

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

June 10, 2021 - Nola Brantley Memorial Library in Warner Robins - 6pm

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Treasurer's Report
 Acceptance of Treasurer's Report
5. Director's Report

 Review of Federal certifications
6. Committee Reports –

 Report on Patron request to reconsider book
7. Old Business -
8. New Business –

 Adoption of 2021-2022 Trustee meeting calendar

 Approval of Signatory Authority for Director

 Approval of Application for State Aid
9. *Adjournment*

There is no July meeting. The next meeting will be August 12, 2021 in Perry.

means a board vote is required

Houston County Public Library System Board of Trustees

Minutes- May 14, 2021 - 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 May 14, 2021. Board members attending were Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Shannon McNeal, Jim Newton, Wilhemenia Sibley and Pam Yates. Also attending was : J. Sara Paulk, Robyn Harris, Paige Kensmoe, Rebekah Scarborough and Samara Terry. Chair Davis called the meeting to order at 6:05 pm.

Minutes – Davis called for the approval of the Minutes from the April 8, 2021 meeting. On a motion by Newton and a second by Sibley, the minutes were approved.

Public Comments. None.

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

Director's report – Presented at meeting.

Committee Reports – Bibler presented the Director's yearly evaluation. All comments were positive with a special appreciation on the handling of the library during the pandemic over the last year and Paulk's efforts to provide access in a safe way for staff and public.

On a motion by Sibley and a second by Yates, the Director's salary was approved with an increase included for 2021-2022.

Bibler also reported on the committee's review of a book that a patron requested be withdrawn from the library's collection. After discussion, on a motion by Jones and second by Bibler, the book was retained in the collection.

Unfinished Business – After discussion, on a motion by Newton and a second by Yates, the revised bid from S&W for the renovation work at Nola Brantley was accepted in the amount of \$53,095.00.

New Business –

A current year budget amendment was presented. On a motion by Newton and a second by Sibley, the motion passed.

Paulk presented a request that the library system roll back COVID protocols to the service levels and facility setup effective June 1st, 2021. After discussion, on a motion by Yates and a second by Jones, the motion passed.

Trustee Remarks – Yates presented an update on the Friends of the Library upcoming sale set for November.

Adjournment – Davis called for a motion to adjourn. On a motion by Jones and a second by Yates, the board adjourned at 6:55pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

**HCPLS Financial Report
As of May 31, 2021**

Balance Sheet (A):

The Library's financial activity through May 31, 2021 shows:

- a) a net increase in the ending balance of the General Fund (Fund 100) of \$61,935.40;
- b) a net increase in the State Grants Fund (Fund 310) of \$11,666.38;
- c) a net increase in the ending balance of the SPLOST Fund (Fund 390) of \$116,059.17.

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.

Eleven months into the fiscal year (May 31), the Library should have about 8% 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) Budget amendments reducing the amount of library-generated revenues were approved by the Library Board at the May meeting and are now reflected in the budget.
- 2) Expenditures are below budget at this time in almost all categories, with about 19% of the total budget remaining.
- 3) The one category that is slightly over budget is Insurance and that is because the library paid an unemployment claim that was not budgeted.

In the State Grants Fund - 310 (B2):

- 1) Spending on materials is on budget, with about 8% remaining. The remainder of materials funds will be spent before June 30.
- 2) The Youth Specialists spent the remainder of the Deal Center Grant in June on the Vacation Reading Program and the required documentation has been sent to the Georgia Public Library Service (so its completion will be reflected in next month's financials).

In the SPLOST Fund - 390 (B3):

- 1) The remaining SPLOST funds due to the Library for this fiscal year have been received from the County.
- 2) As of the end of May, the Library has spent a little over \$72,000.00 in SPLOST funds on library materials, leaving about 32% of the budget remaining. If not all budgeted SPLOST funds are spent by the end of the fiscal year, the funds roll over into next year.

