

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
September 13, 2018 – Nola Brantley Memorial Library, Warner Robins, 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
 - Amend Meeting Room Policy to include 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
8. Adjournment

Houston County Public Library System Board of Trustees

Minutes- August 9, 2018 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session at the Perry Branch in Perry on August 9th, 2018. Board members attending were: Daniel Bibler, Lane Brisco, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Caroline Smith, Also attending was: J. Sara Paulk, Cynthia Spratling and Jennifer Davis

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

Minutes – Davis called for the approval of the Minutes from the July 12th regular session. On a motion by Newton and a second by McNeal, the motion carried.

Treasurer's report – Financials for end of year 2017-2018 and July 2018 were presented. On a motion by Smith and a second by Bibler, the report was accepted.

Director's report – Distributed at meeting.

Committee Reports –

Unfinished Business – After discussion, on a motion by Nunn and a second by Bibler, Paulk was instructed to contact Usry Consulting for the purposes of proceeding with repair work on the Nola Brantley Memorial Library roof. Usry's fee is estimated to be \$4800.00 and will include writing the RFP for the repair work, soliciting bids, evaluating bids, recommending a contractor and regularly checking the work.

New Business –

Davis called for the approval of the second revision of the 2017-2018 budget. On a motion by Smith and a second by McNeal, the motion carried.

Trustee Comments – None.

Adjournment – Davis called for a motion to adjourn. On a motion by Brisco and a second by Nunn, the board adjourned at 6:26 pm

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Director's report - 2018 September

Georgia Public Library Service and the Georgia Department of Human Services (DHS) have been working together to create a partnership for students and families to "Start Right" this school year.

Mark Bohnstedt is coordinating for Houston County and will have events scheduled at Nola Brantley, this Saturday.

DHS representatives will be at the libraries to answer questions on aging and disability resources, in-home services, child support services, SNAP/Food Stamps, Medicaid, foster care, energy assistance or employment assistance services.

**

Perry and Centerville had or will soon have carpets and tile areas cleaned. This is done every two years and alternates with Nola Brantley.

Usry Consulting has begun work on the Request for Proposal documents for the Nola Brantley roof. Once he is completed those documents, they will be reviewed and then put out for bids via the library's website and the state procurement website.

August and September are Annual Report months and staff have been collecting a wide variety of information for the 240+ statistical questions asked by the state each year.

Centerville hosted an Annual Reports workshop on Tuesday, September 11th for libraries in the area with training provided by Whitney Payne from the state library.

As September is Library Card signup month and the Georgia State Fair has graciously provided family packs of tickets again this year, we are putting people's names in a drawing when they get new cards or renew their cards. The drawing will be held October 1st for a four pack of tickets.

Special recognition to Samara Terry who works in Perry. She consistently brings a great smile and positive attitude to the circulation desk and even has patrons who has for her by name.

Paulk attended a Legislative Appreciation Reception hosted by the Perry Chamber. Spoke with several of the state legislatures and thanked them for their support of library services.

Paulk met with the Librarian who oversees library services in the Georgia Department of Corrections.

Paulk participated in Middle Georgia Charrette and Regional Planning Think Tank - more information at <http://lab.future-iq.com/middle-georgia-economic-alliance/mgea-charrette-and-regional-planning-future-think-tank/>

Houston County Public Library System

Balance Sheet

By Fund as of August 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	\$227,010.90	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$110,407.67	\$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
100-00-10153	Other Accounts Receivable	\$4,204.86	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$53,204.84	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$1,475.49	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$8,211.43)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$80,235.10	\$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		\$358,399.19	\$53,204.84	\$1,475.49	\$72,023.67	\$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	\$28,295.47	\$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	(\$5,858.84)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$1,475.49	\$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	(\$11,218.24)	\$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		\$358,399.19	\$53,204.84	\$1,475.49	\$72,023.67	\$31,049.44
Total Liabilities and Fund Balance		\$358,399.19	\$53,204.84	\$1,475.49	\$72,023.67	\$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)		\$28,295.47	(\$5,858.84)	\$1,475.49	(\$11,218.24)	\$0.00
ENDING FUND BALANCE		\$358,399.19	\$53,204.84	\$1,475.49	\$72,023.67	\$31,049.44

