

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
January 14th, 2021 – Centerville branch, Centerville, GA

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Treasurer's Report
 Acceptance of Treasurer's Report
5. Director's Report
6. Committee Reports
7. Old Business
8. New Business
 Review and acceptance of HVAC replacement at Centerville
 Discussion and decision on Nola Sprinkler System
 Approval of staff time off to get vaccine – Voluntary
9. *Adjournment*

The next Library Board of Trustee meeting will be February 11th, 2021 at the Perry Branch in Perry starting at 6pm– pending COVID 19 changes.

Houston County Public Library System Board of Trustees

Minutes- November 12, 2020 - Held in person and Teleconference due to COVID-19

The Houston County Public Library System Board met in regular session both in person and remotely via teleconference on November 12, 2020. Board members attending were Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Wilhemenia Jackson Sibley and Pam Yates. Also attending was Commissioner Larry Thomson, Christine Thomson, Marie Hamilton (Harness Energy) and J. Sara Paulk. Chair Davis called the meeting to order at 6:02 pm.

Davis recognized Commissioner Larry Thomson and his wife, former library board member Christine Thomson. Mr. Thomson spoke on his role as the library liaison to the commission for the past several years and commended the board members for their service. Commissioner Thomson is retiring from the commission at the end of his term.

Minutes – Davis called for the approval of the Minutes from the October 8, 2020 meeting. On a motion by Yates, and a second by Layne, the motion carried.

Treasurer's report – Financials were presented by Treasurer Layne. On a motion by Bible 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 –

Paulk presented information on the sprinkler system retrofit at the Nola Brantley Memorial library. Due to the lack of information on a total proposed cost, no action was taken.

Paulk presented information on six bids received to retrofit the Nola Brantley Memorial Library with LED lights. The lowest qualifying bid was Etreznik out of Alpharetta at \$21,309.77. On a motion by Sibley and a second by Yates, the bid was accepted.

Paulk presented a revised Patron behavior policy. After discussion, Davis called for the approval of the revised policy. On a motion by Nunn and a second by Jones, the motion carried.

Trustee Remarks –

Adjournment – Davis called for a motion to adjourn. On a motion by Nunn and a second by Jones, the board adjourned at 6:30 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

**HCPLS Financial Report
As of November 30, 2020**

Balance Sheet (A):

The Library's financial activity through November 30, 2020 has resulted in:

- a) a net increase in the ending balance of the General Fund (Fund 100) of \$27,321.06;
- b) a net increase in the State Grants Fund (Fund 310) of \$11,060.32; and
- c) a net increase in the ending balance of the SPLOST Fund (Fund 390) of \$97,880.34.

Statement of Revenues and Expenditures:

The Library's Statement of Revenues and Expenditures *shows the money coming in to the Library and the amounts being spent by the Library during the current fiscal year only (July 1 through June 30)*. It also shows those amounts as they compare to the set budget for the year. As the year goes on, adjustments to the budget may be necessary to better reflect actual revenues and expenditures.

At this point in the fiscal year (November 30), the Library should have about **58%** of budget remaining. (The new accounting system shows percent *remaining* and not percent *used* as in the old system.)

In the General Fund - 100 (B1):

- 1) Library-generated revenue, which includes primarily fines and fees and income from copies and faxes, continues to fall short of budget (with about 76% of budget remaining).
- 2) As a whole, expenditures are also below budget at this time, with 63% of the budget remaining. Almost all categories of expenditures are below budget.
 - ✓ The Insurance and Dues and Memberships categories show most of their annual budgets have been utilized due to payments made to date. The Library does not expect to incur further significant expenditures in these areas, so spending should remain within their budget parameters.

In the State Grants Fund - 310 (B2):

- 1) As of the end of November, personnel expenditures are right on budget.
- 2) Spending on library materials is a little below budget (66% of the budget remaining).

In the SPLOST Fund - 390 (B3):

- 1) A deposit of \$135,000.00 was made into the SPLOST account in November.
- 2) As of the end of November, the Library has spent just over \$37,000 in SPLOST funds on library materials and cataloging supplies. An amount that is a little below budget.

