2,416.38	\$0.00	\$153.00	\$0.00	\$153.00	6.3%	\$2,263.38	\$2,346.00	
3330	Vehicle Maintenance & Repair	\$23,767.16	\$1,808.63	\$9,128.98	\$215.05	\$9,344.03	39.3%	\$14,423.13	\$14,045.79	
3400	Insurance	\$23,402.63	\$53.00	\$21,390.57	\$0.00	\$21,390.57	91.4%	\$2,012.06	\$22,077.95	
3500	Rents & Leases	\$7,182.45	\$28.00	\$2,891.00	\$0.00	\$2,891.00	40.3%	\$4,291.45	\$6,468.40	
3510	Lease - Photocopier	\$16,872.00	\$1,406.00	\$16,872.00	\$0.00	\$16,872.00	100.0%	\$0.00	\$16,872.00	
3515	Usage - Photocopier	\$17,344.09	\$537.20	\$16,404.49	\$0.00	\$16,404.49	94.6%	\$939.60	\$16,518.18	
3610	Utilities - Electric	\$131,916.89	\$8,991.80	\$114,734.53	\$0.00	\$114,734.53	87.0%	\$17,182.36	\$119,924.45	8
3620	Utilities - Gas	\$23,099.95	\$2,558.22	\$20,698.67	\$0.00	\$20,698.67	89.6%	\$2,401.28	\$20,999.95	8
3630	Utilities - Water	\$9,196.84	\$834.38	\$8,831.14	\$0.00	\$8,831.14	96.0%	\$365.70	\$8,360.76	8
3700	Professional Services	\$84,583.49	\$4,868.31	\$64,257.03	\$2,527.40	\$66,784.43	79.0%	\$17,799.06	\$77,221.02	
3702	Professional Services - US Cargo	\$28,764.17	\$0.00	\$28,391.07	\$0.00	\$28,391.07	98.7%	\$373.10	\$8,023.47	9
3705	Professional Services - Audit	\$6,000.00	\$0.00	\$4,564.00	\$0.00	\$4,564.00	76.1%	\$1,436.00	\$53.30	
3710	Professional Services - Children's Programs	\$1,661.00	\$886.00	\$1,661.00	\$0.00	\$1,661.00	100.0%	\$0.00	\$6,027.05	10
3712	Professional Services - Teen Programs	\$1,000.00	\$200.00	\$810.00	\$0.00	\$810.00	81.0%	\$190.00	\$1,728.24	10
3714	Professional Services - Adult Programs	\$1,489.00	\$0.00	\$600.00	\$0.00	\$600.00	40.3%	\$889.00	\$2,001.63	10
3716	Professional Services - Signature Programs	\$4,350.00	\$0.00	\$3,929.00	\$0.00	\$3,929.00	90.3%	\$421.00	\$3,644.00	10
3718	Professional Services - Branch Programs	\$14,250.00	\$0.00	\$10,328.00	\$0.00	\$10,328.00	72.5%	\$3,922.00	\$0.00	10
3720	Professional Services - Banking Fees	\$6,636.25	\$283.67	\$4,619.13	\$0.00	\$4,619.13	69.6%	\$2,017.12	\$6,456.24	
3725	Professional Services - Security Services	\$13,872.19	\$1,575.90	\$12,900.75	\$0.00	\$12,900.75	93.0%	\$971.44	\$11,750.90	
3730	Professional Services - Collection Agency	\$9,651.77	\$707.05	\$8,538.30	\$0.00	\$8,538.30	88.5%	\$1,113.47	\$9,370.65	
3735	Professional Services - Patron Notifications	\$4,920.06	\$0.00	\$4,443.30	\$0.00	\$4,443.30	90.3%	\$476.76	\$4,776.75	
3740	Professional Services - Accounting (CMI)	\$4,500.00	\$0.00	\$4,490.00	\$0.00	\$4,490.00	99.8%	\$10.00	\$4,377.00	
3745	Professional Services - Payroll	\$27,757.67	\$1,895.64	\$27,672.67	\$85.00	\$27,757.67	100.0%	\$0.00	\$20,681.28	11
3750	Professional Services - Software Upgrades	\$34,645.90	\$554.85	\$30,581.83	\$0.00	\$30,581.83	88.3%	\$4,064.07	\$28,996.50	
3760	Professional Services - Web Site	\$39,109.64	\$0.00	\$15,469.23	\$0.00	\$15,469.23	39.6%	\$23,640.41	\$11,744.00	
3765	Professional Services - IT Mgmt & Onsite	\$57,037.20	\$5,560.20	\$57,037.20	\$0.00	\$57,037.20	100.0%	\$0.00	\$53,488.20	
3770	Real Estate Tax Collection Fees	\$39,409.65	\$0.00	\$35,297.99	\$0.00	\$35,297.99	89.6%	\$4,111.66	\$38,261.80	
3800	Materials Contracts Processing - OCLC/Ohionet	\$2,319.56	\$0.00	\$2,252.00	\$0.00	\$2,252.00	97.1%	\$67.56	\$2,252.00	
3900	Other Contracts	\$1,802.50	\$0.00	\$1,750.00	\$0.00	\$1,750.00	0.0%	\$52.50	\$1,750.00	
SUBTOTAL - CONTRACTED SERVICES		\$952,518.71	\$45,930.57	\$793,244.75	\$15,024.43	\$808,269.18	84.9%	\$144,249.53	\$748,029.66	

Notes	
6	A new continuing education budget was created in 2017 for all staff. Several staff received in house training through peer-to-peer training in databases and safety courses provided by the Newark Police Department at no cost resulting in a balance in the account.