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 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	\$136,200.00	\$136,200.00	\$68,100.00	16.7%
Library Generated Revenue	\$85,000.00	\$14,166.66	\$17,164.89	\$9,157.16	20.2%
Donations	\$0.00	\$0.00	\$407.08	\$407.08	0.0%
Other Income	\$15,000.00	\$2,500.00	\$44.00	\$32.00	0.3%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$917,200.00	\$152,866.66	\$153,815.97	\$77,696.24	16.8%
Expenditures					
Salaries and Wages	\$455,312.32	\$75,885.34	\$60,485.02	\$41,363.87	13.3%
Benefits	\$202,536.96	\$33,756.08	\$21,674.39	\$15,191.48	10.7%
Professional Services	\$24,000.00	\$4,000.00	\$402.75	\$402.75	1.7%
Copiers and Equipment	\$13,100.00	\$2,016.64	\$1,745.21	\$1,125.36	13.3%
Electricity and Utilities	\$98,626.00	\$16,437.64	\$15,099.42	\$11,723.01	15.3%
Insurance	\$27,400.00	\$27,400.00	\$1,088.00	\$340.00	4.0%
Maintenance and Repairs	\$38,404.00	\$6,400.62	\$5,211.97	\$2,752.84	13.6%
Materials	\$1,000.00	\$166.66	\$805.07	\$805.07	80.5%
Motor Vehicle Costs	\$3,000.00	\$500.00	\$115.38	\$115.38	3.8%
Purchased Services	\$6,500.00	\$1,583.32	\$28.00	\$28.00	0.4%
Supplies	\$21,000.00	\$3,341.62	\$3,370.70	\$1,855.40	16.1%
Other Operating Expenses	\$5,150.00	\$983.32	\$1,211.83	\$589.47	23.5%
Technology	\$10,000.00	\$4,333.30	\$5,041.05	\$3,841.05	50.4%
Telecommunications	\$27,600.00	\$4,600.00	\$8,116.71	\$4,452.05	29.4%
Travel and Training	\$5,000.00	\$4,333.32	\$1,125.00	\$0.00	22.5%
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	\$185,737.86	\$125,520.50	\$84,585.73	13.4%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$365,288.68	100.0%
NET SURPLUS/(DEFICIT)	(\$21,429.28)	(\$32,871.20)	\$28,295.47	(\$6,889.49)	(132.0)%
ENDING FUND BALANCE	<u>\$308,674.44</u>	<u>\$297,232.52</u>	<u>\$358,399.19</u>	<u>\$358,399.19</u>	<u>116.1%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$6,333.32	\$5,858.84	\$1,130.17	15.4%
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	\$21,333.32	\$5,858.84	\$1,130.17	11.1%
BEGINNING FUND BALANCE	\$59,063.68	\$59,063.68	\$59,063.68	\$54,335.01	100.0%
NET SURPLUS/(DEFICIT)	(\$25,000.00)	(\$21,333.32)	(\$5,858.84)	(\$1,130.17)	23.4%
ENDING FUND BALANCE	\$34,063.68	\$37,730.36	\$53,204.84	\$53,204.84	156.2%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$346,310.99	\$57,718.44	\$57,718.50	\$28,859.25	16.7%
Total Revenues	<u>\$346,310.99</u>	<u>\$57,718.44</u>	<u>\$57,718.50</u>	<u>\$28,859.25</u>	<u>16.7%</u>
Expenditures					
Salaries and Wages	\$211,633.05	\$35,272.16	\$34,212.48	\$17,520.61	16.2%
Benefits	\$76,629.95	\$12,771.60	\$13,070.88	\$6,722.42	17.1%
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	\$8,062.30	\$7,821.39	\$7,055.52	16.2%
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	\$1,083.26	0.0%
Travel and Training	\$4,000.00	\$4,000.00	\$55.00	\$55.00	1.4%
Total Expenditures	<u>\$340,637.00</u>	<u>\$60,106.06</u>	<u>\$56,243.01</u>	<u>\$32,436.81</u>	<u>16.5%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$5,053.05	0.0%
NET SURPLUS/(DEFICIT)	\$5,673.99	(\$2,387.62)	\$1,475.49	(\$3,577.56)	26.0%
ENDING FUND BALANCE	<u>\$5,673.99</u>	<u>(\$2,387.62)</u>	<u>\$1,475.49</u>	<u>\$1,475.49</u>	<u>26.0%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 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	\$137.63	\$69.94	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	\$137.63	\$69.94	0.1%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$40,000.00	\$6,666.66	\$0.00	\$0.00	0.0%
Materials	\$80,000.00	\$13,333.32	\$10,063.39	\$5,893.06	12.6%
Supplies	\$10,000.00	\$1,666.66	\$1,292.48	\$1,292.48	12.9%
Technology	\$15,000.00	\$2,500.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$145,000.00	\$24,166.64	\$11,355.87	\$7,185.54	7.8%
BEGINNING FUND BALANCE	\$83,241.91	\$83,241.91	\$83,241.91	\$79,139.27	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	(\$24,166.64)	(\$11,218.24)	(\$7,115.60)	0.0%
ENDING FUND BALANCE	\$83,241.91	\$59,075.27	\$72,023.67	\$72,023.67	86.5%

