

STLS BOARD MEETING

Tuesday, April 17, 2018 - 2:00 pm
Savona Free Library, Savona, NY

**AGENDA**

- | | | | |
|----|---|----------------------|--------------------|
| 1. | Agenda | | Doc. #18-28 |
| 2. | Board Action Item | | |
| | A. Trustee Appointment & Oath of Office (Cindy Emmer) | | |
| 3. | Approval of Minutes – March 2018 | *FOR APPROVAL | Doc. #18-29 |
| 4. | Treasurer's Report –March 2018 | *FOR APPROVAL | Doc. #18-30 |
| 5. | Financial Clerk's Report – March 2018 | *FOR APPROVAL | Doc. #18-31 |
| 6. | Quarterly Profit-Lost Statement – March 2018 | *FOR APPROVAL | Doc. #18-32 |
| 7. | Quarterly Claims Auditor Report – March 2018 | *FOR APPROVAL | Doc. #18-33 |

- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

- | | | | |
|-----|--|--|--------------------|
| 8. | Executive Committee – Pat Selwood | | |
| 9. | Personnel & Policies Committee – Richard Ahola | (Minutes) | Doc. #18-34 |
| | | (Travel, Working Remotely & Conference Policy) | Doc. #18-35 |
| 10. | Finance & Facilities Committee – Betsy Gorman | Provided at Meeting (Minutes) | Doc. #18-36 |
| | | (NYS Annual Update Document) | Doc. #18-37 |
| 11. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #18-38 |
| 12. | Foundation for Southern Tier Libraries – Dale Wexell | (Minutes) | Doc. #18-39 |
| | | (Minutes) | Doc. #18-40 |
| 13. | Negotiating Committee – Denise King | | |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 14. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #18-41 |
|-----|---|-----------------------|--------------------|

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed _____	
Discussion: _____	

15. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #18-42

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed _____	
Discussion: _____	

16. Workers Compensation Policy Revisions

* FOR APPROVAL

Doc. #18-43

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the Workers Compensation Policy and revise the policy's name to Worker's Protection Policy.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed _____	
Discussion: _____	

17. 2017 Library System Annual Statistical Report

* FOR APPROVAL

Refer to Doc. #18-27 (March 2018 Board Packet)

Executive Director Recommendation: Approve the 2017 Library System Annual Statistical Report.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed _____	
Discussion: _____	

BOARD INFORMATION

- 18. Old Business
- 19. New Business
- 20. Library Networking
- 21. President's Report
- 22. Monthly System Team & Divisional Reports

Doc. #18-44

Presentation from Erika Jenns, STLS Engagement Consultant

Public Expression (15 minutes)

Adjournment

Next meeting: Dundee Library, Dundee, NY (Yates County) – Tuesday, May 15, 2018 at 2 p.m.

STLS BOARD MEETING
Tuesday, March 20, 2018 - 2:00 pm
Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)

MINUTES**TRUSTEES PRESENT:**

Sisi Barr – 2018	Pat Selwood – 2019
Sarah Collins – 2019	Dale Wexell-2020
Cindy Dutton – 2020 – Attended Via Teleconference Call	Felicity Wright – 2019
Pat Finnerty -2022	
Betsy Gorman – 2020	
Kathy Green-2021	
David Haggstrom - 2021	
Denise King – 2019	

Excused:

Richard Ahola – 2022

Lynette Decker -2021

Cindy Emmer – 2022

Staff Present – Brian Hildreth, Executive Director, Melissa Morrissey, Administrative Assistant

President Pat Selwood called the meeting to order at 2:00 pm.

1. AGENDA REVIEW

Approved

Doc. #18-13

No corrections or revisions.

2. APPROVAL OF JANUARY MINUTES***FOR APPROVAL****Doc. #18-14**

B. Gorman noticed a typo on page 3 of the January 2018 minutes. The date is incorrect in the Finance and Facilities portion of the minutes. The minutes should *read* “January 8, 2018” not “December 8, 2017”.

