

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
September 12, 2019 – Nola Brantley Memorial Library, Warner Robins.

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Approval of Treasurer's Report
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

The next Library Board of Trustee meeting will be October 10th, 2019 at the Centerville Branch in Centerville.

Houston County Public Library System Board of Trustees

Minutes- August 8, 2019 – Perry Branch

The Houston County Public Library System Board met in regular session at the Perry Branch in Perry on August 8, 2019. Board members attending were: Daniel Bibler, Denisa Davis, Hazel Gleaton, Linda Jones, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Nicole Rosser, Wilhemenia Jackson Sibley and Pam Yates. Also attending was: J. Sara Paulk.

Chair Davis called the meeting to order at 6:03 pm.

Minutes – Davis called for the approval of the Minutes from the June 13, 2019 meeting. On a motion by Yates and a second by Sibley, the motion carried.

Treasurer's report – Financials for the preceding month and previous fiscal year were presented by Treasurer Layne. On a motion by Rosser and a second by Jones, the reports were accepted.

Director's report – Distributed at meeting.

Committee Reports – None.

Unfinished Business – None.

New Business –

Davis called for the approval of the revised 2019-2020 budget. After discussion, on a motion by Sibley and a second by Yates, the motion carried.

Davis called for the approval of the revised Computer / Internet use policy. After discussion, on a motion by Newton and a second by Rosser, the motion carried.

Davis called for the approval of the FY 2020 Signatory Authority state form. On a motion by Yates and a second by McNeal, the motion carried.

Davis called for the approval of the FY 2020 Application for State Aid to Public Libraries. On a motion by Bibler and a second by McNeal, the motion carried.

Davis called for the approval of the 2019 Certifications state form. On a motion by Jones and a second by Yates, the motion carried.

Adjournment – Davis called for a motion to adjourn. On a motion by McNeal and a second by Yates, the board adjourned at 6:55 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Director's report – 2019 August

There are ongoing issues with one of the Perry HVAC units – the one that was totally replaced in early 2018. The boiler refuses to behave within the range of normal, so the temperature in the library can range from 58 to 78 in the same day. The folks working on it now (who were recommended by Houston County) were in conversations with the manufacture about possible solutions and most recently installed another new part. Fingers crossed!

Paulk attended the Chamber of Commerce Legislative Appreciation annual event and had an opportunity to speak to Representatives Shaw Blackmon, Heath Clark and newly elected Noel Williams, Jr. and also to Senator Larry Walker.

Paulk met with the Library Director of Middle Georgia University, Tamatha Lambert, who is new in this position.

Mark Bohnstedt (Nola Brantley Branch Manager) wrote a grant to the Georgia Arts Council for a community art project. We'll know in October if this is funded.

Houston County was the first library to successfully submit the required annual report to the state library.

Please note on the circulation statistics that Dixie Henning was able to start collecting usage numbers for wireless use. As directors were working on this year's annual report, several of us commented that hard wired computer use had leveled off or was declining while wireless use was increasing. This info could help guide technology decisions. We also use the circulation report to watch for trends and to decide about formats – i.e. when we removed all of the videocassettes.

Staff Changes – Alison Sweat, part-time circulation at Warner Robins, resigned to take a full-time position at another library.

Staff Recognition this month goes to Angela Simmons-Jones (Perry-admin) for her dual talents of statistic keeping and artistic drawing. She keeps the statistics timely and for this month of "Library Card Sign-up" drew attractive PINES signage at all three branches.

The next Library Board of Trustee meeting will be October 10th, 2019 at

the Centerville Branch in Centerville.