**HCPLS Financial Report
as of August 31, 2018**

Balance Sheet (A):

- 1) The Library is in good standing, with a net increase to date in the Current Year Change for Fund 100 of \$28,295.47.

Statement of Revenues and Expenditures:

Two months into the fiscal year, the Library should be at about 16% of expected revenues and expenditures compared to budget.

In Fund 100 (B1):

Several categories of expenditures show as over the 16-17% expected amount. Explanations follow:

- 1) Materials – items purchased by the branches with patron donations; Perry branch has made several purchases with “in memory” money received on behalf of deceased patrons.
- 2) Other Operating Expenses – includes refunds to patrons for books paid for as lost and then returned to the library and reimbursements to other libraries
- 3) Technology – the Library has made several technology purchases to begin the fiscal year including a number of new receipt printers and new printer servers
- 4) Telecommunications – Erate discounts were mistakenly not applied to first 2 billing cycles of Internet service; discounts have now been received and will be applied moving forward
- 5) Travel and Training – includes annual dues paid to the Perry Chamber of Commerce and the Robins Regional Chamber at the beginning of the fiscal year

In Fund 112 Friends of the Library (B2):

- 1) Expenditures on materials using the Friends fund are close to what they should be at this point in the year.

In Fund 310 State (B3):

- 1) Expenditures in the State fund are right on track.

In Fund 390 SPLOST (B4):

- 1) SPLOST spending on materials is slightly under budget at this point.

Once the Library has a firm figure on the cost of the roof repair at Nola Brantley Memorial Library (hopefully in November), then the SPLOST budget will be revised and presented to the Board (probably at the January meeting).

Balance Sheet

By Fund as of August 31, 2018



		<u>Fund 100</u>	<u>Fund 112</u>	<u>Fund 310</u>	<u>Fund 390</u>	<u>Fund 500</u>
		<u>General</u>	<u>FOL</u>	<u>State</u>	<u>SPLOST</u>	<u>Local Inv.</u>
Assets						
100-00-10101	Cash in Bank	227,010.90	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	110,407.67	\$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
100-00-10153	Other Accounts Receivable	\$4,204.86	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$53,204.84	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$1,475.49	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$8,211.43)	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$80,235.10	\$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		<u>358,399.19</u>	<u>\$53,204.84</u>	<u>\$1,475.49</u>	<u>\$72,023.67</u>	<u>\$31,049.44</u>
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 (1)	\$28,295.47	\$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	(\$5,858.84)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$1,475.49	\$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	(\$11,218.24)	\$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		<u>358,399.19</u>	<u>\$53,204.84</u>	<u>\$1,475.49</u>	<u>\$72,023.67</u>	<u>\$31,049.44</u>
Total Liabilities and Fund Balance		<u>358,399.19</u>	<u>\$53,204.84</u>	<u>\$1,475.49</u>	<u>\$72,023.67</u>	<u>\$31,049.44</u>
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		330,103.72	\$59,063.68	\$0.00	\$83,241.91	\$31,049.44
NET SURPLUS/(DEFICIT)		\$28,295.47	(\$5,858.84)	\$1,475.49	(\$11,218.24)	\$0.00
ENDING FUND BALANCE		<u>358,399.19</u>	<u>\$53,204.84</u>	<u>\$1,475.49</u>	<u>\$72,023.67</u>	<u>\$31,049.44</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

