

## AGENDA

### HOUSTON COUNTY PUBLIC LIBRARY BOARD

May 11, 2023 – Perry Branch, Perry, GA

1. Call to order
2. \*Approval of minutes\*
3. Public comments
4. Trustee comments
5. Treasurer's Report

\*Acceptance of Treasurer's Report\*

6. Director's Report
7. Committee Reports

\*Recommendation from Content Consideration Committee\*

8. Old Business
9. New Business

\*Approval of items for surplus list\*

\*Current year budget amendment\*

10. \*Adjournment\*

\*means a board vote is required\*

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The next meeting is : June 8<sup>th</sup>, 2023 at Nola Brantley Memorial Library.

## Director's report - May 2023

Thanks to James Floyd, Branch Manager at Perry, for working with a pressure washing company who came recently and cleaned the Perry building. It looks LOVELY!

Perry staff received a very nice thank you from the AARP volunteers who provided free tax preparation assistance this year. They helped over 300 people prepare their taxes.! WOW!

GPLS PINES staff have created an online PINES circulation class with tests and scoring feedback. All HOUPL staff have been tasked with reviewing the material and taking the test. A certificate is provided at the end for staff's continuing education purposes.

Dominique Gillard will be working at the Nola Brantley Memorial Library through the Middle Georgia Worksite Consortium.

You have a revised list of Trustees with the latest appointment dates as well as a proposed calendar of meetings for 2023-2024. Please review the calendar and it will be on the agenda for approval next month along with a host of state required forms.

I will send you all the required state forms ahead of the June meeting for your review.

Paulk was reappointed as Chair of the Selection Committee for the Georgia Download Destination – in that role, I am providing training and purchasing oversight for the purchases of Ebooks and Eaudios for a 50 library system consortium.

Paulk went to a recent County Commissioners meeting to promote the upcoming Vacation Reading Program activities – you all have the calendars for your use or to share. Staff works very hard to have a complete range of activities prepared for summer fun.

As a heads up, we received an email from the Georgia Dept. of Community Health which oversees the State Health Benefit Plan (includes Georgia public libraries, Georgia school employees and other employees. They indicated an unexpectedly large increase in employer payments for health benefits would be starting in January of 2024 and would increase for two more years after that. As this affects all public libraries, Julie Walker (State Librarian) has requested financial information from all the libraries and will be investigating options as soon as possible. I will provide more information as I have it.

No staffing changes this month.

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The next meeting is : June 9th, 2023 at Nola Brantley Memorial Library in Warner Robins.

**Houston County Public Library System Board of Trustees**  
Minutes- April 13, 2023 – Centerville Branch, Centerville, Georgia

The Houston County Public Library System Board met in regular session on April 13, 2023. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Jean Jones, Linda Jones, Jim Newton, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk, Michaila Landa and Shannon Hodgson. Chair Davis called the meeting to order at 6:00 pm.

**Minutes** – Davis called for the approval of the Minutes from the March 9, 2023 meeting. On a motion by L. Jones and a second by Yates, the minutes were approved.

**Public Comments. None.**

**Trustee Comments.** Trustees introduced themselves to staff members Michaila Landa (Centerville) and Shannon Hodgson (Centerville).

**Treasurer's report** – Financials for the month of March were presented by Paulk. On a motion by Silva and a second by Hulbert, the report was accepted as presented.

**Director's report** – Presented at meeting.

**Committee Reports.** Personnel committee Chair Bibler presented Paulk's yearly evaluation to board. On a motion by Sibley and a second by Yates, the evaluation was accepted as presented.

**Old Business – None.**

**New Business** – Paulk presented a list of items to be declared surplus. On a motion by Newton and a second by J. Jones, the list was approved.

Silva shared a promotional library bag from another system and inquired about possible HOUPL adaptation.

**Adjournment** – Davis called for a motion to adjourn. On a motion by Yates and a second by J. Jones, the motion passed.