(A)

Houston County Public Library System
Balance Sheet by Fund
As of 5/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	261,759.92	93.14	11,666.38	91,380.33	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,016.82	0.00
Persons/Bank of Perry Merchant Acct	188,402.37	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 1	0.00	0.00	0.00	0.00	0.00
Unemployment CD 2	7,754.35	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	459,092.64	93.14	11,666.38	291,397.15	32,329.19
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	5,356.15
Unassigned Fund Balance	140,964.35	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	397,157.24	93.14	0.00	175,337.98	32,195.55
Current YTD Change	(a) 61,935.40	0.00	(b) 11,666.38	(c) 116,059.17	133.64
Total Fund Balance	459,092.64	93.14	11,666.38	291,397.15	32,329.19
Total Liabilities and Ending Fund Balance	459,092.64	93.14	11,666.38	291,397.15	32,329.19

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

100 - General

From 7/1/2020 Through 5/31/2021

B1

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	760,100.00	829,200.00	(8.33)%
Library Generated Revenue	42,245.05	43,000.00	(1.76)% 1
Donations	4,511.98	1,000.00	351.20%
Other Grants	1,186.53	1,186.53	0.00%
Other Income	7,998.65	8,600.00	(6.99)%
Total Revenues	816,042.21	882,986.53	(7.58)%
Expenditures			
Salaries and Wages	376,921.92	437,479.78	13.84%
Benefits and FICA	142,169.44	187,344.51	24.11%
Professional Services	16,072.48	26,960.00	40.38%
Copiers and Equipment	6,853.69	11,300.00	39.35%
Utilities	72,712.10	91,350.00	20.40%
Insurance	33,168.20	32,094.00	(3.35)% 3
Maintenance & Repairs	65,136.80	84,300.00	22.73%
Materials	763.32	2,000.00	61.83%
Motor Vehicle Costs	720.19	3,000.00	75.99%
Other Purchased Services	2,882.23	6,500.00	55.66%
Supplies	17,559.30	29,200.00	39.87%
Technology & Telecommunications	12,723.24	15,600.00	18.44%
Travel and Training	554.63	600.00	7.56%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	4,114.27	6,250.00	34.17%
Total Expenditures	754,106.81	936,378.29	19.47% 2
Net Revenue Over Expenditures - Surplus/(Deficit)	61,935.40	(53,391.76)	(216.00)%

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 5/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	379,837.72	416,239.25	(8.75)%
Total Revenues	<u>379,837.72</u>	<u>416,239.25</u>	<u>(8.75)%</u>
Expenditures			
Salaries and Wages	198,251.74	220,305.15	10.01%
Benefits and FICA	70,316.32	73,657.85	4.54%
Copiers and Equipment	30,184.66	30,184.66	0.00%
Utilities	0.00	10,000.00	100.00%
Maintenance & Repairs	10,654.89	10,655.00	0.00%
Materials	58,142.39	63,171.00	7.96% ⁽¹⁾
Supplies	621.34	1,524.59	59.25% ⁽²⁾
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>368,171.34</u>	<u>409,698.25</u>	<u>10.14%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>11,666.38</u>	<u>6,541.00</u>	<u>78.36%</u>

B3

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2020 Through 5/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	235,000.00	235,000.00	0.00% ^①
Library Generated Revenue	150.68	0.00	0.00%
Other Income	73.96	0.00	0.00%
Total Revenues	235,224.64	235,000.00	0.10%
Expenditures			
Professional Services	0.00	4,500.00	100.00%
Copiers and Equipment	31,081.37	40,000.00	22.30%
Maintenance & Repairs	11,754.88	80,500.00	85.40%
Materials	72,036.84	106,500.00	32.36% ^②
Supplies	4,255.40	10,000.00	57.45%
Miscellaneous	36.98	0.00	0.00%
Total Expenditures	119,165.47	241,500.00	50.66%
Net Revenue Over Expenditures - Surplus/(Deficit)	116,059.17	(6,500.00)	(1,885.53)%

Director's report

**

S&W are tentatively scheduled to start work at Nola Brantley on August 14th, 2021.

Quotes were solicited for the replacement of six high outside lights at Centerville. Four quotes were received and the low quote was from Mr. Electric from Macon at \$1546.50. This will swap out the lights from halogen to LED.

Company	Estimate	Description
Speir Electric	\$4,490.00	Price includes swapping out (6) halogen under canopy lights to LED.
Mr. Electric	\$2,062.00	Convert 8 existing lights to led using existing fixtures.
Etrenzik LED	\$1,604.00	6 Canopy Light - 65W, 5000K, 8,450L, 120-277V, Bronze, UL/DLC Listed, 5 Year Warranty.
Mr. Electric	\$1,546.50	Adjusted estimate for 6 lights.

We are also going to ask the same company to give us a count of existing non-LED lights inside Centerville for the purposes of applying for state matching funds in 2022-2023 to replace the lights as was done in Nola Brantley.

