

**Uncle Remus Regional Library System
Board Meeting
1121 EAST AVENUE
MADISON, GA 30650
706-342-4974**

April 11, 2019 at 1:00 PM

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
 - a. January 10, 2019 Minutes
- III. Reports**
 - a. Financial Report
- IV. Old Business**
 - a. Construction Update
- V. New Business**
 - a. Budget Amendment for FY18
 - b. Credit Card
 - c. Personnel and Policy Manual Updates
- VI. Public Comments**
- VII. Director's Comments**
- VIII. Adjournment**
 - a. Date of Next Meeting: August 8, 2019

**Uncle Remus Regional Library System
Board Meeting
1121 East Avenue
Madison, GA 30650
706-342-4974**

The Regional Board of the Uncle Remus Regional Library System (the "Board") met at the Uncle Remus Regional Library System Headquarters in Madison, GA on January 10, 2019, at 1:00 p.m.

The following members were present:

- Greene County: Carroll Slusher, Joann McDade, Mary Lou Noonan, Emma O'Neal, Peggy Uehlin, Tom Uehlin,
- Hancock County: Mary Lacksen, Sherry Henry, Norman Hitchcock,
- Jasper County: Kristy Burton, Mary Camp, John Stork,
- Morgan County: Bonnie Hicky, Eula Colbert, Hiram Johnston, Irene Paul, John Wade,
- Putnam County: Christopher Bassett, Georgette Craig,
- Walton County, Loganville: Nancy Curry, Charlotte George, Janice Tribble
- Walton County, Monroe: Peggy Leicht
- Walton County, Social Circle: Penny Keener, Gina Morton,
- Walton County, Walnut Grove: Don Cannon.

Excused Absences:

- Hancock County: Michael Freeland, Rhunette Lewis,
- Morgan County: Linda Thoman,
- Walton County, Loganville: Ann Jones,
- Walton County, Monroe: Susan Bair, Marc Hammes, Lynn Warren
- Walton County, Social Circle: Adele Schirmer, Jessica Hutcheson, Joan McMillan, Nancy Posner,
- Walton County, Walnut Grove: Kimberly Cliatt, Guy Hall, June Pringle.

The meeting was called to order at 1:00 p.m.

Motion 1: October 11, 2018 Minutes Approved

Stacy Brown presented the minutes from the October 11, 2018 Board Meeting. Please see the Board Meeting Packet. A motion to accept the minutes as amended was made by Don Cannon, seconded by John Stork, and passed with a unanimous vote.

Motion 2: December 31, 2018 Financial Report Approved

Ms. Brown presented the Financial Report dated December 31, 2018. Please see the Board Meeting Packet. A motion to accept the financial report as presented was made by Norman Hitchcock, seconded by Bonnie Hicky, and passed with a unanimous vote.

Ms. Brown gave an update on the W. H. Stanton Memorial Library Renovation and Expansion Project. The project is ahead of schedule.

Motion 3: Change date of October 10, 2019 meeting to October 17, 2019 Approved.

A motion to change the date of the October 10, 2019 Board Meeting to October 17, 2019 was made by Don Cannon, seconded by Norm Hitchcock, and passed with a unanimous vote.

Motion 4: Policy Manual Changes Approved

Mary Young presented the Board with changes to the Policy Manual. Please see the Board Meeting Packet. A motion to remove section I(C)(1) and section IV(J) and approve the remaining changes was made by Don Cannon, seconded by Kristy Burton, and passed with a unanimous vote.

Ms. Brown stated that W. H. Stanton Memorial Library Manager Janet King retired at the end of December and Amy Hicks is the new manager. Ms. Brown announced that Greene County Library Manager Jackie Jones McDonald will be retiring in March.

Ms. Brown announced that the "Just Kids" photography exhibit will be displayed at the Monroe-Walton County Library. On February 9, 2019 at 1:00 p.m. a reception will be held at the library for the exhibit.

Motion 5: Adjournment

A motion to adjourn the meeting was made by Mary Camp, seconded by John Wade and passed with a unanimous vote. The meeting was adjourned at 2:15 p.m.

The next Board meeting will be held on April 11, 2019 at 1:00 p.m.

Minutes were Prepared and Submitted by Mary E. Young

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
100 - Regional Fund			
Revenues/Includes Accounts Receivables			
11 Fees and Fines	\$40,079.54	\$23,227.00	172.556 %
12 Grant Projects, Donations & Int	\$3,547.69	\$0.00	0.000 %
Regional Share/Transfer Ins	\$138,144.00	\$184,192.00	75.000 %
Total Revenues	<u>\$181,771.23</u>	<u>\$207,419.00</u>	<u>87.635 %</u>
Expenses			
17 Personnel	\$74,537.06	\$137,923.00	54.043 %
18 Utilities	\$4,108.94	\$6,000.00	68.482 %
19 BG's & CC's	\$8,107.35	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$6,701.55	\$11,000.00	60.923 %
21 Professional Svcs, Dues, Fees	\$10,006.70	\$12,000.00	83.389 %
22 Telecommunications	\$4,473.59	\$7,000.00	63.908 %
23 Repair & Maintenance (Equipment)	\$4,342.74	\$5,000.00	86.855 %
24 Building Repair	\$500.00	\$3,000.00	16.667 %
25 Postage	\$1,565.76	\$1,800.00	86.987 %
26 Delivery	\$8,763.60	\$10,000.00	87.636 %
27 Travel	\$5,373.73	\$5,000.00	107.475 %
28 Grounds, Cleaning	\$2,656.00	\$3,700.00	71.784 %
30 Leased Equipment	\$1,297.64	\$0.00	0.000 %
31 Computer Equipment	\$2,026.70	\$5,000.00	40.534 %
32 Building/Bond Insurance	\$4,724.00	\$6,000.00	78.733 %
35 Materials (Books) - Local	\$1,773.77	\$1,800.00	98.543 %
41 Internet Access	\$3,021.00	\$0.00	0.000 %
Total Expenses	<u>\$143,980.13</u>	<u>\$215,223.00</u>	<u>66.898 %</u>
BEGINNING FUND BALANCE	\$244,551.66	\$244,551.66	100.000 %
NET SURPLUS/(DEFICIT)	\$37,791.10	(\$7,804.00)	(484.253)%
ENDING FUND BALANCE	<u><u>\$282,342.76</u></u>	<u><u>\$236,747.66</u></u>	<u><u>119.259 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
310 - State Funds			
Revenues/Includes Accounts Receivables			
State Materials Grant	\$39,465.76	\$52,621.00	75.000 %
Other State Grants	\$581,544.06	\$763,970.00	76.121 %
Total Revenues	<u>\$621,009.82</u>	<u>\$816,591.00</u>	<u>76.049 %</u>
Expenses			
17 Personnel	\$600,992.19	\$763,970.00	78.667 %
35 Materials (Books) - Local	\$51,649.27	\$52,621.00	98.153 %
Total Expenses	<u>\$652,641.46</u>	<u>\$816,591.00</u>	<u>79.923 %</u>
 BEGINNING FUND BALANCE	 \$0.00	 \$0.00	 0.000 %
 NET SURPLUS/(DEFICIT)	 (\$31,631.64)	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u>(\$31,631.64)</u>	 <u>\$0.00</u>	 <u>0.000 %</u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
101 - Hancock County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$90,000.00	\$120,000.00	75.000 %
10 Fund Raiser	\$31,735.05	\$31,735.05	100.000 %
11 Fees and Fines	\$10,134.08	\$15,375.00	65.913 %
13 Materials (Books) - Donors	\$4,657.50	\$4,657.50	100.000 %
16 Programs	\$216.02	\$2,500.02	8.641 %
Total Revenues	<u>\$136,742.65</u>	<u>\$174,267.57</u>	<u>78.467 %</u>
Expenses			
17 Personnel	\$59,798.08	\$93,124.00	64.213 %
18 Utilities	\$11,985.23	\$18,500.00	64.785 %
19 BG's & CC's	\$488.08	\$728.00	67.044 %
20 Supplies, Printing, Processing	\$2,144.36	\$4,100.00	52.302 %
21 Professional Svcs, Dues, Fees	\$519.55	\$2,900.00	17.916 %
22 Telecommunications	\$1,213.26	\$2,000.00	60.663 %
23 Repair & Maintenance (Equipment)	\$1,135.14	\$2,300.00	49.354 %
24 Building Repair	\$1,035.36	\$1,700.00	60.904 %
25 Postage	\$84.00	\$250.00	33.600 %
27 Travel	\$1,081.19	\$750.00	144.159 %
31 Computer Equipment	\$60.00	\$2,000.00	3.000 %
32 Building/Bond Insurance	\$1,472.00	\$1,579.00	93.224 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Tranfer Outs	\$10,774.50	\$14,366.00	75.000 %
35 Materials (Books) - Local	\$847.60	\$806.00	105.161 %
37 Materials (Books) - Donors	\$4,752.98	\$4,657.50	102.050 %
41 Internet Access	\$2,538.00	\$0.00	0.000 %
44 Seasonal Programs	\$910.07	\$2,500.02	36.403 %
45 Fund Raiser	\$1,426.37	\$31,735.05	4.495 %
Total Expenses	<u>\$102,763.88</u>	<u>\$184,493.57</u>	<u>55.701 %</u>
BEGINNING FUND BALANCE	\$3,860.53	\$3,860.53	100.000 %
NET SURPLUS/(DEFICIT)	\$33,978.77	(\$10,226.00)	(332.278)%
ENDING FUND BALANCE	<u><u>\$37,839.30</u></u>	<u><u>(\$6,365.47)</u></u>	<u><u>(594.446)%</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
102 - Jasper County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$4,760.84	\$5,000.00	95.217 %
06 Board of Education	\$10,000.00	\$10,000.00	100.000 %
07 County Commissioners	\$85,730.28	\$112,485.00	76.215 %
11 Fees and Fines	\$12,954.33	\$15,283.00	84.763 %
13 Materials (Books) - Donors	\$198.27	\$3,356.27	5.908 %
16 Programs	\$349.58	\$3,797.58	9.205 %
Total Revenues	<u>\$113,993.30</u>	<u>\$149,921.85</u>	<u>76.035 %</u>
Expenses			
17 Personnel	\$54,500.07	\$77,306.00	70.499 %
18 Utilities	\$14,282.13	\$23,079.00	61.884 %
19 BG's & CC's	\$682.67	\$830.00	82.249 %
20 Supplies, Printing, Processing	\$1,093.53	\$2,000.00	54.677 %
21 Professional Svcs, Dues, Fees	\$539.05	\$1,800.00	29.947 %
22 Telecommunications	\$1,852.30	\$2,300.00	80.535 %
23 Repair & Maintenance (Equipment)	\$1,962.18	\$2,000.00	98.109 %
24 Building Repair	\$1,682.35	\$3,000.00	56.078 %
25 Postage	\$6.70	\$50.00	13.400 %
27 Travel	\$230.43	\$400.00	57.608 %
28 Grounds, Cleaning	\$61.00	\$500.00	12.200 %
29 Water, Sewer	\$816.35	\$1,700.00	48.021 %
31 Computer Equipment	\$451.97	\$1,500.00	30.131 %
32 Building/Bond Insurance	\$4,353.00	\$4,232.00	102.859 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Tranfer Outs	\$13,167.00	\$17,556.00	75.000 %
35 Materials (Books) - Local	\$3,025.60	\$4,017.00	75.320 %
37 Materials (Books) - Donors	\$75.00	\$3,356.27	2.235 %
41 Internet Access	\$2,538.00	\$0.00	0.000 %
44 Seasonal Programs	\$990.00	\$3,797.58	26.069 %
Total Expenses	<u>\$102,807.44</u>	<u>\$149,921.85</u>	<u>68.574 %</u>
BEGINNING FUND BALANCE	(\$16,063.45)	(\$16,063.45)	100.000 %
NET SURPLUS/(DEFICIT)	\$11,185.86	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>(\$4,877.59)</u></u>	<u><u>(\$16,063.45)</u></u>	<u><u>30.365 %</u></u>

