

Agenda
Uncle Remus Regional Library System
Board of Trustees
October 13, 2011 2PM

Minutes - AR

Financial Report -AR

Budget - AR

Constitution & Bylaws Revision – NAR

Sexual Harassment Policy - AR

Non-Fraternization Policy – AR

FT Benefits - AR

Meeting Room Policy - AR

Book Signing Policy - AR

Report on Regional Office - AR

Direct Deposit – AR

Overtime Issue - NA

Personnel Update - NAR

Staff Development - NAR

NAR = No Action Required

AR = Action Required

**Uncle Remus Regional Library System Regional Board Meeting
September 8, 2011**

The Regional Board of the Uncle Remus Regional Library System met at the Morgan County Library, Madison, Georgia, on September 8, 2011 at 2:00 PM.

The following members were present:

- Greene County: Carol Bramlett, Don McCoy, Anita McCoy, Kurt Strater, Cliff Sanders, Emma O'Neal, Mary Lou Noonan
- Hancock County: No One Present
- Jasper County: Carol McElheney
- Morgan County: Linda Conrads, Bonnie Hicky, Joyce Thomas, Clarice Woods
- Putnam County: Mary Louise Ennis, Jane Richards, Myra Hargrove
- Walton County, Loganville: No One Present
- Walton County, Monroe: Lynn Warren, Wanda Spinks, Lynne Grayson
- Walton County, Social Circle: Penny Keener, Jamie Peterson, Nancy Posner, Joan McMillan
- Walton County, Walnut Grove: June Pringle

A quorum was declared.

MOTION 1: June 30, 2011 Minutes Accepted

Steve Schaefer presented the minutes from the June 30, 2011 Regional Board Meeting. The minutes were accepted with a motion from Carol McElheney and a second by Penny Keener and passed with a unanimous vote.

MOTION 2: August 11, 2011 Minutes Accepted

Steve Schaefer presented the minutes from the August 11, 2011 Regional Board Meeting. The minutes were accepted with a motion from Joan McMillan and a second by Mary Lou Noonan and passed with a unanimous vote.

MOTION 3: Preliminary June 30, 2011 Financial Report

Steve Schaefer then presented the June 30, 2011 Preliminary Financial Report.

He discussed the regional budget and then reviewed each library's ending fund balance.

He explained that Hancock's funding agencies are paying but some of them are behind schedule in their payments.

He also noted that it is difficult to receive monies from funding agencies that operate under differing fiscal years when we operate on a July to June fiscal year.

The Preliminary June 30, 2011 financial report was accepted with a motion from Clarice Woods and a second by Mary Lou Noonan.

MOTION 4: August 31, 2011 Financial Report accepted

Steve Schaefer presented the August 31, 2011 Financial Report. Schaefer mentioned that the total expenses column should show between 16% and 17% reflecting the first two months of the fiscal year. He reported that the regional expenses portion of the report and then reported each library's expenses to date.

Beginning with Greene County Library, he reported total expenses at 14.183%.

Hancock County Library's expenses are reported at 13.660%.

Jasper County Library's expenses are at 14.657%.

Morgan County Library's expenses are at 13.094%.

Eatonton-Putnam County Library's expenses are at 13.420%.

O'Kelly Memorial Library's expenses are at is 12.147%.

Monroe-Walton County Library's expenses are at 12.925%.

Stanton Memorial Library's expenses are at 12.668%.

Steve asked for a motion to accept the August 31, 2011 Financial Report and it was accepted as part of the record with a motion by Carol McElheney and a second by Nancy Posner and passed with a unanimous vote.

Constitution and Bylaws

Schaefer reported that Julie Walker, Deputy State Librarian has asked him to work with Elizabeth Jones, Attorney and Marty Minor, who is both an attorney and a librarian, to create a constitution and bylaws which will be the "model" constitution and bylaws for all libraries in the state of Georgia. The document should be ready by the next Regional Board meeting which is to take place on Thursday, October 13, 2011.

Policy Manual Plans

Schaefer reported that the current policy manual is sound but that it does not include an Incivility/Harassment Policy. He mentioned that the staff at the monthly manager's meetings would be discuss and "tweak" the policies before they are presented at board meetings. The staff would then be more invested in the policies.

Steve then answered four questions that had been posed by board members:

1. "How do we prevent the re-occurrence of a "hostile" work environment?"

2. Schaefer said there were concerns about fiduciary misconduct. He assured the board that he had not discovered any "shenanigans" and that the next audit (not AUP) will begin when Hope, the auditor from Mauldin and Jenkins, returns on January 30, 2012.
3. "How do we hire a new director?" Schaefer mentioned that management skills are more an art than a science but that the Georgia Code states the responsibilities and duties of a library director. The education required is also established by Georgia Law. The director must be certified by the Secretary of State. Academics and School Librarians would not have the administrative qualifications necessary to manage a regional public library.
4. "Will we face legal repercussions?" Schaefer assured the board that the Chairs of the Uncle Remus Regional Library Board of Trustees has done a superb job of handling the situation. He mentioned that Dr. Lamar Veatsch, the State Librarian, had commended the library board on their performance.

Schaefer said he plans to leave as acting director once the Morgan County Library is completed.

Personnel Update & Hiring of New Personnel

Schaefer mentioned that applications are coming in for the cataloging librarian position at Uncle Remus Regional Library.

Managers Meetings

Schaefer announced that the monthly Manager's meetings will resume this month on September 28, 2011.

New Van

Schaefer demonstrated pictures of the van that has been ordered to replace the current 11 year old van with 350,000 miles. With the state contract pricing, the van will cost \$22,000.00 and some change versus the retail price of \$32,000.00

Administration Building & Construction Update

Schaefer showed the trustees the blueprints for the retro-fitting of the regional offices at 250 North Second Street. The van will have a covered loading area.

Schaefer then showed the elevation drawings of the new Morgan County Library building at 1131 East Avenue, Madison.

Trustee Training

Schaefer mentioned that he will again be the one to do the trustee training and that he is currently working on the manual he will use. Stay tuned for the trustee training date which will be in November 2011.

Staff Development Day

Schaefer mentioned that the Annual Staff Development Day would take place on November 11th as always. Cheryl Rogers is heading this up and will have someone from the University of Georgia to do training on team building.

MOTION 5: Executive Session

At 3:18, Steve Schaefer asked for a motion to move into Executive Session. Jamie Peterson made the motion with a second by Carol McElheney, and the board moved into executive session.

MOTION 6: Return from Executive Session

Carol McElheney motioned for the meeting to return to regular session with a second by Anita McCoy. No action was taken.

MOTION 7: Meeting Adjourned

Carol McElheney motioned for the meeting to be adjourned with a second from Anita McCoy, and passed with unanimous vote.

The meeting was adjourned at 3:45 pm.