B1

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

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100 - General					
Revenues					
Local Revenues	\$817,200.00	\$136,200.00	\$136,200.00	\$68,100.00	16.7 %
Library Generated Revenue	\$85,000.00	\$14,166.66	\$17,164.89	\$9,157.16	20.2 %
Donations	\$0.00	\$0.00	\$407.08	\$407.08	0.0 %
Other Income	\$15,000.00	\$2,500.00	\$44.00	\$32.00	0.3 %
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Revenues	\$917,200.00	\$152,866.66	\$153,815.97	\$77,696.24	16.8 %
Expenditures					
Salaries and Wages	\$455,312.32	\$75,885.34	\$60,485.02	\$41,363.87	13.3 %
Benefits	\$202,536.96	\$33,756.08	\$21,674.39	\$15,191.48	10.7 %
Professional Services	\$24,000.00	\$4,000.00	\$402.75	\$402.75	1.7 %
Copiers and Equipment	\$13,100.00	\$2,016.64	\$1,745.21	\$1,125.36	13.3 %
Electricity and Utilities	\$98,626.00	\$16,437.64	\$15,099.42	\$11,723.01	15.3 %
Insurance	\$27,400.00	\$27,400.00	\$1,088.00	\$340.00	4.0 %
Maintenance and Repairs	\$38,404.00	\$6,400.62	\$5,211.97	\$2,752.84	13.6 %
Materials	\$1,000.00	\$166.66	\$805.07	\$805.07	80.5 % ^①
Motor Vehicle Costs	\$3,000.00	\$500.00	\$115.38	\$115.38	3.8 %
Purchased Services	\$6,500.00	\$1,583.32	\$28.00	\$28.00	0.4 %
Supplies	\$21,000.00	\$3,341.62	\$3,370.70	\$1,855.40	16.1 %
Other Operating Expenses	\$5,150.00	\$983.32	\$1,211.83	\$589.47	23.5 % ^②
Technology	\$10,000.00	\$4,333.30	\$5,041.05	\$3,841.05	50.4 % ^③
Telecommunications	\$27,600.00	\$4,600.00	\$8,116.71	\$4,452.05	29.4 % ^④
Travel and Training	\$5,000.00	\$4,333.32	\$1,125.00	\$0.00	22.5 % ^⑤
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	\$185,737.86	\$125,520.50	\$84,585.73	13.4 %

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
BEGINNING FUND BALANCE	\$330,103.72	\$330,103.72	\$330,103.72	\$365,288.68	100.0 %
NET SURPLUS/(DEFICIT)	(\$21,429.28)	(\$32,871.20)	\$28,295.47	(\$6,889.49)	(132.0)%
ENDING FUND BALANCE	\$308,674.44	\$297,232.52	\$358,399.19	\$358,399.19	116.1 %

B2

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

112 - Friends of Library	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
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	\$6,333.32	\$5,858.84	\$1,130.17	15.4 %
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	\$21,333.32	\$5,858.84	\$1,130.17	11.1 %
BEGINNING FUND BALANCE	\$59,063.68	\$59,063.68	\$59,063.68	\$54,335.01	100.0 %
NET SURPLUS/(DEFICIT)	(\$25,000.00)	(\$21,333.32)	(\$5,858.84)	(\$1,130.17)	23.4 %
ENDING FUND BALANCE	\$34,063.68	\$37,730.36	\$53,204.84	\$53,204.84	156.2 %

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Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

