

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

November 18, 2021 – Perry Branch in Perry, Georgia - 6pm

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Trustee comments
5. Treasurer's Report
 Acceptance of Treasurer's Report
6. Director's Report
7. Committee Reports
8. Old Business -
9. New Business –
 - Approval of library closure on Friday and Saturday, January 13 and 14, 2022. Friday for annual staff training day. Friday and Saturday for annual PINES upgrade.
 - Approval of Technology plan (state requirement)
 - Approval of revised mid-year budget (2021-2022)
10. *Adjournment*

means a board vote is required

Houston County Public Library System Board of Trustees
Minutes- October 14, 2021 – Centerville Branch, Centerville, GA

The Houston County Public Library System Board met in regular session on October 14, 2021. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Linda Jones, Julie Layne, Jim Newton, Jessica Perdue, Wilhemenia Sibley, Emily Silva and Pam Yates. Also attending was : J. Sara Paulk and Ryan Lewis. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the August 11, 2021 meeting. On a motion by Yates and a second by J. Jones, the minutes were approved.

Public Comments. None.

Trustee Comments. Yates reported on the upcoming Friends of the Library booksale and solicited assistance from the Board members. Board members introduced themselves and spoke of their length of service. Perdue as a new library Trustee was welcomed to the board.

Treasurer's report – Financials for the months of August and September were presented by Layne. On a motion by L. Jones and a second by Yates, the report August, 2021 report was accepted as presented. On a motion by Sibley and a second by Silva, the report for September, 2021 was accepted as presented.

Director's report – Presented at meeting.

Committee Reports – None.

New Business –

Davis called for the change in the Board of Trustees meeting schedule from November 11 to November 18th with the location and time remaining the same (Perry, 6pm). On a motion by Sibley and a second by Bibler, the motion passed.

Davis called for the change in the Board of Trustees meeting schedule to add December 9th, 2021, 6pm, at the Nola Brantley Memorial Library to take the place of the September meeting. On a motion by Yates and a second by J. Jones, the motion passed.

Adjournment – Davis called for a motion to adjourn. On a motion by Silva and a second by J. Jones, the motion passed. The board adjourned by 6:30 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 10/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	291,390.53	93.14	3,149.07	47,836.32	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,081.76	0.00
Persons/Bank of Perry Merchant Acct	203,446.08	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	503,766.96	93.14	3,149.07	247,918.08	32,329.19
Liabilities					
	0.00	0.00	0.00	0.00	0.00
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	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	447,815.84	93.14	0.00	272,812.95	32,329.19
Current YTD Change	55,951.12	0.00	3,149.07	(24,894.87)	0.00
Total Fund Balance	503,766.96	93.14	3,149.07	247,918.08	32,329.19
Total Liabilities and Ending Fund Balance	503,766.96	93.14	3,149.07	247,918.08	32,329.19

**HCPLS Financial Report
as of October 31, 2021**

Balance Sheet (A):

The Library's financial activity from July 1 through October 31, 2021 resulted in:

- a) a net increase in the General Fund (Fund 100) of \$55,951.12;
- b) a net increase of \$3,149.07 in the State Grants Fund (Fund 310); and
- c) a net decrease of \$24,894.87 in the SPLOST Fund (Fund 390).

The Fund Balances of the Friends of the Library Fund (Fund 112) and the Local Investments Fund (Fund 500) remain unchanged with no activity occurring in those funds to date.

Statements of Revenues and Expenditures:

These statements by Fund show the actual revenues and expenditures during the current fiscal year (July 1, 2021 through June 30, 2022) and how those amounts compare to the budget for the year. Four months into the fiscal year, the Library expects to have **67% of the budget remaining**.

In the General Fund - 100 (B1):

- 1) Library-generated revenue continues to be in line with budgeted amounts (includes revenue from fines, fees, copies, and faxes).
- 2) As a whole, expenditures are very close to budget, with 71% of the budget remaining.

In the State Grants Fund - 310 (B2):

- 1) Spending on materials is on track, with almost 65% of the budget remaining.

