

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
January 11, 2018 – Centerville Branch

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Approval of Treasurer's Report
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
 Need new multiple signers on library's operating account
8. Adjournment

Houston County Public Library System Board of Trustees

Minutes- November 9, 2017 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session at the Perry Branch, Perry, GA on November 9, 2017. Board members attending were: Denisa Davis, Linda Jones, Julie Layne, James Newton, Nicole Rosser-Fogle, Caroline Smith and Pam Yates. Also attending was: J. Sara Paulk and Judy Carter.

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

Chair Newton greeted visitor, Perry Circulation Supervisor, Judy Carter.

Minutes – Mr. Newton called for the approval of the Minutes from the September 14th, 2017 regular session. On a motion by Rosser-Fogle and a second by Smith, the motion carried.

Treasurer's report – Financials were presented with details. On a motion by Yates and a second by Davis, the treasurer's reports were approved.

Director's report – Distributed at meeting.

Committee Reports – None.

Unfinished Business – None.

New Business – After discussion, Chair Newton called for a motion regarding the maintenance contract for the HVACs at all three libraries. A motion was made by Smith and seconded by Yates to accept the low bid from Georgia Cooling at \$6560.00 per year.

No bids were received for the painting of the Centerville library. RFP will be reposted.

After discussion, Chair Newton called for a vote on the revised meeting room policy. On a motion by Davis and a second by Yates, the motion carried.

Chair Newton called for a vote on the disposal of equipment that have reached the end of their useful life. On a motion by Smith and a second by Davis, the motion carried.

Trustee Comments – Smith reminded Trustees that she is serving her last full year as a Trustee and will not seek the Treasurer's position when board officers are elected in the spring.

Adjournment – Mr. Newton called for a motion to adjourn. On a motion by Yates and a second by Rosser-Fogle, the motion carried. The Board adjourned at 6:40 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – James Newton

The next Board Meeting will be Thursday, January 11, 2018 at 6pm at the Centerville Branch in Centerville.

Director's report - 2017 Nov & Dec.

The yearly audit of the library's finances was completed and there is a finding regarding expenditures exceeding appropriations in the General Fund. I disagree with the finding as the funds were available to support the expenses from the fund balance, Board has been given monthly financial reports and the overall excess of spending was 1.4% of the total budget. Ms. Spratling and I will be more alert to budget fluctuations in the future and present amended budgets as needed.

Staff at PE and NB participated in Christmas parades.

Admin staff is updating the personnel policy. This should be ready for board review by March or April.

Paulk attended Director's meeting in Savannah in early December.

All branches will be closed from Friday, January 12th to Monday, January 15th. Staff to participate in annual training day on Friday, January 12th. January 13th will be the beginning of a major PINES upgrade and Monday, January 15th is observation of Martin Luther King, Jr. Day.

Cynthia Spratling came up with an excellent outline for conducting exit interviews and she will be adding this to her duties as staff changes.

Judy Carter (Perry) attended a cataloging workshop.

Work began but not yet finished on the Perry HVAC.

Paulk is actively participating and assisting in the migration of the GADD [Georgia Download Destination] Consortium data from the vendor Overdrive to the vendor Recorded Books. The new look will be online on February 6th, 2018.

Paulk completed a project on the PINES bibliographic database of correcting and/or updating 5000 HOURL records. Now working (with permission) on other libraries' collections as time permits.

This month's wildlife was a beautiful bull terrier who wandered into the Perry Branch through the automatic doors. After much petting from several staff, he was lead back outside, told to go home and he decisively headed south.

Staff changes. None.