3. Treasurer’s Report(s) for January 2018

Received and filed

Doc. #18-15**4. Financial Clerk’s Report for January 2018**

Received and filed

Doc. #18-16

5. Treasurer's Report – February 2018

***FOR APPROVAL**

Doc. #18-17

P. Finnerty discussed accounts receivable. She noted \$280,000.00 in Cost Share receipts for Feb 2018. P. Finnerty also highlighted line item 2627, which is new in 2018, and accounts for paid family leave deductions.

6. Financial Clerks Report – February 2018

***FOR APPROVAL**

Doc.#18-18

B. Hildreth highlighted Doc.#18-19 line item 4723. He stated invoices were sent to member libraries at the end of January 2018 for Cost Share contributions. He explained Cost Share is what member libraries pay STLS for shared services of Workflows, STARCat, Directors Station, E book collections, and a few of the libraries internet connections.

B. Hildreth stated not all of the invoices to member libraries have been paid, but monies are coming in. He said most monies are received by the middle of the second quarter.

B. Hildreth also discussed line item 4735. In January, STLS took in roughly \$99,000 from Steuben County. That money is specifically for Steuben County libraries, and is distributed to libraries based on a percentage of their circulation statistics.

S. Barr asked if the Steuben county money is set like the Chemung County library system. B. Hildreth said no, and explained the difference between Chemung County Library District funding and Steuben County funding.

B. Hildreth also highlighted line item 5443, Legal Counsel. He stated \$649.00 was for STLS Legal Counsel to review right-of way easement maps.

C. Dutton stated she did not realize there were still Reading Centers in the STLS region.

B. Hildreth said STLS is working with the 5 reading centers to become chartered libraries.

7. 2017 End of Year Profit-Loss Statement

***FOR APPROVAL**

Doc.#18-19

B. Hildreth said this document is the close out budget for 2017, but the numbers are not final until the audit conducted by STLS' external auditor in April 2018.

B. Hildreth spoke about line item 4725, Grants Revenue. He said the surplus should be earmarked toward the reserve fund for future internet and fiber capital.

B. Gorman asked about line item 5475, Vehicle Purchase. B. Hildreth said the purchase was made in December 2017, but the item is depreciated over a 5 year period.

B. Hildreth also explained line item 5190, Depreciation Expense, and referenced the types of assets that are to be depreciated.

B. Hildreth explained that Doc.#18-19 shows a surplus of \$228,000.00 for 2017. He said STLS will have a balanced budget within a few thousand dollars. B. Hildreth said the results of the audit in April will be available at the June 2018 Board meeting.

Standing Committee Reports

Executive Committee – Pat Selwood

P. Selwood reported she has appointed the following trustees to the Negotiating Committee: Denise King, Chair, Kathy Green, Pat Selwood.

Personnel & Policies Committee – Pat Selwood

(Minutes) **Doc. #18-20**

(Workers Protection Policy) Doc. #18-21

P Selwood spoke about the Worker's Protection Policy and how extensive revisions were made to the policy so all policies could be included into one. P Selwood stated the Committee expects to present this policy to the full Board in April.

S. Barr also asked about the procedure in the Workers Compensation Policy. B. Hildreth explained the procedure listed is a combination of STLS and NY State procedure. B Hildreth stated that medical attention should be obtained immediately. The next step is the supervisor's accident report and employee written accident report within 30 days of the incident.

F. Wright stated that verbiage for a legal representative should be added for a person who cannot speak for themselves.

B. Hildreth spoke about Paid Family Leave.

Finance & Facilities Committee –

(Minutes) **Doc. #18-22**

P. Finnerty reported on B. Gorman's behalf as B. Gorman was absent from the recent Finance & Facilities Committee

P. Finnerty said the Finance and Facilities committee met on March 12 and reviewed all financial statements. She also said that they are prepping for the audit in April 2018.

B. Hildreth spoke about a meeting with Paychex on March 22 with Barb Mack and Cassie Wright. Paychex will present on their automated time keeping process. B. Hildreth said this option is being explored, because now, everything is done with spreadsheets and the current process is inefficient. B. Hildreth stated transitioning to an automated timekeeping system will streamline clerical work.