A

Houston County Public Library System
Balance Sheet by Fund
As of 11/30/2020

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	228,015.58	93.14	11,060.32	23,333.04	2,255.48
Cadence Bank SPLOST Acct	0.00	0.00	0.00	249,885.28	0.00
Persons/Bank of Perry Merchant Acct	179,066.03	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
Total Assets	424,214.50	93.14	11,060.32	273,218.32	31,708.64
Liabilities					
Total Liabilities	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	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
Total Beginning Fund Balance	396,893.44	93.14	0.00	175,337.98	31,708.64
Current YTD Change	(a) 27,321.06	0.00	(b) 11,060.32	(c) 97,880.34	0.00
Total Fund Balance	424,214.50	93.14	11,060.32	273,218.32	31,708.64
Total Liabilities and Ending Fund Balance	424,214.50	93.14	11,060.32	273,218.32	31,708.64

B1

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 100 - General
 From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	345,500.00	829,200.00	(58.33)%
Library Generated Revenue	18,530.29	80,000.00	(76.84)% (1)
Donations	1,371.22	1,000.00	37.12%
Other Income	3,597.00	8,600.00	(58.17)%
Total Revenues	368,998.51	918,800.00	(59.84)%
Expenditures			
Salaries and Wages	164,206.73	437,479.78	62.47%
Benefits and FICA	59,447.55	187,344.51	68.27%
Professional Services	635.45	26,960.00	97.64%
Copiers and Equipment	2,012.98	11,300.00	82.19%
Utilities	34,397.77	91,350.00	62.35%
Insurance	30,904.20	32,094.00	3.71% ✓
Maintenance & Repairs	29,589.86	84,300.00	64.90%
Materials	0.00	2,000.00	100.00%
Motor Vehicle Costs	315.48	3,000.00	89.48%
Other Purchased Services	1,382.00	6,500.00	78.74%
Supplies	9,388.44	29,200.00	67.85%
Technology & Telecommunications	5,595.95	15,600.00	64.13%
Travel and Training	200.00	600.00	66.67%
Dues & Memberships	1,725.00	2,400.00	28.13% ✓
Miscellaneous	1,876.04	6,250.00	69.98%
Total Expenditures	341,677.45	936,378.29	63.51% (2)
Net Revenue Over Expenditures - Surplus/(Deficit)	27,321.06	(17,578.29)	(255.43)%

↙ equals YTD current change on sheet Balance Sheet

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	149,047.06	402,512.66	(62.97)%
Total Revenues	149,047.06	402,512.66	(62.97)%
Expenditures			
Salaries and Wages	87,881.70	216,042.65	59.32% >①
Benefits and FICA	31,695.11	73,614.35	56.94%
Utilities	0.00	10,000.00	100.00%
Materials	18,409.93	55,275.00	66.69%②
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	137,986.74	355,132.00	61.14%
Net Revenue Over Expenditures - Surplus/(Deficit)	11,060.32	47,380.66	(76.66)%

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

(B3)

From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)% ^①
Library Generated Revenue	56.12	0.00	0.00%
Total Revenues	<u>135,056.12</u>	<u>235,000.00</u>	<u>(42.53)%</u>
Expenditures			
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	35,082.72	106,500.00	67.06%
Supplies	2,093.06	10,000.00	79.07%
Total Expenditures	<u>37,175.78</u>	<u>241,500.00</u>	<u>84.61%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>97,880.34</u>	<u>(6,500.00)</u>	<u>(1,605.85)%</u>