The Next Board meeting will be

February 8th, 2018, 6pm at the Perry Branch

Houston County Public Library System

Balance Sheet

By Fund as of November 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	\$212,906.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$81,282.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,142.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,457.51	\$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	\$49,977.97	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$15,687.98)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,529.27)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$46,286.58	\$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	\$28,793.96
Total Assets		\$310,964.51	\$49,977.97	\$0.00	(\$15,687.98)	\$24,757.31	\$31,049.44
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	\$6,839.78	\$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	(\$25,554.89)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$15,687.98)	\$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	(\$27,200.91)	\$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
500-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.50
Total Fund Balance		\$310,964.51	\$49,977.97	\$0.00	(\$15,687.98)	\$24,757.31	\$31,049.44
Total Liabilities and Fund Balance		\$310,964.51	\$49,977.97	\$0.00	(\$15,687.98)	\$24,757.31	\$31,049.44
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$304,225.77	\$75,532.86	\$0.00	\$0.00	\$51,958.22	\$31,049.44
NET SURPLUS/(DEFICIT)		\$6,738.74	(\$25,554.89)	\$0.00	(\$15,687.98)	(\$27,200.91)	\$0.00
ENDING FUND BALANCE		\$310,964.51	\$49,977.97	\$0.00	(\$15,687.98)	\$24,757.31	\$31,049.44

Houston County Public Library System

Balance Sheet

By Fund as of December 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	\$217,711.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$83,415.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,142.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,457.51	\$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	\$47,374.73	\$0.00	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$0.00	(\$19,904.09)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$0.00	(\$27,218.72)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$0.00	\$46,305.56	\$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	\$28,793.96
Total Assets		\$317,903.65	\$47,374.73	\$0.00	(\$19,904.09)	\$19,086.84	\$31,049.44
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	\$13,778.92	\$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	(\$28,158.13)	\$0.00	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$19,904.09)	\$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	(\$32,871.38)	\$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
500-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.50
Total Fund Balance		\$317,903.65	\$47,374.73	\$0.00	(\$19,904.09)	\$19,086.84	\$31,049.44
Total Liabilities and Fund Balance		\$317,903.65	\$47,374.73	\$0.00	(\$19,904.09)	\$19,086.84	\$31,049.44
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$304,225.77	\$75,532.86	\$0.00	\$0.00	\$51,958.22	\$31,049.44
NET SURPLUS/(DEFICIT)		\$13,677.88	(\$28,158.13)	\$0.00	(\$19,904.09)	(\$32,871.38)	\$0.00
ENDING FUND BALANCE		\$317,903.65	\$47,374.73	\$0.00	(\$19,904.09)	\$19,086.84	\$31,049.44

