

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

August 12, 2021 – Perry Branch in Perry, Georgia - 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
6. Committee Reports –
7. Old Business -
8. New Business –

 Revision of 2021-2022 budget to reflect county funding

 *Approving adding another closed day – Juneteenth (June 19) – as an observed federal holiday.

 Opening of bids for automatic door replacement at Centerville

 Revision of personnel policy to reflect holiday revision and job description revisions
9. *Adjournment*

means a board vote is required

The next meeting will be September 8th, 2021 at the Nola Brantley Memorial Library in Warner Robins.

Houston County Public Library System Board of Trustees

Minutes- Jun 10, 2021 – Nola Brantley Memorial Library, Warner Robins, GA

The Houston County Public Library System Board met in regular session On June 10, 2021. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Julie Layne, Shannon McNeal, George Nunn, Jim Newton, Wilhemenia Sibley, Emily Silva and Pam Yates. Also attending was : J. Sara Paulk and Carla Bohnstedt. Chair Davis called the meeting to order at 6:05 pm.

Minutes – Davis called for the approval of the Minutes from the May 14, 2021 meeting. On a motion by Yates and a second by Jones, the minutes were approved.

Public Comments. None.

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

Director's report – Presented at meeting and included a review of the federally required certifications regarding nondiscrimination, debarment and suspension, drug-free workplace, federal debt status, trafficking in person, lobbying and additional certifications.

Committee Reports – Bibler presented on the committee's review of a book that a patron requested by withdrawn from the library's collection. After discussion, on a motion by Bilber and a second by Newton, the book is to be re-cataloged from the Easy collection to the Adult collection. Nunn and McNeil dissented.

New Business –

Davis called for the adoption of the 2021-2022 Trustee meeting calendar. After discussion, in which board members pointed out the at the November meeting will fall on Veterans Day, the motion to adopt the calendar with the November meeting to be rescheduled at the October meeting was made by McNeal with a second by Jones.

Davis called for the annual approval of the signatory authority for the director. On a motion by Nunn and a second by Newton, the motion passed.

Davis called for the annual approval of application for state aid. On a motion by Bibler and a second by Newton, the motion passed.

Trustee Remarks – None.

Adjournment – Davis called for a motion to adjourn. On a motion by Newton and a second by Yates, the motion passed.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Centerville review

4 messages

J. Sara Paulk <jspaulk@houpl.org>
To: "Granger, %Nancy %" <ngranger@houpl.org>

Fri, Jun 25, 2021 at 7:55 AM

Pat Hickman

□□□□□ 10 hours ago

So grateful for the use of the meeting room for Alzheimer's caregiver support. Staff is 100% supportive!

J. Sara Paulk, Director
Houston County Public Library System
(478) 987-3050 x5
1201 Washington St., Perry, GA 31069

Nancy Granger <ngranger@houpl.org>
To: "J. Sara Paulk" <jspaulk@houpl.org>

Fri, Jun 25, 2021 at 9:14 AM

Her group used the room pre-Covid and she's been waiting patiently for the room to be available again. They used it last night and was so glad to be back.

Nancy Granger
Branch Manager
Centerville Branch
Houston County Public Library
Centerville, GA 31028
ngranger@houpl.org
478-953-4500x2

[Quoted text hidden]

J. Sara Paulk <jspaulk@houpl.org>
To: Nancy Granger <ngranger@houpl.org>

Fri, Jun 25, 2021 at 9:22 AM

IMPACT STORY! :)

J. Sara Paulk, Director
Houston County Public Library System
(478) 987-3050 x5
1201 Washington St., Perry, GA 31069

[Quoted text hidden]

Nancy Granger <ngranger@houpl.org>
To: "J. Sara Paulk" <jspaulk@houpl.org>

Fri, Jun 25, 2021 at 9:43 AM

Yes, I was thinking it would be a good one.

