

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
April 9th, 2020 – Meeting held by Teleconference due to COVID-19

1. Call to order
2. *Approval of minutes*
3. Treasurer's Report
 Acceptance of Treasurer's Report
4. Director's Report
5. Committee Reports – Personnel Committee presents Director's evaluation to Board.
6. Old Business – Approval of paying staff during COVID-19 closure at regular scheduled hours from March 16th to May 16th, 2020.
7. New Business – Opening bid for Automatic Doors at Nola Brantley.
8. *Adjournment*

The next Library Board of Trustee meeting will be May 14th, 2020 at the Centerville Branch in Centerville starting at 6pm.

Houston County Public Library System Board of Trustees

Minutes- March 12, 2020

The Houston County Public Library System Board met in regular session at the Nola Brantley Memorial Library in Warner Robins on March 12, 2020. Board members attending were Daniel Bibler, Denisa Davis, Julie Layne, Shannon McNeal, Jim Newton, 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 February 13th, 2020 meeting. On a motion by McNeal, and a second by Yates, the motion carried.

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

Director's report – Distributed at meeting.

Committee Reports – The Personnel committee will meet immediately after the board meeting. They will present Paulk's yearly evaluation to the full board in April, 2020.

Election of new officers.

Unfinished Business – None.

New Business – Yates discussed concerns of the Friends of the Library.

Adjournment – Davis called for a motion to adjourn. On a motion by Yates and a second by Sibley, the board adjourned at 6:25 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet

By Fund as of March 31, 2020

		Fund 100 General	Fund 112 FOL	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets						
100-00-10101	Cash in Bank	\$223,991.54	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$168,618.04	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,328.65	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,628.24	\$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	\$23,233.03	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	\$16,094.09	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$23,132.87	\$0.00
390-00-10103	SPLOST/CMM ACCT	\$0.00	\$0.00	\$0.00	\$114,734.93	\$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	\$29,453.16
Total Assets		\$409,742.47	\$23,233.03	\$16,094.09	\$137,867.80	\$31,708.64
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	\$43,110.09	\$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	(\$26,239.82)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	\$16,094.09	\$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	\$30,164.25	\$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
500-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	\$425.04
Total Fund Balance		\$409,742.47	\$23,233.03	\$16,094.09	\$137,867.80	\$31,708.64
Total Liabilities and Fund Balance		\$409,742.47	\$23,233.03	\$16,094.09	\$137,867.80	\$31,708.64
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$366,862.66	\$49,472.85	\$0.00	\$107,703.55	\$31,708.64
NET SURPLUS/(DEFICIT)		\$42,879.81	(\$26,239.82)	\$16,094.09	\$30,164.25	\$0.00
ENDING FUND BALANCE		\$409,742.47	\$23,233.03	\$16,094.09	\$137,867.80	\$31,708.64

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of March 31, 2020

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	\$621,900.00	\$621,900.00	\$69,100.00	75.0%
Library Generated Revenue	\$99,000.00	\$74,249.97	\$66,880.69	\$6,029.13	67.6%
Donations	\$1,040.00	\$1,040.00	\$2,747.44	\$156.83	264.2%
Other Income	\$8,600.00	\$6,449.99	\$7,157.00	\$725.00	83.2%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$937,840.00	\$703,639.96	\$698,685.13	\$76,010.96	74.5%
Expenditures					
Salaries and Wages	\$461,063.55	\$345,797.58	\$316,606.71	\$33,625.22	68.7%
Benefits	\$203,681.33	\$152,760.85	\$118,988.98	\$12,698.76	58.4%
Professional Services	\$20,000.00	\$14,999.99	\$12,744.80	\$456.45	63.7%
Copiers and Equipment	\$10,700.00	\$8,024.93	\$8,945.35	\$203.49	83.6%
Electricity and Utilities	\$101,797.00	\$76,347.70	\$62,683.78	\$4,492.72	61.6%
Insurance	\$30,000.00	\$30,000.00	\$31,214.20	\$0.00	104.0%
Maintenance and Repairs	\$43,000.00	\$32,249.95	\$42,441.69	\$5,230.99	98.7%
Materials	\$2,000.00	\$1,499.99	\$777.03	\$363.17	38.9%
Motor Vehicle Costs	\$3,000.00	\$2,250.00	\$2,100.24	\$232.60	70.0%
Purchased Services	\$6,500.00	\$6,399.98	\$1,180.00	\$0.00	18.2%
Supplies	\$28,000.00	\$21,002.47	\$23,539.67	\$4,948.18	84.1%
Other Operating Expenses	\$6,250.00	\$4,724.98	\$4,698.16	\$562.10	75.2%
Technology	\$15,160.00	\$11,534.98	\$15,880.07	\$887.34	104.7%
Telecommunications	\$15,740.00	\$11,804.99	\$10,314.26	\$1,199.46	65.5%
Travel and Training	\$3,500.00	\$3,500.00	\$3,690.38	\$378.00	105.4%
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	\$722,898.39	\$655,805.32	\$65,278.48	69.0%