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 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	\$330,375.00	\$330,375.00	\$66,075.00	\$325,500.00	41.7%
Library Generated Revenue	\$90,000.00	\$37,500.00	\$39,016.57	\$8,243.76	\$40,957.47	43.4%
Donations	\$0.00	\$0.00	\$829.55	\$355.15	\$2,051.91	0.0%
Other Income	\$5,000.00	\$0.00	\$2,398.73	\$19.00	\$8,815.87	48.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$887,900.00	\$367,875.00	\$372,619.85	\$74,692.91	\$377,325.25	42.0%
Expenditures						
Salaries and Wages	\$444,628.40	\$185,261.73	\$173,586.53	\$39,725.08	\$160,509.70	39.0%
Benefits	\$198,834.07	\$82,847.41	\$65,362.16	\$14,738.43	\$60,671.21	32.9%
Professional Services	\$26,000.00	\$10,833.31	\$2,380.70	\$689.15	\$10,832.54	9.2%
Copiers and Equipment	\$12,000.00	\$7,333.31	\$4,427.73	\$1,063.77	\$3,797.55	36.9%
Electricity and Utilities	\$103,506.87	\$43,127.81	\$47,551.77	\$12,188.01	\$44,120.65	45.9%
Insurance	\$26,500.00	\$26,500.00	\$25,908.00	\$22,647.00	\$3,095.00	97.8%
Maintenance and Repairs	\$33,214.36	\$13,839.23	\$13,836.09	\$3,189.15	\$14,512.98	41.7%
Materials	\$0.00	\$0.00	\$610.33	\$0.00	\$15,377.37	0.0%
Motor Vehicle Costs	\$3,000.00	\$1,250.00	\$408.41	\$108.65	\$646.02	13.6%
Purchased Services	\$5,500.00	\$2,641.62	\$373.02	\$231.30	\$175.00	6.8%
Supplies	\$19,998.00	\$8,332.42	\$7,274.72	\$1,341.97	\$7,817.16	36.4%
Other Operating Expenses	\$5,150.00	\$2,233.31	\$2,191.78	\$383.93	\$2,177.72	42.6%
Technology	\$14,560.00	\$6,976.65	\$1,918.59	\$181.11	\$1,559.00	13.2%
Telecommunications	\$21,600.00	\$8,999.96	\$18,146.28	\$628.37	\$16,533.13	84.0%
Travel and Training	\$3,550.00	\$3,550.00	\$1,905.00	\$150.00	\$2,206.90	53.7%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$918,041.70	\$403,726.76	\$365,881.11	\$97,265.92	\$344,031.93	39.9%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$304,225.77	\$304,225.77	\$304,225.77	\$333,537.52	\$337,777.47	100.0%
NET SURPLUS/(DEFICIT)	(\$30,141.70)	(\$35,851.76)	\$6,738.74	(\$22,573.01)	\$33,293.32	(22.4)%
ENDING FUND BALANCE	\$274,084.07	\$268,374.01	\$310,964.51	\$310,964.51	\$371,070.79	113.5%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 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	\$555.14	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	\$555.14	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	\$20,833.30	\$25,554.89	\$1,428.12	\$10,463.68	51.1%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$50,000.00	\$20,833.30	\$25,554.89	\$1,428.12	\$10,463.68	51.1%
BEGINNING FUND BALANCE	\$75,532.86	\$75,532.86	\$75,532.86	\$51,406.09	\$80,568.78	100.0%
NET SURPLUS/(DEFICIT)	(\$22,000.00)	(\$20,833.30)	(\$25,554.89)	(\$1,428.12)	(\$9,908.54)	116.2%
ENDING FUND BALANCE	\$53,532.86	\$54,699.56	\$49,977.97	\$49,977.97	\$70,660.24	93.4%

