

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
November 12, 2020 – Perry Branch, Perry GA

Telephone option available due to Executive Order regarding Public Health Emergency –  
Extended to December, 2020

1. Call to order
2. \*Approval of minutes\*
3. Treasurer’s Report  
    \*Acceptance of Treasurer’s Report\*
4. Director’s Report
5. Committee Reports
6. Old Business
7. New Business  
    \*Review and acceptance of LED lighting replacement at Nola Brantley\*  
    \*Review and vote on revised Patron Behavior Policy\*
8. \*Adjournment\*

*The next Library Board of Trustee meeting will be January 14<sup>th</sup>, 2021 at the Centerville Branch in Centerville starting at 6pm– pending COVID 19 changes.*

## **Houston County Public Library System Board of Trustees**

Minutes- October 8<sup>th</sup>, 2020 - Held as Teleconference due to COVID-19

The Houston County Public Library System Board met in regular session both in person and remotely via teleconference on October 8<sup>th</sup>, 2020. Board members attending were Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Nicole Rosser, Wilhemenia Jackson Sibley and Pam Yates. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:02 pm.

**Minutes** – Davis called for the approval of the Minutes from the September 10, 2020 meeting. On a motion by Yates, and a second by Bibler, the motion carried.

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

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

**Committee Reports** – None

**Unfinished Business** – None.

**New Business** – Davis called for a motion to approve the acceptance of Butler, Williams & Wyche, LLP to perform annual audit services for the Houston County Public Library. On a motion by Nunn and a second by Bibler, the motion passed.

**Trustee Remarks** – Davis read a complaint from a patron regarding the current practice of quarantining materials for six days. Discussion was held. Davis will reply to the patron on behalf of the board.

**Adjournment** – Davis called for a motion to adjourn. On a motion by Yates and a second by Sibley, the board adjourned at 6:43 pm.

*Respectfully submitted - J. Sara Paulk*

*Library Board Chair – Denisa Davis*

**Houston County Public Library System**  
Balance Sheet by Fund  
As of 10/31/2020

|  | General           | Friends of the Library | State Grants     | SPLOST            | Permanent/Lo... Investments |
|--|-------------------|------------------------|------------------|-------------------|-----------------------------|
| <b>Assets</b>                                    |                   |                        |                  |                   |                             |
| Cadence Bank Operating Acct                      | 247,958.88        | 93.14                  | 10,553.46        | 32,592.26         | 2,255.48                    |
| Cadence Bank SPLOST Acct                         | 0.00              | 0.00                   | 0.00             | 114,867.44        | 0.00                        |
| Persons/Bank of Perry Merchant Acct              | 177,088.29        | 0.00                   | 0.00             | 0.00              | 0.00                        |
| NB Restricted CD                                 | 0.00              | 0.00                   | 0.00             | 0.00              | 29,453.16                   |
| Unemployment CD 1                                | 8,328.65          | 0.00                   | 0.00             | 0.00              | 0.00                        |
| Unemployment CD 2                                | 7,628.24          | 0.00                   | 0.00             | 0.00              | 0.00                        |
| Cash On Hand                                     | 1,176.00          | 0.00                   | 0.00             | 0.00              | 0.00                        |
| <b>Total Assets</b>                              | <b>442,180.06</b> | <b>93.14</b>           | <b>10,553.46</b> | <b>147,459.70</b> | <b>31,708.64</b>            |
| <b>Liabilities</b>                               |                   |                        |                  |                   |                             |
| <b>Total Liabilities</b>                         | <b>0.00</b>       | <b>0.00</b>            | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>                 |
| <b>Fund Balance</b>                              |                   |                        |                  |                   |                             |
| Beginning Fund Balance                           |                   |                        |                  |                   |                             |
| Nonspendable Fund Balance                        | 0.00              | 0.00                   | 0.00             | 0.00              | 26,839.40                   |
| Assigned Fund Balance - Op Contingency           | 230,000.00        | 0.00                   | 0.00             | 0.00              | 0.00                        |
| Assigned Fund Balance - Donations                | 25,016.89         | 0.00                   | 0.00             | 0.00              | 0.00                        |
| Assigned Fund Balance - Cash on Hand             | 1,176.00          | 0.00                   | 0.00             | 0.00              | 0.00                        |
| Restricted Fund Balance                          | 0.00              | 93.14                  | 0.00             | 175,337.98        | 4,869.24                    |
| Unassigned Fund Balance                          | 140,700.55        | 0.00                   | 0.00             | 0.00              | 0.00                        |
| <b>Total Beginning Fund Balance</b>              | <b>396,893.44</b> | <b>93.14</b>           | <b>0.00</b>      | <b>175,337.98</b> | <b>31,708.64</b>            |
| Current YTD Change                               | 45,286.62         | 0.00                   | 10,553.46        | (27,878.28)       | 0.00                        |
| <b>Total Fund Balance</b>                        | <b>442,180.06</b> | <b>93.14</b>           | <b>10,553.46</b> | <b>147,459.70</b> | <b>31,708.64</b>            |
| <b>Total Liabilities and Ending Fund Balance</b> | <b>442,180.06</b> | <b>93.14</b>           | <b>10,553.46</b> | <b>147,459.70</b> | <b>31,708.64</b>            |

