

**San Antonio Public Library  
Monthly Operating Statement  
October 1, 2018 to July 31, 2019  
Percent of FY Elapsed: 83%**

|  | Budget            | Expended to Date  | Encumbered to Date | Remaining Budget | % Spent to Date* |
|--|-------------------|-------------------|--------------------|------------------|------------------|
|  | FY 2019           | FY 2019           | FY 2019            | FY 2019          | FY 2019          |
| <b>City General Fund--Personnel Services</b>   |                   |                   |                    |                  |                  |
| Car Exp Allowance                              | 18,000            | 15,000            | -                  | 3,000            | 83%              |
| Cell Phone Allowance                           | 2,520             | -                 | -                  | 2,520            | 0%               |
| Cell Phone Reimburse                           | 4,200             | 5,750             | -                  | (1,550)          | 137%             |
| Civ Cloth/Boot Allowance                       | -                 | 250               | -                  | (250)            |                  |
| Civil Actv Healthcr                            | 2,502,340         | 2,085,284         | -                  | 417,056          | 83%              |
| Def Comp-Executives                            | 15,300            | 12,300            | -                  | 3,000            | 80%              |
| FICA & Medicare Exp                            | 1,457,401         | 1,151,028         | -                  | 306,373          | 79%              |
| Hol.Pay-Hourly Sal.                            | -                 | 1,892             | -                  | (1,892)          |                  |
| Language Skill Pay                             | 36,000            | 28,450            | -                  | 7,550            | 79%              |
| Life Insurance                                 | 15,714            | 9,218             | -                  | 6,496            | 59%              |
| Overtime Salaries                              | 1,737             | 4,283             | -                  | (2,546)          | 247%             |
| Pers Leave Buy Back                            | 199,688           | 315,760           | -                  | (116,072)        | 158%             |
| Regular Salaries                               | 18,988,316        | 15,269,715        | -                  | 3,718,601        | 80%              |
| Reserve COLA                                   | 225,872           | -                 | -                  | 225,872          | 0%               |
| Reserve for Pay Plan                           | 315,937           | -                 | -                  | 315,937          | 0%               |
| Reserve Performance Pay                        | 257,235           | -                 | -                  | 257,235          | 0%               |
| Retiree Hlth Assess                            | 417,091           | 347,575           | -                  | 69,516           | 83%              |
| Retiree Payout Sal                             | -                 | 56,044            | -                  | (56,044)         |                  |
| Retirement Exp                                 | 1,836,515         | 1,568,443         | -                  | 268,072          | 85%              |
| Salary Turnover Targ                           | (413,663)         | -                 | -                  | (413,663)        | 0%               |
| Shift Differential                             | 19,300            | 40,878            | -                  | (21,578)         | 212%             |
| Temp FICA & Medicare                           | -                 | 2,726             | -                  | (2,726)          |                  |
| Temporary Salaries                             | -                 | 35,557            | -                  | (35,557)         |                  |
| <b>Total General Fund Personal Services</b>    | <b>25,899,503</b> | <b>20,950,155</b> | <b>-</b>           | <b>4,949,348</b> | <b>81%</b>       |