Uncle Remus Regional Library

Financial Report

MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
103 - Morgan County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$163,215.72	\$217,621.00	75.000 %
11 Fees and Fines	\$58,917.71	\$23,017.00	255.975 %
13 Materials (Books) - Donors	\$5,714.44	\$20,276.44	28.183 %
16 Programs	\$645.00	\$3,152.00	20.463 %
Total Revenues	<u>\$228,492.87</u>	<u>\$264,066.44</u>	<u>86.529 %</u>
Expenses			
17 Personnel	\$89,994.31	\$114,241.00	78.776 %
18 Utilities	\$19,247.95	\$28,919.00	66.558 %
19 BG's & CC's	\$808.05	\$1,000.00	80.805 %
20 Supplies, Printing, Processing	\$3,592.24	\$4,500.00	79.828 %
21 Professional Svcs, Dues, Fees	\$703.62	\$2,500.00	28.145 %
22 Telecommunications	\$2,236.52	\$6,000.00	37.275 %
23 Repair & Maintenance (Equipment)	\$3,692.37	\$5,000.00	73.847 %
24 Building Repair	\$353.60	\$3,000.00	11.787 %
25 Postage	\$69.18	\$500.00	13.836 %
27 Travel	\$502.63	\$500.00	100.526 %
28 Grounds, Cleaning	\$3,822.00	\$4,140.00	92.319 %
29 Water, Sewer	\$1,352.52	\$1,035.00	130.678 %
31 Computer Equipment	\$3,063.30	\$5,000.00	61.266 %
32 Building/Bond Insurance	\$725.00	\$725.00	100.000 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Transfer Outs	\$15,057.00	\$20,076.00	75.000 %
35 Materials (Books) - Local	\$19,667.00	\$43,004.00	45.733 %
37 Materials (Books) - Donors	\$5,379.96	\$20,276.44	26.533 %
41 Internet Access	\$4,509.00	\$0.00	0.000 %
44 Seasonal Programs	\$733.42	\$3,152.00	23.268 %
Total Expenses	<u>\$176,007.78</u>	<u>\$264,066.44</u>	<u>66.653 %</u>
BEGINNING FUND BALANCE	\$95,950.94	\$95,950.94	100.000 %
NET SURPLUS/(DEFICIT)	\$52,485.09	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$148,436.03</u></u>	<u><u>\$95,950.94</u></u>	<u><u>154.700 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
104 - Putnam County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$16,000.00	\$16,000.00	100.000 %
07 County Commissioners	\$120,226.00	\$163,500.00	73.533 %
11 Fees and Fines	\$20,608.81	\$18,403.00	111.986 %
13 Materials (Books) - Donors	\$1,337.95	\$1,777.95	75.252 %
16 Programs	\$2,977.35	\$5,675.65	52.458 %
Total Revenues	<u>\$161,150.11</u>	<u>\$205,356.60</u>	<u>78.473 %</u>
Expenses			
17 Personnel	\$91,051.42	\$134,078.00	67.909 %
18 Utilities	\$14,243.47	\$19,471.00	73.152 %
19 BG's & CC's	\$670.54	\$827.00	81.081 %
20 Supplies, Printing, Processing	\$1,979.87	\$3,500.00	56.568 %
21 Professional Svcs, Dues, Fees	\$585.39	\$2,223.00	26.333 %
22 Telecommunications	\$1,215.73	\$3,000.00	40.524 %
23 Repair & Maintenance (Equipment)	\$2,351.37	\$2,500.00	94.055 %
24 Building Repair	\$867.00	\$1,700.00	51.000 %
25 Postage	\$0.00	\$250.00	0.000 %
27 Travel	\$244.20	\$500.00	48.840 %
29 Water, Sewer	\$663.99	\$1,200.00	55.333 %
31 Computer Equipment	\$4,974.36	\$2,000.00	248.718 %
32 Building/Bond Insurance	\$702.00	\$676.00	103.846 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Tranfer Outs	\$16,290.00	\$21,720.00	75.000 %
35 Materials (Books) - Local	\$2,412.33	\$3,760.00	64.158 %
37 Materials (Books) - Donors	\$95.43	\$1,777.95	5.367 %
41 Internet Access	\$2,538.00	\$0.00	0.000 %
44 Seasonal Programs	\$3,100.00	\$5,675.65	54.619 %
Total Expenses	<u>\$144,483.21</u>	<u>\$205,356.60</u>	<u>70.357 %</u>
BEGINNING FUND BALANCE	\$3,754.06	\$3,754.06	100.000 %
NET SURPLUS/(DEFICIT)	\$16,666.90	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$20,420.96</u></u>	<u><u>\$3,754.06</u></u>	<u><u>543.970 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
105 - Loganville Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$99,928.50	\$133,238.00	75.000 %
07 County Commissioners	\$61,694.25	\$82,259.00	75.000 %
11 Fees and Fines	\$13,437.94	\$16,080.00	83.569 %
13 Materials (Books) - Donors	\$1,013.41	\$3,062.41	33.092 %
16 Programs	\$405.18	\$2,496.18	16.232 %
Total Revenues	<u>\$176,479.28</u>	<u>\$237,135.59</u>	<u>74.421 %</u>
Expenses			
17 Personnel	\$107,401.18	\$158,810.00	67.629 %
19 BG's & CC's	\$897.55	\$1,000.00	89.755 %
20 Supplies, Printing, Processing	\$1,939.50	\$5,000.00	38.790 %
21 Professional Svcs, Dues, Fees	\$464.59	\$3,000.00	15.486 %
22 Telecommunications	\$1,240.50	\$4,500.00	27.567 %
23 Repair & Maintenance (Equipment)	\$1,961.41	\$2,000.00	98.071 %
24 Building Repair	\$820.60	\$2,000.00	41.030 %
25 Postage	\$0.00	\$250.00	0.000 %
27 Travel	\$169.33	\$500.00	33.866 %
31 Computer Equipment	\$768.11	\$2,000.00	38.406 %
32 Building/Bond Insurance	\$664.00	\$637.00	104.239 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Transfer Outs	\$17,160.75	\$22,881.00	75.000 %
35 Materials (Books) - Local	\$17,548.93	\$28,501.00	61.573 %
37 Materials (Books) - Donors	\$565.46	\$3,062.41	18.465 %
41 Internet Access	\$2,538.00	\$0.00	0.000 %
44 Seasonal Programs	\$845.00	\$2,496.18	33.852 %
Total Expenses	<u>\$155,483.02</u>	<u>\$237,135.59</u>	<u>65.567 %</u>
 BEGINNING FUND BALANCE	 \$16,932.05	 \$16,932.05	 100.000 %
 NET SURPLUS/(DEFICIT)	 \$20,996.26	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u><u>\$37,928.31</u></u>	 <u><u>\$16,932.05</u></u>	 <u><u>224.003 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
106 - Monroe-Walton Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$92,700.00	\$123,600.00	75.000 %
07 County Commissioners	\$61,694.25	\$82,259.00	75.000 %
11 Fees and Fines	\$26,123.53	\$33,077.00	78.978 %
13 Materials (Books) - Donors	\$2,315.76	\$11,508.76	20.122 %
16 Programs	\$690.29	\$6,399.59	10.787 %
Total Revenues	<u>\$183,523.83</u>	<u>\$256,844.35</u>	<u>71.453 %</u>
Expenses			
17 Personnel	\$103,371.17	\$154,654.00	66.840 %
18 Utilities	\$12,242.94	\$16,606.00	73.726 %
19 BG's & CC's	\$1,088.65	\$1,326.00	82.100 %
20 Supplies, Printing, Processing	\$3,086.61	\$6,000.00	51.444 %
21 Professional Svcs, Dues, Fees	\$569.89	\$3,000.00	18.996 %
22 Telecommunications	\$128.49	\$240.00	53.538 %
23 Repair & Maintenance (Equipment)	\$2,310.29	\$2,500.00	92.412 %
24 Building Repair	\$561.00	\$2,000.00	28.050 %
25 Postage	\$0.00	\$250.00	0.000 %
27 Travel	\$171.56	\$500.00	34.312 %
29 Water, Sewer	\$2,232.32	\$3,246.00	68.771 %
31 Computer Equipment	\$983.11	\$2,000.00	49.156 %
32 Building/Bond Insurance	\$736.00	\$710.00	103.662 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Tranfer Outs	\$17,160.75	\$22,881.00	75.000 %
35 Materials (Books) - Local	\$20,283.53	\$22,525.00	90.049 %
37 Materials (Books) - Donors	\$2,436.96	\$11,508.76	21.175 %
41 Internet Access	\$3,519.00	\$0.00	0.000 %
44 Seasonal Programs	\$452.80	\$6,399.59	7.076 %
Total Expenses	<u>\$171,833.18</u>	<u>\$256,844.35</u>	<u>66.902 %</u>
BEGINNING FUND BALANCE	\$15,466.57	\$15,466.57	100.000 %
NET SURPLUS/(DEFICIT)	\$11,690.65	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$27,157.22</u></u>	<u><u>\$15,466.57</u></u>	<u><u>175.587 %</u></u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
107 - Social Circle Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$84,326.25	\$112,435.00	75.000 %
07 County Commissioners	\$61,694.25	\$82,259.00	75.000 %
11 Fees and Fines	\$4,732.57	\$10,632.00	44.513 %
13 Materials (Books) - Donors	\$220.63	\$1,853.63	11.903 %
16 Programs	\$615.05	\$615.05	100.000 %
Total Revenues	<u>\$151,588.75</u>	<u>\$207,794.68</u>	<u>72.951 %</u>
Expenses			
17 Personnel	\$100,884.52	\$149,216.00	67.610 %
19 BG's & CC's	\$485.11	\$650.00	74.632 %
20 Supplies, Printing, Processing	\$1,429.37	\$4,000.00	35.734 %
21 Professional Svcs, Dues, Fees	\$1,546.90	\$3,000.00	51.563 %
23 Repair & Maintenance (Equipment)	\$1,219.78	\$2,000.00	60.989 %
24 Building Repair	\$66.82	\$2,000.00	3.341 %
25 Postage	\$0.00	\$250.00	0.000 %
27 Travel	\$286.34	\$500.00	57.268 %
31 Computer Equipment	\$1,185.15	\$2,000.00	59.258 %
32 Building/Bond Insurance	\$630.00	\$604.00	104.305 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Tranfer Outs	\$17,160.75	\$22,881.00	75.000 %
35 Materials (Books) - Local	\$3,530.09	\$17,727.00	19.914 %
37 Materials (Books) - Donors	\$209.15	\$1,853.63	11.283 %
41 Internet Access	\$2,305.33	\$0.00	0.000 %
44 Seasonal Programs	\$520.00	\$615.05	84.546 %
Total Expenses	<u>\$131,957.42</u>	<u>\$207,794.68</u>	<u>63.504 %</u>
 BEGINNING FUND BALANCE	 \$7,020.44	 \$7,020.44	 100.000 %
 NET SURPLUS/(DEFICIT)	 \$19,631.33	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u>\$26,651.77</u>	 <u>\$7,020.44</u>	 <u>379.631 %</u>