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of November 30, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$327,601.71	\$136,500.63	\$136,500.80	\$27,300.13	\$131,603.70	41.7%
Total Revenues	\$327,601.71	\$136,500.63	\$136,500.80	\$27,300.13	\$131,603.70	41.7%
Expenditures						
Salaries and Wages	\$212,011.97	\$88,338.26	\$85,853.82	\$17,179.58	\$88,700.72	40.5%
Benefits	\$68,046.39	\$28,352.61	\$29,513.31	\$5,904.27	\$26,560.29	43.4%
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	\$16,567.28	\$15,396.12	\$2,172.56	\$18,086.93	38.7%
Purchased Services	\$0.00	\$0.00	\$96.30	\$96.30	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$65.84	0.0%
Technology	\$0.00	\$0.00	\$20,792.61	\$18,677.51	\$11,633.10	0.0%
Travel and Training	\$1,335.00	\$1,335.00	\$536.62	\$0.00	\$370.52	40.2%
Total Expenditures	\$321,154.86	\$134,593.15	\$152,188.78	\$44,030.22	\$145,417.40	47.4%
 BEGINNING FUND BALANCE	 \$0.00	 \$0.00	 \$0.00	 \$1,042.11	 \$0.00	 0.0%
 NET SURPLUS/(DEFICIT)	 \$6,446.85	 \$1,907.48	 (\$15,687.98)	 (\$16,730.09)	 (\$13,813.70)	 (243.3)%
 ENDING FUND BALANCE	 \$6,446.85	 \$1,907.48	 (\$15,687.98)	 (\$15,687.98)	 (\$13,813.70)	 (243.3)%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 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	\$97.32	\$19.61	\$95.79	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	\$97.32	\$19.61	\$95.79	0.1%
Expenditures						
Copiers and Equipment	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$70,000.00	\$29,166.65	\$24,995.15	\$7,253.62	\$19,343.65	35.7%
Supplies	\$8,800.00	\$3,666.65	\$2,303.08	\$983.65	\$3,104.37	26.2%
Technology	\$26,200.00	\$10,916.65	\$0.00	\$0.00	\$4,133.26	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	\$7,957.01	0.0%
Total Expenditures	\$175,000.00	\$113,749.95	\$27,298.23	\$8,237.27	\$34,538.29	15.6%
BEGINNING FUND BALANCE	\$51,958.22	\$51,958.22	\$51,958.22	\$32,974.97	\$51,243.91	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$113,749.95)	(\$27,200.91)	(\$8,217.66)	(\$34,442.50)	0.0%
ENDING FUND BALANCE	\$51,958.22	(\$61,791.73)	\$24,757.31	\$24,757.31	\$16,801.41	47.6%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 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	\$396,450.00	\$396,350.00	\$65,975.00	\$390,600.00	50.0%
Library Generated Revenue	\$90,000.00	\$45,000.00	\$45,198.31	\$6,181.74	\$47,266.06	50.2%
Donations	\$0.00	\$0.00	\$885.31	\$55.76	\$2,156.02	0.0%
Other Income	\$5,000.00	\$0.00	\$2,410.73	\$12.00	\$8,823.87	48.2%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$887,900.00	\$441,450.00	\$444,844.35	\$72,224.50	\$448,845.95	50.1%
Expenditures						
Salaries and Wages	\$444,628.40	\$222,314.10	\$210,831.27	\$37,244.74	\$196,353.89	47.4%
Benefits	\$198,834.07	\$99,416.91	\$79,895.97	\$14,533.81	\$74,160.22	40.2%
Professional Services	\$26,000.00	\$12,999.98	\$2,792.40	\$411.70	\$22,335.44	10.7%
Copiers and Equipment	\$12,000.00	\$7,999.98	\$5,259.66	\$831.93	\$5,005.56	43.8%
Electricity and Utilities	\$103,506.87	\$51,753.38	\$52,993.77	\$5,442.00	\$54,142.68	51.2%
Insurance	\$26,500.00	\$26,500.00	\$25,908.00	\$0.00	\$24,435.00	97.8%
Maintenance and Repairs	\$33,214.36	\$16,607.10	\$17,928.59	\$4,092.50	\$19,729.80	54.0%
Materials	\$0.00	\$0.00	\$610.33	\$0.00	\$21,393.13	0.0%
Motor Vehicle Costs	\$3,000.00	\$1,500.00	\$492.24	\$83.83	\$794.99	16.4%
Purchased Services	\$5,500.00	\$3,049.96	\$450.02	\$77.00	\$175.00	8.2%
Supplies	\$19,998.00	\$9,998.92	\$8,605.57	\$1,330.85	\$10,098.52	43.0%
Other Operating Expenses	\$5,150.00	\$2,649.98	\$2,559.47	\$367.69	\$2,640.73	49.7%
Technology	\$14,560.00	\$8,059.98	\$1,918.59	\$0.00	\$1,619.00	13.2%
Telecommunications	\$21,600.00	\$10,799.96	\$19,015.59	\$869.31	\$18,047.40	88.0%
Travel and Training	\$3,550.00	\$3,550.00	\$1,905.00	\$0.00	\$2,706.90	53.7%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$918,041.70	\$477,200.25	\$431,166.47	\$65,285.36	\$453,638.26	47.0%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
BEGINNING FUND BALANCE	\$304,225.77	\$304,225.77	\$304,225.77	\$310,964.51	\$337,777.47	100.0%
NET SURPLUS/(DEFICIT)	(\$30,141.70)	(\$35,750.25)	\$13,677.88	\$6,939.14	(\$4,792.31)	(45.4)%
ENDING FUND BALANCE	\$274,084.07	\$268,475.52	\$317,903.65	\$317,903.65	\$332,985.16	116.0%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 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	\$555.14	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	\$555.14	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	\$24,999.96	\$28,158.13	\$2,603.24	\$12,753.57	56.3%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$50,000.00	\$24,999.96	\$28,158.13	\$2,603.24	\$12,753.57	56.3%
BEGINNING FUND BALANCE	\$75,532.86	\$75,532.86	\$75,532.86	\$49,977.97	\$80,568.78	100.0%
NET SURPLUS/(DEFICIT)	(\$22,000.00)	(\$24,999.96)	(\$28,158.13)	(\$2,603.24)	(\$12,198.43)	128.0%
ENDING FUND BALANCE	\$53,532.86	\$50,532.90	\$47,374.73	\$47,374.73	\$68,370.35	88.5%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
310 - State						
Revenues						
State and Federal Grants	\$327,601.71	\$163,800.77	\$163,800.93	\$27,300.13	\$158,014.44	50.0%
Total Revenues	<u>\$327,601.71</u>	<u>\$163,800.77</u>	<u>\$163,800.93</u>	<u>\$27,300.13</u>	<u>\$158,014.44</u>	<u>50.0%</u>
Expenditures						
Salaries and Wages	\$212,011.97	\$106,005.92	\$103,033.38	\$17,179.56	\$106,473.37	48.6%
Benefits	\$68,046.39	\$34,023.14	\$35,416.15	\$5,902.84	\$32,289.72	52.0%
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	\$19,880.74	\$17,815.36	\$2,419.24	\$25,524.68	44.8%
Purchased Services	\$0.00	\$0.00	\$96.30	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$65.84	0.0%
Technology	\$0.00	\$0.00	\$26,186.61	\$5,394.00	\$11,800.62	0.0%
Travel and Training	\$1,335.00	\$1,335.00	\$1,157.22	\$620.60	\$420.52	86.7%
Total Expenditures	<u>\$321,154.86</u>	<u>\$161,244.80</u>	<u>\$183,705.02</u>	<u>\$31,516.24</u>	<u>\$176,574.75</u>	<u>57.2%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$15,687.98)	\$0.00	0.0%
NET SURPLUS/(DEFICIT)	\$6,446.85	\$2,555.97	(\$19,904.09)	(\$4,216.11)	(\$18,560.31)	(308.7)%
ENDING FUND BALANCE	<u>\$6,446.85</u>	<u>\$2,555.97</u>	<u>(\$19,904.09)</u>	<u>(\$19,904.09)</u>	<u>(\$18,560.31)</u>	<u>(308.7)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2017

