

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
April 20th, 2017 – Centerville Branch, Centerville

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Approval of Treasurer's Report
4. Director's Report
5. Committee Reports
 Recommendation on Trustee's need to have library specific email.
6. Old Business
7. New Business
 To be read into the minutes - the Nola Brantley Land agreement.
 Nola Brantley Land Passage
 The land behind the Nola Brantley Memorial Library belongs to the Houston County Public Library System. An agreement was made with Macon State College to pave the area for use as a parking lot. Other improvements or changes must be made with the approval of the HOUPL Board.
8. Adjournment

Houston County Public Library System Board of Trustees
Minutes- April 20, 2017 – Centerville Branch, Centerville, GA

The Houston County Public Library System Board met in regular session at the Centerville Branch in Centerville, GA on April 20th, 2017. Board members attending were: Daniel Bibler, Denisa Davis, Linda Jones, Suzy King, James Newton, George Nunn, Nicole Rosser-Fogle, Caroline Smith, John G. Walker and Pam Yates. Also attending was: J. Sara Paulk and James Erdmanzyk.

Chair Newton called the meeting to order at 6:00 pm.

Minutes – Mr. Newton called for the approval of the Minutes from the March 9th, 2017 regular session. On a motion by Bibler and a second by Rosser-Fogle, the motion carried with a correction to indicate that Linda Jones had been present at the March meeting.

Treasurer's report –Financials for the month of April, 2017 were presented. Mr. Newton called for the approval of the Treasurer's report. On a motion by Davis and a second by King, the Treasurer's reports were approved.

Director's report – Distributed at meeting. Paulk requested volunteers to assist with an assessment of library standards. Bibler, Davis and Rosser-Fogle volunteered with first meeting to be held in August.

Committee Reports – Personnel Committee. Yates presented the annual evaluation of the Director and the committee's recommendation.

Unfinished Business – None.

New Business – Paulk presented a budget adjustment. Mr. Newton called for the approval of the budget adjustment. After discussion, on a motion by Walker and a second by Yates, the adjustment was approved.

Mr. Newton called for a motion to purchase a computer server. After discussion, on a motion by Smith and a second by Davis, the quote of \$6060 from CDW was approved.

Trustee Comments –

Mr. Newton reported that Trustee Robin Engle has resigned from the library board. A new officer for Vice-President is needed.

Yates reported on the upcoming Houston County Friends of the Library annual booksale.

Adjournment – Mr. Newton called for a motion to adjourn. On a motion by Nunn and a second by Walker, the motion carried. The Board adjourned at 6:47pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – James Newton

Treasurer's Report

The budget adjustments have been made.

The revenue line of *Other income* is lower because this includes reimbursements from the state for internet. The bills have been lower so the reimbursements are lower. Plus this is where the janitorial compensation from MGSU goes and that is a once a year (June) payment.

Director's Report

New HVAC controls were installed at CV due to the original ones dying. (\$3000).

Shannon McNeil will be appointed to the Library Board soon.

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

Yolanda Young, the Youth Specialist at Perry, has a children's program called Wiggle Worms which is a delightful active program for the very young and is very well attended.

Personnel Changes

Hired part-time circulation staff at NB and CV. The CV (Laura Carter) staff person will start immediately and the NB person will start in June.

The next scheduled meeting is

June 8th, 2017 at Nola Brantley Memorial Library at 6pm

**HOUSTON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES ATTENDANCE RECORD**

Board Member	2016	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
Daniel Bibler	√	X	√		X		X	√	√	√	X	
Denisa Davis	√	√	√		√		√	√	√	√	√	
Robin Engle	√	√	√		√		√	X	√	X	√	
Linda Jones	√	√	√		√		√	X	X	√	X	
Susy King	√	√	√		√		√	√	√	√	√	
James Newton	√	√	X		√		√	√	√	√	√	
George Nunn	√	√	√		X		√	√	√	√	X	
Nicole Rosser-Fogle	√	X	√		√		√	X	√	√	X	
Caroline Smith	√	X	X		√		√	√	√	√	X	
John Gray Walker	√	√	X		√		√	√	X	√	√	
Pam Yates	X	√	√		√		√	√	√	√	√	

**There will be no meeting in October and December 2016 "√" represents meetings attended "X" represents meetings not attended
The April meeting will be the third Thursday of the month

OFFICERS LIBRARY BOARD

2017-2018 (effective March, 2017)