The Library received approval for a \$10,970.49 ARPA Technology Grant administered by GPLS. These grant funds are going to purchase a) two new Xerox printers/copiers for patron use at the Centerville and Nola Brantley libraries (the current Xerox machines will be retained for staff use), and b) Malwarebytes software for all library computers and servers to protect against malware and ransomware attacks. The grant is reimbursable, meaning the library makes the purchases and then receives reimbursement from the State.

In the SPLOST Fund - 390 (B3):

- 1) The Library has not received any new SPLOST revenue as yet this fiscal year, but the Library has SPLOST funds remaining from last fiscal year (see Balance Sheet).
- 2) Spending on materials is running slightly below budget so far, with 72% of the budget remaining.

Houston County Public Library System
 Balance Sheet by Fund
 As of 10/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	291,390.53	93.14	3,149.07	47,836.32	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,081.76	0.00
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Current YTD Change	(a) 55,951.12	0.00	(b) 3,149.07	(c) (24,894.87)	0.00
Total Fund Balance	503,766.96	93.14	3,149.07	247,918.08	32,329.19
Total Liabilities and Ending Fund Balance	503,766.96	93.14	3,149.07	247,918.08	32,329.19

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2021 Through 10/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	284,733.32	829,200.00	(65.66)%
Library Generated Revenue	23,875.35	70,700.00	(66.23)% (1)
Donations	5,590.29	1,040.00	437.53%
Other Income	3,023.33	9,000.00	(66.41)%
Total Revenues	<u>317,222.29</u>	<u>909,940.00</u>	<u>(65.14)%</u>
Expenditures			
Salaries and Wages	133,836.57	447,136.63	70.07%
Benefits and FICA	48,707.99	181,436.63	73.15%
Professional Services	4,382.40	21,000.00	79.13%
Copiers and Equipment	1,339.96	8,000.00	83.25%
Utilities	28,285.62	80,000.00	64.64%
Insurance	3,586.00	35,000.00	89.75%
Maintenance & Repairs	24,565.90	76,000.00	67.68%
Materials	315.09	1,000.00	68.49%
Motor Vehicle Costs	1,444.90	3,000.00	51.84%
Other Purchased Services	1,566.75	6,500.00	75.90%
Supplies	5,275.11	26,300.00	79.94%
Technology & Telecommunications	4,600.04	17,000.00	72.94%
Travel and Training	175.00	750.00	76.67%
Dues & Memberships	1,425.00	1,800.00	20.83%
Miscellaneous	1,764.84	6,000.00	70.59%
Total Expenditures	<u>261,271.17</u>	<u>910,923.26</u>	<u>71.32% (2)</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>55,951.12</u>	<u>(983.26)</u>	<u>(5,790.37)%</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2021 Through 10/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	122,400.08	381,200.00	(67.89)%
Total Revenues	<u>122,400.08</u>	<u>381,200.00</u>	<u>(67.89)%</u>
Expenditures			
Salaries and Wages	70,586.36	215,979.09	67.32%
Benefits and FICA	25,758.64	75,213.91	65.75%
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	22,906.01	65,012.00	64.77%
Supplies	0.00	0.00	0.00%
Travel and Training	0.00	0.00	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	<u>119,251.01</u>	<u>381,200.00</u>	<u>68.72%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>3,149.07</u>	<u>0.00</u>	<u>0.00%</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2021 Through 10/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	125,000.00	(100.00)%
Library Generated Revenue	56.45	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	56.45	125,000.00	(99.95)%
Expenditures			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	0.00	10,000.00	100.00%
Maintenance & Repairs	1,595.00	69,000.00	97.69%
Materials	22,250.77	80,000.00	72.19%
Supplies	1,105.55	10,000.00	88.94%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	24,951.32	170,000.00	85.32%
Net Revenue Over Expenditures - Surplus/(Deficit)	(24,894.87)	(45,000.00)	(44.68)%

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Houston County Public Library System
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Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2021 Through 10/31/2021

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Local Revenue	0.00	125,000.00	(100.00)%
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Total Expenditures	<u>24,951.32</u>	<u>170,000.00</u>	<u>85.32%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(24,894.87)</u>	<u>(45,000.00)</u>	<u>(44.68)%</u>

Director's report - November, 2021

S&W began and is continuing work at Nola Brantley on the interior renovation project.