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund

100 - General

From 7/1/2020 Through 10/31/2020

|  | YTD Actual        | Total Budget - Annual<br>Budget | Percent Total Budget<br>Remaining |
|--|-------------------|---------------------------------|-----------------------------------|
| <b>Revenues</b>  |                   |                                 |                                   |
| Local Revenue  | 276,400.00        | 829,200.00                      | (66.67)%                          |
| Library Generated Revenue                                    | 15,358.35         | 80,000.00                       | (80.80)%                          |
| Donations  | 380.22            | 1,000.00                        | (61.98)%                          |
| Other Income   | 2,880.00          | 8,600.00                        | (66.51)%                          |
| <b>Total Revenues</b>  | <u>295,018.57</u> | <u>918,800.00</u>               | <u>(67.89)%</u>                   |
| <b>Expenditures</b>  |                   |                                 |                                   |
| Salaries and Wages   | 129,313.67        | 437,479.78                      | 70.44%                            |
| Benefits and FICA  | 46,066.96         | 187,344.51                      | 75.41%                            |
| Professional Services  | 510.15            | 26,960.00                       | 98.11%                            |
| Copiers and Equipment  | 1,830.90          | 11,300.00                       | 83.80%                            |
| Utilities  | 27,583.12         | 91,350.00                       | 69.81%                            |
| Insurance  | 3,591.20          | 32,094.00                       | 88.81%                            |
| Maintenance & Repairs  | 24,720.69         | 84,300.00                       | 70.68%                            |
| Materials  | 0.00              | 2,000.00                        | 100.00%                           |
| Motor Vehicle Costs  | 212.21            | 3,000.00                        | 92.93%                            |
| Other Purchased Services                                     | 1,350.00          | 6,500.00                        | 79.23%                            |
| Supplies   | 6,700.40          | 29,200.00                       | 77.05%                            |
| Technology & Telecommunications                              | 4,409.53          | 15,600.00                       | 71.73%                            |
| Travel and Training  | 200.00            | 600.00                          | 66.67%                            |
| Dues & Memberships   | 1,725.00          | 2,400.00                        | 28.13%                            |
| Miscellaneous  | 1,518.12          | 6,250.00                        | 75.71%                            |
| <b>Total Expenditures</b>                                    | <u>249,731.95</u> | <u>936,378.29</u>               | <u>73.33%</u>                     |
| <b>Net Revenue Over Expenditures -<br/>Surplus/(Deficit)</b> | <u>45,286.62</u>  | <u>(17,578.29)</u>              | <u>(357.63)%</u>                  |

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund

310 - State Grants  
From 7/1/2020 Through 10/31/2020

|  | YTD Actual        | Total Budget - Annual<br>Budget | Percent Total Budget<br>Remaining |
|--|-------------------|---------------------------------|-----------------------------------|
| Revenues   |                   |                                 |                                   |
| State Grants   | 119,237.64        | 402,512.66                      | (70.38)%                          |
| Total Revenues                                       | <u>119,237.64</u> | <u>402,512.66</u>               | <u>(70.38)%</u>                   |
| Expenditures   |                   |                                 |                                   |
| Salaries and Wages                                   | 70,153.36         | 216,042.65                      | 67.53%                            |
| Benefits and FICA                                    | 25,291.50         | 73,614.35                       | 65.64%                            |
| Utilities  | 0.00              | 10,000.00                       | 100.00%                           |
| Materials  | 13,239.32         | 55,275.00                       | 76.05%                            |
| Dues & Memberships                                   | 0.00              | 200.00                          | 100.00%                           |
| Total Expenditures                                   | <u>108,684.18</u> | <u>355,132.00</u>               | <u>69.40%</u>                     |
| Net Revenue Over Expenditures -<br>Surplus/(Deficit) | <u>10,553.46</u>  | <u>47,380.66</u>                | <u>(77.73)%</u>                   |

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
390 - SPLOST

From 7/1/2020 Through 10/31/2020

|  | YTD Actual         | Total Budget - Annual<br>Budget | Percent Total Budget<br>Remaining |
|--|--------------------|---------------------------------|-----------------------------------|
| <b>Revenues</b>  |                    |                                 |                                   |
| Local Revenue  | 0.00               | 235,000.00                      | (100.00)%                         |
| Library Generated Revenue                                    | 38.28              | 0.00                            | 0.00%                             |
| <b>Total Revenues</b>  | <u>38.28</u>       | <u>235,000.00</u>               | <u>(99.98)%</u>                   |
| <b>Expenditures</b>  |                    |                                 |                                   |
| Professional Services  | 0.00               | 4,500.00                        | 100.00%                           |
| Copiers and Equipment  | 0.00               | 40,000.00                       | 100.00%                           |
| Maintenance & Repairs  | 0.00               | 80,500.00                       | 100.00%                           |
| Materials  | 26,102.32          | 106,500.00                      | 75.49%                            |
| Supplies   | 1,814.24           | 10,000.00                       | 81.86%                            |
| <b>Total Expenditures</b>                                    | <u>27,916.56</u>   | <u>241,500.00</u>               | <u>88.44%</u>                     |
| <b>Net Revenue Over Expenditures -<br/>Surplus/(Deficit)</b> | <u>(27,878.28)</u> | <u>(6,500.00)</u>               | <u>328.90%</u>                    |

Director's report - 2020 Nov

Bids for projects

\*\*

Internet and Wireless upgrades – in funding year 2021-2022

Internet service and wireless hardware can be partially paid for with federal monies called E-Rate. There is a specific and detailed way to put these services out to bid and an equally specific and detailed way to evaluate and decide.

Cox bid was the low bid at \$1250 per month for 200 mb of dedicated internet per building with E-Rate paying for 80% of the cost and the remainder paid by the state library as part of their (the state)'s own E-Rate application which we will get as a reimbursement.

Aios bid was the low bid \$12,000 for a major upgrade of the wireless networks in all three locations with E-Rate paying for 80% of the cost and the remainder paid by SPLOST. With a possible reimbursement by the state next year, but to be determined.