The board adjourned at 6:20 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

CENTERVILLE BRANCH - April 2023									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		81		3386
Adult Non-Fiction	1,080			Active Patrons		16,986			
Adult Fiction	2,783			Notary Public Service		24			
Young Adult	758			Items Added		282			
Junior Non-Fiction	1,001			Reference Questions Asked		286			
Junior Fiction	2,012								
Easy	3,850								
Magazines	8			TRANSITS					
Print Total	11,492			Incoming		2,505		Total	
Non Print Material			Outgoing		2,961		5,466		
Kanopy Streaming	53			Technology Equipment					
Georgia State Park Pass	5			Internet Computers				1,319	
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive				15	
Go Fish Pass	4			Children's Computers				57	
Puppetry Arts Pass	1			WiFi Sign-ins				323	
Zoo Atlanta DVD	5			Total				1,714	
Carlos Museum				VOLUNTEERS		Volunteers		Volunteer Hours	
Breman Jewish Museum				Adult		3		36.14	
Chattahoochee Nature Center				YA		4		16.2	
Macon Museum Pass	5			Summer Ambassadors					
Galileo Sessions			Total		7		52.34		
eRead Kids	66			PROGRAMS & ATTENDANCE					
GADD Audiobook	1422			Type of Program Total		# of Programs		# Patrons/Views	
GADD eBook	879			Children's		23		632	
GADD Magazines	170			Young Adult		1		19	
Audiobook CD	Adult	142		Adult					
DVD	Adult	281	All Ages						
Kits	Adult			Grand Total		24		651	
Music CD	Adult	2		MEETING ROOM					
Audiobook CD	Easy			Times Used		Attendees			
DVD	Easy	59		28		154			
Kits	Easy	4		In-House OPAC/KPAC Use		297			
Music CD	Easy		63	Videogame		4			
Audiobook CD	Juv	16		Alliance Theatre Pass					
DVD	Juv	287		Kill-A-Watt Power Meter					
Kits	Juv	16							
Music CD	Juv	3		322					
Audiobook CD	YA								
DVD	YA								
Music CD	YA			0					
Non Print total				3,424					
TOTAL CIRCULATION			14,916						

**PERRY BRANCH - April 2023**

CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	51	4515	
Adult Non-Fiction	942		Active Patrons	9704		
Adult Fiction	2,447		Notary Public Service	30		
Young Adult	527		Items Added	179		
Junior Non-Fiction	858		Reference Questions Asked	497		
Junior Fiction	1,525					
Easy	3,202					
Magazines	1					
Print Total	9,502					
Non Print Material			TRANSITS			
Kanopy Streaming		54	Incoming	2,215	Total	
Georgia State Park Pass		11	Outgoing	2,365	4,580	
Parks Discovery Backpack			Technology Equipment			
Go Fish Pass			4	Internet Computers	705	
Puppetry Arts Pass				ChromeBook/Projector/Tablet/Harddrive	3	
Zoo Atlanta DVD			3	Children's Computers	142	
Carlos Museum				WiFi Sign-ins	212	
Breman Jewish Museum				Total	1,062	
Chattahoochee Nature Center				VOLUNTEERS	Volunteers	Volunteer Hours
Macon Museum Pass			6	Adult	5	58
Galileo Sessions			YA			
eRead Kids		65	Summer Ambassadors			
GADD Audiobook		1042	Total	5	58	
GADD eBook		780	PROGRAMS & ATTENDANCE			
GADD Magazines		94	2,059	Type of Program Total	# of Programs	# Patrons/Views
Audiobook CD		Adult	132	Children's	13	495
DVD		Adult	335	Young Adult	1	5
Kits		Adult		Adult		
Music CD		Adult	467	All Ages	3	72
Audiobook CD		Easy		Grand Total	17	572
DVD		Easy		92	MEETING ROOM	
Kits		Easy		11	Times Used	Attendees
Music CD		Easy	103	15	169	
Audiobook CD		Juv	18	h-House OPAC/KPAC Us	260	
DVD		Juv	256	Videogames		
Kits		Juv	13	Alliance Theatre Pass		
Music CD		Juv	3	Kill-A-Watt Power Meter		
Audiobook CD		YA	9			
DVD		YA	1			
Music CD		YA	10			
Non Print Total			2,929			
TOTAL CIRCULATION			12,431			