7	Encumbrances are for replacing the interior public elevator walls, replace broken window at Miller, and replace generator starter.
8	Utility usage was similar to the prior year.
9	Cargo services returned to in an-house process in the 4th quarter of 2017. Cargo fees paid in 2017 are through June 30, 2018.
10	Program costs increased compared to the prior year driven by more expensive paid performers.
11	Increased payroll costs were due to the implementation costs associated with switching payroll providers.

Acct. No.	General Fund Description	2017 Total Appropriation	2017 MTD Disbursed	2017 YTD Disbursed	2017 YTD Encumbered	2017 \$ Dis+Enc	2017% Dis+Enc	2017 Balance	2016 \$ Dis+Enc	Notes
4000s LIBRARY MATERIALS & INFORMATION				16.1%		16.8%				
4111	Adult Fiction	\$94,589.47	\$14,523.43	\$80,624.10	\$3,478.22	\$84,102.32	88.9%	\$10,487.15	\$102,631.20	12
4113	Adult Non-Fiction	\$79,802.09	\$10,802.07	\$72,585.69	\$7,216.40	\$79,802.09	100.0%	\$0.00	\$81,860.64	
4115	Adult Large Print	\$36,284.23	\$6,440.97	\$32,673.75	\$3,610.48	\$36,284.23	100.0%	\$0.00	\$38,806.05	
4120	Children's Books	\$88,479.78	\$16,370.15	\$82,354.05	\$5,018.70	\$87,372.75	98.7%	\$1,107.03	\$96,107.94	12
4125	Teen Books	\$25,213.80	\$2,758.86	\$22,457.18	\$2,000.11	\$24,457.29	97.0%	\$756.51	\$27,331.35	
4140	Reference Books	\$5,800.00	\$170.00	\$2,684.44	\$3,035.00	\$5,719.44	98.6%	\$80.56	\$9,859.51	12
4200	Periodicals	\$16,500.00	\$8,296.23	\$16,472.84	\$0.00	\$16,472.84	99.8%	\$27.16	\$44,249.99	12
4205	Digital Periodicals	\$10,000.00	\$55.08	\$8,230.91	\$0.00	\$8,230.91	82.3%	\$1,769.09	\$10,064.37	
4310	Music Recordings	\$8,351.89	\$1,109.10	\$7,654.05	\$170.49	\$7,824.54	93.7%	\$527.35	\$8,042.93	
4320	Video Recordings	\$93,028.90	\$21,643.90	\$91,334.62	\$1,694.28	\$93,028.90	100.0%	\$0.00	\$117,878.42	13
4325	Digital Video Recordings	\$20,335.72	\$25.98	\$20,361.70	-\$25.98	\$20,335.72	100.0%	\$0.00	\$16,575.52	
4330	Audio Books	\$52,612.88	\$6,838.28	\$50,303.65	\$2,309.23	\$52,612.88	100.0%	\$0.00	\$49,805.29	
4332	Digital Audio Books	\$38,942.04	\$0.00	\$33,912.13	\$5,029.91	\$38,942.04	100.0%	\$0.00	\$16,631.40	12
4335	E-books	\$112,888.19	\$20,000.00	\$97,917.00	\$14,971.19	\$112,888.19	100.0%	\$0.00	\$38,625.69	12
4340	Video Games	\$27,797.36	\$10,028.58	\$25,787.32	\$2,010.04	\$27,797.36	100.0%	\$0.00	\$24,815.99	
4510	Database Licenses	\$62,342.54	\$0.00	\$60,459.91	\$0.00	\$60,459.91	97.0%	\$1,882.63	\$60,910.94	
4900	Other Materials	\$13,427.38	\$5,624.04	\$9,704.04	\$1,052.00	\$10,756.04	80.1%	\$2,671.34	\$6,040.76	
SUBTOTAL – LIBRARY MATERIALS		\$786,396.27	\$124,686.67	\$715,517.38	\$51,570.07	\$767,087.45	97.5%	\$19,308.82	\$750,237.99	

Notes	
12	An evaluation of circulation statistics was performed in the first half of the year. Based on the analysis, less print materials in areas such as reference books, periodicals and adult fiction were made in order to purchase more digital audio books and e-books.
