

**BOARD MEETING AGENDA
TUESDAY DECEMBER 30, 2008
YEAR-END BOARD MEETING: 1:00 P.M.**

1. Call to order
2. Treasurer's Report
 - a. Motion to pay bills in the amount of **\$283,560.70**
 - b. Review other Financial Reports
3. Proposed encumbrances from 2008 budget
4. Resolution to transfer operating fund appropriations
5. Other
6. Adjournment

Bank Balances

Westfield Washington Public Library

Report as of: 12/31/2008

Bank

| | | |
|---|----------------------------------|--------------|
| 1 | Community Bank - Checking | \$148,843.57 |
| 2 | Community Bank - Money Market | \$495,185.76 |
| 4 | Community Bank - 6 CD | \$0.00 |
| 5 | Community Bank - 12 CD | \$275,000.00 |
| 6 | M & I Bank - 6 CD | \$50,476.21 |
| 9 | National City Bank | \$1,500.00 |

Total all banks = \$971,005.54

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Financial Report
Westfield Washington Public Library

Report Dates = 12/11/2008 to 12/31/2008

| <i>Fund</i> | <i>Start of year</i> | <i>Disbursements this month</i> | <i>Disbursements YTD</i> | <i>Receipts this month</i> | <i>Receipts YTD</i> | <i>Balance</i> |
|--------------------------------|-----------------------|---------------------------------|--------------------------|----------------------------|-----------------------|---------------------|
| 1. Operating Fund | | | | | | |
| 100 OPERATING FUND | \$125,243.33 | \$122,289.10 | \$1,330,568.63 | \$2,914.78 | \$1,274,043.18 | \$68,717.88 |
| Subtotal | \$125,243.33 | \$122,289.10 | \$1,330,568.63 | \$2,914.78 | \$1,274,043.18 | \$68,717.88 |
| 2. Main Funds | | | | | | |
| 120.01 LIRF RESERVE CASH FUND | \$37,300.72 | \$0.00 | \$38,146.74 | \$0.00 | \$39,951.45 | \$39,105.43 |
| 125 RAINY DAY FUND | \$349,454.55 | \$0.00 | \$170,645.08 | \$55,000.00 | \$161,882.40 | \$340,691.87 |
| 140 LEASE RENTAL FUND | \$304,199.66 | \$141,125.00 | \$793,508.68 | \$103.00 | \$732,929.25 | \$243,620.23 |
| 142 CONSTRUCTION FUND | \$142,369.85 | \$0.00 | \$146,014.15 | \$0.00 | \$152,861.72 | \$149,217.42 |
| 150 TRANSFER FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 190 PUB. LIB. ACCESS CARD | \$0.00 | \$1,080.00 | \$4,830.00 | \$267.00 | \$4,830.00 | \$0.00 |
| Subtotal | \$833,324.78 | \$142,205.00 | \$1,153,144.65 | \$55,370.00 | \$1,092,454.82 | \$772,634.95 |
| 3. Sumner Fund | | | | | | |
| 110.01 SUMNER CASH FUND | \$6.33 | \$0.00 | \$0.00 | \$0.00 | \$0.19 | \$6.52 |
| 110.02 SUMNER INVESTMENT FUND | \$49,285.85 | \$0.00 | \$0.00 | \$0.00 | \$1,190.36 | \$50,476.21 |
| Subtotal | \$49,292.18 | \$0.00 | \$0.00 | \$0.00 | \$1,190.55 | \$50,482.73 |
| 4. Gift Fund | | | | | | |
| 130.01 GIFT FUND-CHILDREN'S | \$467.02 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$467.02 |
| 130.02 GIFT FUND | \$2,040.20 | \$0.00 | \$6,619.29 | \$3,760.90 | \$19,693.29 | \$15,114.20 |
| 130.03 GIFT FUND-HEDBACK | \$6,807.98 | \$0.00 | \$0.00 | \$0.00 | \$69.26 | \$6,877.24 |
| 130.05 GIFT FUND-MTG RMS/BLDNG | \$2,591.17 | \$0.00 | \$1,401.00 | \$0.00 | \$13,505.63 | \$14,695.80 |
| 130.06 GIFT FUND | \$38,188.64 | \$4,532.38 | \$34,532.38 | \$0.00 | \$30,962.96 | \$34,619.22 |
| 130.07 GIFT FUND-ESL | \$1,973.14 | \$0.00 | \$666.28 | \$0.00 | \$0.00 | \$1,306.86 |
| Subtotal | \$52,068.15 | \$4,532.38 | \$43,218.95 | \$3,760.90 | \$64,231.14 | \$73,080.34 |
| 5. Investments | | | | | | |
| 160.01 LEVY EXCESS FUND | \$3,401.00 | \$0.00 | \$0.00 | \$0.00 | \$33.90 | \$3,434.90 |
| 160.02 GENERAL INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$3,401.00 | \$0.00 | \$0.00 | \$0.00 | \$33.90 | \$3,434.90 |
| 6. Mendenhall | | | | | | |
| 170.01 MENDENHALL CASH FUND | \$893.96 | \$0.00 | \$0.00 | \$0.00 | \$65.72 | \$959.68 |
| 170.02 MENDENHALL INV. FUND | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| Subtotal | \$2,393.96 | \$0.00 | \$0.00 | \$0.00 | \$65.72 | \$2,459.68 |
| 8. Withholdings | | | | | | |
| 180.01 FEDERAL WITHHOLDING | \$0.00 | \$4,944.22 | \$61,440.31 | \$4,944.22 | \$61,440.31 | \$0.00 |
| 180.02 F.I.C.A. | \$0.00 | \$3,842.50 | \$54,187.97 | \$3,842.50 | \$54,187.97 | \$0.00 |
| 180.03 STATE/COUNTY TAX | \$0.00 | \$3,294.22 | \$30,217.43 | \$2,163.87 | \$30,217.43 | \$0.00 |
| 180.04 OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 180.05 RETIREMENT | \$0.00 | \$1,280.00 | \$29,160.00 | \$1,280.00 | \$29,160.00 | \$0.00 |
| 180.06 MEDICAL/DENTAL | \$913.34 | \$1,027.60 | \$13,902.48 | \$611.33 | \$13,184.20 | \$195.06 |
| 180.07 VISION | \$0.00 | \$10.56 | \$95.04 | \$5.28 | \$95.04 | \$0.00 |
| 180.08 AFLAC | \$0.00 | \$123.12 | \$1,794.24 | \$61.56 | \$1,794.24 | \$0.00 |
| 180.09 UNITED WAY | \$0.00 | \$12.00 | \$312.00 | \$12.00 | \$312.00 | \$0.00 |
| Subtotal | \$913.34 | \$14,534.22 | \$191,109.47 | \$12,920.76 | \$190,391.19 | \$195.06 |
| Grand Total | \$1,066,636.74 | \$283,560.70 | \$2,718,041.70 | \$74,966.44 | \$2,622,410.50 | \$971,005.54 |

