

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

April 14th, 2022 – Centerville Branch – Centerville

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 - Director's evaluation presented to whole board
 Approval of Director's salary as recommended by Personnel Committee
8. Old Business
9. New Business
 Approval of 2022-2023 Trustee meeting schedule
10. *Adjournment*

means a board vote is required

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The next meeting is : May 12th, 2022 at the Perry Branch.

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Houston County Public Library System Board of Trustees

Minutes- March 10, 2022 – Nola Brantley Memorial Library, Warner Robins, GA

The Houston County Public Library System Board met in regular session on March 10, 2022. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Linda Jones, Julie Layne, Jim Newton, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was : J. Sara Paulk, Dudley Martin and Charlotte Morgan. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the February 20, 2022 meeting. On a motion by Sibley and a second by Yates the minutes were approved.

Public Comments. Staff members Dudley Martin and Charlotte Morgan from Nola Brantley introduced themselves.

Trustee Comments. Yates gave out flyers for the upcoming Friends of the Library booksale and announced that thanks to a personal contact, radio PSAs for the booksale will be forthcoming on local radio stations.

Treasurer's report – Financials for the month of February were presented by Layne. On a motion by Newton and a second by Yates, the report was accepted as presented.

Director's report – Presented at meeting.

Committee Reports – The Personnel Committee met to discuss the Director's annual work performance evaluation. Results to be presented at the April meeting.

Old Business – None.

New Business –

Paulk presented a revised 2022-2023 budget. On a motion by L. Jones and a second by Jackson Sibley, the revised budget was approved.

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

The board adjourned by 6:20 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 3/31/2022

| | General | Friends of the Library | Federal Grants | State Grants | SPLOST | Permanent/Lo... Investments |
|--|-------------------|---------------------------|----------------|-----------------|-------------------|--------------------------------|
| Assets | | | | | | |
| Cadence Bank Operating Acct | 273,749.72 | 6,808.60 | 0.00 | 3,341.56 | 15,132.36 | 5,489.19 |
| Cadence Bank SPLOST Acct | 0.00 | 0.00 | 0.00 | 0.00 | 187,667.23 | 0.00 |
| Persons/Bank of Perry Merchant Acct | 216,667.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NB Restricted CD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,860.78 |
| Unemployment CD 2 | 7,794.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash On Hand | 1,176.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Assets | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |
| Liabilities | | | | | | |
| Total Liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | | | | | |
| Nonspendable Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,839.40 |
| Assigned Fund Balance - Op Contingency | 230,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Assigned Fund Balance - Donations | 22,146.00 | 0.00 | 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 | 0.00 |
| Restricted Fund Balance | 0.00 | 93.14 | 0.00 | 0.00 | 272,812.95 | 5,510.57 |
| Unassigned Fund Balance | 194,534.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Beginning Fund Balance | 447,856.46 | 93.14 | 0.00 | 0.00 | 272,812.95 | 32,349.97 |
| Current YTD Change | 51,531.26 | 6,715.46 | 0.00 | 3,341.56 | (70,013.36) | 0.00 |
| Total Fund Balance | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |
| Total Liabilities and Ending Fund Balance | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |

**HCPLS Financial Report
as of March 31, 2022**

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through March 31, 2022 resulted in the following changes in Fund Balance:
 - a) a net increase in the General Fund (Fund 100) of \$51,531.26;
 - b) a net increase in the Friends of the Library Fund (Fund 112) of \$6,715.46
 - c) a zeroing out of the Federal Grants Fund (Fund 200); the Library received reimbursement for our expenditures in this fund so that puts the fund at net zero;
 - d) a net increase of \$3,341.56 in the State Grants Fund (Fund 310); and
 - e) a net decrease of \$70,013.36 in the SPLOST Fund (Fund 390).

The Fund Balance of the Local Investments Fund (Fund 500) remain unchanged with no activity occurring in that fund 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. Nine months into the fiscal year, the Library expects to have 25% of the budget remaining.