13	A different employee started purchasing dvds during the year who was a little more conservative in the purchasing of dvds. However, upon recent evaluation, the department has determined additional dvds need to be purchased in the future.

Acct. No.	General Fund Description	2017 Total Appropriation	2017 MTD Disbursed	2017 YTD Disbursed	2017 YTD Encumbered	2017 \$ Dis+Enc	2017% Dis+Enc	2017 Balance	2016 \$ Dis+Enc	Notes
5000s CAPITAL OUTLAY				2.9%		3.9%				
5400	Building Improvements	\$52,733.92	\$12,734.77	\$20,596.33	\$2,602.13	\$23,198.46	44.0%	\$29,535.46	\$9,203.22	14
5500	Furniture & Equipment	\$55,267.71	\$8,347.55	\$50,141.52	\$5,126.19	\$55,267.71	100.0%	\$0.00	\$63,252.06	15
5510	Computer Equipment	\$83,411.39	\$4,405.02	\$38,122.91	\$43,000.68	\$81,123.59	97.3%	\$2,287.80	\$99,383.57	16
5700	Vehicles	\$20,500.00	\$0.00	\$20,283.50	\$0.00	\$20,283.50	0.0%	\$216.50	\$0.00	
	SUBTOTAL - CAPITAL OUTLAY	\$211,913.02	\$25,487.34	\$129,144.26	\$50,729.00	\$179,873.26	84.9%	\$32,039.76	\$171,838.85	
7000s OTHER OBJECTS				1.6%		1.5%				
7100	Dues & Memberships	\$19,552.44	\$715.00	\$17,436.00	\$217.00	\$17,653.00	90.3%	\$1,899.44	\$15,148.00	
7105	SEO Fees	\$51,000.00	\$0.00	\$50,484.36	\$0.00	\$50,484.36	99.0%	\$515.64	\$49,644.14	
7205	State Sales Tax Expense	\$569.82	\$0.00	\$569.82	\$0.00	\$569.82	100.0%	\$0.00	\$492.76	
7220	Property Assessment	\$102.00	\$0.00	\$102.00	\$0.00	\$102.00	100.0%	\$0.00	\$78.00	
7510	Refunds - Patrons	\$604.65	\$72.69	\$353.82	\$0.00	\$353.82	58.5%	\$250.83	\$670.81	
7599	Refunds - All Other	\$600.00	\$0.00	\$183.36	\$0.00	\$183.36	30.6%	\$416.64	\$62.26	
	SUBTOTAL - OTHER OBJECTS	\$72,428.91	\$787.69	\$69,129.36	\$217.00	\$69,346.36	95.7%	\$3,082.55	\$66,095.97	
8000s CONTINGENCY				0.0%		0.0%				
8900	Contingency	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$50,000.00	\$0.00	
	SUBTOTAL - CONTINGENCY	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$50,000.00	\$0.00	
General Fund Cash Disbursements Total		\$5,000,686.76	\$438,641.70	\$4,433,192.93	\$135,264.03	\$4,568,456.96	91.4%	\$432,229.80	\$4,494,152.64	
Notes										
14	Monthly disbursement is primarily for electrical panel installed on upper level at Main.									
15	Monthly disbursements include many items for the children's area such as Edison dies, animal puppets, sensory toys, and internal reference books. Other monthly disbursements were for a few office chairs.									
16	The encumbrance is partially for a multi-personal device locking and charging station to be installed at Main and to refresh / replace 30 PC's.									