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Nola Brantley sprinkler system project.

Unpaid architect fee - \$9350. Survey fee \$1500. Engineering fee \$4800 - Total before anything happens - \$15,650.00. Do not have figure for estimate on overall cost of the sprinkler system, waiting to hear from architects.

Remainder of Nola interior renovation – to be put out for bid in early 2021.

\*\*Nola Brantley LED Light replacements – We received six bids for the replacement of lighting at Nola Brantley.

The low bid was from Etrezik out of Alpharetta at a cost of \$21,309.77. The high bid was \$63,643.53. We checked references for Etrezik and asked : how was their project management, how responsive were they to issues after the work was completed and was the reference overall satisfied with the work.

Heard from Dawson Co. School, Scott Morgan: on time on budget. Responsive to issues after the fact. Satisfied with the work. Don Jackson Automotive Group, Ronald, Parry: Installer glowing review. Good guys good product. Hancock Co. Schools; Elmer Harper: on time and on budget. Responsive to their needs and they are very satisfied with their work.

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Policy update. Patron behavior policy has been updated to reflect children and dependent adults who come into the library and the age cut off for children to be in the building by themselves.

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Centerville branch – RFP has been posted for replacement of their HVAC units. Also, in funding year 2021-2022, state matching funds will possibly be available to upgrade their automatic doors.

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Staff had an opportunity to re-assess current COVID procedures. Based on information and feedback, we are reverting to a 3 day quarantine of returned items and are allowing patrons to stay on public computers for up to 2 hours a day. No other changes at this time.

To review –

- \*We require masks of all users over the age of 2. We offer alternatives if they can not wear a mask such as a face shield or curbside delivery.

- \*Staff have health checks when they first arrive at work. Staff with temperatures or symptoms are sent home and testing is required. They must then either test negative or stay home the full quarantine period. To date, no staff member has tested positive.

- \*All returned materials go through a quarantine period and items are checked in using an amnesty function so overdue fines are not charged at checkin.

- \*Meeting rooms are not available. In-house programs are not scheduled.

- \*Staff are assigned to specific workstations.

- \*There are no casual seating or study tables available to limit the number of people in the building as well as force social distancing.



A survey was sent out to the public libraries from the state library last week as to the current state of services offered.

### Reopening Phase:

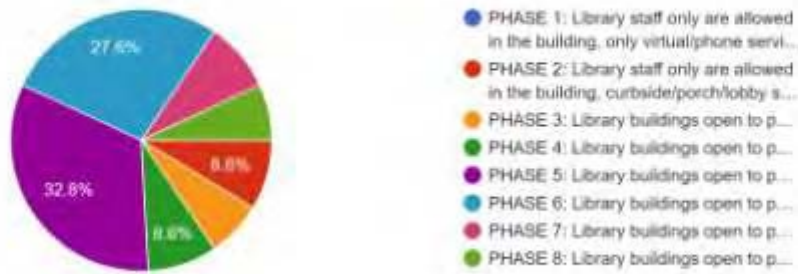
A majority of library systems are in Phase 5, with the second highest percentage in Phase 7.

PHASE 5: Library buildings open to public who may freely access the stacks without restrictions, and use most services; *with limitations on number of patrons in building and/or amount of time they may stay in building.*

PHASE 7: Library buildings open to public with *most services available (meeting rooms may still be closed and programming may not be in person) without restrictions*, library hours are same as prior to pandemic

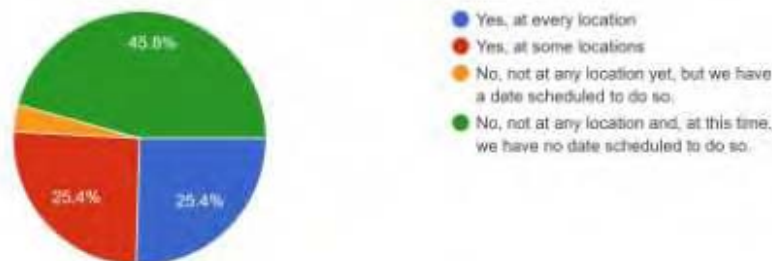
Which phase of Reopening after COVID-19 most closely matches your library at this time?

58 responses



Has your library system returned to pre-COVID public service hours?

