

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
November 10th, 2016 – Perry Branch

1. Call to order
2. Approval of minutes
3. Treasurer's Report  
    \*Approval of Treasurer's Report \*
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business  
    \*Review of bids for Centerville HVAC replacement\*
8. Adjournment

\* items will need board approval.

**There will be no meeting in December, 2016.**

## Houston County Public Library System Board of Trustees

Minutes- September 8, 2016-Warner Robins, GA

The Houston County Public Library System Board met in regular session at the Nola Brantley Memorial Library in Warner Robins, Ga on September 8, 2016. Board members attending were: Daniel Bibler, Denisa Davis, Robin Engle, Nicole Fossier-Linda Jones, Suzy King, George Nunn and Pam Yates. Also attending was: J. Sara Paulk and Mark Bohnstedt. Vice-Chair Engle called the meeting to order at 6:00 pm.

**Minutes** – Mrs. Engle called for the approval of the Minutes from the August 11, 2016 regular session. On a motion by Bibler and a second by King, the motion carried.

**Treasurer's report** –Financials for the month of August 2016 were presented. Mrs. Engle called for the approval of the Treasurer's report. On a motion by Rosser-Fogle and a second by King, the Treasurer's report was approved.

**Director's report** – Distributed at meeting.

**Committee Reports** – None.

**Unfinished Business** – None.

**New Business** – None

**Trustee Comments** –Yates reported on Friends of the Library and a potential partnership.

**Adjournment** – Mrs. Engle called for a motion to adjourn. On a motion by Davis and a second by Bibler, the motion carried. The Board adjourned at 6:19 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – James Newton

## Treasurer's Report

All of the E-Rate applications have finally been funded.

## Director's Report

Paulk appointed to Middle Georgia RESA Board. RESA – Regional Educational Service Agency. There are 16 RESAs serving the 180 school systems across the State. The mission of Georgia's Statewide Network of Regional Educational Service Agencies (RESAs) is to support the work, improvement, and effectiveness of local systems and schools. More info at - <http://www.ciclt.net/ul/mgresa/GeorgiaRESAStatewideOverview.pdf>

Submitted a grant for additional digitization of the Houston Home Journal.

Unique report. As of 10/31/2016, 1131 accounts have been submitted for a total dollar amount of \$102,538. \$2,813.21 has been received and materials valued at \$1400 have been returned.

One of Centerville's HVACs died and bids were solicited for replacement. To be reviewed tonight per agenda item.

The Centerville Fire Department can to inspect the Centerville Library and there were many lights in high places that needed replacing. The County was unable to schedule this in the timeframe necessary, so a private contractor did the work, on recommendation from Mark Baker from Houston County.

Paulk has and will be attending local monthly governmental meetings to present Annual Report document.

\*\*

Thanks to staff who make the library look good and run well.

First Featured staffperson - *Angela Simmons-Jones*, Assistant Business Manager - works in the admin offices. In addition to her regular duties, she recrafted the annual report document. Plus she has turned her artistic talents to rotating chalk art. In addition, she took an online class about publicizing the library which lead her to suggest contacting HOAs in the cities and county with a request that they include library services and news. She has graciously taken on that assignment from contacting to keeping information flowing.

Second Featured staffperson – *Marie Saylor*, Circulation Supervisor at Perry. Recently a library patron had a grand mal seizure in the public computer area. Ms. Saylor was the closest staff person and handled a stressful situation with a cool head and calm demeanor.

\*\*\*\*

*Personnel changes.* J. Renea Kelley was hired at Centerville as a part-time circulation staff.

**Reminder – No Board meeting in December** – Paulk will be off on December 7<sup>th</sup> and at the Director's meeting on December 8<sup>th</sup> and 9<sup>th</sup>.

