

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
September 14, 2017

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Approval of Treasurer's Report
4. Director's Report
 Middle Georgia State University – Warner Robin campus – Library
5. Committee Reports
6. Old Business
7. New Business
 Discussion and selection of HVAC maintenance company
8. Adjournment

Houston County Public Library System Board of Trustees

Minutes- August 10, 2017 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session at the Perry Branch in Perry on August 10, 2017. Board members attending were: Denisa Davis, Linda Jones, Shannon McNeal, Georgie Nunn, Nicole Rosser-Fogle, John Gray Walker and Pam Yates. Also attending was: J. Sara Paulk, Kathy McLellan, Nia Rosser-Fogle and James Erdmanzyk.

Vice-Chair Davis called the meeting to order at 6:00 pm.

Minutes – Ms. Davis called for the approval of the Minutes from the Jul 13, 2017 regular session. On a motion by McNeal and a second by Jones, the motion carried.

Treasurer's report –End of year financials and July, 2017 financials were presented with notes. On a motion by Yates and a second by Walker, the two sets of Treasurer's reports were approved.

Director's report – Distributed at meeting.

Committee Reports – None.

Unfinished Business – None.

New Business – None.

Trustee Comments – None.

Adjournment – Ms. Davis called for a motion to adjourn. On a motion by Yates and a second by McNeal, the motion carried. The Board adjourned at 6:08 pm.

Respectfully submitted - J. Sara Paulk

Library Board Vice-Chair – Denisa Davis

The next Board Meeting will be Thursday, September 14, 2017 at 6pm at the Nola Brantley Memorial Library in Warner Robins.

Director's report - 2017 Sep

No discernible hurricane damage at the three locations.

Annual report completed and submitted.

Attended technical workshop on a state grant. Met with Peach County Director and Middle GA Director to brainstorm.

Have had multiple online meetings as part of Technology Planning Committee to discuss best ways to disburse unexpected additional state technology funds for 2017-2018.

High piece of shattered glass at Perry was replaced.

HVAC at Perry seems to be moving forward.

River of Words traveling display

October 16-31

Houston County Public Libraries Centerville Library 206 Gunn Road Centerville, GA 31028

November 1-15

Houston County Public Libraries Nola Brantley Memorial Library 721 Watson Road Warner Robins, GA 31093

Attended Legislative Appreciation Reception sponsored by Chamber and spoke with state legislators. Also attended an Eggs and Issues Breakfast where Superintendent Dr. Scott from Houston School System spoke.

Library and other partners won award for Archival Program Development in a Historical Repository from the Georgia Archives. Going up on Thursday, October 26 to accept award at the Archives in Morrow. The other partners have been notified and will also be invited to attend. These partners are the Warner Robins Bureau of Civic Affairs in conjunction with the Warner Robins Rotary Club, Flint Energies, Rotary International, the Warner Robins Convention & Visitors Bureau and the Houston County Commission. Together, they created an oral history collection of interviews with the pioneers and pioneer families of Warner Robins, Georgia. These interviews were conducted by several dedicated individuals – namely Tommy Stoner, Mike Chaloult, Diane McMichael and Marsha Priest Buzzell. A partnership with Georgia HOMEPlace has allowed the interviews to be made available worldwide through the Digital Library of Georgia. Georgia HOMEPlace did meta-analysis based on the table of contents provided by the library. The library system worked with all parties to receive the necessary permissions and ownership of the project so that the interviews could be legally and ethically transmitted in multiple formats

The FY2018 Application for State Aid has been updated for #24 to say: If any funds were unexpended in any grant category, they have been returned to the Board of Regents unless prior arrangements have been made with GPLS. GPLS has also been contacted if funds are returned. The online budget sheet has been completed and we acknowledge it ties to the accounting records in the general ledger.

The Next Board meeting will be in Perry on November 9th.

There will NOT be a board meeting in October.

