

Staff Reports

Prepared for the April 29, 2016 Board Meeting

1. Charlotte Smith – Financial Report
2. Jan Lambert – Service Report
3. Arnescia Lee – Gate Count, Programs, and Circulation Reports
4. Barry Honold – Bookmobile and Volunteer Report

Financial Report

M- Hot Spring Co Lib -March 2016 2016

Checking Accounts

	Beg Yr Bal	1st. Of March	Deposits	W/D	End Bal
Malvern-HSC Library	\$101,489.32	\$102,977.70	\$1,289.52	(\$1,061.94)	\$103,205.28
Malvern-HSC Library Gen. Acct.	\$43,750.27	\$43,757.70	\$6.95	\$0.00	\$43,764.65
Malvern-HSC Foundation	\$28,954.81	\$30,109.57	\$2.45	(\$1,150.00)	\$28,962.02
Mid Ark Regional Library (US Bank)	\$13,955.19	\$13,955.19	\$0.00	\$0.00	\$13,955.19
Mid Ark Regional Library (FBT)	\$85,434.95	\$60,584.40	\$37,258.00	(\$31,620.73)	\$66,221.67
Mid Ark Regional - Malvern Branch	\$151,293.63	\$136,030.37	\$8,409.87	(\$4,544.19)	\$139,896.05
Total of All Accounts as of 3/31/2016					\$396,004.86

Money through Courthouse:

	Beg Bal	Year-to-Date Thru March	Appropriate	End Bal
Salary Employees	\$138,205.05	\$11,109.89		\$105,747.96
Part-Time Employees	\$45,420.00	\$2,730.19		\$38,211.85
Computers Services	\$3,000.00	\$0.00		\$3,000.00
General Office Supplies	\$6,000.00	\$0.00		\$6,000.00
Maintenance & Service Contracts	\$2,800.00	\$156.96		\$2,529.68
Other Professional Services	\$1,000.00	\$135.00		\$865.00
Postage	\$4,500.00	\$750.50		\$3,749.50
email/internet/Web hosting	\$11,000.00	\$457.91		\$10,542.09
Special Projects (see below)	\$35,000.00	\$1,460.90		\$31,090.24
Life Insurance	\$324.00	\$27.00		\$243.00
Health Insurance	\$30,503.00	\$2,455.25		\$23,137.25
Unemployment Compensation	\$7,876.90	\$0.00		\$7,876.90
Worker's Compensation	\$3,340.00	\$0.00		\$1,438.00
Retirement Noncontributory	\$27,125.39	\$1,818.48		\$21,719.51
Social Security Matching	\$14,000.00	\$1,009.89		\$11,033.63
Utilities	\$39,000.00	\$4,584.07		\$31,764.19
Machinery & Equipment	\$6,500.00	\$168.95		\$6,331.05
Vehicles	\$2,000.00	\$0.00		\$2,000.00
Buildings Improvement	\$2,000.00	\$0.00		\$2,000.00
Total as of March 31, 2016	\$379,594.34	\$26,864.99		\$309,279.85

SPECIAL PROJECTS

Datamax	\$594.32
Gale/Cengage	\$212.34
J & B Quality Book Binding	\$74.25
National HVAC Service	\$354.25
Gale/Cengage	\$225.74
Total Special Projects for 3/16	\$1,460.90

Malvern-Hot Spring Co. Checking

Beginning Balance - March 2016	\$102,977.70
Total Funds by Hasler	\$45.70
Kerr Security, Inc	\$65.40
Trinity Electronics	\$367.92
Malvern Water Works	\$129.77
Entergy	\$24.30
Ulverscroft Large Print Books	\$44.98
Justin Parker	\$151.50
Myers Supply, Inc.	\$138.29
Dept. of Information Systems	\$38.70

Harland Clarke/Deposit Slips	\$55.38	
Total Checks Written for March 2016		(\$1,061.94)
Deposit for March 2016		\$1,289.52
Ending Balance - March 2016		\$103,205.28
Mid Ark Regional Checking Acct.		
Beginning Balance March 2016		\$60,584.40
Arkansas State Library	\$180.00	
Charlotte Smith	\$528.77	
St. Louis Co. Library	\$50.00	
Innovative	\$2,000.00	
Innovative	\$13,324.74	
Innovative	\$589.17	
OCLC, Inc.	\$84.76	
Verizon Wireless	\$80.08	
Chase Credit Card	\$198.38	
Mid Ark Regional Malvern Branch	\$8,370.14	
Cleveland Co. Library	\$1,026.77	
Hilda Terry	\$300.00	
Dallas County Library	\$947.79	
Kena Trammel	\$300.00	
Grant County Library	\$2,053.55	
Amy Ketzer	\$300.00	
Ashley Graves	\$300.00	
Malvern Oil Company	\$30.78	
Arkansas State Library	\$60.00	
Elrod's Garage	\$215.33	
AAPL	\$680.47	
Sales Tax	\$31,620.73	
Total Checks Written for March 2016		(\$31,620.73)
Deposit for March 2016		\$37,258.00
Ending Balance - March 2016		\$66,221.67
Mid Ark Regional-Malvern - Acct		
Beginning Balance - March 2016		\$136,030.37
Office Depot	\$891.78	
The Library Store	\$293.84	
Ashley Graves	\$338.96	
U.S. Bank	\$1,805.45	
Malvern Daily Record	\$249.00	
Recorded Books	\$289.78	
National HVAC Service	\$221.27	
City Termite and Pest Control	\$75.21	
Lineage	\$77.51	
Malvern Area Kiwanis Club	\$210.00	
Ulverscroft Large Print	\$44.98	
U.S. Bank	\$46.41	
Total Checks Written for March 2016		(\$4,544.19)
Deposit for March 2016		\$8,409.87
Ending Balance - March 2016		\$139,896.05
Malvern-HSC Library - Gen. Acct.		
Beginning Balance March 2016		\$43,764.65
W.F. Spears	\$340.00	
Cardin Tree Service	\$1,900.00	
Total Checks Written for March 2016		(\$2,240.00)