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	YTD Historical	% Used
390 - DESIGNATED MATERIALS						
Revenues						
Local Revenues	\$175,000.00	\$175,000.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$116.30	\$18.98	\$114.61	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	\$175,000.00	\$116.30	\$18.98	\$114.61	0.1%
Expenditures						
Copiers and Equipment	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$9,135.00	0.0%
Materials	\$70,000.00	\$34,999.98	\$30,684.60	\$5,689.45	\$23,099.83	43.8%
Supplies	\$8,800.00	\$4,399.98	\$2,303.08	\$0.00	\$3,104.37	26.2%
Technology	\$26,200.00	\$13,099.98	\$0.00	\$0.00	\$4,275.44	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	\$7,957.01	0.0%
Total Expenditures	\$175,000.00	\$122,499.94	\$32,987.68	\$5,689.45	\$47,571.65	18.9%
BEGINNING FUND BALANCE	\$51,958.22	\$51,958.22	\$51,958.22	\$24,757.31	\$51,243.91	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	\$52,500.06	(\$32,871.38)	(\$5,670.47)	(\$47,457.04)	0.0%
ENDING FUND BALANCE	\$51,958.22	\$104,458.28	\$19,086.84	\$19,086.84	\$3,786.87	36.7%

Circulations	Centerville	Perry	Nola	Houston	Totals
			Brantley		

Check outs				
Print items	14989	9929	6870	31788
Non-Print items	1556	1288	974	3818
	16545	11217	7844	35606
In-Library Use				
Internet Computers	2343	1238	2397	5978
MGA computers			52	52
ChromeBooks	8	19	35	62
Wireless				0
Children's Computers	79	25	77	181
Total Circulation	2430	1282	2561	6273

Reference				
Reference Asked	288	200	228	716

Programs & Attendance	Centerville		Perry		Nola Brantley		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	2	59	2	34	4	41	134
Children programs	25	610	15	577	15	368	1555
Adult programs					1	5	5
YA Programs	1	31	1	13	1	5	49
Meeting Room	24	167	4	70	25	140	377
Door Count		6248		3234		8123	17605