**HCPLS Financial Report
as of August 31, 2019**

Balance Sheet (A):

- 1) The Library currently shows a net increase in the Current Year Change for Fund 100 of \$28,797.90

Statement of Revenues and Expenditures:

Two months into the fiscal year, the library should be at 16-17% 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) Copiers and Equipment – In August, the Library paid for new DVD shelving in Perry, a new table and chairs for the Young Adult area of Perry, and new PINES courier totes and bags which caused spending to exceed the monthly budget (but not the annual budget) for expendable equipment.
- 2) Maintenance and Repairs – The Library paid for a compressor motor to be replaced on one of the HVAC units at Perry and had all the floors (carpet and tile) cleaned at the Nola Brantley Memorial Library. These expenditures caused the Library to exceed the monthly budget.
- 3) Supplies – Spending on postage, janitorial supplies, and patron library cards for the beginning of the fiscal year caused the Library to exceed the monthly budget.
- 4) Other Operating Expenses – Refunds to patrons for books paid for as lost and then returned to the library and reimbursements to other libraries exceeded the monthly budget
- 5) Technology – The Library purchased three new computers for administrative staff to replace old/outdated equipment which caused the Library to exceed the monthly budget.
- 6) Travel and Training – The Library's annual dues paid to the Perry Chamber of Commerce and the Robins Regional Chamber at the beginning of the fiscal year are included in this category of expenditures.

In Fund 112 Friends of the Library (B2):

- 1) Spending on materials is on track for this point in the fiscal year.

In Fund 310 State (B3):

- 1) As of the end of August, spending on materials is showing as significantly below budget. Orders for children's and young adult materials have been placed but are not yet reflected in expenditures.

Note: GPLS has informed the Library that approximately \$14,500 will be cut from our State Materials Grant in order to satisfy the Governor's mandated 4% budget cut. We will start seeing the reduction in our grant in October. To help mitigate the budget cut, the Library will not purchase any additional ebooks or eaudiobooks with State funds as originally planned (\$10,700).

In Fund 390 SPLOST (B4):

- 1) Spending on materials is slightly below budget at this point. No other capital expenditures have been incurred yet.

Houston County Public Library System

Balance Sheet

By Fund as of August 31, 2019

A

		<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	\$228,434.05	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$150,093.62	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,208.46	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,518.15	\$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	\$41,620.60	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$12,199.58	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$18,625.22)	\$0.00
390-00-10103	SPLOST/CMM ACCT	\$0.00	\$0.00	\$0.00	\$114,075.81	\$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	\$29,028.12
Total Assets		<u>\$395,430.28</u>	<u>\$41,620.60</u>	<u>\$12,199.58</u>	<u>\$95,450.59</u>	<u>\$31,283.60</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	\$26,981.15	\$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	\$108,475.23	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change ①	\$28,797.90	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$49,472.85	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$7,852.25)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$12,199.58	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$107,703.55	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$12,252.96)	\$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	\$4,444.20
Total Fund Balance		<u>\$395,430.28</u>	<u>\$41,620.60</u>	<u>\$12,199.58</u>	<u>\$95,450.59</u>	<u>\$31,283.60</u>
Total Liabilities and Fund Balance		<u>\$395,430.28</u>	<u>\$41,620.60</u>	<u>\$12,199.58</u>	<u>\$95,450.59</u>	<u>\$31,283.60</u>
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$366,632.38	\$49,472.85	\$0.00	\$107,703.55	\$31,283.60
NET SURPLUS/(DEFICIT)		\$28,797.90	(\$7,852.25)	\$12,199.58	(\$12,252.96)	\$0.00
ENDING FUND BALANCE		<u>\$395,430.28</u>	<u>\$41,620.60</u>	<u>\$12,199.58</u>	<u>\$95,450.59</u>	<u>\$31,283.60</u>

