

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD

August 11<sup>th</sup>, 2022 - Perry Branch

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 declaring discarded furniture as surplus (2 sofas and 1 cabinet)\*
  - \*Approval of GPLS FY2022 Budget schedule with Certification Statements\*
  - \*Review and approval of revised 2022-2023 budget\*
  - \*Review of bids for Centerville lightning conversion\*
  - \*Review of bids for Centerville roof repair\*
  - \*Review of bids for Nola Brantley irrigation system\*
  - \*Request for reconsideration of library book\* Several copies of book and patron comments to be available for Board members at board meeting.
10. \*Adjournment\*

\*means a board vote is required\*

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The next meeting is : September 8<sup>th</sup>, 2022 - Nola Brantley Memorial Library.

## Houston County Public Library System Board of Trustees

Minutes- June 9, 2022– Nola Brantley Memorial Library, Warner Robins, GA

The Houston County Public Library System Board met in regular session on June 9, 2022. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Julie Layne, Jim Newton, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:00 pm.

**Minutes** – Davis called for the approval of the Minutes from the May 12, 2022 meeting. On a motion by Yates and a second by Newton, the minutes were approved.

**Public Comments. None.**

**Trustee Comments.** Silva praised the staff for the Vacation Reading Program events that she and her son have attended. Davis presented Pam Yates with a Thank you card signed by the Library Board members to give to the Friends of the Library in acknowledgement of the Friends long term and continued support of the library.

**Treasurer's report** – Financials for the month of May were presented by Layne. On a motion by Silva and a second by Perdue, the report was accepted as presented.

**Director's report** – Presented at meeting.

**Committee Reports – None.**

**Old Business – None.**

**New Business –**

The previous month's award of the Centerville column work had been discarded due to a change by the company in the product they intended to use in the repair. Despite a re-opening of bids, there remains only one qualified bid for the Centerville Column work. After discussion, on a motion by Perdue and a second by Sibley, the award was given to Southern Preservation Systems in the maximum amount of \$24,588.00 with Paulk to contact the company and request a cost consideration based on cost of materials.

There was one qualified bid for the repair work of the Centerville irrigation system. After discussion, on a motion by Bibler and a second by Nunn, the award was given to Georgia Roots in the amount of \$9,224.11.

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

The board adjourned by 6:40 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