An upgrade of the wireless system at all three locations has been delayed due to the equipment being delayed.

The upgrade and replacement of automatic doors at Centerville has a long lead time but hopefully the doors will ship in mid November with install to happen as soon as reasonable after.

The replacement of the flooring in Perry is scheduled for late December. Movers will be used for the heavy items to be moved out of the back work areas and into a POD onsite. Staff will relocate for the duration of the work.

The Nola Brantley staff are going to participate in The Museum of Aviation Foundation's 2nd Annual Festival of Trees. The trees will be on display from December 4-13, 2021. There is a small entry fee.

Due to staff changes, Logan Baucom has agreed to take on Notary duties at Nola Brantley and Jennifer Davis and James Floyd are Notaries at Perry. So Perry has three, Centerville and Nola each have two Notaries.

There have been incidents of patrons behaving poorly at both Centerville and Nola. After initial warnings and conversations and repeated behavior, the police were called in both cases, criminal trespass notices were given and both patrons have been told not to return for a period of time.

Paulk applied for a Georgia Humanities grant and should hear back on that by the end of the month. Paulk will attend the Winter director's meeting virtually on December 1-3.

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Staff changes - New employees are Dudley Martin (NB) and Megan Vaughn (CV). They began on November 1st, 2021.



Technology Plan Fiscal Year July 1, 2021 – June 30, 2024

HOUSTON COUNTY PUBLIC LIBRARY

1201 Washington Street

Perry GA 31069

Ph. 478-987-3050



Technology Plan July 1, 2021 – June 30, 2024

State Librarian

Julie Walker

Houston County Public Library

J. Sara Paulk, Director

(478) 987-3050 x5

1201 Washington St., Perry, GA 31069

jspaulk@houpl.org

Head of Technology Services

Dixie L. Henning

Houston County Public Library System

1201 Washington Street, Perry GA 30169

Office - 478-987-3050 ext. 8

dhenning@houpl.org

Updated September 2021

Technology Plan Fiscal Year July 1, 2021 – June 30, 2024

Mission Statement

Bridging yesterday and tomorrow with information and discovery.

The Houston County Public Library System desires to produce lifelong learners and contributing members of the community by providing our citizens with the highest quality skills necessary to respond to the challenges of a changing society. We see technology as a powerful tool which will enable us to fulfill our mission statement. We believe that technology can be used to overcome traditional limitations placed on materials.

Technology Strategic Plan

Specifically, we believe that the purpose of technology use in the Houston County Public Libraries is to:

- increase lifelong learning opportunities for all ages and ability levels,
- offer the citizens of Houston County access to current information from world-wide information sources to enhance problem solving, decision making, and collaborative learning,
- equip library patrons to become lifelong learners, problem solvers, and managers of information prepared for the workplace of today and tomorrow,
- extend the ability of the public library to serve the community,
- use technology to control cost and improve the efficiency of library operations.
- maintain the ability to adapt new and changing technology to meet the public's needs.

Plan Justification and Action

This plan is intended to guide technological development in the Library for the next three years. This technology plan will serve as a guide in the library's efforts to further integrate current and future consumer technologies into the daily library experience of its patrons and staff.

In order to maintain a high standard of public service, libraries must offer a wide range of electronic services to supplement the traditional services currently being offered. This plan presents the current and planned hardware, software and technology necessary to deliver these services.

Goal 1: Give patrons and all citizens of Houston County better service with implementation of wireless printing in each library.

The Library currently has public access computer workstations that provide access to the World Wide Web, Microsoft Office Suite and other programs. Through the public access computers, patrons have job search and other learning resources as appropriate for the Library's mission for lifelong learning.

Technology Plan Fiscal Year July 1, 2021 – June 30, 2024

The Library also provides free public Wi-Fi and access to a self-service printing and payment kiosk. Currently patrons can only print from the public access computers.