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of August 31, 2019

B1

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	\$829,200.00	\$138,200.00	\$138,200.00	\$69,100.00	16.7 %
Library Generated Revenue	\$99,000.00	\$16,499.98	\$17,770.78	\$8,402.89	18.0 %
Donations	\$1,040.00	\$0.00	\$164.67	\$103.27	15.8 %
Other Income	\$8,600.00	\$1,433.32	\$1,466.00	\$749.00	17.0 %
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Revenues	\$937,840.00	\$156,133.30	\$157,601.45	\$78,355.16	16.8 %
Expenditures					
Salaries and Wages	\$461,063.55	\$76,843.87	\$59,702.77	\$40,237.23	12.9 %
Benefits	\$203,681.33	\$33,946.76	\$22,559.47	\$15,116.68	11.1 %
Professional Services	\$20,000.00	\$3,333.32	\$519.10	\$519.10	2.6 %
Copiers and Equipment	\$10,700.00	\$1,783.30	\$3,675.26	\$2,940.50	34.3 % ¹
Electricity and Utilities	\$101,797.00	\$16,966.14	\$13,293.45	\$10,267.53	13.1 %
Insurance	\$30,000.00	\$0.00	\$2,757.20	\$332.00	9.2 %
Maintenance and Repairs	\$43,000.00	\$7,166.64	\$12,032.67	\$8,550.70	28.0 % ²
Materials	\$2,000.00	\$333.32	\$0.00	\$0.00	0.0 %
Motor Vehicle Costs	\$3,000.00	\$500.00	\$165.95	\$165.95	5.5 %
Purchased Services	\$6,500.00	\$66.66	\$0.00	\$0.00	0.0 %
Supplies	\$28,000.00	\$4,674.96	\$5,799.45	\$2,548.15	20.7 % ³
Other Operating Expenses	\$6,250.00	\$1,166.66	\$1,253.10	\$604.11	20.0 % ⁴
Technology	\$15,160.00	\$3,076.66	\$3,883.51	\$258.97	25.6 % ⁵
Telecommunications	\$15,740.00	\$2,623.32	\$1,916.74	\$1,199.74	12.2 %
Travel and Training	\$3,500.00	\$3,500.00	\$1,244.88	\$0.00	35.6 % ⁶
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	\$950,391.88	\$155,981.61	\$128,803.55	\$82,740.66	13.6 %

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of August 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$366,632.38	\$366,632.38	\$366,632.38	\$399,815.78	100.0 %
NET SURPLUS/(DEFICIT)	(\$12,551.88)	\$151.69	\$28,797.90	(\$4,385.50)	(229.4)%
ENDING FUND BALANCE	<u>\$354,080.50</u>	<u>\$366,784.07</u>	<u>\$395,430.28</u>	<u>\$395,430.28</u>	<u>111.7 %</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

B2

	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	\$38,001.00	\$9,551.82	\$7,852.25	\$1,741.68	20.7 %
Purchased Services	\$20,000.00	\$0.00	\$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	\$58,001.00	\$9,551.82	\$7,852.25	\$1,741.68	13.5 %
BEGINNING FUND BALANCE	\$49,472.85	\$49,472.85	\$49,472.85	\$43,362.28	100.0 %
NET SURPLUS/(DEFICIT)	(\$30,001.00)	(\$9,551.82)	(\$7,852.25)	(\$1,741.68)	26.2 %
ENDING FUND BALANCE	\$19,471.85	\$39,921.03	\$41,620.60	\$41,620.60	213.7 %

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Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of August 31, 2019

B3

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$390,916.00	\$60,485.97	\$60,486.10	\$30,242.99	15.5 %
Total Revenues	\$390,916.00	\$60,485.97	\$60,486.10	\$30,242.99	15.5 %
Expenditures					
Salaries and Wages	\$215,837.75	\$35,972.94	\$34,539.09	\$17,693.66	16.0 %
Benefits	\$78,076.25	\$13,012.64	\$13,225.87	\$6,803.10	16.9 %
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	\$57,205.00	\$9,534.16	\$521.56	\$521.56	0.9 %
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	\$0.00	\$0.00	0.0 %
Travel and Training	\$1,700.00	\$1,700.00	\$0.00	\$0.00	0.0 %
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Expenditures	\$352,819.00	\$60,219.74	\$48,286.52	\$25,018.32	13.7 %
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$6,974.91	0.0 %
NET SURPLUS/(DEFICIT)	\$38,097.00	\$266.23	\$12,199.58	\$5,224.67	32.0 %
ENDING FUND BALANCE	\$38,097.00	\$266.23	\$12,199.58	\$12,199.58	32.0 %

