

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
March 8, 2017 – Nola Brantley Memorial Library, Warner Robins

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- February 9, 2017 – Perry Branch

The Houston County Public Library System Board met in regular session at the Perry Branch in Perry, GA on February 9<sup>th</sup>, 2017. Board members attending were: Daniel Bibler, Denisa Davis, Suzy King, James Newton, George Nunn, Caroline Smith, John G. Walker and Pam Yates. Also attending was: J. Sara Paulk, Samara Terry and Yolanda Young.

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

**Minutes** – Mr. Newton called for the approval of the Minutes from the January 12, 2017 regular session. On a motion by Smith and a second by Yates, the motion carried.

**Treasurer's report** –Financials for the month of January, 2017 were presented. Mr. Newton called for the approval of the Treasurer's report. On a motion by Walker and a second by Bibler, the Treasurer's reports were approved.

**Director's report** – Distributed at meeting. Added information – Request for Trustees to members of the Higher Education Committee regarding library funding at the state level. Request for Trustees to support upcoming SPLOST vote which has the library as a line item.

### **Committee Reports –**

Finance Committee presented proposed 2017-2018 library budget. Discussion was held. On a motion by Bibler and a second by Davis, the budget was approved.

Mr. Newton called for a slate of officers for 2017-2018. Discussion was held. On a motion by Davis and a second by King, the current set of officers will retain their positions for 2017-2018.

Personnel Committee. Yates discussed the process for the evaluation of the library director. The Personnel Committee will meet prior to the next board meeting for discussion.

**Unfinished Business** – King requested an update on the library's disabled wireless. Paulk reported that the wireless should be up and running again in the next two weeks.

### **New Business – None.**

**Trustee Comments** – Mr. Newton encouraged all Trustees to review the newly revised Trustees Manual which was distributed.

**Adjournment** – Mr. Newton called for a motion to adjourn. On a motion by Yates and a second by Bibler, the motion carried. The Board adjourned at 6:32pm.

*The next scheduled meeting is March 9<sup>th</sup>, 2016 at the Nola Brantley Memorial Library in Warner Robins.*

Respectfully submitted - J. Sara Paulk

Library Board Chair – James Newton

## **Director's Report**

Received a large donation from the Rotary Club of Perry - \$2500.00 for children's programs plus a promise from the members to come and participate in an upcoming program this spring.

Filed E-rate requests for 2017-2018. This is federal money that pays for 80% of the Internet and 20% of the telephone bill. The internet bill is \$1200-\$1500 per month per location. The best bid came from Windstream and the speed will be faster.

The wireless is up and functioning at all three locations. No problems to date.

Continued contact with companies and organizations for sponsorships for upcoming 2017 Vacation Reading Program.

Continued year-long weeding projects at all three locations. In addition, at Centerville, the Young Adult, New book and Friends sale area have been shifted after the reference collection was weeded.

Had an administrative staff meeting. These are then followed by staff meetings with the full staff at each location.

Now have panic button installed at each branch's circulation desk along with distress code on the staff door alarm panel.

From GPLS / PINES - the first version of a PINES Catalog app for Android phones is now available for download through the Google Play Store! Please share this information with your patrons. Patrons can download by searching the Play Store for 'PINES Georgia.'

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

Walter Watson provides courier services between the branches and cleaning at Perry and Nola Brantley in addition to the odd maintenance assignment.

Penelope Stanescue shares her talents in many ways at the Centerville branch with children's programs, book selection, singing, organizing and creative ideas.

## **Personnel Changes**

None.