CIRCULATION				PINES Cards		Door Count
Print				New Patrons	54	4613
Adult Non-Fiction	759	Active Patrons		12,844		
Adult Fiction	1,549	Notary Public Service		18		
Young Adult	281	Items Added		163		
Junior Non-Fiction	370	Reference Questions Asked		529		
Junior Fiction	624					
Easy	1,411					
Magazines	5					
Print Total	4,999					
Non Print				Incoming	2,190	Total
Kanopy Streaming	54		Outgoing	2,013	4,203	
Georgia State Park Pass	3		Technology Equipment			
Parks Discovery Backpack			Internet Computers	1,048		
Go Fish Pass			ChromeBook/Projector/Tablet/Harddrive	11		
Puppetry Arts Pass			Children's Computers	51		
Zoo Atlanta DVD	7		WiFi Sign-ins	349		
			Total	1,459		
Carlos Museum			VOLUNTEERS	#of Volunteers	Volunteer Hours	
Breman Jewish Museum			Adult	1	2.25	
Chattahoochee Nature Center			YA			
Macon Museum Pass	2	Summer Ambassadors				
Galileo Sessions		Total	1	2.25		
eRead Kids	66	PROGRAMS & ATTENDANCE				
GADD Audiobook	840	Type of Program Total	# of Programs	# Patrons/Views		
GADD eBook	704	Children's				
GADD Magazines	150	Young Adult				
Audiobook CD	Adult	Adult	4	34		
DVD	Adult	All Ages				
Kits	Adult	Grand Total	4	34		
Music CD	Adult	MEETING ROOM				
Audiobook CD	Easy	Times Used	Attendees			
DVD	Easy	16	145			
Kits	Easy	In-House OPAC/KPAC Use	189			
Music CD	Easy	Videogames	5			
Audiobook CD	Juv	Alliance Theatre Pass	1			
DVD	Juv	Kill-A-Watt Power Meter				
Kits	Juv					
Music CD	Juv					
Audiobook CD	YA					
DVD	YA					
Music CD	YA	STUDY ROOMS				
Non Print Total		Times Used				
TOTAL CIRCULATION		38				

## Houston County Public Library System Circulation Report - April 2023

<b>Circulations</b>	<b>Centerville</b>	<b>Nola Brantley</b>	<b>Perry</b>	<b>Houston Totals</b>
Check outs				
Print items	11,492	4,999	9,502	25,993
Non-Print items				0
Check Out Totals	11,492	4,999	9,502	25,993
In-Library Use				
Internet Computers	1,319	1,048	705	3,072
Technology Equipment	15	11	3	29
Children's Computers	57	51	142	250
WiFi Sign-ins	323	349	212	884
Notary Public Service	24	18	30	72
Reference Asked	286	529	497	1312
In House OPAC/KPAC Use	297	189	260	746
In-Library Use Totals	1,714	1,459	1,062	6,365
<b>Total Circulation</b>	<b>13,206</b>	<b>6,458</b>	<b>10,564</b>	<b>32,358</b>

# HOUSTON COUNTY PUBLIC LIBRARY

<b>Programs &amp; Attendance</b>	<b>Centerville</b>		<b>Nola Brantley</b>		<b>Perry</b>		<b>Total Patron Count</b>	
	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b>Active Patrons</b>	<b>39,534</b>
Adult programs			4	34			<b>New Patrons</b>	<b>186</b>
YA Programs	1	19			1	5		
Children (Ages 0-11)	23	632			13	495		
All Ages					3	72		
Meeting Room	28	154	16	145	15	169		
Study Room			38				<b>Total Door Count</b>	
Door Count		3,386		4,613	1560	4,515	<b>12,514</b>	

<b>New Items Added</b>		<b>Transits</b>		<b>Volunteer Hours</b>	
Centerville	282	Centerville	5,466	Centerville	52.34
Nola Brantley	163	Nola Brantley	4,203	Nola Brantley	2.25
Perry	179	Perry	4,580	Perry	57.2
<b>Total Added</b>	<b>624</b>	<b>Total Transits</b>	<b>14,249</b>	<b>Total Volunteer Hours</b>	<b>111.79</b>

Date

2023

Transferred from Houston County Library System Nola Brantley Memorial Library 721 Watson Blvd Warner robins GA 31088	Transferred to  Houston County Surplus
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Item		model	Serial or asset number	Date purchased	Cost	Reason for Disposal
Chairs (41 total)	Furniture	Brown Wood with fabric seat and back				End of Useful Life