Uncle Remus Regional Library
Financial Report
MARCH 31, 2019

	YTD Invoiced	Annual Budget	Percent
108 - Greene County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$166,600.25	\$223,769.25	74.452 %
10 Fund Raiser	\$600.00	\$14,404.00	4.166 %
11 Fees and Fines	\$18,444.00	\$20,428.00	90.288 %
12 Grant Projects, Donations & Int	\$1.27	\$0.00	0.000 %
13 Materials (Books) - Donors	\$1,358.44	\$12,365.44	10.986 %
16 Programs	\$203.99	\$3,832.99	5.322 %
Total Revenues	<u>\$187,207.95</u>	<u>\$274,799.68</u>	<u>68.125 %</u>
Expenses			
17 Personnel	\$92,184.10	\$128,114.00	71.955 %
18 Utilities	\$16,324.80	\$26,840.00	60.823 %
19 BG's & CC's	\$739.17	\$867.00	85.256 %
20 Supplies, Printing, Processing	\$2,996.03	\$5,200.00	57.616 %
21 Professional Svcs, Dues, Fees	\$743.70	\$2,600.00	28.604 %
22 Telecommunications	\$1,833.92	\$5,500.00	33.344 %
23 Repair & Maintenance (Equipment)	\$3,688.66	\$3,000.00	122.955 %
24 Building Repair	\$4,758.10	\$3,000.00	158.603 %
25 Postage	\$13.55	\$250.00	5.420 %
27 Travel	\$241.11	\$750.00	32.148 %
28 Grounds, Cleaning	\$1,400.00	\$4,000.00	35.000 %
29 Water, Sewer	\$1,740.75	\$2,000.00	87.038 %
31 Computer Equipment	\$1,568.10	\$3,134.00	50.035 %
32 Building/Bond Insurance	\$786.00	\$759.00	103.557 %
33 Trustee Insurance	\$498.11	\$498.00	100.022 %
34 Shared Costs - 1/8 / Transfer Outs	\$14,212.50	\$18,950.00	75.000 %
35 Materials (Books) - Local	\$16,702.53	\$38,735.25	43.120 %
37 Materials (Books) - Donors	\$262.70	\$12,365.44	2.125 %
41 Internet Access	\$9,765.00	\$0.00	0.000 %
44 Seasonal Programs	\$895.00	\$3,832.99	23.350 %
45 Fund Raiser	\$178.12	\$14,404.00	1.237 %
Total Expenses	<u>\$171,531.95</u>	<u>\$274,799.68</u>	<u>62.421 %</u>
 BEGINNING FUND BALANCE	 \$71,884.15	 \$71,884.15	 100.000 %
 NET SURPLUS/(DEFICIT)	 \$15,676.00	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u>\$87,560.15</u>	 <u>\$71,884.15</u>	 <u>121.807 %</u>