Nancy Granger
Branch Manager
Centerville Branch
Houston County Public Library

7/2/2021

Georgia's Public Libraries Mail - Centerville review

Centerville, GA 31028
ngranger@houpl.org
478-953-4500x2

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Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2021 Through 7/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	71,083.33	829,200.00	(91.43)%
Library Generated Revenue	5,439.66	70,700.00	(92.31)%
Donations	0.00	1,040.00	(100.00)%
Other Income	761.33	9,000.00	(91.54)%
Total Revenues	<u>77,284.32</u>	<u>909,940.00</u>	<u>(91.51)%</u>
Expenditures			
Salaries and Wages	18,793.10	447,136.63	95.80%
Benefits and FICA	7,515.99	181,436.63	95.86%
Professional Services	3,738.00	21,000.00	82.20%
Copiers and Equipment	328.95	8,000.00	95.89%
Utilities	3,345.17	80,000.00	95.82%
Insurance	3,586.00	35,000.00	89.75%
Maintenance & Repairs	5,857.40	76,000.00	92.29%
Materials	0.00	1,000.00	100.00%
Motor Vehicle Costs	1,168.20	3,000.00	61.06%
Other Purchased Services	1,200.00	6,500.00	81.54%
Supplies	1,208.08	26,300.00	95.41%
Technology & Telecommunications	941.17	17,000.00	94.46%
Travel and Training	175.00	750.00	76.67%
Dues & Memberships	1,125.00	1,800.00	37.50%
Miscellaneous	304.14	6,000.00	94.93%
Total Expenditures	<u>49,286.20</u>	<u>910,923.26</u>	<u>94.59%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>27,998.12</u></u>	<u><u>(983.26)</u></u>	<u><u>(2,947.48)%</u></u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	30,600.11	381,200.00	(91.97)%
Total Revenues	<u>30,600.11</u>	<u>381,200.00</u>	<u>(91.97)%</u>
Expenditures			
Salaries and Wages	17,137.34	215,979.09	92.07%
Benefits and FICA	6,221.65	75,213.91	91.73%
Copiers and Equipment	0.00	0.00	0.00%
Utilities	0.00	10,995.00	100.00%
Maintenance & Repairs	0.00	14,000.00	100.00%
Materials	8,204.64	65,012.00	87.38%
Supplies	0.00	0.00	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	<u>31,563.63</u>	<u>381,200.00</u>	<u>91.72%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>(963.52)</u></u>	<u><u>0.00</u></u>	<u><u>0.00%</u></u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	125,000.00	(100.00)%
Library Generated Revenue	8.22	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	<u>8.22</u>	<u>125,000.00</u>	<u>(99.99)%</u>
Expenditures			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	0.00	10,000.00	100.00%
Maintenance & Repairs	695.00	69,000.00	98.99%
Materials	3,823.44	80,000.00	95.22%
Supplies	0.00	10,000.00	100.00%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	<u>4,518.44</u>	<u>170,000.00</u>	<u>97.34%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(4,510.22)</u>	<u>(45,000.00)</u>	<u>(89.98)%</u>