Deposit for March 2016		\$0.00
Interest Earned		\$6.95
Ending Balance -March 2016		\$41,531.60

Malvern-HSC Foundation Acct		
Beginning Balance March 2016		\$30,109.57
ProMAS, LLC	\$1,150.00	
Total Checks written for March 2016		(\$1,150.00)
Deposit for March 2016		\$0.00
Interest Earned		\$2.45
Ending Balance - March 2016		\$28,962.02

3 Memorial for March 2016		
Ruby Gilliam	\$25.00	
Don and Susan Tanner	\$100.00	
Tommie Hall	\$25.00	
Total Memorials for March 2016	\$150.00	

Interlibrary Loans:

Material loaned out to other libraries	19
Material borrowed from other libraries	34
Book Club books from the State Library	12

Memorial Donations:

1. Ruby Gilliam	\$25.00
2. Don & Susan Tanner	\$100.00
3. Tommie Hall	<u>\$25.00</u>
Total	\$150.00

Other Fees:

1. Emily Voss (Harold Davis Census Book)	<u>\$20.00</u>
Total	\$20.00

Fees & Cost:

1. Fines	\$487.00
2. Copies	\$160.80
3. New Cards	\$44.00
4. Visitor's Passes	\$103.00
5. Lost Items	\$35.94
6. Lamination	\$4.50
7. Donations	\$2.65
8. Miscellaneous	\$2.88
9. Bill Tower	<u>\$278.75</u>
Total	\$1,119.52

Deposits for March:

1. March 10, 2016	\$377.96
2. March 17, 2016	\$387.50
3. March 24, 2016	\$302.10
4. March 31, 2016	<u>\$221.96</u>
Total	\$1,289.52

Deposits for Friends of the Library:

\$168.25

Gate Count, Program Attendance, Circulation

	ADULT PROG	YA PROG	CHILD PROG	Circ count
MARCH 2016				
	TOTAL	TOTAL	TOTAL	TOTAL
2921	123	6	78	5041

2016	Children's Programming		YA Programming		Adult Programming		Program List
	#	Attendance	#	Attendance	#	Attendance	
march							
wk 1	1	5	0	0	1	10	10 Ppl in Room Reservations
wk2	3	19	0	0	1	16	
wk3	3	17	0	0	2	17	10 TAX APPOINTMENTS
wk4	5	32	2	6	1	80	80 FOR TASTE IT TUESDAY
wk5	1	5	0	0	0	0	
total	4	78	2	6	5	123	

Bookmobile
Report

Month:	<u>March 2016</u>	<u>BKMO Locations</u>	<u># Cards</u>		<u>Total People:</u>
Week	City	Location		Notes:	
1st Tues	Bismarck	DJ's	7		9
	Point Cedar	Bait Shop	6		6
1st Thurs	Malvern	Debbie's Daycare	1		11
	Malvern	Arbor Oaks	0		0
	Malvern	Malvern/Early Head Start	1		14
	Malvern	Gospel Light School	1		12
	Malvern	Lots of Tots	1		12
	Malvern	Boys and Girls Club	4		4
2nd Thurs	Donaldson	Donaldson Store	1		1
	Donaldson	Ouachita Elementary	2		3
	Tulip	Tulip Community Center	0	Incl. Weather Reschedule	0
	Carthage	Carthage City Hall	1	Incl. Weather Reschedule	1
4th Wed	Magnet Cove	Magnet Cove Head Start	1		1
	Bonnerdale	Bonnerdale Store	4		4
	Bismarck	Post Office	4		4
Total			26		74

Month:	<u>March 2016</u>	<u>Library By Mail Patrons</u>			
#	Name:	# Shipments	# Books	# Audio	
1	Geri Stuber		3	2	
2	Rita Frazier		4	1	
3	JD McDougal	New BBM Patron	0	5	
Total			0	7	8

Month	<u>March 2016</u>	<u>Volunteers</u>			
	Name:				
1	xxxx				42
2	xxxx				28
Total			0	0	70

Month	<u>March 2016</u>	<u>Birthday Cards</u>			
	<u>Picked Up</u>				
					7
Total			0	0	7