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Voucher List

Westfield Washington Public Library

Report Date: From 12/11/2008 To 12/31/2008

| Warrant Number | Claim Number | Name of Claimant | Date | Explanation | Total |
|----------------|--------------|-----------------------------|------------|--|--------------|
| 0 | 838 | transfer | 12/11/2008 | REPAYMENT TO RAINY DAY ACCOUNT FUNDS TRANSFERRED 04/17, 07/15 | \$55,000.00 |
| 0 | 839 | Payroll Checks | 12/24/2008 | PAYROLL | \$4,210.30 |
| 0 | 840 | Payroll Checks | 12/24/2008 | PAYROLL | \$27,275.20 |
| 0 | 841 | COMMUNITY BANK | 12/24/2008 | FEDERAL TAX DEPOSIT | \$1,722.51 |
| 0 | 842 | COMMUNITY BANK | 12/24/2008 | FEDERAL TAX DEPOSIT | \$6,328.91 |
| 11423 | 843 | CITIZENS GAS OF WESTFIELD | 12/23/2008 | GAS BILL | \$3,162.58 |
| 1013 | 844 | THE BANK OF NEW YORK TRU | 12/23/2008 | LEASE RENTAL | \$141,125.00 |
| 11422 | 845 | ANTHEM BCBS IN GROUP | 12/24/2008 | EMPLOYEE HEALTH INSURANCE | \$3,425.40 |
| 11424 | 846 | MASS MUTUAL ARTISTRY | 12/24/2008 | EMPLOYEE 403B | \$1,580.00 |
| 11425 | 847 | AFLAC | 12/30/2008 | EMPLOYEE BENEFIT | \$123.12 |
| 11426 | 848 | ANTHEM LIFE INSURANCE CO | 12/30/2008 | EMPLOYEE LIFE INSURANCE | \$88.40 |
| 0 | 849 | Payroll Checks | 12/31/2008 | PAYROLL | \$19,421.42 |
| 0 | 850 | COMMUNITY BANK | 12/31/2008 | FEDERAL TAX DEPOSIT | \$4,577.80 |
| 11427 | 851 | BADEN RETIREMENT PLAN SE | 12/30/2008 | PROFESSIONAL SERVICES | \$600.00 |
| 11428 | 852 | BAKER & TAYLOR - L0012562 | 12/30/2008 | CHILDREN'S BOOKS | \$49.97 |
| 11429 | 853 | BAKER & TAYLOR - L0248692 | 12/30/2008 | ADULT/YA BOOKS | \$2,595.77 |
| 11430 | 854 | BAKER & TAYLOR - L3736302 | 12/30/2008 | CHILDREN'S BOOKS | \$427.15 |
| 11431 | 855 | BAKER & TAYLOR ENTERTAIN | 12/30/2008 | JUNIOR AUDIO | \$11.09 |
| 11432 | 856 | BOOKPAGE | 12/30/2008 | MAGAZINE RENEWALS | \$236.00 |
| 11434 | 857 | CLARK, GEORGE N. | 12/30/2008 | BUILDING MANAGER | \$690.00 |
| 11435 | 858 | EBSCO RECEPTION ROOM SU | 12/30/2008 | MAGAZINE RENEWALS | \$367.75 |
| 11436 | 859 | GALE | 12/30/2008 | ADULT BOOKS | \$77.87 |
| 11437 | 860 | HULL, PAULA R | 12/30/2008 | REIMBURSEMENTS | \$35.01 |
| 11438 | 861 | INDIANA DEPARTMENT OF RE | 12/30/2008 | STATE/COUNTY TAXES | \$3,294.22 |
| 11440 | 862 | PRECISION CONTROL SYSTE | 12/30/2008 | REPAIRS & MAINTENANCE | \$419.00 |
| 11442 | 863 | QUILL CORPORATION | 12/30/2008 | LIBRARY SUPPLIES | \$141.82 |
| 11443 | 864 | RANDOM HOUSE, INC. | 12/30/2008 | CHILDREN'S AUDIO | \$38.40 |
| 11444 | 865 | RECORDED BOOKS INC | 12/30/2008 | DVD'S | \$31.00 |
| 11445 | 866 | RICOH AMERICAS CORP. | 12/30/2008 | RENTAL | \$1,788.85 |
| 11446 | 867 | RICOH AMERICAS CORPORAT | 12/30/2008 | COPIER AND COIN TOWER | \$273.69 |
| 11447 | 868 | SOLLARS, SHERYL A | 12/30/2008 | REIMBURSEMENTS | \$15.00 |
| 11448 | 869 | SWAIM, BARBARA | 12/30/2008 | MILEAGE REIMBURSEMENT | \$48.48 |
| 11449 | 870 | UNITED ART AND EDUCATION | 12/30/2008 | CHILDREN'S PROGRAMMING | \$11.96 |
| 11451 | 871 | VISION SERVICE PLAN - (IN) | 12/30/2008 | VISION INSURANCE | \$35.04 |
| 11453 | 872 | WESTFIELD PUBLIC WORKS | 12/30/2008 | WATER/SEWER BILL/FIRE PROTECTION | \$208.17 |
| 11433 | 874 | CATLIN, PAUL | 12/30/2008 | ANNUAL MILEAGE | \$500.00 |
| 11439 | 875 | INDIANA STATE LIBRARY-P.L.A | 12/30/2008 | PLAC CARDS - 36 | \$1,080.00 |
| 11441 | 876 | PUBLIC EMPLOYEES' RETIRE | 12/30/2008 | EMPLOYEE BENEFIT | \$2,429.28 |
| 11452 | 877 | WASTE MGMT OF CENTRAL I | 12/30/2008 | TRASH COLLECTION | \$102.54 |
| 11450 | 878 | UNITED WAY OF CENTRAL IN | 12/30/2008 | EMPLOYEE DONATIONS | \$12.00 |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i> |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------|---------------------|
| Total Amount of Claims | | | | | \$283,560.70 |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 29, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Register Of Claims