Public Relations Committee – Lynette Decker

B. Hildreth reported for the committee in Lynette's absence.

B. Hildreth said the committee discussed the state of funding and advocacy for 2019. B. Hildreth said this past advocacy session was the most successful advocacy season to date with 58 advocates. B. Hildreth said we filled one charter bus going to Albany and had to turn people away, due to not having room on the bus. B. Hildreth said next year STLS is looking into getting two busses to go to Albany.

B. Hildreth said the Assembly/Senate is proposing a \$50 million dollar construction initiative which would yield about 1 million to STLS to give to member libraries.

P. Selwood said the Annual meeting was discussed. This year the Library Director award will be changed to the Sustainable Practices award. This enables more people to be eligible, not just library directors. P. Selwood said the date for the Annual meeting is set for October 4, 2018 and new venue options are being explored.

Foundation for Southern Tier Libraries – Dale Wexell (Minutes) Doc#18-23

D Wexell said the Foundation's Annual Campaign collected more money this year, than in previous years. He said the Foundation has 7 applications for grants and those applications will be reviewed soon.

D Wexell said the Foundation annual meeting is May 2 and all are invited.

D Wexell also said the Foundation is planning a new event for September.

BOARD ACTIONS

15. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL Doc. #18-24

Finance & Facilities Committee Recommendation: Approve expenditures of the Unpaid Bills Detail for the most recent two months as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move: _____	Second _____
Aye <u>10</u> Nay _____	Abstain <u>1</u> (C. Dutton) _____ Absent <u>3</u> _____
Approved/Failed: Approved	
Discussion: none	

Discussion: none

16. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #18-25

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent two months as authorized by the Financial Clerk per the Finance Policy.

Move: _____	Second _____
Aye <u>10</u> Nay _____	Abstain <u>1</u> (C. Dutton) _____ Absent _____
Approved/Failed: Approved	
Discussion:	

Discussion:

P Selwood asked that the Board think of different ways to have the receipt approvals presented. This is due to a waste of paper.

BOARD INFORMATION

15. Old Business – none

16. New Business –

D King - The Board is in preliminary negotiations with the Staff Organization. There will be a meeting with the Staff Organization in April 2018 to review the contract.

17. Library Networking – No report

18. President's Report –

P Selwood thanked everyone for their speedy replies for committee preferences.

P. Selwood also asked that everyone save document 18-27, so as to conserve paper.

19. Monthly System Management Team & Divisional Reports

Doc. #18-26

B. Hildreth said STLS is developing a 2019-2021 IT Plan. He stated STLS received member library feedback in 2017 and will soon distribute a 2018 survey. B Hildreth said this survey will give STLS an idea for the objectives for the 2019-2021 IT Plan.

B Hildreth said member libraries are asking for another full time IT staff person from STLS.

B. Hildreth also said that all STLS professional staff is at the PLA conference in Philadelphia this week, so no one is here to speak. The Advocacy Day video Erika Jenns put together was shown to the Board.

20. 2017 Library System Annual Report to the State of New York

Doc.#18-27

B Hildreth asked that Trustees concentrate on 2 sections of this report.

Section 5.32 – Continuing Education/Staff Development.

B Hildreth said this section encompasses STLS trainings and consultant training in the field. B Hildreth said this section highlights the changes and increased impact libraries have.

Section 5.63 to 5.77 Consulting and Technical Assistance Services – Emails/Phone calls with the STLS membership.

B Hildreth said this number is estimated but is reflective of the services STLS provides to its membership.

F Wright asked about section 6 of the report and why Steuben County is the only county in the system listed. B Hildreth said it is because it is the only county that gives money designated solely for libraries.

F Wright also asked how grant amounts to local libraries are determined. B Hildreth said it is based on per capita.

Public Expression (15 minutes) – None

Adjournment

Move: K Green				Second: S Collins			
Aye	10	Nay	0	Abstain	1 (C. Dutton)	Absent	3
Adjourned at 3:17 pm							

Next meeting: Savona Free Library, Savona, NY – Tuesday, April 17, 2018 at 2 p.m.