Houston County Public Library System

Balance Sheet by Fund

As of 7/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	272,797.34	93.14	(963.52)	68,269.20	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,033.53	0.00
Persons/Bank of Perry Merchant Acct	194,086.27	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,840.00
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	<u>475,813.96</u>	<u>93.14</u>	<u>(963.52)</u>	<u>268,302.73</u>	<u>32,329.19</u>
Liabilities					
	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	22,146.00	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	272,812.95	5,489.79
Unassigned Fund Balance	194,493.84	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>447,815.84</u>	<u>93.14</u>	<u>0.00</u>	<u>272,812.95</u>	<u>32,329.19</u>
Current YTD Change	27,998.12	0.00	(963.52)	(4,510.22)	0.00
Total Fund Balance	<u>475,813.96</u>	<u>93.14</u>	<u>(963.52)</u>	<u>268,302.73</u>	<u>32,329.19</u>
Total Liabilities and Ending Fund Balance	<u><u>475,813.96</u></u>	<u><u>93.14</u></u>	<u><u>(963.52)</u></u>	<u><u>268,302.73</u></u>	<u><u>32,329.19</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2020 Through 6/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	829,200.00	829,200.00	0.00%
Library Generated Revenue	48,035.06	43,000.00	11.71%
Donations	5,069.00	1,000.00	406.90%
Other Grants	1,186.53	1,186.53	0.00%
Other Income	8,798.54	8,600.00	2.31%
Total Revenues	<u>892,289.13</u>	<u>882,986.53</u>	<u>1.05%</u>
Expenditures			
Salaries and Wages	430,624.69	437,479.78	1.57%
Benefits and FICA	164,157.14	187,344.51	12.38%
Professional Services	17,357.73	26,960.00	35.62%
Copiers and Equipment	8,107.64	11,300.00	28.25%
Utilities	71,217.31	91,350.00	22.04%
Insurance	33,653.20	32,094.00	(4.86)%
Maintenance & Repairs	70,701.71	84,300.00	16.13%
Materials	1,227.81	2,000.00	38.61%
Motor Vehicle Costs	906.58	3,000.00	69.78%
Other Purchased Services	3,235.73	6,500.00	50.22%
Supplies	18,994.89	29,200.00	34.95%
Technology & Telecommunications	14,320.69	15,600.00	8.20%
Travel and Training	743.35	600.00	(23.89)%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	4,627.06	6,250.00	25.97%
Total Expenditures	<u>841,630.53</u>	<u>936,378.29</u>	<u>10.12%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>50,658.60</u></u>	<u><u>(53,391.76)</u></u>	<u><u>(194.88)%</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 6/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	412,279.14	412,279.25	(0.00)%
Total Revenues	<u>412,279.14</u>	<u>412,279.25</u>	<u>(0.00)%</u>
Expenditures			
Salaries and Wages	217,243.97	220,305.15	1.39%
Benefits and FICA	76,719.03	73,657.85	(4.16)%
Copiers and Equipment	30,184.66	30,184.66	0.00%
Utilities	12,781.00	10,000.00	(27.81)%
Maintenance & Repairs	10,654.89	10,655.00	0.00%
Materials	63,363.69	63,171.00	(0.31)%
Supplies	1,331.90	1,524.59	12.64%
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>412,279.14</u>	<u>409,698.25</u>	<u>(0.63)%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>0.00</u></u>	<u><u>2,581.00</u></u>	<u><u>(100.00)%</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2020 Through 6/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	235,000.00	235,000.00	0.00%
Library Generated Revenue	159.17	0.00	0.00%
Other Income	73.96	0.00	0.00%
Total Revenues	<u>235,233.13</u>	<u>235,000.00</u>	<u>0.10%</u>
Expenditures			
Professional Services	0.00	4,500.00	100.00%
Copiers and Equipment	31,081.37	40,000.00	22.30%
Maintenance & Repairs	12,842.08	80,500.00	84.05%
Materials	88,956.48	106,500.00	16.47%
Supplies	4,841.25	10,000.00	51.59%
Miscellaneous	36.98	0.00	0.00%
Total Expenditures	<u>137,758.16</u>	<u>241,500.00</u>	<u>42.96%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>97,474.97</u></u>	<u><u>(6,500.00)</u></u>	<u><u>(1,599.61)%</u></u>

Houston County Public Library System

Balance Sheet by Fund

As of 6/30/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	278,643.74	93.14	0.00	73,978.92	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,025.31	0.00
Persons/Bank of Perry Merchant Acct	191,185.59	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	478,759.68	93.14	0.00	274,004.23	32,329.19
Liabilities					
Accounts Payable	4,643.96	0.00	0.00	1,191.28	0.00
Salary/Wage Accruals	14,867.91	0.00	0.00	0.00	0.00
Other Payroll Liabilities	11,431.97	0.00	0.00	0.00	0.00
Total Liabilities	30,943.84	0.00	0.00	1,191.28	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	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	50,658.60	0.00	0.00	97,474.97	133.64
Total Fund Balance	447,815.84	93.14	0.00	272,812.95	32,329.19
Total Liabilities and Ending Fund Balance	478,759.68	93.14	0.00	274,004.23	32,329.19

Director's report

**

We wrapped up another six weeks of Vacation Reading Program fun and feel it was very successful given the post-pandemic environment.

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

Paulk submitted a grant application for the purpose of replacing the lights at Centerville with LED lights. The grant is a 50% matching grant for 2022-2023 for light replacement as was done in Nola Brantley.

The State Library (GPLS) has made available via a grant process, funds from the ARPA act – American Rescue Plan Act. The funds are divided into three categories. Ebooks/Eaudios, Technology and Digital Inclusion. We have applied for the first and second category. For the first category, in my role as one of the officers of GADD – Georgia Download Destination – I will be selecting materials for over twenty-five (25) libraries and library systems in GA along with selecting for Houston County.