Uncle Remus Regional Library
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	YTD Invoiced	Annual Budget	Percent
109 - Walnut Grove Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$50,967.00	\$45,000.00	113.260 %
07 County Commissioners	\$61,694.25	\$82,259.00	75.000 %
11 Fees and Fines	\$7,551.70	\$9,044.00	83.500 %
13 Materials (Books) - Donors	\$9,084.16	\$9,425.16	96.382 %
16 Programs	\$216.58	\$1,645.22	13.164 %
Total Revenues	<u>\$129,513.69</u>	<u>\$147,373.38</u>	<u>87.881 %</u>
Expenses			
17 Personnel	\$53,675.01	\$81,270.00	66.045 %
18 Utilities	\$7,882.06	\$12,074.00	65.281 %
19 BG's & CC's	\$728.62	\$890.00	81.867 %
20 Supplies, Printing, Processing	\$1,517.19	\$2,000.00	75.860 %
21 Professional Svcs, Dues, Fees	\$521.14	\$2,044.00	25.496 %
22 Telecommunications	\$1,290.75	\$2,400.00	53.781 %
23 Repair & Maintenance (Equipment)	\$2,321.88	\$2,000.00	116.094 %
24 Building Repair	\$1,500.60	\$500.00	300.120 %
25 Postage	\$0.00	\$250.00	0.000 %
27 Travel	\$770.26	\$1,500.00	51.351 %
28 Grounds, Cleaning	\$408.00	\$816.00	50.000 %
29 Water, Sewer	\$1,828.55	\$1,900.00	96.240 %
31 Computer Equipment	\$2.02	\$2,000.00	0.101 %
32 Building/Bond Insurance	\$649.00	\$623.00	104.173 %
33 Trustee Insurance	\$498.12	\$498.00	100.024 %
34 Shared Costs - 1/8 / Tranfer Outs	\$17,160.75	\$22,881.00	75.000 %
35 Materials (Books) - Local	\$2,106.91	\$2,657.00	79.297 %
37 Materials (Books) - Donors	\$8,203.09	\$9,425.16	87.034 %
41 Internet Access	\$2,538.00	\$0.00	0.000 %
44 Seasonal Programs	\$959.67	\$1,645.22	58.331 %
Total Expenses	<u>\$104,561.62</u>	<u>\$147,373.38</u>	<u>70.950 %</u>
BEGINNING FUND BALANCE	\$2,416.29	\$2,416.29	100.000 %
NET SURPLUS/(DEFICIT)	\$24,952.07	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$27,368.36</u></u>	<u><u>\$2,416.29</u></u>	<u><u>1,132.660 %</u></u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
100 - Regional Fund				
Revenues/Includes Accounts Receivables				
11 Fees and Fines	\$67,104.48	\$44,084.00	\$44,084.00	152.220 %
12 Grant Projects, Donations & Int	\$4,894.83	\$0.00	\$0.00	0.000 %
Regional Share/Transfer Ins	\$182,756.00	\$182,757.00	\$182,757.00	100.000 %
Total Revenues	<u>\$254,755.31</u>	<u>\$226,841.00</u>	<u>\$226,841.00</u>	<u>112.306 %</u>
Expenses				
17 Personnel	\$144,339.70	\$137,923.00	\$137,923.00	104.652 %
18 Utilities	\$5,988.82	\$7,200.00	\$7,200.00	83.178 %
19 BG's & CC's	\$7,494.34	\$0.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$10,998.65	\$12,000.00	\$12,000.00	91.655 %
21 Professional Svcs, Dues, Fees	\$16,818.07	\$14,100.00	\$14,100.00	119.277 %
22 Telecommunications	\$6,786.15	\$8,500.00	\$8,500.00	79.837 %
23 Repair & Maintenance (Equipment)	\$4,568.85	\$5,000.00	\$5,000.00	91.377 %
24 Building Repair	\$1,463.00	\$4,000.00	\$4,000.00	36.575 %
25 Postage	\$2,243.33	\$1,800.00	\$1,800.00	124.629 %
26 Delivery	\$9,752.66	\$14,000.00	\$14,000.00	69.662 %
27 Travel	\$8,872.53	\$5,000.00	\$5,000.00	177.451 %
28 Grounds, Cleaning	\$3,549.50	\$3,700.00	\$3,700.00	95.932 %
31 Computer Equipment	\$23,046.74	\$18,018.00	\$18,018.00	127.910 %
32 Building/Bond Insurance	\$7,776.20	\$6,000.00	\$6,000.00	129.603 %
35 Materials (Books) - Local	\$1,860.86	\$2,600.00	\$2,600.00	71.572 %
41 Internet Access	\$2,010.00	\$0.00	\$0.00	0.000 %
Total Expenses	<u>\$257,569.40</u>	<u>\$239,841.00</u>	<u>\$239,841.00</u>	<u>107.392 %</u>
BEGINNING FUND BALANCE	\$247,365.75	\$247,365.75	\$247,365.75	100.000 %
NET SURPLUS/(DEFICIT)	(\$2,814.09)	(\$13,000.00)	(\$13,000.00)	21.647 %
ENDING FUND BALANCE	<u><u>\$244,551.66</u></u>	<u><u>\$234,365.75</u></u>	<u><u>\$234,365.75</u></u>	<u><u>104.346 %</u></u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
310 - State Funds				
Revenues/Includes Accounts Receivables				
State Materials Grant	\$43,344.25	\$43,344.00	\$43,344.00	100.001 %
Other State Grants	\$752,250.77	\$752,251.00	\$752,251.00	100.000 %
Total Revenues	<u>\$795,595.02</u>	<u>\$795,595.00</u>	<u>\$795,595.00</u>	<u>100.000 %</u>
Expenses				
17 Personnel	\$752,250.77	\$752,251.00	\$752,251.00	100.000 %
35 Materials (Books) - Local	\$43,344.25	\$43,344.00	\$43,344.00	100.001 %
Total Expenses	<u>\$795,595.02</u>	<u>\$795,595.00</u>	<u>\$795,595.00</u>	<u>100.000 %</u>
 BEGINNING FUND BALANCE	 \$0.00	 \$0.00	 \$0.00	 0.000 %
 NET SURPLUS/(DEFICIT)	 \$0.00	 \$0.00	 \$0.00	 0.000 %
 ENDING FUND BALANCE	 <u>\$0.00</u>	 <u>\$0.00</u>	 <u>\$0.00</u>	 <u>0.000 %</u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
101 - Hancock County Fund				
Revenues/Includes Accounts Receivables				
07 County Commissioners	\$90,000.00	\$120,000.00	\$120,000.00	75.000 %
10 Fund Raiser	\$39,367.00	\$0.00	\$0.00	0.000 %
11 Fees and Fines	\$13,294.35	\$15,375.00	\$15,375.00	86.467 %
12 Grant Projects, Donations & Int	\$7,281.05	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$3,731.05	(\$867.47)	(\$867.47)	(430.107)%
16 Programs	\$1,508.70	\$4,650.44	\$4,650.44	32.442 %
Total Revenues	<u>\$155,182.15</u>	<u>\$139,157.97</u>	<u>\$139,157.97</u>	<u>111.515 %</u>
Expenses				
17 Personnel	\$85,888.15	\$89,896.00	\$89,896.00	95.542 %
18 Utilities	\$18,435.82	\$17,922.00	\$17,922.00	102.867 %
19 BG's & CC's	\$638.59	\$728.00	\$728.00	87.718 %
20 Supplies, Printing, Processing	\$4,076.88	\$3,800.00	\$3,800.00	107.286 %
21 Professional Svcs, Dues, Fees	\$2,820.94	\$2,500.00	\$2,500.00	112.838 %
22 Telecommunications	\$1,992.22	\$3,927.00	\$3,927.00	50.731 %
