BELL MEMORIAL PUBLIC LIBRARY REGULAR MONTHLY BUSINESS MEETING MONDAY, JANUARY 25, 2016 6:30 p.m. Local Time

CALL TO ORDER

The meeting was called to order by Dick Webb at 6:30 p.m.

PRESENT

Dick Webb, Larry Yeiter, Sandi Schaeffer, Kylene Crabb, Jill Gross and Stephen Boggs.

Sandi Schaeffer volunteered to act as Secretary.

MINUTES

Moved by Kylene Crabb and seconded by Sandi Schaeffer that the minutes of the previous business meeting be approved. Carried.

PUBLIC COMMENTS

There were no members of the general public in attendance.

TREASURERS REPORT

Filed for audit.

CHILDREN'S DEPARTMENT REPORT

I attended a Caldecott Workshop in Mishawaka on January 11. Was interesting and informative to learn about the Caldecott award process. I was also able to talk to other children's librarians and share ideas about programs.

I have arranged displays of the past 10 Caldecott winning books and the Young Hoosier Nominee books for this year. Many children try to read all the Hoosiers so this has made it easier for them to find the books.

Three or Four children have attended story hour each week. Lego Club was held on Jan 16 and Kids Night Out was Jan 21.

YA/PROGRAMMING DEPARTMENT

Zumba has started again. Eva's class is for new beginners. She had 8 in attendance.

Euchre Night for December was cancelled because of weather. Euchre for January will be the same night as the Board meeting.

Kid's reading club in January had three in attendance.

In January we made recipe potholders. I had 6 in attendance. One lady brought an old

family recipe on a recipe card. I was able to scan the card and copy it to publisher. From there I was able to adapt the recipe card and add a border. It turned out great and she made two for family members.

Demos for February's card making program are done and on display. We will be making Valentine cards for one program and a Valentine Burlap Wall Hanging for the other.

Shaun Mudd's soap making program had 22 people in attendance.

Anime in January we had just 4 in attendance. The day change threw them off. I expect them to return in February.

February's newsletter is done and printed.

News articles were written and sent to Warsaw Times Union and Inkfreenews.

Worked on YA book reviews, order was sent for January

Listened to an hour long webinar on the Teen Summer Reading program for 2016. There were lots of great ideas. My theme will be "Sports is Life." The teens will be required to read 1,600 pages and answer questions about famous sports figures who also have accomplished more than just being great athletes. I want them to learn there is more to sports than just physical achievement. I am working on requesting donations. I have contacted several sports teams and colleges. I have one confirmation from Grace College. They were happy to donate some items for my program.

Tax forms have been ordered. They are sending fewer forms each year. I have asked Steve to put short cuts on the patron computers to both irs.com and in.gov tax form websites. He has kindly obliged.

I have shifted books in the YA, J FIC, and J NON-FIC sections. I was able to move the Manga section along the ramp and made room for the Graphic Novels at the end of the J NON-FIC section. This gave me two extra shelves for the YA NON-FIC and seven extra shelves for my YA FIC.

DIRECTOR'S REPORT

1. Indiana State Library annual report has been submitted. Roger needs to counter-sign the signature page.

2. Deb has finished the Annual Financial Report for the Indiana DLGF and it will be submitted soon.

3. Have worked on detailed statistics, some from 2004, regarding circulation. Some "interesting" observations prior to 2010, but numbers became more consistent after that. Must have been a glitch in the circulation system.

4. Also worked on statistics regarding finances for about the same time period as above. Will attempt to e-mail, but the print-outs will be quite tall and wide. Will have proper printouts at meeting. 5. Our circulation system does allow for patrons to view their accounts etc., place holds and renew materials (if there are no outstanding fines). Will begin advertising this. A username/password has to be entered for each patron on an as requested basis.

All attending requested that their online accounts be activated.

6. Water softener has been repaired. Many years (my opinion) that it hasn't worked. RUST galore for a time, but now seems better.

7. Due to #6 above have contacted New Plumbing to check the condition of our water heater. Takes a VERY long time to recover. Looking into separate (smaller) unit for just Senior Center and/or on demand unit to replace existing unit.

8. No Tech. Time of consequence this month.

UNFINISHED BUSINESS

1. Discussed some time ago some updates to general and personnel policies. We just need to formally adopt these for the public record.

All agreed to have another look at these documents. Just contact the Director if another copy is needed.

2. Director working on job descriptions and will have them available for review at the February meeting.

NEW BUSINESS

1. Need to begin procedure for an Additional Appropriation from the Rainy Day Fund, similar to what we did last year at this time. Due to circuit breaker laws we couldn't do everything necessary during the regular budget season. Amount will be for \$15,800.00.

Moved by Dick Webb and seconded by Larry Yeiter to proceed. Honey Kuhn should sign the advertising form.

