

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
August 10, 2017 – Perry Branch, Perry, GA

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
8. Adjournment

Houston County Public Library System Board of Trustees
Minutes- July 13, 2017 – Centerville Branch, Centerville, GA

The Houston County Public Library System Board met in regular session at the Nola Brantley Memorial Library in Warner Robins on July 13, 2017. Board members attending were: Daniel Bibler, Denisa Davis, Shannon McNeal, James Newton, Nicole Rosser-Fogle and Caroline Smith. Also attending was: J. Sara Paulk.

Chair Newton called the meeting to order at 6:02 pm.

Minutes – Mr. Newton called for the approval of the Minutes from the June 8, 2017 regular session. On a motion by Smith and a second by Davis, the motion carried.

Treasurer's report –Financials were not presented as the fiscal year is still in the process of being closed. They will be presented at the August meeting.

Director's report – Distributed at meeting.

Committee Reports – None.

Unfinished Business – None.

New Business –

- 1) After discussion, Mr. Newton called for the approval of the Memorandum of Understanding between the Houston County Public Library Board and the Houston County Commissioners regarding the funding process for the Perry Branch HVAC replacement. On a motion by Bibler and a second by Davis, the motion carried.
- 2) After discussion, Mr. Newton called for the approval of the 2017-2018 revised library budget. On a motion by Smith and a second by Rosser-Fogle, the motion carried.
- 3) After discussion, Mr. Newton called for the approval of the FY 2018 Application for State Aid. On a motion by Davis and a second by McNeal, the motion carried.
- 4) After discussion, Mr. Newton called for the approval of the 2017-2018 Certifications. On a motion by Bilber and a second by Rosser-Fogle, the motion carried.

Trustee Comments – None.

Adjournment – Mr. Newton called for a motion to adjourn. On a motion by Smith and a second by Davis, the motion carried. The Board adjourned at 6:17pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – James Newton

The next Board Meeting will be Thursday, August 10th, 2017 at 6pm at the Perry Branch.

Treasurer's Report

Notes on Statement of Revenues and Expenditures:

Salaries and Benefits are at half of what may be expected because first July payroll belongs to last fiscal year. Telecommunications spending is high because we have not received any reimbursement yet for our Internet access. Travel and Training spending is high because that category also includes Dues and Fees and that includes the annual memberships in the local Chambers. There was very little State Materials spending in July but it kicked in this month. *(comments provided by Ms. Spratling)*

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Director's Report

We had a well-attended event on Wednesday, August 2nd at 2pm at the Perry Branch for a "ribbon-cutting" of the online Houston Home Journal.

The Branch Managers and Administrative Staff attended a webinar about Team Building and came away with several ideas that they plan to implement. We have an administrative staff meeting about once a quarter which is then followed up with local staff meetings. Starting soon, the Administrative Staff will have informal in-between short meetings without the Director. In addition, Paulk will schedule a meeting with the Circulation Supervisors on a regular basis.

The Youth Specialists and the Branch Managers met to discuss the just completed Vacation Reading Program, what worked well and what needs adjustment for next year.

Personnel Changes.

Lauren Thompson was just hired at the Nola Brantley Memorial Library to replace Meredith McCook who moved up into a full-time Youth Specialists position there.

The next scheduled meeting is:

September 14th, 2017 at the Nola Brantley Memorial Library

Houston County Public Library System

Balance Sheet

By Fund as of June 30, 2017

		Fund 100 General	Fund 112 FOL	Fund 200 Fed Grant	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets							
100-00-10101	Cash in Bank	\$245,620.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$67,063.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,089.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,409.22	\$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
100-00-10154	Temp. Accounts Receivable	\$2,091.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$75,532.86	\$0.00	\$0.00	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$5,768.96	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$46,189.26	\$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	\$28,607.46
Total Assets		\$331,449.69	\$75,532.86	\$0.00	\$0.00	\$51,958.22	\$30,862.94
Liabilities and Fund Balance							
Liabilities							
100-00-20422	Salary/Wage Accruals	\$19,764.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-20473	TRS Withholding	\$2,291.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-20475	Health Insurance	\$4,636.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-20477	FICA Withholding	\$632.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities		\$27,324.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance							
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	(\$33,578.32)	\$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	(\$5,035.92)	\$0.00	\$0.00	\$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	\$714.31	\$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
500-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137.39
Total Fund Balance		\$304,124.73	\$75,532.86	\$0.00	\$0.00	\$51,958.22	\$30,862.94