Paulk was interviewed for an ongoing community segment for the radio station K-Love. The segment should air a couple of times over the next six months.

Staff changes - Nicholas Herter-Munley (from Centerville) moved to Perry as the new Circulation supervisor. Haley Troullier (Perry) and Geraldine Alexander (Centerville) began in July. Ms. Alexander then resigned a week later due to family issues. Maggie Higgenbottam (Nola Brantley) and Rebekah Scarborough (Centerville) are moving on to new adventures. Charlotte Morgan (Nola Brantley) and Ryan Lewis and Dianne Parker (both at Centerville) both began in early August. S. Robyn Harris will move up from part-time to full-time as the new Youth Specialist at Centerville.

Staff recognition - Another VRP in the books! Thanks to the hard work of :

**Youth Specialists
Circulation Staff and Administrative Staff
and Volunteers**



2021-2022 Budget - Revision#1 - 2021 July
Houston County Public Library System

Revenues		Local Revenues	Friends of Library	State Revenues	Splost	Total Budget
zero increase	County Commissioners	828,000.00		-	125,000.00	953,000.00
	Board of Education	1,200.00		-	-	1,200.00
	Copiers	35,000.00		-	-	35,000.00
	Fines & Fees	35,700.00		-	-	35,700.00
	Other (Dino / Donations)	1,039.57				1,039.57
	Friends of the Library					-
	State SSG Grant	-		10,995.00	-	10,995.00
	State salary and benefit grant	-		291,193.00	-	291,193.00
	State Materials Grant	-		65,012.00	-	65,012.00
	State LIBTECH -Technology funds					-
	State Internet Technology reimbursement			9,000.00		9,000.00
		-			-	-
	Total Revenue for Operating	900,939.57	-	376,200.00	125,000.00	1,402,139.57
Expenditures						
Payroll	Salaries & Wages	447,136.63		197,500.00	-	644,636.63
	Salaries & Wages - support staff			18,479.09		18,479.09
Benefits	Health Ins., Retirement & Taxes	181,436.62		75,213.90		256,650.52
Professional Services	Auditor / Accounting Software / Collections	21,000.00		-		21,000.00
Copiers & Equipment	Copies over contract amount / Expendible equip	8,000.00				8,000.00
Utilities	Electric, Gas, Sewer, Water & Garbage	80,000.00		10,995.00	-	90,995.00
Insurance	Covers the Board & the 3 Libraries & truck	35,000.00		-	-	35,000.00
Maintenance & Repairs	for the 3 Libraries & Lawns - Jani King all 3 buildings	70,000.00		-		70,000.00
Buildings	Major improvements (CV Automatic door upgrade/ matching state funds)				80,000.00	80,000.00
Materials	for all 3 Branches (including ebooks)			65,012.00	80,000.00	145,012.00
Motor Vehicle Costs	Gas, Oil & Maintenance	3,000.00		-	-	3,000.00
Purchased Services	VRP	6,500.00		-	-	6,500.00
Supplies	for the 3 Libraries	26,312.44		-	10,000.00	36,312.44
Other Operating Expense	Reimbursements, City of Perry Fire service	6,250.00		-	-	6,250.00
Technology	Computer management software	7,000.00				7,000.00
Telecommunications	Telephone & Internet	7,000.00		9,000.00	-	16,000.00
Training & Travel & Dues	Staff travel & Training / Dues-Ga Council	2,303.88			-	2,303.88
	Sub total expenditures	900,939.57	-	376,199.99	170,000.00	1,447,139.56
	Total Net Revenues over expenditures	-	-	0.01	(45,000.00)	(44,999.99)
						-
	Carry over from previous fiscal year (SPLOST)				45,000.00	
	Net difference	-	-	0.01		(44,999.99)
						1,447,139.56

Houston County Public Library will close on certain holidays during the year. Changes to the designated list of holidays may be made at HCPL's discretion with Board approval.

Paid Holidays for Classified Staff

The library will be closed and full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

In addition, the Library closes at 6:00 p.m. on the following days:

- New Year's Eve

Should a holiday fall on a day that a full time staff person does not normally work, the staff person will be given a day (8 hours) off after the holiday. This holiday time must be used within thirty days. Part-time staff will be paid only if the holiday falls on their regularly scheduled work day.