Minutes written by Melissa Morrissey and reviewed by Cindy Emmer, Board Secretary

	<u>Mar 31, 18</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,452.32	9,248.20	-5,795.88
1201 · Cash - Payroll	12,350.90	6,208.75	6,142.15
1202 · Cash - Money Market	1,100,542.19	1,153,843.02	-53,300.83
Total Checking/Savings	<u>1,116,345.41</u>	<u>1,169,299.97</u>	<u>-52,954.56</u>
Accounts Receivable			
1380 · Accounts Receivable	130,960.53	280,501.90	-149,541.37
Total Accounts Receivable	<u>130,960.53</u>	<u>280,501.90</u>	<u>-149,541.37</u>
Other Current Assets			
12000 · Undeposited Funds	11,747.75	15,920.00	-4,172.25
Total Other Current Assets	<u>11,747.75</u>	<u>15,920.00</u>	<u>-4,172.25</u>
Total Current Assets	1,259,053.69	1,465,721.87	-206,668.18
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	941,315.63	941,315.63	0.00
1112 · Accumulated Dep Building	-513,055.47	-513,055.47	0.00
1114 · Accumulated Depreciation	-482,454.22	-482,454.22	0.00
Total 1100 · Fixed Assets	<u>938,344.00</u>	<u>938,344.00</u>	<u>0.00</u>
Total Fixed Assets	938,344.00	938,344.00	0.00
Other Assets			
1382 · Prepaid expenses	66,248.75	66,248.75	0.00
Total Other Assets	<u>66,248.75</u>	<u>66,248.75</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,263,646.44</u></u>	<u><u>2,470,314.62</u></u>	<u><u>-206,668.18</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	0.00	308.99	-308.99
Total Accounts Payable	<u>0.00</u>	<u>308.99</u>	<u>-308.99</u>
Other Current Liabilities			
2601 · Accrued P/R	19,719.79	19,719.79	0.00

Southern Tier Library System
Treasurer's Report
As of 3/31/2018

	Mar 31, 18	Feb 28, 18	\$ Change
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2626 - Flex Spending Deduction Payable	319.81	1,642.66	-1,322.85
2627 - PFL Payable to Insurance	202.52	103.61	98.91
2640 - Accrued Compensated Absences	87,045.00	87,045.00	0.00
Total Other Current Liabilities	110,885.01	112,108.95	-1,223.94
 Total Current Liabilities	 110,885.01	 112,417.94	 -1,532.93
 Total Liabilities	 110,885.01	 112,417.94	 -1,532.93
 Equity			
3200 - Fund Balance Unrestricted	2,093,964.44	2,093,964.44	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	-41,203.01	163,932.24	-205,135.25
Total Equity	2,152,761.43	2,357,896.68	-205,135.25
 TOTAL LIABILITIES & EQUITY	 2,263,646.44	 2,470,314.62	 -206,668.18

Official Depository: Community Bank NA
Money Market Account: .10 Rate of Return
Checking Accounts: .05 Rate of Return