## Houston County Public Library System

## Balance Sheet

By Fund as of September 30, 2016

		Fund 100 General	Fund 112 FOL	Fund 200 Fed Grant	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
<b>Assets</b>							
100-00-10101	Cash in Bank	\$285,381.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10104	PERRY PROJECT/SB&TC	\$10,176.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$43,069.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,050.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,373.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10120	Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$74,260.82	\$0.00	\$0.00	\$0.00	\$0.00
200-00-10101	Federal Operating	\$0.00	\$0.00	(\$14,997.05)	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$2,012.59)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,636.89)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$45,937.19	\$0.00
500-00-10101	NB/CD Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,255.48
500-00-10111	Restricted CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,470.07
<b>Total Assets</b>		<b>\$355,228.26</b>	<b>\$74,260.82</b>	<b>(\$14,997.05)</b>	<b>(\$2,012.59)</b>	<b>\$36,300.30</b>	<b>\$30,725.55</b>
<b>Liabilities and Fund Balance</b>							
<b>Fund Balance</b>							
100-00-30770	Assigned Fund Balance - Op Contingency	\$203,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30771	Assigned Fund Balance - Donations	\$20,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30772	Assigned Fund Balance - Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30773	Assigned Fund Balance - EBooks/GADD	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30780	Restricted Fund Balance - Perry Project/HHJ Digi	\$15,963.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30790	Unassigned Fund Balance	\$87,423.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$17,525.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$80,568.78	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$6,307.96)	\$0.00	\$0.00	\$0.00	\$0.00
200-00-30799	Current Year Change	\$0.00	\$0.00	(\$14,997.05)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$2,012.59)	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$51,243.91	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,943.61)	\$0.00
500-00-30750	Non Spendable Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,839.40
500-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,886.15
<b>Total Fund Balance</b>		<b>\$355,228.26</b>	<b>\$74,260.82</b>	<b>(\$14,997.05)</b>	<b>(\$2,012.59)</b>	<b>\$36,300.30</b>	<b>\$30,725.55</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$355,228.26</b>	<b>\$74,260.82</b>	<b>(\$14,997.05)</b>	<b>(\$2,012.59)</b>	<b>\$36,300.30</b>	<b>\$30,725.55</b>
<b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>		<b>\$337,703.05</b>	<b>\$80,568.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,243.91</b>	<b>\$30,725.55</b>

# Houston County Public Library System

## Balance Sheet

By Fund as of September 30, 2016

	<u>Fund 100</u> <u>General</u>	<u>Fund 112</u> <u>FOL</u>	<u>Fund 200</u> <u>Fed Grant</u>	<u>Fund 310</u> <u>State</u>	<u>Fund 390</u> <u>SPLOST</u>	<u>Fund 500</u> <u>Local Inv.</u>
NET SURPLUS/(DEFICIT)	\$17,525.21	(\$6,307.96)	(\$14,997.05)	(\$2,012.59)	(\$14,943.61)	\$0.00
ENDING FUND BALANCE	<u>\$355,228.26</u>	<u>\$74,260.82</u>	<u>(\$14,997.05)</u>	<u>(\$2,012.59)</u>	<u>\$36,300.30</u>	<u>\$30,725.55</u>

## Houston County Public Library System

## Balance Sheet

By Fund as of October 31, 2016

		Fund 100 General	Fund 112 FOL	Fund 200 Fed Grant	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
<b>Assets</b>							
100-00-10101	Cash in Bank	\$299,661.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10104	PERRY PROJECT/SB&TC	\$10,180.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$45,946.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,050.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,373.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10120	Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$71,349.22	\$0.00	\$0.00	\$0.00	\$0.00
200-00-10101	Federal Operating	\$0.00	\$0.00	(\$14,997.05)	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$2,907.73)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,009.78)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$45,956.61	\$0.00
500-00-10101	NB/CD Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,255.48
500-00-10111	Restricted CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,470.07
<b>Total Assets</b>		<b>\$372,388.75</b>	<b>\$71,349.22</b>	<b>(\$14,997.05)</b>	<b>(\$2,907.73)</b>	<b>\$24,946.83</b>	<b>\$30,725.55</b>
<b>Liabilities and Fund Balance</b>							
<b>Fund Balance</b>							
100-00-30770	Assigned Fund Balance - Op Contingency	\$203,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30771	Assigned Fund Balance - Donations	\$20,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30772	Assigned Fund Balance - Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30773	Assigned Fund Balance - EBooks/GADD	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30780	Restricted Fund Balance - Perry Project/HHJ Digi	\$15,963.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30790	Unassigned Fund Balance	\$87,423.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$34,685.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$80,568.78	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$9,219.56)	\$0.00	\$0.00	\$0.00	\$0.00
200-00-30799	Current Year Change	\$0.00	\$0.00	(\$14,997.05)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$2,907.73)	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$51,243.91	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	(\$26,297.08)	\$0.00
500-00-30750	Non Spendable Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,839.40
500-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,886.15
<b>Total Fund Balance</b>		<b>\$372,388.75</b>	<b>\$71,349.22</b>	<b>(\$14,997.05)</b>	<b>(\$2,907.73)</b>	<b>\$24,946.83</b>	<b>\$30,725.55</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$372,388.75</b>	<b>\$71,349.22</b>	<b>(\$14,997.05)</b>	<b>(\$2,907.73)</b>	<b>\$24,946.83</b>	<b>\$30,725.55</b>
<b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>		<b>\$337,703.05</b>	<b>\$80,568.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,243.91</b>	<b>\$30,725.55</b>