2. Election of officers – on hold until the February meeting.

OTHER BUSINESS

1. Noted that by default we should have New York Times bestsellers available as soon as possible for patron use. Director will see that this is done weekly.

PAYMENT OF CLAIMS

Approved by signature.

ADJOURNMENT

Meeting declared adjourned at 6:54 p.m.

Dick Webb, Vice President

Sandi Schaeffer, Acting Secretary

Bell Memorial Public Library

01/31/16

Period Beginning Date 01/01/16 Period Ending Date

ccour	nt Number and	Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Ba	I. Encumberan	ce Unencumbered	d Bal %
0	operating										
	1 Persio	onal Services									
	100.1.01	Salary of Librarian	45,000.00	45,000.00	0.00	3,574.38	3,574.38	41,425.62	0.00	41,425.62	7.94%
	100.1.02	Salary of assistants	175,000.00	175,000.00	0.00	11,095.46	11,095.46	163,904.54	0.00	163,904.54	6.34%
	100.1.03	Wages of Janitors	14,000.00	14,000.00	0.00	1,057.61	1,057.61	12,942.39	0.00	12,942.39	7.55%
	100.1.04	Employer share FICa	16,400.00	16,400.00	0.00	1,203.16	1,203.16	15,196.84	0.00	15,196.84	7.34%
	100.1.05	Employers Contribution	12,000.00	12,000.00	0.00	825.66	825.66	11,174.34	0.00	11,174.34	6.88%
	100.1.06	Employers Group Insura	a 20,000.00	20,000.00	0.00	1,625.21	1,625.21	18,374.79	0.00	18,374.79	8.13%
1	Persional Ser	rvices Totals	282,400.00	282,400.00	0.00	19,381.48	19,381.48	263,018.52	0.00	263,018.52	6.86%
	2 Suppl	lies									
	100.2.00	Other Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	100.2.01	Operating Supplies	3,000.00	3,000.00	0.00	20.40	20.40	2,979.60	0.00	2,979.60	0.68%
	100.2.02	other supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	100.2.03	Cleaning and Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	100.2.04	Misc Program supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	100.2.05	Repair and Maintence S	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
	100.2.06	Stationery and Printing Stationery	S 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	100.2.07	Office Supplies	3,000.00	3,000.00	0.00	411.52	411.52	2,588.48	0.00	2,588.48	13.72%
	100.2.08	children Program Supp	li 3,250.00	3,250.00	0.00	0.00	0.00	3,250.00	0.00	3,250.00	0.00%
	100.2.09	YA Program Supplies	2,300.00	2,300.00	0.00	13.90	13.90	2,286.10	0.00	2,286.10	0.60%
	100.2.10	Adult Program Supplies	1,500.00	1,500.00	0.00	32.97	32.97	1,467.03	0.00	1,467.03	2.20%
	100.2.11	Other Operating Supplie	e 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2	Supplies	Totals	16,050.00	16,050.00	0.00	478.79	478.79	15,571.21	0.00	15,571.21	2.98%
	3 Other										
	100.3.00	Professional Services	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
	100.3.01	Telephone and Internet	7,000.00	7,000.00	0.00	150.44	150.44	6,849.56	0.00	6,849.56	2.15%
	100.3.02	advertising and Publicat	i 150.00	150.00	0.00	0.00	0.00	150.00	0.00	150.00	0.00%

