

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
November 8, 2018 – Perry Branch – Perry, Georgia

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

Approval of items to be declared surplus

Discussion and decision regarding Edifice Consulting's recommendation for Nola Brantley Memorial Library roof repair

8. Adjournment

Houston County Public Library System Board of Trustees

Minutes- September 13th, 2018 – Nola Brantley Memorial Library, Warner Robins, GA

The Houston County Public Library System Board met in regular session at the Nola Brantley Memorial Library in Warner Robins on September 13th, 2018. Board members attending were: Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, James Newton, George Nunn, Nicole Rosser-Fogle, Caroline Smith and Pam Yates. Also attending was: J. Sara Paulk.

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

Minutes – Davis called for the approval of the Minutes from the August 9th, 2018 regular session. On a motion by Smith and a second by Bibler, the motion carried.

Treasurer's report –Financials were presented with details by Layne. On a motion by Newton and a second by Rosser-Fogle, the Treasurer's reports were approved.

Director's report – Distributed at meeting.

Committee Reports – Newton reported on a need to purchase replacement chairs for the Perry Local History Room. Discussion was held as to potential range of prices. On a motion by Smith and a second by Rosser-Fogle, the recommendations of the Building Committee was accepted for Paulk to proceed with the purchase of six (6) chairs from the vendor KI through their sales representative Melinda Harris and the total cost not to exceed \$3000.00

Unfinished Business – none.

New Business –

Davis called for the revision of the Houston County Public Library system's Meeting Room to include the following language

The Library reserves the right to deny use to individuals or organizations whose perceived intent is to offer programming that recruits the general public as participants. The Library offers an alternative path for programming consideration and those individuals or organizations may be redirected for further consideration.

On a motion by Yates and a second by Nunn, the motion carried.

Trustee Comments – None.

Adjournment – The board adjourned at 6:20 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Director's report - 2018 September and October

Edifice Consulting has stayed on target with all dates and schedule for the Nola Brantley Roof project. Their recommendation on the bids was sent to all board members this week.

There was some additional damage done at Nola due to Hurricane Michael and a leak started up at the Perry library. The Perry library's roof is still under warranty and the county will be contacting ICP for that work.

Technology money left over from last year and from this year for Houston = \$25,076.84
There are tight restrictions, but within that, we are spending those funds (if approved) on the following :

- Public address systems for Centerville and Perry

- Chromebook laptops to replace old laptops. Patrons use their library card to check these for in-house use.

- Replacement tablets for the Youth Specialists to use in children's programming

- Server replacements for Perry and Centerville

- Computer projectors – 2 per location – for patrons to check out and use outside the library.

The Perry Branch was asked to be a sponsor for the Perry Christmas parade. This means a staff member (Judith Malone) will agree to be a judge for the floats and the library will get a portion of the proceeds from the parade entry fees.

The carpets at Perry and Centerville have been cleaned. Staff (Judith Malone and Nancy Granger) stayed with the workers after hours to accomplish this on the weekend. The carpets are on a two year rotating schedule.

Paulk updated the Google and Yelp review pages for the libraries and directed reviews to come directly via email so timely responses can be made.

Staff changes.

James Floyd at Nola Brantley is the new Circulation Supervisor. We had a Youth Specialist for two days and then she left for another job. Rania Easdale is currently the new Youth Specialist and Teisha Garrett was hired to fill James Floyd's old position.