| <b>City General Fund--Contractual Services</b> |                   |                   |                    |                  |                  |
| Adv and Publications                           | 11,450            | 10,094            | -                  | 1,356            | 88%              |
| Alarm and Sec. Serv.                           | 65,055            | 82,702            | 1,583              | (19,230)         | 130%             |
| Binding & Printing                             | 56,662            | 30,740            | 6,729              | 19,193           | 66%              |
| Cleaning Services                              | 1,139,245         | 1,039,156         | -                  | 100,089          | 91%              |
| Computer Software Maint.                       | 568,304           | 558,105           | -                  | 10,199           | 98%              |
| Contractual Services                           | 924,763           | 664,531           | 183,323            | 76,909           | 92%              |
| Credit Card Fees                               | 24,000            | 22,044            | -                  | 1,956            | 92%              |
| Education - Classes                            | 3,623             | 340               | -                  | 3,283            | 9%               |
| Fees to Prof Contr.                            | 713,557           | 727,308           | -                  | (13,751)         | 102%             |
| Freight and Storage                            | 31,817            | 21,065            | 27,556             | (16,805)         | 153%             |
| Mail and Parcel Post                           | 14,526            | 20,589            | -                  | (6,063)          | 142%             |
| Maint - Buildings                              | 835,009           | 932,730           | 158,953            | (256,674)        | 131%             |
| Maint & Rep - Cmrc                             | 3,393             | 7,604             | -                  | (4,211)          | 224%             |
| Maint. - M&E                                   | 20,420            | 35,348            | 3,540              | (18,468)         | 190%             |
| Maint.- Repair Auto                            | 12,595            | 16,842            | -                  | (4,247)          | 134%             |
| Membership Dues                                | 15,300            | 18,002            | -                  | (2,702)          | 118%             |
| Other Contract Svcs                            | 23,000            | 23,921            | -                  | (921)            | 104%             |
| Participation-Booth Fees                       | -                 | 1,450             | -                  | (1,450)          |                  |
| Public Copy/Print                              | 306,218           | 205,409           | 3,437              | 97,372           | 68%              |
| Rental of Equipment                            | 5,000             | 8,564             | 1,045              | (4,609)          | 192%             |
| Rental Office Equipment                        | 9,000             | 10,826            | -                  | (1,826)          | 120%             |
| Subscriptions to Computer Svcs                 | 50,000            | 16,798            | -                  | 33,202           | 34%              |
| Temporary Services                             | 340,000           | 197,972           | 97,859             | 44,169           | 87%              |
| Transportation Fees                            | 89,485            | 95,555            | -                  | (6,070)          | 107%             |
| Travel-Official                                | 1,000             | -                 | -                  | 1,000            | 0%               |
| <b>Total General Fund Contractual Services</b> | <b>5,263,422</b>  | <b>4,747,694</b>  | <b>484,025</b>     | <b>31,702</b>    | <b>99%</b>       |