In the General Fund - 100 (B1):

- 1) Library-generated revenue continues to be close to, although slightly below, budgeted amounts (includes revenue from fines, fees, copies, and faxes).
- 2) As a whole, expenditures are a little below budget, with 30% of the budget remaining.

In the Friends of the Library Fund – 112 (B2):

- 1) Cleaning of the carpet and tile at all three branches was completed in March.
- 2) The remaining funds will be held to go toward the Library's annual membership in GADD (Georgia Download Destination/Libby) for July 2022 through June 2023.

In the Federal Grants Fund - 200 (B3):

- 1) In March, the Library received the funds for the reimbursable Federal ARPA Technology Grant administered by GPLS.
- 2) The funds received equal the amount spent, leaving the fund balance at zero.

In the State Grants Fund - 310 (B4):

- 1) The Library has 18% of the State materials grant remaining as of the end of March.
- 2) The Library received reimbursement from the State MRR Grant for half of the cost of the new Centerville front doors (the other half was paid for using SPLOST funds).

In the SPLOST Fund - 390 (B5):

- 1) Spending for Library materials is running slightly above budget as of the end of March, with 22% of the budget remaining.
- 2) The Library has requested the remaining \$62,500.00 in budgeted SPLOST funds for this fiscal year from the County.

Houston County Public Library System
Balance Sheet by Fund
As of 3/31/2022

A

| | General | Friends of the Library | Federal Grants | State Grants | SPLOST | Permanent/Lo... Investments |
|--|-------------------|------------------------|----------------|-----------------|-------------------|-----------------------------|
| Assets | | | | | | |
| Cadence Bank Operating Acct | 273,749.72 | 6,808.60 | 0.00 | 3,341.56 | 15,132.36 | 5,489.19 |
| Cadence Bank SPLOST Acct | 0.00 | 0.00 | 0.00 | 0.00 | 187,667.23 | 0.00 |
| Persons/Bank of Perry Merchant Acct | 216,667.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NB Restricted CD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,860.78 |
| Unemployment CD 2 | 7,794.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash On Hand | 1,176.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Assets | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |
| Liabilities | | | | | | |
| Total Liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund Balance | | | | | | |
| Beginning Fund Balance | | | | | | |
| Nonspendable Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,839.40 |
| Assigned Fund Balance - Op Contingency | 230,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Assigned Fund Balance - Donations | 22,146.00 | 0.00 | 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 | 0.00 |
| Restricted Fund Balance | 0.00 | 93.14 | 0.00 | 0.00 | 272,812.95 | 5,510.57 |
| Unassigned Fund Balance | 194,534.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Beginning Fund Balance | 447,856.46 | 93.14 | 0.00 | 0.00 | 272,812.95 | 32,349.97 |
| Current YTD Change | (a) 51,531.26 | (b) 6,715.46 | (c) 0.00 | (d) 3,341.56 | (e) (70,013.36) | 0.00 |
| Total Fund Balance | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |
| Total Liabilities and Ending Fund Balance | 499,387.72 | 6,808.60 | 0.00 | 3,341.56 | 202,799.59 | 32,349.97 |