Houston County Public Library System

Balance Sheet

By Fund as of June 30, 2017

	<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>
Total Liabilities and Fund Balance	<u>\$331,449.69</u>	<u>\$75,532.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$51,958.22</u>	<u>\$30,862.94</u>
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$337,777.47	\$80,568.78	\$0.00	\$0.00	\$51,243.91	\$30,862.94
NET SURPLUS/(DEFICIT)	(\$33,652.74)	(\$5,035.92)	\$0.00	\$0.00	\$714.31	\$0.00
ENDING FUND BALANCE	<u>\$304,124.73</u>	<u>\$75,532.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$51,958.22</u>	<u>\$30,862.94</u>

Houston County Public Library System

Balance Sheet

By Fund as of July 31, 2017

		Fund 100 General	Fund 112 FOL	Fund 200 Fed Grant	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets							
100-00-10101	Cash in Bank	\$249,415.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$70,837.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,089.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,409.22	\$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
100-00-10154	Temp. Accounts Receivable	\$2,091.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$61,552.03	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	\$4,228.84	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$2,498.25	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$46,208.83	\$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	\$28,607.46
Total Assets		\$339,019.16	\$61,552.03	\$0.00	\$4,228.84	\$48,707.08	\$30,862.94
Liabilities and Fund Balance							
Fund Balance							
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	\$21,802.04	\$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
100-00-30790	Unassigned Fund Balance	\$78,146.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$34,894.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$75,532.86	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$13,980.83)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$4,228.84	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$51,958.22	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,251.14)	\$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	\$4,023.54
Total Fund Balance		\$339,019.16	\$61,552.03	\$0.00	\$4,228.84	\$48,707.08	\$30,862.94
Total Liabilities and Fund Balance		\$339,019.16	\$61,552.03	\$0.00	\$4,228.84	\$48,707.08	\$30,862.94
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$304,124.73	\$75,532.86	\$0.00	\$0.00	\$51,958.22	\$30,862.94
NET SURPLUS/(DEFICIT)		\$34,894.43	(\$13,980.83)	\$0.00	\$4,228.84	(\$3,251.14)	\$0.00
ENDING FUND BALANCE		\$339,019.16	\$61,552.03	\$0.00	\$4,228.84	\$48,707.08	\$30,862.94

