

**CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2011**

Paula Kenick

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2011

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total</u>
41 Taxes	27,652,040.94	0.00	0.00	0.00	27,652,040.94
42 Intergovernmental	24,641,930.72	871,929.96	0.00	0.00	25,513,860.68
43 Fines & Fees	410,522.20	0.00	0.00	0.00	410,522.20
44 Investment Earnings	392,438.04	519.44	0.00	4,877.86	397,835.34
45 Charges for Services	2,304,249.35	0.00	0.00	0.00	2,304,249.35
46 Contributions & Donations	0.00	832,952.92	0.00	0.00	832,952.92
48 Miscellaneous Revenue	726,702.94	7,693.26	0.00	0.00	734,396.20
Total Revenues	\$ 56,127,884.19	\$ 1,713,095.58	\$ 0.00	\$ 4,877.86	\$ 57,845,857.63
51 Salaries/Benefits	32,331,792.95	440,489.42	0.00	0.00	32,772,282.37
52 Supplies	952,883.05	22,981.36	0.00	1,813.00	977,677.41
53 Purchased/Contracted Services	9,498,741.56	743,448.50	0.00	34.00	10,242,224.06
54 Library Materials	7,943,568.73	96,490.51	0.00	19,004.40	8,059,063.64
55 Capital Outlay	727,789.18	85,735.95	342,767.91	0.00	1,156,293.04
57 Miscellaneous Expenses	79,402.51	17,501.18	0.00	0.00	96,903.69
Total Expenditures	\$ 51,534,177.98	\$ 1,406,646.92	\$ 342,767.91	\$ 20,851.40	\$ 53,304,444.21
Revenue Over/(Under) Expenditures	\$ 4,593,706.21	\$ 306,448.66	\$(342,767.91)	\$(15,973.54)	\$ 4,541,413.42
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00
98 Advances	(210,000.00)	210,000.00	0.00	0.00	0.00
99 Transfers	(5,000,000.00)	0.00	5,000,000.00	0.00	0.00
Total Other Sources / Uses	\$(5,210,000.00)	\$ 210,000.00	\$ 5,000,000.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(616,293.79)	\$ 516,448.66	\$ 4,657,232.09	\$(15,973.54)	\$ 4,541,413.42
Beginning Year Cash Balance	\$ 35,273,231.06	\$ 10,664,001.06	\$ 5,201,558.02	\$ 2,541,077.54	\$ 53,679,867.68
Current Cash Balance	\$ 34,656,937.27	\$ 11,180,449.72	\$ 9,858,790.11	\$ 2,525,104.00	\$ 58,221,281.10

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending November 30, 2011

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	20,869,358	19,554,872	1,314,485	94%	95%
General Property Tax	26,214,496	27,652,041	(1,437,545)	105%	106%
Rollback, Homestead, CAT	5,200,000	3,943,603	1,256,397	76%	100%
Federal Grants	0	0	0	0%	100%
State Aid	1,269,138	1,143,455	125,683	90%	159%
Fines & Fees	300,000	410,522	(110,522)	137%	138%
Investment Earnings	700,000	392,438	307,562	56%	217%
Services to Others-Clevnet	2,400,000	2,304,249	95,751	96%	105%
Miscellaneous	429,437	726,703	(297,266)	169%	113%
Totals	<u>\$ 57,382,429</u>	<u>\$ 56,127,884</u>	<u>\$ 1,254,544</u>	<u>98%</u>	<u>103%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,945,689	32,350,390	4,595,299	88%	88%
Supplies	1,218,131	1,078,653	139,478	89%	75%
Purchased Services	11,985,139	11,363,032	622,108	95%	92%
Library Materials	12,476,848	10,433,229	2,043,619	84%	86%
Capital Outlay	956,617	928,044	28,572	97%	59%
Other	111,379	85,626	25,753	77%	94%
Subtotal	<u>\$ 63,693,802</u>	<u>\$ 56,238,974</u>	<u>\$ 7,454,829</u>	<u>88%</u>	<u>88%</u>
Advances/Transfers	5,210,000	5,210,000	0	0%	0%
Totals	<u>\$ 68,903,802</u>	<u>\$ 61,448,974</u>	<u>\$ 7,454,829</u>	<u>89%</u>	<u>88%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated November 3, 2011.

Note (2): Amended Appropriation of \$62,592,427 plus carried forward encumbrance of \$6,311,375.