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

100 - General

From 7/1/2021 Through 3/31/2022

B1

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|------------------------------|--------------------------------|
| Revenues | | | |
| Local Revenue | 640,649.97 | 854,200.00 | (25.00)% |
| Library Generated Revenue | 52,037.62 | 70,700.00 | (26.40)% |
| Donations | 6,363.17 | 1,040.00 | 511.84% |
| Other Income | 6,836.33 | 9,000.00 | (24.04)% |
| Total Revenues | 705,887.09 | 934,940.00 | (24.50)% |
| Expenditures | | | |
| Salaries and Wages | 326,858.47 | 468,813.00 | 30.28% |
| Benefits and FICA | 115,796.06 | 184,828.05 | 37.35% |
| Professional Services | 17,261.66 | 21,000.00 | 17.80% |
| Copiers and Equipment | 4,039.95 | 8,000.00 | 49.50% |
| Utilities | 61,970.30 | 80,000.00 | 22.54% |
| Insurance | 34,068.00 | 35,000.00 | 2.66% |
| Maintenance & Repairs | 56,036.95 | 76,000.00 | 26.27% |
| Materials | 1,546.64 | 1,000.00 | (54.66)% |
| Motor Vehicle Costs | 1,947.29 | 3,000.00 | 35.09% |
| Other Purchased Services | 5,094.61 | 6,500.00 | 21.62% |
| Supplies | 12,961.03 | 26,300.00 | 50.72% |
| Technology & Telecommunications | 10,918.03 | 17,000.00 | 35.78% |
| Travel and Training | 175.00 | 750.00 | 76.67% |
| Dues & Memberships | 1,455.00 | 1,800.00 | 19.17% |
| Miscellaneous | 4,226.84 | 6,000.00 | 29.55% |
| Total Expenditures | 654,355.83 | 935,991.05 | 30.09% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | 51,531.26 | (1,051.05) | (5,002.84)% |

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
112 - Friends of the Library
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|---|-------------|------------------------------|--------------------------------|
| Revenues | | | |
| Donations | 20,000.00 | 20,000.00 | 0.00% |
| Total Revenues | 20,000.00 | 20,000.00 | 0.00% |
| Expenditures | | | |
| Maintenance & Repairs | ① 11,225.00 | 11,300.00 | 0.66% |
| Materials | 2,059.54 | 2,100.00 | 1.93% |
| Other Purchased Services | 0.00 | 0.00 | 0.00% |
| Total Expenditures | 13,284.54 | 13,400.00 | 0.86% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | ② 6,715.46 | 6,600.00 | 1.75% |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 200 - Federal Grants
 From 7/1/2021 Through 3/31/2022

(B3)

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|------------------|------------------------------|--------------------------------|
| Revenues | | | |
| Federal Grants | ① 10,228.45 | 10,228.45 | 0.00% |
| Total Revenues | <u>10,228.45</u> | <u>10,228.45</u> | <u>0.00%</u> |
| Expenditures | | | |
| Copiers and Equipment | 7,786.00 | 7,786.00 | 0.00% |
| Technology & Telecommunications | 2,442.45 | 2,442.45 | 0.00% |
| Total Expenditures | <u>10,228.45</u> | <u>10,228.45</u> | <u>0.00%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | ② 0.00 | 0.00 | 0.00% |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2021 Through 3/31/2022

B4

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|----------------|------------------------------|--------------------------------|
| Revenues | | | |
| State Grants | (7) 287,145.03 | 378,945.00 | (24.23)% |
| Total Revenues | 287,145.03 | 378,945.00 | (24.23)% |
| Expenditures | | | |
| Salaries and Wages | 159,668.06 | 215,979.09 | 26.07% |
| Benefits and FICA | 58,316.93 | 75,213.91 | 22.47% |
| Copiers and Equipment | 0.00 | 0.00 | 0.00% |
| Utilities | 0.00 | 10,995.00 | 100.00% |
| Maintenance & Repairs | 10,245.00 | 10,245.00 | 0.00% |
| Materials | 53,161.37 | 65,012.00 | 18.23% (1) |
| Supplies | 1,488.91 | 1,500.00 | 0.74% |
| Travel and Training | 923.20 | 0.00 | 0.00% |
| Dues & Memberships | 0.00 | 0.00 | 0.00% |
| Total Expenditures | 283,803.47 | 378,945.00 | 25.11% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | 3,341.56 | 0.00 | 0.00% |