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of June 30, 2017

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
100 - General						
Revenues						
Local Revenues	\$781,200.00	\$781,200.00	\$781,200.00	\$65,100.00	\$771,200.00	100.0%
Library Generated Revenue	\$80,000.00	\$80,000.00	\$99,776.06	\$10,456.29	\$90,068.56	124.7%
Donations	\$0.00	\$0.00	\$9,533.35	\$538.90	\$9,216.72	0.0%
Other Income	\$29,800.00	\$29,800.00	\$22,952.34	\$7,099.18	\$37,263.60	77.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$891,000.00	\$891,000.00	\$913,461.75	\$83,194.37	\$907,748.88	102.5%
Expenditures						
Salaries and Wages	\$425,141.07	\$425,141.07	\$434,108.35	\$60,417.05	\$428,479.44	102.1%
Benefits	\$187,117.72	\$187,117.72	\$170,286.24	\$28,875.95	\$161,589.57	91.0%
Professional Services	\$26,000.00	\$26,000.00	\$26,032.67	\$1,065.05	\$12,165.71	100.1%
Copiers and Equipment	\$11,500.00	\$11,500.00	\$13,081.72	\$1,305.82	\$11,654.51	113.8%
Electricity and Utilities	\$102,738.00	\$102,738.00	\$97,681.33	\$9,508.33	\$84,595.95	95.1%
Insurance	\$28,200.00	\$28,200.00	\$25,942.00	\$0.00	\$24,780.00	92.0%
Maintenance and Repairs	\$29,000.00	\$29,000.00	\$38,830.79	\$5,270.13	\$33,578.66	133.9%
Materials	\$31,000.00	\$31,000.00	\$33,847.51	\$43.62	\$24,679.73	109.2%
Motor Vehicle Costs	\$3,500.00	\$3,500.00	\$1,635.35	\$164.16	\$1,749.52	46.7%
Purchased Services	\$20,500.00	\$20,500.00	\$20,122.24	\$2,090.00	\$3,196.90	98.2%
Supplies	\$18,499.42	\$18,499.42	\$20,945.76	\$2,229.79	\$23,245.63	113.2%
Other Operating Expenses	\$5,500.00	\$5,500.00	\$5,860.20	\$552.08	\$5,555.21	106.5%
Technology	\$35,000.00	\$35,000.00	\$29,434.38	\$0.00	\$8,659.84	84.1%
Telecommunications	\$36,585.00	\$36,585.00	\$25,303.42	\$1,144.91	\$34,081.83	69.2%
Travel and Training	\$4,000.00	\$4,000.00	\$4,002.53	\$127.87	\$2,491.57	100.1%
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%
Total Expenditures	\$964,281.21	\$964,281.21	\$947,114.49	\$112,794.76	\$860,504.07	98.2%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of June 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$337,777.47	\$337,777.47	\$337,777.47	\$333,725.12	\$290,532.66	100.0%
NET SURPLUS/(DEFICIT)	(\$73,281.21)	(\$73,281.21)	(\$33,652.74)	(\$29,600.39)	\$47,244.81	45.9%
ENDING FUND BALANCE	\$264,496.26	\$264,496.26	\$304,124.73	\$304,124.73	\$337,777.47	115.0%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of June 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
112 - Friends of Library						
Revenues						
Donations	\$21,000.00	\$21,000.00	\$28,780.66	\$28,080.00	\$22,206.52	137.1%
Total Revenues	\$21,000.00	\$21,000.00	\$28,780.66	\$28,080.00	\$22,206.52	137.1%
Expenditures						
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	\$32,971.00	\$33,671.06	\$2,738.23	\$27,741.83	102.1%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$145.52	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$32,971.00	\$32,971.00	\$33,816.58	\$2,738.23	\$27,741.83	102.6%
BEGINNING FUND BALANCE	\$80,568.78	\$80,568.78	\$80,568.78	\$50,191.09	\$86,104.09	100.0%
NET SURPLUS/(DEFICIT)	(\$11,971.00)	(\$11,971.00)	(\$5,035.92)	\$25,341.77	(\$5,535.31)	42.1%
ENDING FUND BALANCE	\$68,597.78	\$68,597.78	\$75,532.86	\$75,532.86	\$80,568.78	110.1%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of June 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$336,893.87	\$336,893.87	\$336,983.87	\$26,320.77	\$281,139.17	100.0%
Total Revenues	<u>\$336,893.87</u>	<u>\$336,893.87</u>	<u>\$336,983.87</u>	<u>\$26,320.77</u>	<u>\$281,139.17</u>	<u>100.0%</u>
Expenditures						
Salaries and Wages	\$216,857.93	\$216,857.93	\$211,166.00	\$16,180.27	\$202,044.38	97.4%
Benefits	\$53,307.07	\$53,307.07	\$58,999.00	(\$1,798.56)	\$61,706.62	110.7%
Electricity and Utilities	\$0.00	\$0.00	\$5,581.26	\$5,581.26	\$14,110.90	0.0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$39,371.00	\$39,371.00	\$39,367.72	\$346.84	\$0.00	100.0%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	0.0%
Supplies	\$0.00	\$0.00	\$65.84	\$0.00	\$1,398.08	0.0%
Technology	\$21,044.87	\$21,044.87	\$21,162.33	\$0.00	\$0.00	100.6%
Travel and Training	\$1,250.00	\$1,250.00	\$641.72	\$171.20	\$1,579.19	51.3%
Total Expenditures	<u>\$331,830.87</u>	<u>\$331,830.87</u>	<u>\$336,983.87</u>	<u>\$20,481.01</u>	<u>\$281,139.17</u>	<u>101.6%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$5,839.76)	\$0.00	0.0%
NET SURPLUS/(DEFICIT)	\$5,063.00	\$5,063.00	\$0.00	\$5,839.76	\$0.00	0.0%
ENDING FUND BALANCE	<u>\$5,063.00</u>	<u>\$5,063.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.0%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of June 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
390 - DESIGNATED MATERIALS						
Revenues						
Local Revenues	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$60,000.00	100.0%
Library Generated Revenue	\$0.00	\$0.00	\$308.39	\$29.16	\$374.29	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$100,000.00	\$100,000.00	\$100,308.39	\$29.16	\$60,374.29	100.3%
Expenditures						
Copiers and Equipment	\$10,000.00	\$10,000.00	\$12,135.00	\$0.00	\$4,489.64	121.4%
Materials	\$60,000.00	\$60,000.00	\$59,798.29	\$14,599.47	\$64,180.21	99.7%
Supplies	\$4,000.00	\$4,000.00	\$4,851.62	\$139.22	\$1,237.21	121.3%
Technology	\$15,000.00	\$15,000.00	\$14,852.16	\$0.00	\$10,077.20	99.0%
Telecommunications	\$8,000.00	\$8,000.00	\$7,957.01	\$0.00	\$7,994.67	99.5%
Total Expenditures	\$97,000.00	\$97,000.00	\$99,594.08	\$14,738.69	\$87,978.93	102.7%
BEGINNING FUND BALANCE	\$51,243.91	\$51,243.91	\$51,243.91	\$66,667.75	\$78,848.55	100.0%
NET SURPLUS/(DEFICIT)	\$3,000.00	\$3,000.00	\$714.31	(\$14,709.53)	(\$27,604.64)	23.8%
ENDING FUND BALANCE	\$54,243.91	\$54,243.91	\$51,958.22	\$51,958.22	\$51,243.91	95.8%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of July 31, 2017

