

Library Board Members:

Before you begin to discuss the value of a bookkeeper for the libraries, I would like to give you an honest idea of the scope of my work for the libraries. I work full time, five days per week, so it averages about one full day per library per week.

I am currently processing

- All invoices that need to be paid for Gallatin, Hendersonville, Portland, Westmoreland, and Millersville libraries. These are paid using the five individual libraries' budgets and the sixth non-location specific account, altogether totaling \$2.6 M. This includes all Contracted Services such as maintenance agreements, repair services, janitorial services, dues and memberships, permits, lawn maintenance, and travel reimbursement. It includes payment for all Supplies and Materials, such as data processing supplies, utilities, instructional supplies, library books and digital media, office supplies, and staff development. It also includes Capital Outlay, such as data processing equipment, maintenance equipment, furniture, office equipment and other purchases.
 - Currently reconcile thirteen P-Card statements each month, some of which have more than 20 transactions per statement per month.
 - Make sure all IT/communications invoices get to the right department that are paid by IT
 - Review, submit and file all Payroll packets every two weeks.
 - Track and file the Fine Waiver Forms from each library each month.
-
- I review all the invoices, check for accuracy, make sure no taxes or fees are being charged, and write requisitions for payment.
 - I create Purchase Orders for any needed POs
 - I obtain the proper signatures and submit requisitions in a timely manner to the finance department for payment.
 - I document my work with date stamps and keep the directors informed of any potential issues.
 - I track down any missing documentation such as W-9s for new vendors, print online invoices and generate reports for account inquiries.
 - I send a monthly YTD budget report to each director, and created an Expenditures Workbook for each library's budget to monitor each account line, and I communicate with the director on the status of his/her budget.
 - I help with budget prep for the next fiscal year.
 - Most importantly, my work allows the library directors to focus more of their time and attention on their library patrons and programs instead of on bookkeeping.

Respectfully submitted,

Susan Crowson

Bookkeeper, Sumner County Libraries