The Request for Proposal for the replacement of the automatic doors at Centerville (matching funds from state are approved) will go out on July 1st and hope to have bids for review at the August board meeting. This cost about \$28,000 at Nola so I expect the same for Centerville. The state will provide \$14,000.

Replacement of administrative office area flooring tentatively scheduled for November / December. More details later.

Paulk has joined a statewide working group focusing on statistical database analysis for the state's annual report.

Two staff at Perry have tendered their resignations and will soon be off to new adventures

Daisy Astudillo will be leaving at the end of June and Samara Terry at the end of August.



Staff recognition –

Getting the library buildings ready for a rollback to Pre-Covid conditions took planning and working over a long weekend. Thanks to the following for having the stage set on Tuesday, June 1st after a whole year of COVID protocols!

Perry – Samara Terry with Jennifer Davis (and her husband Tim) Daisy Astudillo (and her boyfriend Lucas), and Rachel Breland.

Centerville – Nancy Granger with Rebecca Scarborough, Cindy Broadie, Karen Collins and Cheyenne Parks.

Nola Brantley – Judith Malone with Paige Kensmoe, Dixie Henning, Brian Neal and Logan Baucom



Name of Library System _____

**CERTIFICATIONS REGARDING NONDISCRIMINATION; DEBARMENT AND SUSPENSION; DRUG-FREE
WORKPLACE; FEDERAL DEBT STATUS; TRAFFICKING IN PERSONS; LOBBYING; AND ADDITIONAL
CERTIFICATIONS**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Georgia Public Library Service, of the Board of Regents, a Unit of the University System of Georgia determines to award funds to any of the Georgia Regional and County Public Library Systems.

1. Nondiscrimination

The applicant certifies that the library will comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, reasonable steps must be taken to ensure that limited English proficient (LEP) persons have meaningful access to the programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq. including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age; and
- e) The requirements of any other nondiscrimination statute(s) which may apply to the application.

2. Debarment and Suspension

The applicant shall comply with 2 C.F.R. part 3185. The authorized representative certifies to the best of his or her knowledge and belief that neither the library nor any of its principals:

- a) Are presently excluded or disqualified;
- b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
- d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the library is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The library is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The library is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the library enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the library, certifies, as a condition of the award, that the library will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the library as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of Sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 4 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the library's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the library keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status

The authorized representative, on behalf of the library, certifies to the best of his or her knowledge and belief that the library is not delinquent in the repayment of any Federal debt.

5. Audit and Access to Records

The library certifies that it will provide GPLS with notice of any adverse findings which impact this grant. The library certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If the library is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then the library will provide notice of the completion of any required audits and will provide access to such audits upon request. The library will provide access to records as required by parts 2 CFR 200.337 and 200.338 as applicable.

6. Trafficking in Persons

The library agrees that it will comply with the Trafficking in Persons requirement set forth in Appendix A below.

7. Prohibitions Against Lobbying, Publicity, and Propaganda

In accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

8. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award

documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S. C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure, or as otherwise required by law.

9. Acknowledgement of IMLS Support

All materials publicizing or resulting from IMLS grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and e-mail announcements. (See Grantee Communications Kit, available at www.imls.gov, for specific guidance).

The type of recognition varies according to the type of activity:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (see Grantee Communications Kit, available at www.imls.gov) displayed in accordance with the Logo Standards Guide;
- Online products, digital publications, and websites should include links to the IMLS website, www.imls.gov;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

“The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services.”

For questions about whether a product requires this statement, contact the IMLS Office of Communications.

10. Acknowledgement of Federal Support

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving IMLS appropriated funding, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- a) The percentage of the total costs of the program or project which will be financed with Federal money;
- b) The dollar amount of Federal funds for the project or program; and
- c) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

(See IMLS fiscal year 2020 appropriations act – Section 505 of the Title V (General Provisions) of Division A of Public Law 116-94, December 20, 2019).

11. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

The library is required to comply with 2 CFR 200.216, which prohibits the library from using federal grant funds to:

- a) obtain equipment, services, or systems that uses telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates).
- b) Also prohibited are video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates).
- c) Also prohibited are telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country. Entities added to this list will be incorporated into the excluded parties list in the System for Award Management (SAM) (www.sam.gov).