Westfield Washington Public Library

Report Date: From **12/11/2008** To **12/31/2008**

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|---------------------------|-----------------|------------------|-------------------|-------------------------|-------------|------------|---------------------|
| 0 | 839 | Payroll Checks | GIFT FUND | SALARY OF DIRECTOR | \$158.80 | 12/24/2008 | PAYROLL |
| | | | GIFT FUND | ASST. DIR./ADMIN. ASST. | \$317.60 | | |
| | | | GIFT FUND | ADULT/TECH. SERVICES | \$1,034.60 | | |
| | | | GIFT FUND | YOUTH SERVICES | \$635.20 | | |
| | | | GIFT FUND | LIBRARY CLERKS | \$1,826.20 | | |
| | | | GIFT FUND | LIBRARY PAGES | \$237.90 | | |
| Total this claim = | | | | | \$4,210.30 | | |
| 0 | 840 | Payroll Checks | OPERATING FUND | SALARY OF DIRECTOR | \$2,646.85 | 12/24/2008 | PAYROLL |
| | | | OPERATING FUND | ASST. DIR./ADMIN. ASST. | \$2,477.44 | | |
| | | | OPERATING FUND | ADULT/TECH. SERVICES | \$7,901.50 | | |
| | | | OPERATING FUND | YOUTH SERVICES | \$4,971.79 | | |
| | | | OPERATING FUND | LIBRARY CLERKS | \$8,518.96 | | |
| | | | OPERATING FUND | LIBRARY PAGES | \$758.66 | | |
| Total this claim = | | | | | \$27,275.20 | | |
| 0 | 841 | COMMUNITY BANK | GIFT FUND | EMPLOYMENT BENEFITS | \$322.08 | 12/24/2008 | FEDERAL TAX DEPOSIT |
| | | | FEDERAL WITHHOLDI | EMPLOYMENT BENEFITS | \$1,078.35 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$261.06 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$61.02 | | |
| Total this claim = | | | | | \$1,722.51 | | |
| 0 | 850 | COMMUNITY BANK | OPERATING FUND | EMPLOYMENT BENEFITS | \$1,485.75 | 12/31/2008 | FEDERAL TAX DEPOSIT |
| | | | FEDERAL WITHHOLDI | EMPLOYMENT BENEFITS | \$1,606.30 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$1,204.12 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$281.63 | | |
| Total this claim = | | | | | \$4,577.80 | | |
| 0 | 842 | COMMUNITY BANK | OPERATING FUND | EMPLOYMENT BENEFITS | \$2,034.67 | 12/24/2008 | FEDERAL TAX DEPOSIT |
| | | | FEDERAL WITHHOLDI | EMPLOYMENT BENEFITS | \$2,259.57 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$1,649.01 | | |
| | | | F.I.C.A. | EMPLOYMENT BENEFITS | \$385.66 | | |
| Total this claim = | | | | | \$6,328.91 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|-------------------|---------------------------|---------------------|-------------|---|
| 0 | 849 | Payroll Checks | OPERATING FUND | ASST. DIR./ADMIN. ASST. | \$2,167.76 | 12/31/2008 | PAYROLL |
| | | | OPERATING FUND | ADULT/TECH. SERVICES | \$6,426.75 | | |
| | | | OPERATING FUND | YOUTH SERVICES | \$4,047.10 | | |
| | | | OPERATING FUND | LIBRARY CLERKS | \$6,469.26 | | |
| | | | OPERATING FUND | LIBRARY PAGES | \$310.55 | | |
| | | | | Total this claim = | <u>\$19,421.42</u> | | |
| 0 | 838 | transfer | OPERATING FUND | TEMP LOAN FROM OTHER FU | \$55,000.00 | 12/11/2008 | REPAYMENT TO RAINY DAY ACCOUNT FUNDS TRANSFERRED 04/17, 07/15 |
| | | | | Total this claim = | <u>\$55,000.00</u> | | |
| 1013 | 844 | THE BANK OF NEW YORK TRU | LEASE RENTAL FUND | LEASE RENTAL PAYMENTS | \$141,125.00 | 12/23/2008 | LEASE RENTAL |
| | | | | Total this claim = | <u>\$141,125.00</u> | | |
| 11422 | 845 | ANTHEM BCBS IN GROUP | MEDICAL/DENTAL | GROUP INSURANCE | \$1,027.60 | 12/24/2008 | EMPLOYEE HEALTH INSURANCE |
| | | | OPERATING FUND | GROUP INSURANCE | \$2,397.80 | | |
| | | | | Total this claim = | <u>\$3,425.40</u> | | |
| 11423 | 843 | CITIZENS GAS OF WESTFIELD | OPERATING FUND | GAS | \$3,162.58 | 12/23/2008 | GAS BILL |
| | | | | Total this claim = | <u>\$3,162.58</u> | | |
| 11424 | 846 | MASS MUTUAL ARTISTRY | OPERATING FUND | GROUP INSURANCE | \$300.00 | 12/24/2008 | EMPLOYEE 403B |
| | | | RETIREMENT | EMPLOYMENT BENEFITS | \$1,280.00 | | |
| | | | | Total this claim = | <u>\$1,580.00</u> | | |
| 11425 | 847 | AFLAC | AFLAC | EMPLOYMENT BENEFITS | \$123.12 | 12/30/2008 | EMPLOYEE BENEFIT |
| | | | | Total this claim = | <u>\$123.12</u> | | |
| 11426 | 848 | ANTHEM LIFE INSURANCE CO | OPERATING FUND | GROUP INSURANCE | \$88.40 | 12/30/2008 | EMPLOYEE LIFE INSURANCE |
| | | | | Total this claim = | <u>\$88.40</u> | | |
| 11427 | 851 | BADEN RETIREMENT PLAN SE | OPERATING FUND | PROFESSIONAL SERVICES | \$600.00 | 12/30/2008 | PROFESSIONAL SERVICES |
| | | | | Total this claim = | <u>\$600.00</u> | | |
| 11428 | 852 | BAKER & TAYLOR - L0012562 | OPERATING FUND | BOOKS-JUVENILE | \$49.97 | 12/30/2008 | CHILDREN'S BOOKS |
| | | | | Total this claim = | <u>\$49.97</u> | | |
| 11429 | 853 | BAKER & TAYLOR - L0248692 | OPERATING FUND | BOOKS -YA | \$169.66 | 12/30/2008 | ADULT/YA BOOKS |
| | | | OPERATING FUND | BOOKS-REFERENCE/SUMNER | \$165.21 | | |
| | | | OPERATING FUND | BOOKS-ADULT | \$2,260.90 | | |
| | | | | Total this claim = | <u>\$2,595.77</u> | | |