Bell Memorial Public Library

01/01/16

Period Beginning Date

Period Ending Date

01/31/16

count Number and D	Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumberand	e Unencumbere	ed Bal %
100.3.03	Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.04	Gas	8,400.00	8,400.00	0.00	326.80	326.80	8,073.20	0.00	8,073.20	3.89%
100.3.05	Repairs Building and St	tr 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.06	Offical Bonds	850.00	850.00	0.00	150.00	150.00	700.00	0.00	700.00	17.65%
100.3.07	Dues	250.00	250.00	0.00	100.00	100.00	150.00	0.00	150.00	40.00%
100.3.08	Professional Meetings	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%
100.3.09	Electricity	12,200.00	12,200.00	0.00	895.84	895.84	11,304.16	0.00	11,304.16	7.34%
100.3.11	Water	2,200.00	2,200.00	0.00	184.73	184.73	2,015.27	0.00	2,015.27	8.40%
100.3.12	Travel Expense	350.00	350.00	0.00	48.30	48.30	301.70	0.00	301.70	13.80%
100.3.13	Waste Disposal Service	e 780.00	780.00	0.00	65.00	65.00	715.00	0.00	715.00	8.33%
100.3.14	Postage	400.00	400.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00%
100.3.15	Taxes and Assessment	ts 75.00	75.00	0.00	0.00	0.00	75.00	0.00	75.00	0.00%
100.3.16	Maintence-Equipment	4,000.00	4,000.00	0.00	731.01	731.01	3,268.99	0.00	3,268.99	18.28%
100.3.19	Building insurance	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00	0.00%
100.3.21	Publicity Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.23	Maintenance of Building	g 3,000.00	3,000.00	0.00	315.00	315.00	2,685.00	0.00	2,685.00	10.50%
100.3.24	Freight and Express	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.25	Repairs-Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00%
3 Other	Totals	52,905.00	52,905.00	0.00	2,967.12	2,967.12	49,937.88	0.00	49,937.88	5.61%
4 Capito	l outlay									
100.4.00	Furniture	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.009
100.4.01	Books-Children	5,700.00	5,700.00	0.00	331.72	331.72	5,368.28	0.00	5,368.28	5.82
100.4.02	Periodicals and newspa	a 1,800.00	1,800.00	0.00	1,109.95	1,109.95	690.05	0.00	690.05	61.66%
100.4.03	DVD-Children	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
100.4.04	DVds	7,500.00	7,500.00	0.00	70.71	70.71	7,429.29	0.00	7,429.29	0.94
100.4.05	Music CD	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
100.4.06	Books on Cd	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00	0.00
100.4.07	Equipment Technology	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00	0.009

				Bell M	emorial Public	Library					
			Period Beginnir	ng Date 0	01/01/16 Perio	od Ending Date	01/31/16				
Acco	unt Number and Desci	ription	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumberan	ce Unencumbered	d Bal
	100.4.09	Books-Adult	10,845.00	10,845.00	0.00	408.76	408.76	10,436.24	0.00	10,436.24	3.7
	100.4.31	E-BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
4	Capitol outlay	Tota	als 38,645.00	38,645.00	0.00	1,978.07	1,978.07	36,666.93	0.00	36,666.93	5.1
		Fund Total	390,000.00	390,000.00	0.00	24,805.46	24,805.46	365,194.54	0.00	365,194.54	6.3
00	Payroll Fund 1 Persional S										
	200.1.12	Perf Manaddorty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
1	Persional Services	Tota	als 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	2 Supplies 200.2.00	FEDERAL	0.00	0.00	0.00	954.23	954.23	0.00	0.00	0.00	0.0
	200.2.03	MEDICARE INS.	0.00	0.00	0.00	954.23 228.05	954.25 228.05	0.00	0.00	0.00	0.
	200.2.04	STATE	0.00	0.00	0.00	531.10	531.10	1.00	0.00	1.00	0.
	200.2.05	COUNTY	0.00	0.00	0.00	183.32	183.32	0.00	0.00	0.00	0.
	200.2.06	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
	200.2.10	FICA	0.00	0.00	0.00	975.11	975.11	0.00	0.00	0.00	0.
2	2 Supplies	Tota	als 0.00	0.00	0.00	2,871.81	2,871.81	1.00	0.00	1.00	0.0
		Fund Total	0.00	0.00	0.00	2,871.81	2,871.81	1.00	0.00	1.00	0.0
00	GOB of 2002										
	3 Other										
				750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.0
	300.3.01	bond fee	750.00	750.00	0.00	0.00	0.00		0.00	100.00	
	300.3.01 300.3.02	bond fee Principal of bond	750.00 30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.0

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			Bell M	emorial Public	Library					
		Period Beginnin	g Date 0	1/01/16 Peri	od Ending Date	01/31/16				
Account Number and De	scription	YR Appropriation	Month BB	Change to Appropriations		YTD Expense	Unexpended Bal	Encumberand	ce Unencumbered	d Bal %
300.3.06	GOB Property tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
300.3.07	Interest Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other	Totals	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%
	Fund Total	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%
100 LEVY Excess 3 Other										
600.3.01	Levy excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other	Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
300 Rainy Day 3 Other										
800.3.00	Technical Support	9,200.00	9,200.00	0.00	0.00	0.00	9,200.00	0.00	9,200.00	0.00%
800.3.25	Equipment Maintenanc	e 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other	Totals	9,200.00	9,200.00	0.00	0.00	0.00	9,200.00	0.00	9,200.00	0.00%
4 Capitol c	outlay									
800.4.00	Technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.05	software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.07	technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capitol outlay	Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

