

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
November 14th, 2019 – Perry Branch, Perry, GA

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Acceptance of Treasurer's Report
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
 Review and approval of bids for Perry - additional security cameras
8. Adjournment

The next Library Board of Trustee meeting will be January 9th, 2020 at the Centerville Branch.

Houston County Public Library System Board of Trustees

Minutes- October 10, 2019 – Centerville Branch

The Houston County Public Library System Board met in regular session at the Centerville Branch in Centerville on October 10, 2019. Board members attending were: Daniel Bibler, Hazel Gleaton, Julie Layne, Jim Newton, George Nunn, Nicole Rosser and Wilhemenia Jackson Sibley. Also attending was: J. Sara Paulk, Dharma Morgan and Christine Hawley.

Vice-Chair Bibler called the meeting to order at 6:00 pm.

Bibler recognized Dharma Morgan and Christine Hawley, who are circulation staff from Centerville.

Minutes – Bibler called for the approval of the Minutes from the September 12, 2019 meeting. On a motion by Newton and a second by Sibley, the motion carried.

Treasurer's report – Financials were presented by Treasurer Layne. On a motion by Rosser and a second by Nunn, the reports were accepted as presented.

Director's report – Distributed at meeting.

Committee Reports – None.

Unfinished Business – None.

New Business – None.

Adjournment – Bibler called for a motion to adjourn. On a motion by Newton and a second by Rosser, the board adjourned at 6:15 pm.

Respectfully submitted - J. Sara Paulk

Library Board Vice-Chair – Daniel Bibler.

Congratulations! Houston County Public Library System has been awarded a Georgia Council for the Arts (GCA) FY20 Vibrant Communities Grant for \$1,450. There were 90 applications submitted by applicants from throughout the state of Georgia. Congratulations to Mr. Bohnstedt and his staff for this application and the upcoming project.

A successful Haunted Library was held as a system wide event at the Nola Brantley Memorial Library and there was a good attendance on the two nights of the event.

Mr. Bohnstedt also participated in a Warner Robins Chamber sponsored event - Robins Hiring Our Heroes Military Spouse Professional Network. He spoke with 16 military spouses and a handful of other people

A new feature I will start including each month along with the statistical information are Library Stories. Stories from patrons about the impact of library staff and the library.

.....

Staff recognition this month goes to Mark Bohnstedt for his grant writing, programming and outreach efforts. He is also the library's system designee on a county wide committee regarding Census 2020.

Staff Changes – Janet Sayre is out due to health reasons until further notice. Paulk is picking up her cataloging duties along with much assistance from other staff.

The next Library Board of Trustee meeting will be January 9th, 2020 at the Centerville Branch.

Centerville

One of the firefighter educators said that he loves library events. He loves the children. This is how he'll save the most lives, by getting them while they are young. They'll grow up with safe habits, and that means the world to him.

Perry

A new patron attended our story time last week. Just moved from California, enjoyed the program immensely (just happened to visit at the right time) and asked us for local things that would be fun to do (grandmother was visiting with them). We were able to tell them of the passes offered at the library and other things they might find fun in the area.

Nola Brantley

We have heard from several patrons that our new Friday morning Kids Create story time is perfect for their children. It is a quieter group at the tables near the children's circulation desk. The kids do a craft related to the book they just read in story time. The parents are able to take their time and help their children with the craft. The slower pace and lower volume of the crowd is helpful for their children. The kids are always proud to show off their creations when they check out books afterwards.

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

Balance Sheet (A):

- 1) The Library currently shows a net increase in the Current Year Change for Fund 100 of \$37,050.91.
- 2) The negative balance in the Current Year Change for Fund 310 is due to the Library purchasing items using this year's technology grant (FY2020 LibTech Grant). The State will reimburse the Library for these expenditures once all the purchases are complete.

Statement of Revenues and Expenditures:

Four months into the fiscal year, the library should be at about 33% of expected revenues and expenditures compared to budget.