| 11430 | 854 | BAKER & TAYLOR - L3736302 | OPERATING FUND | BOOKS-JUVENILE | \$427.15 | 12/30/2008 | CHILDREN'S BOOKS |
| | | | | Total this claim = | <u>\$427.15</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-----------------------------|---------------------|---------------------------|-------------------|-------------|-----------------------|
| 11431 | 855 | BAKER & TAYLOR ENTERTAIN | OPERATING FUND | JUVENILE AUDIO | \$11.09 | 12/30/2008 | JUNIOR AUDIO |
| | | | | Total this claim = | <u>\$11.09</u> | | |
| 11432 | 856 | BOOKPAGE | OPERATING FUND | NEWSPAPERS & PERIODICAL | \$236.00 | 12/30/2008 | MAGAZINE RENEWALS |
| | | | | Total this claim = | <u>\$236.00</u> | | |
| 11433 | 874 | CATLIN, PAUL | OPERATING FUND | TRAVELING EXPENSE | \$500.00 | 12/30/2008 | ANNUAL MILEAGE |
| | | | | Total this claim = | <u>\$500.00</u> | | |
| 11434 | 857 | CLARK, GEORGE N. | OPERATING FUND | PROFESSIONAL SERVICES | \$690.00 | 12/30/2008 | BUILDING MANAGER |
| | | | | Total this claim = | <u>\$690.00</u> | | |
| 11435 | 858 | EBSCO RECEPTION ROOM SU | OPERATING FUND | NEWSPAPERS & PERIODICAL | \$367.75 | 12/30/2008 | MAGAZINE RENEWALS |
| | | | | Total this claim = | <u>\$367.75</u> | | |
| 11436 | 859 | GALE | OPERATING FUND | BOOKS-ADULT | \$77.87 | 12/30/2008 | ADULT BOOKS |
| | | | | Total this claim = | <u>\$77.87</u> | | |
| 11437 | 860 | HULL, PAULA R | OPERATING FUND | PROFESSIONAL MEETINGS | \$35.01 | 12/30/2008 | REIMBURSEMENTS |
| | | | | Total this claim = | <u>\$35.01</u> | | |
| 11438 | 861 | INDIANA DEPARTMENT OF RE | STATE/COUNTY TAX | EMPLOYMENT BENEFITS | \$3,294.22 | 12/30/2008 | STATE/COUNTY TAXES |
| | | | | Total this claim = | <u>\$3,294.22</u> | | |
| 11439 | 875 | INDIANA STATE LIBRARY-P.L.A | PUB. LIB. ACCESS CA | PLAC CARDS | \$1,080.00 | 12/30/2008 | PLAC CARDS - 36 |
| | | | | Total this claim = | <u>\$1,080.00</u> | | |
| 11440 | 862 | PRECISION CONTROL SYSTE | OPERATING FUND | REPAIRS & MAINTENANCE | \$419.00 | 12/30/2008 | REPAIRS & MAINTENANCE |
| | | | | Total this claim = | <u>\$419.00</u> | | |
| 11441 | 876 | PUBLIC EMPLOYEES' RETIRE | OPERATING FUND | P.E.R.F. | \$2,429.28 | 12/30/2008 | EMPLOYEE BENEFIT |
| | | | | Total this claim = | <u>\$2,429.28</u> | | |
| 11442 | 863 | QUILL CORPORATION | OPERATING FUND | OFFICE/LIBRARY SUPP. | \$141.82 | 12/30/2008 | LIBRARY SUPPLIES |
| | | | | Total this claim = | <u>\$141.82</u> | | |
| 11443 | 864 | RANDOM HOUSE, INC. | OPERATING FUND | JUVENILE AUDIO | \$38.40 | 12/30/2008 | CHILDREN'S AUDIO |
| | | | | Total this claim = | <u>\$38.40</u> | | |
| 11444 | 865 | RECORDED BOOKS INC | OPERATING FUND | ADULT AUDIO | \$31.00 | 12/30/2008 | DVD'S |
| | | | | Total this claim = | <u>\$31.00</u> | | |
| 11445 | 866 | RICOH AMERICAS CORP. | OPERATING FUND | RENTALS | \$1,788.85 | 12/30/2008 | RENTAL |
| | | | | Total this claim = | <u>\$1,788.85</u> | | |
| 11446 | 867 | RICOH AMERICAS CORPORAT | OPERATING FUND | RENTALS | \$273.69 | 12/30/2008 | COPIER AND COIN TOWER |
| | | | | Total this claim = | <u>\$273.69</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|----------------------------|----------------|---------------------------|-----------------|-------------|------------------------|
| 11447 | 868 | SOLLARS, SHERYL A | OPERATING FUND | PROFESSIONAL MEETINGS | \$15.00 | 12/30/2008 | REIMBURSEMENTS |
| | | | | Total this claim = | <u>\$15.00</u> | | |
| 11448 | 869 | SWAIM, BARBARA | OPERATING FUND | TRAVELING EXPENSE | \$48.48 | 12/30/2008 | MILEAGE REIMBURSEMENT |
| | | | | Total this claim = | <u>\$48.48</u> | | |
| 11449 | 870 | UNITED ART AND EDUCATION | OPERATING FUND | CHILDREN'S PROGRAMMING | \$11.96 | 12/30/2008 | CHILDREN'S PROGRAMMING |
| | | | | Total this claim = | <u>\$11.96</u> | | |
| 11450 | 878 | UNITED WAY OF CENTRAL IN | UNITED WAY | OTHER | \$12.00 | 12/30/2008 | EMPLOYEE DONATIONS |
| | | | | Total this claim = | <u>\$12.00</u> | | |
| 11451 | 871 | VISION SERVICE PLAN - (IN) | OPERATING FUND | GROUP INSURANCE | \$24.48 | 12/30/2008 | VISION INSURANCE |
| | | | VISION | GROUP INSURANCE | \$10.56 | | |
| | | | | Total this claim = | <u>\$35.04</u> | | |
| 11452 | 877 | WASTE MGMT OF CENTRAL I | OPERATING FUND | WASTE DISPOSAL SERVICES | \$102.54 | 12/30/2008 | TRASH COLLECTION |
| | | | | Total this claim = | <u>\$102.54</u> | | |
| 11453 | 872 | WESTFIELD PUBLIC WORKS | OPERATING FUND | WATER/SEWER | \$142.31 | 12/30/2008 | WATER/SEWER BILL/FIRE |
| | | | OPERATING FUND | FIRE PROTECTION | \$65.86 | | PROTECTION |
| | | | | Total this claim = | <u>\$208.17</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|-------------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|
|---------------------------|-------------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|