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

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
100 - General						
Revenues						
Local Revenues	\$792,900.00	\$66,075.00	\$66,075.00	\$66,075.00	\$65,100.00	8.3%
Library Generated Revenue	\$90,000.00	\$7,500.00	\$8,273.66	\$8,273.66	\$7,796.59	9.2%
Donations	\$0.00	\$0.00	\$225.00	\$225.00	\$800.00	0.0%
Other Income	\$5,000.00	\$0.00	\$565.73	\$565.73	\$16.00	11.3%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$887,900.00	\$73,575.00	\$75,139.39	\$75,139.39	\$73,712.59	8.5%
Expenditures						
Salaries and Wages	\$444,628.40	\$37,052.34	\$18,294.28	\$18,294.28	\$17,073.97	4.1%
Benefits	\$198,834.07	\$16,569.46	\$6,955.63	\$6,955.63	\$6,744.03	3.5%
Professional Services	\$26,000.00	\$2,166.66	\$0.00	\$0.00	\$0.00	0.0%
Copiers and Equipment	\$12,000.00	\$4,666.66	\$597.99	\$597.99	\$589.75	5.0%
Electricity and Utilities	\$103,506.87	\$8,625.56	\$1,303.36	\$1,303.36	\$4,050.81	1.3%
Insurance	\$26,500.00	\$26,500.00	\$3,261.00	\$3,261.00	\$3,095.00	12.3%
Maintenance and Repairs	\$33,214.36	\$2,767.84	\$1,886.32	\$1,886.32	\$3,080.89	5.7%
Materials	\$0.00	\$0.00	\$34.16	\$34.16	\$5,250.00	0.0%
Motor Vehicle Costs	\$3,000.00	\$250.00	\$0.00	\$0.00	\$0.00	0.0%
Purchased Services	\$5,500.00	\$1,008.32	\$13.00	\$13.00	\$0.00	0.2%
Supplies	\$19,998.00	\$1,666.48	\$851.00	\$851.00	\$726.04	4.3%
Other Operating Expenses	\$5,150.00	\$566.66	\$387.21	\$387.21	\$429.04	7.5%
Technology	\$14,560.00	\$2,643.33	\$1,200.00	\$1,200.00	\$1,559.00	8.2%
Telecommunications	\$21,600.00	\$1,799.99	\$4,336.01	\$4,336.01	\$3,007.50	20.1%
Travel and Training	\$3,550.00	\$3,550.00	\$1,125.00	\$1,125.00	\$0.00	31.7%
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%
Total Expenditures	\$918,041.70	\$109,833.30	\$40,244.96	\$40,244.96	\$45,606.03	4.4%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of July 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$304,124.73	\$304,124.73	\$304,124.73	\$304,124.73	\$337,777.47	100.0%
NET SURPLUS/(DEFICIT)	(\$30,141.70)	(\$36,258.30)	\$34,894.43	\$34,894.43	\$28,106.56	(115.8)%
ENDING FUND BALANCE	\$273,983.03	\$267,866.43	\$339,019.16	\$339,019.16	\$365,884.03	123.7%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of July 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
112 - Friends of Library						
Revenues						
Donations	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Expenditures						
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	\$50,000.00	\$4,166.66	\$13,980.83	\$13,980.83	\$1,674.54	28.0%
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%
Total Expenditures	\$50,000.00	\$4,166.66	\$13,980.83	\$13,980.83	\$1,674.54	28.0%
BEGINNING FUND BALANCE	\$75,532.86	\$75,532.86	\$75,532.86	\$75,532.86	\$80,568.78	100.0%
NET SURPLUS/(DEFICIT)	(\$22,000.00)	(\$4,166.66)	(\$13,980.83)	(\$13,980.83)	(\$1,674.54)	63.5%
ENDING FUND BALANCE	\$53,532.86	\$71,366.20	\$61,552.03	\$61,552.03	\$78,894.24	115.0%