Minutes submitted by Ana Kadhum

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------|---------------------|------------------|
| 100 - Regional Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 11 Fees and Fines | \$5,803.10 | \$0.00 | 0.000 % |
| 12 Grant Projects & Programs - donations | \$7,159.05 | \$0.00 | 0.000 % |
| Regional Share/Transfer Ins | \$173,728.87 | \$224,343.10 | 77.439 % |
| Total Revenues | \$186,691.02 | \$224,343.10 | 83.217 % |
| Expenses | | | |
| 17 Personnel | \$96,148.85 | \$65,181.53 | 147.509 % |
| 18 Utilities | \$8,274.67 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$40.25 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$18,018.38 | \$0.00 | 0.000 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$10,142.20 | \$0.00 | 0.000 % |
| 22 Telecommunications | \$7,949.82 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$2,708.37 | \$0.00 | 0.000 % |
| 24 Building Repair | \$15,898.57 | \$0.00 | 0.000 % |
| 25 Postage | \$49.01 | \$0.00 | 0.000 % |
| 26 Delivery | \$0.00 | \$0.00 | 0.000 % |
| 27 Travel | \$3,910.34 | \$0.00 | 0.000 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$7,853.62 | \$0.00 | 0.000 % |
| 32 Building/Bond Insurance | \$0.00 | \$0.00 | 0.000 % |
| 33 Trustee Insurance | \$0.00 | \$0.00 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$0.00 | \$0.00 | 0.000 % |
| 35 Materials (Books) - Local | \$679.47 | \$0.00 | 0.000 % |
| 39 Catalogue/Processing | \$2,163.25 | \$0.00 | 0.000 % |
| Total Expenses | \$173,836.80 | \$65,181.53 | 266.696 % |
| BEGINNING FUND BALANCE | \$414,963.16 | \$414,963.16 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$12,854.22 | \$159,161.57 | 8.076 % |
| ENDING FUND BALANCE | \$427,817.38 | \$574,124.73 | 74.517 % |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------|----------------------------|-----------------------|
| 310 - State Funds | | | |
| Revenues/Includes Accounts Receivables | | | |
| 11 Fees and Fines | \$0.00 | \$0.00 | 0.000 % |
| State Materials Grant | \$0.00 | \$0.00 | 0.000 % |
| Other State Grants | \$699,389.72 | \$753,087.30 | 92.870 % |
| Total Revenues | <u>\$699,389.72</u> | <u>\$753,087.30</u> | <u>92.870 %</u> |
| Expenses | | | |
| 17 Personnel | \$656,257.39 | \$716,522.20 | 91.589 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$0.00 | \$0.00 | 0.000 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$43,132.33 | \$40,000.00 | 107.831 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$0.00 | \$0.00 | 0.000 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$0.00 | \$0.00 | 0.000 % |
| 27 Travel | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$0.00 | \$0.00 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$0.00 | \$0.00 | 0.000 % |
| 35 Materials (Books) - Local | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$699,389.72</u> | <u>\$756,522.20</u> | <u>92.448 %</u> |
| BEGINNING FUND BALANCE | \$0.00 | \$0.00 | 0.000 % |
| NET SURPLUS/(DEFICIT) | \$0.00 | (\$3,434.90) | 0.000 % |
| ENDING FUND BALANCE | <u>\$0.00</u> | <u>(\$3,434.90)</u> | <u>0.000 %</u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------|---------------------|------------------|
| 108 - Greene County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$50,932.41 | \$53,356.00 | 95.458 % |
| 06 Board of Education | \$25,000.00 | \$25,000.00 | 100.000 % |
| 07 County Commissioners | \$76,148.56 | \$76,149.00 | 99.999 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$12,615.68 | \$14,000.00 | 90.112 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$5,826.78 | \$4,285.28 | 135.972 % |
| 15 Land Donations | \$20,000.00 | \$0.00 | 0.000 % |
| Total Revenues | \$190,523.43 | \$172,790.28 | 110.263 % |
| Expenses | | | |
| 17 Personnel | \$94,633.80 | \$97,002.00 | 97.559 % |
| 18 Utilities | \$4,552.28 | \$15,000.00 | 30.349 % |
| 19 Miscellaneous | \$80.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$3,054.01 | \$4,500.00 | 67.867 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$2,244.52 | \$3,500.00 | 64.129 % |
| 22 Telecommunications | \$2,926.80 | \$3,000.00 | 97.560 % |
| 23 Repair & Maintenance (Equipment) | \$723.53 | \$1,000.00 | 72.353 % |
| 24 Building Repair | \$28.00 | \$1,000.00 | 2.800 % |
| 25 Postage | \$239.93 | \$600.00 | 39.988 % |
| 26 Delivery | \$1,439.18 | \$1,500.00 | 95.945 % |
| 27 Travel | \$169.00 | \$750.00 | 22.533 % |
| 28 Grounds, Cleaning | \$420.00 | \$1,680.00 | 25.000 % |
| 29 Water, Sewer | \$80.82 | \$1,000.00 | 8.082 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$176.84 | \$2,000.00 | 8.842 % |
| 32 Building/Bond Insurance | \$643.26 | \$643.26 | 100.000 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$20,695.00 | \$19,623.00 | 105.463 % |
| 35 Materials (Books) - Local | \$1,404.03 | \$10,000.00 | 14.040 % |
| 37 Materials (Books) - Donations, Gifts | \$7,235.40 | \$4,285.28 | 168.843 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| 40 Land Purchase | \$40,000.00 | \$0.00 | 0.000 % |
| Total Expenses | \$181,205.90 | \$167,543.04 | 108.155 % |
| BEGINNING FUND BALANCE | \$58,467.86 | \$58,467.86 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$9,317.53 | \$5,247.24 | 177.570 % |
| ENDING FUND BALANCE | \$67,785.39 | \$63,715.10 | 106.388 % |

Uncle Remus Regional Library
Financial Report
JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|---------------------------|-------------------------|
| 101 - Hancock County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$30,000.00 | 0.000 % |
| 06 Board of Education | \$53,500.00 | \$53,500.00 | 100.000 % |
| 07 County Commissioners | \$45,500.00 | \$45,450.00 | 100.110 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$7,356.00 | \$4,500.00 | 163.467 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$7,090.92 | \$6,940.42 | 102.169 % |
| Total Revenues | <u>\$113,446.92</u> | <u>\$140,390.42</u> | <u>80.808 %</u> |
| Expenses | | | |
| 17 Personnel | \$36,294.19 | \$34,026.00 | 106.666 % |
| 18 Utilities | \$14,739.66 | \$15,000.00 | 98.264 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$972.68 | \$4,500.00 | 21.615 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$2,259.51 | \$3,500.00 | 64.557 % |
| 22 Telecommunications | \$1,926.59 | \$2,000.00 | 96.330 % |
| 23 Repair & Maintenance (Equipment) | \$527.16 | \$1,000.00 | 52.716 % |
| 24 Building Repair | \$784.46 | \$1,000.00 | 78.446 % |
| 25 Postage | \$239.92 | \$600.00 | 39.987 % |
| 26 Delivery | \$1,439.16 | \$1,500.00 | 95.944 % |
| 27 Travel | \$405.50 | \$750.00 | 54.067 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 29 Water, Sewer | \$1,677.68 | \$2,000.00 | 83.884 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$1,036.51 | \$2,000.00 | 51.826 % |
| 32 Building/Bond Insurance | \$643.24 | \$643.26 | 99.997 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$690.62 | \$0.00 | 0.000 % |
| 37 Materials (Books) - Donations, Gifts | \$10,421.03 | \$6,940.42 | 150.150 % |
| Total Expenses | <u>\$94,140.41</u> | <u>\$95,542.18</u> | <u>98.533 %</u> |
| BEGINNING FUND BALANCE | (\$22,161.69) | (\$22,161.69) | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$19,306.51 | \$44,848.24 | 43.049 % |
| ENDING FUND BALANCE | <u>(\$2,855.18)</u> | <u>\$22,686.55</u> | <u>(12.585)%</u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 102 - Jasper County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$0.00 | 0.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$81,066.78 | \$85,339.50 | 94.993 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$5,736.79 | \$4,500.00 | 127.484 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$818.50 | \$684.66 | 119.548 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$87,622.07</u> | <u>\$90,524.16</u> | <u>96.794 %</u> |
| Expenses | | | |
| 17 Personnel | \$37,078.53 | \$37,608.00 | 98.592 % |
| 18 Utilities | \$13,475.41 | \$15,000.00 | 89.836 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$484.99 | \$4,500.00 | 10.778 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$2,184.53 | \$4,000.00 | 54.613 % |
| 22 Telecommunications | \$2,235.58 | \$3,000.00 | 74.519 % |
| 23 Repair & Maintenance (Equipment) | \$539.03 | \$1,000.00 | 53.903 % |
| 24 Building Repair | \$188.00 | \$1,000.00 | 18.800 % |
| 25 Postage | \$239.92 | \$600.00 | 39.987 % |
| 26 Delivery | \$1,439.17 | \$1,500.00 | 95.945 % |
| 27 Travel | \$154.00 | \$750.00 | 20.533 % |
| 28 Grounds, Cleaning | \$0.00 | \$1,000.00 | 0.000 % |
| 29 Water, Sewer | \$1,280.07 | \$2,000.00 | 64.004 % |
| 31 Computer Equipment | \$160.34 | \$2,000.00 | 8.017 % |
| 32 Building/Bond Insurance | \$4,045.24 | \$3,899.24 | 103.744 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$313.65 | \$0.00 | 0.000 % |
| 37 Materials (Books) - Donations, Gifts | \$331.26 | \$684.66 | 48.383 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$84,232.22</u> | <u>\$98,624.40</u> | <u>85.407 %</u> |
| BEGINNING FUND BALANCE | \$27,498.39 | \$27,498.39 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$3,389.85 | (\$8,100.24) | (41.849)% |
| ENDING FUND BALANCE | <u>\$30,888.24</u> | <u>\$19,398.15</u> | <u>159.233 %</u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 103 - Morgan County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 07 County Commissioners | \$153,365.04 | \$153,365.00 | 100.000 % |
| 08 Other Tax Funds | \$5,000.00 | \$5,000.00 | 100.000 % |
| 11 Fees and Fines | \$16,968.44 | \$22,000.00 | 77.129 % |
| 12 Grant Projects & Programs - donations | \$5.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$19,401.75 | \$15,625.56 | 124.167 % |
| Total Revenues | <u>\$194,740.23</u> | <u>\$195,990.56</u> | <u>99.362 %</u> |
| Expenses | | | |
| 17 Personnel | \$121,447.66 | \$122,838.00 | 98.868 % |
| 18 Utilities | \$11,865.27 | \$4,800.00 | 247.193 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$2,334.28 | \$5,500.00 | 42.442 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$2,444.50 | \$4,000.00 | 61.113 % |
| 22 Telecommunications | \$3,169.53 | \$3,000.00 | 105.651 % |
| 23 Repair & Maintenance (Equipment) | \$846.09 | \$1,000.00 | 84.609 % |
| 24 Building Repair | \$636.40 | \$0.00 | 0.000 % |
| 25 Postage | \$371.93 | \$600.00 | 61.988 % |
| 26 Delivery | \$1,439.19 | \$1,500.00 | 95.946 % |
| 27 Travel | \$561.61 | \$750.00 | 74.881 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$702.40 | \$2,000.00 | 35.120 % |
| 32 Building/Bond Insurance | \$643.24 | \$643.26 | 99.997 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$11,701.77 | \$13,000.00 | 90.014 % |
| 37 Materials (Books) - Donations, Gifts | \$15,172.06 | \$15,625.56 | 97.098 % |
| Total Expenses | <u>\$193,418.43</u> | <u>\$195,339.32</u> | <u>99.017 %</u> |
| BEGINNING FUND BALANCE | \$92,509.26 | \$92,509.26 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$1,321.80 | \$651.24 | 202.967 % |
| ENDING FUND BALANCE | <u><u>\$93,831.06</u></u> | <u><u>\$93,160.50</u></u> | <u><u>100.720 %</u></u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 104 - Putnam County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$16,000.00 | \$16,000.00 | 100.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$140,604.00 | \$140,604.00 | 100.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$16,329.69 | \$16,000.00 | 102.061 % |
| 12 Grant Projects & Programs - donations | \$3,163.07 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$17,925.49 | \$15,872.28 | 112.936 % |
| Total Revenues | <u>\$194,022.25</u> | <u>\$188,476.28</u> | <u>102.943 %</u> |
| Expenses | | | |
| 17 Personnel | \$100,868.05 | \$99,298.00 | 101.581 % |
| 18 Utilities | \$17,839.54 | \$15,000.00 | 118.930 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$2,936.61 | \$5,500.00 | 53.393 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$2,513.52 | \$4,500.00 | 55.856 % |
| 22 Telecommunications | \$2,276.52 | \$2,500.00 | 91.061 % |
| 23 Repair & Maintenance (Equipment) | \$260.84 | \$1,000.00 | 26.084 % |
| 24 Building Repair | \$1,007.21 | \$2,000.00 | 50.361 % |
| 25 Postage | \$239.92 | \$600.00 | 39.987 % |
| 26 Delivery | \$1,439.18 | \$1,500.00 | 95.945 % |
| 27 Travel | \$218.20 | \$750.00 | 29.093 % |
| 29 Water, Sewer | \$1,362.45 | \$1,500.00 | 90.830 % |
| 31 Computer Equipment | \$1,057.05 | \$2,000.00 | 52.853 % |
| 32 Building/Bond Insurance | \$643.24 | \$643.26 | 99.997 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$9,664.60 | \$10,000.00 | 96.646 % |
| 37 Materials (Books) - Donations, Gifts | \$10,616.05 | \$15,872.28 | 66.884 % |
| Total Expenses | <u>\$173,025.48</u> | <u>\$182,746.04</u> | <u>94.681 %</u> |
| BEGINNING FUND BALANCE | \$12,108.80 | \$12,108.80 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$20,996.77 | \$5,730.24 | 366.420 % |
| ENDING FUND BALANCE | <u><u>\$33,105.57</u></u> | <u><u>\$17,839.04</u></u> | <u><u>185.579 %</u></u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|----------------------------|-------------------------|
| 105 - Loganville Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$127,238.00 | \$127,238.00 | 100.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$83,430.00 | \$83,430.00 | 100.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$11,000.46 | \$16,000.00 | 68.753 % |
| 12 Grant Projects & Programs - donations | \$2,970.72 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$7,004.56 | \$4,520.98 | 154.935 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$231,643.74</u> | <u>\$231,188.98</u> | <u>100.197 %</u> |
| Expenses | | | |
| 17 Personnel | \$142,428.72 | \$141,126.00 | 100.923 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$26.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$3,925.90 | \$6,500.00 | 60.399 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$6,924.52 | \$8,000.00 | 86.557 % |
| 22 Telecommunications | \$327.18 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$620.06 | \$1,000.00 | 62.006 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$239.93 | \$600.00 | 39.988 % |
| 26 Delivery | \$1,439.20 | \$1,500.00 | 95.947 % |
| 27 Travel | \$30.00 | \$750.00 | 4.000 % |
| 31 Computer Equipment | \$1,973.63 | \$2,000.00 | 98.682 % |
| 32 Building/Bond Insurance | \$643.26 | \$643.26 | 100.000 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$30,693.25 | \$30,000.00 | 102.311 % |
| 37 Materials (Books) - Donations, Gifts | \$2,562.24 | \$4,520.98 | 56.674 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$211,916.39</u> | <u>\$216,722.74</u> | <u>97.782 %</u> |
| BEGINNING FUND BALANCE | \$109,935.46 | \$109,935.46 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$19,727.35 | \$14,466.24 | 136.368 % |
| ENDING FUND BALANCE | <u><u>\$129,662.81</u></u> | <u><u>\$124,401.70</u></u> | <u><u>104.229 %</u></u> |