Asset Manager release Signature	Received by Signature
Title	Title
Date	Date

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

Recommended method of disposal is Sell or Destrov



Houston County Public Library System					
Budget Amendments for FY2023 - Presented for Approval					
Submitted to Library Board of Trustees by: J. Sara Paulk, Director and Cynthia Spratling, Business Manager					
Meeting MAY 11, 2023					
	Original Budget Amount	New Amended Budget Amount	Amount of Increase/ (Decrease)	Explanation	
Revenues	FY2023				
100-00-41120 - Board of Education	1,200.00	6,000.00	4,800.00	BOE increased annual funding - notified library in August	
			4,800.00	TOTAL Additional Funding Revenue for FY2023	
Expenditures (using additional BOE funding)					
100-10-56150 - Expendable Equipment	2,000.00	4,000.00	2,000.00	to cover increased equipment expenditures	
100-xx-55800 - Travel	250.00	1,170.00	920.00	to cover travel expenditures for circulation, cataloging, and IT staff	
100-10-56300 - Other	4,500.00	6,380.00	1,880.00	to cover fees associated with switching card processors (TSYS to BancCard)	
			4,800.00	TOTAL (Equal to increase in BOE funding)	
Expenditures - Fund 100 (General)					
100-10-55900 - Purchased Services	3,400.00	5,800.00	2,400.00	to cover remaining anticipated expenditures, primarily VRP programs/performance	
100-25-53000 - Professional Services	21,000.00	22,500.00	1,500.00	to cover remaining anticipated collections costs for remainder of year (Unique Management)	
100-26-54140 - Janitorial Services	45,000.00	46,300.00	1,300.00	to cover increased cost of janitorial service	
100-26-55200 - Insurance	32,400.00	35,230.00	2,830.00	to cover increased cost of Property insurance (due to increasing amount of coverage)	
100-27-56160 - Computer Software	6,500.00	11,000.00	4,500.00	to cover cost of Farionics Deep Freeze virus/malware protection (3yr contract)	
100-27-51500 - Other Salaries	28,321.00	43,321.00	15,000.00	to cover additional personnel costs associated with new IT/OPS	
100-27-52115 - Medicare	410.65	628.15	217.50	Manager who started 2/16/2023 to replace IT/OPS Manager	
100-27-52150 - TRS	5,658.54	8,655.54	2,997.00	who is retiring as of 6/30/2023	
			30,744.50	TOTAL Budget Increases for FY2023 for Fund 100	
Expenditures - Fund 390 (SPLOST)					
390-10-56010 - Print Materials	87,000.00	72,000.00	(15,000.00)	shift to help cover building maintenance and repair expenditures	
390-26-54150 - Grounds Maintenance	15,000.00	30,000.00	15,000.00	to cover irrigation install at Nola Brantley and landscaping expenditures at 3 branches	
390-26-54300 - Bldg. Repairs & Maintenance	45,000.00	59,000.00	14,000.00	to cover unanticipated additional building repairs, including Centerville roof repairs, Perry boiler repairs, and replacement of outdoor light fixtures at Nola Brantley & Perry	
			14,000.00	TOTAL Budget Increase for FY2023 for Fund 390	

# Houston County Public Library System

## Balance Sheet by Fund

As of 4/30/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	252,366.65	13,721.07	22,255.30	16,031.42	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,833.26	0.00
Morris Bank Merchant Acct	256,589.79	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	<u>517,945.68</u>	<u>13,721.07</u>	<u>22,255.30</u>	<u>143,864.68</u>	<u>32,412.94</u>
Liabilities					
	0.00	0.00	68.00	(68.00)	0.00
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>68.00</u>	<u>(68.00)</u>	<u>0.00</u>
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	17,452.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Cash on Hand	1,176.00	0.00	0.00	0.00	0.00
Restricted Fund Balance	20,000.00	37,808.60	0.00	218,443.64	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,540.18</u>	<u>37,808.60</u>	<u>0.00</u>	<u>218,443.64</u>	<u>32,412.94</u>
Current YTD Change	28,405.50	(24,087.53)	22,187.30	(74,510.96)	0.00
Total Fund Balance	<u>517,945.68</u>	<u>13,721.07</u>	<u>22,187.30</u>	<u>143,932.68</u>	<u>32,412.94</u>
Total Liabilities and Ending Fund Balance	<u><u>517,945.68</u></u>	<u><u>13,721.07</u></u>	<u><u>22,255.30</u></u>	<u><u>143,864.68</u></u>	<u><u>32,412.94</u></u>

**HCPLS Financial Report  
as of April 30, 2023**

**Balance Sheet (A):**

- 1) The Library's financial activity from July 1 through March 31, 2023 resulted in:
    - a) a net increase in the General Fund (Fund 100) of \$28,405.50;
    - b) a net decrease of \$24,087.53 in the Friends of the Library Fund (Fund 112);
    - c) a net increase of \$22,187.30 in the State Grants Fund (Fund 310); and
    - d) a net decrease of \$74,510.96 in the SPLOST Fund (Fund 390).
- No activity has been posted to the Local Investments Fund (Fund 500) since July 1 for the current fiscal year.