				Bell Me	morial Public	Library					
		I	Period Beginnin	g Date 01/	/01/16 Peri	od Ending Date	01/31/16				
Account Number and Description		YR A	Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumberan	ce Unencumbered	d Bal %
Fund	d Total		9,200.00	9,200.00	0.00	0.00	0.00	9,200.00	0.00	9,200.00	0.00%
Total All Fu	unds		438,590.00	438,590.00	0.00	27,677.27	\$27,677.27	413,785.54	0.00	413,785.54	6.31%
					Appropri	ated Accounts v	vith Receipts P	osted to them			
	Fund		Account					MTD	Ŷ	TD	
	200	200.2.00		FEDERAL				\$954.23	\$	954.23	_
	200	200.2.03		MEDICARE IN	NS.			\$228.05	\$	228.05	
	200	200.2.04		STATE				\$532.10	\$	532.10	
	200	200.2.05		COUNTY				\$183.32	\$	183.32	
	200	200.2.10		FICA				\$975.11	\$	975.11	
								\$2,872.81	\$2,	872.81	

Bell Memorial Public Library

/25/2016 7:59:23 AM

Financial Re' t by Fund

Period Beginning Date: 1/1/2016

Bell Memorial Public Library

Period Ending Date:

1/1/2016											
1/1/2018								1/31/2	016		
Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance		
100 operating	130,777.33	130,777.33	8,084.14	8,084,14	24,805.46	24,805.46	114,056.01	0.00	114.056.01		
141 LIRF	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00		
150 PLAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
200 Payroll Fund	2,390.10	2,390.10	3,036,81	3,036.81	3,035.81	3,035.81	2,391.10		0.00		
300 GOB of 2002	1,469.26	1,469.26	0.00	0.00	0.00	0.00	1,469.26	0.00	2,391.10		
400 Gift Fund	71,809.24	71,809.24	4,041.00	4,041.00	0.00	0.00	75,850,24	0.00	1,469.26		
401 gift-donation-program	714.16	714.16	3.00	3.00	0.00	0.00		51,234.83	24,615.41		
500 Grants /Technology	3,569,42	3,569,42	0.00	0.00	120.00		717.16	0.00	717.16		
600 LEVY Excess	0.00	0.00	0.00	0.00		120.00	3,449.42	0.00	3,449.42		
800 Rainy Day	55.802.18	55 802 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

800 Rainy Day	55,802.18	55,802.18	0.00	0.00	360.66	360.66	55,441.52	0.00	0.00 55,441.52
Total of All Accounts	266,831.69	266,831.69	15,164.95	15,164.95	28,321.93	28,321.93	253,674.71	51,234.83	202,439.88

01/25/2016

Bell Memorial Public Library Resolution To Establish Internal Controls

WHEREAS, the Board of Trustees of the Bell Memorial Public Library recognizes their responsibility to the residents and taxpayers of the district, to maintain minimum internal control standards as defined by State Board of Accounts and IC 5-11-1-27(g).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Bell Memorial Public Library, Mentone, Indiana, do hereby adopt internal control standards and ensure that personnel receive training.

DULY ADOPTED by the Board of Trustees of the Bell Memorial Public Library at its regular monthly business meeting held on the 25the day of January, 2016, at which meeting a quorum was present.

AYE	NAY
So	mple
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ATTEST:_____ Honey Kuhn, Secretary

Bell Memorial Public Library 2015 Budget Performance Report 25 January 2016 Compares original budget figures and does not consider transfers

Compares or	riginal budget figures and does not co	onsider transfers		
		2015 adopted	2015 Disbursed	+ or - from Budget
100's Person	al Services			
100.10.101	Director*	\$41,239.00	\$45,000.20	(\$3,761.20)
100.10.102	Assistants	\$175,000.00	\$144,996.88	\$30,003.12
100.10.103	Janitors	\$14,000.00	\$13,126.01	
100.10.104	Employers Share FICA	\$15,600.00	\$15,568.82	
100.10.105	PERF	\$10,300.00	\$10,549.04	(\$249.04)
100.10.106	Group Insurance	\$16,400.00	\$20,846.33	(\$4,446.33)
Total Per Sei	rvs	\$272,539.00	\$250,087.28	
200's Suppli	es			
100.2.00	Other Office Supplies	\$1,800.00	\$1,800.00	\$0.00
100.2.01	Operating Supplies	\$2,500.00	\$1,564.47	\$935.53
100.2.02	Other Supplies	\$550.00	\$490.02	\$59.98
100.2.03	Cleaning and Sanitation	\$800.00	\$948.46	(\$148.46)
100.2.04	Misc. Program Supplies	\$1,000.00	\$330.82	\$669.18
100.2.05	Other Repair and Maintenance	\$600.00	\$425.28	\$174.72
100.2.06	Stationery and Printing	\$50.00	\$0.00	\$50.00
100.2.07	Office Supplies	\$1,000.00	\$2,140.00	N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
100.2.08	Childrens Programming	\$4,000.00	\$2,163.52	\$1,836.48
100.2.09	YA Program Supplies	\$2,885.00	\$1,400.32	
100.2.10	Adult Program Supplies	\$1,800.00	\$1,281.92	
100.2.11	Other Operating Supplies	\$400.00	\$227.75	\$172.25
Total Supplie	25	\$17,385.00	\$12,772.56	
300'S OTHER	R SERVS & CHGS			
100.3.00	Professional Services	\$6,000.00	\$7,640.03	(\$1,640.03)
100.3.01	Telephone and Internet	\$6,700.00	\$5,732.80	\$967.20
100.3.02	Advertsing and Publications	\$150.00	\$137.64	\$12.36
100.3.03	Other Insurance	\$500.00	\$0.00	
100.3.04	Gas	\$8,000.00	\$4,567.37	
100.3.05	Repairs Building and Structures	\$6,000.00	\$3,394.34	
100.3.06	Official Bonds	\$850.00	\$270.00	•
100.3.07	Dues	\$250.00	\$774.18	
100.3.08	Professional Meetings	\$1,000.00	\$276.63	
100.3.09	Electricity	\$12,000.00	\$12,000.00	
100.3.11	Water	\$2,200.00	\$2,200.00	
100.3.12	Travel Expense	\$500.00	\$471.79	
100.3.13	Waste Disposal	\$780.00	\$650.00	
100.3.14	Postage	\$521.00	\$327.36	
100.3.15	Taxes and Assessments	\$75.00	\$36.39	
100.3.16	Maintenance Equipment	\$3,000.00	\$2,101.81	\$898.19
100.3.19	Building Insurance	\$6,000.00	\$7,741.00	
100.3.21	Publicity Promotional	\$500.00	\$0.00	\$500.00