current budget, budget reduction (2) All reduction not yet in reflect budget

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of August 31, 2019

B4

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$200,000.00	\$0.00	\$0.00	\$0.00	0.0 %
Library Generated Revenue	\$0.00	\$0.00	\$190.40	\$96.80	0.0 %
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Revenues	\$200,000.00	\$0.00	\$190.40	\$96.80	0.1 %
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Maintenance and Repairs	\$153,000.00	\$153,000.00	\$0.00	\$0.00	0.0 %
Materials	\$80,000.00	\$13,333.32	\$11,599.19	\$7,247.37	14.5 %
Supplies	\$10,000.00	\$1,666.66	\$844.17	\$0.00	8.4 %
Technology	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Expenditures	\$243,000.00	\$167,999.98	\$12,443.36	\$7,247.37	5.1 %
BEGINNING FUND BALANCE					
	\$107,703.55	\$107,703.55	\$107,703.55	\$102,601.16	100.0 %
NET SURPLUS/(DEFICIT)					
	(\$43,000.00)	(\$167,999.98)	(\$12,252.96)	(\$7,150.57)	28.5 %
ENDING FUND BALANCE					
	\$64,703.55	(\$60,296.43)	\$95,450.59	\$95,450.59	147.5 %

Houston County Public Library System

Balance Sheet

By Fund as of August 31, 2019

		Fund 100	Fund 112	Fund 310	Fund 390	Fund 500
		General	FOL	State	SPLOST	Local Inv.
Assets						
100-00-10101	Cash in Bank	\$228,434.05	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$150,093.62	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,208.46	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,518.15	\$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	\$41,620.60	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$12,199.58	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$18,625.22)	\$0.00
390-00-10103	SPLOST/CMM ACCT	\$0.00	\$0.00	\$0.00	\$114,075.81	\$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	\$29,028.12
Total Assets		\$395,430.28	\$41,620.60	\$12,199.58	\$95,450.59	\$31,283.60
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	\$26,981.15	\$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	\$108,475.23	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$28,797.90	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$49,472.85	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$7,852.25)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$12,199.58	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$107,703.55	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	(\$12,252.96)	\$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	\$4,444.20
Total Fund Balance		\$395,430.28	\$41,620.60	\$12,199.58	\$95,450.59	\$31,283.60
Total Liabilities and Fund Balance		\$395,430.28	\$41,620.60	\$12,199.58	\$95,450.59	\$31,283.60
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$366,632.38	\$49,472.85	\$0.00	\$107,703.55	\$31,283.60
NET SURPLUS/(DEFICIT)		\$28,797.90	(\$7,852.25)	\$12,199.58	(\$12,252.96)	\$0.00
ENDING FUND BALANCE		\$395,430.28	\$41,620.60	\$12,199.58	\$95,450.59	\$31,283.60