	Mar 18	Feb 18	\$ Change
Income			
4716 · State Aid Pass Through	13,000.00	0.00	13,000.00
4719 · Interest	96.26	89.31	6.95
4723 · Member Library Cost Share	0.00	416,020.00	-416,020.00
4724 · Member Library IT Contracts	89.93	218.89	-128.96
4732 · Reading Center Support	0.00	1,112.00	-1,112.00
4733 · Member Library Processing Fees	3,330.50	0.00	3,330.50
4735 · Non State Aid Pass Through	471.54	861.12	-389.58
4784 · General Reimbursements & Refund	0.00	78.00	-78.00
Total Income	16,988.23	418,379.32	-401,391.09
Gross Profit	16,988.23	418,379.32	-401,391.09
Expense			
5100 · Salaries			
5141 · Professional Salaries	40,981.98	27,665.59	13,316.39
5142 · Non-Professional Salaries	51,524.41	34,492.27	17,032.14
Total 5100 · Salaries	92,506.39	62,157.86	30,348.53
5150 · Personnel Benefits			
5153 · Social Security	6,764.98	4,443.31	2,321.67
5157 · Health Insurance	17,935.58	18,120.98	-185.40
5158 · Payroll Expense - Other	587.76	395.37	192.39
Total 5150 · Personnel Benefits	25,288.32	22,959.66	2,328.66
5204 · STLS Software & Small Equipment	64.95	849.00	-784.05
5205 · Maintenance Contracts & Leases	616.66	1,045.91	-429.25
5408 · Platform Fees & Licenses	3,462.00	117.60	3,344.40
5409 · STLS Telephone/Internet	25,124.56	19,793.26	5,331.30
5417 · Library Materials	2,150.67	1,797.29	353.38
5418 · Consultant Collection	524.89	18.57	506.32
5419 · Electronic Materials	17,464.75	12,039.38	5,425.37
5420 · Staff Development Travel	1,527.77	922.38	605.39
5424 · Conference Registration	355.00	1,620.00	-1,265.00
5425 · Staff & Member Library Mileage	447.87	318.28	129.59
5427 · Programming & Annual Conference	81.51	164.38	-82.87
5428 · Meeting Supplies	413.16	170.61	242.55
5430 · Office Supplies	1,335.45	1,116.79	218.66
5433 · Postage	148.95	1,009.73	-860.78
5434 · Public Relations	2,062.55	2,620.27	-557.72
5435 · Member Library Pass through	13,578.72	100,381.06	-86,802.34
5436 · STLS Grants to Member Libraries	7,500.00	0.00	7,500.00
5442 · Professional Fees	405.51	242.00	163.51
5443 · Legal Counsel	666.25	649.00	17.25

Southern Tier Library System
Financial Clerk's Report
March 2018

	Mar 18	Feb 18	\$ Change
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	1,318.22	1,290.23	27.99
5451 · Building Maintenance & Repairs	2,569.91	650.07	1,919.84
5454 · Commercial Insurance	1,470.45	4,402.73	-2,932.28
5471 · Vehicle Maintenance & Repairs	97.85	803.90	-706.05
5473 · Vehicle Fuel	1,282.88	1,490.35	-207.47
5474 · Vehicle Insurance	433.05	1,253.55	-820.50
5475 · Vehicle Purchase	2,090.00	0.00	2,090.00
5480 · Greenwood Reading Center Exp	294.32	1,996.32	-1,702.00
5490 · Grants	16,741.87	0.00	16,741.87
Total Expense	222,123.48	241,979.18	-19,855.70
Net Income	<u>-205,135.25</u>	<u>176,400.14</u>	<u>-381,535.39</u>

	Jan - Mar 18	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	0.00	832,751.79	-832,751.79
4706 · Jails and Institutions	0.00	3,981.85	-3,981.85
4709 · Local Services Support	0.00	91,571.88	-91,571.88
4710 · Supplemental Aid	0.00	125,561.65	-125,561.65
4711 · Coordinated Outreach	0.00	72,837.30	-72,837.30
4713 · State Corrections	0.00	25,510.03	-25,510.03
4719 · Interest	295.88	825.00	-529.12
4721 · E-Rate Funding	0.00	170,100.00	-170,100.00
4723 · Member Library Cost Share	416,020.00	417,038.00	-1,018.00
4724 · Member Library IT Contracts	398.72	52,000.00	-51,601.28
4725 · Grants Revenue	0.00	120,000.00	-120,000.00
4733 · Member Library Processing Fees	3,330.50	11,000.00	-7,669.50
4740 · Prof Development & Conf Fees	0.00	2,050.00	-2,050.00
4781 · Retiree Health Ins Payments	1,114.56	2,500.00	-1,385.44
4782 · Donations	0.00	3,473.50	-3,473.50
4784 · General Reimbursements & Refund	1,437.88		
Total Income	422,597.54	1,931,201.00	-1,508,603.46
Gross Profit	422,597.54	1,931,201.00	-1,508,603.46
Expense			
Total 5100 · Salaries	220,648.32	835,203.00	-614,554.68
Total 5150 · Personnel Benefits	89,117.31	421,845.00	-332,727.69
5203 · STLS Equipment	0.00	5,000.00	-5,000.00
5204 · STLS Software & Small Equipment	933.94	10,000.00	-9,066.06
5205 · Maintenance Contracts & Leases	2,506.79	16,000.00	-13,493.21
5407 · Integrated Library System	0.00	67,200.00	-67,200.00
5408 · Platform Fees & Licenses	3,579.60	15,500.00	-11,920.40
5409 · STLS Telephone/Internet	57,532.58	189,000.00	-131,467.42
5417 · Library Materials	3,947.96	20,000.00	-16,052.04
5418 · Consultant Collection	543.46	1,000.00	-456.54
5419 · Electronic Materials	32,985.57	91,953.00	-58,967.43
5420 · Staff Development Travel	2,809.74	18,000.00	-15,190.26
5422 · Trustee Mileage	0.00	7,500.00	-7,500.00
5423 · Trustee Continuing Education	0.00	3,500.00	-3,500.00
5424 · Conference Registration	3,190.00	6,000.00	-2,810.00
5425 · Staff & Member Library Mileage	785.41	4,000.00	-3,214.59
5427 · Programming & Annual Conference	367.99	12,000.00	-11,632.01
5428 · Meeting Supplies	583.77	3,000.00	-2,416.23
5430 · Office Supplies	3,217.07	14,000.00	-10,782.93
5433 · Postage	1,158.68	4,500.00	-3,341.32
5434 · Public Relations	6,342.82	18,000.00	-11,657.18
5436 · STLS Grants to Member Libraries	7,500.00	12,500.00	-5,000.00