CHAIRPERSON
VICE CHAIR
SECRETARY
TREASURER

JAMES NEWTON
ROBIN ENGLE
PAM YATES
CAROLINE SMITH

COMMITTEES 2017-2018 (effective March 2017)

*Indicates Chairperson

FINANCE
*Carrie Smith
Robin Engle

2019/2
2020/1

PERSONNEL
*Pam Yates 2019/2
John Gray Walker 2018/2
Denisa Davis 2020/1
Daniel Biebler 2018/2

BUILDINGS AND GROUNDS
*Jim Newton 2019 / 1
Linda Jones 2018 / 1

CONSTITUTION AND BYLAWS
Pam Yates 2019 / 2
John Gray Walker 2018 / 2

Houston County Public Library System

Balance Sheet

By Fund as of April 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	\$252,739.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$61,070.68	\$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	\$53,072.30	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$5,262.31)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,247.71)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$86,121.25	\$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		\$330,484.94	\$53,072.30	\$0.00	(\$5,262.31)	\$83,873.54	\$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	\$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	(\$7,218.11)	\$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	(\$27,496.48)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$5,262.31)	\$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	\$32,629.63	\$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		\$330,484.94	\$53,072.30	\$0.00	(\$5,262.31)	\$83,873.54	\$30,862.94
Total Liabilities and Fund Balance		\$330,484.94	\$53,072.30	\$0.00	(\$5,262.31)	\$83,873.54	\$30,862.94
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)		(\$7,292.53)	(\$27,496.48)	\$0.00	(\$5,262.31)	\$32,629.63	\$0.00