Houston County Public Library System

Balance Sheet

By Fund as of October 31, 2018

		Fund 100 General	Fund 112 FOL	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets						
100-00-10101	Cash in Bank	\$225,642.25	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$117,244.19	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,142.25	\$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
100-00-10120	Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$44,018.32	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	(\$8,083.12)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$22,194.80)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$80,370.78	\$0.00
500-00-10101	NB/CD Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$2,255.48
500-00-10111	Restricted CD	\$0.00	\$0.00	\$0.00	\$0.00	\$28,793.96
Total Assets		\$359,662.20	\$44,018.32	(\$8,083.12)	\$58,175.98	\$31,049.44
Liabilities and Fund Balance						
Fund Balance						
100-00-30770	Assigned Fund Balance - Op Contingency	\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30771	Assigned Fund Balance - Donations	\$25,613.85	\$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
100-00-30790	Unassigned Fund Balance	\$73,313.87	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$29,558.48	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$59,063.68	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$15,045.36)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	(\$8,083.12)	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$83,241.91	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$25,065.93)	\$0.00
500-00-30750	Non Spendable Fund Balance	\$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	\$4,210.04
Total Fund Balance		\$359,662.20	\$44,018.32	(\$8,083.12)	\$58,175.98	\$31,049.44
Total Liabilities and Fund Balance		\$359,662.20	\$44,018.32	(\$8,083.12)	\$58,175.98	\$31,049.44
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$330,103.72	\$59,063.68	\$0.00	\$83,241.91	\$31,049.44
NET SURPLUS/(DEFICIT)		\$29,558.48	(\$15,045.36)	(\$8,083.12)	(\$25,065.93)	\$0.00
ENDING FUND BALANCE		\$359,662.20	\$44,018.32	(\$8,083.12)	\$58,175.98	\$31,049.44

Date

2018-02

Transferred from Houston County Library System Nola Brantley Memorial Library 721 Watson Blvd. Warner Robins GA 31093	Transferred to: Houston County Surplus / /2018 Read into Board Minutes / /18 & approved
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Item		model	Serial or number	Date purchased	Cost	Reason for Disposal
Firewall	Cisco	ASA5506	JMX1749Z125	2/1/2014	\$500	End of Useful Life
Firewall	Cisco	ASA5506	JMX17490FN	2/1/2014	\$500	End of Useful Life
Firewall	Cisco	ASA5506	JMX174940FD	2/1/2014	\$500	End of Useful Life
Pay Phone		M959	06342122001-94			End of Useful Life
Printer	HP LaserJet	4200	USDNM19880			Non-Functional
Monitor	Dell		MY-08R339-47603-36A-EUB6			End of Useful Life
Monitor	Dell		CN-0J6642-585-AF95			End of Useful Life
Monitor	Dell		CN-06R44-47804-282-NOVQ			End of Useful Life
Monitor	Dell		CN-06R644-47804-282-N2JO			End of Useful Life
Monitor	Gateway		GL619A306012082			End of Useful Life
Monitor	Gateway		TL819A444074777			End of Useful Life
Switch	Cisco	ESW-520-48-K9	DNI1433E60E			End of Useful Life
Switch	Cisco	ESW-520-24-K9	DNI1433E60E			End of Useful Life
Cash Register	Royal	583cx	80346671S			Non-Functional
Cash Register	Royal	583cx	80346680S			Non-Functional
Asset Manager release			Received by			
Signature			Signature			
Title			Title			
Date			Date			

Asset Manager signature certifies that Original asset funding is accurate and that all software and data have been removed from all computers prior to their transfer