23 Repair & Maintenance (Equipment)	\$2,291.21	\$2,300.00	\$2,300.00	99.618 %
24 Building Repair	\$6,497.22	\$2,000.00	\$2,000.00	324.861 %
25 Postage	\$97.32	\$250.00	\$250.00	38.928 %
27 Travel	\$594.83	\$750.00	\$750.00	79.311 %
31 Computer Equipment	\$10,804.07	\$2,000.00	\$2,000.00	540.204 %
32 Building/Bond Insurance	\$1,579.20	\$1,579.00	\$1,579.00	100.013 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Transfer Outs	\$14,417.00	\$14,417.00	\$14,417.00	100.000 %
35 Materials (Books) - Local	\$1,910.90	\$1,427.00	\$1,427.00	133.910 %
37 Materials (Books) - Donors	\$3,478.97	(\$867.47)	(\$867.47)	(401.048)%
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$2,306.34	\$4,650.44	\$4,650.44	49.594 %
Total Expenses	<u>\$160,019.77</u>	<u>\$147,752.97</u>	<u>\$147,752.97</u>	<u>108.302 %</u>
BEGINNING FUND BALANCE	\$8,698.15	\$8,698.15	\$8,698.15	100.000 %
NET SURPLUS/(DEFICIT)	(\$4,837.62)	(\$8,595.00)	(\$8,595.00)	56.284 %
ENDING FUND BALANCE	<u><u>\$3,860.53</u></u>	<u><u>\$103.15</u></u>	<u><u>\$103.15</u></u>	<u><u>3,742.637 %</u></u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
102 - Jasper County Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$5,049.42	\$5,000.00	\$5,000.00	100.988 %
06 Board of Education	\$10,000.00	\$10,000.00	\$10,000.00	100.000 %
07 County Commissioners	\$111,303.93	\$108,612.00	\$108,612.00	102.479 %
11 Fees and Fines	\$14,282.64	\$18,416.00	\$18,416.00	77.556 %
12 Grant Projects, Donations & Int	\$9,731.35	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$2,207.65	\$3,444.95	\$3,444.95	64.084 %
16 Programs	\$4,147.32	\$7,409.36	\$7,409.36	55.974 %
Total Revenues	<u>\$156,722.31</u>	<u>\$152,882.31</u>	<u>\$152,882.31</u>	<u>102.512 %</u>
Expenses				
17 Personnel	\$85,565.62	\$83,239.00	\$83,239.00	102.795 %
18 Utilities	\$22,264.28	\$23,079.00	\$23,079.00	96.470 %
19 BG's & CC's	\$830.08	\$740.00	\$740.00	112.173 %
20 Supplies, Printing, Processing	\$2,049.36	\$925.00	\$925.00	221.552 %
21 Professional Svcs, Dues, Fees	\$2,120.49	\$1,800.00	\$1,800.00	117.805 %
22 Telecommunications	\$3,482.31	\$4,600.00	\$4,600.00	75.702 %
23 Repair & Maintenance (Equipment)	\$3,243.49	\$1,500.00	\$1,500.00	216.233 %
24 Building Repair	\$9,865.91	\$500.00	\$500.00	1,973.182 %
25 Postage	\$0.00	\$50.00	\$50.00	0.000 %
27 Travel	\$327.78	\$400.00	\$400.00	81.945 %
28 Grounds, Cleaning	\$427.00	\$500.00	\$500.00	85.400 %
29 Water, Sewer	\$1,659.83	\$1,500.00	\$1,500.00	110.655 %
31 Computer Equipment	\$7,351.35	\$1,000.00	\$1,000.00	735.135 %
32 Building/Bond Insurance	\$4,232.20	\$4,233.00	\$4,233.00	99.981 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$17,488.00	\$17,488.00	\$17,488.00	100.000 %
35 Materials (Books) - Local	\$1,656.50	\$0.00	\$0.00	0.000 %
37 Materials (Books) - Donors	\$287.42	\$3,444.95	\$3,444.95	8.343 %
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$2,961.52	\$7,409.36	\$7,409.36	39.970 %
Total Expenses	<u>\$168,003.25</u>	<u>\$152,882.31</u>	<u>\$152,882.31</u>	<u>109.891 %</u>
BEGINNING FUND BALANCE	(\$4,782.51)	(\$4,782.51)	(\$4,782.51)	100.000 %
NET SURPLUS/(DEFICIT)	(\$11,280.94)	\$0.00	\$0.00	0.000 %
ENDING FUND BALANCE	<u>(\$16,063.45)</u>	<u>(\$4,782.51)</u>	<u>(\$4,782.51)</u>	<u>335.879 %</u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
103 - Morgan County Fund				
Revenues/Includes Accounts Receivables				
07 County Commissioners	\$217,620.96	\$217,621.00	\$217,621.00	100.000 %
11 Fees and Fines	\$23,017.04	\$27,144.00	\$27,144.00	84.796 %
12 Grant Projects, Donations & Int	\$7,281.35	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$13,128.33	\$27,730.30	\$27,730.30	47.343 %
16 Programs	\$200.00	\$2,738.77	\$2,738.77	7.303 %
Total Revenues	<u>\$261,247.68</u>	<u>\$275,234.07</u>	<u>\$275,234.07</u>	<u>94.918 %</u>
Expenses				
17 Personnel	\$146,625.90	\$170,385.00	\$170,385.00	86.056 %
18 Utilities	\$26,951.04	\$27,919.00	\$27,919.00	96.533 %
19 BG's & CC's	\$935.72	\$959.00	\$959.00	97.573 %
20 Supplies, Printing, Processing	\$5,142.58	\$4,500.00	\$4,500.00	114.280 %
21 Professional Svcs, Dues, Fees	\$2,628.68	\$2,250.00	\$2,250.00	116.830 %
22 Telecommunications	\$4,500.59	\$6,000.00	\$6,000.00	75.010 %
23 Repair & Maintenance (Equipment)	\$3,689.43	\$2,500.00	\$2,500.00	147.577 %
24 Building Repair	\$1,679.97	\$455.00	\$455.00	369.224 %
25 Postage	\$53.28	\$500.00	\$500.00	10.656 %
27 Travel	\$160.00	\$500.00	\$500.00	32.000 %
28 Grounds, Cleaning	\$3,240.00	\$4,140.00	\$4,140.00	78.261 %
29 Water, Sewer	\$1,140.48	\$1,035.00	\$1,035.00	110.191 %
31 Computer Equipment	\$9,237.54	\$2,500.00	\$2,500.00	369.502 %
32 Building/Bond Insurance	\$698.20	\$698.00	\$698.00	100.029 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$19,950.00	\$19,950.00	\$19,950.00	100.000 %
35 Materials (Books) - Local	\$1,997.46	\$0.00	\$0.00	0.000 %
37 Materials (Books) - Donors	\$13,168.47	\$27,730.30	\$27,730.30	47.488 %
41 Internet Access	\$3,101.40	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$232.04	\$2,738.77	\$2,738.77	8.472 %
Total Expenses	<u>\$245,630.89</u>	<u>\$275,234.07</u>	<u>\$275,234.07</u>	<u>89.244 %</u>
BEGINNING FUND BALANCE	\$80,334.15	\$80,334.15	\$80,334.15	100.000 %
NET SURPLUS/(DEFICIT)	\$15,616.79	\$0.00	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$95,950.94</u></u>	<u><u>\$80,334.15</u></u>	<u><u>\$80,334.15</u></u>	<u><u>119.440 %</u></u>