Holidays in Conjunction with Time Off

Unless approved in advance, an employee who calls in sick or otherwise fails to report on a scheduled workday before or after a holiday may not be paid for the holiday. A medical certificate may be required to support a request for sick leave when taken before or after a holiday, and any pattern of frequent or questionable absences will be addressed.

Automated Door Ways, Inc.
 307 38th Street
 Columbus, GA 31904
 (866) 572-3667



QUOTE

Number DRPQ5985
 Date Jul 15, 2021

Customer
Houston County Public Library System
 Dixie Henning
 1201 Washington Street
 Perry, GA 31096

 Phone (478) 987-3050
 Fax

Job Location
Centerville Branch Library

 206 Gunn Road
 Centerville, GA 31028

This proposal is valid for 60 days from date issued.

Salesperson	Sales Location	Terms
Darryll Parsons	Columbus,GA	2% Net 10, 30 Days on approved accounts

Qty	Description
2	Record 4500 Automatic Bi-Folding Door Package 72" Wide x 95" High
2	LHR/RHR Fold
2	Out Fold Design
2	Full Breakout
2	Narrow Stile
2	10" Bottom Rails
2	Painted 2-Coat Finish
2	1/4" Clear Tempered Glass
2	On-Off Display Switch
4	BEA Eagle Motion Detector
2	Spacer Bracket (For Eagle)
2	BEA Bodyguard III Presence Sensor
4	30" x 30" Guide Rails-Painted Finish

NOTE: This Proposal Includes The Installation And Warranty Of The Above Listed Equipment.

Includes all relevant taxes unless stated

Total	\$20,490
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WARRANTY: One Year Parts & Labor

FURNISHED BY OTHERS:
 Existing 120 VAC to the Header Locations
 Existing Opening Conditions
 Existing Floor Conditions
 Burglar Alarm Contacts

I accept this proposal:

John Paul 2021 Aug 11
 Authorized Signature Date

If instructed to order materials and the material is not ready to install upon delivery of said material, Automated Door Ways, Inc. will issue an invoice for stored material and include a copy of the bill of lading.

Job Title: Business Manager

Current Employee(s): Full-time employee

Reports to: Director

Supervises: Administrative Assistant

Date of Last Revision: 2021

Position and Benefit Status: FLSA exempt. Full Time/Salaried. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.

SUMMARY: This position is responsible for maintaining detailed and accurate financial records, tracking revenues and expenditures compared to budget, and processing payroll, accounts payable, and cash receipts for the library system. This position also administers employee benefit programs, maintains employee records, and places supply and maintenance orders and requests.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library/office environment while standing at a counter or sitting at a desk using a computer for extended periods of time.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. **The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Prepares and completes payroll process using accounting software
- Prepares and maintains financial records including (but not limited to) any business transactions, orders, payments, and deposits
- Assists Library Director in establishing annual budget and tracks financials compared to budget
- Prepares monthly and annual financial reports for Library Director and Library Board
- Compiles and participates in annual Audit
- Prepares and maintains personnel records, including new employee packages
- Maintains accurate attendance and leave records for all employees
- Administers employee benefit programs including enrollment and payroll deductions
- Has comprehensive knowledge of accounting principles and practices
- Maintains financial records according to the state's record retention schedules
- Has a working knowledge of library circulation software
- Has comprehensive knowledge of Houston County Public Library System policies and procedures
- Adheres to and upholds Houston County Public Libraries policies and procedures
- Promotes a positive image of Houston County Public Library System at all times
- Performs other duties as assigned by the Library Director.

MINIMUM REQUIREMENTS:

This position requires an Associate Degree or equivalent. Experience or education in bookkeeping/accounting. Skilled in the use of computers, software and Internet searching.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Excellent organizational skills; knowledge of principles, methods and practices of services in a public library; ability to establish and maintain effective working relationships with community members and staff; skilled in oral, written and interpersonal communication.

Job Title: Head of Information Technology/Technology Services

Current Employee(s): Full-time employee

Reports to: Director

Supervises: Support staff

Date of Last Revision: 2021

Position and Benefit Status: FLSA exempt / full benefits / Social Security contributions are not made on behalf of the employee.