Recommended method of disposal is Sell or Destroy

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of September 30, 2018

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

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
100 - General					
Revenues					
Local Revenues	\$817,200.00	\$204,300.00	\$204,300.00	\$68,100.00	25.0%
Library Generated Revenue	\$85,000.00	\$21,249.99	\$25,504.46	\$8,339.57	30.0%
Donations	\$0.00	\$0.00	\$557.81	\$150.73	0.0%
Other Income	\$15,000.00	\$3,750.00	\$52.00	\$8.00	0.3%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$917,200.00	\$229,299.99	\$230,414.27	\$76,598.30	25.1%
Expenditures					
Salaries and Wages	\$455,312.32	\$113,828.01	\$100,145.58	\$39,660.56	22.0%
Benefits	\$202,536.96	\$50,634.12	\$36,451.51	\$14,777.12	18.0%
Professional Services	\$24,000.00	\$6,000.00	\$984.50	\$581.75	4.1%
Copiers and Equipment	\$13,100.00	\$3,024.96	\$2,752.25	\$1,007.04	21.0%
Electricity and Utilities	\$98,626.00	\$24,656.46	\$24,080.43	\$8,981.01	24.4%
Insurance	\$27,400.00	\$27,400.00	\$3,168.00	\$2,080.00	11.6%
Maintenance and Repairs	\$38,404.00	\$9,600.93	\$8,243.59	\$3,031.62	21.5%
Materials	\$1,000.00	\$249.99	\$854.21	\$49.14	85.4%
Motor Vehicle Costs	\$3,000.00	\$750.00	\$248.32	\$132.94	8.3%
Purchased Services	\$6,500.00	\$2,074.98	\$42.00	\$14.00	0.6%
Supplies	\$21,000.00	\$5,007.43	\$6,072.01	\$2,701.31	28.9%
Other Operating Expenses	\$5,150.00	\$1,399.98	\$1,708.81	\$496.98	33.2%
Technology	\$10,000.00	\$4,899.95	\$7,701.51	\$2,660.46	77.0%
Telecommunications	\$27,600.00	\$6,900.00	\$8,598.84	\$482.13	31.2%
Travel and Training	\$5,000.00	\$4,399.98	\$1,534.26	\$409.26	30.7%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$938,629.28	\$260,826.79	\$202,585.82	\$77,065.32	21.6%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of September 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$330,103.72	\$330,103.72	\$330,103.72	\$358,399.19	100.0%
NET SURPLUS/(DEFICIT)	(\$21,429.28)	(\$31,526.80)	\$27,828.45	(\$467.02)	(129.9)%
ENDING FUND BALANCE	<u>\$308,674.44</u>	<u>\$298,576.92</u>	<u>\$357,932.17</u>	<u>\$357,932.17</u>	<u>116.0%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of September 30, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
112 - Friends of Library					
Revenues					
Donations	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Expenditures					
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$38,000.00	\$9,499.98	\$8,100.49	\$2,241.65	21.3%
Purchased Services	\$15,000.00	\$15,000.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$53,000.00	\$24,499.98	\$8,100.49	\$2,241.65	15.3%
BEGINNING FUND BALANCE	\$59,063.68	\$59,063.68	\$59,063.68	\$53,204.84	100.0%
NET SURPLUS/(DEFICIT)	(\$25,000.00)	(\$24,499.98)	(\$8,100.49)	(\$2,241.65)	32.4%
ENDING FUND BALANCE	\$34,063.68	\$34,563.70	\$50,963.19	\$50,963.19	149.6%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of September 30, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$346,310.99	\$86,577.66	\$86,577.75	\$28,859.25	25.0%
Total Revenues	<u>\$346,310.99</u>	<u>\$86,577.66</u>	<u>\$86,577.75</u>	<u>\$28,859.25</u>	<u>25.0%</u>
Expenditures					
Salaries and Wages	\$211,633.05	\$52,908.24	\$51,733.10	\$17,520.62	24.4%
Benefits	\$76,629.95	\$19,157.41	\$19,793.30	\$6,722.42	25.8%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Electricity and Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$48,374.00	\$12,093.46	\$19,203.48	\$11,382.09	39.7%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Technology	\$0.00	\$0.00	\$1,083.26	\$0.00	0.0%
Travel and Training	\$4,000.00	\$4,000.00	\$55.00	\$0.00	1.4%
Total Expenditures	<u>\$340,637.00</u>	<u>\$88,159.11</u>	<u>\$91,868.14</u>	<u>\$35,625.13</u>	<u>27.0%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$1,475.49	0.0%
NET SURPLUS/(DEFICIT)	\$5,673.99	(\$1,581.45)	(\$5,290.39)	(\$6,765.88)	(93.2)%
ENDING FUND BALANCE	<u>\$5,673.99</u>	<u>(\$1,581.45)</u>	<u>(\$5,290.39)</u>	<u>(\$5,290.39)</u>	<u>(93.2)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of September 30, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$145,000.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$201.06	\$63.43	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$145,000.00	\$0.00	\$201.06	\$63.43	0.1%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$40,000.00	\$9,999.99	\$0.00	\$0.00	0.0%
Materials	\$80,000.00	\$19,999.98	\$14,555.67	\$4,492.28	18.2%
Supplies	\$10,000.00	\$2,499.99	\$1,471.22	\$178.74	14.7%
Technology	\$15,000.00	\$3,750.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$145,000.00	\$36,249.96	\$16,026.89	\$4,671.02	11.1%
BEGINNING FUND BALANCE	\$83,241.91	\$83,241.91	\$83,241.91	\$72,023.67	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$36,249.96)	(\$15,825.83)	(\$4,607.59)	0.0%
ENDING FUND BALANCE	\$83,241.91	\$46,991.95	\$67,416.08	\$67,416.08	81.0%