In Fund 100 (B1):

- 1) Overall, expenditures are on track. Several categories of expenditures continue to run above YTD budget amounts: Copiers and Equipment (due to spending on expendable equipment), Maintenance and Repairs (for buildings), Motor Vehicle Costs (due to replacing catalytic converter on truck), and Travel and Training (because Chamber of Commerce dues paid at start of year).

In Fund 112 Friends of the Library (B2):

- 1) Spending on materials is a little above budget for this point in the fiscal year.

In Fund 310 State (B3):

- 1) \$14,520 has been cut from our State Materials Grant in order to satisfy the Governor's mandated 4% budget cut for State agencies. The Library has reduced its Materials expenditure budget and decreased the amount of revenue to be received from the State accordingly.
- 2) Given the cut, spending on materials is currently running above the new YTD budget.

In Fund 390 SPLOST (B4):

- 1) Spending on materials is slightly below budget at this point.
- 2) Repairs to the Perry HVAC boiler are ongoing and expenditures have been and will be charged to the SPLOST fund.

Houston County Public Library System

Balance Sheet

By Fund as of October 31, 2019

A

		Fund 100 General	Fund 112 FOL	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets						
100-00-10101	Cash in Bank	\$230,791.30	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$155,989.38	\$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	\$34,349.35	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	(\$12,958.86)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$34,476.23)	\$0.00
390-00-10103	SPLOST/CMM ACCT	\$0.00	\$0.00	\$0.00	\$114,266.54	\$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>\$403,683.29</u>	<u>\$34,349.35</u>	<u>(\$12,958.86)</u>	<u>\$79,790.31</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	\$37,050.91	\$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	(\$15,123.50)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change ②	\$0.00	\$0.00	(\$12,958.86)	\$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	(\$27,913.24)	\$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	\$4,444.20
Total Fund Balance		<u>\$403,683.29</u>	<u>\$34,349.35</u>	<u>(\$12,958.86)</u>	<u>\$79,790.31</u>	<u>\$31,283.60</u>
Total Liabilities and Fund Balance		<u>\$403,683.29</u>	<u>\$34,349.35</u>	<u>(\$12,958.86)</u>	<u>\$79,790.31</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)		\$37,050.91	(\$15,123.50)	(\$12,958.86)	(\$27,913.24)	\$0.00
ENDING FUND BALANCE		<u>\$403,683.29</u>	<u>\$34,349.35</u>	<u>(\$12,958.86)</u>	<u>\$79,790.31</u>	<u>\$31,283.60</u>

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of October 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	\$276,400.00	\$276,400.00	\$69,100.00	33.3 %
Library Generated Revenue	\$99,000.00	\$32,999.96	\$33,813.37	\$8,559.92	34.2 %
Donations	\$1,040.00	\$0.00	\$560.48	\$32.03	53.9 %
Other Income	\$8,600.00	\$2,866.64	\$3,538.00	\$1,339.00	41.1 %
State of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Revenues	\$937,840.00	\$312,266.60	\$314,311.85	\$79,030.95	33.5 %
Expenditures					
Salaries and Wages	\$461,063.55	\$153,687.75	\$135,773.46	\$38,719.02	29.4 %
Benefits	\$203,681.33	\$67,893.60	\$52,285.12	\$14,956.61	25.7 %
Professional Services	\$20,000.00	\$6,666.64	\$1,396.20	\$554.90	7.0 %
Copiers and Equipment	\$10,700.00	\$3,566.60	\$5,259.07	\$695.15	49.2 % ✓
Electricity and Utilities	\$101,797.00	\$33,932.28	\$33,835.98	\$11,886.25	33.2 %
Insurance	\$30,000.00	\$0.00	\$5,356.20	\$0.00	17.9 %
Maintenance and Repairs	\$43,000.00	\$14,333.28	\$18,308.92	\$3,853.63	42.6 % ✓
Materials	\$2,000.00	\$666.64	\$0.00	\$0.00	0.0 %
Motor Vehicle Costs	\$3,000.00	\$1,000.00	\$1,524.56	\$1,052.12	50.8 % ✓
Purchased Services	\$6,500.00	\$133.32	\$205.00	\$135.00	3.2 %
Supplies	\$28,000.00	\$9,339.92	\$10,084.10	\$3,058.57	36.0 %
Other Operating Expenses	\$6,250.00	\$2,183.32	\$2,310.58	\$581.16	37.0 %
Technology	\$15,160.00	\$5,493.32	\$4,664.25	\$99.75	30.8 %
Telecommunications	\$15,740.00	\$5,246.64	\$4,316.28	\$1,199.80	27.4 %
Travel and Training	\$3,500.00	\$3,500.00	\$1,941.22	\$76.34	55.5 % ✓
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	\$950,391.88	\$307,643.31	\$277,260.94	\$76,868.30	29.2 %