59 responses



**Branches Monthly Monies from Fines and Fees - Multi-year comparison**

|   | 2013-2014  |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|---|
|   | Jul        | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |  |   |
| Centerville   | 4489       | 4190       | 3262       | 3666       | 2983       | 2507       | 2433       | 3013       | 3158       | 3350       | 3161       | 3861       | also Byron library closed<br>NB temp and moving<br>81554<br>Mar Dino Derby Month | \$40,073.00   |
| Nola Brantley                                       | 2494       | 763        | 763        | 578        | 1105       | 1349       | 1592       | 2118       | 2099       | 2546       | 1980       | 3137       |  | \$20,524.00   |
| Perry   | 1681       | 1454       | 1134       | 1729       | 1191       | 1531       | 1282       | 2419       | 2114       | 1280       | 2246       | 2896       |  | \$20,957.00   |
|   | 8664       | 6407       | 5159       | 5973       | 5279       | 5387       | 5307       | 7550       | 7371       | 7176       | 7387       | 9894       |  | <b>\$81,554.00</b>  |
| <b>NB - July, 2013 and 2014 - really is correct</b> |            |            |            |            |            |            |            |            |            |            |            |            |  |   |
| 2014-2015   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | 3959       | 3315       | 2975       | 2478       | 2262       | 2352       | 2866       | 3061       | 3935       | 3788       | 2954       | 4723       |  | Started taking credit cards<br>81804 PE at Sunshine and moving<br>PE had fine forgiveness<br>Mar Dino Derby Month             |
| Nola Brantley                                       | 2494       | 1915       | 2748       | 2009       | 2225       | 2015       | 1913       | 2583       | 3366       | 2772       | 2524       | 3088       | \$29,652.00  |   |
| Perry   | 1199       | 307        | 728        | 1221       | 786        | 1011       | 851        | 1151       | 1325       | 1334       | 954        | 2617       | \$13,484.00  |   |
|   | 7652       | 5537       | 6451       | 5708       | 5273       | 5378       | 5630       | 6795       | 8626       | 7894       | 6432       | 10428      |  | <b>\$81,804.00</b>  |
| <b>NB - July, 2013 and 2014 - really is correct</b> |            |            |            |            |            |            |            |            |            |            |            |            |  |   |
| 2015-2016   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | 3617       | 3239.00    | 3368.00    | 2997.00    | 2449.00    | 2569.00    | 2664.51    | 2829.26    | 3801.97    | 3882.00    | \$3,062.80 | 4336.52    |  | Started taking online payments<br>Mar Dino Derby Month  |
| Nola Brantley                                       | 2744       | 2304.00    | 2537.45    | 2057.00    | 1703.00    | 1818.53    | 2139.53    | 2630.04    | 3635.96    | 2908.00    | 2233.38    | 2854.62    | \$29,565.51  |   |
| Perry   | 1692       | 1753.00    | 1767.00    | 2246.00    | 1557.07    | 1477.25    | 1423.20    | 2255.37    | 2770.85    | 2459.78    | \$2,386.83 | \$2,317.55 | \$24,105.90  |   |
|   | 8053       | 7296.00    | 7672.45    | 7300.00    | 5709.07    | 5864.78    | 6227.24    | 7714.67    | 10208.78   | 9249.78    | 7683.01    | 9508.69    |  | <b>\$92,487.47</b>  |
| 2016-2017   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | 3194.62    | 3641.54    | 2843.79    | 3101.91    | 2762.67    | 2606.41    | 2869.55    | 2992.05    | 4067.75    | 3454.15    | 3786.36    | \$4,219.15 |  | Started using collection agency<br>Mar Dino Derby Month   |
| Nola Brantley                                       | 2374.02    | 2536.69    | 2643.61    | 2345.9     | 2206.67    | 1771.44    | 2143.06    | 2591.22    | 2988.33    | 2575.03    | 2256.14    | \$2,664.31 | \$29,096.42  |   |
| Perry   | \$1,816.32 | 2097.51    | 1913.11    | 2671.85    | \$2,333.40 | 1812.89    | 2587.37    | 2228.88    | 2297.01    | 2051.92    | \$2,832.95 | \$2,914.24 | \$27,557.45  |   |
|   | 7384.96    | 8275.74    | 7400.51    | 8119.66    | 7302.74    | 6190.74    | 7599.98    | 7812.15    | 9353.09    | 8081.1     | 8875.45    | 9797.7     |  | <b>\$96,193.82</b>  |
| 2017-2018   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | 3792.23    | 3302.01    | 2990.33    | 3304.05    | \$2,943.26 | 2977.09    | 3043.51    | 3139.32    | 4798.08    | 3755.81    | 3637.95    | 4706.94    |  | Dino Derby Month  |
| Nola Brantley                                       | \$2,411.81 | 2427.3     | 2155.17    | 2078.62    | 1962.51    | 1954.18    | 2477.79    | \$2,509.31 | \$3,300.66 | 2475.63    | 2892.89    | 2760.35    | \$29,406.22  |   |
| Perry   | \$1,739.08 | 1843.33    | 1486.43    | 1836.15    | 2448.78    | 1435.08    | 2793.93    | 1866.34    | 3694.62    | 2431.87    | 2067.71    | 3029.27    | \$26,672.59  |   |
|   | 7943.12    | 7572.64    | 6631.93    | 7218.82    | 7354.55    | 6366.35    | 8313.23    | 7514.97    | 11793.36   | 8663.31    | 8598.55    | 10496.56   |  | <b>\$98,469.39</b>  |
| 2018-2019   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | 3691.53    | 3765.74    | 3518.1     | 3252.75    | 3326.44    | 2518.6     | 3073.39    | 2897.1     | \$3,903.07 | \$4,922.96 | 3702.42    | 4384.7     |  | PINES started sending out email notices at \$10.00 owed<br>DVDs started having renewals / lower fines<br>Mar Dino Derby Month |
| Nola Brantley                                       | 2194.44    | \$2,320.15 | 1895.93    | 2571.04    | 2312.03    | \$1,915.94 | 2367.07    | \$2,069.44 | 3887.2     | \$2,498.04 | 2200.2     | \$3,468.43 | \$29,699.91  |   |
| Perry   | 2066.14    | 2403.81    | \$2,385.36 | 2304.49    | 1986.54    | 2078.65    | 2217.97    | \$1,868.07 | 3972.15    | 2779.41    | \$2,098.32 | \$3,073.06 | \$29,233.97  |   |
|   | 7952.11    | 8489.7     | 7799.39    | 8128.28    | 7625.01    | 6513.19    | 7658.43    | 6834.61    | 11762.42   | 10200.41   | 8000.94    | 10926.19   |  | <b>\$101,890.68</b>   |
| 2019-2020   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | \$3,637.26 | \$2,637.26 | \$2,288.17 | 2637.26    | \$1,883.74 | \$1,552.10 | \$2,637.26 | \$2,266.26 | 1744.8     | \$0.00     | \$440.85   | \$1,192.14 |  | COVID-19<br>No Dino Derby this fiscal<br>year - moving to Sept<br>\$19,147.50   |
| Nola Brantley                                       | 2202.71    | 2215.23    | \$2,201.71 | \$1,865.76 | \$1,424.73 | \$2,202.71 | \$2,221.94 | \$1,948.61 | \$1,032.81 | \$0.00     | \$839.97   | \$991.32   | \$21,278.11  |   |
| Perry   | 8594.76    | 8227.84    | 7771.76    | 7820.11    | 5703.13    | 6101.85    | 7618.2     | 7547.46    | 4649.04    | \$0.00     | \$1,463.82 | \$3,004.46 | \$91,322.85  |   |
|   |            |            |            |            |            |            |            |            |            |            |            |            |  | <b>\$68,502.43</b>  |
| 2020-2021   |            |            |            |            |            |            |            |            |            |            |            |            | TOTALS   |   |
| Jul   | Aug        | Sept       | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        | Apr        | May        | June       |            |  |   |
| Centerville   | \$1,518.04 | \$1,594.89 | 1120       | 1639.19    |            |            |            |            |            |            |            |            |  | COVID-19<br>Dino Derby Month  |
| Nola Brantley                                       | \$1,210.98 | \$1,395.16 | 1354.15    | 1360.68    |            |            |            |            |            |            |            |            | \$19,147.50  |   |
| Perry   | \$892.78   | \$735.07   | 731        | 958.03     |            |            |            |            |            |            |            |            | \$68,502.43  |   |
|   | \$3,621.80 | \$3,725.12 | \$3,205.15 | \$3,957.90 |            |            |            |            |            |            |            |            |  | <b>\$14,509.97</b>  |