## Houston County Public Library System

### Balance Sheet by Fund

As of 7/31/2022

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>					
Cadence Bank Operating Acct	304,836.21	28,300.50	7,639.38	30,099.16	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	187,729.97	0.00
Persons/Bank of Perry Merchant Acct	230,923.37	0.00	0.00	0.00	0.00
NB Restricted CD	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
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<u>544,730.55</u>	<u>28,300.50</u>	<u>7,639.38</u>	<u>217,829.13</u>	<u>32,349.97</u>
<b>Liabilities</b>					
	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>					
<b>Beginning Fund Balance</b>					
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	17,452.00	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	20,000.00	37,808.60	0.00	218,443.64	5,510.57
Unassigned Fund Balance	220,893.91	0.00	0.00	0.00	0.00
<b>Total Beginning Fund Balance</b>	<u>489,521.91</u>	<u>37,808.60</u>	<u>0.00</u>	<u>218,443.64</u>	<u>32,349.97</u>
Current YTD Change	55,208.64	(9,508.10)	7,639.38	(614.51)	0.00
<b>Total Fund Balance</b>	<u>544,730.55</u>	<u>28,300.50</u>	<u>7,639.38</u>	<u>217,829.13</u>	<u>32,349.97</u>
<b>Total Liabilities and Ending Fund Balance</b>	<u><u>544,730.55</u></u>	<u><u>28,300.50</u></u>	<u><u>7,639.38</u></u>	<u><u>217,829.13</u></u>	<u><u>32,349.97</u></u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	73,583.33	884,200.00	(91.68)%
Library Generated Revenue	6,317.32	70,700.00	(91.06)%
Donations	0.00	1,040.00	(100.00)%
Other Grants	20,000.00	20,270.00	(1.33)%
Other Revenue	758.00	9,000.00	(91.58)%
Total Revenues	<u>100,658.65</u>	<u>985,210.00</u>	<u>(89.78)%</u>
<b>Expenditures</b>			
Salaries and Wages	20,690.57	493,455.80	95.81%
Benefits and FICA	7,295.07	188,628.80	96.13%
Professional Services	0.00	23,000.00	100.00%
Copiers and Equipment	0.00	8,000.00	100.00%
Utilities	797.89	77,000.00	98.96%
Insurance	2,920.00	35,000.00	91.66%
Maintenance & Repairs	8,326.92	77,600.00	89.27%
Materials	36.58	19,500.00	99.81%
Motor Vehicle Costs	10.00	3,000.00	99.67%
Other Purchased Services	2,700.00	8,200.00	67.07%
Supplies	286.95	24,600.00	98.83%
Technology & Telecommunications	809.20	20,000.00	95.95%
Travel and Training	0.00	800.00	100.00%
Dues & Memberships	1,125.00	1,500.00	25.00%
Miscellaneous	451.83	6,250.00	92.77%
Total Expenditures	<u>45,450.01</u>	<u>986,534.60</u>	<u>95.39%</u>
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<u><u>55,208.64</u></u>	<u><u>(1,324.60)</u></u>	<u><u>(4,267.95)%</u></u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	9,508.10	30,276.00	68.60%
Total Expenditures	<u>9,508.10</u>	<u>30,276.00</u>	<u>68.60%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(9,508.10)</u>	<u>(30,276.00)</u>	<u>(68.60)%</u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	35,232.51	466,432.31	(92.45)%
Other Grants	0.00	1,500.00	(100.00)%
Total Revenues	<u>35,232.51</u>	<u>467,932.31</u>	<u>(92.47)%</u>
Expenditures			
Salaries and Wages	18,415.34	230,979.09	92.03%
Benefits and FICA	6,546.02	79,704.90	91.79%
Copiers and Equipment	0.00	4,000.00	100.00%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	0.00	22,500.00	100.00%
Materials	2,631.77	98,590.00	97.33%
Supplies	0.00	1,500.00	100.00%
Technology & Telecommunications	0.00	17,141.31	100.00%
Total Expenditures	<u>27,593.13</u>	<u>467,932.30</u>	<u>94.10%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>7,639.38</u></u>	<u><u>0.01</u></u>	<u><u>76,393,700.00%</u></u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	160,000.00	(100.00)%
Library Generated Revenue	15.43	0.00	0.00%
Total Revenues	<u>15.43</u>	<u>160,000.00</u>	<u>(99.99)%</u>
Expenditures			
Copiers and Equipment	0.00	3,000.00	100.00%
Maintenance & Repairs	0.00	60,000.00	100.00%
Materials	629.94	87,000.00	99.28%
Supplies	0.00	10,000.00	100.00%
Total Expenditures	<u>629.94</u>	<u>160,000.00</u>	<u>99.61%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(614.51)</u>	<u>0.00</u>	<u>0.00%</u>

Director's report - August, 2022

Centerville's columns were repaired and painted. After discussion, the contractor reduced his price by \$1250.00

Centerville's irrigation system was repaired.

Centerville's landscaping was trimmed.

Staff noticed shingles on Centerville's roof looking rough and Paulk had Edifice Consulting come and take a look. They did an inspection and found sagging and missing shingles ; undulations in the wood deck ; misaligned or loose eave metal, insufficient attachment of surface mounted counter flashing and surfacing loss. They got a proposal from a contractor to remediate the practical and necessary items. The amount was over \$5,000. (closer to \$10,000) so the project was put out to bid.

Centerville lighting retro-fit project was put out to bid.

Nola Brantley's irrigation system install was put out to bid.

Then on the July 4<sup>th</sup> weekend, Centerville was struck by lightning which damaged : the irrigation system, the security system, the staff computers and the public computers. Ms. Henning jumped in and triaged and shuffled equipment around so that on a crazy busy VRP day after a holiday, staff could continue to serve patrons.

So to review.

June – Centerville irrigation repair – done and then partially redone due to lightning strike.

July – Centerville columns repair work – done – price reduced by \$1250.00

July / August - Centerville lights RFP / Nola Irrigation RFP / Centerville roof– tonight – review bids

September / October - Centerville lights work / Nola irrigation work / Centerville roof

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Vacation Reading Program was most exciting and wonderful.

We had numbers far and above our last two years, with a total of 2879 participatns.

Yah~~ to all staff~~

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Ms. Robyn Harris, the Youth Specialist at CV, spearheaded a project which was successfully funded by a GPLS grant. She has begun establishing a Butterfly Garden just outside of the window of the children's section. A Garden Work day is set for August 19<sup>th</sup>, starting at 9am. All are invited. The garden is also listed on the Rosalynn Carter Butterfly Trail.

Finally stated receiving funds from the ALA grant.

Encourage all board members to participate by completing a pre and post survey and reading or listening to three eBooks or eAudios from the Listen Up! collection – details on library's website.