1

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of October 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	\$401,520.64	100.0 %
NET SURPLUS/(DEFICIT)	(\$12,551.88)	\$4,623.29	\$37,050.91	\$2,162.65	(295.2)%
ENDING FUND BALANCE	<u>\$354,080.50</u>	<u>\$371,255.67</u>	<u>\$403,683.29</u>	<u>\$403,683.29</u>	<u>114.0 %</u>

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of October 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	\$14,276.14	\$15,123.50	\$2,831.40	39.8 %
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	\$14,276.14	\$15,123.50	\$2,831.40	26.1 %
BEGINNING FUND BALANCE	\$49,472.85	\$49,472.85	\$49,472.85	\$37,180.75	100.0 %
NET SURPLUS/(DEFICIT)	(\$30,001.00)	(\$14,276.14)	(\$15,123.50)	(\$2,831.40)	50.4 %
ENDING FUND BALANCE	\$19,471.85	\$35,196.71	\$34,349.35	\$34,349.35	176.4 %

1

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of October 31, 2019

B3

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$376,398.96	\$119,358.95	\$119,359.08	\$28,629.99	31.7 %
Total Revenues	<u>\$376,398.96</u>	<u>\$119,358.95</u>	<u>\$119,359.08</u>	<u>\$28,629.99</u>	<u>31.7 %</u>
Expenditures					
Salaries and Wages	\$215,837.75	\$71,945.88	\$69,965.46	\$17,713.17	32.4 %
Benefits	\$78,076.25	\$26,025.30	\$26,840.87	\$6,807.50	34.4 %
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	\$42,685.00	\$14,228.32	\$20,948.84	\$17,612.90	49.1 % 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	\$14,106.47	\$14,106.47	0.0 %
Travel and Training	\$1,700.00	\$1,700.00	\$456.30	\$0.00	26.8 %
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Total Expenditures	<u>\$338,299.00</u>	<u>\$113,899.50</u>	<u>\$132,317.94</u>	<u>\$56,240.04</u>	<u>39.1 %</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$14,651.19	0.0 %
NET SURPLUS/(DEFICIT)	\$38,099.96	\$5,459.45	(\$12,958.86)	(\$27,610.05)	(34.0)%
ENDING FUND BALANCE	\$38,099.96	\$5,459.45	(\$12,958.86)	(\$12,958.86)	(34.0)%

1

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of October 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	\$381.13	\$93.84	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	\$381.13	\$93.84	0.2 %
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %
Maintenance and Repairs	\$153,000.00	\$153,000.00	\$3,407.07	\$3,407.07	2.2 %
Materials	\$80,000.00	\$26,666.64	\$23,546.96	\$8,021.08	29.4 %
Supplies	\$10,000.00	\$3,333.32	\$1,340.34	\$401.66	13.4 %
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	\$182,999.96	\$28,294.37	\$11,829.81	11.6 %
BEGINNING FUND BALANCE	\$107,703.55	\$107,703.55	\$107,703.55	\$91,526.28	100.0 %
NET SURPLUS/(DEFICIT)	(\$43,000.00)	(\$182,999.96)	(\$27,913.24)	(\$11,735.97)	64.9 %
ENDING FUND BALANCE	\$64,703.55	(\$75,296.41)	\$79,790.31	\$79,790.31	123.3 %