Note (3): Subtotal includes 82% expended and 7% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2011

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	11,166,991.00	11,552,488.97	10,034,062.84	0.00	1,518,426.13
51120	Clerical Salaries	10,282,550.00	10,644,749.89	9,012,275.13	0.00	1,632,474.76
51130	Non-Clerical Salaries	1,159,770.00	1,201,088.55	1,108,856.70	0.00	92,231.85
51140	Buildings Salaries	3,739,466.00	3,874,639.22	3,422,430.85	0.00	452,208.37
51150	Other Salaries	1,298,485.00	1,344,739.26	1,145,264.00	0.00	199,475.26
51180	Severance Pay	0.00	81,503.11	248,904.02	0.00	(167,400.91)
51190	Non-Base Pay	0.00	1,035.58	196,438.86	0.00	(195,403.28)
51400	OPERS	3,864,245.00	4,000,841.59	3,537,372.54	0.00	463,469.05
51610	Health Insurance	3,218,053.00	3,351,947.41	3,009,154.98	0.00	342,792.43
51620	Life Insurance	46,771.00	50,465.47	36,644.53	0.00	13,820.94
51630	Workers Compensation	220,000.00	440,000.00	223,544.31	0.00	216,455.69
51640	Unemployment Compensation	47,248.00	73,183.70	47,256.07	17,190.34	8,737.29
51650	Medicare - ER	316,421.00	328,233.71	294,523.13	0.00	33,710.58
51900	Other Benefits	0.00	772.46	15,064.99	1,407.01	(15,699.54)
	Salaries/Benefits	\$35,360,000.00	\$ 36,945,688.92	\$ 32,331,792.95	\$ 18,597.35	\$ 4,595,298.62
52110	Office Supplies	48,845.00	49,024.89	37,948.39	5,213.45	5,863.05
52120	Stationery	104,365.00	96,165.80	72,328.40	5,115.47	18,721.93
52130	Duplication Supplies	74,040.00	64,308.91	49,353.23	2,950.78	12,004.90
52140	Hand Tools	3,950.00	5,176.27	139.24	248.98	4,788.05
52150	Book Repair Supplies	108,875.00	94,020.06	48,598.59	13,030.17	32,391.30
52210	Janitorial Supplies	106,300.00	104,300.09	85,346.52	10,562.42	8,391.15
52220	Electrical Supplies	62,220.00	62,934.07	50,585.02	7,659.87	4,689.18
52230	Maintenance Supplies	148,275.00	267,335.41	235,122.79	26,575.96	5,636.66
52240	Uniforms	9,250.00	9,802.25	8,666.44	242.96	892.85

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2011

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52300	Motor Vehicle Supplies	95,500.00	100,892.33	76,745.43	22,329.91	1,816.99
52900	Other Supplies	275,265.00	364,170.48	288,049.00	31,839.55	44,281.93
	Supplies	\$1,036,885.00	\$ 1,218,130.56	\$ 952,883.05	\$ 125,769.52	\$ 139,477.99
53100	Travel/Meetings	35,000.00	45,905.63	31,502.41	14,403.22	0.00
53210	Telecommunications	613,524.00	711,553.94	572,164.01	96,160.87	43,229.06
53230	Postage/Freight	144,225.00	135,336.26	83,839.34	39,734.44	11,762.48
53240	PR/Other Communications	217,923.85	305,256.97	179,754.14	48,605.27	76,897.56
53310	Building Repairs	142,710.00	210,801.85	168,217.48	20,089.07	22,495.30
53320	Machine Repairs	36,870.00	44,715.30	33,452.83	3,790.31	7,472.16
53340	Building Maintenance	140,500.00	153,885.89	124,384.08	22,914.46	6,587.35
53350	Machine Maintenance	328,386.00	437,356.24	260,019.48	98,351.27	78,985.49
53360	Computer Maintenance	874,306.00	891,670.13	747,283.32	69,282.67	75,104.14
53370	Motor Vehicle Repairs	23,000.00	42,971.85	31,427.30	9,238.45	2,306.10
53380	Contract Security	870,000.00	1,063,911.23	937,802.47	126,108.76	0.00
53390	Landscaping	20,000.00	27,164.68	23,023.18	4,141.50	0.00
53400	Insurance	453,900.00	456,144.00	434,553.00	0.00	21,591.00
53510	Rent/Leases	116,900.00	144,362.70	105,419.32	23,118.18	15,825.20
53520	Equipment Rental	317,150.00	346,033.27	273,456.29	54,532.09	18,044.89
53610	Electricity	2,239,350.00	2,273,708.29	1,706,622.55	551,059.43	16,026.31
53620	Gas	338,900.00	297,276.45	210,783.10	86,493.35	0.00
53630	Chilled Water	843,200.00	1,039,296.58	1,014,324.35	79,972.23	(55,000.00)
53640	Water/Sewer	106,525.00	140,300.95	75,333.07	63,945.64	1,022.24
53710	Professional Services	1,049,596.15	1,510,165.23	1,086,843.89	311,172.21	112,149.13
53720	Auditors Fees	860,000.00	1,345,392.62	1,184,945.54	56,092.97	104,354.11