B3

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$346,310.99	\$57,718.44	\$57,718.50	\$28,859.25	16.7 %
Total Revenues	<u>\$346,310.99</u>	<u>\$57,718.44</u>	<u>\$57,718.50</u>	<u>\$28,859.25</u>	<u>16.7 %</u>
Expenditures					
Salaries and Wages	\$211,633.05	\$35,272.16	\$34,212.48	\$17,520.61	16.2 %
Benefits	\$76,629.95	\$12,771.60	\$13,070.88	\$6,722.42	17.1 %
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	\$8,062.30	\$7,821.39	\$7,055.52	16.2 %
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	\$1,083.26	0.0 %
Travel and Training	\$4,000.00	\$4,000.00	\$55.00	\$55.00	1.4 %
Total Expenditures	<u>\$340,637.00</u>	<u>\$60,106.06</u>	<u>\$56,243.01</u>	<u>\$32,436.81</u>	<u>16.5 %</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$5,053.05	0.0 %
NET SURPLUS/(DEFICIT)	\$5,673.99	(\$2,387.62)	\$1,475.49	(\$3,577.56)	26.0 %
ENDING FUND BALANCE	\$5,673.99	(\$2,387.62)	\$1,475.49	\$1,475.49	26.0 %

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Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2018

B4

	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	\$137.63	\$69.94	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	\$137.63	\$69.94	0.1 %
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Maintenance and Repairs	\$40,000.00	\$6,666.66	\$0.00	\$0.00	0.0 %
Materials	\$80,000.00	\$13,333.32	\$10,063.39	\$5,893.06	12.6 %
Supplies	\$10,000.00	\$1,666.66	\$1,292.48	\$1,292.48	12.9 %
Technology	\$15,000.00	\$2,500.00	\$0.00	\$0.00	0.0 %
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Expenditures	\$145,000.00	\$24,166.64	\$11,355.87	\$7,185.54	7.8 %
BEGINNING FUND BALANCE	\$83,241.91	\$83,241.91	\$83,241.91	\$79,139.27	100.0 %
NET SURPLUS/(DEFICIT)	\$0.00	(\$24,166.64)	(\$11,218.24)	(\$7,115.60)	0.0 %
ENDING FUND BALANCE	\$83,241.91	\$59,075.27	\$72,023.67	\$72,023.67	86.5 %

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Houston County Public Library System Transactions - August 2018

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	17261	8337	11733	37331
Non-Print items	1846	1112	1430	4388
	19107	9449	13163	41719
In-Library Use				
Internet Computers	3061	2839	1498	7398
ChromeBooks	8	45	11	64
Wireless				0
Children's Computers	123	79	54	256
Total Circulation	3192	2963	1563	7718

Reference				
Reference Asked	284	203	201	688

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs							0
Children programs							0
Adult programs							0
YA Programs							0
Meeting Room	30	268	33	150	5	52	470
Door Count		7137		7692		3550	18379

New Items Added	
Centerville	311
Nola Brantley	496
Perry	485
Total Items	1292

No Programming in August

CENTERVILLE BRANCH - AUGUST 2018

CIRCULATION			
Adult Non-Fiction	1591		
Adult Fiction	3840		
Young Adult	762		
Junior Non-Fiction	1561		
Junior Fiction	2660		
Easy	5623		
Magazines	5		
Print Total	16042		
Kill A Watt Meter		0	
Parks Discovery Backpack		0	
Georgia State Park Pass		21	
Go Fish Pass		9	
Puppetry Arts Pass		1	
Zoo Atlanta DVD		12	
Carlos Museum		0	
RBDigital Audiobook		584	
RBDigital eBook		328	
RBDigital Magazines		124	
Kits Easy		36	
Kits Juvenile		104	
Kits Reference			
Other Total	1219	Total	17261
Non Print Material			
Audiobook CD	Adult	447	
DVD	Adult	718	
Music CD	Adult	4	1169
Audiobook CD	Easy		
DVD	Easy	129	
Music CD	Easy		129
Audiobook CD	Juv	22	
DVD	Juv	522	
Music CD	Juv	1	545
Audiobook CD	YA	3	
DVD	YA		
Music CD	YA		3
Non Print Total			1846
TOTAL CIRCULATION			19107