		2015 adopted	2015 Disbursed	+ or - from Budget
100.3.23	Maintenance Building	\$3,000.00	\$2,931.00	\$69.00
100.3.24	Freight and Express	\$150.00	\$100.00	\$50.00
100.3.25	Repairs Equipment	\$2,000.00	\$0.00	\$2,000.00
Total Other	Services & Charges	\$60,176.00	\$51,352.34	
400'S CAPI	TAL OUTLAYS			
100.4.00	Furniture	\$500.00	\$472.16	\$27.84
100.4.01	Books Children	\$5,700.00	\$4,696.08	\$1,003.92
100.4.02	Periodicals and newspapers	\$1,800.00	\$1,663.06	\$136.94
100.4.03	DVD-Children	\$1,000.00	\$672.04	\$327.96
100.4.04	DVD-Adult	\$7,500.00	\$4,494.96	\$3,005.04
100.4.05	Music CD	\$500.00	\$0.00	\$500.00
100.4.06	Books on CD	\$1,800.00	\$2,201.27	(\$401.27)
100.4.07	Equipment - Technology	\$4,500.00	\$716.73	\$3,783.27
100.4.08	Books-Young Adult	\$3,500.00	\$3,266.33	\$233.67
100.4.09	Books-Adult	\$8,500.00	\$6,343.46	\$2,156.54
100.4.31	E-Books	\$1,500.00	\$0.00	\$1,500.00
Total Capita	l Outlays	\$36,800.00	\$24,526.09	
Budget Tota	I	\$386,900.00	\$338,738.27	