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2011

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53800 Library Material Control	254,700.00	324,161.50	181,055.28	82,575.06	60,531.16
53900 Other Purchased Services	15,600.00	37,767.88	32,535.13	2,508.75	2,724.00
Purchased/Contracted Services	\$10,042,266.00	\$ 11,985,139.44	\$ 9,498,741.56	\$ 1,864,290.20	\$ 622,107.68
54110 Books	3,756,443.00	4,338,236.99	2,785,077.84	897,085.94	656,073.21
54120 Continuations	682,000.00	1,001,627.00	492,086.01	291,789.75	217,751.24
54210 Periodicals	1,374,955.00	1,742,747.63	656,647.61	367,698.88	718,401.14
54220 Microforms	239,000.00	257,068.73	148,000.92	50,164.07	58,903.74
54310 Video Media	1,576,500.00	1,680,330.41	1,457,189.65	185,969.29	37,171.47
54320 Audio Media - Spoken	227,929.00	268,987.81	182,499.23	30,253.10	56,235.48
54325 Audio Media - Music	631,047.00	641,229.71	489,001.83	133,180.84	19,047.04
54350 Computer Media	295,950.00	372,583.80	321,343.20	10,360.45	40,880.15
54500 Database Services	1,270,538.00	1,843,231.78	1,278,550.41	348,951.23	215,730.14
54600 Interlibrary Loan	6,500.00	6,890.98	5,253.56	1,596.33	41.09
54710 Bookbinding	39,000.00	93,052.00	24,952.09	44,726.66	23,373.25
54720 Preservation Services	75,000.00	125,074.89	48,280.22	76,689.63	105.04
54730 Preservation Boxing	10,000.00	10,467.96	7,698.20	2,815.51	(45.75)
54790 Preservation Reformatting	65,000.00	94,818.38	46,987.96	48,378.45	(548.03)
54900 Other Library Materials	500.00	500.00	0.00	0.00	500.00
Library Materials	\$10,250,362.00	\$ 12,476,848.07	\$ 7,943,568.73	\$ 2,489,660.13	\$ 2,043,619.21
55510 Furniture	106,225.00	131,492.56	106,098.70	25,393.86	0.00
55520 Equipment	62,300.00	166,349.75	84,774.18	67,031.50	14,544.07
55530 Computer Hardware/Software	550,399.00	635,000.79	513,142.79	107,829.78	14,028.22
55700 Motor Vehicles	0.00	23,773.51	23,773.51	0.00	0.00
Capital Outlay	\$718,924.00	\$ 956,616.61	\$ 727,789.18	\$ 200,255.14	\$ 28,572.29

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2011

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
57100 Memberships	63,300.00	65,249.00	61,601.80	1,825.20	1,822.00
57200 Taxes	1,500.00	1,762.21	301.80	359.06	1,101.35
57500 Refunds/Reimbursements	43,027.00	44,367.66	17,498.91	4,039.17	22,829.58
Miscellaneous Expenses	\$107,827.00	\$ 111,378.87	\$ 79,402.51	\$ 6,223.43	\$ 25,752.93
59810 Advances Out	0.00	210,000.00	210,000.00	0.00	0.00
Advances	\$0.00	\$ 210,000.00	\$ 210,000.00	\$ 0.00	\$ 0.00
59900 Transfers Out	0.00	5,000,000.00	5,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 0.00	\$ 0.00
TOTAL	<u>\$57,516,264.00</u>	<u>\$ 68,903,802.47</u>	<u>\$ 56,744,177.98</u>	<u>\$ 4,704,795.77</u>	<u>\$ 7,454,828.72</u>