The library will not obligate or expend funds received under this grant to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

12. Internet Safety Certification

The authorized representative of the library certifies that the library is CIPA Compliant and that the library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.

13. General Certifications

The authorized representative, on behalf of the library, certifies that the library will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program. (Please also see Appendix B – Additional Standard Language)

The undersigned further provides assurances that it will include, as applicable, the language of the certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

Title of Authorizing Official

APPENDIX A
Trafficking in Persons

The sub-recipient must comply with Federal law pertaining to trafficking in persons. Under 22 § 7104(g), any grant, contract, or cooperative agreement entered into with federal funds and an entity shall include a condition that authorizes the Federal agency (IMLS) and the State Library Administrative Agency (SLAA) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

- a. Provisions applicable to a recipient that is a private entity.
 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –
 - a. Associated with performance under this award; or
 - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
- b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide 7 Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
- c. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity": i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25. ii. Includes: A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b). B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

APPENDIX B

Additional Standard Language By accepting the award, the recipient and its executives, as defined in 2 CFR § 170.315, certify that the recipient's policies are in accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, especially:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 C.F.R.), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (2 C.F.R. §§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 C.F.R. § 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 C.F.R. § 200.340).

Houston County Library Board Meetings

2021-2022 / Regular meetings – 2nd Thursday at 6pm.

July 8th, 2021

No Meeting

August 12th, 2021 ^^

Perry Branch

September 8th, 2021

Nola Brantley Memorial Library

October 14th, 2021

Centerville Branch

November 11th, 2021

Perry Branch

December 9th, 2021

No Meeting

January 13th, 2022 #

Centerville Branch

February 10th, 2022 ** ##

Perry Branch

March 10th, 2022 *** @

Nola Brantley Memorial Library

April 14th, 2022 @@

Centerville Branch

May 12th, 2022 %

Perry Branch

June 9th, 2022 ^

Nola Brantley Memorial Library

Finance committee reports on library budget for 2022-2023

** Nomination and election of new officers / ## Budget presented to whole board for approval

*** New officers take office / @ Personnel committee meets to discuss Director's annual evaluation

@@ Director's evaluation presented to whole board

% NB land passage read into minutes

^ & ^^ State application forms approved/signed



FY2022 SIGNATORY AUTHORITY

Form must be updated, board approved, and submitted annually.

Form must be resubmitted immediately upon any change in signatory.

LIBRARY SYSTEM _____

The Library System Board has given signature authority for all contracts and other documents to _____ who holds the position of _____.

This board action was taken on the following date: _____.

Library System Board Chairperson's Name

Library System Board Chairperson's Signature

Date



FY2022 Application for State Aid to Public Libraries

Library System

We, the undersigned, as duly authorized representatives of this public library system, make this application for state aid to public library systems to Georgia Public Library Service (GPLS) of the Board of Regents of the University System of Georgia. We agree that:

General

- All information, to the best of our knowledge, that is included on this form and provided through the online Annual Report is correct, complete, and a true reflection of the current status of this Library System.
- The Library System Director and/or staff shall reply to any requests for clarification, further information and/or needed data to complete the timely review of their Annual Report and Application for State Aid.

Library Board

- Each local governmental agency that financially supports the library on a regular basis has at least one representative on the library board.
- All library board members are appointed by local governmental agencies that financially support the library on a regular basis.
- In multi-county library systems, each county is represented on the Library System Board of Trustees.
- Library trustees are appointed to serve staggered terms.

Board Meetings, Minutes, and Financial Reports

- The Library System Board of Trustees shall hold at least four regularly scheduled meetings during Fiscal Year 2022.
- The Library System Director will be notified, in advance, of all committee and board meetings of both the system and any affiliated boards, and the director will attend each meeting or send a representative.
- The minutes of all Library System Board meetings and all meetings of affiliated library boards and committees will be kept on file at the library system office and will be available upon request.
- Interim financial reports will be presented to the Board of Trustees, with the financial statement and balance sheet presented to the board on a quarterly basis at minimum.

Required Documents

The Library System Board of Trustees maintains these documents and updates them at least every five years. To the best of our knowledge, all policies of the Library System Board are in full compliance with all applicable laws, rules and regulations. A current copy of each policy of the Library System Board of Trustees is on file at Georgia Public Library Service of the Board of Regents of the University System of Georgia.