In the first month of offering Kanopy – a downstreaming video service paid for by FOL – 35 accounts

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Had a patron (young male ) deliberately hid in the Centerville branch one night and stay after closing. When he set off the building alarms, police came and secured the building.

Had a slightly bizarre theft at Nola.

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Staffing

No staffing changes.

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\*\*\*The next meeting is : September 8th<sup>th</sup>, 2022

Nola Brantley Memorial Library

## Houston County Public Library System

### Balance Sheet by Fund

As of 6/30/2022

	General	Friends of the Library	Federal Grants	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>						
Cadence Bank Operating Acct	289,289.02	37,808.60	0.00	178.00	33,723.68	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	0.00	187,714.54	0.00
Persons/Bank of Perry Merchant Acct	227,177.86	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
<b>Total Assets</b>	<b>525,437.85</b>	<b>37,808.60</b>	<b>0.00</b>	<b>178.00</b>	<b>221,438.22</b>	<b>32,349.97</b>
<b>Liabilities</b>						
Accounts Payable	6,694.15	0.00	0.00	178.00	2,994.58	0.00
Salary/Wage Accruals	17,587.00	0.00	0.00	0.00	0.00	0.00
Other Payroll Liabilities	11,634.79	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>35,915.94</b>	<b>0.00</b>	<b>0.00</b>	<b>178.00</b>	<b>2,994.58</b>	<b>0.00</b>
<b>Fund Balance</b>						
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
<b>Total Beginning Fund Balance</b>	<b>447,856.46</b>	<b>93.14</b>	<b>0.00</b>	<b>0.00</b>	<b>272,812.95</b>	<b>32,349.97</b>
Current YTD Change	41,665.45	37,715.46	0.00	0.00	(54,369.31)	0.00
<b>Total Fund Balance</b>	<b>489,521.91</b>	<b>37,808.60</b>	<b>0.00</b>	<b>0.00</b>	<b>218,443.64</b>	<b>32,349.97</b>
<b>Total Liabilities and Ending Fund Balance</b>	<b>525,437.85</b>	<b>37,808.60</b>	<b>0.00</b>	<b>178.00</b>	<b>221,438.22</b>	<b>32,349.97</b>

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
100 - General  
From 7/1/2021 Through 6/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	854,199.96	854,200.00	(0.00)%
Library Generated Revenue	72,710.27	70,700.00	2.84%
Donations	6,828.67	1,040.00	556.60%
Other Income	9,102.33	9,000.00	1.14%
Total Revenues	942,841.23	934,940.00	0.85%
<b>Expenditures</b>			
Salaries and Wages	468,389.05	468,813.00	0.09%
Benefits and FICA	166,228.73	184,828.05	10.06%
Professional Services	18,415.26	21,000.00	12.31%
Copiers and Equipment	6,020.45	6,400.00	5.93%
Utilities	76,301.70	80,000.00	4.62%
Insurance	34,068.00	35,000.00	2.66%
Maintenance & Repairs	76,480.00	76,800.00	0.42%
Materials	2,110.27	1,800.00	(17.24)%
Motor Vehicle Costs	2,482.38	3,000.00	17.25%
Other Purchased Services	7,708.11	7,300.00	(5.59)%
Supplies	20,126.72	26,300.00	23.47%
Technology & Telecommunications	15,105.21	17,000.00	11.15%
Travel and Training	814.51	750.00	(8.60)%
Dues & Memberships	1,455.00	1,800.00	19.17%
Miscellaneous	5,470.39	6,000.00	8.83%
Total Expenditures	901,175.78	936,791.05	3.80%
Net Revenue Over Expenditures - Surplus/(Deficit)	41,665.45	(1,851.05)	(2,350.91)%

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
112 - Friends of the Library  
From 7/1/2021 Through 6/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Donations	51,000.00	20,000.00	155.00%
Total Revenues	<u>51,000.00</u>	<u>20,000.00</u>	<u>155.00%</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>37,715.46</u></u>	<u><u>6,600.00</u></u>	<u><u>471.45%</u></u>

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
200 - Federal Grants  
From 7/1/2021 Through 6/30/2022