Houston County Public Library System
Statement of Revenues and Expenditures
 By Fund as of October 31, 2018

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

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
100 - General					
Revenues					
Local Revenues	\$817,200.00	\$272,400.00	\$272,400.00	\$68,100.00	33.3%
Library Generated Revenue	\$85,000.00	\$28,333.32	\$34,009.14	\$8,504.68	40.0%
Donations	\$0.00	\$0.00	\$602.95	\$45.14	0.0%
Other Income	\$15,000.00	\$5,000.00	\$68.32	\$16.32	0.5%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	<u>\$917,200.00</u>	<u>\$305,733.32</u>	<u>\$307,080.41</u>	<u>\$76,666.14</u>	<u>33.5%</u>
Expenditures					
Salaries and Wages	\$455,312.32	\$151,770.68	\$137,630.84	\$37,485.26	30.2%
Benefits	\$202,536.96	\$67,512.16	\$50,576.18	\$14,124.67	25.0%
Professional Services	\$24,000.00	\$8,000.00	\$1,521.50	\$537.00	6.3%
Copiers and Equipment	\$13,100.00	\$4,033.28	\$4,156.51	\$1,404.26	31.7%
Electricity and Utilities	\$98,626.00	\$32,875.28	\$36,518.70	\$12,438.27	37.0%
Insurance	\$27,400.00	\$27,400.00	\$3,168.00	\$0.00	11.6%
Maintenance and Repairs	\$38,404.00	\$12,801.24	\$12,967.09	\$4,723.50	33.8%
Materials	\$1,000.00	\$333.32	\$881.23	\$27.02	88.1%
Motor Vehicle Costs	\$3,000.00	\$1,000.00	\$345.35	\$97.03	11.5%
Purchased Services	\$6,500.00	\$2,566.64	\$344.00	\$302.00	5.3%
Supplies	\$21,000.00	\$6,673.24	\$7,512.23	\$1,440.22	35.8%
Other Operating Expenses	\$5,150.00	\$1,816.64	\$2,222.61	\$513.80	43.2%
Technology	\$10,000.00	\$5,466.60	\$7,745.51	\$44.00	77.5%
Telecommunications	\$27,600.00	\$9,200.00	\$9,679.63	\$1,080.79	35.1%
Travel and Training	\$5,000.00	\$4,466.64	\$2,252.55	\$718.29	45.1%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$938,629.28</u>	<u>\$335,915.72</u>	<u>\$277,521.93</u>	<u>\$74,936.11</u>	<u>29.6%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$330,103.72	\$330,103.72	\$330,103.72	\$357,932.17	100.0%
NET SURPLUS/(DEFICIT)	(\$21,429.28)	(\$30,182.40)	\$29,558.48	\$1,730.03	(137.9)%
ENDING FUND BALANCE	<u>\$308,674.44</u>	<u>\$299,921.32</u>	<u>\$359,662.20</u>	<u>\$359,662.20</u>	<u>116.5%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
112 - Friends of Library					
Revenues					
Donations	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Expenditures					
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$38,000.00	\$12,666.64	\$15,045.36	\$6,944.87	39.6%
Purchased Services	\$15,000.00	\$15,000.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$53,000.00	\$27,666.64	\$15,045.36	\$6,944.87	28.4%
BEGINNING FUND BALANCE	\$59,063.68	\$59,063.68	\$59,063.68	\$50,963.19	100.0%
NET SURPLUS/(DEFICIT)	(\$25,000.00)	(\$27,666.64)	(\$15,045.36)	(\$6,944.87)	60.2%
ENDING FUND BALANCE	\$34,063.68	\$31,397.04	\$44,018.32	\$44,018.32	129.2%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$346,310.99	\$115,436.89	\$115,437.00	\$28,859.25	33.3%
Total Revenues	<u>\$346,310.99</u>	<u>\$115,436.89</u>	<u>\$115,437.00</u>	<u>\$28,859.25</u>	<u>33.3%</u>
Expenditures					
Salaries and Wages	\$211,633.05	\$70,544.32	\$69,253.71	\$17,520.61	32.7%
Benefits	\$76,629.95	\$25,543.22	\$26,515.72	\$6,722.42	34.6%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Electricity and Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$48,374.00	\$16,124.62	\$26,216.76	\$7,013.28	54.2%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Technology	\$0.00	\$0.00	\$1,083.26	\$0.00	0.0%
Travel and Training	\$4,000.00	\$4,000.00	\$450.67	\$395.67	11.3%
Total Expenditures	<u>\$340,637.00</u>	<u>\$116,212.16</u>	<u>\$123,520.12</u>	<u>\$31,651.98</u>	<u>36.3%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$5,290.39)	0.0%
NET SURPLUS/(DEFICIT)	\$5,673.99	(\$775.27)	(\$8,083.12)	(\$2,792.73)	(142.5)%
ENDING FUND BALANCE	<u>\$5,673.99</u>	<u>(\$775.27)</u>	<u>(\$8,083.12)</u>	<u>(\$8,083.12)</u>	<u>(142.5)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$145,000.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$273.31	\$72.25	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$145,000.00	\$0.00	\$273.31	\$72.25	0.2%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$40,000.00	\$13,333.32	\$0.00	\$0.00	0.0%
Materials	\$80,000.00	\$26,666.64	\$23,201.66	\$8,645.99	29.0%
Supplies	\$10,000.00	\$3,333.32	\$2,137.58	\$666.36	21.4%
Technology	\$15,000.00	\$5,000.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$145,000.00	\$48,333.28	\$25,339.24	\$9,312.35	17.5%
BEGINNING FUND BALANCE	\$83,241.91	\$83,241.91	\$83,241.91	\$67,416.08	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$48,333.28)	(\$25,065.93)	(\$9,240.10)	0.0%
ENDING FUND BALANCE	\$83,241.91	\$34,908.63	\$58,175.98	\$58,175.98	69.9%