Total Amount of Claims \$283,560.70

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 29, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Receipt Listing

Westfield Washington Public Library

Report Date: From 12/11/2008 To 12/31/2008

| Receipt # | Date | Name | Explanation | Bank | Total |
|-----------|------------|-------------------------|---|------|-------------|
| 679 | 12/11/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/laminate/repcard/fax/irsprnt/donation | 1 | \$191.10 |
| 680 | 12/11/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES/plac/repfees | 1 | \$97.45 |
| 681 | 12/11/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/repfees/fax/irsprnt/donations | 1 | \$121.14 |
| 682 | 12/11/2008 | CR/DB CARD DAILY RECEIP | BK FINES/plac/repfee | 1 | \$54.60 |
| 683 | 12/11/2008 | FIT | FIT - 12/08 | 1 | \$249.50 |
| 684 | 12/11/2008 | RETURN OF FUNDS | RETURN OF FUNDS BORROWED BY OPERATING FUND 04/17, 07/15 | 1 | \$55,000.00 |
| 685 | 12/11/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/plac/laminate/repcard/fax/irsprnt | 1 | \$198.06 |
| 686 | 12/11/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES/repcard/fax | 1 | \$97.30 |
| 687 | 12/12/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/fax/irsprnt/fowl postage | 1 | \$136.04 |
| 688 | 12/11/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES/plac | 1 | \$103.00 |
| 689 | 12/13/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/repfees/repcard/irsprnt | 1 | \$149.25 |
| 690 | 12/13/2008 | CR/DB CARD DAILY RECEIP | BK & VID FINES/repfee | 1 | \$27.60 |
| 691 | 12/24/2008 | PAYROLL | | 1 | \$1,560.30 |
| 692 | 12/15/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/laminate/repcard/fax/irsprnt | 1 | \$137.38 |
| 693 | 12/15/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES | 1 | \$54.60 |
| 694 | 12/16/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/repfees/fax/irsprnt | 1 | \$110.19 |
| 695 | 12/16/2008 | CR/DB CARD DAILY RECEIP | VIDEO FINES | 1 | \$11.40 |
| 696 | 12/17/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/fax/irsprnt/donations | 1 | \$114.15 |
| 697 | 12/17/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES | 1 | \$22.70 |
| 698 | 12/18/2008 | DAILY RECEIPTS | bK & VID FINES/irsprnt | 1 | \$102.15 |
| 699 | 12/18/2008 | CR/DB CARD DAILY RECEIP | VIDEO FINES/repfees | 1 | \$17.00 |
| 700 | 12/19/2008 | DAILY RECEIPTS | bK & VID FINES/COPIERS/repcard/irsprnt | 1 | \$149.94 |
| 701 | 12/19/2008 | CR/DB CARD DAILY RECEIP | repfees/repcard | 1 | \$23.16 |
| 702 | 12/20/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/copies/irsprnt/donation | 1 | \$1,119.90 |
| 703 | 12/20/2008 | CR/DB CARD DAILY RECEIP | BK & VIDEO FINES/plac | 1 | \$88.70 |
| 704 | 12/24/2008 | PAYROLL | | 1 | \$7,397.26 |
| 705 | 12/22/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/repcard/fax/irsprnt/donation | 1 | \$232.30 |
| 706 | 12/22/2008 | CR/DB CARD DAILY RECEIP | BK FINES/repfees | 1 | \$29.50 |

| <i>Receipt #</i> | <i>Date</i> | <i>Name</i> | <i>Explanation</i> | <i>Bank</i> | <i>Total</i> |
|----------------------------------|-------------|-------------------------|---|-------------|--------------------|
| 707 | 12/19/2008 | LSTA GRANT | LSTA GRANT REIMBURSEMENTS | 1 | \$2,602.76 |
| 708 | 12/23/2008 | DAILY RECEIPTS | BK & VID FINES/COPIERS/fax/irsprnt/donation | 1 | \$173.41 |
| 709 | 12/29/2008 | CR/DB CARD DAILY RECEIP | video fine/copies/repcard | 1 | \$11.00 |
| 710 | 12/26/2008 | DAILY RECEIPTS | BK & VID FINES/repfees/irsprnt | 1 | \$128.65 |
| 711 | 12/26/2008 | CR/DB CARD DAILY RECEIP | BK FINES/non res card | 1 | \$77.00 |
| 712 | 12/27/2008 | DAILY RECEIPTS | BK & VID FINES/irsprnt | 1 | \$87.40 |
| 713 | 12/27/2008 | CR/DB CARD DAILY RECEIP | VIDEO FINES/plac/repcard | 1 | \$54.00 |
| 714 | 12/31/2008 | PAYROLL | | 1 | \$3,963.20 |
| 715 | 12/29/2008 | DAILY RECEIPTS | BK & VIDEO FINES/PLAC/copies/laminate/repcard/fax/irsprnt nsf other | 1 | \$273.35 |
| <i>Total All Receipts</i> | | | | | \$74,966.44 |