New Items Added	
Centerville	172
Perry	299
Nola Brantley	327
Total Items	798

Circulation			
PRINT			
Adult Non-fiction		1391	
Adult Fiction		3535	
Young Adult		672	
Junior Non-fiction		1321	
Junior Fiction		2026	
Easy		4618	
Magazines		12	
Print Total			13575
Carlos Museum Pass			
Kill A Watt Meter			
Ga State Park Pass		5	
Go Fish Pass		5	
Puppetry Arts Pass			
Atl. Zoo DVD		10	
GADD Audio Book		654	
GADD Ebook		550	
Kits	Easy	45	
Kits	Juv	143	
Kits	Ref	2	
Other Total			1414
Total			14989
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	459	
DVD	Adult	490	
Music CD	Adult		
Video	Adult	11	960
Audiobook Cas	Easy		
Audiobook CD	Easy	3	
DVD	Easy	78	
Music CD	Easy	6	
Video	Easy	13	100
Audiobook Cas	Juv		
Audiobook CD	Juv	28	
DVD	Juv	453	
Music CD	Juv	4	
Video	Juv	8	493
Audiobook Cas	YA		
Audiobook CD	YA	2	
DVD	YA	1	
Music CD	YA		
Video	YA		3
Software			0
Non Print Total			1556
Total Circulation			16545

In House	
Internet Computers	2343
MGA computers	
ChromeBooks	8
Wireless	
Children's Computers	79
Total	2430

Reference stats	# ?'s Asked
Total	288

Programs & Attendance		
	Adult	# Programs
		Attendance
Programs		
Volunteers		2
Hours Volunteered		61
Staff Training		
	YA	# Programs
		Attendance
Programs	1	31
Volunteers		15
Volunteer Hours		51

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	23	585
Foreign Language/Bi-lingual		
Special Needs	2	25

All Ages / Family		
	# Programs	Attendance
Programs	2	59

	# Meetings	Attendance
Meeting room	24	167
Door count		6248

Items Added	172
-------------	-----

	#	%
Self Check-out	112	1

Circulation			
PRINT			
Adult Non-fiction		810	
Adult Fiction		1600	
Young Adult		403	
Junior Non-fiction		575	
Junior Fiction		730	
Easy		1865	
Magazines		16	
Print Total			5999
Carlos Museum Pass			
Kill A Watt Meter			
Ga State Park Pass		15	
Go Fish Pass		4	
Puppetry Arts Pass			
Atl. Zoo DVD		9	
GADD Audio Book		447	
GADD Ebook		336	
Kits	Easy	5	
Kits	Juv	55	
Kits	Ref		
Other Total			871
Total			6870
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	261	
DVD	Adult	428	
Music CD	Adult		
Video	Adult		689
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	57	
Music CD	Easy		
Video	Easy		57
Audiobook Cas	Juv		
Audiobook CD	Juv	12	
DVD	Juv	207	
Music CD	Juv		
Video	Juv		219
Audiobook Cas	YA		
Audiobook CD	YA	9	
DVD	YA		
Music CD	YA		
Video	YA		9
Software			0
Non Print Total			974
Total Circulation			7844

In House	
Internet Computers	2397
MGA computers	52
ChromeBooks	35
Wireless	
Children's Computers	77
Total	2561

Reference stats	# ?'s Asked
Total	228

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		1	5
Volunteers			
Hours Volunteered			
Staff Training			
	YA	# Programs	Attendance
Programs		1	5
Volunteers			
Volunteer Hours			

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	15	368
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	4	41