J. Sara Paulk
Director
Houston County Public Library System
1201 Washington St.
Perry, GA 31069

5 NOV 2018

RE: RECOMMENDATION OF AWARD NOLA BRANT WALL & ROOF MAINT
PROJ 18HPLJ01RP171

Ms. Paulk,

Please find the attached analysis of the three proposals received for this project. Also, attached is a contractor analysis form that rates the contractors based on criteria set forth by the Houston County Public Library System. All proposals were from very qualified firms, capable of executing this project.

We recommend you award the best and lowest proposal from Waterproofing Contractors, Inc of Norcross, GA. We have worked with this firm on several projects and have confidence in their ability to perform the work required on this project.

We recommend you award the Base Bid of \$35,000.00, Alternate #1 to install new overflow scuppers at the low slope restroom roof for \$5,424.00, and Alternate #2 to provide a Payment and Performance Bond for 100% of the total project value for \$1,212.72. This would bring the amount awarded to \$41,636.72.

Best Regards,

A handwritten signature in black ink, appearing to read 'Jody Usry', is written over a large, faint, light-gray watermark of the letter 'M' that is centered on the page.

Jody Usry

Copy: Glenn Howell

Attachments: NOLA BRANTLEY PROPOSAL ANALYSIS
NOLA BRANTLEY CONTRACTOR EVALUATION

CONTRACTOR EVALUATION FOR NOLA BRANTLEY WALL & ROOF MAINT PROJECT					
CRITERIA	POINTS	METRO	MIDWEST	WCI	
Cost effectiveness of service	50	48	38	50	
Experience and capabilities of contractor	25	25	25	25	
Clear complete and accurate responses to RFP requirements	15	15	15	15	
Satisfactory responses to issues and requirements	10	10	10	10	
Total available points	100	98	88	100	

Houston County Public Library System Transactions - September 2018

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	15659	7842	10700	34201
Non-Print items	1503	1099	1112	3714
	17162	8941	11812	37915
In-Library Use				
Internet Computers	2509	2280	1352	6141
ChromeBooks	2	18	4	24
Wireless				0
Children's Computers	77	53	25	155
Total Circulation	2588	2351	1381	6320

Reference				
Reference Asked	286	187	191	664

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	1	19	1	37	1	37	93
Children programs	17	607	11	155	12	571	1333
Adult programs					1	20	20
YA Programs	1	39	1	0	1	8	47
Meeting Room	27	233	27	161	9	116	510
Door Count		6480		7356		3461	17297

New Items Added	
Centerville	431
Nola Brantley	266
Perry	492
Total Items	1189

CENTERVILLE BRANCH - SEPTEMBER 2018

CIRCULATION			
Print			
Adult Non-Fiction	1311		
Adult Fiction	3562		
Young Adult	528		