②

Houston County Public Library System
Balance Sheet by Fund
As of 11/30/2020

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	228,015.58	93.14	11,060.32	23,333.04	2,255.48
Cadence Bank SPLOST Acct	0.00	0.00	0.00	249,885.28	0.00
Persons/Bank of Perry Merchant Acct	179,066.03	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
Total Assets	424,214.50	93.14	11,060.32	273,218.32	31,708.64
Liabilities					
Total Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	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
Total Beginning Fund Balance	396,893.44	93.14	0.00	175,337.98	31,708.64
Current YTD Change	27,321.06	0.00	11,060.32	97,880.34	0.00
Total Fund Balance	424,214.50	93.14	11,060.32	273,218.32	31,708.64
Total Liabilities and Ending Fund Balance	424,214.50	93.14	11,060.32	273,218.32	31,708.64

Houston County Public Library System
Balance Sheet by Fund
As of 12/31/2020

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	228,223.39	93.14	105.13	17,494.85	2,255.48
Cadence Bank SPLOST Acct	0.00	0.00	0.00	249,905.76	0.00
Persons/Bank of Perry Merchant Acct	180,026.23	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
Total Assets	425,382.51	93.14	105.13	267,400.61	31,708.64
Liabilities					
Total Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Beginning Fund Balance					
Nondisposable 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
Total Beginning Fund Balance	396,893.44	93.14	0.00	175,337.98	31,708.64
Current YTD Change	28,489.07	0.00	105.13	92,062.63	0.00
Total Fund Balance	425,382.51	93.14	105.13	267,400.61	31,708.64
Total Liabilities and Ending Fund Balance	425,382.51	93.14	105.13	267,400.61	31,708.64

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General

From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	345,500.00	829,200.00	(58.33)%
Library Generated Revenue	18,530.29	80,000.00	(76.84)%
Donations	1,371.22	1,000.00	37.12%
Other Income	3,597.00	8,600.00	(58.17)%
Total Revenues	368,998.51	918,800.00	(59.84)%
Expenditures			
Salaries and Wages	164,206.73	437,479.78	62.47%
Benefits and FICA	59,447.55	187,344.51	68.27%
Professional Services	635.45	26,960.00	97.64%
Copiers and Equipment	2,012.98	11,300.00	82.19%
Utilities	34,397.77	91,350.00	62.35%
Insurance	30,904.20	32,094.00	3.71%
Maintenance & Repairs	29,589.86	84,300.00	64.90%
Materials	0.00	2,000.00	100.00%
Motor Vehicle Costs	315.48	3,000.00	89.48%
Other Purchased Services	1,382.00	6,500.00	78.74%
Supplies	9,388.44	29,200.00	67.85%
Technology & Telecommunications	5,595.95	15,600.00	64.13%
Travel and Training	200.00	600.00	66.67%
Dues & Memberships	1,725.00	2,400.00	28.13%
Miscellaneous	1,876.04	6,250.00	69.98%
Total Expenditures	341,677.45	936,378.29	63.51%
Net Revenue Over Expenditures - Surplus/(Deficit)	27,321.06	(17,578.29)	(255.43)%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	149,047.06	402,512.66	(62.97)%
Total Revenues	<u>149,047.06</u>	<u>402,512.66</u>	<u>(62.97)%</u>
Expenditures			
Salaries and Wages	87,881.70	216,042.65	59.32%
Benefits and FICA	31,695.11	73,614.35	56.94%
Utilities	0.00	10,000.00	100.00%
Materials	18,409.93	55,275.00	66.69%
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>137,986.74</u>	<u>355,132.00</u>	<u>61.14%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>11,060.32</u>	<u>47,380.66</u>	<u>(76.66)%</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2020 Through 11/30/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)%
Library Generated Revenue	56.12	0.00	0.00%
Total Revenues	<u>135,056.12</u>	<u>235,000.00</u>	<u>(42.53)%</u>
Expenditures			
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	35,082.72	106,500.00	67.06%
Supplies	2,093.06	10,000.00	79.07%
Total Expenditures	<u>37,175.78</u>	<u>241,500.00</u>	<u>84.61%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>97,880.34</u>	<u>(6,500.00)</u>	<u>(1,605.85)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures by Fund