Houston County Public Library System

Balance Sheet

By Fund as of October 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	\$230,791.30	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$155,989.38	\$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	\$34,349.35	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	(\$12,958.86)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	(\$34,476.23)	\$0.00
390-00-10103	SPLOST/CMM ACCT	\$0.00	\$0.00	\$0.00	\$114,266.54	\$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		\$403,683.29	\$34,349.35	(\$12,958.86)	\$79,790.31	\$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	\$37,050.91	\$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	(\$15,123.50)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	(\$12,958.86)	\$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	(\$27,913.24)	\$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	\$4,444.20
Total Fund Balance		\$403,683.29	\$34,349.35	(\$12,958.86)	\$79,790.31	\$31,283.60
Total Liabilities and Fund Balance		\$403,683.29	\$34,349.35	(\$12,958.86)	\$79,790.31	\$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)		\$37,050.91	(\$15,123.50)	(\$12,958.86)	(\$27,913.24)	\$0.00
ENDING FUND BALANCE		\$403,683.29	\$34,349.35	(\$12,958.86)	\$79,790.31	\$31,283.60

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 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	\$276,400.00	\$276,400.00	\$69,100.00	33.3%
Library Generated Revenue	\$99,000.00	\$32,999.96	\$33,813.37	\$8,559.92	34.2%
Donations	\$1,040.00	\$0.00	\$560.48	\$32.03	53.9%
Other Income	\$8,600.00	\$2,866.64	\$3,538.00	\$1,339.00	41.1%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$937,840.00	\$312,266.60	\$314,311.85	\$79,030.95	33.5%
Expenditures					
Salaries and Wages	\$461,063.55	\$153,687.75	\$135,773.46	\$38,719.02	29.4%
Benefits	\$203,681.33	\$67,893.60	\$52,285.12	\$14,956.61	25.7%
Professional Services	\$20,000.00	\$6,666.64	\$1,396.20	\$554.90	7.0%
Copiers and Equipment	\$10,700.00	\$3,566.60	\$5,259.07	\$695.15	49.2%
Electricity and Utilities	\$101,797.00	\$33,932.28	\$33,835.98	\$11,886.25	33.2%
Insurance	\$30,000.00	\$0.00	\$5,356.20	\$0.00	17.9%
Maintenance and Repairs	\$43,000.00	\$14,333.28	\$18,308.92	\$3,853.63	42.6%
Materials	\$2,000.00	\$666.64	\$0.00	\$0.00	0.0%
Motor Vehicle Costs	\$3,000.00	\$1,000.00	\$1,524.56	\$1,052.12	50.8%
Purchased Services	\$6,500.00	\$133.32	\$205.00	\$135.00	3.2%
Supplies	\$28,000.00	\$9,339.92	\$10,084.10	\$3,058.57	36.0%
Other Operating Expenses	\$6,250.00	\$2,183.32	\$2,310.58	\$581.16	37.0%
Technology	\$15,160.00	\$5,493.32	\$4,664.25	\$99.75	30.8%
Telecommunications	\$15,740.00	\$5,246.64	\$4,316.28	\$1,199.80	27.4%
Travel and Training	\$3,500.00	\$3,500.00	\$1,941.22	\$76.34	55.5%
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	\$950,391.88	\$307,643.31	\$277,260.94	\$76,868.30	29.2%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 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	\$401,520.64	100.0%
NET SURPLUS/(DEFICIT)	(\$12,551.88)	\$4,623.29	\$37,050.91	\$2,162.65	(295.2)%
ENDING FUND BALANCE	<u>\$354,080.50</u>	<u>\$371,255.67</u>	<u>\$403,683.29</u>	<u>\$403,683.29</u>	<u>114.0%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 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	\$14,276.14	\$15,123.50	\$2,831.40	39.8%
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	\$14,276.14	\$15,123.50	\$2,831.40	26.1%
BEGINNING FUND BALANCE	\$49,472.85	\$49,472.85	\$49,472.85	\$37,180.75	100.0%
NET SURPLUS/(DEFICIT)	(\$30,001.00)	(\$14,276.14)	(\$15,123.50)	(\$2,831.40)	50.4%
ENDING FUND BALANCE	\$19,471.85	\$35,196.71	\$34,349.35	\$34,349.35	176.4%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$376,398.96	\$119,358.95	\$119,359.08	\$28,629.99	31.7%
Total Revenues	<u>\$376,398.96</u>	<u>\$119,358.95</u>	<u>\$119,359.08</u>	<u>\$28,629.99</u>	<u>31.7%</u>
Expenditures					
Salaries and Wages	\$215,837.75	\$71,945.88	\$69,965.46	\$17,713.17	32.4%
Benefits	\$78,076.25	\$26,025.30	\$26,840.87	\$6,807.50	34.4%
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	\$42,685.00	\$14,228.32	\$20,948.84	\$17,612.90	49.1%
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	\$14,106.47	\$14,106.47	0.0%
Travel and Training	\$1,700.00	\$1,700.00	\$456.30	\$0.00	26.8%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$338,299.00</u>	<u>\$113,899.50</u>	<u>\$132,317.94</u>	<u>\$56,240.04</u>	<u>39.1%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$14,651.19	0.0%
NET SURPLUS/(DEFICIT)	\$38,099.96	\$5,459.45	(\$12,958.86)	(\$27,610.05)	(34.0)%
ENDING FUND BALANCE	<u>\$38,099.96</u>	<u>\$5,459.45</u>	<u>(\$12,958.86)</u>	<u>(\$12,958.86)</u>	<u>(34.0)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of October 31, 2019