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
104 - Putnam County Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$13,280.00	\$16,000.00	\$16,000.00	83.000 %
07 County Commissioners	\$157,726.00	\$150,000.00	\$150,000.00	105.151 %
11 Fees and Fines	\$18,402.61	\$19,907.00	\$19,907.00	92.443 %
12 Grant Projects, Donations & Int	\$7,281.35	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$2,292.97	\$1,736.39	\$1,736.39	132.054 %
16 Programs	\$6,400.27	\$7,686.41	\$7,686.41	83.267 %
Total Revenues	\$205,383.20	\$195,329.80	\$195,329.80	105.147 %
Expenses				
17 Personnel	\$125,320.19	\$124,503.00	\$124,503.00	100.656 %
18 Utilities	\$18,242.31	\$19,471.00	\$19,471.00	93.690 %
19 BG's & CC's	\$810.31	\$827.00	\$827.00	97.982 %
20 Supplies, Printing, Processing	\$3,242.14	\$3,500.00	\$3,500.00	92.633 %
21 Professional Svcs, Dues, Fees	\$2,173.24	\$2,223.00	\$2,223.00	97.762 %
22 Telecommunications	\$2,310.86	\$3,000.00	\$3,000.00	77.029 %
23 Repair & Maintenance (Equipment)	\$1,719.27	\$2,500.00	\$2,500.00	68.771 %
24 Building Repair	\$1,009.83	\$1,700.00	\$1,700.00	59.402 %
25 Postage	\$0.00	\$250.00	\$250.00	0.000 %
27 Travel	\$408.15	\$500.00	\$500.00	81.630 %
29 Water, Sewer	\$948.62	\$1,200.00	\$1,200.00	79.052 %
31 Computer Equipment	\$7,281.35	\$2,000.00	\$2,000.00	364.068 %
32 Building/Bond Insurance	\$675.20	\$675.00	\$675.00	100.030 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$21,650.00	\$21,650.00	\$21,650.00	100.000 %
35 Materials (Books) - Local	\$1,951.68	\$1,434.00	\$1,434.00	136.100 %
37 Materials (Books) - Donors	\$1,295.92	\$1,736.39	\$1,736.39	74.633 %
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
42 Building Renovations	(\$10.69)	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$4,988.11	\$7,686.41	\$7,686.41	64.895 %
Total Expenses	\$196,206.60	\$195,329.80	\$195,329.80	100.449 %
BEGINNING FUND BALANCE	(\$5,422.54)	(\$5,422.54)	(\$5,422.54)	100.000 %
NET SURPLUS/(DEFICIT)	\$9,176.60	\$0.00	\$0.00	0.000 %
ENDING FUND BALANCE	\$3,754.06	(\$5,422.54)	(\$5,422.54)	(69.231)%

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
105 - Loganville Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$134,926.75	\$133,238.00	\$133,238.00	101.268 %
07 County Commissioners	\$79,259.00	\$79,259.00	\$79,259.00	100.000 %
10 Fund Raiser	\$24.21	\$0.00	\$0.00	0.000 %
11 Fees and Fines	\$16,055.99	\$18,812.00	\$18,812.00	85.350 %
12 Grant Projects, Donations & Int	\$10,995.85	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$1,571.34	\$2,365.38	\$2,365.38	66.431 %
16 Programs	\$2,441.50	\$3,933.74	\$3,933.74	62.066 %
Total Revenues	<u>\$245,274.64</u>	<u>\$237,608.12</u>	<u>\$237,608.12</u>	<u>103.227 %</u>
Expenses				
17 Personnel	\$155,310.13	\$156,787.00	\$156,787.00	99.058 %
19 BG's & CC's	\$1,077.37	\$1,000.00	\$1,000.00	107.737 %
20 Supplies, Printing, Processing	\$4,082.29	\$5,000.00	\$5,000.00	81.646 %
21 Professional Svcs, Dues, Fees	\$2,059.72	\$3,000.00	\$3,000.00	68.657 %
22 Telecommunications	\$2,078.40	\$4,500.00	\$4,500.00	46.187 %
23 Repair & Maintenance (Equipment)	\$2,168.31	\$2,000.00	\$2,000.00	108.416 %
24 Building Repair	\$9,069.99	\$2,000.00	\$2,000.00	453.500 %
25 Postage	\$0.00	\$250.00	\$250.00	0.000 %
27 Travel	\$331.36	\$500.00	\$500.00	66.272 %
31 Computer Equipment	\$7,835.21	\$2,000.00	\$2,000.00	391.761 %
32 Building/Bond Insurance	\$637.20	\$637.00	\$637.00	100.031 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Transfer Outs	\$22,588.00	\$22,588.00	\$22,588.00	100.000 %
35 Materials (Books) - Local	\$29,247.78	\$30,573.00	\$30,573.00	95.665 %
37 Materials (Books) - Donors	\$316.65	\$2,365.38	\$2,365.38	13.387 %
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$1,842.81	\$3,933.74	\$3,933.74	46.846 %
Total Expenses	<u>\$240,835.33</u>	<u>\$237,608.12</u>	<u>\$237,608.12</u>	<u>101.358 %</u>
BEGINNING FUND BALANCE	\$12,492.74	\$12,492.74	\$12,492.74	100.000 %
NET SURPLUS/(DEFICIT)	\$4,439.31	\$0.00	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$16,932.05</u></u>	<u><u>\$12,492.74</u></u>	<u><u>\$12,492.74</u></u>	<u><u>135.535 %</u></u>

Uncle Remus Regional Library

Financial Report

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
106 - Monroe-Walton Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$123,600.00	\$123,600.00	\$123,600.00	100.000 %
07 County Commissioners	\$79,259.00	\$79,259.00	\$79,259.00	100.000 %
10 Fund Raiser	\$4.66	\$0.00	\$0.00	0.000 %
11 Fees and Fines	\$33,072.37	\$42,289.00	\$42,289.00	78.206 %
12 Grant Projects, Donations & Int	\$107,082.62	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$8,629.61	\$13,882.31	\$13,882.31	62.163 %
16 Programs	\$2,845.42	\$8,031.24	\$8,031.24	35.429 %
Total Revenues	<u>\$354,493.68</u>	<u>\$267,061.55</u>	<u>\$267,061.55</u>	<u>132.739 %</u>
Expenses				
17 Personnel	\$148,337.35	\$152,447.00	\$152,447.00	97.304 %
18 Utilities	\$17,193.39	\$16,606.00	\$16,606.00	103.537 %
19 BG's & CC's	\$1,394.70	\$1,326.00	\$1,326.00	105.181 %
20 Supplies, Printing, Processing	\$5,200.37	\$6,000.00	\$6,000.00	86.673 %
21 Professional Svcs, Dues, Fees	\$2,855.78	\$3,000.00	\$3,000.00	95.193 %
22 Telecommunications	\$191.40	\$240.00	\$240.00	79.750 %
23 Repair & Maintenance (Equipment)	\$2,842.16	\$2,500.00	\$2,500.00	113.686 %
24 Building Repair	\$12,151.52	\$6,355.98	\$2,000.00	191.183 %
25 Postage	\$9.51	\$250.00	\$250.00	3.804 %
27 Travel	\$339.63	\$500.00	\$500.00	67.926 %
29 Water, Sewer	\$3,611.48	\$3,246.00	\$3,246.00	111.259 %
31 Computer Equipment	\$8,910.83	\$2,000.00	\$2,000.00	445.542 %
32 Building/Bond Insurance	\$709.20	\$709.00	\$709.00	100.028 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$22,588.00	\$22,588.00	\$22,588.00	100.000 %
35 Materials (Books) - Local	\$31,956.23	\$31,262.00	\$31,262.00	102.221 %
37 Materials (Books) - Donors	\$4,689.12	\$13,882.31	\$13,882.31	33.778 %
41 Internet Access	\$2,346.00	\$0.00	\$0.00	0.000 %
42 Building Renovations	\$118,137.98	\$22,400.20	\$0.00	527.397 %
44 Seasonal Programs	\$2,321.94	\$8,031.24	\$8,031.24	28.911 %
Total Expenses	<u>\$386,284.70</u>	<u>\$293,817.73</u>	<u>\$267,061.55</u>	<u>131.471 %</u>
BEGINNING FUND BALANCE	\$47,257.59	\$47,257.59	\$47,257.59	100.000 %
NET SURPLUS/(DEFICIT)	(\$31,791.02)	(\$26,756.18)	\$0.00	118.818 %
ENDING FUND BALANCE	<u>\$15,466.57</u>	<u>\$20,501.41</u>	<u>\$47,257.59</u>	<u>75.442 %</u>

