

## **Business Services Director Training Purchasing & Payroll**

April 9-10, 2013

Live Oak Public Libraries, Southwest Chatham Branch  
Savannah, GA

### **Agenda Synopsis**

Tuesday, April 9, 2013

**Payroll Administration**—Tonya Vickers, Ogeechee Tech Financial Analyst, provided instruction involving: completing required forms, garnishment accounting, requirements for quarterly and annual reports, and how to reconcile W-2's.

Wednesday, April 10, 2013

**Purchasing Administration**—[Scott M. Callan, Gwinnett County Board of Commissioners Fiscal Management Director](#), instructed attendees in the components of the purchasing process and purchasing forms, the concepts and practices of life cycle costing, how to develop rules and regulations regarding purchasing, and purchasing through the State via contracts.

### **Participant Feedback**

*Anne Bowen*

*Ocmulgee Regional Library*

I just want to say a late thank you for the opportunity to attend the payroll and purchasing classes in Savannah earlier this month. The classes addressed a wide range of issues on subjects I feel very inadequate trying to deal with.

The setting was great; the accommodations comfortable and in an ideal springtime location.

Thanks for all you are doing to help not only ORLS but all of the state libraries.

*Linda Erkhart*

*Business Manager*

*Lake Blackshear Regional Library System*

I wanted to take this opportunity to thank you for making this training available to the Business Managers. I have attended every training and each one has been extremely informative and I have taken something away from each one of them to help me with my job.

05/02/2013

I appreciate having Christopher to contact with questions/concerns. I always get a prompt reply. I have worked in government for 27+ years and this is the best training I have attended.

*Darlene Price*

*Director*

*East Central Georgia Regional Library*

Just a note to say that I thoroughly enjoyed the workshop in Savannah this week—which was coordinated by Chris. I made some GOOD contacts and will arrange for collaborative discussions/visits regarding payroll and purchasing.

Again, the course was enlightening and VERY useful.

*Lisa Rigsby*

*Director*

*De Soto Trail Regional Library*

Thank you for the opportunity you provided to learn more about Payroll Administration and Purchasing. The instructors were both knowledgeable and enthusiastic! I thoroughly enjoyed both of them. My only complaint is that they were trying to cover a huge amount of information in a short amount of time. I learned a great deal, but realized I have much more to learn—especially concerning Purchasing. I would have liked for each class to be two days—I realize we have budget constraints, but it would have been nice! The accommodations were great—the rooms were spacious and so clean—and right in downtown Savannah. Thanks again! ☺

*Lecia Eubanks*

*Director*

*Cherokee Regional Library System*

My business manager, Misty Reyes has been communicating with me while she is in attendance at the Business Managers training in Savannah. She is so grateful and appreciative for this training and so am I. She is learning so much and has found it to be very worth her while!

I just wanted to stop and thank you (before I forgot) for making this happen and for picking up the majority of the tab for this training!

*Roni L. Tewksbury*

*Director*

*West Georgia Regional Library*

I just wanted to thank you for providing funding for the Financial Training sessions held in Savannah last week. Both speakers (Tonya Vickers and Scott Callan) did a great job of providing much-needed information to the group of business managers and directors gathered there. Christopher Evans did a good job of organizing the speakers, providing arrangements for a great facility for us to meet in, and making sure that everyone was all right.

05/02/2013

In fact, all the Financial Training sessions that I have attended in the past year and a half have been very helpful to me! The speakers from Carl Vinson Institute, along with being able to network with other directors and the business managers has helped me a great deal in my understanding of our responsibilities of handling the library's finances.

*Tammy L. Battley*  
*Financial Services Coordinator*  
*Chattahoochee Valley Libraries*

I hope this finds you well & recovered from last week. I just wanted to thank you again for making the seminar so enjoyable. The accommodations were very nice & the staff at Live Oak and presenters were fun and easy to learn from. I learned a lot on the Payroll side, but since Purchasing is my specialty – I just found myself at ease with Scott in the fact that he talked about a lot of things I knew & wished others understood so well.

Anywho, I just wanted to drop you a line and say thank you again. Your hard work in organizing this event did not go unnoticed.

I love my back pack, I use it every day! Have a great day!

*Christian Kruse*  
*Library Director*  
*Live Oak Public Libraries*

Just wanted to send you a quick note about the classes we hosted for GPLS this week. My staff were really impressed with Christopher and everything he did to make the classes a success. I couldn't get out to see them but heard from several people how well organized Christopher was and how affable he is... but we all knew that already! I know there were a couple of glitches on our end but Christopher rose to the occasion and ensured that all went smoothly.

Know that any time you need space, we're more than happy to accommodate!

*Edmund P. Joyce, CPA*  
*Business Manager*  
*Flint River Regional Library*

I really enjoyed the Payroll and Purchasing training in Savannah last week. The discussion leaders were very good and kept the sessions moving and interesting. Hotel was nice and in a very good location. My wife and I became part of the numbers trying out Paula Deen 's restaurant Wednesday night (not bad) – actually it was delicious.

Thanks for your efforts. I am enjoying my first bookbag. Good seeing you. Don 't you think Carrie Zeiger is awesome.

05/02/2013

*Karen Odom  
Director  
Houston County Library System*

Thanks for offering the business manager's training this past week in Savannah. It is very beneficial for all who attended.

*Gary McNeely  
Terrell County Librarian &  
Interim Director, Kinchafoonee Regional Library System*

Our longtime business manager Sonji Harvey attended the payroll and purchasing training earlier this month in Savannah and thought it was a fantastic. Thanks for providing such useful programming.

*Jennie Miller  
Jefferson County Library System  
Louisville, Ga*

I want to express my sincerest "thank you," to GPLS for providing (book keepers and administration) for the GPLS Payroll and Purchasing classes, recently held in Savannah. Since Christopher Evans has worked as our Director of Business Services & State Grants, I have had more training opportunities than I have had during my entire 22 year career here at the Jefferson County Library System. Being from a small rural area, funding has made it difficult for me to attend classes. I serve as the Book Keeper and Administrative Assistant at the Jefferson County Library System and have found it very difficult over the years not to have some type of bookkeeping support. For the last few years, Christopher has made accommodations and arranged for various classes. I have been able to attend at least one of these each year. They have provided me with a wealth of information and they keep me up-to-date on accounting procedures. It also gives me the opportunity to meet with other Book Keepers and Administrative Personnel from other libraries. Christopher always makes it such a "fun" learning experience. The speakers for the classes are always so upbeat and makes you look forward to going to classes. If the funding for these classes were not made possible by GPLS, I would not have the opportunity to attend these classes. Once again, thank you so much for helping us Book Keepers/Administrative Personnel, make our library a more efficiently run library.

*Mamie Simonds  
Business Manager  
Athens Regional Library System  
(Transcribed from card)*

I wanted to thank you (the old fashioned way) for supporting the wonderful Business Managers' Annual meeting in Savannah this month. Many (most) of us would not have been able to attend due to financial constraints, so the fact that GPLS was able to pay the great rooms was great.

05/02/2013

P.S. the classes were very informative and meeting with other library bookkeepers and administrators who know what we're going through...priceless!

*(Transcribed from card)*

Thank you, thank you, thank you for supporting this month's Business Managers Conference in Savannah. It was so much fun and educational. Most of us would probably not have been able to attend had GPLS not helped with the lodging, etc., so thanks for being instrumental in making that happen. Christopher deserves kudos for making everyone feel welcome. Just let me know if you would like me to write a "Go Team Libraries" song for next year's meeting (pro bono of course).

05/02/2013