	# Meetings	Attendance
Meeting room	25	140
Door count		8123

Items Added	327
-------------	-----

	#	%
Self Check-out	39	1

Circulation			
PRINT			
Adult Non-fiction		757	
Adult Fiction		2985	
Young Adult		486	
Junior Non-fiction		628	
Junior Fiction		1161	
Easy		3103	
Magazines		12	
Print Total		9132	
Carlos Museum Pass			
Kill A Watt Meter			
Ga State Park Pass		5	
Go Fish Pass		2	
Puppetry Arts Pass			
Atl. Zoo DVD		8	
GADD Audio Book		246	
GADD Ebook		468	
Kits	Easy	21	
Kits	Juv	47	
Kits	Ref		
Other Total		797	
Total		9929	
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	274	
DVD	Adult	622	
Music CD	Adult		
Video	Adult		896
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	61	
Music CD	Easy		
Video	Easy		61
Audiobook Cas	Juv		
Audiobook CD	Juv	19	
DVD	Juv	309	
Music CD	Juv		
Video	Juv		328
Audiobook Cas	YA		
Audiobook CD	YA	3	
DVD	YA		
Music CD	YA		
Video	YA		3
Software			0
Non Print Total		1288	
Total Circulation		11217	

In House	
Internet Computers	1238
MGA computers	
ChromeBooks	19
Wireless	
Children's Computers	25
Total	1282

Reference stats	# ?'s Asked
Total	200

Programs & Attendance		
	Adult	# Programs
		Attendance
Programs		
Volunteers		1
Hours Volunteered		40
Staff Training		
	YA	# Programs
		Attendance
Programs	1	13
Volunteers		
Volunteer Hours		

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	15	577
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	2	34

	# Meetings	Attendance
Meeting room	4	70
Door count		3234

Items Added	299
-------------	-----

	#	%
Self Check-out	55	1

Circulations	Centerville	Perry	Nola	Houston	Totals
			Brantley		

Check outs				
Print items	13089	8264	6246	27599
Non-Print items	1562	1473	767	3802
	14651	9737	7013	31401
In-Library Use				
Internet Computers	2097	1209	2199	5505
MGA computers				0
ChromeBooks	1	2	25	28
Wireless				0
Children's Computers	104	49	55	208
Total Circulation	2202	1260	2279	5741

Reference				
Reference Asked	247	158	217	622

Programs & Attendance	Centerville		Perry		Nola Brantley		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	14	339	2	189	4	40	568
Children programs			13	447	12	125	572
Adult programs			1	6	1	5	11
YA Programs	1	25			1	4	29
Meeting Room	17	152	9	131	18	105	388
Door Count		6865		2994		6230	16089

New Items Added	
Centerville	292
Perry	361
Nola Brantley	299
Total Items	952

Circulation			
PRINT			
Adult Non-fiction		1312	
Adult Fiction		3210	
Young Adult		638	
Junior Non-fiction		1078	
Junior Fiction		1655	
Easy		3767	
Magazines		19	
Print Total			11679
Carlos Museum Pass		1	
Kill A Watt Meter			
Ga State Park Pass		1	
Go Fish Pass		5	
Puppetry Arts Pass		0	
Atl. Zoo DVD		10	
GADD Audio Book		784	
GADD Ebook		490	
Kits	Easy	36	
Kits	Juv	84	
Kits	Ref		
Other Total			1410
Total			13089
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	461	
DVD	Adult	608	
Music CD	Adult	2	
Video	Adult	13	1084
Audiobook Cas	Easy		
Audiobook CD	Easy	3	
DVD	Easy	54	
Music CD	Easy		
Video	Easy	12	69
Audiobook Cas	Juv		
Audiobook CD	Juv	25	
DVD	Juv	361	
Music CD	Juv	3	
Video	Juv	12	401
Audiobook Cas	YA		
Audiobook CD	YA	7	
DVD	YA	1	
Music CD	YA		
Video	YA		8
Software			0
Non Print Total			1562
Total Circulation			14651

In House	
Internet Computers	2097
MGA computers	
ChromeBooks	1
Wireless	
Children's Computers	104
Total	2202

Reference stats	# ?'s Asked
Total	247

Programs & Attendance			
	Adult	# Programs	Attendance
Programs			
Volunteers			
Hours Volunteered			
Staff Training			
	YA	# Programs	Attendance
Programs		1	25
Volunteers			6
Volunteer Hours			30