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|  | FY 2019           | FY 2019           | FY 2019            | FY 2019          | FY 2019          |
| <b>City General Fund--Commodities</b>          |                   |                   |                    |                  |                  |
| Clothing and Linen                             | 6,092             | 6,454             | 4,536              | (4,898)          | 180%             |
| Computer Software                              | 65,100            | 2,663             | -                  | 62,437           | 4%               |
| Expense Allowance                              | 1,000             | -                 | -                  | 1,000            | 0%               |
| Food   | -                 | 10,613            | -                  | (10,613)         |                  |
| Janitorial Supplies                            | 36,452            | 35,875            | 218                | 359              | 99%              |
| Library Materials                              | 226,634           | 117,787           | 646                | 108,201          | 52%              |
| Library Resources                              | 5,192,944         | 4,364,402         | 100,707            | 727,836          | 86%              |
| M&R Material Bldg/Imp                          | 71,854            | 58,254            | 4,977              | 8,623            | 88%              |
| M&R Material Mach/Eq                           | 37,608            | 5,996             | 463                | 31,148           | 17%              |
| M&R Parts Automotive                           | 7,741             | 5,599             | -                  | 2,142            | 72%              |
| Office Supplies                                | 135,877           | 101,600           | 995                | 33,282           | 76%              |
| Other Commodities                              | 62,927            | 33,722            | 2,991              | 26,215           | 58%              |
| Tools & Apparatus                              | -                 | 171               | -                  | (171)            |                  |
| <b>Total General Fund Commodities</b>          | <b>5,844,229</b>  | <b>4,743,136</b>  | <b>115,532</b>     | <b>985,561</b>   | <b>83%</b>       |
| <b>City General Fund Other Expenditures</b>    |                   |                   |                    |                  |                  |
| Automotive Admin Chg                           | 1,485             | 1,238             | -                  | 248              | 83%              |
| Software Licenses                              | -                 | 4,433             | -                  | (4,433)          |                  |
| Build. Maint. Chg                              | 313,881           | 261,568           | -                  | 52,314           | 83%              |
| Gas and Electricity                            | 919,801           | 801,623           | -                  | 118,178          | 87%              |
| General Liab. Assess                           | 62,387            | 51,989            | -                  | 10,398           | 83%              |
| Mail & Delivery Svcs                           | 10,949            | 9,124             | -                  | 1,825            | 83%              |
| Motor Fuel and Lub.                            | 23,581            | 17,920            | -                  | 5,661            | 76%              |
| Rent of City Equip. (Vehicle Replacement Fund) | 31,182            | 25,985            | -                  | 5,197            | 83%              |
| Water and Sewer                                | 207,224           | 203,524           | -                  | 3,700            | 98%              |
| Workers Comp Assess                            | 56,908            | 47,424            | -                  | 9,484            | 83%              |
| Registrations, Renewals                        | -                 | 117               | -                  | (117)            |                  |
| <b>Total General Fund Other Expenditures</b>   | <b>1,627,398</b>  | <b>1,424,944</b>  | <b>-</b>           | <b>202,454</b>   | <b>88%</b>       |
| <b>City General Fund Scheduled Line Items</b>  |                   |                   |                    |                  |                  |
| CAP Admin Cost-Dir                             | -                 | 2,715             | -                  | (2,715)          |                  |
| CAP Admin Cost-Indir                           | -                 | 1,253             | -                  | (1,253)          |                  |
| Cell Phone Services                            | 6,599             | 5,782             | -                  | 817              | 88%              |
| Communications Radio                           | 585               | 60                | -                  | 525              | 10%              |
| Interfnd Transf Out                            | 138,106           | 115,088           | -                  | 23,018           | 83%              |
| IT Assessment Fee                              | 2,481,059         | 2,067,549         | -                  | 413,510          | 83%              |
| Procurement Fee                                | 153,685           | 128,071           | -                  | 25,614           | 83%              |
| Wireless Data Communications                   | 6,419             | 1,026             | -                  | 5,393            | 16%              |
| <b>Total General Fund Scheduled Line Items</b> | <b>2,786,453</b>  | <b>2,321,544</b>  | <b>-</b>           | <b>464,909</b>   | <b>83%</b>       |
| <b>City General Fund Capital Outlay</b>        |                   |                   |                    |                  |                  |
| Cap<5000 - Comp Equ.                           | 78,430            | 31,392            | -                  | 47,038           | 40%              |
| Cap<5000 - Other Imp                           | -                 | -                 | 27,564             | (27,564)         |                  |
| Cap<5000 - Furn & Fix                          | 461,350           | 406,976           | -                  | 54,374           | 88%              |
| Cap<5000 - M&E Other                           | -                 | 17,047            | -                  | (17,047)         |                  |
| Cap<5000 - PC Replct                           | 195,156           | 165,486           | -                  | 29,670           | 85%              |
| <b>Total General Fund Capital Outlay</b>       | <b>734,936</b>    | <b>620,901</b>    | <b>27,564</b>      | <b>86,471</b>    | <b>88%</b>       |
| <b>Total City General Fund</b>                 | <b>42,155,941</b> | <b>34,808,376</b> | <b>627,121</b>     | <b>6,720,444</b> | <b>84%</b>       |
| <b>Major Gifts</b>                             |                   |                   |                    |                  |                  |
| Friends of the Library                         | 50,000            | 29,350            | 1,992              | 18,658           | 63%              |
| Library Foundation                             | 225,559           | 58,947            | 86,991             | 79,622           | 65%              |
| <b>Total Major Gifts</b>                       | <b>275,559</b>    | <b>88,297</b>     | <b>88,983</b>      | <b>98,280</b>    | <b>64%</b>       |

\*Budget line overages are allowable. Budget control is at the Department level.

### Library General Fund % Spent

FY16 Budget \$37.7M, FY17 \$39.8M, FY18 \$40.4M & FY19 \$42.1M