Uncle Remus Regional Library
Financial Report
JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 106 - Monroe-Walton Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$123,600.00 | \$123,600.00 | 100.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$83,430.00 | \$83,430.00 | 100.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$20,998.91 | \$24,000.00 | 87.496 % |
| 12 Grant Projects & Programs - donations | \$4,587.31 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$12,118.41 | \$11,256.88 | 107.653 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$244,734.63</u> | <u>\$242,286.88</u> | <u>101.010 %</u> |
| Expenses | | | |
| 17 Personnel | \$119,347.07 | \$150,197.00 | 79.460 % |
| 18 Utilities | \$12,605.64 | \$16,000.00 | 78.785 % |
| 19 Miscellaneous | \$34.50 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$4,024.35 | \$6,500.00 | 61.913 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$6,165.60 | \$6,000.00 | 102.760 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$543.70 | \$1,000.00 | 54.370 % |
| 24 Building Repair | \$604.00 | \$500.00 | 120.800 % |
| 25 Postage | \$239.92 | \$600.00 | 39.987 % |
| 26 Delivery | \$1,439.16 | \$1,500.00 | 95.944 % |
| 27 Travel | \$184.10 | \$500.00 | 36.820 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 29 Water, Sewer | \$2,339.19 | \$3,000.00 | 77.973 % |
| 31 Computer Equipment | \$30,994.91 | \$2,000.00 | 1,549.745 % |
| 32 Building/Bond Insurance | \$643.26 | \$643.26 | 100.000 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$12,202.29 | \$10,000.00 | 122.023 % |
| 37 Materials (Books) - Donations, Gifts | \$8,694.46 | \$11,256.88 | 77.237 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$220,144.65</u> | <u>\$229,779.64</u> | <u>95.807 %</u> |
| BEGINNING FUND BALANCE | \$58,059.06 | \$58,059.06 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$24,589.98 | \$12,507.24 | 196.606 % |
| ENDING FUND BALANCE | <u><u>\$82,649.04</u></u> | <u><u>\$70,566.30</u></u> | <u><u>117.123 %</u></u> |

Uncle Remus Regional Library
Financial Report
 JUNE 30, 2011 PRELIMINARY (Revised)