100 - General

From 7/1/2020 Through 12/31/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	414,600.00	829,200.00	(50.00)%
Library Generated Revenue	22,075.73	80,000.00	(72.41)%
Donations	1,526.67	1,000.00	52.67%
Other Income	4,314.00	8,600.00	(49.84)%
Total Revenues	442,516.40	918,800.00	(51.84)%
Expenditures			
Salaries and Wages	200,318.04	437,479.78	54.21%
Benefits and FICA	72,966.58	187,344.51	61.05%
Professional Services	707.05	26,960.00	97.38%
Copiers and Equipment	4,636.58	11,300.00	58.97%
Utilities	42,933.61	91,350.00	53.00%
Insurance	30,904.20	32,094.00	3.71%
Maintenance & Repairs	37,421.54	84,300.00	55.61%
Materials	111.73	2,000.00	94.41%
Motor Vehicle Costs	362.73	3,000.00	87.91%
Other Purchased Services	1,567.00	6,500.00	75.89%
Supplies	10,599.46	29,200.00	63.70%
Technology & Telecommunications	6,782.37	15,600.00	56.52%
Travel and Training	500.00	600.00	16.67%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	2,461.44	6,250.00	60.62%
Total Expenditures	414,027.33	936,378.29	55.78%
Net Revenue Over Expenditures - Surplus/(Deficit)	28,489.07	(17,578.29)	(262.07)%

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

310 - State Grants
From 7/1/2020 Through 12/31/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	180,381.07	404,037.25	(55.36)%
Total Revenues	<u>180,381.07</u>	<u>404,037.25</u>	<u>(55.36)%</u>
Expenditures			
Salaries and Wages	105,610.04	216,042.65	51.12%
Benefits and FICA	38,097.82	73,614.35	48.25%
Copiers and Equipment	9,299.66	9,299.66	0.00%
Utilities	0.00	10,000.00	100.00%
Materials	27,268.42	55,275.00	50.67%
Supplies	0.00	1,524.59	100.00%
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>180,275.94</u>	<u>365,956.25</u>	<u>50.74%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>105.13</u>	<u>38,081.00</u>	<u>(99.72)%</u>

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

From 7/1/2020 Through 12/31/2020

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)%
Library Generated Revenue	76.60	0.00	0.00%
Total Revenues	<u>135,076.60</u>	<u>235,000.00</u>	<u>(42.52)%</u>
Expenditures			
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	40,588.68	106,500.00	61.89%
Supplies	2,425.29	10,000.00	75.75%
Total Expenditures	<u>43,013.97</u>	<u>241,500.00</u>	<u>82.19%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>92,062.63</u>	<u>(6,500.00)</u>	<u>(1,516.35)%</u>

Director's report

Perry and Admin staff did an excellent job of responding to a recent disturbance. On January 7th, 2021, there was a shooting at the Perry Police Station. We responded as if it were an active shooter event and secured the building until an all clear. Staff remained calm, followed emergency procedures and patrons said they felt safe and secure.

**

HVAC bids for Centerville.

See attached matrix that we used to evaluate the received bids.

Because the two low bids were very close, we called references – which were universally good on both and also asked Michael Phillips to review. He is in charge of public buildings for Houston County.

His comments :

The proposal from the low bid contractor does not include everything that ACS is proposing. ACS is bringing in controls vendor to remove and reinstall controls, which I strongly recommend doing. They are also going to verify that the programming is right. ACS has a five year warranty on compressor where CIS just says one year. The 10 ton unit is getting a little larger electric heat kit with ACS than CIS also. Just from looking at proposals I would probably recommend spending the extra \$4270 for the higher bidder. Hope this helps.

CIS bid - \$37,500 and ACS bid - \$41,770.

**

The pre-bid meeting for the Nola renovation work was Tuesday, January 12th. Eleven contractors came along with Mr. Newton. Jim Mehserle (architect) has agreed to answer any questions that come up that are beyond our scope.

**

As for the sprinkler system proposal, here are comments from Jim Mehserle.

Sara, couple of things. You had asked for an estimate on the sprinkler system and I now have that number. An approximate square foot cost for that would be \$5.50 per square foot, and the building is 25,160 square feet, so that is approximately \$138,380 for the inside work. We estimate that the piping to the building would run another \$20,000 for a total price of \$158,380. Let me know if you have further questions. Thanks Jim.