Houston County Public Library System
Statement of Revenues and Expenditures
 By Fund as of July 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$327,601.71	\$27,300.11	\$27,300.28	\$27,300.28	\$26,320.74	8.3%
Total Revenues	<u>\$327,601.71</u>	<u>\$27,300.11</u>	<u>\$27,300.28</u>	<u>\$27,300.28</u>	<u>\$26,320.74</u>	<u>8.3%</u>
Expenditures						
Salaries and Wages	\$212,011.97	\$17,667.65	\$17,135.54	\$17,135.54	\$17,610.06	8.1%
Benefits	\$68,046.39	\$5,670.52	\$5,896.23	\$5,896.23	\$4,474.85	8.7%
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	\$39,761.50	\$3,313.45	\$39.67	\$39.67	\$8,814.22	0.1%
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%
Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$1,335.00	\$1,335.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$321,154.86</u>	<u>\$27,986.62</u>	<u>\$23,071.44</u>	<u>\$23,071.44</u>	<u>\$30,899.13</u>	<u>7.2%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
NET SURPLUS/(DEFICIT)	\$6,446.85	(\$686.51)	\$4,228.84	\$4,228.84	(\$4,578.39)	65.6%
ENDING FUND BALANCE	<u>\$6,446.85</u>	<u>(\$686.51)</u>	<u>\$4,228.84</u>	<u>\$4,228.84</u>	<u>(\$4,578.39)</u>	<u>65.6%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of July 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
390 - DESIGNATED MATERIALS						
Revenues						
Local Revenues	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$19.57	\$19.57	\$18.13	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$175,000.00	\$0.00	\$19.57	\$19.57	\$18.13	0.0%
Expenditures						
Copiers and Equipment	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$70,000.00	\$5,833.33	\$2,508.41	\$2,508.41	\$2,710.82	3.6%
Supplies	\$8,800.00	\$733.33	\$762.30	\$762.30	\$408.24	8.7%
Technology	\$26,200.00	\$2,183.33	\$0.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$175,000.00	\$8,749.99	\$3,270.71	\$3,270.71	\$3,119.06	1.9%
BEGINNING FUND BALANCE	\$51,958.22	\$51,958.22	\$51,958.22	\$51,958.22	\$51,243.91	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$8,749.99)	(\$3,251.14)	(\$3,251.14)	(\$3,100.93)	0.0%
ENDING FUND BALANCE	\$51,958.22	\$43,208.23	\$48,707.08	\$48,707.08	\$48,142.98	93.7%