Operating Fund Only		_									
Report Date: January 13, 201	.6 SB draft										
											
		2011		2012		2013		2014		2015	
Income Operating Fund											
Governmental Income											
	Property Taxes	\$205,112.22		\$213,988.88		\$213,848.62		\$222,111.90		\$224,266.35	
	Financial Inst. Tax	\$696.54		\$621.00		\$622.93		\$312.75		\$916.55	
	License and Excise tax	\$19,426.05		\$20,727.24		\$20,598.60		\$22,428.46		\$21,899.10	
	COIT*	\$61,340.04		\$81,567.02		\$74,013.93		\$73,934.69		\$81,937.00	
	CVET	\$2,177.00		\$2,142.00		\$2,161.00		\$2,025.00		\$2,274.00	
Total Governmental Income			\$288,751.85		\$319,046.14		\$311,245.08		\$320,812.80		\$331,293.00
Library Consisted and Other											
Library Generated and Other											
Income	Conies	61 74 A CE		Ć1 E01 20		¢1 014 47		ća 162.22		60 444 7F	
	Copies	\$1,714.65		\$1,501.39		\$1,911.17		\$2,163.32		\$2,111.75	
	Fines and Fees	\$2,317.49		\$2,469.70		\$3,282.64		\$2,502.41		\$2,194.34	
	Interest	\$69.36		\$22.24		\$18.71		\$17.08		\$17.09	
	Misc Revenue	\$5,000.00		\$8,466.72		\$9,814.67		\$9,787.49		\$5,880.97	
	E-Rate					\$0.00				\$2,045.68	
	Fax										
	Transfer/rental/other	\$88,187.57		\$51,234.83		\$73,686.04		\$0.00		\$29,899.67	
Total Library Generated and											
Other Income			\$97,289.07		\$63,694.88		\$88,713.23		\$14,470.30		\$42,149.50
Total Income			\$386,040.92		\$382,741.02		\$399,958.31		\$335,283.10		\$373,442.50
Expenditures* (costs to run											
the Library)			%age of expenses								
	Personal Services	\$219,687.64	64.91%	\$238,317.10	63.79%	\$239,512.90	68.72%	\$225,048.90	69.06%	\$250,087.28	73.83%
	Supplies	\$14,982.66	4.43%	\$17,840.39	4.78%	\$18,452.55	5.29%	\$14,886.60	4.57%	\$12,772.56	3.77%
	Other Services & Chgs	\$65,154.56	19.25%	\$65,653.15	17.57%	\$55,940.15	16.05%	\$57,751.53	17.72%	\$51,352.34	15.16%
	Capital Outlays	\$38,620.70	11.41%	\$51,757.84	13.85%	\$34,651.42	9.94%	\$28,175.82	8.65%	\$24,526.09	7.24%
Total Expenditures			\$338,445.56		\$373,568.48		\$348,557.02		\$325,862.85		\$338,738.27
Income minus Expenses			\$47,595.36		\$9,172.54		\$51,401.29		\$9,420.25		\$34,704.23
Beginning Balance on											
January 1. (\$ we had in the											
bank on 1/1)			\$232,477.22		\$192,932.87		\$149,827.58		\$122,681.61		\$123,262.27
Balance			\$280,072.58		\$202,105.41		\$201,228.87		\$132,101.86		\$157,966.50
Transfers and other expenses	5		\$87,139.71		\$52,277.83		\$78,547.26		\$8,839.59		\$27,189.17
Final Balance at end of year			\$192,932.87		\$149,827.58		\$122,681.61		\$123,262.27		\$130,777.33

Bell Memorial Public Library

Data Pulled from DLGF Annual Financial Report

End of Year Financial Summary for Years 2011 - 2015 For Internal Use Only, Not For Public Distribution

Expenditures Explained												
ersonal Services Staff salaries & wages, insurance, payroll taxes												
upplies – Copy paper, craft and art supplies, printer and copier ink, pens/pencils, tape, paper clips, markers, cleaning supplies												
Other services and charges Technical Support Geek, postage, telephone, Internet, meetings, mileage, gas, electricity, water, building maintenance of machines etc.												
apital Outlays Furniture, equipment, books, magazines, DVDs, audio books, music CDs etc.												

Bell Memorial Public Library Circulation Statistics Report for 2004 - 2015

	2010			2011			2012			2013			2014			2015	
Non-Fiction Adult and Child													-				
Combined																	
000 - 099	43			34			41			31			24			95	
100 - 199	58			66			81			101			64			45	
200-299	225			228			138			138			126			212	
300-399	374			257			211			247			135			414	
400-499	23			36			16			28			16			105	
500-599	63			70			77			86			51			589	
600-699	1193			1003			975			784			605			928	
700-799	460			528			490			374			325			1389	
800-899	70			49			37			44			19			81	
900-999	172			203			239			268			182			455	
R	42			20			18			7			5				
OVERSIZE	79			49			39			22			23				
PERIODICAL	3312			3096			3006			2473			2198			1838	
Antiques	34			25			18			29			16			0	
ART	5			0			1									2	
IND	64			53			55			44			48			4	
			% Difference Between Years														
Total All Adult and																	
JuvenileNon-Fiction Circ		6217	-8.75%		5717	-5.05%		5442	-16.38%		4676	-21.87%		3837	37.68%		6157
						0.0071											
Adult Fiction																	
F	7831			6906			6529			6466			5449			5445	
FIC																	
FICW	719			639			477			824			547			485	
SC	8			6,55			10			7			517			105	
SF	8			6			8									2	
•	-		% Difference	-		% Difference	-		N Difference			% Difference			% Difference	_	
			Between Years			Between Years			% Difference Between Years			Between Years			Between Years		
Total All Adult Fiction Circ		8566	-13.35%		7557	-7.59%		7024	3.74%		7297	-21.70%		5996	-1.08%		5932
		0500	10.0070		,,,,,	710570			017470		, _5,	21.7070		5550	1.00/0		5552
Media Circulation																	
AUDIO	974			841			1004			604			741			516	
CD	177			0.11			152			125			79			116	
CD-ROM	1//			0			132			125			/3			110	
DVD-01	14288			11914			11523			11842			10554			10737	
DVD-02	7380			6116			5455			5448			5004			5639	
Video	553			165			21			0			5004			5055	
AC	6			5			5			5			5				
G	5			4			11			12		1	6				
Game	5						11					1	Ű				
			% Difference														
			% Difference Between Years														
Total Media Circulation	1	23387	-22.80%		19045	-4.80%		18172			18036	-10.05%		16389	3.65%		17009
		2336/	-22.00%		19045	-4.00%		101/2	-0.75%		10030	-10.05%		10305	5.05%		17009
Early Learner Circulation									+								
E	4932			4577			4599			3625			3628			3169	
E NF	4932			45/7			4599			5025			5028			2103	
EA	13			10			24		 	24			28			29	
EAB	13			10			24			24			28			29	
EAC	3			5			1			1			1				
ER	619			909			773			758			719			592	
LIV	619			909			//3		1	/58			/19			592	