(P.S. there are not enough SPLOST funds at this time to go further on this part of the project)

**

The LED light replacement at Nola finished this week and Dixie Henning and Judith Malone kept that project going smoothly. Kudos!

Staff (Angela Simmons-Jones, Paige Kensmoe, Dharma Morgan, Kimberlee Southerland, Danielle Gassett and Dixie Henning) created a lovely holiday tree for the Festival of Trees at the Museum of Aviation. There was a small entrance fee, but as there were no holiday parades, I thought this was a nice substitute. The Theme chosen was : Reading is the Best Gift.



After discussion with staff, we are working toward offering Notary Public services at all three branches. There will be 2 or 3 staff at each location that will have taken the necessary course. The library will pay for the notary stamp and registration. We are frequently asked if we offer this service.

Attended an online director's meeting and was on two panel discussions. One on the State required annual report and another one on Newspaper digitization.

Centerville HVAC replacements

2020 Dec 16

Vendor Scoring

Selection Criteria	CIS Air Conditioning and Heating Lawrenceville		Air Conditioning Specialists Milledgeville		Pruitt Warner Robins		Turner Brothers St. Mary's		Galaxy Air LLC Oliver (Scriven county)		T&D Mechanical Columbus				
	Price/Charges	Made onsite visit	References provided	Proof of insurance	E-Verify	Price/Charges	Made onsite visit	References provided	Proof of insurance	E-Verify	Price/Charges	Made onsite visit	References provided	Proof of insurance	E-Verify
Prices/Charges	37,500.00	41,770	47,000.00	47,456.08	78,290	66,765.00	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Made onsite visit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
References provided	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
Proof of insurance	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No
E-Verify	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No

Overall Ranking

Vendor Selected: _____ to be selected by Library Board at regularly scheduled meeting - January , 2021
 Approved By: _____
 Title: _____
 Date: _____

CENTERVILLE BRANCH - Nov 2020										
CIRCULATION				PINES Cards			Door Count			
Print				New Patrons	56	2895				
Adult Non-Fiction	850			Active Patrons	15,104					
Adult Fiction	2,852			Quipu Cards	12					
Young Adult	445			Items Added	303					
Junior Non-Fiction	961			Reference Questions Asked	249					
Junior Fiction	1,519			Self Check-outs	%	Self-Checkout Computers were temporarily removed.				
Easy	3,041			0	0%					
Magazines	8			TRANSITS						
Print Total	9,676			Incoming	1,304	Total				
Non Print Material				Outgoing	635	1,939				
Kill A Watt Meter				Technology Equipment						
Georgia State Park Pass		8		Internet Computers	944					
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive	5					
Go Fish Pass		5		Children's Computers	0					
Puppetry Arts Pass				WiFi Sign-ins	41					
Zoo Atlanta DVD				Total	990					
Carlos Museum				VOLUNTEERS		Volunteers	Volunteer Hours			
Breman Jewish Museum				Adult						
Chattahoochee Nature Center		1		YA						
Macon Museum Pass		4		Summer Ambassadors						
Galileo Sessions		65		Total	0	0				
eRead Kids		57		PROGRAMS & ATTENDANCE						
Overdrive Audiobook		547		Type of Program Total	# of Programs	# Patrons/Views				
Overdrive eBook		275		Children's	3	172				
RBDigital Magazines		479	1,441	Young Adult						
Audiobook CD	Adult	254		Adult						
DVD	Adult	305		All Ages						
Kits	Adult			Grand Total	3	172				
Music CD	Adult	3	562	MEETING ROOM						
Audiobook CD	Easy	1		Times Used	Attendees					
DVD	Easy	47		0	0					
Kits	Easy	3								
Music CD	Easy		51							
Audiobook CD	Juv	9								
DVD	Juv	247								
Kits	Juv	5								
Music CD	Juv	1	262							
Audiobook CD	YA	2								
DVD	YA									
Music CD	YA		2							
Non Print total			2,318							
TOTAL CIRCULATION			11,994							