Circulations	Centerville	Perry	Nola	Houston	Totals
			Brantley		

Check outs				
Print items	189487	117635	101097	408219
Non-Print items	23341	16638	13101	53080
	212828	134273	114198	461299
In-Library Use				
Internet Computers	30686	19051	33618	83355
MGA computers	0	0	1701	1701
ChromeBooks	25	26	67	118
Wireless				0
Children's Computers	1329	539	1344	3212
	32040	19616	36730	88386
Total Circulation	244868	153889	150928	549685

Reference				
Reference Asked	3788	3123	4136	11047

Programs & Attendance	Centerville		Perry		Nola Brantley		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	16	1068	36	2546	34	1637	5251
Children programs	190	4952	171	5390	142	3971	14313
Adult programs	7	80	26	148	14	90	318
YA Programs	10	236	15	177	10	102	515
Meeting Room	190	1485	104	822	233	1738	4045
Door Count		78564		45701		96132	220397

New Items Added	
Centerville	4461
Perry	3877
Nola Brantley	3805
Total Items	12143

Circulation		
PRINT		
Adult Non-fiction		14851
Adult Fiction		41669
Young Adult		9501
Junior Non-fiction		18119
Junior Fiction		28305
Easy		64381
Magazines		289
Print Total		177115
Kill A Watt Meter		
Ga State Park Pass		190
Go Fish Pass		76
Puppetry Arts Pass		8
Atl. Zoo DVD		206
GADD Audio Book		5009
GADD Ebook		5123
Kits	Easy	442
Kits	Juv	1315
Kits	Ref	2
Other Total		12371
Total		189486
Non Print Material		
Audiobook Cas	Adult	0
Audiobook CD	Adult	5455
DVD	Adult	8090
Music CD	Adult	82
Video	Adult	152
		13779
Audiobook Cas	Easy	0
Audiobook CD	Easy	10
DVD	Easy	1017
Music CD	Easy	55
Video	Easy	241
		1323
Audiobook Cas	Juv	0
Audiobook CD	Juv	379
DVD	Juv	7303
Music CD	Juv	77
Video	Juv	272
		8031
Audiobook Cas	YA	
Audiobook CD	YA	6
DVD	YA	14
Music CD	YA	
Video	YA	
		20
Software		0
		23153
Total Circulation		212639

In House	
Internet Computers	30686
MGA computers	0
ChromeBooks	25
Wireless	148
Children's Computers	1329
Total	32188

Reference stats	# ?'s Asked
Total	3788

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		7	80
Volunteers			27
Hours Volunteered			381
Staff Training		1	12
	YA	# Programs	Attendance
Programs		10	236
Volunteers			52
Volunteer Hours			471.8

Children (Ages 0-11)		
	# Programs	Attendance
Any programs	155	4637
Foreign Language/Bi-lingual	30	265
Special Needs	5	50

All Ages / Family		
	# Programs	Attendance
Programs	16	1068

	# Meetings	Attendance
Meeting room	190	1485
Door count		78564

Added	4461
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Circulation		
PRINT		
Adult Non-fiction		1401
Adult Fiction		3928
Young Adult		1187
Junior Non-fiction		2088
Junior Fiction		3339
Easy		6795
Magazines		15
Print Total		18753
Carlos Museum Pass		1
Kill A Watt Meter		
Ga State Park Pass		13
Go Fish Pass		3
Puppetry Arts Pass		1
Atl. Zoo DVD		18
GADD Audio Book		574
GADD Ebook		531
Kits	Easy	26
Kits	Juv	172
Kits	Ref	
Other Total		1338
Total		20091

Non Print Material			
Audiobook Cas	Adult		1342
Audiobook CD	Adult	532	
DVD	Adult	788	
Music CD	Adult	2	
Video	Adult	20	
Audiobook Cas	Easy		110
Audiobook CD	Easy		
DVD	Easy	95	
Music CD	Easy	5	
Video	Easy	10	
Audiobook Cas	Juv		924
Audiobook CD	Juv	36	
DVD	Juv	838	
Music CD	Juv	15	
Video	Juv	35	
Audiobook Cas	YA		9
Audiobook CD	YA	5	
DVD	YA	4	
Music CD	YA		
Video	YA		
Software			0
Non Print Total			2385
Total Circulation			22476