r.	ГГ	2010			2011			2012			2013			2014			2015	
Image: Condete Image:	FS																	
Image: state		070		% Difference	005		% Difference	541		% Difference	/00		% Difference	575		% Difference	050	
marker formation				Between Years			Between Years			Between Years			Between Years			Between Years		
Image Image <t< td=""><td>Total Early Learner Circulation</td><td></td><td>6258</td><td>2.07%</td><td></td><td>6390</td><td>-0.82%</td><td></td><td>6338</td><td>-23.91%</td><td></td><td>5115</td><td>4.41%</td><td></td><td>5351</td><td>-15.62%</td><td></td><td>4628</td></t<>	Total Early Learner Circulation		6258	2.07%		6390	-0.82%		6338	-23.91%		5115	4.41%		5351	-15.62%		4628
Image Image <	Iuvenile Circulation																	
102 102 </td <td></td>																		
h 161 171 171 172 172 172 173 174	J	1618			1063			983			877			813			11	
int 127 350 360 250 370 3	J92	24			26			18			23			25			23	
n 17.4 <t< td=""><td>A</td><td>161</td><td></td><td></td><td>117</td><td></td><td></td><td>227</td><td></td><td></td><td>60</td><td></td><td></td><td>109</td><td></td><td></td><td>188</td><td></td></t<>	A	161			117			227			60			109			188	
SSC Image: SSC marked mark	JFIC	3277			2549			2507			2013			1936			2626	
Shale Shale <th< td=""><td></td><td>174</td><td></td><td></td><td>133</td><td></td><td></td><td>127</td><td></td><td></td><td>81</td><td></td><td></td><td>126</td><td></td><td></td><td></td><td></td></th<>		174			133			127			81			126				
55 10 10 10 10 11 10 <					4			1										
nr 100																		
Image: Solution of the set of th					2			2			1							
Inclavenic Interview Int	кіт	20			26			45			58			71			29	
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$				% Difference Between Years						% Difference Between Years								
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	Total Juvenile Circulation		5284	-34.80%		3920	-0.08%		3917	-25.83%		3113	-1.07%		3080	-7.06%		2877
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$																		
Other Crutation tern see Image: section of the section o	YOUNG ADULT	685		60.27%	1724		25.85%	2325		10.13%	2587		-16.43%	2222		-32.58%	1676	
Other Crutation tern see Image: section of the section o																		
2011-2015 columns Image: solution of the solutio		50397		-13.63%	44353		-2.63%	43218		-5.86%	40824		-10.71%	36875		3.67%	38279	
Image Image <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>																		
Child Porgam Attendance (m) (m) <th< td=""><td>2011 - 2015 columns</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	2011 - 2015 columns																	
Young Adult Program Attendance n/a Adds 319 Adds 319 Adds 508 Attendance Image: Construction of the second of th	Computer Usage				7693			7214			5968			4518			4446	
Attendance n/a					445			993			755			1040			783	
Image: state of the s																		
Inter-Library Loans From Unter-Library Loans From Other Libraries Image: Constraint of the constra	Attendance				n/a			448			319			457			508	
Inter-Library Loans From Unter-Library Loans From Other Libraries Image: Constraint of the constra																		
Inter-Library Loans From Unter-Library Loans From Other Libraries Image: Constraint of the state of the stat																		
Inter-Library Loans From Unter-Library Loans From Other Libraries Image: Constraint of the state of the stat																		
Libraries Imber Johan From Other Library Loans From Other Library Loans From Other Library Loans From Other Libraries And Ham And	From ISL Annual Report	2010			2011			2012			2013			2014			2015	
Libraries Imber Johan From Other Library Loans From Other Library Loans From Other Library Loans From Other Libraries And Ham And																		
Inter-Library Loans From Other Libraries 398 412 456 387 302 312 Other Libraries 398 412 456 887 302 312 Number of Children's Programs (0-14) 75 34 52 59 26 70 Reading Programs 9 9 9 9 9 70 70 Number of Young Adult Programs (15-17) 2 8 19 18 20 33 Programs 9 9 10 15 22 18 20 33 With Programs 9 10 15 22 13 54 54 Wather of General Programs 9 10 15 22 13 54 Wather of General Programs 9 10 15 22 13 54 Mumber of General Programs 9 0 13 0 10 15 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10<																		
Image: constraint of the second system of																		
Image: constraint of the second system of		398			412			456			387			302			312	
Programs (0-14) 75 34 52 59 26 70 # of Children's Summer Reading Programs 9 0<																		
# of Children's Summer 9 Image: Summer of Young Adult Programs 9 Image: Summer of Young Adult Programs (15-17) 2 8 19 18 20 33 # YA summer reading programs Image: Summer of Adult Programs Image: Summer o																		
Reading Programs 9 Image: second		75			34			52			59			26			70	
Number of Young Adult 2 8 19 18 20 33 Programs (15-17) 2 8 19 18 20 33 With Summer reading programs 10		-																
Programs (15-17) 2 8 19 18 20 33 # YA summer reading programs		9																
# YA summer reading programs Image: state of the s		2			0			10			10			20			22	
programs Image: constraint of the second		2			8			19			18			20			33	
Number of Adult Programs (18+) 7 10 15 22 13 54 #Adult summer reading programs 1 1 15 22 13 54 Mulde summer reading programs 1 1 15 22 13 54 Number of General Programs (All age groups) 38 5 0 1 1 0 Total # of Programs 131 57 86 0 99 7 10 157																		
(18+) 7 10 15 22 13 54 #Adult summer reading programs 1 1 1 1 54 Number of General Programs 1 1 1 1 1 54 (All age groups) 38 5 0 1 1 1 0 Total # of Programs 13 57 86 0 99 1 7 1 1																		
#Adult summer reading programs Image: state of the		7			10			15			22			13			54	
programs Image: Constraint of the second secon																		
(All age groups) 38 5 0 13 0 Total # of Programs 131 57 86 0 99 72 137	programs																	
Total # of Programs 131 57 86 0 99 72 157																		
	(All age groups)	38			5			0						13			0	
	Total # of Programs	131			57			86	0	0	99			72			157	
# of non-library events 38 17 1 19		151			5,			00		0				,,,			157	
	# of non-library events	38			17			1			19							
	· · ·																	