NOLA BRANTLEY - Nov 2020				
CIRCULATION		PINES Cards		Door Count
Print		New Patrons	42	2260
Adult Non-Fiction	746	Active Patrons	12,085	
Adult Fiction	1,539	Quipu Cards	12	
Young Adult	273	Items Added	237	
Junior Non-Fiction	413	Reference Questions Asked	238	
Junior Fiction	744	Self Check-outs	%	Self-Checkout temporarily removed.
Easy	1,053	0	0%	
Magazines	4	TRANSITS		
Print Total	4,772	Incoming	540	Total
Non Print		Outgoing	742	1,282
Kill A Watt Meter		Technology Equipment		
Georgia State Park Pass	4	Internet Computers	861	
Parks Discovery Backpack		ChromeBook/Projector/Tablet/Harddrive	5	
Go Fish Pass		Children's Computers	0	
Puppetry Arts Pass		WiFi Sign-ins	63	
Zoo Atlanta DVD		Total	929	
Carlos Museum		VOLUNTEERS	Volunteers	Volunteer Hours
Breman Jewish Museum		Adult		
Chattahoochee Nature Center		YA		
Macon Museum Pass		Summer Ambassadors		
Galileo Sessions	64	Total	0	0
eRead Kids	57	PROGRAMS & ATTENDANCE		
Overdrive Audiobook	547	Type of Program Total	Programs	# Patrons/Views
Overdrive eBook	276	Children's		
RBDigital Magazines	323	Young Adult		
Audiobook CD	Adult	Adult		
DVD	Adult	All Ages		
Kits	Adult	Grand Total	0	0
Music CD	Adult	MEETING ROOM		
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			
Non Print Total				
		2,080		
TOTAL CIRCULATION		6,852		

PERRY - Nov 2020						
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	44	3122
Adult Non-Fiction	708			Active Patrons	8360	
Adult Fiction	2,499			Quipu Cards	7	
Young Adult	398			Items Added	201	
Junior Non-Fiction	772			Reference Questions Asked	332	
Junior Fiction	1,188			Self Check-ous	%	Self-Checkout temporarily removed.
Easy	2,502			0	0%	
Magazines				TRANSITS		
Print Total	8,067			Incoming	1,223	Total
Non Print Material				Outgoing	695	1,918
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass		6		Internet Computers	546	
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive	5	
Go Fish Pass		3		Children's Computers	0	
Puppetry Arts Pass				WiFi Sign-ins	35	
Zoo Atlanta DVD				Total	586	
Carlos Museum				VOLUNTEERS	Volunteers	Volunteer Hours
Breman Jewish Museum				Adult		
Chattahoochee Nature Center				YA		
Macon Museum Pass		2		Summer Ambassadors		
Galileo Sessions		65		Total	0	0
eRead Kids/Tumblebooks/Teen Cloud		57		PROGRAMS & ATTENDANCE		
Overdrive Audiobook		548		Type of Program Total	# of Programs	# Patrons/Views
Overdrive eBook		276		Children's		
RBDigital Magazines		312	1,269	Young Adult	1	3
Audiobook CD	Adult	126		Adult		
DVD	Adult	464		All Ages	7	412
Kits	Adult			Grand Total	8	415
Music CD	Adult		590	MEETING ROOM		
Audiobook CD	Easy	1		Times Used	Attendees	
DVD	Easy	57		0	0	
Kits	Easy	41				
Music CD	Easy		99			
Audiobook CD	Juv	7				
DVD	Juv	155				
Kits	Juv	17				
Music CD	Juv		179			
Audiobook CD	YA	3				
DVD	YA					
Music CD	YA		3			
Non Print Total						
2,140						
TOTAL CIRCULATION						
10,207						