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

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	\$829,200.00	\$138,200.00	\$138,200.00	\$69,100.00	16.7%
Library Generated Revenue	\$99,000.00	\$16,499.98	\$17,770.78	\$8,402.89	18.0%
Donations	\$1,040.00	\$0.00	\$164.67	\$103.27	15.8%
Other Income	\$8,600.00	\$1,433.32	\$1,466.00	\$749.00	17.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$937,840.00	\$156,133.30	\$157,601.45	\$78,355.16	16.8%
Expenditures					
Salaries and Wages	\$461,063.55	\$76,843.87	\$59,702.77	\$40,237.23	12.9%
Benefits	\$203,681.33	\$33,946.76	\$22,559.47	\$15,116.68	11.1%
Professional Services	\$20,000.00	\$3,333.32	\$519.10	\$519.10	2.6%
Copiers and Equipment	\$10,700.00	\$1,783.30	\$3,675.26	\$2,940.50	34.3%
Electricity and Utilities	\$101,797.00	\$16,966.14	\$13,293.45	\$10,267.53	13.1%
Insurance	\$30,000.00	\$0.00	\$2,757.20	\$332.00	9.2%
Maintenance and Repairs	\$43,000.00	\$7,166.64	\$12,032.67	\$8,550.70	28.0%
Materials	\$2,000.00	\$333.32	\$0.00	\$0.00	0.0%
Motor Vehicle Costs	\$3,000.00	\$500.00	\$165.95	\$165.95	5.5%
Purchased Services	\$6,500.00	\$66.66	\$0.00	\$0.00	0.0%
Supplies	\$28,000.00	\$4,674.96	\$5,799.45	\$2,548.15	20.7%
Other Operating Expenses	\$6,250.00	\$1,166.66	\$1,253.10	\$604.11	20.0%
Technology	\$15,160.00	\$3,076.66	\$3,883.51	\$258.97	25.6%
Telecommunications	\$15,740.00	\$2,623.32	\$1,916.74	\$1,199.74	12.2%
Travel and Training	\$3,500.00	\$3,500.00	\$1,244.88	\$0.00	35.6%
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	\$950,391.88	\$155,981.61	\$128,803.55	\$82,740.66	13.6%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$366,632.38	\$366,632.38	\$366,632.38	\$399,815.78	100.0%
NET SURPLUS/(DEFICIT)	(\$12,551.88)	\$151.69	\$28,797.90	(\$4,385.50)	(229.4)%
ENDING FUND BALANCE	<u>\$354,080.50</u>	<u>\$366,784.07</u>	<u>\$395,430.28</u>	<u>\$395,430.28</u>	<u>111.7%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

	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	\$38,001.00	\$9,551.82	\$7,852.25	\$1,741.68	20.7%
Purchased Services	\$20,000.00	\$0.00	\$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	\$58,001.00	\$9,551.82	\$7,852.25	\$1,741.68	13.5%
 BEGINNING FUND BALANCE	 \$49,472.85	 \$49,472.85	 \$49,472.85	 \$43,362.28	 100.0%
 NET SURPLUS/(DEFICIT)	 (\$30,001.00)	 (\$9,551.82)	 (\$7,852.25)	 (\$1,741.68)	 26.2%
 ENDING FUND BALANCE	 \$19,471.85	 \$39,921.03	 \$41,620.60	 \$41,620.60	 213.7%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$390,916.00	\$60,485.97	\$60,486.10	\$30,242.99	15.5%
Total Revenues	<u>\$390,916.00</u>	<u>\$60,485.97</u>	<u>\$60,486.10</u>	<u>\$30,242.99</u>	<u>15.5%</u>
Expenditures					
Salaries and Wages	\$215,837.75	\$35,972.94	\$34,539.09	\$17,693.66	16.0%
Benefits	\$78,076.25	\$13,012.64	\$13,225.87	\$6,803.10	16.9%
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	\$57,205.00	\$9,534.16	\$521.56	\$521.56	0.9%
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	\$0.00	\$0.00	0.0%
Travel and Training	\$1,700.00	\$1,700.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$352,819.00</u>	<u>\$60,219.74</u>	<u>\$48,286.52</u>	<u>\$25,018.32</u>	<u>13.7%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$6,974.91	0.0%
NET SURPLUS/(DEFICIT)	\$38,097.00	\$266.23	\$12,199.58	\$5,224.67	32.0%
ENDING FUND BALANCE	<u>\$38,097.00</u>	<u>\$266.23</u>	<u>\$12,199.58</u>	<u>\$12,199.58</u>	<u>32.0%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of August 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$200,000.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$190.40	\$96.80	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$200,000.00	\$0.00	\$190.40	\$96.80	0.1%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$153,000.00	\$153,000.00	\$0.00	\$0.00	0.0%
Materials	\$80,000.00	\$13,333.32	\$11,599.19	\$7,247.37	14.5%
Supplies	\$10,000.00	\$1,666.66	\$844.17	\$0.00	8.4%
Technology	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$243,000.00	\$167,999.98	\$12,443.36	\$7,247.37	5.1%
BEGINNING FUND BALANCE	\$107,703.55	\$107,703.55	\$107,703.55	\$102,601.16	100.0%
NET SURPLUS/(DEFICIT)	(\$43,000.00)	(\$167,999.98)	(\$12,252.96)	(\$7,150.57)	28.5%
ENDING FUND BALANCE	\$64,703.55	(\$60,296.43)	\$95,450.59	\$95,450.59	147.5%