	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 6/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	395,835.36	395,835.36	0.00%
Total Revenues	<u>395,835.36</u>	<u>395,835.36</u>	<u>0.00%</u>
Expenditures			
Salaries and Wages	229,113.08	231,974.30	1.23%
Benefits and FICA	78,970.19	76,109.06	(3.76)%
Copiers and Equipment	0.00	0.00	0.00%
Utilities	9,206.44	9,211.29	0.05%
Maintenance & Repairs	10,245.00	10,245.00	0.00%
Materials	65,017.61	65,012.00	(0.01)%
Supplies	1,499.33	1,500.00	0.04%
Travel and Training	1,783.71	1,783.71	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	<u>395,835.36</u>	<u>395,835.36</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  
390 - SPLOST  
From 7/1/2021 Through 6/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	125,000.00	125,000.00	0.00%
Library Generated Revenue	189.23	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	<u>125,189.23</u>	<u>125,000.00</u>	<u>0.15%</u>
<b>Expenditures</b>			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	2,503.73	10,000.00	74.96%
Maintenance & Repairs	80,348.11	69,000.00	(16.45)%
Materials	90,279.68	80,000.00	(12.85)%
Supplies	6,427.02	10,000.00	35.73%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	<u>179,558.54</u>	<u>170,000.00</u>	<u>(5.62)%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(54,369.31)</u>	<u>(45,000.00)</u>	<u>20.82%</u>

2022-2023 Budget  
Houston County Public Library System  
3rd revision - not approved

Revenues		Local Revenues	Friends of Library	State Revenues	Splst	Total Budget
	County Commissioners	883,000.00		-	160,000.00	1,043,000.00
	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	-		13,517.00	-	13,517.00
	State salary and benefit grant	-		310,684.00	-	310,684.00
	State Materials Grant	-		98,590.00	-	98,590.00
	State LIBTECH -Technology funds			21,141.31		21,141.31
	State MRR (Major Repair and Renovatoin)			22,500.00		22,500.00
	State Internet Technology reimbursement			9,000.00		9,000.00
	Grant funds	20,000.00				20,000.00
		-			-	-
	<b>Total Revenue for Operating</b>	<b>975,939.57</b>	<b>-</b>	<b>475,432.31</b>	<b>160,000.00</b>	<b>1,611,371.88</b>
<b>Expenditures</b>						
Payroll	Salaries & Wages	493,455.80		211,000.00	-	704,455.80
	Salaries & Wages - support staff			19,979.00		19,979.00
Benefits *	Health Ins., Retirement & Taxes	188,628.78		79,705.00		268,333.78
Professional Services	Auditor / Accounting Software / Collections / Grant assist.	23,000.00		-		23,000.00
Copiers & Equipment	Copies over contract amount / Expendible equip	8,000.00				8,000.00
Utilities	Electric, Gas, Sewer, Water & Garbage	77,000.00		13,517.00	-	90,517.00
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 *	74,000.00		-		74,000.00
Buildings	Major improvements (CV LED replacement / matching state funds)			22,500.00	63,000.00	85,500.00
Materials	for all 3 Branches (including ebooks)	18,000.00	30,276.00	98,590.00	87,000.00	233,866.00
Motor Vehicle Costs	Gas, Oil & Maintenance	3,634.88		-	-	3,634.88
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		21,141.31		28,141.31
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
	<b>Sub total expenditures</b>	<b>976,085.78</b>	<b>30,276.00</b>	<b>475,432.31</b>	<b>160,000.00</b>	<b>1,641,794.09</b>
	<b>Total Net Revenues over expenditures</b>	<b>(146.21)</b>	<b>(30,276.00)</b>	<b>-</b>	<b>-</b>	<b>(30,422.21)</b>
	Previous year fund balance	146.21				146.21
	<b>FOL previous year received</b>		<b>30,276.00</b>			<b>30,276.00</b>
	<b>Net difference</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>		<b>0.00</b>

\* - Employers retirement contribution raised by 0.17%

\* - Janitorial services and yard maintenance contracts increased

						<b>1,641,940.30</b>
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**Centerville Lighting retrofit to LED**

**Vendor Scoring**

**\*\*Staff recommendation\*\***

		Greenspeed Atlanta, GA	Inergy Solutions Alpharetta, GA	Netzero Atlanta, GA	Summit Lighting Solutions Tucker, GA
<b>Selection Criteria</b>					
Prices/Charges		\$ 38,766.00	\$ 24,243.91	\$ 29,017.89	\$ 38,027.00
Made onsite visit		Yes	Yes	Yes	Yes
References provided / checked		Yes / Postive	Yes / Postive	Yes / Postive	Yes / Postive
Proof of insurance		Yes	Yes	Yes	Yes
E-Verify		Yes	Yes	Yes	Yes
Field verification of fixtures		Yes / no estimate given	Yes / Estimate of 613 retrofits	Yes / no estimate given	Yes / Estimate of 570 retrofits