**Houston County Public Library System****Balance Sheet**

By Fund as of October 31, 2016

	<u>Fund 100 General</u>	<u>Fund 112 FOL</u>	<u>Fund 200 Fed Grant</u>	<u>Fund 310 State</u>	<u>Fund 390 SPLOST</u>	<u>Fund 500 Local Inv.</u>
<b>NET SURPLUS/(DEFICIT)</b>	\$34,685.70	(\$9,219.56)	(\$14,997.05)	(\$2,907.73)	(\$26,297.08)	\$0.00
<b>ENDING FUND BALANCE</b>	<u>\$372,388.75</u>	<u>\$71,349.22</u>	<u>(\$14,997.05)</u>	<u>(\$2,907.73)</u>	<u>\$24,946.83</u>	<u>\$30,725.55</u>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

Include accounts with no activity

Include inactive accounts

Include these Funds: 100, 112, 200, 310, 390

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>100 - General</b>						
<b>Revenues</b>						
Local Revenues	\$781,200.00	\$195,300.00	\$195,300.00	\$65,100.00	\$192,800.01	25.0%
Library Generated Revenue	\$80,000.00	\$19,999.95	\$24,516.90	\$8,106.81	\$22,421.28	30.6%
Donations	\$0.00	\$0.00	\$1,350.60	\$110.19	\$2,278.64	0.0%
Other Income	\$29,800.00	\$6,199.98	\$848.92	\$67.88	\$776.53	2.8%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$891,000.00</b>	<b>\$221,499.93</b>	<b>\$222,016.42</b>	<b>\$73,384.88</b>	<b>\$218,276.46</b>	<b>24.9%</b>
<b>Expenditures</b>						
Salaries and Wages	\$425,141.07	\$106,285.20	\$89,533.30	\$37,187.84	\$89,305.10	21.1%
Benefits	\$187,117.72	\$46,779.32	\$33,793.86	\$13,647.69	\$34,535.04	18.1%
Professional Services	\$21,000.00	\$5,250.00	\$6,329.44	\$6,329.44	\$0.00	30.1%
Copiers and Equipment	\$11,500.00	\$3,099.96	\$2,585.92	\$835.53	\$2,556.46	22.5%
Electricity and Utilities	\$102,738.00	\$25,684.41	\$26,752.15	\$10,520.75	\$26,339.34	26.0%
Insurance	\$28,200.00	\$3,000.00	\$3,095.00	\$0.00	\$3,306.00	11.0%
Maintenance and Repairs	\$29,000.00	\$7,249.98	\$9,851.45	\$3,861.99	\$7,742.88	34.0%
Materials	\$31,000.00	\$7,749.99	\$12,186.17	\$622.36	\$9,753.45	39.3%
Motor Vehicle Costs	\$3,500.00	\$874.98	\$493.34	\$117.24	\$284.03	14.1%
Purchased Services	\$20,500.00	\$5,124.99	\$20.00	\$0.00	\$220.00	0.1%
Supplies	\$18,499.42	\$4,624.80	\$5,135.69	\$1,470.73	\$5,522.39	27.8%
Other Operating Expenses	\$5,500.00	\$1,374.96	\$1,510.71	\$634.25	\$1,218.09	27.5%
Technology	\$5,000.00	\$1,249.98	\$1,559.00	\$0.00	\$100.98	31.2%
Telecommunications	\$36,585.00	\$9,146.22	\$9,681.16	\$3,437.54	\$7,816.09	26.5%
Travel and Training	\$2,500.00	\$624.96	\$1,964.02	\$169.02	\$1,084.75	78.6%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$927,781.21</b>	<b>\$228,119.75</b>	<b>\$204,491.21</b>	<b>\$78,834.38</b>	<b>\$189,784.60</b>	<b>22.0%</b>



# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>YTD Historical</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$337,703.05	\$337,703.05	\$337,703.05	\$360,677.76	\$290,532.66	100.0%
NET SURPLUS/(DEFICIT)	(\$36,781.21)	(\$6,619.82)	\$17,525.21	(\$5,449.50)	\$28,491.86	(47.6)%
ENDING FUND BALANCE	<u>\$300,921.84</u>	<u>\$331,083.23</u>	<u>\$355,228.26</u>	<u>\$355,228.26</u>	<u>\$319,024.52</u>	<u>118.0%</u>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>112 - Friends of Library</b>						
<b>Revenues</b>						
Donations	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$21,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Expenditures</b>						
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$32,971.00	\$8,242.74	\$6,307.96	\$3,452.86	\$4,449.86	19.1%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$32,971.00</b>	<b>\$8,242.74</b>	<b>\$6,307.96</b>	<b>\$3,452.86</b>	<b>\$4,449.86</b>	<b>19.1%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$80,568.78</b>	<b>\$80,568.78</b>	<b>\$80,568.78</b>	<b>\$77,713.68</b>	<b>\$86,104.09</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$11,971.00)</b>	<b>(\$8,242.74)</b>	<b>(\$6,307.96)</b>	<b>(\$3,452.86)</b>	<b>(\$4,449.86)</b>	<b>52.7%</b>
<b>ENDING FUND BALANCE</b>	<b>\$68,597.78</b>	<b>\$72,326.04</b>	<b>\$74,260.82</b>	<b>\$74,260.82</b>	<b>\$81,654.23</b>	<b>108.3%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>200 - Federal</b>						
<b>Revenues</b>						
State and Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials	\$0.00	\$0.00	\$10,471.69	\$711.64	\$0.00	0.0%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$4,525.36	\$4,525.36	\$0.00	0.0%
Other Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,997.05</b>	<b>\$5,237.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$9,760.05)</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$14,997.05)</b>	<b>(\$5,237.00)</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>ENDING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$14,997.05)</b>	<b>(\$14,997.05)</b>	<b>\$0.00</b>	<b>0.0%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>310 - State</b>						
<b>Revenues</b>						
State and Federal Grants	\$336,893.87	\$100,007.06	\$78,962.22	\$26,320.74	\$67,472.28	23.4%
<b>Total Revenues</b>	<u>\$336,893.87</u>	<u>\$100,007.06</u>	<u>\$78,962.22</u>	<u>\$26,320.74</u>	<u>\$67,472.28</u>	<u>23.4%</u>
<b>Expenditures</b>						
Salaries and Wages	\$216,857.93	\$54,214.44	\$53,155.39	\$17,772.68	\$49,259.49	24.5%
Benefits	\$53,307.07	\$13,326.73	\$14,261.85	\$4,893.50	\$15,720.44	26.8%
Electricity and Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$39,371.00	\$9,842.73	\$13,507.57	\$3,763.15	\$0.00	34.3%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Technology	\$21,044.87	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$1,250.00	\$312.48	\$50.00	\$0.00	\$491.04	4.0%
<b>Total Expenditures</b>	<u>\$331,830.87</u>	<u>\$77,696.38</u>	<u>\$80,974.81</u>	<u>\$26,429.33</u>	<u>\$65,470.97</u>	<u>24.4%</u>
<b>BEGINNING FUND BALANCE</b>	\$0.00	\$0.00	\$0.00	(\$1,904.00)	\$0.00	0.0%
<b>NET SURPLUS/(DEFICIT)</b>	\$5,063.00	\$22,310.68	(\$2,012.59)	(\$108.59)	\$2,001.31	(39.8)%
<b>ENDING FUND BALANCE</b>	<u>\$5,063.00</u>	<u>\$22,310.68</u>	<u>(\$2,012.59)</u>	<u>(\$2,012.59)</u>	<u>\$2,001.31</u>	<u>(39.8)%</u>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of September 30, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>390 - DESIGNATED MATERIALS</b>						
<b>Revenues</b>						
Local Revenues	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$56.32	\$16.91	\$90.64	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$56.32</b>	<b>\$16.91</b>	<b>\$90.64</b>	<b>0.1%</b>
<b>Expenditures</b>						
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$60,000.00	\$14,999.97	\$12,325.48	\$3,617.72	\$18,580.43	20.5%
Supplies	\$4,000.00	\$999.99	\$2,674.45	\$1,006.07	\$0.00	66.9%
Technology	\$25,000.00	\$6,249.99	\$0.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$89,000.00</b>	<b>\$22,249.95</b>	<b>\$14,999.93</b>	<b>\$4,623.79</b>	<b>\$18,580.43</b>	<b>16.9%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$51,243.91</b>	<b>\$51,243.91</b>	<b>\$51,243.91</b>	<b>\$40,907.18</b>	<b>\$78,848.55</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$11,000.00</b>	<b>(\$22,249.95)</b>	<b>(\$14,943.61)</b>	<b>(\$4,606.88)</b>	<b>(\$18,489.79)</b>	<b>(135.9)%</b>
<b>ENDING FUND BALANCE</b>	<b>\$62,243.91</b>	<b>\$28,993.96</b>	<b>\$36,300.30</b>	<b>\$36,300.30</b>	<b>\$60,358.76</b>	<b>58.3%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Funds Combined as of September 30, 2016