Houston County Public Library System

Balance Sheet

By Fund as of August 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	\$240,650.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$73,528.43	\$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
112-00-10101	FOL Operating	\$0.00	\$56,133.21	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	\$6,052.74	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,725.24)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$46,229.68	\$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		\$330,853.36	\$56,133.21	\$0.00	\$6,052.74	\$43,504.44	\$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	\$26,728.63	\$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	(\$19,399.65)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$6,052.74	\$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	(\$8,453.78)	\$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		\$330,853.36	\$56,133.21	\$0.00	\$6,052.74	\$43,504.44	\$30,862.94
Total Liabilities and Fund Balance		\$330,853.36	\$56,133.21	\$0.00	\$6,052.74	\$43,504.44	\$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)		\$26,728.63	(\$19,399.65)	\$0.00	\$6,052.74	(\$8,453.78)	\$0.00
ENDING FUND BALANCE		\$330,853.36	\$56,133.21	\$0.00	\$6,052.74	\$43,504.44	\$30,862.94

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$132,150.00	\$132,150.00	\$66,075.00	\$130,200.00	16.7%
Library Generated Revenue	\$90,000.00	\$15,000.00	\$16,086.54	\$7,812.88	\$16,410.09	17.9%
Donations	\$0.00	\$0.00	\$347.06	\$122.06	\$1,240.41	0.0%
Other Income	\$5,000.00	\$0.00	\$593.73	\$28.00	\$781.04	11.9%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$887,900.00	\$147,150.00	\$149,177.33	\$74,037.94	\$148,631.54	16.8%
Expenditures						
Salaries and Wages	\$444,628.40	\$74,104.68	\$57,502.46	\$39,208.18	\$52,345.46	12.9%
Benefits	\$198,834.07	\$33,138.94	\$20,532.82	\$13,577.19	\$20,146.17	10.3%
Professional Services	\$26,000.00	\$4,333.32	\$322.20	\$322.20	\$0.00	1.2%
Copiers and Equipment	\$12,000.00	\$5,333.32	\$1,832.42	\$1,234.43	\$1,750.39	15.3%
Electricity and Utilities	\$103,506.87	\$17,251.12	\$16,268.07	\$14,964.71	\$16,231.40	15.7%
Insurance	\$26,500.00	\$26,500.00	\$3,261.00	\$0.00	\$3,095.00	12.3%
Maintenance and Repairs	\$33,214.36	\$5,535.68	\$6,718.61	\$4,832.29	\$5,989.46	20.2%
Materials	\$0.00	\$0.00	\$550.33	\$516.17	\$11,563.81	0.0%
Motor Vehicle Costs	\$3,000.00	\$500.00	\$132.94	\$132.94	\$376.10	4.4%
Purchased Services	\$5,500.00	\$1,416.64	\$26.50	\$13.50	\$20.00	0.5%
Supplies	\$19,998.00	\$3,332.96	\$3,093.89	\$2,258.89	\$3,664.96	15.5%
Other Operating Expenses	\$5,150.00	\$983.32	\$917.00	\$529.79	\$876.46	17.8%
Technology	\$14,560.00	\$3,726.66	\$1,349.95	\$149.95	\$1,559.00	9.3%
Telecommunications	\$21,600.00	\$3,599.98	\$8,815.51	\$4,479.50	\$6,243.62	40.8%
Travel and Training	\$3,550.00	\$3,550.00	\$1,125.00	\$0.00	\$1,795.00	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	\$183,306.62	\$122,448.70	\$82,219.74	\$125,656.83	13.3%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2017