# Georgia Libraries

## FY 22 MRR Grant List

### DRAFT

| Facility                      | County    | System                           | Total Cost of<br>Project | State<br>Contribution | Local<br>Contribution | Project Priority   |
|-------------------------------|-----------|----------------------------------|--------------------------|-----------------------|-----------------------|--------------------|
| GPLS Emergency Fund           | ALL       | GPLS Emergency Fund              | \$ 600,000               | \$ 300,000            | \$ 300,000            | Structural Repairs |
| Brooks County Public Library  | Brooks    | Brooks County                    | \$ 25,000                | \$ 12,500             | \$ 12,500             | Structural         |
| Allen Statenville Library     | Echols    | South Georgia Regional Library   | \$ 39,000                | \$ 19,500             | \$ 19,500             | Structural         |
| Salter Hahira Library         | Lowndes   | South Georgia Regional Library   | \$ 28,000                | \$ 14,000             | \$ 14,000             | Structural         |
| Miller Lakeland Library       | Lanier    | South Georgia Regional Library   | \$ 28,000                | \$ 14,000             | \$ 14,000             | Structural         |
| Johnstone Lakes Library       | Lowndes   | South Georgia Regional Library   | \$ 33,000                | \$ 16,500             | \$ 16,500             | Structural         |
| Bull Street Library           | Chatham   | Live Oak Public Libraries        | \$ 14,000                | \$ 7,000              | \$ 7,000              | Structural         |
| Rincon Public Library         | Effingham | Live Oak Public Libraries        | \$ 14,000                | \$ 7,000              | \$ 7,000              | Structural         |
| Chickamauga Public Library    | Walker    | Cherokee Regional Library        | \$ 50,000                | \$ 25,000             | \$ 25,000             | Structural         |
| Centerville Public Library    | Houston   | Houston County Public Library    | \$ 28,000                | \$ 14,000             | \$ 14,000             | Structural         |
| Central Library               | Coweta    | Coweta County Library            | \$ 82,000                | \$ 41,000             | \$ 41,000             | HVAC               |
| Powell Branch                 | Coweta    | Coweta County Library            | \$ 94,000                | \$ 47,000             | \$ 47,000             | HVAC               |
| Southwest Library             | Chatham   | Live Oak Public Libraries        | \$ 110,000               | \$ 55,000             | \$ 55,000             | HVAC               |
| Union County Public Library   | Union     | Mountain Regional Library System | \$ 11,000                | \$ 5,500              | \$ 5,500              | HVAC               |
| Towns County Public Library   | Towns     | Mountain Regional Library System | \$ 5,000                 | \$ 2,500              | \$ 2,500              | HVAC               |
| Spout Springs                 | Hall      | Hall County Library System       | \$ 101,000               | \$ 50,500             | \$ 50,500             | HVAC               |
| Murrayville Library           | Hall      | Hall County Library System       | \$ 49,000                | \$ 24,500             | \$ 24,500             | HVAC               |
| Covington Public Library      | Newton    | Newton County Library System     | \$ 100,000               | \$ 50,000             | \$ 50,000             | Security Upgrades  |
| North Columbus Public Library | Muscogee  | Chattahoochee Valley Libraries   | \$ 220,000               | \$ 100,000            | \$ 120,000            | Roof               |
| Glennville Public Library     | Tattnall  | Ohoopsee Regional Library System | \$ 5,000                 | \$ 2,500              | \$ 2,500              | Lighting           |

Nola Brantley sprinkler system project.

Unpaid architect fee - \$9350. Survey fee \$1500. Engineering fee \$4800 - Total before anything happens - \$15,650.00. Do not have and architects will not provide an estimate on total cost of this project.

Remainder of Nola interior renovation – to be put out for bid in early 2021.