## Houston County Public Library System

## Balance Sheet

By Fund as of February 28, 2017

		<b>Fund 100</b>	<b>Fund 112</b>	<b>Fund 200</b>	<b>Fund 310</b>	<b>Fund 390</b>	<b>Fund 500</b>
		<b>General</b>	<b>FOL</b>	<b>Fed Grant</b>	<b>State</b>	<b>SPLOST</b>	<b>Local Inv.</b>
<b>Assets</b>							
100-00-10101	Cash in Bank	\$259,606.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10104	PERRY PROJECT/SB&TC	\$10,197.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$55,007.35	\$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	\$59,061.80	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$25,250.81)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$6,565.64	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$86,049.47	\$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
<b>Total Assets</b>		<b>\$341,485.91</b>	<b>\$59,061.80</b>	<b>\$0.00</b>	<b>(\$25,250.81)</b>	<b>\$92,615.11</b>	<b>\$30,862.94</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	\$3,782.86	\$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	(\$21,506.98)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$25,250.81)	\$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	\$41,371.20	\$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
<b>Total Fund Balance</b>		<b>\$341,485.91</b>	<b>\$59,061.80</b>	<b>\$0.00</b>	<b>(\$25,250.81)</b>	<b>\$92,615.11</b>	<b>\$30,862.94</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$341,485.91</b>	<b>\$59,061.80</b>	<b>\$0.00</b>	<b>(\$25,250.81)</b>	<b>\$92,615.11</b>	<b>\$30,862.94</b>
<b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>		<b>\$337,777.47</b>	<b>\$80,568.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,243.91</b>	<b>\$30,862.94</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$3,708.44</b>	<b>(\$21,506.98)</b>	<b>\$0.00</b>	<b>(\$25,250.81)</b>	<b>\$41,371.20</b>	<b>\$0.00</b>

# Houston County Public Library System

## Balance Sheet

By Fund as of February 28, 2017

ENDING FUND BALANCE

<u>\$341,485.91</u>	<u>\$59,061.80</u>	<u>\$0.00</u>	<u>(\$25,250.81)</u>	<u>\$92,615.11</u>	<u>\$30,862.94</u>
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# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of February 28, 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
<b>100 - General</b>						
<b>Revenues</b>						
Local Revenues	\$781,200.00	\$520,800.00	\$520,800.00	\$65,100.00	\$514,133.36	66.7%
Library Generated Revenue	\$80,000.00	\$53,333.28	\$62,269.86	\$7,315.82	\$55,399.21	77.8%
Donations	\$0.00	\$0.00	\$2,875.49	\$321.40	\$3,867.16	0.0%
Other Income	\$29,800.00	\$16,533.32	\$13,728.25	\$4,896.38	\$13,907.43	46.1%
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>\$590,666.60</b>	<b>\$599,673.60</b>	<b>\$77,633.60</b>	<b>\$587,307.16</b>	<b>67.3%</b>
<b>Expenditures</b>						
Salaries and Wages	\$425,141.07	\$283,427.28	\$269,109.28	\$37,110.49	\$270,133.38	63.3%
Benefits	\$187,117.72	\$124,744.99	\$101,219.96	\$13,639.54	\$103,716.05	54.1%
Professional Services	\$21,000.00	\$14,000.00	\$23,633.44	\$832.35	\$11,363.62	112.5%
Copiers and Equipment	\$11,500.00	\$7,766.64	\$6,855.56	\$1,139.24	\$6,453.42	59.6%
Electricity and Utilities	\$102,738.00	\$68,491.92	\$67,902.27	\$6,920.19	\$66,413.13	66.1%
Insurance	\$28,200.00	\$28,200.00	\$25,942.00	\$1,507.00	\$24,780.00	92.0%
Maintenance and Repairs	\$29,000.00	\$19,333.28	\$25,677.51	\$633.67	\$22,482.92	88.5%
Materials	\$31,000.00	\$20,666.64	\$31,816.37	\$5,095.45	\$24,049.36	102.6%
Motor Vehicle Costs	\$3,500.00	\$2,333.32	\$1,224.61	\$265.56	\$915.11	35.0%
Purchased Services	\$20,500.00	\$13,666.64	\$690.66	\$70.00	\$1,116.56	3.4%
Supplies	\$18,499.42	\$12,332.90	\$12,159.26	\$1,387.26	\$14,994.70	65.7%
Other Operating Expenses	\$5,500.00	\$3,666.64	\$3,312.35	\$341.27	\$3,653.26	60.2%
Technology	\$5,000.00	\$3,333.28	\$2,611.46	\$172.46	\$8,180.71	52.2%
Telecommunications	\$36,585.00	\$24,389.96	\$20,594.63	\$1,430.94	\$22,653.40	56.3%
Travel and Training	\$2,500.00	\$1,666.64	\$3,215.80	\$233.90	\$2,157.03	128.6%
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>\$628,020.13</b>	<b>\$595,965.16</b>	<b>\$70,779.32</b>	<b>\$583,062.65</b>	<b>64.2%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of February 28, 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	\$337,777.47	\$337,777.47	\$337,777.47	\$334,631.63	\$290,532.66	100.0%
NET SURPLUS/(DEFICIT)	(\$36,781.21)	(\$37,353.53)	\$3,708.44	\$6,854.28	\$4,244.51	(10.1)%
ENDING FUND BALANCE	<u>\$300,996.26</u>	<u>\$300,423.94</u>	<u>\$341,485.91</u>	<u>\$341,485.91</u>	<u>\$294,777.17</u>	<u>113.5%</u>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of February 28, 2017