- *Library System Constitution and Bylaws.*
- *Collection Development Policy* – A written statement for developing and maintaining the library’s collection of Materials for all libraries within the Library System.
- *Facilities Use Policy* – A policy on the use of the library that, as appropriate, considers any local government policies on the use of public library meeting facilities.
- *Fiduciary Bond/Proof of Insurance-* All required fiduciary bonds and current proof of the bond(s) are submitted with the Annual Report.
- *Gift Policy* – A policy on the administration of gifts and donations of cash, materials, equipment, furniture, art and real estate.
- *Internet Use Policy* – Acceptable Internet use as defined by O.C.G.A. 20.5.5
- *Materials Reconsideration Policy* -- A policy to provide a process for formal requests for reconsideration of a library resource.
- *Personnel Policy* – A comprehensive policy for the personnel of the Library System detailing employment relations.
- *Technology Plan* – A comprehensive plan for all facilities within a Library System showing current and planned deployment of technology and telecommunications.

Library Staff Evaluations and Certifications

- The Library System Board of Trustees supervises the Library System Director and conducts an annual performance evaluation of the Director.
- All staff members in state reimbursed positions receive an annual performance evaluation.
- All staff members in state reimbursed professional librarian positions have a current certificate from the State Board for the Certification of Librarians.

Grant Funds and State Rules and Regulations

- The Library System Board of Trustees certifies the library system will expend all state and federal grant funds only for the purpose for which they are granted.
- The Library System will follow all state grant guidelines including ZBB funding formula guidelines, state-reimbursed position guidelines, policies for Public Library State Grants Program, and state of Georgia e-Verify regulations.

Library Budget

- The Library System Board of Trustees has adopted a balanced budget for Fiscal Year 2022 prior to the beginning of the fiscal year and a current copy is maintained at the Library System Office and will be made available upon request.

- As part of the Fiscal Year 2022 budget, the Library System Board of Trustees has approved the Library Director’s Fiscal Year 2022 salary as a separate action item recorded in the board meeting minutes.
- The Fiscal Year 2022 maintenance of effort (total of all regular local financial support) equals or exceeds the amount that was received by the Library System for Fiscal Year 2021.

Audit/AUP and Grant Funds for FY2021

- The financial records for Fiscal Year 2021 have been fully reconciled and are officially closed and ready for a financial statement audit or AUP in accordance with GPLS minimum required procedures. If Library System funds are audited in conjunction with city/county audit, the Library System Board of Trustees certifies funds from all sources are included in audit.
- In addition to a financial statement audit as mentioned above, the Library System agrees that an additional budget certification compliance AUP/attestation engagement will be performed by System’s auditor or other selected Georgia Certified Public Accountant (CPA).
 - *NOTE: This requirement applies only to library systems having a financial statement audit. Any library system AUP that follows the GPLS minimum required procedures meets this requirement as part of the AUP engagement.*
- To the best of our knowledge, the Fiscal Year 2021 State Grant Budget Report is true and accurate and was entered online at budget.georgialibraries.org. We certify the “actual budget” ties to the accounting records in the general ledger.
- If any FY2021 State Grant funds were unexpended in any category, those funds have been returned to the Board of Regents unless prior arrangements were made with the Georgia Public Library Service. Library System contacted GPLS when funds were returned.

Library System Director's Name

Library System Director's Signature

Date

Library System Board Chairperson's Name
 (Chair as of July 1, 2021)

Library System Board Chairperson's Signature

Date

Houston County Public Library System Circulation Report - May 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	11,013	6,077	7,891	24,981				
Non-Print items	2,122	1,890	2,046	6,058				
Check Out Totals	13,135	7,967	9,937	31,039				
In-Library Use								
Internet Computers	1,044	1,033	690	2,767				
Technology Equipment	3	3	7	13				
Children's Computers	0	0	0	0				
WiFi Sign-ins	58	51	34	143				
Notary Public Service	10	19	13	42				
Reference Asked	217	328	122	667				
In House OPAC/KPAC Use	221	128	120	469				
In-Library Use Totals	1,105	1,087	731	4,101				
Total Circulation	14,240	9,054	10,668	35,140				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	35,001
Adult programs							New Patrons	179
YA Programs								
Children (Ages 0-11)			1	1	1	5		
Children (All)/Foreign Language								
Meeting Room								
Door Count		3,204		3,480		3,621	Total Door Count	
							10,305	
New Items Added		Transits			Volunteer Hours			
Centerville	134	Centerville			4,889	Centerville		
Nola Brantley	139	Nola Brantley			3,569	Nola Brantley		
Perry	218	Perry			3,873	Perry		
Total Added	491	Total Transits			12,331	Total Volunteer Hours		
							0	