Houston County Public Library System

Balance Sheet

By Fund as of April 30, 2017

ENDING FUND BALANCE

<u>\$330,484.94</u>	<u>\$53,072.30</u>	<u>\$0.00</u>	<u>(\$5,262.31)</u>	<u>\$83,873.54</u>	<u>\$30,862.94</u>
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Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of April 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	\$651,000.00	\$651,000.00	\$65,100.00	\$642,666.70	83.3%
Library Generated Revenue	\$80,000.00	\$66,666.64	\$79,871.39	\$7,627.49	\$72,045.96	99.8%
Donations	\$0.00	\$0.00	\$8,844.67	\$1,538.55	\$7,839.00	0.0%
Other Income	\$29,800.00	\$20,666.66	\$13,867.58	\$12.00	\$20,585.97	46.5%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$891,000.00	\$738,333.30	\$753,583.64	\$74,278.04	\$743,137.63	84.6%
Expenditures						
Salaries and Wages	\$425,141.07	\$354,284.17	\$338,691.25	\$35,811.06	\$340,422.49	79.7%
Benefits	\$187,117.72	\$155,931.33	\$127,931.31	\$13,487.05	\$129,906.35	68.4%
Professional Services	\$26,000.00	\$22,500.00	\$24,519.49	\$411.70	\$11,363.62	94.3%
Copiers and Equipment	\$11,500.00	\$9,633.32	\$9,768.23	\$1,657.04	\$7,673.70	84.9%
Electricity and Utilities	\$102,738.00	\$85,614.96	\$78,377.29	\$4,276.46	\$77,322.39	76.3%
Insurance	\$28,200.00	\$28,200.00	\$25,942.00	\$0.00	\$24,780.00	92.0%
Maintenance and Repairs	\$29,000.00	\$24,166.64	\$29,094.24	\$2,222.24	\$24,966.90	100.3%
Materials	\$31,000.00	\$25,833.32	\$32,444.90	\$345.96	\$24,098.03	104.7%
Motor Vehicle Costs	\$3,500.00	\$2,916.66	\$1,375.28	\$86.32	\$1,513.40	39.3%
Purchased Services	\$20,500.00	\$17,083.32	\$16,860.96	\$16,120.30	\$1,206.56	82.2%
Supplies	\$18,499.42	\$15,416.16	\$15,595.93	\$2,505.52	\$18,564.44	84.3%
Other Operating Expenses	\$5,500.00	\$4,583.32	\$4,174.76	\$412.20	\$4,585.39	75.9%
Technology	\$35,000.00	\$34,166.64	\$29,395.09	\$431.53	\$8,180.71	84.0%
Telecommunications	\$36,585.00	\$30,487.48	\$23,195.88	\$1,223.15	\$28,656.02	63.4%
Travel and Training	\$4,000.00	\$3,583.32	\$3,509.56	\$249.35	\$2,456.47	87.7%
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	\$964,281.21	\$814,400.64	\$760,876.17	\$79,239.88	\$705,696.47	78.9%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of April 30, 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	\$335,446.78	\$290,532.66	100.0%
NET SURPLUS/(DEFICIT)	(\$73,281.21)	(\$76,067.34)	(\$7,292.53)	(\$4,961.84)	\$37,441.16	10.0%
ENDING FUND BALANCE	\$264,496.26	\$261,710.13	\$330,484.94	\$330,484.94	\$327,973.82	124.9%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of April 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
112 - Friends of Library						
Revenues						
Donations	\$21,000.00	\$0.00	\$700.66	\$0.00	\$712.60	3.3%
Total Revenues	\$21,000.00	\$0.00	\$700.66	\$0.00	\$712.60	3.3%
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	\$27,475.82	\$28,051.62	\$3,054.60	\$23,103.26	85.1%
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	\$27,475.82	\$28,197.14	\$3,054.60	\$23,103.26	85.5%
BEGINNING FUND BALANCE	\$80,568.78	\$80,568.78	\$80,568.78	\$56,126.90	\$86,104.09	100.0%
NET SURPLUS/(DEFICIT)	(\$11,971.00)	(\$27,475.82)	(\$27,496.48)	(\$3,054.60)	(\$22,390.66)	229.7%
ENDING FUND BALANCE	\$68,597.78	\$53,092.96	\$53,072.30	\$53,072.30	\$63,713.43	77.4%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of April 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$336,893.87	\$284,252.31	\$284,342.33	\$26,320.77	\$229,410.93	84.4%
Total Revenues	<u>\$336,893.87</u>	<u>\$284,252.31</u>	<u>\$284,342.33</u>	<u>\$26,320.77</u>	<u>\$229,410.93</u>	<u>84.4%</u>
Expenditures						
Salaries and Wages	\$216,857.93	\$180,714.93	\$177,564.05	\$17,772.67	\$166,877.60	81.9%
Benefits	\$53,307.07	\$44,422.51	\$55,207.44	\$5,729.43	\$51,630.56	103.6%
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	\$32,809.16	\$35,134.46	\$5,494.01	\$0.00	89.2%
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	\$1,041.64	\$470.52	\$50.00	\$1,186.14	37.6%
Total Expenditures	<u>\$331,830.87</u>	<u>\$280,033.11</u>	<u>\$289,604.64</u>	<u>\$29,046.11</u>	<u>\$221,392.38</u>	<u>87.3%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$2,536.97)	\$0.00	0.0%
NET SURPLUS/(DEFICIT)	\$5,063.00	\$4,219.20	(\$5,262.31)	(\$2,725.34)	\$8,018.55	(103.9)%
ENDING FUND BALANCE	<u>\$5,063.00</u>	<u>\$4,219.20</u>	<u>(\$5,262.31)</u>	<u>(\$5,262.31)</u>	<u>\$8,018.55</u>	<u>(103.9)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of April 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	\$240.38	\$35.31	\$312.02	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	\$100,240.38	\$35.31	\$60,312.02	100.2%
Expenditures						
Copiers and Equipment	\$10,000.00	\$10,000.00	\$9,135.00	\$0.00	\$0.00	91.4%
Materials	\$60,000.00	\$49,999.98	\$37,316.97	\$5,264.48	\$54,333.87	62.2%
Supplies	\$4,000.00	\$3,333.32	\$4,409.85	\$787.69	\$707.61	110.2%
Technology	\$15,000.00	\$13,500.00	\$8,791.92	\$0.00	\$9,976.06	58.6%
Telecommunications	\$8,000.00	\$8,000.00	\$7,957.01	\$0.00	\$0.00	99.5%
Total Expenditures	\$97,000.00	\$84,833.30	\$67,610.75	\$6,052.17	\$65,017.54	69.7%
BEGINNING FUND BALANCE	\$51,243.91	\$51,243.91	\$51,243.91	\$89,890.40	\$78,848.55	100.0%
NET SURPLUS/(DEFICIT)	\$3,000.00	\$15,166.70	\$32,629.63	(\$6,016.86)	(\$4,705.52)	1,087.7%
ENDING FUND BALANCE	\$54,243.91	\$66,410.61	\$83,873.54	\$83,873.54	\$74,143.03	154.6%