SUMMARY: Head of Technology Services or I.T. is responsible for the overall installation, performance, security and maintenance of the library system's network, computers, printers, infrastructure, website and other technology components. Coordinates and oversees building and grounds maintenance for all three locations.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. **The employee must be able regularly to lift and/or move up to 25 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Installs, configures, troubleshoots and maintains of all types of software for use by both staff and the public.
- Maintains security of public computers through the use of hard drive protection and other means.

- Performs software updates as needed for both staff and public computers.
- Installs, replaces and configures components, diagnose problems, and perform preventative maintenance on computer equipment, peripherals and associated networks and systems for both the staff and public use.
- Manages secures and maintains the library's internal and external networks. Works with outside entities to insure the security and integrity of the library's network connections.
- Maintains the library's webpage, databases and manages various license agreements. Provides patron and staff technical assistance and troubleshooting.
- Installs and configures staff and public equipment printers, telephones, fax and payment kiosks, and other miscellaneous equipment purchased for library and patron use.
- Maintains an inventory of all equipment in the system.
- Monitors and maintains the library's ILS software, (aka PINES), identifying possible problems and reporting problems as necessary. Supports the library as PINES Local Admin resolving software and connectivity problems.
- Researches and recommends upgrades to both hardware and software systems.
- Monitors and maintains as necessary other technologies in the libraries, such as observation system, burglar and fire alarm system, digital signage and phone systems.
- Attends regular training in order to maintain knowledge of all I changes in ILS, rules and procedures.
- Works with staff on a regular basis to improve and update technology skills.
- Works with various outside agencies to maintain and update system components and Makes recommendations on changes to any components and over see their implementation.
- Endeavors to stay up to date of emerging technology trends as related to library functions and services.
- Maintains a list of systems (HVAC, Roofing, etc.) maintenance contractors and oversees contracted maintenance services.
- Coordinates major contract work on electrical, plumbing, mechanical, HVAC and other related systems at all library locations.
- Prepares RFP (Request for Proposal) for major contract repair and maintenance services when necessary. Makes recommendations to the Director.
- Develop and implements a work order request system.
- Ensures that emergency, safety, and security equipment is inspected on a scheduled basis.
- Assists with preparing and maintain emergency procedures and conducts safety training for employees.

MINIMUM QUALIFICATIONS: B.S. in computer science or equivalent. Knowledge of computer software, hardware and peripherals required. Experience with computer networks in a Windows environment including servers and clouds. Experience with network administration and security, firewall management, Microsoft Office Suite, Google and other software and systems. Experience with firewall software and email systems. Must be able to learn new skills as needed to adapt to changing environment. Understanding of and utilization of IT best practices.

ADDITIONAL DESIRABLE QUALIFICATIONS: Previous library experience desired but not required. HTML and WordPress experience desirable. Building, construction and maintenance experience a plus. Ability to learn new and emerging technologies.

Job Title: Courier / Transits Coordinator

Current Employee(s): Full-time employees

Reports to: Head of Technical Services

Supervises: Not applicable

Date of Last Revision: 2021

Position and Benefit Status: FLSA non-exempt / full benefits except for Retirement. Does have Social Security contribution.

SUMMARY:

Courier - Provides delivery of library materials and other supplies on a daily basis using library supplied vehicle among the three library branches, along with other courier duties (bank bags, supply runs, etc. as needed).

Transits Coordinator - responsible for coordinating the delivery and distribution of library materials through the state and local library courier (STAT).

ESSENTIAL FUNCTIONS:

Courier.

- Drives library vehicle and maintain current, valid Driver's license in good standing. Lifts and transports bins weighing up to fifty (50) pounds in and out of vehicle and in and out of library.

Transits Coordinator.

- Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing or sitting for lengthy periods of time. **The employee must be able regularly to lift and/or move up to 50 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Driving a vehicle is a daily requirement which can include driving in heavy traffic. This position will frequently work in an outdoor environment - sometimes in inclement weather. Employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES – COURIER:

- Loads and unloads the truck to deliver library materials among the branches.
- Delivers supplies to branches.
- Follows route and time schedule for deliveries.
- Delivers deposits to banks and picks up and returns bank bags to branches.
- Maintains inventory of cleaning supplies and paper products for the three branch libraries and communicates with supervisor and/or Business Manager about supply needs or concerns.
- Operates and maintains the library vehicle which includes care and operation of vehicle, checking and filling of oil, gas, water and tires.