Houston County Public Library System Statement of Revenues and Expenditures

By Fund as of March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$366,862.66	\$366,862.66	\$366,862.66	\$399,009.99	100.0%
NET SURPLUS/(DEFICIT)	(\$12,551.88)	(\$19,258.43)	\$42,879.81	\$10,732.48	(341.6)%
ENDING FUND BALANCE	<u>\$354,310.78</u>	<u>\$347,604.23</u>	<u>\$409,742.47</u>	<u>\$409,742.47</u>	<u>115.6%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of March 31, 2020

	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	\$30,914.49	\$26,239.82	\$5,100.86	69.1%
Purchased Services	\$20,000.00	\$20,000.00	\$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	\$58,001.00	\$50,914.49	\$26,239.82	\$5,100.86	45.2%
BEGINNING FUND BALANCE	\$49,472.85	\$49,472.85	\$49,472.85	\$28,333.89	100.0%
NET SURPLUS/(DEFICIT)	(\$30,001.00)	(\$50,914.49)	(\$26,239.82)	(\$5,100.86)	87.5%
ENDING FUND BALANCE	\$19,471.85	(\$1,441.64)	\$23,233.03	\$23,233.03	119.3%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of March 31, 2020

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$376,398.96	\$290,508.91	\$290,506.43	\$56,627.39	77.2%
Total Revenues	<u>\$376,398.96</u>	<u>\$290,508.91</u>	<u>\$290,506.43</u>	<u>\$56,627.39</u>	<u>77.2%</u>
Expenditures					
Salaries and Wages	\$215,837.75	\$161,878.25	\$160,448.47	\$17,713.19	74.3%
Benefits	\$78,076.25	\$58,557.11	\$59,653.72	\$5,969.23	76.4%
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	\$32,013.73	\$25,497.34	\$794.63	59.7%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Technology	\$28,016.00	\$28,016.00	\$28,011.51	\$0.00	100.0%
Travel and Training	\$1,700.00	\$1,700.00	\$801.30	\$0.00	47.1%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$366,315.00</u>	<u>\$282,165.09</u>	<u>\$274,412.34</u>	<u>\$24,477.05</u>	<u>74.9%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$16,056.25)	0.0%
NET SURPLUS/(DEFICIT)	\$10,083.96	\$8,343.82	\$16,094.09	\$32,150.34	159.6%
ENDING FUND BALANCE	<u>\$10,083.96</u>	<u>\$8,343.82</u>	<u>\$16,094.09</u>	<u>\$16,094.09</u>	<u>159.6%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of March 31, 2020

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$200,000.00	\$100,000.00	\$100,000.00	\$0.00	50.0%
Library Generated Revenue	\$0.00	\$0.00	\$849.52	\$83.33	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$200,000.00	\$100,000.00	\$100,849.52	\$83.33	50.4%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$10,564.00	\$10,564.00	0.0%
Maintenance and Repairs	\$153,000.00	\$153,000.00	\$10,935.26	\$0.00	7.1%
Materials	\$80,000.00	\$59,999.99	\$46,757.00	\$4,264.12	58.4%
Supplies	\$10,000.00	\$7,499.98	\$2,429.01	\$101.37	24.3%
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	\$220,499.97	\$70,685.27	\$14,929.49	29.1%
BEGINNING FUND BALANCE	\$107,703.55	\$107,703.55	\$107,703.55	\$152,713.96	100.0%
NET SURPLUS/(DEFICIT)	(\$43,000.00)	(\$120,499.97)	\$30,164.25	(\$14,846.16)	(70.1)%
ENDING FUND BALANCE	\$64,703.55	(\$12,796.42)	\$137,867.80	\$137,867.80	213.1%