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	13	327
Foreign Language/Bi-lingual		
Special Needs	1	12

All Ages / Family		
	# Programs	Attendance
Programs	1	130

	# Meetings	Attendance
Meeting room	17	152
Door count		6865

Items Added	292
-------------	-----

	#	%
Self Check-out	142	1

Circulation			
PRINT			
Adult Non-fiction		850	
Adult Fiction		1629	
Young Adult		418	
Junior Non-fiction		496	
Junior Fiction		546	
Easy		1432	
Magazines		3	
Print Total		5374	
Carlos Museum Pass		1	
Kill A Watt Meter			
Ga State Park Pass		8	
Go Fish Pass		3	
Puppetry Arts Pass		0	
Atl. Zoo DVD		3	
GADD Audio Book		438	
GADD Ebook		362	
Kits	Easy	13	
Kits	Juv	31	
Kits	Ref	14	
Other Total		872	
Total		6246	
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	151	
DVD	Adult	476	
Music CD	Adult		
Video	Adult		627
Audiobook Cas	Easy		
Audiobook CD	Easy		
DVD	Easy	35	
Music CD	Easy	1	
Video	Easy		36
Audiobook Cas	Juv		
Audiobook CD	Juv	14	
DVD	Juv	89	
Music CD	Juv		
Video	Juv		103
Audiobook Cas	YA		
Audiobook CD	YA	1	
DVD	YA		
Music CD	YA		
Video	YA		1
Software			0
Non Print Total		767	
Total Circulation		7013	

In House	
Internet Computers	2199
MGA computers	
ChromeBooks	25
Wireless	
Children's Computers	55
Total	2279

Reference stats	# ?'s Asked
Total	217

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		1	5
Volunteers			
Hours Volunteered			
Staff Training			
	YA	# Programs	Attendance
Programs		1	4
Volunteers			
Volunteer Hours			

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	12	125
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	4	40

Meeting Room		
	# Meetings	Attendance
Meeting room	18	105
Door count		6230

Items Added	299
-------------	-----

	#	%
Self Check-out	45	1

Circulation			
PRINT			
Adult Non-fiction		733	
Adult Fiction		2731	
Young Adult		437	
Junior Non-fiction		446	
Junior Fiction		904	
Easy		2470	
Magazines		18	
Print Total		7739	
Carlos Museum Pass		1	
Kill A Watt Meter			
Ga State Park Pass		8	
Go Fish Pass		3	
Puppetry Arts Pass		0	
Atl. Zoo DVD		8	
GADD Audio Book		256	
GADD Ebook		181	
Kits	Easy	21	
Kits	Juv	48	
Kits	Ref		
Other Total		525	
Total		8264	
Non Print Material			
Audiobook Cas	Adult		
Audiobook CD	Adult	211	
DVD	Adult	791	
Music CD	Adult		
Video	Adult		1002
Audiobook Cas	Easy		
Audiobook CD	Easy	4	
DVD	Easy	43	
Music CD	Easy		
Video	Easy	1	48
Audiobook Cas	Juv		
Audiobook CD	Juv	24	
DVD	Juv	396	
Music CD	Juv	1	
Video	Juv		421
Audiobook Cas	YA		
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		
Video	YA		2
Software			0
Non Print Total		1473	
Total Circulation		9737	

In House	
Internet Computers	1209
MGA computers	
ChromeBooks	2
Wireless	
Children's Computers	49
Total	1260

Reference stats	# ?'s Asked
Total	158

Programs & Attendance			
	Adult	# Programs	Attendance
Programs		1	6
Volunteers		2	32
Hours Volunteered			
Staff Training		1	8
	YA	# Programs	Attendance
Programs			
Volunteers			4
Volunteer Hours			12

Children (Ages 0-11)		
	# Programs	Attendance
Any Programs	13	447
Foreign Language/Bi-lingual		
Special Needs		

All Ages / Family		
	# Programs	Attendance
Programs	2	189

	# Meetings	Attendance
Meeting room	9	131
Door count		2994

Items Added	361
-------------	-----

	#	%
Self Check-out	59	1