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Appropriation Report for 100 OPERATING FUND

Westfield Washington Public Library

Report Date: From 12/11/2008 To 12/31/2008

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|-----------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|-------------------|-------------|
| <i>1. Personal Services</i> | | | | | | | |
| 1.11 SALARY OF DIRECTOR | \$69,000.00 | \$0.00 | \$69,000.00 | \$2,646.85 | \$68,818.10 | \$181.90 | 99.7 |
| 1.12 ASST. DIR./ADMIN. ASST. | \$64,500.00 | (\$1,000.00) | \$63,500.00 | \$4,645.20 | \$65,069.58 | (\$1,569.58) | 102.5 |
| 1.13 ADULT/TECH. SERVICES | \$209,900.00 | (\$2,000.00) | \$207,900.00 | \$14,328.25 | \$207,649.75 | \$250.25 | 99.9 |
| 1.14 YOUTH SERVICES | \$133,200.00 | (\$4,000.00) | \$129,200.00 | \$9,018.89 | \$125,399.46 | \$3,800.54 | 97.1 |
| 1.15 LIBRARY CLERKS | \$234,300.00 | (\$4,000.00) | \$230,300.00 | \$14,988.22 | \$229,181.49 | \$1,118.51 | 99.5 |
| 1.16 LIBRARY PAGES | \$34,500.00 | (\$8,000.00) | \$26,500.00 | \$1,069.21 | \$23,070.93 | \$3,429.07 | 87.1 |
| 1.17 JANITOR/SUBSTITUTE | \$100.00 | (\$100.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0 |
| 1.21 EMPLOYMENT BENEFITS | \$57,000.00 | (\$2,000.00) | \$55,000.00 | \$3,520.42 | \$53,865.89 | \$1,134.11 | 97.9 |
| 1.22 P.E.R.F. | \$8,900.00 | \$0.00 | \$8,900.00 | \$2,429.28 | \$8,967.00 | (\$67.00) | 100.8 |
| 1.23 UNEMPLOYMENT COMPENSATION | \$100.00 | (\$100.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0 |
| 1.24 GROUP INSURANCE | \$41,200.00 | (\$5,000.00) | \$36,200.00 | \$2,810.68 | \$38,391.13 | (\$2,191.13) | 106.1 |
| Subtotal | \$852,700.00 | (\$26,200.00) | \$826,500.00 | \$55,457.00 | \$820,413.33 | \$6,086.67 | 99.3 |
| <i>2. Supplies</i> | | | | | | | |
| 2.1 OFFICE/LIBRARY SUPP. | \$17,750.00 | (\$2,000.00) | \$15,750.00 | \$141.82 | \$16,024.96 | (\$274.96) | 101.7 |
| 2.2 ADULT PROGRAMMING | \$2,500.00 | (\$800.00) | \$1,700.00 | \$0.00 | \$1,599.46 | \$100.54 | 94.1 |
| 2.21 YA PROGRAMMING | \$1,000.00 | (\$100.00) | \$900.00 | \$0.00 | \$842.51 | \$57.49 | 93.6 |
| 2.3 CHILDREN'S PROGRAMMING | \$4,500.00 | (\$1,050.00) | \$3,450.00 | \$11.96 | \$3,014.77 | \$435.23 | 87.4 |
| 2.4 OPERATING SUPPLIES | \$10,000.00 | (\$1,000.00) | \$9,000.00 | \$0.00 | \$7,030.96 | \$1,969.04 | 78.1 |
| Subtotal | \$35,750.00 | (\$4,950.00) | \$30,800.00 | \$153.78 | \$28,512.66 | \$2,287.34 | 92.6 |

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i> | <i>Percent</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|----------------|
| <i>3. Other Services and Charges</i> | | | | | | | |
| 3.1 PROFESSIONAL SERVICES | \$20,000.00 | (\$5,796.01) | \$14,203.99 | \$1,290.00 | \$13,439.50 | \$764.49 | 94.6 |
| 3.21 TELEPHONE/INTERNET PROVIDER | \$4,500.00 | (\$482.36) | \$4,017.64 | \$0.00 | \$4,109.99 | (\$92.35) | 102.3 |
| 3.22 POSTAGE/UPS | \$5,000.00 | (\$1,000.00) | \$4,000.00 | \$0.00 | \$2,800.45 | \$1,199.55 | 70.0 |
| 3.23 TRAVELING EXPENSE | \$3,000.00 | \$1,250.00 | \$4,250.00 | \$548.48 | \$4,974.56 | (\$724.56) | 117.0 |
| 3.24 PROFESSIONAL MEETINGS | \$4,000.00 | (\$250.00) | \$3,750.00 | \$50.01 | \$4,413.37 | (\$663.37) | 117.7 |
| 3.3 PRINTING & ADVERTISING | \$3,000.00 | (\$1,750.00) | \$1,250.00 | \$0.00 | \$1,045.48 | \$204.52 | 83.6 |
| 3.4 INSURANCE | \$16,400.00 | (\$2,000.00) | \$14,400.00 | \$0.00 | \$13,771.00 | \$629.00 | 95.6 |
| 3.41 OFFICIAL BONDS | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$425.00 | (\$25.00) | 106.3 |
| 3.51 GAS | \$40,000.00 | (\$5,000.00) | \$35,000.00 | \$3,162.58 | \$35,683.88 | (\$683.88) | 102.0 |
| 3.52 ELECTRICITY | \$45,000.00 | (\$2,000.00) | \$43,000.00 | \$0.00 | \$47,217.84 | (\$4,217.84) | 109.8 |
| 3.53 WATER/SEWER | \$2,500.00 | (\$800.00) | \$1,700.00 | \$142.31 | \$1,960.97 | (\$260.97) | 115.4 |
| 3.54 WASTE DISPOSAL SERVICES | \$1,500.00 | (\$300.00) | \$1,200.00 | \$102.54 | \$1,334.55 | (\$134.55) | 111.2 |
| 3.55 FIRE PROTECTION | \$1,900.00 | (\$1,150.00) | \$750.00 | \$65.86 | \$792.51 | (\$42.51) | 105.7 |
| 3.6 REPAIRS & MAINTENANCE | \$80,000.00 | (\$28,224.40) | \$51,775.60 | \$419.00 | \$51,420.14 | \$355.46 | 99.3 |
| 3.61 SERVICE CONTRACTS | \$30,000.00 | (\$4,500.00) | \$25,500.00 | \$0.00 | \$27,866.03 | (\$2,366.03) | 109.3 |
| 3.62 BANK/C-CARD PROCESSING FEES | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,138.78 | (\$138.78) | 113.9 |
| 3.7 RENTALS | \$11,000.00 | \$0.00 | \$11,000.00 | \$2,062.54 | \$12,708.62 | (\$1,708.62) | 115.5 |
| 3.9 OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0 |
| 3.91 DUES | \$600.00 | \$0.00 | \$600.00 | \$0.00 | \$447.14 | \$152.86 | 74.5 |
| 3.93 TAXES & ASSESSMENTS | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$50.00 | \$50.00 | 50.0 |
| 3.94 TRANSFER TO LIRF | \$5,000.00 | (\$5,000.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0 |
| Subtotal | \$274,900.00 | (\$57,002.77) | \$217,897.23 | \$7,843.32 | \$225,599.81 | (\$7,702.58) | 103.5 |