CV front → doors

B5

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|--------------------|------------------------------|--------------------------------|
| Revenues | | | |
| Local Revenue | 62,500.00 | 125,000.00 | (50.00)% |
| Library Generated Revenue | 141.92 | 0.00 | 0.00% |
| Other Income | 0.00 | 0.00 | 0.00% |
| Total Revenues | <u>62,641.92</u> | <u>125,000.00</u> | <u>(49.89)%</u> |
| Expenditures | | | |
| Professional Services | 0.00 | 1,000.00 | 100.00% |
| Copiers and Equipment | 0.00 | 10,000.00 | 100.00% |
| Maintenance & Repairs | 67,035.00 | 69,000.00 | 2.85% |
| Materials | 62,356.78 | 80,000.00 | 22.05% (1) |
| Supplies | 3,263.50 | 10,000.00 | 67.36% |
| Miscellaneous | 0.00 | 0.00 | 0.00% |
| Total Expenditures | <u>132,655.28</u> | <u>170,000.00</u> | <u>21.97%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>(70,013.36)</u> | <u>(45,000.00)</u> | <u>55.59%</u> |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Local Revenue | 640,649.97 | 854,200.00 | (25.00)% |
| Library Generated Revenue | 52,037.62 | 70,700.00 | (26.40)% |
| Donations | 6,363.17 | 1,040.00 | 511.84% |
| Other Income | 6,836.33 | 9,000.00 | (24.04)% |
| Total Revenues | <u>705,887.09</u> | <u>934,940.00</u> | <u>(24.50)%</u> |
| Expenditures | | | |
| Salaries and Wages | 326,858.47 | 468,813.00 | 30.28% |
| Benefits and FICA | 115,796.06 | 184,828.05 | 37.35% |
| Professional Services | 17,261.66 | 21,000.00 | 17.80% |
| Copiers and Equipment | 4,039.95 | 8,000.00 | 49.50% |
| Utilities | 61,970.30 | 80,000.00 | 22.54% |
| Insurance | 34,068.00 | 35,000.00 | 2.66% |
| Maintenance & Repairs | 56,036.95 | 76,000.00 | 26.27% |
| Materials | 1,546.64 | 1,000.00 | (54.66)% |
| Motor Vehicle Costs | 1,947.29 | 3,000.00 | 35.09% |
| Other Purchased Services | 5,094.61 | 6,500.00 | 21.62% |
| Supplies | 12,961.03 | 26,300.00 | 50.72% |
| Technology & Telecommunications | 10,918.03 | 17,000.00 | 35.78% |
| Travel and Training | 175.00 | 750.00 | 76.67% |
| Dues & Memberships | 1,455.00 | 1,800.00 | 19.17% |
| Miscellaneous | 4,226.84 | 6,000.00 | 29.55% |
| Total Expenditures | <u>654,355.83</u> | <u>935,991.05</u> | <u>30.09%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>51,531.26</u> | <u>(1,051.05)</u> | <u>(5,002.84)%</u> |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
112 - Friends of the Library
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|------------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Donations | 20,000.00 | 20,000.00 | 0.00% |
| Total Revenues | <u>20,000.00</u> | <u>20,000.00</u> | <u>0.00%</u> |
| Expenditures | | | |
| Maintenance & Repairs | 11,225.00 | 11,300.00 | 0.66% |
| Materials | 2,059.54 | 2,100.00 | 1.93% |
| Other Purchased Services | 0.00 | 0.00 | 0.00% |
| Total Expenditures | <u>13,284.54</u> | <u>13,400.00</u> | <u>0.86%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u><u>6,715.46</u></u> | <u><u>6,600.00</u></u> | <u><u>1.75%</u></u> |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
200 - Federal Grants
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|--------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Federal Grants | 10,228.45 | 10,228.45 | 0.00% |
| Total Revenues | <u>10,228.45</u> | <u>10,228.45</u> | <u>0.00%</u> |
| Expenditures | | | |
| Copiers and Equipment | 7,786.00 | 7,786.00 | 0.00% |
| Technology & Telecommunications | 2,442.45 | 2,442.45 | 0.00% |
| Total Expenditures | <u>10,228.45</u> | <u>10,228.45</u> | <u>0.00%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u><u>0.00</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
310 - State Grants
From 7/1/2021 Through 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|------------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| State Grants | 287,145.03 | 378,945.00 | (24.23)% |
| Total Revenues | <u>287,145.03</u> | <u>378,945.00</u> | <u>(24.23)%</u> |
| Expenditures | | | |
| Salaries and Wages | 159,668.06 | 215,979.09 | 26.07% |
| Benefits and FICA | 58,316.93 | 75,213.91 | 22.47% |
| Copiers and Equipment | 0.00 | 0.00 | 0.00% |
| Utilities | 0.00 | 10,995.00 | 100.00% |
| Maintenance & Repairs | 10,245.00 | 10,245.00 | 0.00% |
| Materials | 53,161.37 | 65,012.00 | 18.23% |
| Supplies | 1,488.91 | 1,500.00 | 0.74% |
| Travel and Training | 923.20 | 0.00 | 0.00% |
| Dues & Memberships | 0.00 | 0.00 | 0.00% |
| Total Expenditures | <u>283,803.47</u> | <u>378,945.00</u> | <u>25.11%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u><u>3,341.56</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 3/31/2022