	<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	\$304,124.73	\$304,124.73	\$304,124.73	\$339,035.16	\$337,777.47	100.0%
NET SURPLUS/(DEFICIT)	(\$30,141.70)	(\$36,156.62)	\$26,728.63	(\$8,181.80)	\$22,974.71	(88.7)%
ENDING FUND BALANCE	<u>\$273,983.03</u>	<u>\$267,968.11</u>	<u>\$330,853.36</u>	<u>\$330,853.36</u>	<u>\$360,752.18</u>	<u>120.8%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$8,333.32	\$19,399.65	\$5,418.82	\$2,855.10	38.8%
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	\$8,333.32	\$19,399.65	\$5,418.82	\$2,855.10	38.8%
BEGINNING FUND BALANCE	\$75,532.86	\$75,532.86	\$75,532.86	\$61,552.03	\$80,568.78	100.0%
NET SURPLUS/(DEFICIT)	(\$22,000.00)	(\$8,333.32)	(\$19,399.65)	(\$5,418.82)	(\$2,855.10)	88.2%
ENDING FUND BALANCE	\$53,532.86	\$67,199.54	\$56,133.21	\$56,133.21	\$77,713.68	104.9%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$327,601.71	\$54,600.22	\$54,600.41	\$27,300.13	\$52,641.48	16.7%
Total Revenues	<u>\$327,601.71</u>	<u>\$54,600.22</u>	<u>\$54,600.41</u>	<u>\$27,300.13</u>	<u>\$52,641.48</u>	<u>16.7%</u>
Expenditures						
Salaries and Wages	\$212,011.97	\$35,335.30	\$34,315.10	\$17,179.56	\$35,382.71	16.2%
Benefits	\$68,046.39	\$11,341.04	\$11,800.50	\$5,904.27	\$9,368.35	17.3%
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	\$6,626.90	\$2,377.07	\$2,337.40	\$9,744.42	6.0%
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%
Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$1,335.00	\$1,335.00	\$55.00	\$55.00	\$50.00	4.1%
Total Expenditures	<u>\$321,154.86</u>	<u>\$54,638.24</u>	<u>\$48,547.67</u>	<u>\$25,476.23</u>	<u>\$54,545.48</u>	<u>15.1%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$4,228.84	\$0.00	0.0%
NET SURPLUS/(DEFICIT)	\$6,446.85	(\$38.02)	\$6,052.74	\$1,823.90	(\$1,904.00)	93.9%
ENDING FUND BALANCE	<u>\$6,446.85</u>	<u>(\$38.02)</u>	<u>\$6,052.74</u>	<u>\$6,052.74</u>	<u>(\$1,904.00)</u>	<u>93.9%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$40.42	\$20.85	\$39.41	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	\$40.42	\$20.85	\$39.41	0.0%
Expenditures						
Copiers and Equipment	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$70,000.00	\$11,666.66	\$7,704.37	\$5,195.96	\$8,707.76	11.0%
Supplies	\$8,800.00	\$1,466.66	\$789.83	\$27.53	\$1,668.38	9.0%
Technology	\$26,200.00	\$4,366.66	\$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	\$17,499.98	\$8,494.20	\$5,223.49	\$10,376.14	4.9%
BEGINNING FUND BALANCE	\$51,958.22	\$51,958.22	\$51,958.22	\$48,707.08	\$51,243.91	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$17,499.98)	(\$8,453.78)	(\$5,202.64)	(\$10,336.73)	0.0%
ENDING FUND BALANCE	\$51,958.22	\$34,458.24	\$43,504.44	\$43,504.44	\$40,907.18	83.7%

Circulations	Centerville	Perry	Nola	Houston	Totals
			Brantley		

Check outs				
Print items	16239	9836	7866	33941
Non-Print items	1989	1686	1099	4774
	18228	11522	8965	38715
In-Library Use				
Internet Computers	2856	909	3309	7074
MGA computers			135	135
ChromeBooks	23	6	37	66
Wireless				0
Children's Computers	137	38	86	261
Total Circulation	3016	953	3567	7536

Reference				
Reference Asked	287	401	297	985

Programs & Attendance	Centerville		Perry		Nola Brantley		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs							0
Children programs							0
Adult programs			4	35	1	4	39
YA Programs							0
Meeting Room	26	169	8	47	24	115	331
Door Count		7071		3809		8967	19847