\*Also did retrofit at Nola\*

<b>Vendor Selected:</b> <b>Approved By:</b> <b>Date:</b> 2022 Aug 11
--

## Centerville Roof repair

### Vendor Scoring

		Crosby Roofing	
		Macon, GA	
Selection Criteria			
Prices/Charges		7,025.00	
Made onsite visit		yes	
References provided		no	
Proof of insurance		no	
E-Verify		no	

\*This is the only quote received but they are the ones recommended by the roofing consulting firm that worked with the library on the Nola roof

**Vendor Selected:**

**Approved by :** Houston County Public Library Board of Trustees

**Date:** 2022 August 11

## Nola Brantley Irrigation intallation

### Vendor Scoring

		Georgia Roots Landscaping	
<b>Selection Criteria</b>			
Prices/Charges		\$20,206.75	
Made onsite visit		yes	
References provided		yes	
Proof of insurance		yes	
E-Verify		yes	

Did irrigation repair work at CV in July

<b>Vendor Selected:</b>	
<b>Approved By:</b>	Houston County Public Library Board of Trustees
<b>Date:</b>	2022 Aug 11

## Houston County Public Library System Circulation Report - June 2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	20,250	9,010	15,870	45,130				
Non-Print items	3,125	2,833	3,042	9,000				
Check Out Totals	<b>23,375</b>	<b>11,843</b>	<b>18,912</b>	<b>54,130</b>				
In-Library Use								
Internet Computers	1,300	1,109	846	3,255				
Technology Equipment	4	9	5	18				
Children's Computers	130	82	196	408				
WiFi Sign-ins	413	241	169	823				
Notary Public Service	17	23	63	103				
Reference Asked	287	374	586	1247				
In House OPAC/KPAC Use	564	286	414	1264				
In-Library Use Totals	<b>1,847</b>	<b>1,441</b>	<b>1,216</b>	<b>7,118</b>				
<b>Total Circulation</b>	<b>25,222</b>	<b>13,284</b>	<b>20,128</b>	<b>61,248</b>				
<b>Programs &amp; Attendance</b>	<b>Centerville</b>		<b>Nola Brantley</b>		<b>Perry</b>		<b>Total Patron Count</b>	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	36,294
Adult programs							New Patrons	468
YA Programs	1	36	1	16	3	115		
Children (Ages 0-11)	4	402	7	343	9	341		
All Ages	10	1097	9	1216	10	1274		
Meeting Room	36	129	8	53	14	238	<b>Total Door Count</b>	
Door Count		4,861		5,930		7,745	<b>18,536</b>	
<b>New Items Added</b>		<b>Transits</b>			<b>Volunteer Hours</b>			
Centerville	209	Centerville	5,836	Centerville	161.4			
Nola Brantley	410	Nola Brantley	4,741	Nola Brantley	175.5			
Perry	449	Perry	5,652	Perry	266.75			
<b>Total Added</b>	<b>1,068</b>	<b>Total Transits</b>	<b>16,229</b>	<b>Total Volunteer Hours</b>	<b>603.65</b>			

CENTERVILLE BRANCH - June 2022									
<b>CIRCULATION</b>				<b>PINES Cards</b>			<b>Door Count</b>		
<b>Print</b>				New Patrons	223		4861		
Adult Non-Fiction	1,129			Active Patrons	15,547				
Adult Fiction	3,704			Notary Public Service	17				
Young Adult	1,297			Items Added	209				
Junior Non-Fiction	2,194			Reference Questions Asked	287				
Junior Fiction	4,092			<b>Self Check-outs</b>	%		Self check-out computers removed.		
Easy	7,826			<b>TRANSITS</b>					
Magazines	8			Incoming	2,955		<b>Total</b>		
<b>Print Total</b>	<b>20,250</b>			Outgoing	2,881		<b>5,836</b>		
<b>Non Print Material</b>				<b>Technology Equipment</b>					
Kill A Watt Meter				Internet Computers	1,300				
Georgia State Park Pass	13			ChromeBook/Projector/Tablet/Harddrive	4				
Parks Discovery Backpack				Children's Computers	130				
Go Fish Pass	9			WiFi Sign-ins	413				
Puppetry Arts Pass	2			<b>Total</b>	<b>1,847</b>				
Zoo Atlanta DVD	9			<b>VOLUNTEERS</b>					
Carlos Museum	1				# of	Volunteers	Volunteer Hours		
Breman Jewish Museum	2			Adult	2		15.65		
Chattahoochee Nature Center	1			YA	2		12		
Macon Museum Pass	6			Summer Ambassadors	11		133.75		
Galileo Sessions	36			<b>Total</b>	<b>15</b>		<b>161.4</b>		
eRead Kids	24			<b>PROGRAMS &amp; ATTENDANCE</b>					
GADD Audiobook	974			<b>Type of Program Total</b>	# of Programs	# Patrons/Views			
GADD eBook	640			Children's	4		402		
GADD Magazines	108			Young Adult	1		36		
Audiobook CD	Adult	228		Adult					
DVD	Adult	356		All Ages	10		1097		
Kits	Adult			<b>Grand Total</b>	<b>15</b>		<b>1535</b>		
Music CD	Adult	4		<b>MEETING ROOM</b>					
Audiobook CD	Easy			Times Used	Attendees				
DVD	Easy	92		36	129				
Kits	Easy	40		In-House OPAC/KPAC Use	564				
Music CD	Easy	132		Videogame	0				
Audiobook CD	Juv	17		Alliance Theatre Pass	1				
DVD	Juv	499							
Kits	Juv	57							
Music CD	Juv	3							
Audiobook CD	YA	2							
DVD	YA	1							
Music CD	YA	3							
<b>Non Print total</b>						<b>3,125</b>			
<b>TOTAL CIRCULATION</b>						<b>23,375</b>			