	2010		2011	2012		2013		2014	2015	,
Children's Program	2010		2011	2012		2013		2014	2015	
Attendance (0-14)	744		445		93	755		1040	783	1
Children's Summer Reading										
Program Attendance	211									
Young Adult Program										
Attendance (15-17)	12		81	4	48	319		457	508	ŝ
Young Adult Summer Reading										
Program Attendance	8									
Adult Program Attendance										
(18+)	198		136	1	15	195		126	894	
Adult Summer Reading										
Program Attendance	48									
General Program Attendance										1
(All age groups)	326		122		0	0	·	639	617	───
Family Summer Reading							1			1
Program Attendance	75						·			───
							·			<u> </u>
Total Program Attendance	1547		784	15	36	1269	·	2262	2802	_──
Attendence at non libra					+		·			───
Attendance at non-library	200									
events	366		93		2					<u> </u>
										<u> </u>
										<u> </u>
Total Visits in Library Per Year	29530		23339	274	40	26403		24835	35850	
Total visits in Library Per fear	29530		23339	2/2	+8	20403	·	24835	35850	
Total Reference Transactions					+					+
per year	1575		1404		24	598		336	1196	
per year	1575		1404			550		550	1150	
Use of Public Computer										
Workstations	8704		7693	72		5968		4518	4446	
# of wireless users	312		1574	44	71	5428	·	5000	1000	4
# of page views on all web										
pages in Library's domain	10230		14286	170	41		·			<u> </u>
# of page views on library's	40220		12110							
home page # of hits on online catalog	10230		12110							<u> </u>
# or fills on online catalog					+					───
TOTAL circulation of all		┝── ┨───	+ +		+					──
materials	50397		65812	432	16	42521	1	35875	38279	
	50597		0.0012	432		42321	· · · · · · · · · · · · · · · · · · ·	53075	36279	<u> </u>
Circulation of all children's			-		+			1		+
Materials (0-14)	17746		22702		0	5225	1	8453	7505	,
	17740		22,02		+	5225		0-55	7303	+
			+ +		+		· · · · · ·	1		<u>†</u>
Total in-house material usage	738		934	14	30	1107	1	47	104	ţ
				<u> </u>	+ +					1
Materials Owned					+ +					1
					+ +					1
Books	26423		40949	225	58	42404	· · · · · ·	35593	35850	,
Video Materials	2095		3283	15		1994		5326	5667	
Audio Materials	744		957		69	819		1225	1381	
Electronic Format				1 1				1		1
Magazine Subscriptions	125		104		57	97		90	90	1