CENTERVILLE BRANCH - May 2021									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons	81		3204	
Adult Non-Fiction	890		Active Patrons		14,778				
Adult Fiction	2,837		Notary Public Service		10				
Young Adult	637		Items Added		134				
Junior Non-Fiction	935		Reference Questions Asked		217				
Junior Fiction	1,868		Self Check-outs		%		Self-Checkout Computers were temporarily removed.		
Easy	3,846		0		0%				
Magazines	0								
Print Total	11,013								
Non Print Material					TRANSITS				
Kill A Watt Meter					Incoming	2,281		Total	
Georgia State Park Pass	9				Outgoing	2,608		4,889	
Parks Discovery Backpack					Technology Equipment				
Go Fish Pass	6				Internet Computers		1,044		
Puppetry Arts Pass	1				ChromeBook/Projector/Tablet/Harddrive		3		
Zoo Atlanta DVD	7				Children's Computers		0		
Carlos Museum					WiFi Sign-ins		58		
Breman Jewish Museum					Total		1,105		
Chattahoochee Nature Center	1				VOLUNTEERS		Volunteers		Volunteer Hours
Macon Museum Pass	1				Adult				
Galileo Sessions	65				YA				
eRead Kids	35				Summer Ambassadors				
Overdrive Audiobook	673				Total		0		0
Overdrive eBook	370				PROGRAMS & ATTENDANCE				
Overdrive Magazines	84		1,252		Type of Program Total		# of Programs		# Patrons/Views
Audiobook CD	Adult	311				Children's			
DVD	Adult	309				Young Adult			
Kits	Adult					Adult			
Music CD	Adult	1		621		All Ages			
Audiobook CD	Easy					Grand Total		0	
DVD	Easy	27				MEETING ROOM			
Kits	Easy	2				Times Used		Attendees	
Music CD	Easy			29		0		0	
Audiobook CD	Juv	9				In-House OPAC/KPAC Use		221	
DVD	Juv	207							
Kits	Juv	1							
Music CD	Juv	3		220					
Audiobook CD	YA								
DVD	YA								
Music CD	YA	0							
Non Print total			2,122						
TOTAL CIRCULATION			13,135						

NOLA BRANTLEY - May 2021						
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	48	3480
Adult Non-Fiction	765			Active Patrons	11,935	
Adult Fiction	1,621			Notary Public Service	19	
Young Adult	550			Items Added	139	
Junior Non-Fiction	457			Reference Questions Asked	328	
Junior Fiction	1,019			Self Check-outs	%	Self-Checkout temporarily removed.
Easy	1,664			0	0%	
Magazines	1			TRANSITS		
Print Total	6,077			Incoming	1,827	Total
Non Print				Outgoing	1,742	3,569
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass		5		Internet Computers		1,033
Parks Discovery Backpack		2		ChromeBook/Projector/Tablet/Harddrive		3
Go Fish Pass				Children's Computers		0
Puppetry Arts Pass				WiFi Sign-ins		51
Zoo Atlanta DVD		3		Total		1,087
Carlos Museum				VOLUNTEERS		
Breman Jewish Museum				Adult		
Chattahoochee Nature Center				YA		
Macon Museum Pass				Summer Ambassadors		
Galileo Sessions		65		Total	0	0
eRead Kids		35		PROGRAMS & ATTENDANCE		
Overdrive Audiobook		672		Type of Program Total	Programs	# Patrons/Views
Overdrive eBook		370		Children's	1	1
Overdrive Magazines		84	1,236	Young Adult		
Audiobook CD	Adult	89		Adult		
DVD	Adult	392		All Ages		
Kits	Adult			Grand Total	1	1
Music CD	Adult		481	MEETING ROOM		
Audiobook CD	Easy			Times Used		Attendees
DVD	Easy	26		0		0
Kits	Easy	2		In-House OPAC/KPAC Use		128
Music CD	Easy		28			
Audiobook CD	Juv	17				
DVD	Juv	109				
Kits	Juv	13				
Music CD	Juv	2	141			
Audiobook CD	YA	4				
DVD	YA					
Music CD	YA		4			
			Non Print Total			
			1,890			
TOTAL CIRCULATION			7,967			

