

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD

September 8, 2022 – Nola Brantley Memorial Library, Warner Robins

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
10. \*Adjournment\*

\*means a board vote is required\*

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The next meeting is : October 13<sup>th</sup>, 2022 Centerville Branch

## Houston County Public Library System Board of Trustees

Minutes- August 11, 2022 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session on August 11, 2022. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Jean Jones, Linda Jones, Julie Layne, Jim Newton, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk and S. Robyn Harris. Chair Davis called the meeting to order at 6:00 pm.

**Minutes** – Davis called for the approval of the Minutes from the June 9, 2022 meeting. On a motion by J. Jones and a second by Yates, the minutes were approved.

**Public Comments. None.**

**Trustee Comments.** Davis welcomed S. Robyn Harris, the Youth Specialist from Centerville. Each Trustee introduced themselves.

**Treasurer's report** – Financials for the month of June that represented year-end information was presented by Layne. On a motion by Newton and a second by Silva, the report was accepted as presented. Financials for July 2022, the first month of the current fiscal year was presented by Layne. On a motion by Yates and a second by Silva, the report was accepted as presented.

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

**Committee Reports – None.**

**Old Business – None.**

**New Business –**

Davis called for the approval of declaring discarded furniture as surplus (2 sofas and 1 cabinet). On a motion by Newton and a second by Jones, the motion was approved.

Davis called for the approval of the GPLS FY2022 Budget schedule with certification statements. On a motion by Bibler and a second by Yates, the motion was approved. Davis then signed the schedule and Paulk will submit it online to GPLS.

Davis called for the approval of the revised 2022-2023 budget. On a motion by Bibler and a second by Hulbert, the motion was approved.

Davis called for the awarding of the Centerville lightning conversion retrofit to LED lights. After review of the bids and discussion, on a motion by Newton and a second by Yates, Inergy Solutions of Alpharetta was awarded the bid in the amount of \$24,243.91.

Davis called for the awarding of the Centerville roof repair. After review of the single bid and discussion, on a motion by J. Jones and a second by Sibley, Crosby Roofing of Macon was awarded the bid in the amount of \$7,025.00

Davis called for the awarding of the Nola Brantley irrigation system. After review of the single bid and discussion, on a motion by L. Jones and a second by Newton, Georgia Roots Landscaping was awarded the bid in the amount of \$20,206.75.

Davis passed out copies of the book that a patron had requested be reconsidered. Board members read the book and received a copy of the patron's request. After much discussion, Davis called for a decision. On a motion by Newton and a second by Bibler, the majority of the board decided to have the book remain in current location. Silva dissented.

**Adjournment** – Davis called for a motion to adjourn. On a motion by J. Jones and a second by Layne, the motion passed.

The board adjourned by 7:04 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

## Houston County Public Library System

### Balance Sheet by Fund

As of 8/31/2022

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>					
Cadence Bank Operating Acct	303,697.40	26,452.00	(8,242.21)	(7,977.47)	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	187,745.91	0.00
Persons/Bank of Perry Merchant Acct	234,276.01	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>	546,944.38	26,452.00	(8,242.21)	179,768.44	32,349.97
<b>Liabilities</b>					
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00	0.00
<b>Fund Balance</b>					
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	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>	489,521.91	37,808.60	0.00	218,443.64	32,349.97
Current YTD Change	57,422.47	(11,356.60)	(8,242.21)	(38,675.20)	0.00
<b>Total Fund Balance</b>	546,944.38	26,452.00	(8,242.21)	179,768.44	32,349.97
<b>Total Liabilities and Ending Fund Balance</b>	546,944.38	26,452.00	(8,242.21)	179,768.44	32,349.97

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 8/31/2022

***100 - General***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	153,166.66	889,000.00	(82.77)%
Library Generated Revenue	13,809.50	70,700.00	(80.47)%
Donations	64.95	1,040.00	(93.75)%
Other Grants	20,000.00	20,270.00	(1.33)%
Other Revenue	<u>3,320.63</u>	<u>9,000.00</u>	<u>(63.10)%</u>
Total Revenues	190,361.74	990,010.00	(80.77)%
Expenditures			
Salaries and Wages	61,314.30	493,455.80	87.57%
Benefits and FICA	21,767.97	188,628.80	88.46%
Professional Services	4,232.40	23,000.00	81.60%
Copiers and Equipment	1,643.34	8,000.00	79.46%
Utilities	13,061.73	77,000.00	83.04%
Insurance	2,920.00	35,000.00	91.66%
Maintenance & Repairs	13,683.38	77,600.00	82.37%
Materials	3,831.38	19,500.00	80.35%
Motor Vehicle Costs	129.61	3,000.00	95.68%
Other Purchased Services	3,089.75	8,200.00	62.32%
Supplies	2,898.06	24,600.00	88.22%
Technology & Telecommunications	2,028.95	20,000.00	89.86%
Travel and Training	0.00	800.00	100.00%
Dues & Memberships	1,125.00	1,500.00	25.00%
Miscellaneous	<u>1,213.40</u>	<u>6,250.00</u>	<u>80.59%</u>
Total Expenditures	132,939.27	986,534.60	86.52%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>57,422.47</u></u>		

***112 - Friends of the Library***

**Houston County Public Library System**  
 Statement of Revenues and Expenditures by Fund  
 From 7/1/2022 Through 8/31/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>11,356.60</u>	<u>30,276.00</u>	<u>62.49%</u>
Total Expenditures	11,356.60	30,276.00	62.49%
 Net Revenue Over Expenditures - Surplus/(Deficit)	 <u>(11,356.60)</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 8/31/2022