New Items Added	
Centerville	510
Perry	309
Nola Brantley	286
Total Items	1105

Circulation			
PRINT			
Adult Non-fiction		1367	
Adult Fiction		3875	
Young Adult		762	
Junior Non-fiction		1538	
Junior Fiction		2347	
Easy		4969	
Magazines		20	
Print Total			14878
Carlos Museum Pass		1	
Kill A Watt Meter			
Ga State Park Pass		17	
Go Fish Pass		5	
Puppetry Arts Pass		2	
Atl. Zoo DVD		15	
GADD Audio Book		574	
GADD Ebook		531	
Kits	Easy	50	
Kits	Juv	167	
Kits	Ref		
Other Total			1361
Total			16239
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	490	
DVD	Adult	718	
Music CD	Adult	10	
Video	Adult	43	1261
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	77	
Music CD	Easy	5	
Video	Easy	18	100
Audiobook Cas	Juv		
Audiobook CD	Juv	30	
DVD	Juv	567	
Music CD	Juv	11	
Video	Juv	15	623
Audiobook Cas	YA		
Audiobook CD	YA	3	
DVD	YA	2	
Music CD	YA		
Video	YA		5
Software			0
Non Print Total			1989
Total Circulation			18228

In House	
Internet Computers	2856
MGA computers	
ChromeBooks	23
Wireless	
Children's Computers	137
Total	3016

Reference stats	# ?'s Asked
Total	287

Programs & Attendance		
Adult	# Programs	Attendance
Programs		
Volunteers	1	
Hours Volunteered	2	
Staff Training		
YA	# Programs	Attendance
Programs		
Volunteers		1
Volunteer Hours		14

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

All Ages / Family		
	# Programs	Attendance
Programs		

	# Meetings	Attendance
Meeting room	26	169
Door count		7071

Items Added	510
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	#	%
Self Check-out	226	1.6

Circulation			
PRINT			
Adult Non-fiction		871	
Adult Fiction		3308	
Young Adult		451	
Junior Non-fiction		700	
Junior Fiction		1111	
Easy		2817	
Magazines		68	
Print Total		9326	
Carlos Museum Pass			
Kill A Watt Meter			
Ga State Park Pass		8	
Go Fish Pass		2	
Puppetry Arts Pass			
Atl. Zoo DVD		7	
GADD Audio Book		244	
GADD Ebook		171	
Kits	Easy	27	
Kits	Juv	51	
Kits	Ref		
Other Total		510	
Total		9836	
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	314	
DVD	Adult	1050	
Music CD	Adult		
Video	Adult		1364
Audiobook Cas	Easy		
Audiobook CD	Easy	9	
DVD	Easy	23	
Music CD	Easy		
Video	Easy		32
Audiobook Cas	Juv		
Audiobook CD	Juv	13	
DVD	Juv	277	
Music CD	Juv		
Video	Juv		290
Audiobook Cas	YA		
Audiobook CD	YA		
DVD	YA		
Music CD	YA		
Video	YA		0
Software			0
Non Print Total		1686	
Total Circulation		11522	

In House	
Internet Computers	909
MGA computers	
ChromeBooks	6
Wireless	
Children's Computers	38
Total	953

Reference stats	# ?'s Asked
Total	401

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		4	35
Volunteers			1
Hours Volunteered			32
Staff Training			7

	YA	# Programs	Attendance
Programs			
Volunteers			
Volunteer Hours			

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

All Ages / Family		
	# Programs	Attendance
Programs		

	# Meetings	Attendance
Meeting room	8	47
Door count		3809

Items Added	286
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	#	%
Self Check-out	103	1.1