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|----------------------------|-------------------------|
| 107 - Social Circle Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$108,000.00 | \$108,000.00 | 100.000 % |
| 07 County Commissioners | \$83,430.00 | \$83,430.00 | 100.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$7,414.61 | \$10,000.00 | 74.146 % |
| 12 Grant Projects & Programs - donations | \$3,738.31 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$4,899.42 | \$4,840.07 | 101.226 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$207,482.34</u> | <u>\$206,270.07</u> | <u>100.588 %</u> |
| Expenses | | | |
| 17 Personnel | \$111,296.07 | \$109,588.00 | 101.559 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$2,912.76 | \$5,000.00 | 58.255 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$7,743.18 | \$7,500.00 | 103.242 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$270.75 | \$1,000.00 | 27.075 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$239.93 | \$600.00 | 39.988 % |
| 26 Delivery | \$1,439.24 | \$1,500.00 | 95.949 % |
| 27 Travel | \$371.59 | \$750.00 | 49.545 % |
| 31 Computer Equipment | \$2,146.99 | \$2,000.00 | 107.350 % |
| 32 Building/Bond Insurance | \$643.26 | \$643.26 | 100.000 % |
| 33 Trustee Insurance | \$459.50 | \$459.50 | 100.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$19,623.00 | \$19,623.00 | 100.000 % |
| 35 Materials (Books) - Local | \$23,845.29 | \$25,000.00 | 95.381 % |
| 37 Materials (Books) - Donations, Gifts | \$3,257.89 | \$4,840.07 | 67.311 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$174,249.45</u> | <u>\$178,503.83</u> | <u>97.617 %</u> |
| BEGINNING FUND BALANCE | \$221,316.84 | \$221,316.84 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$33,232.89 | \$27,766.24 | 119.688 % |
| ENDING FUND BALANCE | <u><u>\$254,549.73</u></u> | <u><u>\$249,083.08</u></u> | <u><u>102.195 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|----------------------------|------------------------|
| 100 - Regional Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 11 Fees and Fines | \$0.00 | \$0.00 | 0.000 % |
| 12 Grant Projects & Programs - donations | \$1,357.88 | \$0.00 | 0.000 % |
| Regional Share/Transfer Ins | \$39,204.00 | \$156,816.00 | 25.000 % |
| Total Revenues | <u>\$40,561.88</u> | <u>\$156,816.00</u> | <u>25.866 %</u> |
| Expenses | | | |
| 17 Personnel | \$41,059.56 | \$92,566.77 | 44.357 % |
| 18 Utilities | \$2,011.61 | \$10,000.00 | 20.116 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$3,604.44 | \$10,000.00 | 36.044 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$41,172.87 | \$6,000.00 | 686.215 % |
| 22 Telecommunications | \$1,761.69 | \$7,000.00 | 25.167 % |
| 23 Repair & Maintenance (Equipment) | \$492.16 | \$3,000.00 | 16.405 % |
| 24 Building Repair | \$8,562.59 | \$2,000.00 | 428.130 % |
| 25 Postage | \$50.63 | \$100.00 | 50.630 % |
| 26 Delivery | \$0.00 | \$0.00 | 0.000 % |
| 27 Travel | \$1,115.82 | \$5,000.00 | 22.316 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$356.24 | \$6,000.00 | 5.937 % |
| 32 Building/Bond Insurance | \$0.00 | \$0.00 | 0.000 % |
| 33 Trustee Insurance | \$0.00 | \$0.00 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$0.00 | \$0.00 | 0.000 % |
| 35 Materials (Books) - Local | \$0.00 | \$0.00 | 0.000 % |
| 39 Catalogue/Processing | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$100,187.61</u> | <u>\$141,666.77</u> | <u>70.721 %</u> |
| BEGINNING FUND BALANCE | \$427,817.38 | \$427,817.38 | 100.000 % |
| NET SURPLUS/(DEFICIT) | (\$59,625.73) | \$15,149.23 | (393.589)% |
| ENDING FUND BALANCE | <u><u>\$368,191.65</u></u> | <u><u>\$442,966.61</u></u> | <u><u>83.120 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|--------------------------------|--------------------------|---------------------------|
| 310 - State Funds | | | |
| Revenues/Includes Accounts Receivables | | | |
| 11 Fees and Fines | \$0.00 | \$0.00 | 0.000 % |
| State Materials Grant | \$0.00 | \$0.00 | 0.000 % |
| Other State Grants | \$162,711.79 | \$652,407.67 | 24.940 % |
| Total Revenues | <u>\$162,711.79</u> | <u>\$652,407.67</u> | <u>24.940 %</u> |
| Expenses | | | |
| 17 Personnel | \$147,589.86 | \$612,407.67 | 24.100 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$0.00 | \$0.00 | 0.000 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$18,151.32 | \$40,000.00 | 45.378 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$0.00 | \$0.00 | 0.000 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$0.00 | \$0.00 | 0.000 % |
| 27 Travel | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$0.00 | \$0.00 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$0.00 | \$0.00 | 0.000 % |
| 35 Materials (Books) - Local | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$165,741.18</u> | <u>\$652,407.67</u> | <u>25.405 %</u> |
| BEGINNING FUND BALANCE | \$0.00 | \$0.00 | 0.000 % |
| NET SURPLUS/(DEFICIT) | (\$3,029.39) | \$0.00 | 0.000 % |
| ENDING FUND BALANCE | <u><u>(\$3,029.39)</u></u> | <u><u>\$0.00</u></u> | <u><u>0.000 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------|---------------------|------------------|
| 108 - Greene County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$8,935.74 | \$53,356.00 | 16.747 % |
| 06 Board of Education | \$0.00 | \$25,000.00 | 0.000 % |
| 07 County Commissioners | \$19,037.14 | \$76,149.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$2,946.18 | \$14,000.00 | 21.044 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$309.28 | \$0.00 | 0.000 % |
| 15 Land Donations | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | \$31,228.34 | \$168,505.00 | 18.533 % |
| Expenses | | | |
| 17 Personnel | \$25,410.09 | \$103,385.00 | 24.578 % |
| 18 Utilities | \$3,876.95 | \$15,000.00 | 25.846 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$1,178.05 | \$4,000.00 | 29.451 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$274.50 | \$3,000.00 | 9.150 % |
| 22 Telecommunications | \$1,249.27 | \$3,000.00 | 41.642 % |
| 23 Repair & Maintenance (Equipment) | \$130.69 | \$1,000.00 | 13.069 % |
| 24 Building Repair | \$28.00 | \$500.00 | 5.600 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.63 | \$1,500.00 | 32.642 % |
| 27 Travel | \$0.00 | \$500.00 | 0.000 % |
| 28 Grounds, Cleaning | \$150.00 | \$1,680.00 | 8.929 % |
| 29 Water, Sewer | \$136.60 | \$1,000.00 | 13.660 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$412.99 | \$500.00 | 82.598 % |
| 32 Building/Bond Insurance | \$463.12 | \$643.26 | 71.996 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$469.59 | \$0.00 | 0.000 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| 40 Land Purchase | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | \$39,370.08 | \$156,019.76 | 25.234 % |
| BEGINNING FUND BALANCE | \$67,785.39 | \$67,785.39 | 100.000 % |
| NET SURPLUS/(DEFICIT) | (\$8,141.74) | \$12,485.24 | (65.211)% |
| ENDING FUND BALANCE | \$59,643.65 | \$80,270.63 | 74.303 % |

Uncle Remus Regional Library
Financial Report
 SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|-----------------------------|----------------------------|-------------------------|
| 101 - Hancock County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$30,000.00 | 0.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$0.00 | \$45,450.00 | 0.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$1,729.30 | \$10,000.00 | 17.293 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$843.44 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$2,572.74</u> | <u>\$85,450.00</u> | <u>3.011 %</u> |
| Expenses | | | |
| 17 Personnel | \$9,316.65 | \$41,327.00 | 22.544 % |
| 18 Utilities | \$4,762.27 | \$15,000.00 | 31.749 % |
| 19 Miscellaneous | \$7.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$208.17 | \$2,000.00 | 10.409 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$75.00 | \$3,000.00 | 2.500 % |
| 22 Telecommunications | \$583.15 | \$2,000.00 | 29.158 % |
| 23 Repair & Maintenance (Equipment) | \$131.02 | \$500.00 | 26.204 % |
| 24 Building Repair | \$56.00 | \$1,000.00 | 5.600 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.65 | \$1,500.00 | 32.643 % |
| 27 Travel | \$135.68 | \$750.00 | 18.091 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 29 Water, Sewer | \$255.94 | \$2,000.00 | 12.797 % |
| 30 Leased Equipment - Copier | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$210.00 | \$500.00 | 42.000 % |
| 32 Building/Bond Insurance | \$463.13 | \$643.26 | 71.997 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$0.00 | \$0.00 | 0.000 % |
| 37 Materials (Books) - Donations, Gifts | \$586.35 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$22,380.61</u> | <u>\$90,531.76</u> | <u>24.721 %</u> |
| BEGINNING FUND BALANCE | (\$2,855.18) | (\$2,855.18) | 100.000 % |
| NET SURPLUS/(DEFICIT) | (\$19,807.87) | (\$5,081.76) | 389.784 % |
| ENDING FUND BALANCE | <u>(\$22,663.05)</u> | <u>(\$7,936.94)</u> | <u>285.539 %</u> |

Uncle Remus Regional Library

Financial Report

SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|------------------------|
| 102 - Jasper County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$0.00 | 0.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$17,829.00 | \$71,316.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$896.17 | \$7,000.00 | 12.802 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$326.15 | \$0.00 | 0.000 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$19,051.32</u> | <u>\$78,316.00</u> | <u>24.326 %</u> |
| Expenses | | | |
| 17 Personnel | \$8,072.07 | \$24,957.00 | 32.344 % |
| 18 Utilities | \$2,423.20 | \$15,000.00 | 16.155 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$63.59 | \$1,000.00 | 6.359 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$75.00 | \$2,000.00 | 3.750 % |
| 22 Telecommunications | \$668.29 | \$2,500.00 | 26.732 % |
| 23 Repair & Maintenance (Equipment) | \$265.17 | \$750.00 | 35.356 % |
| 24 Building Repair | \$0.00 | \$500.00 | 0.000 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.66 | \$1,500.00 | 32.644 % |
| 27 Travel | \$0.00 | \$500.00 | 0.000 % |
| 28 Grounds, Cleaning | \$0.00 | \$500.00 | 0.000 % |
| 29 Water, Sewer | \$199.70 | \$1,500.00 | 13.313 % |
| 31 Computer Equipment | \$0.00 | \$500.00 | 0.000 % |
| 32 Building/Bond Insurance | \$3,865.13 | \$3,899.24 | 99.125 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$0.00 | \$0.00 | 0.000 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$21,222.41</u> | <u>\$75,417.74</u> | <u>28.140 %</u> |
| BEGINNING FUND BALANCE | \$30,888.24 | \$30,888.24 | 100.000 % |
| NET SURPLUS/(DEFICIT) | (\$2,171.09) | \$2,898.26 | (74.910)% |
| ENDING FUND BALANCE | <u><u>\$28,717.15</u></u> | <u><u>\$33,786.50</u></u> | <u><u>84.996 %</u></u> |