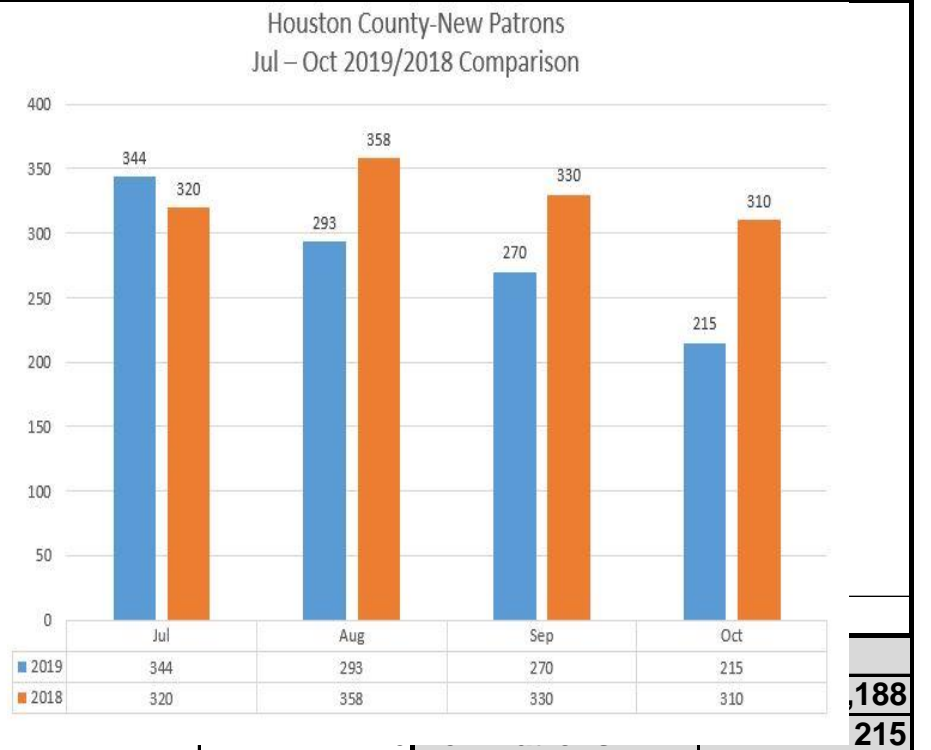
	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$200,000.00	\$0.00	\$0.00	\$0.00	0.0%
Library Generated Revenue	\$0.00	\$0.00	\$381.13	\$93.84	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$200,000.00	\$0.00	\$381.13	\$93.84	0.2%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$153,000.00	\$153,000.00	\$3,407.07	\$3,407.07	2.2%
Materials	\$80,000.00	\$26,666.64	\$23,546.96	\$8,021.08	29.4%
Supplies	\$10,000.00	\$3,333.32	\$1,340.34	\$401.66	13.4%
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	\$182,999.96	\$28,294.37	\$11,829.81	11.6%
BEGINNING FUND BALANCE	\$107,703.55	\$107,703.55	\$107,703.55	\$91,526.28	100.0%
NET SURPLUS/(DEFICIT)	(\$43,000.00)	(\$182,999.96)	(\$27,913.24)	(\$11,735.97)	64.9%
ENDING FUND BALANCE	\$64,703.55	(\$75,296.41)	\$79,790.31	\$79,790.31	123.3%