Houston County Public Library System Circulation Report - NOV 2020

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	9,676	4,772	8,067	22,515
Non-Print items	2,318	2,080	2,140	6,538
Check Out Totals	11,994	6,852	10,207	29,053
In-Library Use				
Internet Computers	944	861	546	2,351
Technology Equipment	5	5	5	15
Children's Computers	0	0	0	0
WiFi Sign-ins	41	63	35	139
In-Library Use Totals	990	929	586	2,505
Total Circulation	12,984	7,781	10,793	31,558

** WiFi Usage for the month of September is incomplete

Reference	Centerville	Nola Brantley	Perry	Houston Totals
Reference Asked	249	238	332	819

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
Adult programs							35,549
YA Programs					1	3	142
Children (Ages 0-11)	3	172					
Children (All)/Foreign Language					7	412	
Meeting Room							
Door Count		2,895				3,122	8,277

New Items Added	Transits		Volunteer Hours	
	Centerville	Nola Brantley	Centerville	Nola Brantley
Centerville	303	1,939		0
Nola Brantley	237	1,282	Nola Brantley	0
Perry	201	1,918	Perry	0
Total Added	741	5,139	Total Volunteer Hours	0

CENTERVILLE BRANCH - Dec 2020												
CIRCULATION				PINES Cards		Door Count						
Print				New Patrons	43							
				Active Patrons	15,038	3008						
				Items Added	188							
				Reference Questions Asked	201							
				Self Check-outs	%	Self-Checkout Computers were temporarily removed.						
				0	0%							
				TRANSITS								
				Incoming	2,119	Total						
				Outgoing	2,227	Total	4,346					
Non Print Material				Technology Equipment								
Kill A Watt Meter				Internet Computers		1,098						
Georgia State Park Pass				7	ChromeBook/Projector/Tablet/Harddrive		5					
Parks Discovery Backpack					Children's Computers		0					
Go Fish Pass				4	WiFi Sign-ins		52					
Puppetry Arts Pass					Total		1,155					
Zoo Atlanta DVD				12	VOLUNTEERS		Volunteers	Volunteer Hours				
Carlos Museum					Adult							
Breman Jewish Museum					YA							
Chattahoochee Nature Center					Summer Ambassadors							
Macon Museum Pass				3	Total	0	0					
Galileo Sessions				47	PROGRAMS & ATTENDANCE							
eRead Kids				73	Type of Program Total	# of Programs	# Patrons/Views					
Overdrive Audiobook				545	Children's	4	269					
Overdrive eBook				303	Young Adult							
RBDigital Magazines				305	1,299	Adult						
Audiobook CD				Adult	219	All Ages						
DVD				Adult	428	Grand Total	4	269				
Kits				Adult	2	MEETING ROOM						
Music CD				Adult	14	663	Times Used	Attendees				
Audiobook CD				Easy			0	0				
DVD				Easy	58							
Kits				Easy	2							
Music CD				Easy		60						
Audiobook CD				Juv	3							
DVD				Juv	301							
Kits				Juv	6							
Music CD				Juv		310						
Audiobook CD				YA								
DVD				YA								
Music CD				YA		0						
Non Print total					2,332							
TOTAL CIRCULATION					11,459							