**NOLA BRANTLEY - June 2022**

CIRCULATION			PINES Cards		Door Count
<b>Print</b>			New Patrons	110	5930
Adult Non-Fiction	802		Active Patrons	11,949	
Adult Fiction	1,922		Notary Public Service	23	
Young Adult	609		Items Added	410	
Junior Non-Fiction	864		Reference Questions Asked	374	
Junior Fiction	1,493		<b>Self Check-outs</b>	%	Self check-out computer has been removed.
Easy	3,309		<b>TRANSITS</b>		
Magazines	11		Incoming	2,387	<b>Total</b>
<b>Print Total</b>	<b>9,010</b>		Outgoing	2,354	<b>4,741</b>
<b>Non Print</b>			<b>Technology Equipment</b>		
Kill A Watt Meter			Internet Computers		1,109
Georgia State Park Pass	7		ChromeBook/Projector/Tablet/Harddrive		9
Parks Discovery Backpack			Children's Computers		82
Go Fish Pass			WiFi Sign-ins		241
Puppetry Arts Pass	1		<b>Total</b>	<b>1,441</b>	
Zoo Atlanta DVD	12		<b>VOLUNTEERS</b>	#of Volunteers	Volunteer Hours
Carlos Museum	2		Adult		
Breman Jewish Museum			YA		
Chattahoochee Nature Center	1		Summer Ambassadors	15	175.5
Macon Museum Pass	5		<b>Total</b>	15	<b>175.5</b>
Galileo Sessions	37		<b>PROGRAMS &amp; ATTENDANCE</b>		
eRead Kids	24		<b>Type of Program Total</b>	# of Programs	# Patrons/Views
GADD Audiobook	975		Children's	7	343
GADD eBook	640		Young Adult	1	16
GADD Magazines	108	<b>1,812</b>	Adult		
Audiobook CD	Adult	104	All Ages	9	1216
DVD	Adult	497	<b>Grand Total</b>	<b>17</b>	<b>1575</b>
Kits	Adult		<b>MEETING ROOM</b>		
Music CD	Adult	10	Times Used		Attendees
Audiobook CD	Easy		8		53
DVD	Easy	83	In-House OPAC/KPAC Use		286
Kits	Easy	34	Videogames	16	
Music CD	Easy	10	Alliance Theatre Pass	0	
Audiobook CD	Juv	19			
DVD	Juv	222			
Kits	Juv	33			
Music CD	Juv				
Audiobook CD	Juv	19			
DVD	Juv	222			
Kits	Juv	33			
Music CD	Juv	10			
Audiobook CD	YA	2			
DVD	YA	1			
Music CD	YA				
		3			
<b>Non Print Total</b>					
		<b>2,833</b>			
<b>TOTAL CIRCULATION</b>					
		<b>11,843</b>			