In House	
Internet Computers	2722
MGA computers	
ChromeBooks	7
Wireless	
Children's Computers	242
Total	2971

Reference stats	# ?'s Asked
Total	307

Programs & Attendance		
	Adult	# Programs
Programs		
Volunteers		2
Hours Volunteered		64
Staff Training		
	YA	# Programs
Programs	1	28
Volunteers		9
Volunteer Hours		139

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	10	213
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	1	32

	# Meetings	Attendance
Meeting room	11	91
Door count		7660

Items Added	460
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	#	%
Self Check-out	139	0.8

Circulation		
PRINT		
Adult Non-fiction		11933
Adult Fiction		24807
Young Adult		6962
Junior Non-fiction		10074
Junior Fiction		12525
Easy		25777
Magazines		106
Print Total		92184
Kill A Watt Meter		0
Ga State Park Pass		111
Go Fish Pass		22
Puppetry Arts Pass		3
Atl. Zoo DVD		86
GADD Audio Book		4085
GADD Ebook		3417
Kits	Easy	201
Kits	Juv	983
Kits	Ref	5
Other Total		8913
Total		101097
Non Print Material		
Audiobook Cas	Adult	0
Audiobook CD	Adult	2514
DVD	Adult	5989
Music CD	Adult	1
Video	Adult	6
		8510
Audiobook Cas	Easy	0
Audiobook CD	Easy	0
DVD	Easy	373
Music CD	Easy	10
Video	Easy	56
		439
Audiobook Cas	Juv	1
Audiobook CD	Juv	309
DVD	Juv	3584
Music CD	Juv	0
Video	Juv	128
		4022
Audiobook Cas	YA	0
Audiobook CD	YA	61
DVD	YA	69
Music CD	YA	0
Video	YA	0
		130
Software		0
Non Print Total		13101
Total Circulation		114198

In House	
Internet Computers	33618
MGA computers	1701
ChromeBooks	67
Wireless	0
Children's Computers	1344
Total	36730

Reference stats	# ?'s Asked
Total	4136

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		14	90
Volunteers			1
Hours Volunteered			3
Staff Training		0	0
	YA	# Programs	Attendance
Programs		10	102
Volunteers			12
Volunteer Hours			92

Children (Ages 0-11)		
	# Programs	Attendance
Any programs	108	3552
Foreign Language/Bi-lingual	34	419
Special Needs	0	0

All Ages / Family		
	# Programs	Attendance
Programs	34	1637

	# Meetings	Attendance
Meeting room	233	1738
Door count		96132

Added	3805
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Circulation			
PRINT			
Adult Non-fiction		914	
Adult Fiction		2089	
Young Adult		790	
Junior Non-fiction		756	
Junior Fiction		1482	
Easy		2609	
Magazines		15	
Print Total			8655
Carlos Museum Pass			
Kill A Watt Meter			
Ga State Park Pass		14	
Go Fish Pass		4	
Puppetry Arts Pass			
Atl. Zoo DVD		9	
GADD Audio Book		399	
GADD Ebook		365	
Kits	Easy	9	
Kits	Juv	85	
Kits	Ref		
Other Total			885
Total			9540
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	175	
DVD	Adult	642	
Music CD	Adult		
Video	Adult		817
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	66	
Music CD	Easy		
Video	Easy		66
Audiobook Cas	Juv		
Audiobook CD	Juv	19	
DVD	Juv	310	
Music CD	Juv		
Video	Juv		329
Audiobook Cas	YA		
Audiobook CD	YA	5	
DVD	YA		
Music CD	YA		
Video	YA		5
Software			0
Non Print Total			1217
Total Circulation			10757

In House	
Internet Computers	2919
MGA computers	104
ChromeBooks	46
Wireless	
Children's Computers	177
Total	3246

Reference stats	# ?'s Asked
Total	278

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		2	7
Volunteers			
Hours Volunteered			
Staff Training			
	YA	# Programs	Attendance
Programs		1	10
Volunteers			3
Volunteer Hours			39