Junior Non-Fiction	1519		
Junior Fiction	2423		
Easy	5148		
Magazines	22		
Print Total	14513		
Kill A Watt Meter			
Parks Discovery Backpack			
Georgia State Park Pass		7	
Go Fish Pass		6	
Puppetry Arts Pass		3	
Zoo Atlanta DVD		16	
Carlos Museum		1	
RBDigital Audiobook		545	
RBDigital eBook		308	
RBDigital Magazines		120	
Kits Easy		39	
Kits Juvenile		101	
Kits Reference			
Other Total	1146	Total	15659
Non Print Material			
Audiobook CD	Adult	399	
DVD	Adult	544	
Music CD	Adult	1	944
Audiobook CD	Easy		
DVD	Easy	99	
Music CD	Easy	4	103
Audiobook CD	Juv	25	
DVD	Juv	429	
Music CD	Juv		454
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		2
Non Print Total			1503

IN HOUSE		
Internet Computers		2509
ChromeBooks		2
Wireless		
Children's Computers		77
Total		2588
Reference Stats	# ?'s Asked	
Total	286	
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		
Staff Training		
YA	# Programs	Attendance
Programs	1	39
Volunteers		4
Volunteer Hours		12
Children (Ages 0-11)	# Programs	Attendance
Any Programs	17	607
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	19
	# Meetings	Attendance
Meeting room	27	233
Door count		6480
Items Added	431	
Total Check-outs	Self Check-outs	%
13441	221	2%

TOTAL CIRCULATION	17162
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NOLA BRANTLEY BRANCH - SEPTEMBER 2018

CIRCULATION

Print			
Adult Non-Fiction		943	
Adult Fiction		1862	
Young Adult		366	
Junior Non-Fiction		744	
Junior Fiction		925	
Easy		1927	
Magazines		7	
Print Total		6774	
Kill A Watt Meter			
Parks Discovery Backpack			1
Georgia State Park Pass			4
Go Fish Pass			3
Puppetry Arts Pass			
Zoo Atlanta DVD			1
Carlos Museum			3
RBDigital Audiobook			545
RBDigital eBook			308
RBDigital Magazines			120
Kits Easy			32
Kits Juvenile			50
Kits Reference			1
Other Total		1068	Total 7842
Non Print Material			
Audiobook CD	Adult	123	
DVD	Adult	626	
Music CD	Adult		749
Audiobook CD	Easy		
DVD	Easy	68	
Music CD	Easy	2	70
Audiobook CD	Juv	21	
DVD	Juv	256	
Music CD	Juv		277
Audiobook CD	YA	3	
DVD	YA		
Music CD	YA		3
Non Print Total			1099

IN HOUSE

Internet Computers		2280
ChromeBooks		18
Wireless		
Children's Computers		53
Total		2351
Reference Stats	# ?'s Asked	
Total	187	
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		
Staff Training		
YA	# Programs	Attendance
Programs	1	0
Volunteers		
Volunteer Hours		
Children (Ages 0-11)	# Programs	Attendance
Any Programs	11	155
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	37
	# Meetings	Attendance
Meeting room	27	161
Door count		7356
Items Added	266	
Total Check-outs	Self Check-outs	%
6849	7	0%