IN HOUSE	
Internet Computers	3061
ChromeBooks	8
Wireless	
Children's Computers	123
Total	3192

Reference Stats	# ?'s Asked
Total	

PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		
Staff Training		
YA	# Programs	Attendance
Programs		
Volunteers		2
Volunteer Hours		10
Children (Ages 0-11)	# Programs	Attendance
Any Programs		
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs		

	# Meetings	Attendance
Meeting room	30	268
Door count		7137

Items Added	311
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Total Check-outs	Self Check-outs	%
15146	248	2%

NOLA BRANTLEY BRANCH - AUGUST 2018

CIRCULATION

Print			
Adult Non-Fiction	1021		
Adult Fiction	2072		
Young Adult	400		
Junior Non-Fiction	522		
Junior Fiction	811		
Easy	2333		
Magazines	6		
Print Total	7165		
Kill A Watt Meter		0	
Parks Discovery Backpack		0	
Georgia State Park Pass		4	
Go Fish Pass		2	
Puppetry Arts Pass		0	
Zoo Atlanta DVD		3	
Carlos Museum		1	
RBDigital Audiobook		584	
RBDigital eBook		328	
RBDigital Magazines		124	
Kits Easy		47	
Kits Juvenile		79	
Kits Reference			
Other Total	1172	Total	8337
Non Print Material			
Audiobook CD	Adult	143	
DVD	Adult	643	
Music CD	Adult	9	795
Audiobook CD	Easy		
DVD	Easy	42	
Music CD	Easy	3	45
Audiobook CD	Juv	22	
DVD	Juv	248	
Music CD	Juv	1	271
Audiobook CD	YA	1	
DVD	YA		
Music CD	YA		1
Non Print Total			1112

IN HOUSE

Internet Computers		2839
ChromeBooks		45
Wireless		
Children's Computers		79
Total		2963
Reference Stats	# ?'s Asked	
Total		203
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		
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs		
	# Meetings	Attendance
Meeting room	33	150
Door count		7692
Items Added	496	
Total Check-outs	Self Check-outs	%
7288	42	1%

TOTAL CIRCULATION	9449
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PERRY BRANCH - AUGUST 2018

CIRCULATION

Print			
Adult Non-Fiction	880		
Adult Fiction	3092		
Young Adult	459		
Junior Non-Fiction	900		
Junior Fiction	1361		
Easy	3852		
Magazines	12		
Print Total	10556		
Kill A Watt Meter		0	
Parks Discovery Backpack		0	
Georgia State Park Pass		2	
Go Fish Pass		4	
Puppetry Arts Pass		0	
Zoo Atlanta DVD		6	
Carlos Museum		2	
RBDigital Audiobook		584	
RBDigital eBook		328	
RBDigital Magazines		124	
Kits Easy		53	
Kits Juvenile		74	
Kits Reference			
Other Total	1177	Total	11733
Non Print Material			
Audiobook CD	Adult	241	
DVD	Adult	695	
Music CD	Adult		936
Audiobook CD	Easy	5	
DVD	Easy	46	
Music CD	Easy		51
Audiobook CD	Juv	40	
DVD	Juv	388	
Music CD	Juv	2	430
Audiobook CD	YA	13	
DVD	YA		
Music CD	YA		13
Non Print Total			1430

IN HOUSE

Internet Computers		1498	
ChromeBooks		11	
Wireless			
Children's Computers		54	
Total		1563	
Reference Stats		# ?'s Asked	
Total		201	
PROGRAMS & ATTENDANCE			
Adult	# Programs	Attendance	
Programs			
Volunteers		1	
Hours Volunteered		42	
Staff Training	1	8	
YA	# Programs	Attendance	
Programs			
Volunteers			
Volunteer Hours			
Children (Ages 0-11)	# Programs	Attendance	
Any Programs			
Foreign Language/Bi-lingual			
Special Needs			
All Ages / Family	# Programs	Attendance	
Programs			
	# Meetings	Attendance	
Meeting room	5	52	
Door count		3550	
Items Added	485		
Total Check-outs		Self Check-outs	%
10207		165	1%

TOTAL CIRCULATION	13163
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