Circulation			
PRINT			
Adult Non-fiction		1032	
Adult Fiction		1984	
Young Adult		525	
Junior Non-fiction		645	
Junior Fiction		953	
Easy		1893	
Magazines		6	
Print Total		7038	
Carlos Museum Pass		1	
Kill A Watt Meter			
Ga State Park Pass		10	
Go Fish Pass		4	
Puppetry Arts Pass		1	
Atl. Zoo DVD		7	
GADD Audio Book		399	
GADD Ebook		365	
Kits	Easy	19	
Kits	Juv	23	
Kits	Ref		
Other Total		828	
Total		7866	
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	188	
DVD	Adult	588	
Music CD	Adult	2	
Video	Adult		778
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	47	
Music CD	Easy		
Video	Easy		47
Audiobook Cas	Juv		
Audiobook CD	Juv	15	
DVD	Juv	252	
Music CD	Juv		
Video	Juv	1	268
Audiobook Cas	YA		
Audiobook CD	YA	6	
DVD	YA		
Music CD	YA		
Video	YA		6
Software			0
Non Print Total		1099	
Total Circulation		8965	

In House	
Internet Computers	3051
MGA computers	135
ChromeBooks	37
Wireless	
Children's Computers	86
Total	3309

Reference stats	# ?'s Asked
Total	297

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		1	4
Volunteers			
Hours Volunteered			
Staff Training			
	YA	# Programs	Attendance
Programs			
Volunteers			
Volunteer Hours			

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

All Ages / Family		
	# Programs	Attendance
Programs		

	# Meetings	Attendance
Meeting room	24	115
Door count		8967

Items Added	309
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	#	%
Self Check-out	44	0.6

Houston County Public Library System
Summary of Cost Proposals Received for Annual HVAC Maintenance Service
For Review by Library Board of Trustees at September 14, 2017 Meeting

The Library solicited cost proposals from local HVAC vendors for annual preventive maintenance services to the library system's HVAC units located at the three library branches. The chosen vendor will be awarded a 12-month contract (July 1, 2017 through June 30, 2018) with an optional 12-month renewal.

Each vendor was given the same scope of services to consider:

Provide two inspections per year on each HVAC unit to include:

- Cleaning condenser coils
- Lubricating moving parts
- Checking, clearing, and cleaning drain tubes and pans
- Checking and adjusting operating temperatures and pressures
- Checking blower assemblies, gas burners and exchangers, belts, electrical connections, and voltage/AMP draws etc.

Provide 4 air filter changes per year per branch using filters provided by the Library

Maintenance prices **do not include** cost of parts, repairs, filters, or refrigerant. Any repairs will be billed at the vendor's hourly rate and will be made only upon prior approval.

Cost proposals received (total annual cost including all library branches):

❖ Georgia Cooling	\$6560.00
❖ Hoke's Heating and Air	\$7150.00
❖ Wilson Bryant Air Conditioning	\$6700.00

See attached spreadsheet for details.

	GA Cooling	Wilson Bryant	Hokes H&A
Perry Branch	\$1,880.00	\$1,900.00	\$2,375.00
Centerville Branch	\$2,160.00	\$1,900.00	\$2,400.00
Nola Brantley	\$2,520.00	\$2,900.00	\$2,375.00
Totals	\$6,560.00	\$6,700.00	\$7,150.00

* filters to be provided by HOU

Hokes H&A breakdown		Perry	Nola	Centerville	
General Maintenance	2x year	\$700.00	\$700.00	\$725.00	Did not specify
Belts	1x year	\$275.00	\$275.00	\$275.00	
Filter Change	4x year	\$1,400.00	\$1,400.00	\$1,400.00	
Totals		\$2,375.00	\$2,375.00	\$2,400.00	

GA Cooling

General Maintenance	2x year	Did not break down	\$110/hour any additional labor
Belts	1x year		
Filter Change	4x year		

Wilson Bryant

General Maintenance	2x year	Did not break down	\$85/hour any additional labor
Belts	1x year		
Filter Change	4x year		