**Statements of Revenues and Expenditures:**

These statements by Fund show the actual revenues and expenditures during the current fiscal year (July 1, 2022 through June 30, 2023) and how those amounts compare to the budget for the year.

Ten months into the fiscal year, the Library should have about **17%** of the budget remaining.

**In the General Fund - 100 (B1):**

- 1) Library expenditures, as a whole, are currently on budget, with 18% of the overall budget remaining.
- 2) Budget amendments are proposed to address overages and cover anticipated expenditures in Salaries, Professional Services, Insurance, Maintenance & Repairs, Other Purchased Services, and Technology. (See separate document Budget Amendments for FY2023 for details)

**In the Friends of the Library Fund – 112 (B2):**

- 1) As of the end of April, FOL spending is slightly below budget, with 20% of the FOL budget remaining to be spent on print and electronic materials.

**In the State Grants Fund - 310 (B3):**

- 1) Spending on Materials remains below budget at this time, with almost 30% of the budget remaining. Since all money in this fund must be spent by the end of the fiscal year, any remaining funds not spent by the branches by the end of May will be spent on additional audio- and e-book content for Georgia Download Destination/Libby.

**In the SPLOST Fund - 390 (B4):**

- 1) The Library will request its remaining SPLOST allocation from the County in May, and those funds should be received in June.
- 2) Though the Library has exceeded the current budgeted amount for the year for Building Maintenance and Repairs, the Library has the SPLOST funds available to cover the overage (see Balance Sheet). A budget amendment is proposed to cover the overage. (See separate document Budget Amendments for FY2023 for details)
- 3) Spending on Materials is a below budget at this time, with 30% of the budget remaining. Any unspent funds here will be reallocated to help cover Maintenance and Repairs spending.

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Houston County Public Library System  
Balance Sheet by Fund  
As of 4/30/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>					
Cadence Bank Operating Acct	252,366.65	13,721.07	22,255.30	16,031.42	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,833.26	0.00
Morris Bank Merchant Acct	256,589.79	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b>517,945.68</b>	<b>13,721.07</b>	<b>22,255.30</b>	<b>143,864.68</b>	<b>32,412.94</b>
<b>Liabilities</b>					
	0.00	0.00	68.00	(68.00)	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>68.00</b>	<b>(68.00)</b>	<b>0.00</b>
<b>Fund Balance</b>					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	17,452.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Cash on Hand	1,176.00	0.00	0.00	0.00	0.00
Restricted Fund Balance	20,000.00	37,808.60	0.00	218,443.64	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
<b>Total Beginning Fund Balance</b>	<b>489,540.18</b>	<b>37,808.60</b>	<b>0.00</b>	<b>218,443.64</b>	<b>32,412.94</b>
Current YTD Change	(a) 28,405.50	(b) (24,087.53)	(c) 22,187.30	(d) (74,510.96)	0.00
<b>Total Fund Balance</b>	<b>517,945.68</b>	<b>13,721.07</b>	<b>22,187.30</b>	<b>143,932.68</b>	<b>32,412.94</b>
<b>Total Liabilities and Ending Fund Balance</b>	<b>517,945.68</b>	<b>13,721.07</b>	<b>22,255.30</b>	<b>143,864.68</b>	<b>32,412.94</b>

**Houston County Public Library System**  
**Statement of Revenues and Expenditures by Fund**  
**From 7/1/2022 Through 4/30/2023**