	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	\$555.14	\$0.00	\$712.60	2.6%
<b>Total Revenues</b>	<b>\$21,000.00</b>	<b>\$0.00</b>	<b>\$555.14</b>	<b>\$0.00</b>	<b>\$712.60</b>	<b>2.6%</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	\$21,980.64	\$22,062.12	\$6,693.67	\$19,421.80	66.9%
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>\$21,980.64</b>	<b>\$22,062.12</b>	<b>\$6,693.67</b>	<b>\$19,421.80</b>	<b>66.9%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$80,568.78</b>	<b>\$80,568.78</b>	<b>\$80,568.78</b>	<b>\$65,755.47</b>	<b>\$86,104.09</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$11,971.00)</b>	<b>(\$21,980.64)</b>	<b>(\$21,506.98)</b>	<b>(\$6,693.67)</b>	<b>(\$18,709.20)</b>	<b>179.7%</b>
<b>ENDING FUND BALANCE</b>	<b>\$68,597.78</b>	<b>\$58,588.14</b>	<b>\$59,061.80</b>	<b>\$59,061.80</b>	<b>\$67,394.89</b>	<b>86.1%</b>





# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of February 28, 2017

	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	\$231,610.76	\$210,655.92	\$26,320.74	\$179,926.08	62.5%
<b>Total Revenues</b>	<u>\$336,893.87</u>	<u>\$231,610.76</u>	<u>\$210,655.92</u>	<u>\$26,320.74</u>	<u>\$179,926.08</u>	<u>62.5%</u>
<b>Expenditures</b>						
Salaries and Wages	\$216,857.93	\$144,571.93	\$142,018.71	\$17,772.67	\$132,294.64	65.5%
Benefits	\$53,307.07	\$35,537.99	\$43,748.58	\$5,729.43	\$42,139.20	82.1%
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	\$26,247.32	\$28,490.75	\$1,822.94	\$0.00	72.4%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$65.84	\$0.00	\$1,320.74	0.0%
Technology	\$21,044.87	\$21,044.87	\$21,162.33	\$3,239.91	\$0.00	100.6%
Travel and Training	\$1,250.00	\$833.28	\$420.52	\$0.00	\$1,136.14	33.6%
<b>Total Expenditures</b>	<u>\$331,830.87</u>	<u>\$228,235.39</u>	<u>\$235,906.73</u>	<u>\$28,564.95</u>	<u>\$176,890.72</u>	<u>71.1%</u>
<b>BEGINNING FUND BALANCE</b>	\$0.00	\$0.00	\$0.00	(\$23,006.60)	\$0.00	0.0%
<b>NET SURPLUS/(DEFICIT)</b>	\$5,063.00	\$3,375.37	(\$25,250.81)	(\$2,244.21)	\$3,035.36	(498.7)%
<b>ENDING FUND BALANCE</b>	<u>\$5,063.00</u>	<u>\$3,375.37</u>	<u>(\$25,250.81)</u>	<u>(\$25,250.81)</u>	<u>\$3,035.36</u>	<u>(498.7)%</u>

# Houston County Public Library System

## Statement of Revenues and Expenditures

By Fund as of February 28, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
<b>390 - DESIGNATED MATERIALS</b>						
<b>Revenues</b>						
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	\$168.60	\$32.93	\$249.00	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>\$100,000.00</b>	<b>\$100,168.60</b>	<b>\$32.93</b>	<b>\$60,249.00</b>	<b>100.2%</b>
<b>Expenditures</b>						
Copiers and Equipment	\$0.00	\$0.00	\$9,135.00	\$0.00	\$0.00	0.0%
Materials	\$60,000.00	\$39,999.96	\$29,400.80	\$1,459.52	\$42,728.02	49.0%
Supplies	\$4,000.00	\$2,666.64	\$3,512.67	\$0.00	\$621.70	87.8%
Technology	\$25,000.00	\$16,666.64	\$8,791.92	\$2,656.36	\$3,959.03	35.2%
Telecommunications	\$0.00	\$0.00	\$7,957.01	\$0.00	\$0.00	0.0%
<b>Total Expenditures</b>	<b>\$89,000.00</b>	<b>\$59,333.24</b>	<b>\$58,797.40</b>	<b>\$4,115.88</b>	<b>\$47,308.75</b>	<b>66.1%</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$51,243.91</b>	<b>\$51,243.91</b>	<b>\$51,243.91</b>	<b>\$96,698.06</b>	<b>\$78,848.55</b>	<b>100.0%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$11,000.00</b>	<b>\$40,666.76</b>	<b>\$41,371.20</b>	<b>(\$4,082.95)</b>	<b>\$12,940.25</b>	<b>376.1%</b>
<b>ENDING FUND BALANCE</b>	<b>\$62,243.91</b>	<b>\$91,910.67</b>	<b>\$92,615.11</b>	<b>\$92,615.11</b>	<b>\$91,788.80</b>	<b>148.8%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