Objective: Implement Wi-Fi printing at each library and integrate it into the current self-service printing and payment kiosk.

Desired results: Access to Wi-Fi printing is a highly desired and frequently asked for service in the library. To continue to provide quality and timely service to our patrons and our community, the Library wants to provide cloud based Wi-Fi printing.

Action Required: Purchase and implement Wi-Fi printing through our current providers LibData and ITC.

With Wi-Fi printing capability, patrons can print from any mobile device and access those printouts through the print software and payment kiosk already in place.

Evaluation: Obtain funds in the form of LibTech or other technology grant to offset the cost of Wi-Fi printing.

Goal 2: All citizens of Houston County will have access to information through computers in each library building.

The library system has 69 public access computers. But demands from on-line streaming and other Internet activities demands more processing power and better response times from public access computers. Inadequate RAM and processing speeds in the public access computers is causing patron frustration and computers to freeze up. To better serve our patrons and all citizens of Houston County, the Library needs to upgrade the public access computers.

Objective: Upgrade current public access computers to provide faster access to Internet-based resources.

Desired results: Replace existing patron computers and equip these computers with the best processing speeds available today. With faster access to online streaming and better response times from the World Wide Web, GALILEO and other online activities, the Library can provide the best possible experience for our patrons.

Action Required: Replace existing patron computers on a scheduled, regular basis with best currently available, highest performing technology that is financially reasonable to purchase with preinstalled Microsoft Office suite and other necessary programs needed to make patrons experience quick and frustration free.

Evaluation: Replace existing patron computers on a scheduled, regular basis with best currently available, highest performing technology that is financially reasonable to purchase using available funds and funds provided through LibTech or other technology grants.

Goal 3: The Library will automate many processes to allow administrative and circulation staff to better support the mission of the library system.

Objective: The Library will implement automated process in four major areas:

- **Human Resources**
- **Circulation check-in and check-out**
- **Patron flow count**
- **Employee payroll management**

Desired Results: Use systems that aid staff to better manage many of the day to day processes.

- Obtain a cloud based human resources management solution to allow for better onboarding and offboarding of employees and to allow employees to manage many of human resource tasks themselves.
- Provide a fast and easy check-in and check-out solution for patrons so they don't have to wait in line.
- Implement a more accurate patron counting system that provides reports and statistics on demand.
- Use an automated time accounting system to better track employee's time, sick and vacation leave for better employee payroll management.

These automated processes will better serve patrons and optimize staff time and resources.

Action Required: Purchasing and securing funds for these automated processes.

Evaluation: Library staff currently manually do all of these processes. Automating these processes will greatly increase efficiency and allow for a better library experience.

Goal 4: The system will continue to be an active member of the PINES system.

Objective: Meet the requirements for participation in Georgia Library PINES, the statewide library catalog available to public libraries in Georgia. Provide access to the PINES catalog to Houston County Library Patrons and borrow materials for them.

Desired Results: Library patrons will have access to the holdings of 249 libraries in 123 counties in Georgia. Patrons that possess a PINES library and e-card have access to materials beyond what is available on their local shelves and enjoy the benefits of a shared collection of 7.7 million books that can be delivered to their home library free of charge.

Action Required: Keep computers and OPACS up to date so that PINES access will be available. Provide staff and training on the use of PINES catalog.

Technology Plan Fiscal Year July 1, 2021 – June 30, 2024

Evaluation: Houston County Public Library was a pilot project for the PINES system and has been a member ever since.

BUDGET

The Houston County Public Library will use a flexible, adaptive purchasing strategy to obtain needed equipment and make changes that best suit our patrons.