Include accounts with no activity  
 Include inactive accounts  
 Include these Funds: 100, 112, 200, 310, 390

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>Revenues</b>						
Local Revenues	\$881,200.00	\$195,300.00	\$195,300.00	\$65,100.00	\$192,800.01	22.2%
Library Generated Revenue	\$80,000.00	\$19,999.95	\$24,573.22	\$8,123.72	\$22,511.92	30.7%
Donations	\$21,000.00	\$0.00	\$1,350.60	\$110.19	\$2,278.64	6.4%
Other Income	\$29,800.00	\$6,199.98	\$848.92	\$67.88	\$776.53	2.8%
State and Federal Grants	\$336,893.87	\$100,007.06	\$78,962.22	\$26,320.74	\$67,472.28	23.4%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$1,348,893.87</b>	<b>\$321,506.99</b>	<b>\$301,034.96</b>	<b>\$99,722.53</b>	<b>\$285,839.38</b>	<b>22.3%</b>
<b>Expenditures</b>						
Salaries and Wages	\$641,999.00	\$160,499.64	\$142,688.69	\$54,960.52	\$138,564.59	22.2%
Benefits	\$240,424.79	\$60,106.05	\$48,055.71	\$18,541.19	\$50,255.48	20.0%
Professional Services	\$21,000.00	\$5,250.00	\$6,329.44	\$6,329.44	\$0.00	30.1%
Copiers and Equipment	\$11,500.00	\$3,099.96	\$2,585.92	\$835.53	\$2,556.46	22.5%
Electricity and Utilities	\$102,738.00	\$25,684.41	\$26,752.15	\$10,520.75	\$26,339.34	26.0%
Insurance	\$28,200.00	\$3,000.00	\$3,095.00	\$0.00	\$3,306.00	11.0%
Maintenance and Repairs	\$29,000.00	\$7,249.98	\$9,851.45	\$3,861.99	\$7,742.88	34.0%
Materials	\$163,342.00	\$40,835.43	\$54,798.87	\$12,167.73	\$32,783.74	33.5%
Motor Vehicle Costs	\$3,500.00	\$874.98	\$493.34	\$117.24	\$284.03	14.1%
Purchased Services	\$20,500.00	\$5,124.99	\$20.00	\$0.00	\$220.00	0.1%
Supplies	\$22,499.42	\$5,624.79	\$12,335.50	\$7,002.16	\$5,522.39	54.8%
Other Operating Expenses	\$5,500.00	\$1,374.96	\$1,510.71	\$634.25	\$1,218.09	27.5%
Technology	\$51,044.87	\$7,499.97	\$1,559.00	\$0.00	\$100.98	3.1%
Telecommunications	\$36,585.00	\$9,146.22	\$9,681.16	\$3,437.54	\$7,816.09	26.5%
Travel and Training	\$3,750.00	\$937.44	\$2,014.02	\$169.02	\$1,575.79	53.7%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$1,381,583.08</b>	<b>\$336,308.82</b>	<b>\$321,770.96</b>	<b>\$118,577.36</b>	<b>\$278,285.86</b>	<b>23.3%</b>