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i> | <i>Percent</i> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|--------------------|----------------|
| <i>4. Capitol Outlays</i> | | | | | | | |
| 4.3 LAND AND BUILDINGS | \$100.00 | (\$100.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0 |
| 4.4 FURNITURE & EQUIPMENT | \$5,000.00 | (\$2,000.00) | \$3,000.00 | \$0.00 | \$977.56 | \$2,022.44 | 32.6 |
| 4.51 BOOKS-ADULT | \$60,000.00 | (\$9,882.59) | \$50,117.41 | \$2,338.77 | \$40,816.69 | \$9,300.72 | 81.4 |
| 4.52 BOOKS-REFERENCE/SUMNER | \$13,000.00 | (\$5,000.00) | \$8,000.00 | \$165.21 | \$6,930.13 | \$1,069.87 | 86.6 |
| 4.53 BOOKS-JUVENILE | \$36,000.00 | (\$8,000.00) | \$28,000.00 | \$477.12 | \$28,772.97 | (\$772.97) | 102.8 |
| 4.56 BOOKS -YA | \$4,500.00 | (\$500.00) | \$4,000.00 | \$169.66 | \$3,474.05 | \$525.95 | 86.9 |
| 4.6 NEWSPAPERS & PERIODICALS | \$8,000.00 | (\$1,000.00) | \$7,000.00 | \$603.75 | \$6,898.18 | \$101.82 | 98.5 |
| 4.71 VIDEO TAPES/DVD | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | 100.0 |
| 4.72 ADULT AUDIO | \$24,500.00 | (\$5,000.00) | \$19,500.00 | \$31.00 | \$19,892.91 | (\$392.91) | 102.0 |
| 4.74 JUVENILE AUDIO | \$5,500.00 | (\$1,000.00) | \$4,500.00 | \$49.49 | \$3,765.05 | \$734.95 | 83.7 |
| 4.75 SOFTWARE | \$12,000.00 | (\$1,500.00) | \$10,500.00 | \$0.00 | \$6,206.59 | \$4,293.41 | 59.1 |
| 4.76 CD-ROMS | \$1,750.00 | (\$500.00) | \$1,250.00 | \$0.00 | \$1,171.55 | \$78.45 | 93.7 |
| 4.78 YA AUDIO | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | 100.0 |
| 4.91 2007 ENCUMBERANCES | \$6,637.15 | \$0.00 | \$6,637.15 | \$0.00 | \$6,637.15 | \$0.00 | 100.0 |
| Subtotal | \$197,487.15 | (\$34,482.59) | \$163,004.56 | \$3,835.00 | \$146,042.83 | \$16,961.73 | 89.6 |
| Grand Total | \$1,360,837.15 | (\$122,635.36) | \$1,238,201.79 | \$67,289.10 | \$1,220,568.63 | \$17,633.16 | 98.6 |

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

RESOLUTION TO ENCUMBER OPERATING FUNDS

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for Items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of the Westfield Public Library during 2009; Now, therefore be it resolved by the Library Board of the Westfield Washington Public Library, Hamilton County, Indiana, that for the following appropriations hereby be encumbered from the 2008 budget for the Operating Fund and ordered as set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

| <u>Purchase Order #</u> | <u>Vendor's Name</u> | <u>Budget Line Item</u> | <u>Amount Encumbered</u> |
|--------------------------|---------------------------------------|--------------------------------|--------------------------|
| 122908INCOLSA/ RefUSA | INCOLSA Reference USA Subscription | 4.75 – Software | \$ 2,675.37 |
| 122908Morningstar | Morningstar | 4.75 – Software | \$ 2,557.00 |
| 122908B&Tjaud | Baker and Taylor | 4.74 – Juvenile Audio | \$ 303.86 |
| 122908LLjaud | Listening Library | 4.74 – Juvenile | \$ 334.40 |
| 122908RBjaud | Recorded Books | 4.74 Juvenile Audio | \$ 23.17 |
| 122908B&TAY | Baker and Taylor | 4.51 – Adult Books | \$572.86 |
| 122908Gateway | Gateway Companies | 4.4 Furniture and Equipment | \$1,065.00 |
| 122908USI | USI Education and Government Sales | 4.4 Furniture and Equipment | \$894.99 |
| 00215391 | Ipromo/National City Credit Card | 2.2 Adult Programming | \$548.71 |
| TOTAL | | | \$8,975.36 |