Houston County Public Library System Circulation Report - October 2019

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	14,529	7,387	11,166	33,082
Non-Print items	3,253	2,558	2,386	8,197
Check Out Totals	17,782	9,945	13,552	41,279
In-Library Use				
Internet Computers	2,479	2,530	1,274	6,283
Technology Equipment	4	18	9	31
Children's Computers	79	50	15	144
WiFi Sign-ins	392	256	200	848
In-Library Use Totals	2,954	2,854	1,498	7,306
Total Circulation	20,736	12,799	15,050	48,585

Reference				
Reference Asked	302	283	246	831

Programs & Attendance	Centerville		Nola Brantley	
	# of Prog	Attendance	# of Prog	Attendance
Adult programs	4	39	1	161
YA Programs	1	37	1	20
Children (Ages 0-11)	21	588	18	454
Children (All Ages)			1	33
Meeting Room	28	172	15	78
Door Count		6,736		7,227



New Items Added		Transits		Volunteer Hours	
Centerville	297	Centerville	2,515	Centerville	35
Nola Brantley	333	Nola Brantley	1,828	Nola Brantley	18
Perry	405	Perry	2,530	Perry	67.3
Total Added	1,035	Total Holds	6,873	Total Volunteer Hours	120.3

,188
215

NOLA BRANTLEY - October 2019			
CIRCULATION		IN HOUSE	
Print		Items Added	333
Adult Non-Fiction	1,142	Reference Questions Asked	283
Adult Fiction	1,957		
Young Adult	392	Self Check-outs	%
Junior Non-Fiction	703	175	3%
Junior Fiction	935		
Easy	2,256	Transits	
Magazines	2	Incoming	1,052
Print Total	7,387	Outgoing	776
			Total
			1,828
		Technology Equipment	
Kill A Watt Meter		Internet Computers	2,530
Georgia State Park Pass	6	Harddrives	18
Parks Discovery Backpack	1	Children's Computers	50
Go Fish Pass	4	WiFi Sign-ins	256
Puppetry Arts Pass	6	Total	2,854
Zoo Atlanta DVD			
Carlos Museum			
Breman Jewish Museum		Volunteers	# of
Chattahoochee Nature Center		Adult	4
Macon Museum Pass	4	YA	1
Galileo Sessions	80		
eRead Kids	19	Total	18
RBDigital Audiobook	370		
RBDigital eBook	160	Door count	7,227
RBDigital Magazines	289		
		PROGRAMS & ATTENDANCE	
Audiobook CD	Adult	150	
DVD	Adult	1074	
Kits	Adult		
Music CD	Adult		1,224
Audiobook CD	Easy		
DVD	Easy	59	
Kits	Easy	28	
Music CD	Easy		87
Audiobook CD	Juv	17	
DVD	Juv	242	
Kits	Juv	44	
Music CD	Juv		303
Audiobook CD	YA	5	
DVD	YA		
Music CD	YA		5
		Non Print Total	2,558
TOTAL CIRCULATION			9,945
		PATRON COUNT	
		Active Patrons	13,129
		New Patrons	83