NOLA BRANTLEY - Dec 2020				
CIRCULATION		PINES Cards		Door Count
Print		New Patrons	40	3124
		Active Patrons	12,027	
Adult Non-Fiction	733	Items Added		267
Adult Fiction	1,414	Reference Questions Asked		282
Young Adult	308	Self Check-outs		%
Junior Non-Fiction	332	0		0%
Junior Fiction	728			Self-Checkout temporarily removed.
Easy	1,022	TRANSITS		
Magazines	8	Incoming	1,639	Total
Print Total	4,545	Outgoing	1,464	3,103
Non Print		Technology Equipment		
Kill A Watt Meter		Internet Computers	891	
Georgia State Park Pass	3	ChromeBook/Projector/Tablet/Harddrive	6	
Parks Discovery Backpack		Children's Computers	0	
Go Fish Pass		WiFi Sign-ins	55	
Puppetry Arts Pass		Total	952	
Zoo Atlanta DVD	1	VOLUNTEERS	Volunteers	Volunteer Hours
Carlos Museum		Adult		
Breman Jewish Museum		YA		
Chattahoochee Nature Center		Summer Ambassadors		
Macon Museum Pass	3	Total	0	0
Galileo Sessions	46	PROGRAMS & ATTENDANCE		
eRead Kids	72	Type of Program Total	Programs	# Patrons/Views
Overdrive Audiobook	544	Children's	3	53
Overdrive eBook	303	Young Adult		
RBDigital Magazines	225	Adult		
Audiobook CD	Adult	All Ages		
DVD	Adult	Grand Total	3	53
Kits	Adult	MEETING ROOM		
Music CD	Adult	Times Used	Attendees	
Audiobook CD	Easy	0	0	
DVD	Easy			
Kits	Easy			
Music CD	Easy			
Audiobook CD	Juv			
DVD	Juv			
Kits	Juv			
Music CD	Juv			
Audiobook CD	YA			
DVD	YA			
Music CD	YA			
Non Print Total				
		2,193		
TOTAL CIRCULATION		6,738		

PERRY - Dec 2020

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	23	2622
Adult Non-Fiction	801		Active Patrons	8330	
Adult Fiction	2,507		Items Added	259	
Young Adult	338		Reference Questions Asked	288	
Junior Non-Fiction	472		Self Check-outs	%	Self-Checkout temporarily removed.
Junior Fiction	1,123		0	0%	
Easy	1,913		TRANSITS		
Magazines	0		Incoming	1,888	Total
Print Total	7,154		Outgoing	1,793	3,681
Non Print Material			Technology Equipment		
Kill A Watt Meter		1,211	Internet Computers	548	
Georgia State Park Pass	2		ChromeBook/Projector/Tablet/Harddrive	11	
Parks Discovery Backpack			Children's Computers	0	
Go Fish Pass	3		WiFi Sign-ins	50	
Puppetry Arts Pass			Total	609	
Zoo Atlanta DVD	5		VOLUNTEERS	Volunteers	Volunteer Hours
Carlos Museum			Adult		
Breman Jewish Museum			YA		
Chattahoochee Nature Center			Summer Ambassadors		
Macon Museum Pass	5		Total	0	0
Galileo Sessions	47		PROGRAMS & ATTENDANCE		
eRead Kids/Tumblebooks/Teen Cloud	73		Type of Program Total	# of Programs	# Patrons/Views
Overdrive Audiobook	544		Children's	5	120
Overdrive eBook	303		Young Adult		
RBDigital Magazines	229		Adult		
Audiobook CD	Adult		Adult		
DVD	Adult		All Ages	4	927
Kits	Adult		Grand Total	9	1047
Music CD	Adult		MEETING ROOM		
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				
Non Print Total					
2,107					
TOTAL CIRCULATION					
9,261					

Houston County Public Library System Circulation Report - Dec 2020

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	9,127	4,545	7,154	20,826
Non-Print items	2,332	2,193	2,107	6,632
Check Out Totals	11,459	6,738	9,261	27,458
In-Library Use				
Internet Computers	1,098	891	548	2,537
Technology Equipment	5	6	11	22
Children's Computers	0	0	0	0
WiFi Sign-ins	52	55	50	157
In-Library Use Totals	1,155	952	609	2,716
Total Circulation	12,614	7,690	9,870	30,174

** WiFi Usage for the month of September is incomplete

Reference

Reference Asked	201	282	288	771
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Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	New Patrons
Adult programs								
YA Programs								
Children (Ages 0-11)	4	269	3		5	120		
Children (All)/Foreign Language					4	927		
Meeting Room								
Door Count		3,008				2,622		8,754

New Items Added	Transits			Volunteer Hours		
	Centerville	Nola Brantley	Perry	Centerville	Nola Brantley	Perry
Centerville	188	4,346				0
Nola Brantley	267	3,103				0
Perry	259	3,681				0
Total Added	714	11,130				0