Funds Combined as of February 28, 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
<b>Revenues</b>						
Local Revenues	\$881,200.00	\$620,800.00	\$620,800.00	\$65,100.00	\$574,133.36	70.4%
Library Generated Revenue	\$80,000.00	\$53,333.28	\$62,438.46	\$7,348.75	\$55,648.21	78.0%
Donations	\$21,000.00	\$0.00	\$3,430.63	\$321.40	\$4,579.76	16.3%
Other Income	\$29,800.00	\$16,533.32	\$13,728.25	\$4,896.38	\$13,907.43	46.1%
State and Federal Grants	\$336,893.87	\$231,610.76	\$225,652.97	\$26,320.74	\$189,657.99	67.0%
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>\$922,277.36</b>	<b>\$926,050.31</b>	<b>\$103,987.27</b>	<b>\$837,926.75</b>	<b>68.7%</b>
<b>Expenditures</b>						
Salaries and Wages	\$641,999.00	\$427,999.21	\$411,127.99	\$54,883.16	\$402,428.02	64.0%
Benefits	\$240,424.79	\$160,282.98	\$144,968.54	\$19,368.97	\$145,855.25	60.3%
Professional Services	\$21,000.00	\$14,000.00	\$23,633.44	\$832.35	\$11,363.62	112.5%
Copiers and Equipment	\$11,500.00	\$7,766.64	\$15,990.56	\$1,139.24	\$6,453.42	139.0%
Electricity and Utilities	\$102,738.00	\$68,491.92	\$67,902.27	\$6,920.19	\$66,413.13	66.1%
Insurance	\$28,200.00	\$28,200.00	\$25,942.00	\$1,507.00	\$24,780.00	92.0%
Maintenance and Repairs	\$29,000.00	\$19,333.28	\$25,677.51	\$633.67	\$22,482.92	88.5%
Materials	\$163,342.00	\$108,894.56	\$122,241.73	\$15,071.58	\$89,739.10	74.8%
Motor Vehicle Costs	\$3,500.00	\$2,333.32	\$1,224.61	\$265.56	\$915.11	35.0%
Purchased Services	\$20,500.00	\$13,666.64	\$690.66	\$70.00	\$1,116.56	3.4%
Supplies	\$22,499.42	\$14,999.54	\$20,263.13	\$1,387.26	\$23,129.13	90.1%
Other Operating Expenses	\$5,500.00	\$3,666.64	\$3,312.35	\$341.27	\$3,653.26	60.2%
Technology	\$51,044.87	\$41,044.79	\$32,565.71	\$6,068.73	\$12,139.74	63.8%
Telecommunications	\$36,585.00	\$24,389.96	\$28,551.64	\$1,430.94	\$22,653.40	78.0%
Travel and Training	\$3,750.00	\$2,499.92	\$3,636.32	\$233.90	\$3,293.17	97.0%
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>\$937,569.40</b>	<b>\$927,728.46</b>	<b>\$110,153.82</b>	<b>\$836,415.83</b>	<b>67.1%</b>

# Houston County Public Library System

## Statement of Revenues and Expenditures

Funds Combined as of February 28, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$469,590.16	\$469,590.16	\$469,590.16	\$474,078.56	\$455,485.30	100.0%
NET SURPLUS/(DEFICIT)	(\$32,689.21)	(\$15,292.04)	(\$1,678.15)	(\$6,166.55)	\$1,510.92	5.1%
ENDING FUND BALANCE	\$436,900.95	\$454,298.12	\$467,912.01	\$467,912.01	\$456,996.22	107.1%