## Houston County Public Library System Circulation Report - Fiscal Year 2021-2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	147,402	71,500	112,807	331,709				
Non-Print items	30,445	28,438	30,437	89,320				
Check Out Totals	<b>177,847</b>	<b>99,938</b>	<b>143,244</b>	<b>421,029</b>				
In-Library Use								
Internet Computers	13,619	12,784	8,297	34,700				
Technology Equipment	1,336	77	83	1,496				
Children's Computers	738	235	1,058	2,031				
WiFi Sign-ins	2,682	1,545	956	5,183				
Notary Public Service	279	175	309	763				
Reference Asked	2,273	2,808	4,045	9,126				
In House OPAC/KPAC Use	3,028	1,695	1,881	6,604				
In-Library Use Totals	<b>18,375</b>	<b>14,641</b>	<b>10,394</b>	<b>59,903</b>				
<b>Total Circulation</b>	<b>196,222</b>	<b>114,579</b>	<b>153,638</b>	<b>480,932</b>				
<b>Programs &amp; Attendance</b>	<b>Centerville</b>		<b>Nola Brantley</b>		<b>Perry</b>		<b>Total Patron Count</b>	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	15,547
Adult programs	0	0	6	55	0	0	New Patrons	1,201
YA Programs	5	85	10	49	12	217		
Children (Ages 0-11)	164	4,239	122	1,217	117	3,574		
All Ages	27	1,791	66	1,773	43	3,116		
Meeting Room	248	1,317	116	700	127	1,412	<b>Total Door Count</b>	
Door Count		44,236		53,560		50,470	<b>148,266</b>	
<b>New Items Added</b>		<b>Transits</b>			<b>Volunteer Hours</b>			
Centerville	2,885	Centerville	61,148	Centerville	372			
Nola Brantley	3,866	Nola Brantley	45,789	Nola Brantley	315			
Perry	3,119	Perry	50,667	Perry	702			
<b>Total Added</b>	<b>9,870</b>	<b>Total Transits</b>	<b>157,604</b>	<b>Total Volunteer Hours</b>	<b>1,389</b>			



CENTERVILLE BRANCH - FY 2021-2022									
<b>CIRCULATION</b>				<b>PINES Cards</b>			<b>Door Count</b>		
<b>Print</b>				New Patrons	1,201		44,236		
Adult Non-Fiction	11,992			Active Patrons	15,547				
Adult Fiction	36,692			Notary Public Service	279				
Young Adult	8,395			Items Added	2,885				
Junior Non-Fiction	13,911			Reference Questions Asked	2,273				
Junior Fiction	24,620			<b>Self Check-outs</b>	%		Self check-out computers removed.		
Easy	51,705			<b>TRANSITS</b>					
Magazines	87			Incoming	30,045		<b>Total</b>		
<b>Print Total</b>	<b>147,402</b>			Outgoing	31,103		<b>61,148</b>		
<b>Non Print Material</b>				<b>Technology Equipment</b>					
Kill A Watt Meter	0			Internet Computers	13,619				
Georgia State Park Pass	117			ChromeBook/Projector/Tablet/Harddrive	1,336				
Parks Discovery Backpack	2			Children's Computers	738				
Go Fish Pass	81			WiFi Sign-ins	2,682				
Puppetry Arts Pass	11			<b>Total</b>	<b>18,375</b>				
Zoo Atlanta DVD	127			<b>VOLUNTEERS</b>	Volunteers	Volunteer Hours			
Carlos Museum	8			Adult	12		115		
Breman Jewish Museum	6			YA	33		123		
Chattahoochee Nature Center	13			Summer Ambassadors	11		134		
Macon Museum Pass	46			<b>Total</b>	56		<b>372</b>		
Galileo Sessions	635			<b>PROGRAMS &amp; ATTENDANCE</b>					
eRead Kids	288			<b>Type of Program Total</b>	# of Programs	# Patrons/Views			
GADD Audiobook	10,467			Children's	164		4,239		
GADD eBook	6,513			Young Adult	5		85		
GADD Magazines	1,135			Adult	0		0		
Audiobook CD	Adult	2,709		All Ages	27		1,791		
DVD	Adult	3,258		<b>Grand Total</b>	196		<b>6,115</b>		
Kits	Adult	0		<b>MEETING ROOM</b>					
Music CD	Adult	83		Times Used	Attendees				
Audiobook CD	Easy	8		248	1,317				
DVD	Easy	646		In-House OPAC/KPAC Use	3,028				
Kits	Easy	267		Videogame	6				
Music CD	Easy	1		Alliance Theatre Pass	1				
Audiobook CD	Juv	195							
DVD	Juv	3,127							
Kits	Juv	654							
Music CD	Juv	26							
Audiobook CD	YA	14							
DVD	YA	1							
Music CD	YA	0							
		<b>15</b>							
<b>Non Print total</b>				<b>30,445</b>					
<b>TOTAL CIRCULATION</b>				<b>177,847</b>					