\*\*

Nola Brantley LED Light replacements – We received six bids for the replacement of lighting at Nola Brantley.

The low bid was from Etrenzik out of Alpharetta at a cost of \$21,309.77. The high bid was \$63,643.53. We checked references for Etrenzik and asked : how was their project management, how responsive were they to issues after the work was completed and was the reference overall satisfied with the work.

Heard from Dawson Co. School, Scott Morgan: on time on budget. Responsive to issues after the fact. Satisfied with the work. Don Jackson Automotive Group, Ronald, Parry: Installer glowing review. Good guys good product. Hancock Co. Schools; Elmer Harper: on time and on budget. Responsive to their needs and they are very satisfied with their work.

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Policy update. Patron behavior policy has been updated to reflect children and dependent adults who come into the library and the age cut off for children to be in the building by themselves.

**Houston County Public Library System  
Patron Behavior Policy**

Approved by HOUPL Board of Trustees 2016 Aug 11 ; 2019 Jun 13 ; 2020 Nov 12

The library is supported by community members who expect facilities to be clean, comfortable, and a safe place. To this end, the Library Board of Trustees is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff, and to protect library materials, equipment, facilities, and premises.

Inappropriate or unruly behavior is defined as any behavior on library premises which infringes on the rights of others to use the library in relative comfort and safety, behavior which could result in injury to oneself or others, or behavior which could result in damage to library materials or property.

Certain behaviors, which are of a grievous nature, will result in immediate expulsion from the library, regardless of the patron's knowledge of our specific policy. Any person so excluded shall lose all library privileges for a period of up to five years, and the incident will be reported to the appropriate law enforcement agency.

Enforcement of these rules will be conducted in a fair and reasonable manner. Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the Library Director. Following such a hearing, if the person is dissatisfied with the outcome, they may make a written appeal to the Library Board of Trustees.

Behaviors that are prohibited include, but are not limited to the following:

| Level One<br>Severe Violations |  | Suspense Duration       |                         |                         |
|--------------------------------|--|-------------------------|-------------------------|-------------------------|
|                                |  | 1 <sup>st</sup> Offense | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense |
| 1.                             | Engaging in sexual conduct including, but not limited to, inappropriate touching of self or others, stalking or other intimidating or harassing behaviors. | 1 – 2 years             | 2 – 3 years             | 3 – 5 years             |
| 2.                             | Physical abuse or assault, including fighting or challenging others to fight.  |                         |                         |                         |
| 3.                             | Damaging, altering, stealing, or using library property inappropriately.   |                         |                         |                         |
| 4.                             | Being under the influence, possessing, selling, distributing, or consuming any alcoholic beverage or controlled substance.                                 |                         |                         |                         |

| Moderate Violations |  | Suspense Duration       |                         |                         |
|---------------------|--|-------------------------|-------------------------|-------------------------|
|                     |  | 1 <sup>st</sup> Offense | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense |
| 5.                  | Leaving dependent persons or children under the age of 12 unsupervised by a parent, guardian, or caregiver (at least 16 yrs. of age), at the library during operating hours.<br><br>Leaving dependent persons or children under the age of 18 unattended by a parent, guardian, or caregiver after the library's closing time. | Warning                 | 6 -12 months            | 1 -2 years              |
| 6.                  | Using the public restrooms in any manner that is not usual or customary, including laundering or bathing.  |                         |                         |                         |

| Minor Violations |   | Suspense Duration                             |                         |                         |
|------------------|---|---|-------------------------|-------------------------|
|                  |   | 1 <sup>st</sup> Offense                       | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense |
| 7.               | Smoking or the use of tobacco products including vapor, electric, lighted, or any other type of smoking devices inside the library or on library grounds.                         | Warning:<br>patron may<br>leave or<br>correct | 7 days                  | 1 month                 |
| 8.               | Parking vehicles in undesignated areas or on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense. |   |                         |                         |
| 9.               | Neglecting to provide proper supervision of children.   |   |                         |                         |
| 10.              | Eating or drinking in non-designated areas.   |   |                         |                         |
| 11.              | Running; throwing things.   |   |                         |                         |
| 12.              | Panhandling or soliciting inside the library or on library grounds.   |   |                         |                         |
| 13.              | Blocking aisles, entrances, or exits; or in any other manner impeding access to public areas, including sitting or lying down in them.  |   |                         |                         |
| 14.              | Leaving unattended items in the library.  |   |                         |                         |
| 15.              | Placing personal belongings in a manner that interferes with library staff or patron use of the library facility including but not limited to bicycles, skateboards, etc.         |   |                         |                         |
| 16.              | Making loud or unreasonable noise, including but not limited to the use of mobile devices at a volume that disturbs others.   |   |                         |                         |
| 17.              | Adults using youth areas without a minor or need for youth collections or services.   |   |                         |                         |
| 18.              | Bodily hygiene or scent that is so offensive as to constitute a nuisance to other patrons or staff.   |   |                         |                         |
| 19.              | Loud sleeping or putting one's head, feet, or legs on tables and other furnishings.   |   |                         |                         |
| 20.              | Entering the library with animals other than service animals.   |   |                         |                         |