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|---------------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Local Revenue | 62,500.00 | 125,000.00 | (50.00)% |
| Library Generated Revenue | 141.92 | 0.00 | 0.00% |
| Other Income | 0.00 | 0.00 | 0.00% |
| Total Revenues | <u>62,641.92</u> | <u>125,000.00</u> | <u>(49.89)%</u> |
| Expenditures | | | |
| Professional Services | 0.00 | 1,000.00 | 100.00% |
| Copiers and Equipment | 0.00 | 10,000.00 | 100.00% |
| Maintenance & Repairs | 67,035.00 | 69,000.00 | 2.85% |
| Materials | 62,356.78 | 80,000.00 | 22.05% |
| Supplies | 3,263.50 | 10,000.00 | 67.36% |
| Miscellaneous | 0.00 | 0.00 | 0.00% |
| Total Expenditures | <u>132,655.28</u> | <u>170,000.00</u> | <u>21.97%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u><u>(70,013.36)</u></u> | <u><u>(45,000.00)</u></u> | <u><u>55.59%</u></u> |

Director's report - April, 2022

Pauk had five occasions to proctor for online students in the last month. Surprisingly.

Paulk applied for a grant for Ebooks and will be notified in June.

James Floyd, Branch Manager (Perry) is attending a Facilities and Disaster planning workshop this week out of town.

Staff recognition this month goes to Cynthia Spratling, Business Manager for HOUPL. And Dixie Henning, Head of IT for HOUPL. The state library provided some very directed funding late in the fiscal year and they have been scrambling to properly apply for. Many spreadsheets, phone calls to vendors and discussions have ensued to make sure we stay in the required parameters. Thanks to their hard work in these efforts.

No staff changes.

The next meeting is : May 12th, 2022 at the Perry Branch



Houston County Library Board Meetings

2022-2023 / Regular meetings – 2nd Thursday at 6pm.