**Houston County Public Library System**  
**Statement of Revenues and Expenditures**  
 By Funds Combined as of September 30, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>YTD Historical</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$469,515.74	\$469,515.74	\$469,515.74	\$467,634.57	\$455,485.30	100.0%
NET SURPLUS/(DEFICIT)	(\$32,689.21)	(\$14,801.83)	(\$20,736.00)	(\$18,854.83)	\$7,553.52	63.4%
ENDING FUND BALANCE	\$436,826.53	\$454,713.91	\$448,779.74	\$448,779.74	\$463,038.82	102.7%

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Funds Combined as of October 31, 2016

Include accounts with no activity  
 Include inactive accounts  
 Include these Funds: 100, 112, 200, 310, 390

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>Revenues</b>						
Local Revenues	\$881,200.00	\$260,400.00	\$260,400.00	\$65,100.00	\$257,066.68	29.6%
Library Generated Revenue	\$80,000.00	\$26,666.60	\$33,295.93	\$8,722.71	\$29,293.97	41.6%
Donations	\$21,000.00	\$0.00	\$1,446.08	\$95.48	\$3,531.32	6.9%
Other Income	\$29,800.00	\$8,266.64	\$8,791.87	\$7,942.95	\$7,051.08	29.5%
State and Federal Grants	\$336,893.87	\$126,327.79	\$105,282.96	\$26,320.74	\$89,963.04	31.3%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$1,348,893.87</b>	<b>\$421,661.03</b>	<b>\$409,216.84</b>	<b>\$108,181.88</b>	<b>\$386,906.09</b>	<b>30.3%</b>
<b>Expenditures</b>						
Salaries and Wages	\$641,999.00	\$213,999.53	\$195,429.74	\$52,741.05	\$190,499.73	30.4%
Benefits	\$240,424.79	\$80,141.42	\$67,995.94	\$19,940.23	\$69,350.27	28.3%
Professional Services	\$21,000.00	\$7,000.00	\$7,152.84	\$823.40	\$1,916.12	34.1%
Copiers and Equipment	\$11,500.00	\$4,033.28	\$3,044.92	\$459.00	\$3,192.06	26.5%
Electricity and Utilities	\$102,738.00	\$34,245.88	\$33,867.93	\$7,115.78	\$35,938.01	33.0%
Insurance	\$28,200.00	\$26,000.00	\$3,095.00	\$0.00	\$3,306.00	11.0%
Maintenance and Repairs	\$29,000.00	\$9,666.64	\$12,439.74	\$2,588.29	\$12,941.79	42.9%
Materials	\$163,342.00	\$54,447.24	\$63,469.32	\$8,670.45	\$43,366.48	38.9%
Motor Vehicle Costs	\$3,500.00	\$1,166.64	\$620.44	\$127.10	\$510.50	17.7%
Purchased Services	\$20,500.00	\$6,833.32	\$55.00	\$35.00	\$285.00	0.3%
Supplies	\$22,499.42	\$7,499.72	\$14,075.72	\$1,740.22	\$12,633.25	62.6%
Other Operating Expenses	\$5,500.00	\$1,833.28	\$1,743.96	\$233.25	\$1,734.35	31.7%
Technology	\$51,044.87	\$31,044.83	\$1,559.00	\$0.00	\$1,675.98	3.1%
Telecommunications	\$36,585.00	\$12,194.96	\$21,065.59	\$11,384.43	\$8,728.89	57.6%
Travel and Training	\$3,750.00	\$1,249.92	\$2,337.42	\$323.40	\$2,192.38	62.3%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$1,381,583.08</b>	<b>\$491,356.66</b>	<b>\$427,952.56</b>	<b>\$106,181.60</b>	<b>\$388,270.81</b>	<b>31.0%</b>