### Houston County Public Library System Circulation Report - Oct 2020

| Circulations             | Centerville   | Nola Brantley | Perry         | Houston Totals |
|--------------------------|---------------|---------------|---------------|----------------|
| Check outs               |               |               |               |                |
| Print items              | 11,829        | 5,705         | 8,747         | 26,281         |
| Non-Print items          | 2,615         | 2,316         | 2,376         | 7,307          |
| Check Out Totals         | <b>14,444</b> | <b>8,021</b>  | <b>11,123</b> | <b>33,588</b>  |
| In-Library Use           |               |               |               |                |
| Internet Computers       | 1,143         | 1,081         | 704           | 2,928          |
| Technology Equipment     | 2             | 7             | 5             | 14             |
| Children's Computers     | 0             | 0             | 0             | 0              |
| WiFi Sign-ins            | 46            | 66            | 48            | 160            |
| In-Library Use Totals    | <b>1,191</b>  | <b>1,154</b>  | <b>757</b>    | <b>3,102</b>   |
| <b>Total Circulation</b> | <b>15,635</b> | <b>9,175</b>  | <b>11,880</b> | <b>36,690</b>  |

\*\* WiFi Usage for the month of September is incomplete

#### Reference

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| Reference Asked | 214 | 208 | 489 | 911 |
|-----------------|-----|-----|-----|-----|

| Programs & Attendance           | Centerville |            | Nola Brantley |            | Perry     |            | Total Patron Count |
|---------------------------------|-------------|------------|---------------|------------|-----------|------------|--------------------|
|                                 | # of Prog   | Attendance | # of Prog     | Attendance | # of Prog | Attendance |                    |
| Adult programs                  |             |            |               |            |           |            | 35,713             |
| YA Programs                     |             |            |               |            |           |            | 199                |
| Children (Ages 0-11)            | 4           | 112        |               |            | 3         | 184        |                    |
| Children (All)/Foreign Language |             |            |               |            | 12        | 458        |                    |
| Meeting Room                    |             |            |               |            |           |            |                    |
| Door Count                      |             | 3,632      |               |            |           | 3,588      | 10,786             |

| New Items Added    | Transits    |               |       | Total Transits | Volunteer Hours |               |          | Total Volunteer Hours |
|--------------------|-------------|---------------|-------|----------------|-----------------|---------------|----------|-----------------------|
|                    | Centerville | Nola Brantley | Perry |                | Centerville     | Nola Brantley | Perry    |                       |
| Centerville        | 335         | 2,147         |       | 2,147          |                 |               | 0        |                       |
| Nola Brantley      | 312         | 1,524         |       | 1,524          |                 |               | 0        |                       |
| Perry              | 222         | 2,119         |       | 2,119          |                 |               | 0        |                       |
| <b>Total Added</b> | <b>869</b>  | <b>5,790</b>  |       | <b>5,790</b>   |                 |               | <b>0</b> |                       |

| CENTERVILLE BRANCH - Oct 2020     |        |     |        |                                       |               |   |                 |  |  |
|-----------------------------------|--------|-----|--------|---------------------------------------|---------------|---|-----------------|--|--|
| CIRCULATION                       |        |     |        | PINES Cards                           |               | Door Count  |                 |  |  |
| Print                             |        |     |        | New Patrons                           | 71            | 3632  |                 |  |  |
| Adult Non-Fiction                 | 908    |     |        | Active Patrons                        | 15,191        |   |                 |  |  |
| Adult Fiction                     | 3,211  |     |        | Quipu Cards                           | 34            |   |                 |  |  |
| Young Adult                       | 569    |     |        | Items Added                           | 335           |   |                 |  |  |
| Junior Non-Fiction                | 1,239  |     |        | Reference Questions Asked             | 214           |   |                 |  |  |
| Junior Fiction                    | 1,980  |     |        | Self Check-outs                       | %             | Self-Checkout Computers were temporarily removed. |                 |  |  |
| Easy                              | 3,919  |     |        | 0                                     | 0%            |   |                 |  |  |
| Magazines                         | 3      |     |        | TRANSITS                              |               |   |                 |  |  |
| Print Total                       | 11,829 |     |        | Incoming                              | 1,431         | Total   |                 |  |  |
| Non Print Material                |        |     |        | Outgoing                              | 716           | Total   | 2,147           |  |  |
| Kill A Watt Meter                 |        |     |        | Technology Equipment                  |               |   |                 |  |  |
| Georgia State Park Pass           |        | 12  |        | Internet Computers                    | 1,143         |   |                 |  |  |
| Parks Discovery Backpack          |        |     |        | ChromeBook/Projector/Tablet/Harddrive | 2             |   |                 |  |  |
| Go Fish Pass                      |        | 8   |        | Children's Computers                  | 0             |   |                 |  |  |
| Puppetry Arts Pass                |        |     |        | WiFi Sign-ins                         | 46            |   |                 |  |  |
| Zoo Atlanta DVD                   |        |     |        | Total                                 | 1,191         |   |                 |  |  |
| Carlos Museum                     |        |     |        | VOLUNTEERS                            |               | Volunteers  | Volunteer Hours |  |  |
| Breman Jewish Museum              |        |     |        | Adult                                 |               |   |                 |  |  |
| Chattahoochee Nature Center       |        |     |        | YA                                    |               |   |                 |  |  |
| Macon Museum Pass                 |        | 3   |        | Summer Ambassadors                    |               |   |                 |  |  |
| Galileo Sessions                  |        | 78  |        | Total                                 | 0             |   | 0               |  |  |
| eRead Kids/Tumblebooks/Teen Cloud |        | 78  |        | PROGRAMS & ATTENDANCE                 |               |   |                 |  |  |
| Overdrive Audiobook               |        | 566 |        | Type of Program Total                 | # of Programs | # Patrons/Views                                   |                 |  |  |
| Overdrive eBook                   |        | 320 |        | Children's                            | 4             | 112   |                 |  |  |
| RBDigital Magazines               |        | 534 | 1,599  | Young Adult                           |               |   |                 |  |  |
| Audiobook CD                      | Adult  | 264 |        | Adult                                 |               |   |                 |  |  |
| DVD                               | Adult  | 339 |        | All Ages                              |               |   |                 |  |  |
| Kits                              | Adult  |     |        | Grand Total                           | 4             | 112   |                 |  |  |
| Music CD                          | Adult  |     | 603    | MEETING ROOM                          |               |   |                 |  |  |
| Audiobook CD                      | Easy   |     |        | Times Used                            | Attendees     |   |                 |  |  |
| DVD                               | Easy   | 58  |        | 0                                     | 0             |   |                 |  |  |
| Kits                              | Easy   | 11  |        |                                       |               |   |                 |  |  |
| Music CD                          | Easy   |     | 69     |                                       |               |   |                 |  |  |
| Audiobook CD                      | Juv    | 12  |        |                                       |               |   |                 |  |  |
| DVD                               | Juv    | 323 |        |                                       |               |   |                 |  |  |
| Kits                              | Juv    | 9   |        |                                       |               |   |                 |  |  |
| Music CD                          | Juv    |     | 344    |                                       |               |   |                 |  |  |
| Audiobook CD                      | YA     |     |        |                                       |               |   |                 |  |  |
| DVD                               | YA     |     |        |                                       |               |   |                 |  |  |
| Music CD                          | YA     |     | 0      |                                       |               |   |                 |  |  |
| Non Print Total                   |        |     | 2,615  |                                       |               |   |                 |  |  |
| TOTAL CIRCULATION                 |        |     | 14,444 |                                       |               |   |                 |  |  |