Uncle Remus Regional Library

Financial Report

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
107 - Social Circle Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$112,223.68	\$110,230.00	\$110,230.00	101.809 %
07 County Commissioners	\$79,259.00	\$79,259.00	\$79,259.00	100.000 %
10 Fund Raiser	\$2,446.91	\$0.00	\$0.00	0.000 %
11 Fees and Fines	\$8,185.34	\$8,887.00	\$8,887.00	92.105 %
12 Grant Projects, Donations & Int	\$7,367.57	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$2,357.06	\$3,716.46	\$3,716.46	63.422 %
16 Programs	\$1,145.51	\$1,145.51	\$1,145.51	100.000 %
Total Revenues	<u>\$212,985.07</u>	<u>\$203,237.97</u>	<u>\$203,237.97</u>	<u>104.796 %</u>
Expenses				
17 Personnel	\$141,736.60	\$146,276.00	\$146,276.00	96.897 %
19 BG's & CC's	\$673.62	\$650.00	\$650.00	103.634 %
20 Supplies, Printing, Processing	\$2,668.74	\$4,000.00	\$4,000.00	66.719 %
21 Professional Svcs, Dues, Fees	\$2,490.34	\$3,000.00	\$3,000.00	83.011 %
23 Repair & Maintenance (Equipment)	\$1,705.16	\$2,000.00	\$2,000.00	85.258 %
24 Building Repair	\$454.45	\$2,000.00	\$2,000.00	22.723 %
25 Postage	\$0.00	\$250.00	\$250.00	0.000 %
27 Travel	\$256.82	\$500.00	\$500.00	51.364 %
31 Computer Equipment	\$7,281.35	\$2,000.00	\$2,000.00	364.068 %
32 Building/Bond Insurance	\$603.20	\$603.00	\$603.00	100.033 %
33 Trustee Insurance	\$498.12	\$474.00	\$474.00	105.089 %
34 Shared Costs - 1/8 / Tranfer Outs	\$275,063.32	\$262,276.61	\$22,588.00	104.875 %
35 Materials (Books) - Local	\$11,891.97	\$12,035.00	\$12,035.00	98.812 %
37 Materials (Books) - Donors	\$2,082.99	\$3,716.46	\$3,716.46	56.048 %
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$3,575.00	\$3,145.51	\$3,145.51	113.654 %
Total Expenses	<u>\$452,673.68</u>	<u>\$442,926.58</u>	<u>\$203,237.97</u>	<u>102.201 %</u>
BEGINNING FUND BALANCE	\$246,709.05	\$246,709.05	\$246,709.05	100.000 %
NET SURPLUS/(DEFICIT)	(\$239,688.61)	(\$239,688.61)	\$0.00	100.000 %
ENDING FUND BALANCE	<u>\$7,020.44</u>	<u>\$7,020.44</u>	<u>\$246,709.05</u>	<u>100.000 %</u>

Uncle Remus Regional Library

Financial Report

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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
108 - Greene County Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$16,000.00	\$0.00	\$0.00	0.000 %
07 County Commissioners	\$209,049.00	\$209,049.00	\$209,049.00	100.000 %
10 Fund Raiser	\$13,304.10	\$0.00	\$0.00	0.000 %
11 Fees and Fines	\$21,278.34	\$22,158.00	\$22,158.00	96.030 %
12 Grant Projects, Donations & Int	\$15,092.24	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$4,433.42	\$11,425.24	\$11,425.24	38.804 %
16 Programs	\$5,989.42	\$7,779.85	\$7,779.85	76.986 %
Total Revenues	<u>\$285,146.52</u>	<u>\$250,412.09</u>	<u>\$250,412.09</u>	<u>113.871 %</u>
Expenses				
17 Personnel	\$128,062.59	\$132,380.00	\$132,380.00	96.739 %
18 Utilities	\$25,691.22	\$26,840.00	\$26,840.00	95.720 %
19 BG's & CC's	\$988.23	\$867.00	\$867.00	113.983 %
20 Supplies, Printing, Processing	\$5,071.37	\$5,200.00	\$5,200.00	97.526 %
21 Professional Svcs, Dues, Fees	\$2,935.30	\$2,600.00	\$2,600.00	112.896 %
22 Telecommunications	\$3,665.00	\$5,500.00	\$5,500.00	66.636 %
23 Repair & Maintenance (Equipment)	\$3,753.53	\$3,000.00	\$3,000.00	125.118 %
24 Building Repair	\$25,683.00	\$3,000.00	\$3,000.00	856.100 %
25 Postage	\$0.00	\$250.00	\$250.00	0.000 %
27 Travel	\$345.23	\$750.00	\$750.00	46.031 %
28 Grounds, Cleaning	\$2,100.00	\$4,000.00	\$4,000.00	52.500 %
29 Water, Sewer	\$2,148.21	\$2,000.00	\$2,000.00	107.411 %
31 Computer Equipment	\$9,084.59	\$3,134.00	\$3,134.00	289.872 %
32 Building/Bond Insurance	\$759.20	\$759.00	\$759.00	100.026 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$18,899.00	\$18,899.00	\$18,899.00	100.000 %
35 Materials (Books) - Local	\$21,786.94	\$21,554.00	\$21,554.00	101.081 %
37 Materials (Books) - Donors	\$418.35	\$11,425.24	\$11,425.24	3.662 %
41 Internet Access	\$6,510.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$4,150.88	\$7,779.85	\$7,779.85	53.354 %
Total Expenses	<u>\$262,550.75</u>	<u>\$250,412.09</u>	<u>\$250,412.09</u>	<u>104.848 %</u>
BEGINNING FUND BALANCE	<u>\$49,288.38</u>	<u>\$49,288.38</u>	<u>\$49,288.38</u>	<u>100.000 %</u>
NET SURPLUS/(DEFICIT)	<u>\$22,595.77</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.000 %</u>
ENDING FUND BALANCE	<u><u>\$71,884.15</u></u>	<u><u>\$49,288.38</u></u>	<u><u>\$49,288.38</u></u>	<u><u>145.844 %</u></u>