Uncle Remus Regional Library

Financial Report

SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 103 - Morgan County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 07 County Commissioners | \$39,591.24 | \$153,365.00 | 25.815 % |
| 08 Other Tax Funds | \$0.00 | \$5,000.00 | 0.000 % |
| 11 Fees and Fines | \$2,985.14 | \$22,000.00 | 13.569 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$2,678.38 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$45,254.76</u> | <u>\$180,365.00</u> | <u>25.091 %</u> |
| Expenses | | | |
| 17 Personnel | \$31,559.28 | \$132,140.00 | 23.883 % |
| 18 Utilities | \$190.62 | \$2,000.00 | 9.531 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$250.29 | \$2,500.00 | 10.012 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$75.00 | \$4,000.00 | 1.875 % |
| 22 Telecommunications | \$1,041.61 | \$3,000.00 | 34.720 % |
| 23 Repair & Maintenance (Equipment) | \$140.34 | \$1,000.00 | 14.034 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.64 | \$1,500.00 | 32.643 % |
| 27 Travel | \$49.47 | \$500.00 | 9.894 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 31 Computer Equipment | \$529.23 | \$500.00 | 105.846 % |
| 32 Building/Bond Insurance | \$463.13 | \$643.26 | 71.997 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$643.56 | \$13,000.00 | 4.951 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$40,532.77</u> | <u>\$181,094.76</u> | <u>22.382 %</u> |
| BEGINNING FUND BALANCE | \$93,831.06 | \$93,831.06 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$4,721.99 | (\$729.76) | (647.061)% |
| ENDING FUND BALANCE | <u><u>\$98,553.05</u></u> | <u><u>\$93,101.30</u></u> | <u><u>105.856 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|---------------------------|---------------------------|-------------------------|
| 104 - Putnam County Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$16,000.00 | 0.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$35,151.00 | \$140,604.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$3,753.10 | \$16,000.00 | 23.457 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$311.98 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$39,216.08</u> | <u>\$172,604.00</u> | <u>22.720 %</u> |
| Expenses | | | |
| 17 Personnel | \$26,446.88 | \$111,456.00 | 23.729 % |
| 18 Utilities | \$5,246.46 | \$16,000.00 | 32.790 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$288.65 | \$4,000.00 | 7.216 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$75.00 | \$3,000.00 | 2.500 % |
| 22 Telecommunications | \$639.04 | \$2,500.00 | 25.562 % |
| 23 Repair & Maintenance (Equipment) | \$74.06 | \$1,000.00 | 7.406 % |
| 24 Building Repair | \$1,313.00 | \$2,000.00 | 65.650 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.66 | \$1,500.00 | 32.644 % |
| 27 Travel | \$0.00 | \$500.00 | 0.000 % |
| 29 Water, Sewer | \$265.18 | \$1,500.00 | 17.679 % |
| 31 Computer Equipment | \$951.03 | \$2,000.00 | 47.552 % |
| 32 Building/Bond Insurance | \$463.13 | \$643.26 | 71.997 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Transfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$623.37 | \$10,000.00 | 6.234 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$41,976.06</u> | <u>\$176,410.76</u> | <u>23.795 %</u> |
| BEGINNING FUND BALANCE | \$33,105.57 | \$33,105.57 | 100.000 % |
| NET SURPLUS/(DEFICIT) | (\$2,759.98) | (\$3,806.76) | 72.502 % |
| ENDING FUND BALANCE | <u><u>\$30,345.59</u></u> | <u><u>\$29,298.81</u></u> | <u><u>103.573 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|----------------------------|-------------------------|
| 105 - Loganville Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$31,809.50 | \$127,238.00 | 25.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$20,857.50 | \$83,430.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$3,227.36 | \$11,000.00 | 29.340 % |
| 12 Grant Projects & Programs - donations | \$0.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$1,239.82 | \$0.00 | 0.000 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$57,134.18</u> | <u>\$221,668.00</u> | <u>25.775 %</u> |
| Expenses | | | |
| 17 Personnel | \$39,206.40 | \$158,993.00 | 24.659 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$13.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$943.86 | \$5,000.00 | 18.877 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$325.00 | \$5,000.00 | 6.500 % |
| 22 Telecommunications | \$333.66 | \$1,344.00 | 24.826 % |
| 23 Repair & Maintenance (Equipment) | \$97.78 | \$750.00 | 13.037 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.63 | \$1,500.00 | 32.642 % |
| 27 Travel | \$38.76 | \$500.00 | 7.752 % |
| 31 Computer Equipment | \$507.39 | \$2,000.00 | 25.370 % |
| 32 Building/Bond Insurance | \$463.12 | \$643.26 | 71.996 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$661.50 | \$30,000.00 | 2.205 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$48,180.70</u> | <u>\$226,041.76</u> | <u>21.315 %</u> |
| BEGINNING FUND BALANCE | \$129,662.81 | \$129,662.81 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$8,953.48 | (\$4,373.76) | (204.709)% |
| ENDING FUND BALANCE | <u><u>\$138,616.29</u></u> | <u><u>\$125,289.05</u></u> | <u><u>110.637 %</u></u> |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|--------------------|---------------------|------------------|
| 106 - Monroe-Walton Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$30,900.00 | \$123,600.00 | 25.000 % |
| 06 Board of Education | \$0.00 | \$0.00 | 0.000 % |
| 07 County Commissioners | \$20,857.50 | \$83,430.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$5,648.33 | \$20,000.00 | 28.242 % |
| 12 Grant Projects & Programs - donations | \$750.00 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$2,223.67 | \$0.00 | 0.000 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | \$60,379.50 | \$227,030.00 | 26.595 % |
| Expenses | | | |
| 17 Personnel | \$30,891.15 | \$114,969.00 | 26.869 % |
| 18 Utilities | \$3,716.17 | \$15,000.00 | 24.775 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$554.92 | \$5,000.00 | 11.098 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$75.00 | \$5,000.00 | 1.500 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$473.10 | \$1,000.00 | 47.310 % |
| 24 Building Repair | \$66.00 | \$500.00 | 13.200 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.65 | \$1,500.00 | 32.643 % |
| 27 Travel | \$32.76 | \$500.00 | 6.552 % |
| 28 Grounds, Cleaning | \$0.00 | \$0.00 | 0.000 % |
| 29 Water, Sewer | \$618.42 | \$2,500.00 | 24.737 % |
| 31 Computer Equipment | \$619.81 | \$2,000.00 | 30.991 % |
| 32 Building/Bond Insurance | \$463.12 | \$643.26 | 71.996 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$585.25 | \$20,000.00 | 2.926 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | \$43,685.95 | \$188,923.76 | 23.124 % |
| BEGINNING FUND BALANCE | \$82,649.04 | \$82,649.04 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$16,693.55 | \$38,106.24 | 43.808 % |
| ENDING FUND BALANCE | \$99,342.59 | \$120,755.28 | 82.268 % |

Uncle Remus Regional Library
Financial Report
SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------------|----------------------------|------------------------|
| 107 - Social Circle Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$27,000.00 | \$108,000.00 | 25.000 % |
| 07 County Commissioners | \$20,857.50 | \$83,430.00 | 25.000 % |
| 08 Other Tax Funds | \$0.00 | \$0.00 | 0.000 % |
| 11 Fees and Fines | \$1,932.77 | \$10,000.00 | 19.328 % |
| 12 Grant Projects & Programs - donations | \$144.90 | \$0.00 | 0.000 % |
| 13 Materials (Books) - Donations, Gifts | \$510.43 | \$0.00 | 0.000 % |
| 14 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Revenues | <u>\$50,445.60</u> | <u>\$201,430.00</u> | <u>25.044 %</u> |
| Expenses | | | |
| 17 Personnel | \$30,516.40 | \$115,490.00 | 26.423 % |
| 18 Utilities | \$0.00 | \$0.00 | 0.000 % |
| 19 Miscellaneous | \$0.00 | \$0.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$480.63 | \$3,000.00 | 16.021 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$825.00 | \$6,000.00 | 13.750 % |
| 22 Telecommunications | \$0.00 | \$0.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$66.43 | \$500.00 | 13.286 % |
| 24 Building Repair | \$0.00 | \$0.00 | 0.000 % |
| 25 Postage | \$200.10 | \$250.00 | 80.040 % |
| 26 Delivery | \$489.65 | \$1,500.00 | 32.643 % |
| 27 Travel | \$73.44 | \$500.00 | 14.688 % |
| 31 Computer Equipment | \$213.40 | \$2,000.00 | 10.670 % |
| 32 Building/Bond Insurance | \$463.12 | \$643.26 | 71.996 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$4,900.50 | \$19,602.00 | 25.000 % |
| 35 Materials (Books) - Local | \$527.99 | \$25,000.00 | 2.112 % |
| 37 Materials (Books) - Donations, Gifts | \$0.00 | \$0.00 | 0.000 % |
| 38 Impact | \$0.00 | \$0.00 | 0.000 % |
| Total Expenses | <u>\$38,756.66</u> | <u>\$174,944.76</u> | <u>22.154 %</u> |
| BEGINNING FUND BALANCE | \$254,549.73 | \$254,549.73 | 100.000 % |
| NET SURPLUS/(DEFICIT) | \$11,688.94 | \$26,485.24 | 44.134 % |
| ENDING FUND BALANCE | <u><u>\$266,238.67</u></u> | <u><u>\$281,034.97</u></u> | <u><u>94.735 %</u></u> |

Uncle Remus Regional Library
Financial Report
 SEPTEMBER 30, 2011

| | YTD Invoiced | Annual Budget | Percent |
|--|----------------------|---------------------------|-----------------------|
| 109 - Walnut Grove Fund | | | |
| Revenues/Includes Accounts Receivables | | | |
| 05 Cities | \$0.00 | \$60,000.00 | 0.000 % |
| 07 County Commissioners | \$0.00 | \$20,857.50 | 0.000 % |
| 11 Fees and Fines | \$0.00 | \$2,000.00 | 0.000 % |
| Total Revenues | <u>\$0.00</u> | <u>\$82,857.50</u> | <u>0.000 %</u> |
| Expenses | | | |
| 17 Personnel | \$0.00 | \$20,470.00 | 0.000 % |
| 18 Utilities | \$0.00 | \$3,000.00 | 0.000 % |
| 20 Supplies, Printing, Processing | \$0.00 | \$2,000.00 | 0.000 % |
| 21 Professional Svcs, Dues, Fees, Seasonal | \$0.00 | \$2,000.00 | 0.000 % |
| 22 Telecommunications | \$0.00 | \$1,500.00 | 0.000 % |
| 23 Repair & Maintenance (Equipment) | \$0.00 | \$500.00 | 0.000 % |
| 25 Postage | \$0.00 | \$250.00 | 0.000 % |
| 26 Delivery | \$0.00 | \$1,500.00 | 0.000 % |
| 27 Travel | \$0.00 | \$500.00 | 0.000 % |
| 29 Water, Sewer | \$0.00 | \$800.00 | 0.000 % |
| 31 Computer Equipment | \$0.00 | \$500.00 | 0.000 % |
| 32 Building/Bond Insurance | \$0.00 | \$643.26 | 0.000 % |
| 33 Trustee Insurance | \$0.00 | \$459.50 | 0.000 % |
| 34 Shared Costs - 1/8 / Tranfer Outs | \$0.00 | \$4,900.00 | 0.000 % |
| Total Expenses | <u>\$0.00</u> | <u>\$39,022.76</u> | <u>0.000 %</u> |
| BEGINNING FUND BALANCE | \$0.00 | \$0.00 | 0.000 % |
| NET SURPLUS/(DEFICIT) | \$0.00 | \$43,834.74 | 0.000 % |
| ENDING FUND BALANCE | <u><u>\$0.00</u></u> | <u><u>\$43,834.74</u></u> | <u><u>0.000 %</u></u> |