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2011

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	35,273,231.06	56,127,884.19	56,744,177.98	4,704,795.77	29,952,141.50
Total General Fund	\$ 35,273,231.06	\$ 56,127,884.19	\$ 56,744,177.98	\$ 4,704,795.77	\$ 29,952,141.50
201 Anderson	189,635.01	0.00	0.00	0.00	189,635.01
202 Endowment for the Blind	1,375,391.48	152,284.00	0.00	11,500.00	1,516,175.48
203 Founders	4,260,062.08	148,761.24	138,695.88	68,422.56	4,201,704.88
204 Kaiser	40,238.89	0.00	0.00	0.00	40,238.89
205 Kraley	140,583.80	0.00	0.00	0.00	140,583.80
206 Library	156,094.60	8,965.02	5,518.12	0.00	159,541.50
207 Pepke	87,619.01	0.00	0.00	0.00	87,619.01
208 Wickwire	999,204.65	519.44	8,102.58	1,256.19	990,365.32
209 Wittke	59,386.26	0.00	0.00	0.00	59,386.26
210 Young	2,720,399.78	21,321.94	0.00	0.00	2,741,721.72
225 Friends	6,850.00	10,112.12	5,909.81	3,765.00	7,287.31
226 Judd	7,800.74	153,116.25	122,222.57	10,310.02	28,384.40
228 Lockwood Thompson Memorial	394,168.37	158,115.00	142,618.32	160,209.70	249,455.35
229 Ohio Center for the Book	58.00	0.00	0.00	0.00	58.00
230 Schweinfurth	(39,200.93)	127,677.35	37,547.35	0.00	50,929.07
242 Cleveland NCA Kiosk	10,362.81	0.00	689.03	0.00	9,673.78
243 Gates Foundation	74,281.22	54,600.00	67,901.04	3,112.20	57,867.98
244 Harvard CS Kiosk Project	7,522.28	0.00	188.90	0.00	7,333.38
251 LSTA-Library for the Blind	4,999.00	234,000.00	219,940.47	0.00	19,058.53
252 LSTA-Know It Now	90,764.82	574,178.99	420,466.56	213,479.63	30,997.62
253 MetLife-Fit for Life II	6,677.45	0.00	6,677.45	0.00	0.00
254 MyCom	71,101.74	231,444.23	230,168.84	381,449.55	(309,072.42)
255 PNC-Grow Up Great	0.00	48,000.00	0.00	2,910.29	45,089.71
Total Special Revenue Funds	\$ 10,664,001.06	\$ 1,923,095.58	\$ 1,406,646.92	\$ 856,415.14	\$ 10,324,034.58

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2011

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	5,201,558.02	5,000,000.00	342,767.91	189,361.36	9,669,428.75
Total Capital Project Funds	\$ 5,201,558.02	\$ 5,000,000.00	\$ 342,767.91	\$ 189,361.36	\$ 9,669,428.75
501 Abel	160,917.69	0.00	0.00	0.00	160,917.69
502 Ambler	1,545.77	0.00	0.00	0.00	1,545.77
503 Beard	107,080.37	0.00	1,813.00	1,813.00	103,454.37
504 Klein	3,663.83	0.00	0.00	0.00	3,663.83
505 Malon/Schroeder	206,938.71	0.00	0.00	0.00	206,938.71
506 McDonald	126,210.68	0.00	0.00	0.00	126,210.68
507 Ratner	61,750.50	0.00	0.00	0.00	61,750.50
508 Root	26,625.23	0.00	0.00	0.00	26,625.23
509 Sugarman	164,969.13	0.00	0.00	0.00	164,969.13
510 Thompson	113,618.33	0.00	0.00	0.00	113,618.33
511 Weidenthal	4,556.48	0.00	0.00	0.00	4,556.48
512 White	1,563,200.82	4,877.86	19,038.40	1,027.90	1,548,012.38
Total Permanent Funds	\$ 2,541,077.54	\$ 4,877.86	\$ 20,851.40	\$ 2,840.90	\$ 2,522,263.10
Others	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total All Funds	<u>\$ 53,679,867.68</u>	<u>\$ 63,055,857.63</u>	<u>\$ 58,514,444.21</u>	<u>\$ 5,753,413.17</u>	<u>\$ 52,467,867.93</u>

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2011

Balance of All Funds	\$ 58,221,281.10
Chase-Checking	8,631.26
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,539,136.84
KeyBank-MC/VISA	12,371.66
Fifth Third - Checking	398,677.92
Petty Cash	330.00
Change Fund	5,420.00
KeyBank-Payroll Account (ZBA)	0.00
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	\$ 1,964,567.68
PNC - Money Market	10,013.98
PNC - Investments	34,219,324.58
PNC/Allegiant Money Market	50,463.73
KeyBank - Victory Fund	0.00
STAR OHIO Investment	9,670,952.44
Investments	\$ 43,950,754.73
PNC Endowment Acct	12,305,958.69
Endowment Account	\$ 12,305,958.69
Cash in Banks and On Hand	\$ 58,221,281.10