Circulations	Centerville	Perry	Nola	Houston	Totals
			Brantley		

Check outs				
Print items	13754	8168	7513	<b>29435</b>
Non-Print items	1690	1545	1020	<b>4255</b>
	<b>15444</b>	<b>9713</b>	<b>8533</b>	<b>33690</b>
In-Library Use				
Internet Computers	2266	1572	2580	<b>6418</b>
MGA computers			176	<b>176</b>
ChromeBooks		5		<b>5</b>
Wireless				<b>0</b>
Children's Computers	88	38	129	<b>255</b>
	<b>2354</b>	<b>1615</b>	<b>2885</b>	<b>6854</b>
<b>Total Circulation</b>	<b>17798</b>	<b>11328</b>	<b>11418</b>	<b>40544</b>

Reference				
Reference Asked	316	208	362	<b>886</b>

Programs & Attendance	Centerville		Perry		Nola Brantley		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs			1	20	3	153	<b>173</b>
Children programs	21	387	20	425	14	312	<b>1124</b>
Adult programs	5	53			1	5	<b>58</b>
YA Programs	1	19	1	8	1	1	<b>28</b>
Meeting Room	20	194	11	71	17	145	<b>410</b>
Door Count		6242		3363		7981	<b>17586</b>

New Items Added	
Centerville	319
Perry	280
Nola Brantley	187
<b>Total Items</b>	<b>786</b>

<b>Circulation</b>			
<b>PRINT</b>			
Adult Non-fiction		1318	
Adult Fiction		3298	
Young Adult		498	
Junior Non-fiction		1362	
Junior Fiction		1755	
Easy		4577	
Magazines		6	
<b>Print Total</b>		<b>12814</b>	
Kill A Watt Meter			
Ga State Park Pass		13	
Go Fish Pass		4	
Puppetry Arts Pass		1	
Atl. Zoo DVD		12	
GADD Audio Book		339	
GADD Ebook		398	
Kits	Easy	22	
Kits	Juv	151	
Kits	Ref		
<b>Other Total</b>		<b>940</b>	
<b>Total</b>		<b>13754</b>	
<b>Non Print Material</b>			
Audiobook Cas	Adult		
Audiobook CD	Adult	390	
DVD	Adult	572	
Music CD	Adult	6	
Video	Adult	6	<b>974</b>
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	73	
Music CD	Easy	6	
Video	Easy	24	<b>103</b>
Audiobook Cas	Juv		
Audiobook CD	Juv	36	
DVD	Juv	539	
Music CD	Juv	4	
Video	Juv	20	<b>599</b>
Audiobook Cas	YA		
Audiobook CD	YA	6	
DVD	YA	8	
Music CD	YA		
Video	YA		<b>14</b>
Software			<b>0</b>
<b>Non Print Total</b>		<b>1690</b>	
<b>Total Circulation</b>		<b>15444</b>	

<b>In House</b>	
Internet Computers	2266
MGA computers	
ChromeBooks	
Wireless	
Children's Computers	88
<b>Total</b>	<b>2354</b>

<b>Reference stats</b>	<b># ?'s Asked</b>
Total	316

<b>Programs &amp; Attendance</b>		
	<b>Adult</b>	<b># Programs</b>
		<b>Attendance</b>
Programs	5	53
Volunteers		3
Hours Volunteered		15
Staff Training		
	<b>YA</b>	<b># Programs</b>
		<b>Attendance</b>
Programs	1	19
Volunteers		1
Volunteer Hours		10.5

<b>Children (Ages 0-11)</b>		
	<b># Programs</b>	<b>Attendance</b>
Any programs	15	339
Foreign Language/Bi-lingual	4	41
Special Needs	1	7

<b>All Ages / Family</b>		
	<b># Programs</b>	<b>Attendance</b>
Programs		

<b>Meetings</b>		
	<b># Meetings</b>	<b>Attendance</b>
Meeting room	20	194
Door count		6242