ESSENTIAL DUTIES – TRANSITS COORDINATOR :

- Sorts and packages library materials for distribution to local branches or other libraries.
- Ensures that material bound for other libraries are sufficiently packaged for travel.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent. Current, valid drivers' license. Ability to establish and maintain effective and courteous working relationships with staff; self-motivated and able to stay on task; consistent attendance and punctuality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; ability to establish and maintain effective working relationships with community members and staff; ability to work self-sufficiently with minimal oversight.

Houston County Public Library System Circulation Report - July 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	15,051	7,005	11,407	33,463				
Non-Print items	2,858	2,561	3,119	8,538				
Check Out Totals	17,909	9,566	14,526	42,001				
In-Library Use								
Internet Computers	1,319	1,110	753	3,182				
Technology Equipment	3	11	12	26				
Children's Computers	132	15	160	307				
WiFi Sign-ins	185	82	64	331				
Notary Public Service	26	12	21	59				
Reference Asked	204	269	123	596				
In House OPAC/KPAC Use	278	147	219	644				
In-Library Use Totals	1,639	1,218	989	5,145				
Total Circulation	19,548	10,784	15,515	47,146				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	34,930
Adult programs							New Patrons	221
YA Programs					1	29		
Children (Ages 0-11)	2	129	2	65				
All Ages	2	33	2	10	6	811		
Meeting Room	11	61	8	16	9	26	Total Door Count	
Door Count		4,436		4,195		4,729	13,360	
New Items Added		Transits			Volunteer Hours			
Centerville	211	Centerville	5,507		Centerville	12		
Nola Brantley	263	Nola Brantley	4,019		Nola Brantley	6		
Perry	239	Perry	4,527		Perry	41		
Total Added	713	Total Transits	14,053		Total Volunteer Hours	59		

PERRY BRANCH - July 2021										
CIRCULATION				PINES Cards			Door Count			
Print				New Patrons	59		4729			
Adult Non-Fiction	1,044			Active Patrons	8361					
Adult Fiction	2,952			Notary Public Service	21					
Young Adult	549			Items Added	239					
Junior Non-Fiction	1,050			Reference Questions Asked			123			
Junior Fiction	1,940			Self Check-outs	%		Self-Checkout temporarily removed.			
Easy	3,847			0	0%					
Magazines	25			TRANSITS						
Print Total	11,407			Incoming	2,187		Total			
Non Print Material				Outgoing	2,340		4,527			
Kill A Watt Meter				Technology Equipment						
Georgia State Park Pass				8		Internet Computers		753		
Parks Discovery Backpack						ChromeBook/Projector/Tablet/Harddrive		12		
Go Fish Pass				5		Children's Computers		160		
Puppetry Arts Pass				2		WiFi Sign-ins		64		
Zoo Atlanta DVD				10		Total		989		
Carlos Museum						VOLUNTEERS		# of Volunteers		Volunteer Hours
Breman Jewish Museum						Adult		3		31
Chattahoochee Nature Center				2		YA				
Macon Museum Pass				4		Summer Ambassadors		5		10
Galileo Sessions				94		Total		8		41
eRead Kids				39		PROGRAMS & ATTENDANCE				
Overdrive Audiobook				1189		Type of Program Total		# of Programs		# Patrons/Views
Overdrive eBook				420		Children's				
Overdrive Magazines				86		Young Adult		1		29
Audiobook CD				Adult		Adult				
DVD				Adult		All Ages		6		811
Kits				Adult		Grand Total		7		840
Music CD				Adult		MEETING ROOM				
Audiobook CD				Easy		Times Used		Attendees		
DVD				Easy		9		26		
Kits				Easy		In-House OPAC/KPAC Use		219		
Music CD				Easy						
Audiobook CD				Juv						
DVD				Juv						
Kits				Juv						
Music CD				Juv						
Audiobook CD				YA						
DVD				YA						
Music CD				YA						
				Non Print Total		3,119				
				TOTAL CIRCULATION		14,526				