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	4	421
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	3	171

	# Meetings	Attendance
Meeting room	28	170
Door count		9458

Items Added	199
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	#	%
Self Check-out	64	0.7

Circulation		
PRINT		
Adult Non-fiction		9533
Adult Fiction		37505
Young Adult		6530
Junior Non-fiction		8614
Junior Fiction		14042
Easy		35405
Magazines		365
Print Total		111994
Kill A Watt Meter		0
Ga State Park Pass		100
Go Fish Pass		44
Puppetry Arts Pass		10
Atl. Zoo DVD		86
GADD Audio Book		2769
GADD Ebook		1813
Kits	Easy	221
Kits	Juv	597
Kits	Ref	1
Other Total		5641
Total		117635
Non Print Material		
Audiobook Cas	Adult	0
Audiobook CD	Adult	3052
DVD	Adult	8678
Music CD	Adult	0
Video	Adult	0
		11730
Audiobook Cas	Easy	0
Audiobook CD	Easy	17
DVD	Easy	639
Music CD	Easy	10
Video	Easy	3
		669
Audiobook Cas	Juv	0
Audiobook CD	Juv	263
DVD	Juv	3884
Music CD	Juv	11
Video	Juv	1
		4159
Audiobook Cas	YA	0
Audiobook CD	YA	33
DVD	YA	47
Music CD	YA	0
Video	YA	0
		80
Software		0
Non Print Total		16638
Total Circulation		134273

In House	
Internet Computers	19051
MGA computers	0
ChromeBooks	26
Wireless	0
Children's Computers	539
Total	19616

Reference stats	# ?'s Asked
Total	3123

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		29	148
Volunteers			27
Hours Volunteered			729
Staff Training		5	61
	YA	# Programs	Attendance
Programs		15	177
Volunteers			14
Volunteer Hours			39.25

Children (Ages 0-11)		
	# Programs	Attendance
Any programs	132	4996
Foreign Language/Bi-lingual	36	341
Special Needs	3	53

All Ages / Family		
	# Programs	Attendance
Programs	36	2546

	# Meetings	Attendance
Meeting room	104	822
Door count		45701

Added	3877
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Circulation		
PRINT		
Adult Non-fiction		888
Adult Fiction		3328
Young Adult		573
Junior Non-fiction		857
Junior Fiction		1782
Easy		3987
Magazines		29
Print Total		11444
Carlos Museum Pass		
Kill A Watt Meter		
Ga State Park Pass		17
Go Fish Pass		6
Puppetry Arts Pass		
Atl. Zoo DVD		9
GADD Audio Book		244
GADD Ebook		171
Kits	Easy	21
Kits	Juv	67
Kits	Ref	
Other Total		535
Total		11979
Non Print Material		
Audiobook Cas	Adult	
Audiobook CD	Adult	242
DVD	Adult	1194
Music CD	Adult	1
Video	Adult	
		1437
Audiobook Cas	Easy	
Audiobook CD	Easy	1
DVD	Easy	99
Music CD	Easy	
Video	Easy	
		100
Audiobook Cas	Juv	
Audiobook CD	Juv	34
DVD	Juv	382
Music CD	Juv	1
Video	Juv	
		417
Audiobook Cas	YA	
Audiobook CD	YA	1
DVD	YA	6
Music CD	YA	
Video	YA	
		7
Software		0
Non Print Total		1961
Total Circulation		13940

In House	
Internet Computers	1652
MGA computers	
ChromeBooks	3
Wireless	
Children's Computers	53
Total	1708

Reference stats	# ?'s Asked
Total	298

Programs & Attendance		
	Adult	# Programs
		Attendance
Programs		
Volunteers		1
Hours Volunteered		21
Staff Training		
	YA	# Programs
		Attendance
Programs	3	18
Volunteers		
Volunteer Hours		

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	2	134
Foreign Language/Bi-lingual		
Special Needs	1	7

All Ages / Family		
	# Programs	Attendance
Programs	2	57

	# Meetings	Attendance
Meeting room	5	19
Door count		4015

Items Added	338
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	#	%
Self Check-out	155	1.4