**NOLA BRANTLEY - Fiscal Year 2021- 2022**

<b>CIRCULATION</b>			<b>PINES Cards</b>		<b>Door Count</b>
<b>Print</b>			New Patrons	714	53,560
Adult Non-Fiction	9,247		Active Patrons	11,949	
Adult Fiction	20,071		Notary Public Service	175	
Young Adult	4,351		Items Added	3,866	
Junior Non-Fiction	7,038		Reference Questions Asked	2,808	
Junior Fiction	10,759		<b>Self Check-outs</b>	%	Self check-out computer has been removed.
Easy	19,977		<b>TRANSITS</b>		
Magazines	57		Incoming	23,492	<b>Total</b>
<b>Print Total</b>	<b>71,500</b>		Outgoing	22,297	<b>45,789</b>
<b>Non Print</b>			<b>Technology Equipment</b>		
Kill A Watt Meter	0		Internet Computers	12,784	
Georgia State Park Pass	62		ChromeBook/Projector/Tablet/Harddrive	77	
Parks Discovery Backpack	5		Children's Computers	235	
Go Fish Pass	0		WiFi Sign-ins	1,545	
Puppetry Arts Pass	10		<b>Total</b>	<b>14,641</b>	
Zoo Atlanta DVD	56		<b>VOLUNTEERS</b>	#of Volunteers	Volunteer Hours
Carlos Museum	7		Adult	8	73
Breman Jewish Museum	0		YA	5	25
Chattahoochee Nature Center	8		Summer Ambassadors	32	217
Macon Museum Pass	33		<b>Total</b>	<b>45</b>	<b>315</b>
Galileo Sessions	639		<b>PROGRAMS &amp; ATTENDANCE</b>		
eRead Kids	287		<b>Type of Program Total</b>	# of Programs	# Patrons/Views
GADD Audiobook	10,465		Children's	122	1,217
GADD eBook	6,513		Young Adult	10	49
GADD Magazines	1,133	<b>19,218</b>	Adult	6	55
Audiobook CD	Adult	1,332	All Ages	66	1,773
DVD	Adult	5,418	<b>Grand Total</b>	<b>204</b>	<b>3,094</b>
Kits	Adult	5	<b>MEETING ROOM</b>		
Music CD	Adult	51	Times Used	Attendees	
Audiobook CD	Easy	3	116	700	
DVD	Easy	295	In-House OPAC/KPAC Use	1,695	
Kits	Easy	148	Videogames	36	
Music CD	Easy	0	Alliance Theatre Pass	0	
Audiobook CD	Juv	113			
DVD	Juv	1,620			
Kits	Juv	171			
Music CD	Juv	4			
Audiobook CD	YA	23			
DVD	YA	1			
Music CD	YA	24			
<b>Non Print Total</b>					
<b>TOTAL CIRCULATION</b>					



## Houston County Public Library System Annual Report ~ Fiscal Year 2022

### Overall Value of Services

**\$7,524,773**

**331,709 Circulations**

**9,870 New Items Added**

### Print Circulations

193,767 Juvenile, 119,784 Adult,  
& 17,882 Young Adult

### Non-Print Circulations

6,058 Audiobooks

23,200 DVDs

51,805 eBooks

1,807 STEAM Kits

1,496 Technology Equipment

### At the Circulation Desk

41,914 Computer & Wi-Fi Sessions

9,126 Reference Questions Answered

763 Notary Public Services

624 Georgia Family Passes Checked-Out

### Patrons

148,266 Visitors

36,294 Total Patrons, 2,591 New Patrons

16,116 Attended 572 Programs

202 Voters Registered

### Vacation Reading Program



2,900 Children, Tween & Teen Participants





### **Houston County**

#### **Library Board of Trustees**

Chairperson~~Denisa Davis

Vice-Chairperson~~Daniel Bibler

Treasurer~~Julie Layne

Secretary~~Pam Yates

Linda Jones, George Nunn, James Newton,

Wilhemenia Jackson-Sibley, Jean Jones,

Emily Silva, Jessica Perdue, Samantha Hulbert

#### **Houston County Commissioners**

Chairman Tommy Stalnaker,

H. Jay Walker, Gail Robinson,

Tal Talton, and Mark Byrd

#### **Supporters and Partners**

State of Georgia,

Houston County Board of Education, and

Houston County Friends of the Library

#### **Vacation Reading Program Sponsors**

Menchie's Frozen Yogurt, Gottwals Books,  
Monkey Joe's, McDonald's, Waffle House,  
Buffalo Wild Wings, Wendy's, Captain D's,  
Domino's Pizza, Panda Express, Bojangles,  
Lickin Good Donuts, Nu-Way Weiners,

Mini Dixie Donuts, Burger King,

Rigby's Entertainment Complex,

& Olympia Skate Center

#### **New To the Library**

Janet Sayre Memorial Tree

Study Rooms at Nola Brantley

AV items circulating outside of County

Test Proctoring

Listen UPI! Grant and Collection on GADD