# Houston County Public Library System

## Statement of Revenues and Expenditures

By Funds Combined as of October 31, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$469,515.74	\$469,515.74	\$469,515.74	\$448,779.74	\$455,485.30	100.0%
NET SURPLUS/(DEFICIT)	(\$32,689.21)	(\$69,695.63)	(\$18,735.72)	\$2,000.28	(\$1,364.72)	57.3%
ENDING FUND BALANCE	\$436,826.53	\$399,820.11	\$450,780.02	\$450,780.02	\$454,120.58	103.2%

**Houston County Public Library System**  
**Statement of Revenues and Expenditures**  
 By Funds Combined as of October 31, 2016

Include accounts with no activity  
 Include inactive accounts  
 Include these Funds: 100, 112, 200, 310, 390

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>Revenues</b>						
Local Revenues	\$881,200.00	\$260,400.00	\$260,400.00	\$65,100.00	\$257,066.68	29.6%
Library Generated Revenue	\$80,000.00	\$26,666.60	\$33,295.93	\$8,722.71	\$29,293.97	41.6%
Donations	\$21,000.00	\$0.00	\$1,446.08	\$95.48	\$3,531.32	6.9%
Other Income	\$29,800.00	\$8,266.64	\$8,791.87	\$7,942.95	\$7,051.08	29.5%
State and Federal Grants	\$336,893.87	\$126,327.79	\$105,282.96	\$26,320.74	\$89,963.04	31.3%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Revenues</b>	<b>\$1,348,893.87</b>	<b>\$421,661.03</b>	<b>\$409,216.84</b>	<b>\$108,181.88</b>	<b>\$386,906.09</b>	<b>30.3%</b>
<b>Expenditures</b>						
Salaries and Wages	\$641,999.00	\$213,999.53	\$195,429.74	\$52,741.05	\$190,499.73	30.4%
Benefits	\$240,424.79	\$80,141.42	\$67,995.94	\$19,940.23	\$69,350.27	28.3%
Professional Services	\$21,000.00	\$7,000.00	\$7,152.84	\$823.40	\$1,916.12	34.1%
Copiers and Equipment	\$11,500.00	\$4,033.28	\$3,044.92	\$459.00	\$3,192.06	26.5%
Electricity and Utilities	\$102,738.00	\$34,245.88	\$33,867.93	\$7,115.78	\$35,938.01	33.0%
Insurance	\$28,200.00	\$26,000.00	\$3,095.00	\$0.00	\$3,306.00	11.0%
Maintenance and Repairs	\$29,000.00	\$9,666.64	\$12,439.74	\$2,588.29	\$12,941.79	42.9%
Materials	\$163,342.00	\$54,447.24	\$63,469.32	\$8,670.45	\$43,366.48	38.9%
Motor Vehicle Costs	\$3,500.00	\$1,166.64	\$620.44	\$127.10	\$510.50	17.7%
Purchased Services	\$20,500.00	\$6,833.32	\$55.00	\$35.00	\$285.00	0.3%
Supplies	\$22,499.42	\$7,499.72	\$14,075.72	\$1,740.22	\$12,633.25	62.6%
Other Operating Expenses	\$5,500.00	\$1,833.28	\$1,743.96	\$233.25	\$1,734.35	31.7%
Technology	\$51,044.87	\$31,044.83	\$1,559.00	\$0.00	\$1,675.98	3.1%
Telecommunications	\$36,585.00	\$12,194.96	\$21,065.59	\$11,384.43	\$8,728.89	57.6%
Travel and Training	\$3,750.00	\$1,249.92	\$2,337.42	\$323.40	\$2,192.38	62.3%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$1,381,583.08</b>	<b>\$491,356.66</b>	<b>\$427,952.56</b>	<b>\$106,181.60</b>	<b>\$388,270.81</b>	<b>31.0%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Funds Combined as of October 31, 2016

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$469,515.74	\$469,515.74	\$469,515.74	\$448,779.74	\$455,485.30	100.0%
NET SURPLUS/(DEFICIT)	(\$32,689.21)	(\$69,695.63)	(\$18,735.72)	\$2,000.28	(\$1,364.72)	57.3%
ENDING FUND BALANCE	\$436,826.53	\$399,820.11	\$450,780.02	\$450,780.02	\$454,120.58	103.2%