TOTAL CIRCULATION	8941
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PERRY BRANCH - SEPTEMBER 2018

CIRCULATION

Print			
Adult Non-Fiction		787	
Adult Fiction		2848	
Young Adult		379	
Junior Non-Fiction		817	
Junior Fiction		1201	
Easy		3544	
Magazines		13	
Print Total		9589	
Kill A Watt Meter			
Parks Discovery Backpack			
Georgia State Park Pass			2
Go Fish Pass			4
Puppetry Arts Pass			1
Zoo Atlanta DVD			18
Carlos Museum			1
RBDigital Audiobook			545
RBDigital eBook			308
RBDigital Magazines			120
Kits Easy			50
Kits Juvenile			62
Kits Reference			
Other Total		1111	Total 10700
Non Print Material			
Audiobook CD	Adult	218	
DVD	Adult	521	
Music CD	Adult		739
Audiobook CD	Easy	4	
DVD	Easy	70	
Music CD	Easy		74
Audiobook CD	Juv	18	
DVD	Juv	273	
Music CD	Juv	3	294
Audiobook CD	YA	5	
DVD	YA		
Music CD	YA		5
Non Print Total			1112

IN HOUSE

Internet Computers		1352
ChromeBooks		4
Wireless		
Children's Computers		25
Total		1381
Reference Stats		# ?'s Asked
Total		191
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs	1	20
Volunteers		2
Hours Volunteered		60
Staff Training		
YA	# Programs	Attendance
Programs	1	8
Volunteers		1
Volunteer Hours		1
Children (Ages 0-11)	# Programs	Attendance
Any Programs	12	571
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	37
	# Meetings	Attendance
Meeting room	9	116
Door count		3461
Items Added	492	
Total Check-outs	Self Check-outs	%
8995	200	2%

TOTAL CIRCULATION	11812
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Houston County Public Library System Transactions -October 2018

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	15221	7413	11379	34013
Non-Print items	1747	1106	1340	4193
	16968	8519	12719	38206
In-Library Use				
Internet Computers	2542	2316	1375	6233
ChromeBooks	3	21	5	29
Wireless				0
Children's Computers	110	50	31	191
Total Circulation	2655	2387	1411	6453

Reference				
Reference Asked	287	193	173	653

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	1	33	1	40	2	49	122
Children programs	16	556	10	196	14	956	1708
Adult programs							0
YA Programs	1	29			1	23	52
Meeting Room	22	157	37	172	11	71	400
Door Count		6411		7528		3746	17685

New Items Added	
Centerville	276
Nola Brantley	323
Perry	385
Total Items	984

CENTERVILLE BRANCH - OCTOBER 2018

CIRCULATION

Print			
Adult Non-Fiction	1568		
Adult Fiction	3432		
Young Adult	531		
Junior Non-Fiction	1438		
Junior Fiction	2345		
Easy	4927		
Magazines	18		
Print Total	14259		
Kill A Watt Meter		0	
Parks Discovery Backpack		0	
Georgia State Park Pass		14	
Go Fish Pass		5	
Puppetry Arts Pass		0	
Zoo Atlanta DVD		14	
Carlos Museum		0	
RBDigital Audiobook		265	
RBDigital eBook		301	
RBDigital Magazines		206	
Kits Easy		44	
Kits Juvenile		113	
Kits Reference			
Other Total	962	Total	15221
Non Print Material			
Audiobook CD	Adult	411	
DVD	Adult	700	
Music CD	Adult	10	1121
Audiobook CD	Easy		
DVD	Easy	111	
Music CD	Easy		111
Audiobook CD	Juv	19	
DVD	Juv	494	
Music CD	Juv		513
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		2
Non Print Total			1747

IN HOUSE

Internet Computers	2542
ChromeBooks	3
Wireless	
Children's Computers	110
Total	2655