UNCLE REMUS REGIONAL LIBRARY SYSTEM BUDGET

| Unit: | Greene | Hancock | Jasper | Morgan | Putnam | Loganv'e | Monroe | Soci/Cir | Walnut Grove | TOTAL |
|-------|----------------------------------|-----------------|---------------|--------------|--------------|---------------|--------------|---------------|--------------|--------------|
| 1 | | | | | | | | | | |
| 2 | Population FY 2012 | 17,297 | 9,701 | 15,762 | 20,455 | 19,172 | 47,929 | 19,172 | 9,585 | 180,971 |
| 3 | | REVENUE | | | | | | | | |
| 4 | CITIES | \$ 53,356 | \$ 30,000 | NA | \$ 16,000 | \$ 127,238 | \$ 123,600 | \$ 108,000 | \$ 60,000 | \$ 518,194 |
| 5 | BOE | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | NA | \$ - | \$ 25,000 |
| 6 | COUNTY | \$ 76,149 | \$ 45,450 | \$ 71,316 | \$ 140,604 | \$ 83,430 | \$ 83,430 | \$ 83,430 | \$ 20,857.50 | \$ 758,032 |
| 7 | OTHER TAX FUNDS | \$ - | \$ - | \$ 10,170 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,170 |
| 8 | RESTRICTED FUNDS | | | \$ 35,852 | | | | | | |
| 9 | TOTAL TAX SUPPORT FOR FY | \$ 154,505 | \$ 75,450 | \$ 117,338 | \$ 156,604 | \$ 210,668 | \$ 207,030 | \$ 191,430 | \$ 80,857.50 | \$ 1,352,247 |
| 10 | FEES AND FINES | \$ 14,000 | \$ 10,000 | \$ 7,000 | \$ 16,000 | \$ 11,000 | \$ 20,000 | \$ 10,000 | \$ 2,000 | \$ 112,000 |
| 11 | TOTAL TAX & PRIVATE SUPPORT | \$ 168,505 | \$ 85,450 | \$ 124,338 | \$ 172,604 | \$ 221,668 | \$ 227,030 | \$ 201,430 | \$ 82,857.50 | \$ 1,464,247 |
| 12 | | EXPENSES | | | | | | | | |
| 13 | PERSONNEL | \$ 103,385 | \$ 41,327 | \$ 24,957 | \$ 132,140 | \$ 158,993 | \$ 114,989 | \$ 115,490 | \$ 20,470 | \$ 823,187 |
| 14 | UTILITIES | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 2,000 | \$ - | \$ 15,000 | \$ - | \$ 3,000 | \$ 81,000 |
| 15 | SUPPLIES, PRINTING, PROCESSING | \$ 4,000 | \$ 2,000 | \$ 1,000 | \$ 2,500 | \$ 5,000 | \$ 5,000 | \$ 3,000 | \$ 2,000 | \$ 28,500 |
| 16 | PROF. SERV. DUES. FEES, SEASONAL | \$ 3,000 | \$ 3,000 | \$ 2,000 | \$ 4,000 | \$ 5,000 | \$ 5,000 | \$ 6,000 | \$ 2,000 | \$ 33,000 |
| 17 | TELECOMM. | \$ 3,000 | \$ 2,000 | \$ 2,500 | \$ 3,000 | \$ 1,344 | \$ - | \$ - | \$ 1,500 | \$ 15,844 |
| 18 | LEASED EQUIP/COPIER | \$ 1,000 | \$ 500 | \$ 750 | \$ 1,000 | \$ 750 | \$ 1,000 | \$ 500 | \$ 500 | \$ 7,000 |
| 19 | BUILDING REPAIR | \$ 500 | \$ 1,000 | \$ 500 | COUNTY | \$ - | \$ 500 | \$ - | CITY | \$ 4,500 |
| 20 | POSTAGE/COURIER | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 2,250 |
| 21 | DELIVERY | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 13,500 |
| 22 | TRAVEL | \$ 500 | \$ 750 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 4,750 |
| 23 | GROUPS, CLEANING | \$ 1,680 | COUNTY | \$ 500 | CITY | CITY | \$ - | CITY | CITY | \$ 2,180 |
| 24 | WATER/SEWER | \$ 1,000 | \$ 2,000 | \$ 1,500 | CITY | CITY | \$ 2,500 | CITY | \$ 800 | \$ 9,300 |
| 25 | LEASED EQUIP/COPIER | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 26 | COMP. & EQUIP PURCHASE | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 500 | \$ 10,500 |
| 27 | BUILDING INSURANCE | \$ 643.26 | \$ 643.26 | \$ 3,899.24 | \$ 643.26 | \$ 643.26 | \$ 643.26 | \$ 643.26 | \$ 643.26 | \$ 9,045 |
| 28 | TRUSTEE INSURANCE | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 459.50 | \$ 4,136 |
| 29 | SHARED COSTS 1/8 | \$ 19,601 | \$ 19,601 | \$ 19,601 | \$ 19,601 | \$ 19,601 | \$ 19,601 | \$ 19,601 | \$ 4,900 | \$ 161,708 |
| 30 | BOOKS - LOCAL | \$ - | \$ - | \$ - | \$ 8,000 | \$ 10,000 | \$ 20,000 | \$ 25,000 | \$ - | \$ 93,000 |
| 31 | BOOKS - IMPACT FEES | \$ - | \$ - | \$ 10,170 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 10,170 |
| 32 | BOOKS - GRANTS | \$ - | \$ - | \$ 35,852 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,852 |
| 33 | BOOKS - DONATIONS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 34 | BOOKS - TOTAL | \$ - | \$ - | \$ 46,022 | \$ 13,000 | \$ 30,000 | \$ 20,000 | \$ 25,000 | \$ - | \$ 144,022 |
| 35 | TOTAL EXPENSES | \$ 156,019 | \$ 90,531 | \$ 121,438 | \$ 181,094 | \$ 226,041 | \$ 188,923 | \$ 174,944 | \$ 39,023 | \$ 1,354,422 |
| 36 | SURPLUS/DEFICIT | \$ 12,486 | \$ (5,081) | \$ 2,900 | \$ (729) | \$ (3,805) | \$ 38,107 | \$ 26,486 | \$ 43,835 | \$ 109,825 |
| 37 | PER CAPITA SUPPORT | \$ 8.93 | \$ 7.78 | \$ 7.44 | \$ 7.74 | \$ 10.99 | \$ 4.32 | \$ 9.98 | \$ 8.44 | |
| 38 | BROUGHT FORWARD | \$ 67,876.66 | \$ (2,535.34) | \$ 30,888.24 | \$ 95,448.72 | \$ 133,843.86 | \$ 84,847.56 | \$ 260,361.89 | \$ - | \$ 704,649 |
| 39 | IN-BEHALF SUPPORT | \$ 1,330 | \$ - | \$ - | \$ 4,955 | \$ 3,815 | \$ 14,120 | \$ 36,163 | \$ - | \$ 86,933 |

LIBRARY WAGES

| COUNTY | NAME | DATE JOINED | POSITION | BEN? | HPW | WAGE | S/TOTAL | VAC/\$ | F/T | P/T | TOTAL | \$200/150 MAX | 1.5% |
|--------|--------------------|-------------|-----------|------|-----|----------|-----------|----------|-----------|-----------|-----------|------------------|------|
| Greene | Broderick, Jackie | 3/27/1995 | Manager | 1 | 40 | \$ 13.42 | \$ 27,914 | \$ 2,330 | \$ 30,243 | \$ - | \$ 30,243 | \$ 500.00 | |
| Greene | Jackson, Cassandra | | Associate | 0 | 17 | \$ 7.25 | \$ 6,409 | | | \$ 6,409 | \$ 6,409 | \$ 150.00 | |
| Greene | Piland, Lillie | | Associate | 0 | 10 | \$ 7.25 | \$ 3,770 | | | \$ 3,770 | \$ 3,770 | \$ 150.00 | |
| Greene | Trammell, Ethel | 8/12/2008 | Associate | 0 | 17 | \$ 7.25 | \$ 6,409 | | | \$ 6,409 | \$ 6,409 | \$ 150.00 | |
| Greene | Rivers, Noreen | | Associate | 1 | 40 | \$ 8.00 | \$ 16,640 | \$ 2,330 | \$ 18,970 | \$ - | \$ 18,970 | \$ 200.00 | |
| Greene | Lowery, Cornelia | 8/15/2001 | Associate | 0 | 17 | \$ 7.25 | \$ 6,409 | | | \$ 6,409 | \$ 6,409 | \$ 150.00 | |
| Greene | Smith, Angela | | Custodian | 0 | 10 | \$ 7.25 | \$ 3,770 | | | \$ 3,770 | \$ 3,770 | \$ 150.00 | |
| TOTALS | | | 49 | 2 | 141 | 43 | | \$ 4,659 | \$ 49,213 | \$ 26,767 | \$ 75,980 | \$ 1,450 | |