NOLA BRANTLEY - July 2021				
CIRCULATION		PINES Cards		Door Count
Print		New Patrons	60	4195
Adult Non-Fiction	743	Active Patrons	11,801	
Adult Fiction	1,964	Notary Public Service	12	
Young Adult	425	Items Added	263	
Junior Non-Fiction	676	Reference Questions Asked	269	
Junior Fiction	1,122	Self Check-outs	%	Self-Checkout temporarily removed.
Easy	2,072	0	0%	
Magazines	3	TRANSITS		
Print Total	7,005	Incoming	2,045	Total
Non Print		Outgoing	1,974	4,019
Kill A Watt Meter		Technology Equipment		
Georgia State Park Pass	5	Internet Computers		1,110
Parks Discovery Backpack		ChromeBook/Projector/Tablet/Harddrive		11
Go Fish Pass		Children's Computers		15
Puppetry Arts Pass	1	WiFi Sign-ins		82
Zoo Atlanta DVD	4	Total		1,218
Carlos Museum		VOLUNTEERS	#of Volunteers	Volunteer Hours
Breman Jewish Museum		Adult		
Chattahoochee Nature Center	1	YA		
Macon Museum Pass	4	Summer Ambassadors	1	6
Galileo Sessions	94	Total	1	6
eRead Kids	39	PROGRAMS & ATTENDANCE		
Overdrive Audiobook	1188	Type of Program Total	# of Programs	# Patrons/Views
Overdrive eBook	420	Children's	2	65
Overdrive Magazines	86	Young Adult		
Audiobook CD	Adult	Adult		
DVD	Adult	All Ages	2	10
Kits	Adult	Grand Total	4	75
Music CD	Adult	MEETING ROOM		
Audiobook CD	Easy	Times Used	Attendees	
DVD	Easy	8	16	
Kits	Easy	In-House OPAC/KPAC Use	147	
Music CD	Easy			
Audiobook CD	Juv			
DVD	Juv			
Kits	Juv			
Music CD	Juv			
Audiobook CD	YA			
DVD	YA			
Music CD	YA			
Non Print Total				
TOTAL CIRCULATION				

CENTERVILLE BRANCH - July 2021					
CIRCULATION			PINES Cards		Door Count
Print			New Patrons	102	4436
Adult Non-Fiction	1,055		Active Patrons	14,768	
Adult Fiction	3,349		Notary Public Service	26	
Young Adult	855		Items Added	211	
Junior Non-Fiction	1,504		Reference Questions Asked	204	
Junior Fiction	2,737		Self Check-outs	%	Self-Checkout Computers were temporarily removed.
Easy	5,538		0	0%	
Magazines	13		TRANSITS		
Print Total	15,051		Incoming	2,686	Total
Non Print Material			Outgoing	2,821	5,507
Kill A Watt Meter			Technology Equipment		
Georgia State Park Pass	10		Internet Computers		1,319
Parks Discovery Backpack			ChromeBook/Projector/Tablet/Harddrive		3
Go Fish Pass	6		Children's Computers		132
Puppetry Arts Pass	1		WiFi Sign-ins		
Zoo Atlanta DVD	22		Total		1,454
Carlos Museum	1		VOLUNTEERS	# of Volunteers	Volunteer Hours
Breman Jewish Museum			Adult		
Chattahoochee Nature Center			YA	2	12
Macon Museum Pass	4		Summer Ambassadors		
Galileo Sessions	95		Total	2	12
eRead Kids	38		PROGRAMS & ATTENDANCE		
Overdrive Audiobook	1189		Type of Program Total		
Overdrive eBook	420		Children's	2	129
Overdrive Magazines	86	1,872	Young Adult		
Audiobook CD	Adult	236	Adult		
DVD	Adult	183	All Ages	2	33
Kits	Adult		Grand Total	4	162
Music CD	Adult	3	MEETING ROOM		
Audiobook CD	Easy	1	Times Used		Attendees
DVD	Easy	72	11		61
Kits	Easy	33	In-House OPAC/KPAC Use		278
Music CD	Easy				
Music CD	Juv	26			
Audiobook CD	Juv	356			
DVD	Juv	68			
Music CD	Juv	2			
Music CD	Juv	2			452
Audiobook CD	YA	6			
DVD	YA				
Music CD	YA	6			
		Non Print total			2,858
		TOTAL CIRCULATION			17,909