Reference Stats	# ?'s Asked
Total	287

PROGRAMS & ATTENDANCE

Adult	# Programs	Attendance
Programs		
Volunteers		2
Hours Volunteered		25.5
Staff Training		
YA	# Programs	Attendance
Programs	1	29
Volunteers		5
Volunteer Hours		27
Children (Ages 0-11)	# Programs	Attendance
Any Programs	16	556
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	33

	# Meetings	Attendance
Meeting room	22	157
Door count		6411

Items Added	276
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Total Check-outs	Self Check-outs	%
13202	208	2%

TOTAL CIRCULATION	16968
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NOLA BRANTLEY BRANCH - OCTOBER 2018

CIRCULATION

Print			
Adult Non-Fiction		1047	
Adult Fiction		1770	
Young Adult		263	
Junior Non-Fiction		675	
Junior Fiction		928	
Easy		1875	
Magazines		4	
Print Total		6562	
Kill A Watt Meter			0
Parks Discovery Backpack			2
Georgia State Park Pass			13
Go Fish Pass			4
Puppetry Arts Pass			0
Zoo Atlanta DVD			7
Carlos Museum			0
RBDigital Audiobook			265
RBDigital eBook			301
RBDigital Magazines			206
Kits Easy			26
Kits Juvenile			31
Kits Reference			
Other Total		855	Total 7417
Non Print Material			
Audiobook CD	Adult	183	
DVD	Adult	659	
Music CD	Adult		842
Audiobook CD	Easy		
DVD	Easy	49	
Music CD	Easy		49
Audiobook CD	Juv	8	
DVD	Juv	200	
Music CD	Juv		208
Audiobook CD	YA	7	
DVD	YA		
Music CD	YA		7
Non Print Total			1106

IN HOUSE

Internet Computers		2316
ChromeBooks		21
Wireless		
Children's Computers		50
Total		2387
Reference Stats		# ?'s Asked
Total		193
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		
Staff Training		
YA	# Programs	Attendance
Programs		
Volunteers		
Volunteer Hours		
Children (Ages 0-11)	# Programs	Attendance
Any Programs	10	196
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	40
	# Meetings	Attendance
Meeting room	37	172
Door count		7528
Items Added	323	
Total Check-outs	Self Check-outs	%
6530	87	1%

TOTAL CIRCULATION	8523
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PERRY BRANCH -OCTOBER 2018

CIRCULATION

Print			
Adult Non-Fiction	910		
Adult Fiction	3186		
Young Adult	518		
Junior Non-Fiction	852		
Junior Fiction	1309		
Easy	3705		
Magazines	14		
Print Total	10494		
Kill A Watt Meter		0	
Parks Discovery Backpack		0	
Georgia State Park Pass		4	
Go Fish Pass		3	
Puppetry Arts Pass		0	
Zoo Atlanta DVD		16	
Carlos Museum		1	
RBDigital Audiobook		265	
RBDigital eBook		301	
RBDigital Magazines		206	
Kits Easy		34	
Kits Juvenile		55	
Kits Reference			
Other Total	885	Total	11379
Non Print Material			
Audiobook CD	Adult	250	
DVD	Adult	688	
Music CD	Adult		938
Audiobook CD	Easy	1	
DVD	Easy	79	
Music CD	Easy		80
Audiobook CD	Juv	21	
DVD	Juv	298	
Music CD	Juv		319
Audiobook CD	YA	3	
DVD	YA		
Music CD	YA		3
Non Print Total			1340

IN HOUSE

Internet Computers		1375
ChromeBooks		5
Wireless		
Children's Computers		31
Total		1411
Reference Stats	# ?'s Asked	
Total	173	
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		2
Hours Volunteered		63
Staff Training		
YA	# Programs	Attendance
Programs	1	23
Volunteers		
Volunteer Hours		
Children (Ages 0-11)	# Programs	Attendance
Any Programs	14	956
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	2	49
	# Meetings	Attendance
Meeting room	11	71
Door count		3746
Items Added	385	
Total Check-outs	Self Check-outs	%
10073	222	2%

TOTAL CIRCULATION	12719
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