July 14th, 2022

No Meeting

August 11th, 2022 ^^

Perry Branch

September 8th, 2022

Nola Brantley Memorial Library

October 13th, 2022

Centerville Branch

November 10th, 2022

Perry Branch

December 8th, 2022

No Meeting

January 12th, 2023 #

Centerville Branch

February 9th, 2023 ** ##

Perry Branch

March 9th, 2023 *** @

Nola Brantley Memorial Library

April 13th, 2023 @@

Centerville Branch

May 11th, 2023 %

Perry Branch

June 8th, 2023 ^

Nola Brantley Memorial Library

Finance committee reports on library budget for 2023-2024

** 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

Houston County Public Library System Circulation Report - March 2022

| Circulations | Centerville | Nola Brantley | Perry | Houston Totals | | | | |
|----------------------------------|--------------------|-----------------------|----------------------|------------------------------|------------------------|------------|---------------------------|--------|
| Check outs | | | | | | | | |
| Print items | 11,651 | 5,914 | 9,461 | 27,026 | | | | |
| Non-Print items | 2,454 | 2,459 | 2,537 | 7,450 | | | | |
| Check Out Totals | 14,105 | 8,373 | 11,998 | 34,476 | | | | |
| In-Library Use | | | | | | | | |
| Internet Computers | 1,404 | 1,114 | 727 | 3,245 | | | | |
| Technology Equipment | 7 | 4 | 1 | 12 | | | | |
| Children's Computers | 45 | 28 | 87 | 160 | | | | |
| WiFi Sign-ins | 215 | 158 | 72 | 445 | | | | |
| Notary Public Service | 31 | 30 | 23 | 84 | | | | |
| Reference Asked | 265 | 274 | 355 | 894 | | | | |
| In House OPAC/KPAC Use | 211 | 132 | 155 | 498 | | | | |
| In-Library Use Totals | 1,671 | 1,304 | 887 | 5,338 | | | | |
| Total Circulation | 15,776 | 9,677 | 12,885 | 39,814 | | | | |
| Programs & Attendance | Centerville | | Nola Brantley | | Perry | | Total Patron Count | |
| | # of Prog | Attendance | # of Prog | Attendance | # of Prog | Attendance | Active Patrons | 34,888 |
| Adult programs | | | | | | | New Patrons | 168 |
| YA Programs | 1 | 13 | | | 1 | 16 | | |
| Children (Ages 0-11) | 27 | 701 | 23 | 257 | 14 | 373 | | |
| All Ages | | | 5 | 80 | 3 | 73 | | |
| Meeting Room | 39 | 174 | 16 | 187 | 17 | 289 | Total Door Count | |
| Door Count | | 3,554 | | 4,564 | | 4,556 | 12,674 | |
| | | | | | | | | |
| New Items Added | | Transits | | | Volunteer Hours | | | |
| Centerville | 401 | Centerville | 5,731 | Centerville | 18.33 | | | |
| Nola Brantley | 550 | Nola Brantley | 4,232 | Nola Brantley | 33 | | | |
| Perry | 295 | Perry | 5,057 | Perry | 70 | | | |
| Total Added | 1,246 | Total Transits | 15,020 | Total Volunteer Hours | 121.33 | | | |

| CENTERVILLE BRANCH - March 2022 | | | | | | | | | |
|---------------------------------|---------------|--------------|---------------------------------------|---------------|-----------------|-----------------------------------|--|--|--|
| CIRCULATION | | | PINES Cards | | | Door Count | | | |
| Print | | | New Patrons | 68 | | 3554 | | | |
| Adult Non-Fiction | 1,112 | | Active Patrons | 14,891 | | | | | |
| Adult Fiction | 3,181 | | Notary Public Service | 31 | | | | | |
| Young Adult | 704 | | Items Added | 401 | | | | | |
| Junior Non-Fiction | 943 | | Reference Questions Asked | 265 | | | | | |
| Junior Fiction | 1,814 | | Self Check-outs | % | | Self check-out computers removed. | | | |
| Easy | 3,893 | | TRANSITS | | | | | | |
| Magazines | 4 | | Incoming | 2,876 | | Total | | | |
| Print Total | 11,651 | | Outgoing | 2,855 | | 5,731 | | | |
| Non Print Material | | | Technology Equipment | | | | | | |
| Kill A Watt Meter | | | Internet Computers | 1,404 | | | | | |
| Georgia State Park Pass | 10 | | ChromeBook/Projector/Tablet/Harddrive | 7 | | | | | |
| Parks Discovery Backpack | | | Children's Computers | 45 | | | | | |
| Go Fish Pass | 10 | | WiFi Sign-ins | 215 | | | | | |
| Puppetry Arts Pass | | | Total | 1,671 | | | | | |
| Zoo Atlanta DVD | 7 | | VOLUNTEERS | Volunteers | Volunteer Hours | | | | |
| Carlos Museum | 1 | | Adult | 1 | 7.75 | | | | |
| Breman Jewish Museum | 1 | | YA | 2 | 10.58 | | | | |
| Chattahoochee Nature Center | 2 | | Summer Ambassadors | | | | | | |
| Macon Museum Pass | 4 | | Total | 3 | 18.33 | | | | |
| Galileo Sessions | 42 | | PROGRAMS & ATTENDANCE | | | | | | |
| eRead Kids | 21 | | Type of Program Total | # of Programs | # Patrons/Views | | | | |
| GADD Audiobook | 912 | | Children's | 27 | 701 | | | | |
| GADD eBook | 583 | | Young Adult | 1 | 13 | | | | |
| GADD Magazines | 92 | 1,685 | Adult | | | | | | |
| Audiobook CD | Adult | 225 | All Ages | | | | | | |
| DVD | Adult | 190 | Grand Total | 28 | 714 | | | | |
| Kits | Adult | | MEETING ROOM | | | | | | |
| Music CD | Adult | 7 | Times Used | Attendees | | | | | |
| Audiobook CD | Easy | 3 | 39 | 174 | | | | | |
| DVD | Easy | 48 | In-House OPAC/KPAC Use | 211 | | | | | |
| Kits | Easy | 14 | | | | | | | |
| Music CD | Easy | | | | | | | | |
| Music CD | Easy | 65 | | | | | | | |
| Audiobook CD | Juv | 18 | | | | | | | |
| DVD | Juv | 207 | | | | | | | |
| Kits | Juv | 54 | | | | | | | |
| Music CD | Juv | 2 | 281 | | | | | | |
| Audiobook CD | YA | 1 | | | | | | | |
| DVD | YA | | | | | | | | |
| Music CD | YA | 1 | | | | | | | |
| Non Print total | | | 2,454 | | | | | | |
| TOTAL CIRCULATION | | | 14,105 | | | | | | |