Houston County Public Library System Circulation Report - August 2019

Circulations	Centerville	Nola Brantley	Perry	Houston Totals			Total Patron Count	
Check outs							Active Patrons	38,236
Print items	14,991	7,249	10,932	33,172			New Patrons	293
Non-Print items	4,426	3,007	3,042	10,475				
Check Out Totals	19,417	10,256	13,974	43,647				
In-Library Use								
Internet Computers	2,643	2,355	1,317	6,315				
Technology Equipment	3	19	8	30				
Children's Computers	137	38	36	211				
WiFi Sign-ins	**	**	80	80	** WiFi #'s will be available for CV and NB starting in Sept 2019			
In-Library Use Totals	2,783	2,412	1,441	6,636				
Total Circulation	22,200	12,668	15,415	50,283				
Reference								
Reference Asked	201	279	262	742				
Programs & Attendance	Centerville		Nola Brantley		Perry			
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance		
Adult programs								
YA Programs								
Children (Ages 0-11)								
Children (All Ages)					1	125		
Meeting Room	33	145	21	136	14	82	Total Door Count	
Door Count		6,543		6,885		3,545	16,973	
New Items Added	Holds in Transit		Volunteer Hours					
Centerville	202	Centerville		2,587	Centerville		76.5	
Nola Brantley	232	Nola Brantley		1,788	Nola Brantley		0	
Perry	303	Perry		2,749	Perry		48	
Total Added	737	Total Holds		7,124	Total Volunteer Hours		124.5	

CENTERVILLE BRANCH - AUGUST 2019					
CIRCULATION			IN HOUSE		
Print				Items Added	202
Adult Non-Fiction	1,523			Reference Questions Asked	201
Adult Fiction	3,984				
Young Adult	693			Self Check-outs	%
Junior Non-Fiction	1,234			198	1%
Junior Fiction	2,105				
Easy	5,442			Hold Requests	
Magazines	10			Incoming	1,617
Print Total	14,991			Outgoing	970
Non Print Material					Total
Kill A Watt Meter					2,587
Georgia State Park Pass		10		Technology Equipment	
Parks Discovery Backpack				Internet Computers	2,643
Go Fish Pass		8		Harddrives	3
Puppetry Arts Pass		2		Children's Computers	137
Zoo Atlanta DVD		19		WiFi Sign-ins	
Carlos Museum		2		Total	2,783
Breman Jewish Museum		3		Volunteers	# of
Chattahoochee Nature Center		1		Adult	3
Macon Museum Pass		4		YA	3
Galileo Sessions		103		Total	76.5
eRead Kids		16			
RBDigital Audiobook		890		Door count	6,543
RBDigital eBook		552			
RBDigital Magazines		464	2,074	PROGRAMS & ATTENDANCE	
Audiobook CD	Adult	435		Type of Program	# of Programs
DVD	Adult	971		Staff training	
Kits	Adult			Adult	
Music CD	Adult	10	1,416	Young Adult	
Audiobook CD	Easy			Children (ages 0-11)	
DVD	Easy	127		Foreign Language	
Kits	Easy	31		Special Needs	
Music CD	Easy	1	159	All Ages	
Audiobook CD	Juv	29		Meeting room	33
DVD	Juv	646			145
Kits	Juv	95		PATRON COUNT	
Music CD	Juv		770	Active Patrons	16,278
Audiobook CD	YA	7		New Patrons	153
DVD	YA				
Music CD	YA		7		
		Non Print Total	4,426		
TOTAL CIRCULATION			19,417		