Southern Tier Library System
Profit Loss Budget vs. Actual
January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget
5442 · Professional Fees	1,065.76	21,000.00	-19,934.24
5443 · Legal Counsel	1,315.25	6,000.00	-4,684.75
5444 · Accounting Support & Audit	1,498.00	14,000.00	-12,502.00
5450 · Utilities	2,608.45	11,000.00	-8,391.55
5451 · Building Maintenance & Repairs	3,339.98	20,000.00	-16,660.02
5454 · Commercial Insurance	5,873.18	14,500.00	-8,626.82
5471 · Vehicle Maintenance & Repairs	901.75	4,500.00	-3,598.25
5473 · Vehicle Fuel	2,773.23	15,500.00	-12,726.77
5474 · Vehicle Insurance	1,686.60	6,000.00	-4,313.40
5475 · Vehicle Purchase	2,090.00	23,000.00	-20,910.00
5490 · Grants	16,791.87	20,000.00	-3,208.13
Total Expense	477,695.08	1,931,201.00	-1,453,505.92
Net Income	-55,097.54	0.00	-55,097.54

**QUARTERLY CLAIMS AUDITOR REPORT
SOUTHERN TIER LIBRARY SYSTEM
QUARTER 1 (JANUARY 1 – MARCH 31, 2018)**

<u>Audit Date</u>	<u># of invoices</u>	<u>Dollar(\$) Amount</u>	<u>Exception</u>	<u>Check Numbers</u>	<u>Check Dates</u>	<u>Dollar(\$) Amount</u>
01/03/2018	23	10252.22	0	36457 – 36479	01/05/18	10252.22
01/18/2018	34	44123.80	0	36480 – 36513	01/19/18	44123.80
02/01/2018	29	41320.44	0	36514 - 36542	02/02/18	41320.44
02/15/2018	66	166788.13	0	36564 – 36629	02/16/18	166788.17
03/01/2018	24	33392.99	0	36630 – 36653	03/02/18	33392.99
03/15/2018	28	68342.33	0	36654 – 36681	03/16/18	68342.33
03/29/2018	27	16374.99	0	36682 – 36708	03/30/18	16374.99

EXCEPTION REPORT

<u>Except. Refer.</u>	<u>Trans. No./Date</u>	<u>Invoice Date</u>	<u>Amount (\$)</u>	<u>Claim Payee/Vendor</u>	<u>Item/Services of Invoice</u>	<u>Issue with Purchase/ Cause for exception</u>	<u>Resolution</u>
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Note: As a result of a software malfunction in Quickbooks, checks numbered 36543 through 36563, issued for member libraries for Paypal reimbursement, were improperly printed and not usable. Checks 36543 through 36563 were voided and new checks issued in sequence beginning with check number 36564.

**Submitted by Internal Auditor - D.R. Wexell
04/04/2018**