| NOLA BRANTLEY - March 2022 | | | | | |
|-----------------------------|--------------|-----|---------------------------------------|------------------------|---|
| CIRCULATION | | | PINES Cards | | Door Count |
| Print | | | New Patrons | 51 | 4564 |
| Adult Non-Fiction | 949 | | Active Patrons | 11,592 | |
| Adult Fiction | 1,728 | | Notary Public Service | 30 | |
| Young Adult | 306 | | Items Added | 550 | |
| Junior Non-Fiction | 648 | | Reference Questions Asked | 274 | |
| Junior Fiction | 941 | | Self Check-outs | % | Self check-out computer has been removed. |
| Easy | 1,338 | | TRANSITS | | |
| Magazines | 4 | | Incoming | 2,216 | Total |
| Print Total | 5,914 | | Outgoing | 2,016 | 4,232 |
| Non Print | | | Technology Equipment | | |
| Kill A Watt Meter | | | Internet Computers | | 1,114 |
| Georgia State Park Pass | | 8 | ChromeBook/Projector/Tablet/Harddrive | | 4 |
| Parks Discovery Backpack | | 1 | Children's Computers | | 28 |
| Go Fish Pass | | | WiFi Sign-ins | | 158 |
| Puppetry Arts Pass | | | Total | | 1,304 |
| Zoo Atlanta DVD | | 7 | VOLUNTEERS | #of Volunteers | Volunteer Hours |
| Carlos Museum | | | Adult | 2 | 33 |
| Breman Jewish Museum | | | YA | | |
| Chattahoochee Nature Center | | | Summer Ambassadors | | |
| Macon Museum Pass | | 3 | Total | 2 | 33 |
| Galileo Sessions | | 43 | PROGRAMS & ATTENDANCE | | |
| eRead Kids | | 20 | Type of Program Total | # of Programs | # Patrons/Views |
| GADD Audiobook | | 912 | Children's | 23 | 257 |
| GADD eBook | | 584 | Young Adult | | |
| GADD Magazines | | 93 | Adult | | |
| Audiobook CD | Adult | 113 | All Ages | 5 | 80 |
| DVD | Adult | 402 | Grand Total | 28 | 337 |
| Kits | Adult | 1 | MEETING ROOM | | |
| Music CD | Adult | 14 | 530 | Times Used | Attendees |
| Audiobook CD | Easy | | | 16 | 187 |
| DVD | Easy | 23 | | In-House OPAC/KPAC Use | 132 |
| Kits | Easy | 14 | | | |
| Music CD | Easy | | 37 | | |
| Audiobook CD | Juv | 9 | | | |
| DVD | Juv | 201 | | | |
| Kits | Juv | 9 | | | |
| Music CD | Juv | 2 | 221 | | |
| Audiobook CD | YA | | | | |
| DVD | YA | | | | |
| Music CD | YA | | 0 | | |
| Non Print Total | | | 2,459 | | |
| TOTAL CIRCULATION | | | 8,373 | | |