2021-2022 Budget - Mid Year Revision - 2021 Nov
Houston County Public Library System

Revenues		Local Revenues	Friends of Library	State Revenues	Splost	Total Budget
25,000 increase	County Commissioners	853,000.00		-	125,000.00	978,000.00
	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	925,939.57	-	376,200.00	125,000.00	1,427,139.57
Expenditures						
Payroll	Salaries & Wages	468,813.00		197,500.00	-	666,313.00
	Salaries & Wages - support staff			18,479.09		18,479.09
Benefits	Health Ins., Retirement & Taxes	184,828.09		75,213.90		260,041.99
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	926,007.41	-	376,199.99	170,000.00	1,472,207.40
	Total Net Revenues over expenditures	(67.84)	-	0.01	(45,000.00)	(45,067.83)
						-
	Carry over from previous fiscal year (SPLOST)				45,000.00	
	Net difference	(67.84)	-	0.01		(45,067.83)
						1,472,207.40

Houston County Public Library System Circulation Report - October 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	12,520	5,993	9,135	27,648
Non-Print items	2,531	2,333	2,507	7,371
Check Out Totals	15,051	8,326	11,642	35,019
In-Library Use				
Internet Computers	1,211	1,293	688	3,192
Technology Equipment	4	6	4	14
Children's Computers	39	6	47	92
WiFi Sign-ins	170	115	54	339
Notary Public Service	21	7	8	36
Reference Asked	243	127	327	697
In House OPAC/KPAC Use	256	121	167	544
In-Library Use Totals	1,424	1,420	793	4,914
Total Circulation	16,475	9,746	12,435	39,933



Programs & Attendance	Centerville		Nola Brantley		# of Prog	Attendance	Active Patrons	34,416
	# of Prog	Attendance	# of Prog	Attendance				
Adult programs							New Patrons	175
YA Programs			3	0	1	2		
Children (Ages 0-11)	15	563	4	20	12	370		
All Ages	4	176	8	138	6	249		
Meeting Room	19	135	8	30	15	106	Total Door Count	
Door Count		3,809		8,362		4,211		16,382

New Items Added		Transits		Volunteer Hours	
Centerville	199	Centerville	5,171	Centerville	6
Nola Brantley	305	Nola Brantley	3,687	Nola Brantley	8
Perry	198	Perry	4,052	Perry	23
Total Added	702	Total Transits	12,910	Total Volunteer Hours	37

CENTERVILLE BRANCH - October 2021						
CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	92	3809	
Adult Non-Fiction	1,112		Active Patrons	14,603		
Adult Fiction	3,076		Notary Public Service	21		
Young Adult	632		Items Added	199		
Junior Non-Fiction	1,174		Reference Questions Asked	243		
Junior Fiction	2,147		Self Check-outs	%		
Easy	4,376		117	1%		
Magazines	3		TRANSITS			
Print Total	12,520		Incoming	2,563	Total	
Non Print Material			Outgoing	2,608	5,171	
Kill A Watt Meter			Technology Equipment			
Georgia State Park Pass	17		Internet Computers	1,211		
Parks Discovery Backpack	2		ChromeBook/Projector/Tablet/Harddrive	4		
Go Fish Pass	8		Children's Computers	39		
Puppetry Arts Pass	3		WiFi Sign-ins	170		
Zoo Atlanta DVD	14		Total	1,424		
Carlos Museum	2		VOLUNTEERS	# of Volunteers	Volunteer Hours	
Breman Jewish Museum	1		Adult			
Chattahoochee Nature Center	3		YA	2	6	
Macon Museum Pass	4		Summer Ambassadors			
Galileo Sessions	59		Total	2	6	
eRead Kids	19		PROGRAMS & ATTENDANCE			
GADD Audiobook	842		Type of Program Total	# of Programs	# Patrons/Views	
GADD eBook	551		Children's	15	563	
GADD Magazines	101	1,626	Young Adult			
Audiobook CD	Adult	219	Adult			
DVD	Adult	286	All Ages	4	176	
Kits	Adult		Grand Total	19	739	
Music CD	Adult	505	MEETING ROOM			
Audiobook CD	Easy		Times Used	Attendees		
DVD	Easy	50	19	135		
Kits	Easy	27	In-House OPAC/KPAC Use	256		
Music CD	Easy	77				
Audiobook CD	Juv	8				
DVD	Juv	245				
Kits	Juv	65				
Music CD	Juv	4				
Audiobook CD	YA	1				
DVD	YA					
Music CD	YA	1				
Non Print total						
			2,531			
TOTAL CIRCULATION						
			15,051			