<b>Circulation</b>			
<b>PRINT</b>			
Adult Non-fiction		872	
Adult Fiction		1915	
Young Adult		422	
Junior Non-fiction		907	
Junior Fiction		855	
Easy		1794	
Magazines		1	
<b>Print Total</b>			<b>6766</b>
Kill A Watt Meter			
Ga State Park Pass		11	
Go Fish Pass		3	
Puppetry Arts Pass			
Atl. Zoo DVD		5	
GADD Audio Book		339	
GADD Ebook		283	
Kits	Easy	12	
Kits	Juv	93	
Kits	Ref	1	
<b>Other Total</b>			<b>747</b>
<b>Total</b>			<b>7513</b>
<b>Non Print Material</b>			
Audiobook Cas	Adult		<b>623</b>
Audiobook CD	Adult	221	
DVD	Adult	402	
Music CD	Adult		
Video	Adult		
Audiobook Cas	Easy		<b>45</b>
Audiobook CD	Easy		
DVD	Easy	40	
Music CD	Easy	5	
Video	Easy		
Audiobook Cas	Juv		<b>347</b>
Audiobook CD	Juv	48	
DVD	Juv	298	
Music CD	Juv		
Video	Juv	1	
Audiobook Cas	YA		<b>5</b>
Audiobook CD	YA	3	
DVD	YA	2	
Music CD	YA		
Video	YA		
Software			<b>0</b>
<b>Non Print Total</b>			<b>1020</b>
<b>Total Circulation</b>			<b>8533</b>

<b>In House</b>	
Internet Computers	2580
MGA computers	176
ChromeBooks	
Wireless	
Children's Computers	129
<b>Total</b>	<b>2885</b>

<b>Reference stats</b>	<b># ?'s Asked</b>
Total	362

<b>Programs &amp; Attendance</b>			
	<b>Adult</b>	<b># Programs</b>	<b>Attendance</b>
Programs		1	5
Volunteers			
Hours Volunteered			
Staff Training			
	<b>YA</b>	<b># Programs</b>	<b>Attendance</b>
Programs		1	1
Volunteers			1
Volunteer Hours			4
<b>Children (Ages 0-11)</b>			
		<b># Programs</b>	<b>Attendance</b>
Any programs		10	252
Foreign Language/Bi-lingual		4	60
Special Needs			

<b>All Ages / Family</b>		
	<b># Programs</b>	<b>Attendance</b>
Programs	3	153

	<b># Meetings</b>	<b>Attendance</b>
Meeting room	17	145
Door count		7981



<b>Circulation</b>			
<b>PRINT</b>			
Adult Non-fiction		819	
Adult Fiction		2852	
Young Adult		367	
Junior Non-fiction		572	
Junior Fiction		913	
Easy		2146	
Magazines		11	
<b>Print Total</b>			<b>7680</b>
Kill A Watt Meter			
Ga State Park Pass		7	
Go Fish Pass		4	
Puppetry Arts Pass			
Atl. Zoo DVD		5	
GADD Audio Book		219	
GADD Ebook		158	
Kits	Easy	28	
Kits	Juv	67	
Kits	Ref		
<b>Other Total</b>			<b>488</b>
<b>Total</b>			<b>8168</b>
<b>Non Print Material</b>			
Audiobook Cas	Adult		
Audiobook CD	Adult	237	
DVD	Adult	951	
Music CD	Adult		
Video	Adult		<b>1188</b>
Audiobook Cas	Easy		
Audiobook CD	Easy	1	
DVD	Easy	50	
Music CD	Easy		
Video	Easy		<b>51</b>
Audiobook Cas	Juv		
Audiobook CD	Juv	10	
DVD	Juv	290	
Music CD	Juv		
Video	Juv		<b>300</b>
Audiobook Cas	YA		
Audiobook CD	YA	5	
DVD	YA	1	
Music CD	YA		
Video	YA		<b>6</b>
Software			<b>0</b>
<b>Non Print Total</b>			<b>1545</b>
<b>Total Circulation</b>			<b>9713</b>

<b>In House</b>	
Internet Computers	1572
MGA computers	
ChromeBooks	5
Wireless	
Children's Computers	38
<b>Total</b>	<b>1615</b>

<b>Reference stats</b>	<b># ?'s Asked</b>
Total	208

<b>Programs &amp; Attendance</b>			
	<b>Adult</b>	<b># Programs</b>	<b>Attendance</b>
Programs			
Volunteers			4
Hours Volunteered			74
Staff Training			
	<b>YA</b>	<b># Programs</b>	<b>Attendance</b>
Programs		1	8
Volunteers			
Volunteer Hours			
<b>Children (Ages 0-11)</b>			
		<b># Programs</b>	<b>Attendance</b>
Any programs		13	353
Foreign Language/Bi-lingual		7	72
Special Needs			

<b>All Ages / Family</b>		
	<b># Programs</b>	<b>Attendance</b>
Programs	1	20

	<b># Meetings</b>	<b>Attendance</b>
Meeting room	11	71
Door count		3363