PERRY - AUGUST 2019					
CIRCULATION			IN HOUSE		
Print				Items Added	303
Adult Non-Fiction	1,031			Reference Questions Asked	262
Adult Fiction	3,434				
Young Adult	558			Self Check-outs	%
Junior Non-Fiction	824			383	4%
Junior Fiction	1,459				
Easy	3,594			Hold Requests	
Magazines	32			Incoming	1,610
Print Total	10,932			Outgoing	1,139
					Total
					2,749
Non Print Material					
Kill A Watt Meter				Technology Equipment	
Georgia State Park Pass		6		Internet Computers	1,317
Parks Discovery Backpack				Harddrives	8
Go Fish Pass		6		Children's Computers	36
Puppetry Arts Pass				WiFi Sign-ins	80
Zoo Atlanta DVD		21		Total	1,441
Carlos Museum					
Breman Jewish Museum				Volunteers	# of Hours
Chattahoochee Nature Center		2		Adult	1 48
Macon Museum Pass		5		YA	
Galileo Sessions		104		Total	48
eRead Kids		15			
RBDigital Audiobook		503		Door count	3,545
RBDigital eBook		307			
RBDigital Magazines		312	1,281	PROGRAMS & ATTENDANCE	
Audiobook CD	Adult	253		Type of Program	# of Programs # Patrons
DVD	Adult	943		Staff training	
Kits	Adult			Adult	
Music CD	Adult		1,196	Young Adult	
Audiobook CD	Easy	3		Children (ages 0-11)	
DVD	Easy	41		Foreign Language	
Kits	Easy	43		Special Needs	
Music CD	Easy	2	89	All Ages	1 125
Audiobook CD	Juv	30		Meeting room	14 82
DVD	Juv	380			
Kits	Juv	61		PATRON COUNT	
Music CD	Juv	2	473	Active Patrons	8,742
Audiobook CD	YA	3		New Patrons	54
DVD	YA				
Music CD	YA		3		
		Non Print Total	3,042		
TOTAL CIRCULATION			13,974		

NOLA BRANTLEY - AUGUST 2019					
CIRCULATION			IN HOUSE		
Print				Items Added	232
Adult Non-Fiction	1,194			Reference Questions Asked	279
Adult Fiction	2,081				
Young Adult	476			Self Check-outs	%
Junior Non-Fiction	566			311	4%
Junior Fiction	870				
Easy	2,055			Hold Requests	
Magazines	7			Incoming	916
Print Total	7,249			Outgoing	872
					Total
Non Print Material					1,788
Kill A Watt Meter				Technology Equipment	
Georgia State Park Pass		7		Internet Computers	2,355
Parks Discovery Backpack				Harddrives	19
Go Fish Pass		5		Children's Computers	38
Puppetry Arts Pass		1		WiFi Sign-ins	
Zoo Atlanta DVD		*		Total	2,412
Carlos Museum		3			
Breman Jewish Museum				Volunteers	# of
Chattahoochee Nature Center		1		Adult	Hours
Macon Museum Pass		5		YA	
Galileo Sessions		104			Total
eRead Kids		16			0
RBDigital Audiobook		596		Door count	6,885
RBDigital eBook		283			
RBDigital Magazines		304	1,325	PROGRAMS & ATTENDANCE	
Audiobook CD	Adult	122		Type of Program	# of Programs
DVD	Adult	1,109		Staff training	# Patrons
Kits	Adult	2			
Music CD	Adult		1,233	Adult	
Audiobook CD	Easy	2		Young Adult	
DVD	Easy	40		Children (ages 0-11)	
Kits	Easy	27		Foreign Language	
Music CD	Easy	1	70	Special Needs	
Audiobook CD	Juv	24		All Ages	
DVD	Juv	293		Meeting room	21
Kits	Juv	58			136
Music CD	Juv	1	376	PATRON COUNT	
Audiobook CD	YA	3		Active Patrons	13,216
DVD	YA			New Patrons	86
Music CD	YA		3		
		Non Print Total	3,007	* Zoo DVD returned late	
TOTAL CIRCULATION			10,256		