PERRY BRANCH - March 2022

| CIRCULATION | | | | PINES Cards | | Door Count |
|-----------------------------|--------------|-----|--------------|---------------------------------------|---------------|--------------------------------------|
| Print | | | | New Patrons | 49 | 4556 |
| Adult Non-Fiction | 1,059 | | | Active Patrons | 8405 | |
| Adult Fiction | 2,382 | | | Notary Public Service | | 23 |
| Young Adult | 330 | | | Items Added | | 295 |
| Junior Non-Fiction | 966 | | | Reference Questions Asked | | 355 |
| Junior Fiction | 1,405 | | | Self Check-outs | % | Self Check-out computers removed. |
| Easy | 3,314 | | | | | |
| Magazines | 5 | | | TRANSITS | | |
| Print Total | 9,461 | | | Incoming | 2,779 | Total |
| Non Print Material | | | | Outgoing | 2,278 | 5,057 |
| Kill A Watt Meter | | | | Technology Equipment | | |
| Georgia State Park Pass | | 7 | | Internet Computers | | 727 |
| Parks Discovery Backpack | | | | ChromeBook/Projector/Tablet/Harddrive | | 1 |
| Go Fish Pass | | 4 | | Children's Computers | | 87 |
| Puppetry Arts Pass | | 1 | | WiFi Sign-ins | | 72 |
| Zoo Atlanta DVD | | 10 | | Total | | 887 |
| Carlos Museum | | | | VOLUNTEERS | Volunteers | Volunteer Hours |
| Breman Jewish Museum | | | | Adult | 4 | 70 |
| Chattahoochee Nature Center | | | | YA | | |
| Macon Museum Pass | | 5 | | Summer Ambassadors | | |
| Galileo Sessions | | 43 | | Total | 4 | 70 |
| eRead Kids | | 21 | | PROGRAMS & ATTENDANCE | | |
| GADD Audiobook | | 913 | | Type of Program Total | # of Programs | # Patrons/Views |
| GADD eBook | | 583 | | Children's | 14 | 373 |
| GADD Magazines | | 92 | 1,679 | Young Adult | 1 | 16 |
| Audiobook CD | Adult | 100 | | Adult | | |
| DVD | Adult | 317 | | All Ages | 3 | 73 |
| Kits | Adult | | | Grand Total | 18 | 462 |
| Music CD | Adult | | 417 | MEETING ROOM | | |
| Audiobook CD | Easy | | | Times Used | Attendees | |
| DVD | Easy | 136 | | 17 | 289 | |
| Kits | Easy | 32 | | h-House OPAC/KPAC Us | 155 | |
| Music CD | Easy | | 168 | | | |
| Audiobook CD | Juv | 22 | | | | |
| DVD | Juv | 228 | | | | |
| Kits | Juv | 21 | | | | |
| Music CD | Juv | 1 | 272 | | | |
| Audiobook CD | YA | 1 | | | | |
| DVD | YA | | | | | |
| Music CD | YA | | 1 | | | |
| Non Print Total | | | | | | |
| 2,537 | | | | | | |
| TOTAL CIRCULATION | | | | | | |
| 11,998 | | | | | | |