| | | | | | | | | | | | | | |
|---------|---------------|-----------|-----------|---|----|----------|-----------|--------|-----------|----------|-----------|-----------|--|
| Hancock | Meeks, Karen | 2/22/1982 | Manager | 1 | 32 | \$ 13.28 | \$ 22,098 | \$ 844 | \$ 22,942 | | \$ 22,942 | \$ 500.00 | |
| Hancock | Davis, Darice | 6/1/2000 | Associate | 0 | 16 | \$ 7.25 | \$ 6,032 | | | \$ 6,032 | \$ 6,032 | \$ 150.00 | |
| Hancock | | | Associate | 0 | 0 | \$ 7.25 | | | | \$ - | \$ - | | |
| Hancock | | | Associate | 0 | 0 | \$ 7.25 | | | | \$ - | \$ - | | |
| Hancock | Meeks | | Custodian | 0 | 0 | \$ - | | | | \$ - | \$ - | | |
| TOTALS | | | 49 | 1 | 48 | (50) | | \$ 844 | \$ 22,942 | \$ 6,032 | \$ 28,974 | \$ 650.00 | |

| | | | | | | | | | | | | | |
|--------|-------------------------------|-----------|-----------|---|----|----------|----------|--|----------|-----------|-----------|-----------|--|
| Jasper | Meeks, Karen | 7/27/1988 | Manager | 1 | 8 | \$ 13.28 | \$ 5,524 | | \$ 5,524 | | \$ 5,524 | \$ 500.00 | |
| Jasper | Clark, Terlisha (Wed.) | 7/3/2007 | Associate | | 16 | \$ 7.25 | \$ 6,032 | | | \$ 6,032 | \$ 6,032 | \$ 150.00 | |
| Jasper | Elizabeth (As Needed) | 7/4/2007 | Associate | | 0 | \$ 7.25 | | | | \$ - | \$ - | | |
| Jasper | Mullins, Tamela (Tues., Wed.) | | Associate | | 16 | \$ 7.25 | \$ 6,032 | | | \$ 6,032 | \$ 6,032 | \$ 150.00 | |
| Jasper | Mullins, Tim | 3/1/1997 | Custodian | 0 | 4 | \$ 7.25 | \$ 1,508 | | | \$ 1,508 | \$ 1,508 | \$ 150.00 | |
| TOTALS | | | 50 | 1 | 40 | (60) | | | \$ 5,524 | \$ 13,572 | \$ 19,096 | \$ 950.00 | |

| | | | | | | | | | | | | | |
|--------|------------------|------------|-----------|---|------|---------|-----------|----------|-----------|-----------|-----------|-----------|--|
| Morgan | Baker, Miriam | 2/20/2002 | Manager | 1 | 40 | \$17.43 | \$ 36,254 | \$ 2,388 | \$ 38,642 | \$ - | \$ 38,642 | \$ 500.00 | |
| Morgan | Fox, Patricia | 11/29/2006 | Associate | 0 | 17 | \$8.20 | \$ 7,249 | | | \$ 7,249 | \$ 7,249 | \$ 150.00 | |
| Morgan | Rigsby, Peggy | 5/13/1993 | Associate | 0 | 17 | \$10.25 | \$ 9,061 | | | \$ 9,061 | \$ 9,061 | \$ 150.00 | |
| Morgan | Heard, Linda | 11/25/2008 | Associate | 0 | 17 | \$7.43 | \$ 6,568 | | | \$ 6,568 | \$ 6,568 | \$ 150.00 | |
| Morgan | Shelmutt, Bobbie | 11/25/2008 | Associate | 0 | 17 | \$7.43 | \$ 6,568 | | | \$ 6,568 | \$ 6,568 | \$ 150.00 | |
| Morgan | Mayfield, Kitty | 5/3/2005 | Associate | 0 | 17 | \$8.20 | \$ 7,249 | | | \$ 7,249 | \$ 7,249 | \$ 150.00 | |
| Morgan | West, Penny | 6/1/1997 | Associate | 1 | 32 | \$10.25 | \$ 17,056 | \$ 2,388 | \$ 19,444 | \$ - | \$ 19,444 | \$ 200.00 | |
| Morgan | Cleaning | | | 0 | 13.4 | \$7.25 | \$ 5,052 | | | \$ 5,052 | \$ 5,052 | | |
| TOTALS | | | 52 | 2 | 157 | 53 | | \$ 4,776 | \$ 58,086 | \$ 41,747 | \$ 99,833 | \$ 1,450 | |

LIBRARY WAGES

| | | | | | | | | | | | | | | | | | | | |
|--------|-----------------|------------|-----------|---|-----|----|-------|----|--------|----|-------|----|--------|----|--------|----|--------|----|----------|
| Putnam | Mason, Patricia | 7/18/1985 | Manager | 1 | 40 | \$ | 13.69 | \$ | 28,475 | \$ | 2,985 | \$ | 31,460 | \$ | - | \$ | 31,460 | \$ | 500.00 |
| Putnam | Hill, Marian | 2/1/2001 | Associate | 1 | 40 | \$ | 10.25 | \$ | 21,320 | \$ | 2,985 | \$ | 24,305 | \$ | - | \$ | 24,305 | \$ | 200.00 |
| Putnam | Nipper, David | 3/19/2008 | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Putnam | Woodard, Daryl | 10/28/2004 | Associate | 0 | 4 | \$ | 7.25 | \$ | 1,508 | \$ | - | \$ | 1,508 | \$ | 1,508 | \$ | 1,508 | \$ | 150.00 |
| Putnam | Grimshaw, Irene | 8/26/2010 | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Putnam | Jones, Lonnette | 5/21/2001 | Associate | 0 | 17 | \$ | 8.25 | \$ | 7,293 | \$ | - | \$ | 7,293 | \$ | 7,293 | \$ | 7,293 | \$ | 150.00 |
| TOTALS | | | Custodian | 0 | 8 | \$ | 10.00 | \$ | 4,160 | \$ | - | \$ | 4,160 | \$ | 4,160 | \$ | 4,160 | \$ | - |
| | | | 50 | 2 | 135 | | 35 | | | | 5,970 | | 55,765 | | 25,779 | | 81,544 | | 1,300.00 |

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|----------|---------------------|------------|-----------|---|-----|----|-------|----|--------|----|-------|----|--------|----|--------|----|---------|----|----------|
| Loganv'e | Vetsch, Richard | 1/23/2004 | Manager | 1 | 40 | \$ | 14.42 | \$ | 30,000 | \$ | 1,021 | \$ | 31,021 | \$ | - | \$ | 31,021 | \$ | 500.00 |
| Loganv'e | Smit, Elizabeth | 3/26/2006 | Associate | 1 | 40 | \$ | 8.25 | \$ | 17,160 | \$ | 1,021 | \$ | 18,181 | \$ | - | \$ | 18,181 | \$ | 200.00 |
| Loganv'e | Scott, Sylvia | | Associate | 0 | 7 | \$ | 8.25 | \$ | 3,003 | \$ | - | \$ | 3,003 | \$ | 3,003 | \$ | 3,003 | \$ | 150.00 |
| Loganv'e | Frey, Amy | 6/30/2007 | Associate | 0 | 4 | \$ | 8.25 | \$ | 1,716 | \$ | - | \$ | 1,716 | \$ | 1,716 | \$ | 1,716 | \$ | 150.00 |
| Loganv'e | Vasquez, Kerry | | Associate | 1 | 30 | \$ | 8.25 | \$ | 12,870 | \$ | 1,021 | \$ | 13,891 | \$ | - | \$ | 13,891 | \$ | 200.00 |
| Loganv'e | Albrecht, Martha | 3/11/2006 | Associate | 0 | 17 | \$ | 8.25 | \$ | 7,293 | \$ | - | \$ | 7,293 | \$ | 7,293 | \$ | 7,293 | \$ | 150.00 |
| Loganv'e | Seals, Laurie | | Associate | 1 | 40 | \$ | 8.25 | \$ | 17,160 | \$ | 1,021 | \$ | 18,181 | \$ | - | \$ | 18,181 | \$ | 200.00 |
| Loganv'e | Kelley, Deborah | Average | Associate | 0 | 12 | \$ | 8.25 | \$ | 5,148 | \$ | - | \$ | 5,148 | \$ | 5,148 | \$ | 5,148 | \$ | 150.00 |
| Loganv'e | Cato, Darlene | | Associate | 0 | 12 | \$ | 8.25 | \$ | 5,148 | \$ | - | \$ | 5,148 | \$ | 5,148 | \$ | 5,148 | \$ | 150.00 |
| Loganv'e | McDowell, Josephine | 10/19/2006 | Associate | 0 | 12 | \$ | 8.25 | \$ | 5,148 | \$ | - | \$ | 5,148 | \$ | 5,148 | \$ | 5,148 | \$ | 150.00 |
| Loganv'e | Carroll, Charles | | Custodian | 0 | 12 | \$ | 8.48 | \$ | 5,292 | \$ | - | \$ | 5,292 | \$ | 5,292 | \$ | 5,292 | \$ | 150.00 |
| TOTALS | | | 55 | 4 | 214 | | 104 | | | | 4,084 | | 81,274 | | 32,748 | | 114,022 | | 2,150.00 |

| | | | | | | | | | | | | | | | | | | | |
|--------|-------------------|-----------|-----------|---|-----|----|-------|----|--------|----|-------|----|--------|----|--------|----|--------|----|------------|
| Monroe | Tuggle, Angel | 8/1/2007 | Manager | 1 | 40 | \$ | 14.42 | \$ | 30,000 | \$ | 897 | \$ | 30,897 | \$ | - | \$ | 30,897 | \$ | 500.00 |
| Monroe | Worsham, Vicki | | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Monroe | Evans, Suzette | 5/8/2007 | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Monroe | Young, Heidi | | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Monroe | Kavanagh, Melinda | | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Monroe | Hicks, Amy | 10/9/2007 | Associate | 1 | 40 | \$ | 7.25 | \$ | 15,080 | \$ | 2,111 | \$ | 17,191 | \$ | - | \$ | 17,191 | \$ | 150.00 |
| Monroe | Hawley, Barbara | 5/27/2005 | Associate | 0 | 17 | \$ | 7.25 | \$ | 6,409 | \$ | - | \$ | 6,409 | \$ | 6,409 | \$ | 6,409 | \$ | 150.00 |
| Monroe | Eidson, Brenda | 0/0/0 | Associate | 0 | 0 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 200.00 |
| Monroe | | | Custodial | 0 | 17 | \$ | 7.49 | \$ | 6,621 | \$ | - | \$ | 6,621 | \$ | 6,621 | \$ | 6,621 | \$ | 150.00 |
| TOTALS | | | 58 | 2 | 165 | | 49 | | | | 3,008 | | 48,088 | | 38,666 | | 86,755 | | \$1,750.00 |