Uncle Remus Regional Library
Financial Report
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	YTD Invoiced	Adjusted Budget	Annual Budget	Percent
109 - Walnut Grove Fund				
Revenues/Includes Accounts Receivables				
05 Cities	\$45,000.00	\$49,900.00	\$49,900.00	90.180 %
07 County Commissioners	\$79,259.00	\$79,259.00	\$79,259.00	100.000 %
11 Fees and Fines	\$9,043.81	\$13,260.00	\$13,260.00	68.204 %
12 Grant Projects, Donations & Int	\$7,531.35	\$0.00	\$0.00	0.000 %
13 Materials (Books) - Donors	\$1,791.42	\$3,736.53	\$3,736.53	47.943 %
16 Programs	\$1,247.26	\$4,968.30	\$4,968.30	25.104 %
Total Revenues	<u>\$143,872.84</u>	<u>\$151,123.83</u>	<u>\$151,123.83</u>	<u>95.202 %</u>
Expenses				
17 Personnel	\$84,757.68	\$85,590.00	\$85,590.00	99.028 %
18 Utilities	\$12,211.07	\$12,074.00	\$12,074.00	101.135 %
19 BG's & CC's	\$968.31	\$890.00	\$890.00	108.799 %
20 Supplies, Printing, Processing	\$2,190.75	\$3,000.00	\$3,000.00	73.025 %
21 Professional Svcs, Dues, Fees	\$2,373.06	\$2,044.00	\$2,044.00	116.099 %
22 Telecommunications	\$2,382.38	\$5,332.00	\$5,332.00	44.681 %
23 Repair & Maintenance (Equipment)	\$2,467.29	\$1,500.00	\$1,500.00	164.486 %
24 Building Repair	\$1,027.88	\$500.00	\$500.00	205.576 %
25 Postage	\$0.00	\$199.00	\$199.00	0.000 %
27 Travel	\$1,055.34	\$1,500.00	\$1,500.00	70.356 %
28 Grounds, Cleaning	\$612.00	\$816.00	\$816.00	75.000 %
29 Water, Sewer	\$1,893.60	\$3,290.00	\$3,290.00	57.556 %
31 Computer Equipment	\$8,696.24	\$2,000.00	\$2,000.00	434.812 %
32 Building/Bond Insurance	\$622.20	\$622.00	\$622.00	100.032 %
33 Trustee Insurance	\$498.11	\$474.00	\$474.00	105.087 %
34 Shared Costs - 1/8 / Tranfer Outs	\$22,588.00	\$22,588.00	\$22,588.00	100.000 %
35 Materials (Books) - Local	\$885.74	\$0.00	\$0.00	0.000 %
37 Materials (Books) - Donors	\$3,395.97	\$3,736.53	\$3,736.53	90.886 %
41 Internet Access	\$1,692.00	\$0.00	\$0.00	0.000 %
44 Seasonal Programs	\$3,539.36	\$4,968.30	\$4,968.30	71.239 %
Total Expenses	<u>\$153,856.98</u>	<u>\$151,123.83</u>	<u>\$151,123.83</u>	<u>101.809 %</u>
BEGINNING FUND BALANCE	\$12,400.43	\$12,400.43	\$12,400.43	100.000 %
NET SURPLUS/(DEFICIT)	(\$9,984.14)	\$0.00	\$0.00	0.000 %
ENDING FUND BALANCE	<u>\$2,416.29</u>	<u>\$12,400.43</u>	<u>\$12,400.43</u>	<u>19.486 %</u>

Personnel Manual

I. EMPLOYER/EMPLOYEE RELATIONSHIPS

C. Anti-Discrimination

1. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at URRLS will be based on merit, qualifications, and abilities. URRLS does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, ~~or disability~~, sexual orientation, gender identity, or self identification.

II. JOB CLASSIFICATIONS AND DESCRIPTIONS

I. IT Services

1. Information Technology Services maintains the computer and network systems and works closely with both technical and non-technical staff at URRLS headquarters and its member libraries. The responsibilities of this position include the following:
 - a. Technology strategies by managing all staff and patron computers and the related networking, internet, and wireless connectivity needs.
 - b. Research and implement system-wide technological strategic solutions for all hardware and software matters.
 - c. Provide support to the overall technical development efforts of URRLS in an array of areas including the installation and testing of all hardware, software, and peripheral systems.
 - d. Serve as the technical liaison with vendors for all software and hardware matters, request vendor quotes, generate purchase orders, and requests, receives and verifies invoices before submitting to Director for payment.
 - e. Install, configure, and manage the URRLS "help-ticket" system including its support, management, and handling of assigned support requests.

- f. The development and configuration of the URRLS web server and its regular maintenance. This includes the installation and configuration of all hardware and software required to serve the URRLS website as well as the installation and monitoring of tools to allow the URRLS webmaster to manage the site. Management of staff email accounts.
- g. Ensure construction, renovation, and repair projects meet IT technical specifications.
- h. Maintain all software, including the installation and testing of software and patches as well as hardware and software upgrades.
- i. Monitor URRLS systems for performance.
- j. Analysis of operational problems and appropriate corrective actions where needed.
- k. Prepare technical and user documentation where needed.
- l. Provide network and PINES system procedural support.
- m. Maintain compliance with software/hardware licensing and inventory.
- n. Conduct IT related training to new hires as needed.
- o. Security duties including creation of electronic keys, alarm codes, and monitoring of security cameras and servers as well as assigning and/or re-assigning staff FOB's.
- p. Monitor processes and make recommendations to ensure reliability, scalability, security, integrity, and performance of all URRLS systems.
- q. Ensure URRLS systems work in compliance with department safety and quality standards.
- r. Coordinates with member library Managers to identify technological needs and ensures that LibTech State grant monies are fully expended to purchase equipment and computers for member libraries.
- s. Provides overall support to Regional staff, member library Managers, and support staff.

- t. Oversees van maintenance schedule and coordinates repair/maintenance with drivers.
 - u. Performs other duties as assigned by the Director.
-

J. Facilities

1. The Facilities Manager is responsible for overseeing all construction, renovation, and repairs and performs the following duties:
 - a. Conducts on-site supervising and inspections on new construction and remodeling/repair projects to insure they are completed according to plans and specifications.
 - b. Recommends repairs and renovations for buildings.
 - c. Develops scope of work for projects that do not require professional services, i.e.: architectural or engineering.
 - d. Requests state funding for qualifying projects from the State Librarian and State Facilities Director.
 - e. Secures matching funding for projects from local governments, when required.
 - f. Coordinates and hires contractors for projects meeting state and local requirements.
 - g. Responds to help tickets from Library Managers and Regional staff.
 - h. Requests, receives, and verifies invoices for work completed before submitting to Director for payment.
 - i. Completes minor repairs as instructed by the Director.
 - j. Performs other duties as assigned by the Director.

Renumber I, J, and K

IV. EMPLOYEE CONDUCT

J. Social Media Policy

1. URRLS defines "social media" broadly to include online platforms that facilitate activities such as professional or social networking, posting commentary or opinions, and sharing pictures, audio, video, or other content. "Social media" includes websites, blogs, wikis, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other similar sites and services.
2. Except as otherwise authorized by the Library Manager, no employee, while on the clock, may utilize Uncle Remus Regional Library computers or equipment for purposes of engaging in social media activity.
3. The Library Manager is responsible to monitor any employee engaging in social media activity on behalf of their Member Library.
4. Employees engaging in social media activity on behalf of their Member Library are to respectfully and professional^{ly} represent URRLS and adhere to the terms and conditions of any third-party sites. ←
5. Employees engaging in social media activity on behalf of their Member Library should not post content on social media that violates URRLS's anti-discrimination and anti-harassment policies, or that is threatening, obscene, or disparaging. Violation of this policy is grounds for disciplinary action, up to and including termination.
6. The sharing of any information that is considered confidential or privileged, including patron records or copyrighted information is grounds for immediate termination.
7. In personal social media usage, employees should not represent that URRLS has given authorization to speak on its behalf or that the Member Library has approved the message, unless prior written authorization to do so is given by the Library Director.
8. All employees have an ongoing duty to report any violations of this policy by any other employee. URRLS considers this duty to report to be a critical component of its efforts to enforce this policy, and thereby

ensures the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

9. Nothing in this policy is intended to interfere with an employee's rights under federal and state laws, including the National Labor Relations Act.

Renumber J

Policy Manual

CREDIT CARD POLICY

The purpose of the Uncle Remus Regional Library System Credit Card is for charge-card purchases in those situations where it is the most efficient and/or cost-effective method of doing business. The Credit Card is not intended to avoid or bypass appropriate purchasing or payment procedures.

- The credit limit on the Credit Card will be \$5,000.00.
- The Library Director will designate Regional staff members who are authorized to use the Credit Card.
- The Credit Card may not be used for personal or unauthorized purposes.
- The Credit Card may not be used to purchase alcoholic beverages or any substance, material or service which violates policy, law or regulation pertaining to the Library.
- Sales Tax Exemption Form must be used with Credit Card Purchases.
- The Library Director and the Bookkeeper shall monitor use of the Credit Card.
- Credit Card receipts should be turned in to the Library Director
- Monthly bill on the Credit Card will be paid in full and on time.