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted on this 30th day of December 2008, by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Westfield Washington Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Westfield Washington Public Library, Westfield, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library, the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

| LIBRARY OPERATING FUND | AMOUNT APPROPRIATED |
|-----------------------------------|----------------------------|
| PERSONAL SERVICES | |
| 1.12 Asst Dir/Admin Asst. | \$1,569.58 |
| 1.22 PERF | \$ 67.00 |
| 1.24 Group Insurance | \$2,191.13 |
| | |
| SUPPLIES | |
| 2.1 Office/Library Supp. | \$ 274.96 |
| | |
| OTHER SERVICES AND CHARGES | |
| 3.21 Telephone/Internet Provider | \$ 92.35 |
| 3.23 Traveling Expense | \$ 724.56 |
| 3.24 Professional Meetings | \$ 663.37 |
| 3.41 Official Bonds | \$ 25.00 |
| 3.51 Gas | \$ 683.88 |
| 3.52 Electricity | \$4,217.84 |
| 3.53 Water/Sewer | \$ 260.97 |
| 3.54 Waste Disposal Services | \$ 134.55 |
| 3.55 Fire Protection | \$ 42.51 |
| 3.61 Service Contracts | \$2,366.03 |
| 3.62 Bank C-Card/Processing | |
| Fees | \$ 138.78 |
| 3.7 Rentals | \$1,708.62 |
| | |
| CAPITOL OUTLAYS | |
| 4.53 Juvenile Books | \$ 772.97 |
| 4.72 Adult Audio | \$ 392.91 |
| TOTAL | \$16,327.01 |

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the appropriations be reduced in the following amounts:

| LIBRARY OPERATING FUND | AMOUNT REDUCED |
|---------------------------------------|-----------------------|
| PERSONAL SERVICES | |
| 1.11 Salary of Director | \$ 181.90 |
| 1.13 Adult/Tech Services | \$ 250.25 |
| 1.14 Youth Services | \$3,800.54 |
| 1.15 Library Clerks | \$1,118.51 |
| 1.16 Library Pages | \$3,429.07 |
| 1.21 Employee Benefits | \$1,134.11 |
| SUPPLIES | |
| 2.4 Operating Supplies | \$1,969.04 |
| OTHER SERVICES AND CHARGES | |
| 3.1 Professional Services | \$ 764.49 |
| 3.22 Postage/UPS | \$1,199.55 |
| 3.3 Printing & Advertising | \$ 204.52 |
| 3.4 Insurance | \$ 629.00 |
| 3.6 Repairs & Maintenance | \$ 355.46 |
| 3.91 Dues | \$ 152.86 |
| CAPITOL OUTLAYS | |
| 4.51 Books – Adult | \$ 67.84 |
| 4.52 Books – Reference/Sumner | <u>\$1069.87</u> |
| TOTAL | \$16,327.01 |

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 30th day of December 2008, by the following aye and nay vote.

| AYE | NAY |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

ATTEST: _____
Secretary, Westfield Washington Public Library Board of Trustees

| DATE | WORK PERFORMED | TIME | HOURS |
|----------|---|--------------|-------|
| 12/1/08 | opened, checked E&C, emptied bookdrop, stored Christmas decoration boxes, fixed video cash register | 0645 to 0845 | 2 |
| 12/2/08 | opened, checked E&C, reset No.1 boiler flame failure, emptied bookdrop, spread a little ice melt where school missed | 0615 to 0745 | 1.5 |
| 12/3/08 | opened, checked E&C, emptied bookdrop, set up chairs and moved tables for concert this evening, checked for problem with DVD player & not repairable need new one | 0645 to 0815 | 1.5 |
| 12/4/08 | opened, reset furniture from concert and stored chairs, set up tables for booksale, emptied bookdrop, checked E&C | 0645 to 0815 | 1.5 |
| 12/5/08 | opened, emptied bookdrop, checked E&C - No.2 air handler not running and couldn't get it to start called Precision | 0645 to 0745 | 1 |
| 12/8/08 | opened, refilled soap dispensers emptied bookdrop, checked E&C | 0645 to 0815 | 1.5 |
| 12/9/08 | opened, stored booksale table, emptied bookdrop, checked E&C, assembled new laminator and tested | 0645 to 0815 | 1.5 |
| 12/10/08 | opened emptied bookdrop, stored booksale table, fixed - tighten screws on 128 chairs, checked E&C | 0630 to 0800 | 1.5 |
| 12/11/08 | opened, took out trash boxes and old laminator, swept leaves off back porch, emptied bookdrop, checked E&C | 0645 to 0815 | 1.5 |
| 12/12/08 | opened, checked E&C, emptied bookdrop | 0700 to 0800 | 1 |
| 12/15/08 | opened, emptied bookdrop, stored booksale tables, checked E&C, spread ice melt on walks | 0645 to 0815 | 1.5 |
| 12/16/08 | opened, checked E&C, relamped, emptied bookdrop, fixed front hall heater to run | 0630 to 0800 | 1.5 |
| 12/17/08 | opened, spread ice melt on front and back walks, checked E&C, emptied bookdrop, relamped, called Precision on how to reset their computer program to not look for phone connection they talked me through the fix | 0645 to 0815 | 1.5 |
| 12/18/08 | opened, spread ice melt on front walk, checked E&C, glued temperature control knob back on laminator, emptied bookdrop | 0700 to 0800 | 1 |
| 12/19/08 | opened, emptied bookdrop, checked E&C, relamped | 0645 to 0845 | 2 |

| | | | |
|----------|--|--------------|-----------|
| 12/22/08 | opened, took out trash boxes, emptied bookdrop, checked E&C, changed outside light bulb over back door | 0630 to 0800 | 1.5 |
| 12/23/08 | opened, emptied bookdrop, took out trash boxes, checked E&C reset No.2 boiler, ran out of small bulbs & went to Overnite to get more | 0630 to 0830 | 2 |
| 12/24/08 | went in and emptied overflowing bookdrop | 1500 to 1600 | 1 |
| 12/26/08 | opened, emptied bookdrop - full again, checked E&C could not reset No. 2 boiler so called Precision, blew leaves off back porch and walk | 0630 to 0830 | 2 |
| 12/29/08 | opened, checked E&C reset sump pump controls that were accidentally shut off when Precision worked on No. 2 boiler, emptied bookdrop, helped run 4th quarter fire system checks with Certified Fire systems, relamped, stored some Christmas decorations and brought in empty totes and boxes for more Christmas decorations | 0645 to 0845 | 2 |
| 12/30/08 | estimated time for end of year | | 1.5 |
| | | Total | 32 |

December 2008

WESTFIELD WASHINGTON PUBLIC LIBRARY

George N. Clark
Building Mgr.

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| |
| Overnite electric |
| |
| Precision |
| Certified Fire Systems |
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