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| | | | | | | | | | | | | | | | | | | | |
|---------|-------------------|----------|-----------|---|-----|----|-------|----|--------|----|-------|----|--------|----|--------|----|--------|----|------------|
| Stanton | King, Janet | 8/1/2007 | Manager | 1 | 40 | \$ | 15.18 | \$ | 31,574 | \$ | 1,148 | \$ | 32,723 | \$ | - | \$ | 32,723 | \$ | 500.00 |
| Stanton | McPherson, Janice | 9/1/2004 | Associate | 1 | 40 | \$ | 12.52 | \$ | 26,042 | \$ | 1,148 | \$ | 27,190 | \$ | - | \$ | 27,190 | \$ | 200.00 |
| Stanton | Meadows, Jeffrey | | Associate | 0 | 17 | \$ | 9.03 | \$ | 7,983 | \$ | - | \$ | 7,983 | \$ | 7,983 | \$ | 7,983 | \$ | 150.00 |
| Stanton | Allen, Linda | Average | Associate | 0 | 5 | \$ | 9.03 | \$ | 2,348 | \$ | - | \$ | 2,348 | \$ | 2,348 | \$ | 2,348 | \$ | 150.00 |
| Stanton | Ryan, Elaine | | Associate | 0 | 17 | \$ | 9.03 | \$ | 7,983 | \$ | - | \$ | 7,983 | \$ | 7,983 | \$ | 7,983 | \$ | 150.00 |
| Stanton | Cox, Paulette | 9/1/2004 | Associate | 0 | 17 | \$ | 9.28 | \$ | 8,204 | \$ | - | \$ | 8,204 | \$ | 8,204 | \$ | 8,204 | \$ | 150.00 |
| TOTALS | | | 55 | 2 | 136 | | 26 | | | | 2,297 | | 57,616 | | 26,516 | | 86,429 | | \$1,300.00 |

Sexual Harassment Policy

Uncle Remus Regional Library System is vigorously committed to maintaining a working environment free of sexual harassment.

1. Sexual harassment is any form of sexually offensive touching or verbal conduct, including, but not limited to
 - (a) requests for sexual favors, unwelcome sexual advances, or sexually offensive comments which create a hostile or offensive working environment; and
 - (b) use of, or inference that, an employee's submission to or rejection of such conduct is, or may be used as, a basis for employment decisions affecting the employee.
2. The above prohibitions apply to all employees and to visitors and patrons to the library. Thus, for instance, this policy prohibits all employees from creating an offensive working environment for fellow employees as well as prohibiting offensive supervisory conduct.

Procedure

1. Employees are encouraged to report sexual harassment because the corrective action cannot be taken without being made aware of the problem.
2. Employees, at their option, should report sexual harassment complaints in writing to a manager of the library and/or the system's Director. If the Director is the harasser, the actions should be reported to the Chairs of the Uncle Remus Regional Library System.

Managers must promptly report all sexual harassment complaints to the Director. The Director must report the complaint to the Chair of the appropriate Board. Complaints should be as specific as possible as to the date, time, place and nature of incidents complained of, as well as whether there are any witnesses to the misconduct.

3. The Director and/or his/her designated representative are responsible for promptly conducting a thorough confidential investigation of the alleged misconduct. The Chair of the appropriate board shall participate in this investigation. If the harassment occurs in the regional office, the appropriate Chair shall be the Chair of the Morgan County Library.
4. If, upon completion of the investigation, the investigators determine that prohibited conduct did occur, the investigation team shall promptly implement corrective and disciplinary action, including the possibility of discharge of offending person or persons or the barring of the patron should the offender be a patron or visitor.

October 13, 2011

Non-Fraternization Policy

Uncle Remus Regional Library System desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and employee morale and dissention problems that can potentially result from romantic relationships involving managerial or supervisory employees and all other personnel.

Accordingly, the director, assistant director, department heads, and managers are strongly discouraged from fraternizing or becoming romantically involved with one another or any other support personnel under their supervision. Additionally, all support personnel are discouraged from fraternizing or becoming romantically involved with other employees when in the opinion of the Board of Trustees, their personal relationship may create a conflict of interest, cause a disruption, and create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

Any employee of the Board of Trustees involved with the director, assistant director, department head, or manager must immediately and fully disclose in writing the relevant circumstances to the Chairs of the Uncle Remus Regional Library System and the Director so a determination can be made as to whether the relationship presents an actual, perceived or potential conflict of interest. If an actual, perceived or potential conflict of interest exists, the Board of Trustees may take whatever action it deems appropriate according to the circumstances, up to and including transfer or dismissal. Failure to disclose material facts may lead to disciplinary action, up to including termination.

It is not the System's intention to dictate choices made in your personal life with this policy. Staff must understand, however, that courts and other workers are holding organizations to higher standards to insure a fair, conflict-free workplace. As organizations shoulder these greater burdens, more regulations and policies become necessary.

All employees should also remember that URRLS maintains a strict policy consistent with all applicable federal, state, and, local laws.

October 13, 2011

MEETING ROOM POLICY

Note: Jasper County Library does not have a meeting room.

Meeting rooms are primarily for the library's use in providing adult and children's programs and other library-related uses. The community may also enjoy the privilege of using the meeting rooms provided the following policies are observed.

1. The meeting rooms may be used by residents of the region for meetings of businesses and organizations which operate under either articles of incorporation or constitution and bylaws. All meetings must be open to the public.
2. Meetings may be scheduled at any time the library is open or after hours (Greene County Library and Hancock County Library do not allow use after operating hours). The \$50.00 rental fee determined by the regional library board of trustees for using the meeting room during library operating hours will be used to offset additional utility costs, carpet cleaning, and other minor maintenance of the rooms. This fee is waived for organizations that are a unit or subunit of a library's funding agency as well as state and federal government agencies. There is an additional \$100.00 staffing fee to use the meeting room outside the operating hours of the library for a maximum of four hours. The staffing fee will be used to pay library staff to be on the premises during meetings scheduled outside the operating hours of the library.
3. Library use of the room in providing adult and children's programs and other library-related uses takes precedence over scheduled and/or non-scheduled meetings. Restrictions do not apply to library-sponsored activities.
4. Requests for recurring meetings must be submitted in writing to the Library Manager. The requesting group may only schedule meetings for a period of no more than three consecutive months. Organizations may not meet more than four times in one calendar year; however, organizations that are a unit or subunit of a library's funding agency as well as state and federal government agencies are not subject to these restrictions.
5. The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs.
6. Children's or teenagers' meetings must be supervised by an adult who will be in attendance and held responsible at all times.
7. Patrons will be responsible for arranging furnishings before and after their meetings as well as restoring the room (and kitchen, if used and available) to its original condition. Any tables and chairs removed from the storage room must be returned to storage. All trash must be removed

from the building. Any items, equipment, or supplies left in the room becomes property of the library.

8. The Record of Attendance form must be returned to the circulation desk at the end of the meeting or given to the library staff on the premises.
9. The meeting rooms are not to be headquarters for any organization or division of an organization.
10. Commercial ventures are never permitted. Organizations are permitted to charge fees when all proceeds shall go to cover costs of materials.
11. The meeting rooms shall not be used for political campaigning or fundraising.
12. Each group will be held financially responsible for any and all damages to the meeting rooms and/or kitchen.
13. Smoking is strictly prohibited in all areas of the library, including the meeting rooms.
14. Alcoholic beverages are prohibited.
15. A library card or driver's license must be presented when the Meeting Rooms Policy and Record of Attendance form is obtained at the circulation desk before use of the rooms.

Amended: October 13, 2011

BOOK SIGNING EVENTS POLICY

Uncle Remus Regional Library System policy does not permit profit-making ventures.

Book signings of self published works or any work published by a private press is not permitted.

Books to be provided at a book signing event shall be purchased in advance by the Library System from library vendors. However, attendees are not restricted to purchasing a book on site.

Only literary works that reflect the Uncle Remus Regional Library System's Acquisitions Policy shall be considered for book signing events.

Requests for book signing events can be made to the Library Manager and must have final approval by the director of the Uncle Remus Regional Library System.

This policy does not apply to Friends of the Library organizations which may arrange a book signing (trade, private, or self-published) whereby the author's sale of books is in lieu (partly or wholly) of a speaker's fee.

Adopted 10/13/2011