| NOLA BRANTLEY - Oct 2020          |              |                                       |              |                                    |
|-----------------------------------|--------------|---------------------------------------|--------------|------------------------------------|
| <b>CIRCULATION</b>                |              | <b>PINES Cards</b>                    |              | <b>Door Count</b>                  |
| <b>Print</b>                      |              | New Patrons                           | 29           | 3566                               |
| Adult Non-Fiction                 | 760          | Active Patrons                        | 12,142       |                                    |
| Adult Fiction                     | 1,671        | Quipu Cards                           | 17           |                                    |
| Young Adult                       | 337          | Items Added                           | 312          |                                    |
| Junior Non-Fiction                | 565          | Reference Questions Asked             | 208          |                                    |
| Junior Fiction                    | 1,022        | <b>Self Check-outs</b>                | %            | Self-Checkout temporarily removed. |
| Easy                              | 1,336        | 0                                     | 0%           |                                    |
| Magazines                         | 14           | <b>TRANSITS</b>                       |              |                                    |
| <b>Print Total</b>                | <b>5,705</b> | Incoming                              | 755          | <b>Total</b>                       |
| <b>Non Print</b>                  |              | Outgoing                              | 769          | <b>1,524</b>                       |
| Kill A Watt Meter                 | 1            | <b>Technology Equipment</b>           |              |                                    |
| Georgia State Park Pass           | 3            | Internet Computers                    | 1,081        |                                    |
| Parks Discovery Backpack          |              | ChromeBook/Projector/Tablet/Harddrive | 7            |                                    |
| Go Fish Pass                      |              | Children's Computers                  | 0            |                                    |
| Puppetry Arts Pass                |              | WiFi Sign-ins                         | 66           |                                    |
| Zoo Atlanta DVD                   |              | <b>Total</b>                          | <b>1,154</b> |                                    |
| Carlos Museum                     |              | <b>VOLUNTEERS</b>                     | Volunteers   | Volunteer Hours                    |
| Breman Jewish Museum              |              | Adult                                 |              |                                    |
| Chattahoochee Nature Center       |              | YA                                    |              |                                    |
| Macon Museum Pass                 |              | Summer Ambassadors                    |              |                                    |
| Galileo Sessions                  | 77           | <b>Total</b>                          | 0            | <b>0</b>                           |
| eRead Kids/Tumblebooks/Teen Cloud | 77           | <b>PROGRAMS &amp; ATTENDANCE</b>      |              |                                    |
| Overdrive Audiobook               | 567          | <b>Type of Program Total</b>          | Programs     | # Patrons/Views                    |
| Overdrive eBook                   | 321          | <b>Children's</b>                     |              |                                    |
| RBDigital Magazines               | 371          | <b>Young Adult</b>                    |              |                                    |
| Audiobook CD                      | Adult        | <b>Adult</b>                          |              |                                    |
| DVD                               | Adult        | <b>All Ages</b>                       | 3            | 33                                 |
| Kits                              | Adult        | <b>Grand Total</b>                    | <b>3</b>     | <b>33</b>                          |
| Music CD                          | Adult        | <b>MEETING ROOM</b>                   |              |                                    |
| Audiobook CD                      | Easy         | Times Used                            | Attendees    |                                    |
| DVD                               | Easy         | 0                                     | 0            |                                    |
| Kits                              | Easy         |                                       |              |                                    |
| Music CD                          | Easy         |                                       |              |                                    |
| Audiobook CD                      | Juv          |                                       |              |                                    |
| DVD                               | Juv          |                                       |              |                                    |
| Kits                              | Juv          |                                       |              |                                    |
| Music CD                          | Juv          |                                       |              |                                    |
| Audiobook CD                      | YA           |                                       |              |                                    |
| DVD                               | YA           |                                       |              |                                    |
| Music CD                          | YA           |                                       |              |                                    |
| <b>Non Print Total</b>            |              |                                       |              |                                    |
|                                   |              | 2,316                                 |              |                                    |
| <b>TOTAL CIRCULATION</b>          |              | <b>8,021</b>                          |              |                                    |