**100 - General**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	741,833.30	889,000.00	(16.55)%
Library Generated Revenue	62,854.60	70,700.00	(11.10)%
Donations	4,235.36	1,040.00	307.25%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>10,597.87</u>	<u>9,000.00</u>	<u>17.75%</u>
Total Revenues	<u>839,791.96</u>	<u>990,010.00</u>	<u>(15.17)%</u>
<b>Expenditures</b>			
Salaries and Wages	397,470.87	493,455.80	19.45% *
Benefits and FICA	140,422.37	188,628.80	25.56%
Professional Services	21,025.60	21,000.00	(0.12)% *
Copiers and Equipment	8,823.92	11,500.00	23.27%
Utilities	63,052.08	77,000.00	18.11%
Insurance	37,817.00	35,000.00	(8.05)% *
Maintenance & Repairs	60,930.96	74,600.00	18.32% *
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	1,331.91	3,000.00	55.60%
Other Purchased Services	6,253.81	8,200.00	23.73% *
Supplies	22,500.13	25,600.00	12.11%
Technology & Telecommunications	22,790.67	22,500.00	(1.29)% *
Travel and Training	1,085.77	1,720.00	36.87%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>8,030.60</u>	<u>8,130.00</u>	<u>1.22%</u>
Total Expenditures	<u>811,386.46</u>	<u>991,334.60</u>	<u>18.15%</u> (1)
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>28,405.50</u>		

(B1)

(\*2)

**Houston County Public Library System**  
**Statement of Revenues and Expenditures by Fund**  
**From 7/1/2022 Through 4/30/2023**

B2

**112 - Friends of the Library**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>24,087.53</u>	<u>30,276.00</u>	<u>20.44%</u>
Total Expenditures	<u>24,087.53</u>	<u>30,276.00</u>	<u>20.44%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(24,087.53)</u>		<u>(1)</u>

B3

Houston County Public Library System  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	386,106.45	456,571.63	(15.43)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00%</u>
Total Revenues	<u>387,606.45</u>	<u>458,071.63</u>	<u>(15.38)%</u>
Expenditures			
Salaries and Wages	191,641.40	230,979.09	17.03%
Benefits and FICA	68,621.50	79,704.90	13.91%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	12,639.32	12,640.00	0.01%
Materials	69,135.83	98,590.00	29.88% ①
Supplies	1,500.00	1,500.00	0.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>365,419.15</u>	<u>458,072.30</u>	<u>20.23%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>22,187.30</u>		



B4

Houston County Public Library System  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)% <sup>①</sup>
Library Generated Revenue	118.72	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,149.04</u>	<u>160,000.00</u>	<u>(49.91)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	89,068.16	60,000.00	(48.45)% <sup>②</sup>
Materials	60,862.66	87,000.00	30.04% <sup>③</sup>
Supplies	3,298.86	10,000.00	67.01%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>154,660.00</u>	<u>160,000.00</u>	<u>3.34%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(74,510.96)</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

***100 - General***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	741,833.30	889,000.00	(16.55)%
Library Generated Revenue	62,854.60	70,700.00	(11.10)%
Donations	4,235.36	1,040.00	307.25%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>10,597.87</u>	<u>9,000.00</u>	<u>17.75%</u>
Total Revenues	<u>839,791.96</u>	<u>990,010.00</u>	<u>(15.17)%</u>
Expenditures			
Salaries and Wages	397,470.87	493,455.80	19.45%
Benefits and FICA	140,422.37	188,628.80	25.56%
Professional Services	21,025.60	21,000.00	(0.12)%
Copiers and Equipment	8,823.92	11,500.00	23.27%
Utilities	63,052.08	77,000.00	18.11%
Insurance	37,817.00	35,000.00	(8.05)%
Maintenance & Repairs	60,930.96	74,600.00	18.32%
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	1,331.91	3,000.00	55.60%
Other Purchased Services	6,253.81	8,200.00	23.73%
Supplies	22,500.13	25,600.00	12.11%
Technology & Telecommunications	22,790.67	22,500.00	(1.29)%
Travel and Training	1,085.77	1,720.00	36.87%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>8,030.60</u>	<u>8,130.00</u>	<u>1.22%</u>
Total Expenditures	<u>811,386.46</u>	<u>991,334.60</u>	<u>18.15%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>28,405.50</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

***112 - Friends of the Library***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>24,087.53</u>	<u>30,276.00</u>	<u>20.44%</u>
Total Expenditures	<u>24,087.53</u>	<u>30,276.00</u>	<u>20.44%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(24,087.53)</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

***310 - State Grants***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	386,106.45	456,571.63	(15.43)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00%</u>
Total Revenues	<u>387,606.45</u>	<u>458,071.63</u>	<u>(15.38)%</u>
Expenditures			
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Benefits and FICA	68,621.50	79,704.90	13.91%
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Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	<u>0.00%</u>
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Net Revenue Over Expenditures - Surplus/(Deficit)	<u>22,187.30</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 4/30/2023

**390 - SPLOST**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	118.72	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
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