**310 - State Grants**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	70,465.10	466,432.31	(84.89)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	70,465.10	467,932.31	(84.94)%
Expenditures			
Salaries and Wages	37,662.68	230,979.09	83.69%
Benefits and FICA	13,443.44	79,704.90	83.13%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	0.00	22,500.00	100.00%
Materials	8,461.16	98,590.00	91.42%
Supplies	0.00	1,500.00	100.00%
Technology & Telecommunications	<u>0.00</u>	<u>2,000.00</u>	<u>100.00%</u>
Total Expenditures	78,707.31	467,932.30	83.18%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(8,242.21)</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 8/31/2022

**390 - SPLOST**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	160,000.00	(100.00)%
Library Generated Revenue	<u>31.37</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	31.37	160,000.00	(99.98)%
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	27,144.67	60,000.00	54.76%
Materials	9,638.60	87,000.00	88.92%
Supplies	<u>523.30</u>	<u>10,000.00</u>	<u>94.77%</u>
Total Expenditures	38,706.57	160,000.00	75.81%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><b>(38,675.20)</b></u>		



Director's report - September, 2022

Nola Brantley's irrigation system has been completed.

Have signed contracts for Centerville roof work and Centerville lighting renovation. Not scheduled yet.

Began requesting information from several staff to fill out required state annual report. Anticipate completing that within next week.

Began systemic weeding of adult collections in all 3 locations. Starting with adult non-fiction. I anticipate completing this year's round of pulling items by Spring of 2023.

I'll be using criteria as described in Board approved Collection Development policy (2014).

*Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, collection development objectives, physical condition, quality, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, effective expression, limitation of budget and facilities and availability and accessibility of the same material in the local area / PINES.*

As the BOE funds were unexpected, I have opened up the using of them into a mini-grant process for staff.

The process is open to all. There are a few required elements but few restrictions. Deadline for applying is September 30<sup>th</sup>.

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Staffing

No staffing changes.

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\*\*\*The next meeting is : October 13<sup>th</sup>, 2022    Centerville Branch

HOUSTON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES ATTENDANCE RECORD

Board Member	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
Daniel Bibler		√										
Denisa Davis		√										
Samantha Hulbert		√										
Jean Jones		√										
Linda Jones		√										
Julie Layne		√										
James Newton		√										
George Nunn		X										
Jessica Perdue		X										
Wilhemenia Jackson Sibley		√										
Emily Silva		√										
Pam Yates		√										

\*\*There will be no meeting in July and December 2022

√ represents meetings attended

“X” represents meetings not attended

OFFICERS LIBRARY BOARD      2022-2023 (Effective March 2022)

CHAIRPERSON                    DENISA DAVIS  
VICE CHAIR                     DANIEL BIBLER  
SECRETARY                      PAM YATES  
TREASURER                      JULIE LAYNE

COMMITTEES 2022-2023

\*Indicates Chairperson

FINANCE	PERSONNEL	BUILDINGS AND GROUNDS	CONSTITUTION AND BYLAWS
*Julie Layne	*Daniel Bibler	*Jim Newton	Pam Yates
Linda Jones	Pam Yates	Linda Jones	George Nunn
Jessica Perdue	Denisa Davis		
	Wilhemenia Sibley		
	Jean Jones		

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

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	16,083	7,669	12,232	35,984				
Non-Print items	3,256	2,035	3,234	8,525				
Check Out Totals	<b>19,339</b>	<b>9,704</b>	<b>15,466</b>	<b>44,509</b>				
In-Library Use								
Internet Computers	1,392	1,244	842	3,478				
Technology Equipment	5	10	8	23				
Children's Computers	87	46	169	302				
WiFi Sign-ins	317	231	149	697				
Notary Public Service	30	37	28	95				
Reference Asked	268	256	253	777				
In House OPAC/KPAC Use	413	192	317	922				
In-Library Use Totals	<b>1,801</b>	<b>1,531</b>	<b>1,168</b>	<b>6,294</b>				
<b>Total Circulation</b>	<b>21,140</b>	<b>11,235</b>	<b>16,634</b>	<b>50,803</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	36,714
Adult programs			1	5			New Patrons	281
YA Programs	1	37	1	13	2	11		
Children (Ages 0-11)	1	96	3	95	2	121		
All Ages	9	544	6	361	6	364		
Meeting Room	22	138	14	109	8	63	<b>Total Door Count</b>	
Door Count		4,052		5,130		5,832	<b>15,014</b>	
<b>New Items Added</b>		<b>Transits</b>			<b>Volunteer Hours</b>			
Centerville	143	Centerville	6,131	Centerville	82.25			
Nola Brantley	172	Nola Brantley	4,798	Nola Brantley	99			
Perry	122	Perry	5,015	Perry	37			
<b>Total Added</b>	<b>437</b>	<b>Total Transits</b>	<b>15,944</b>	<b>Total Volunteer Hours</b>	<b>218.25</b>			

CENTERVILLE BRANCH - July 2022						
<b>CIRCULATION</b>			<b>PINES Cards</b>		<b>Door Count</b>	
<b>Print</b>			New Patrons	106	4052	
Adult Non-Fiction	1,072		Active Patrons	15,723		
Adult Fiction	3,479		Notary Public Service	30		
Young Adult	1,076		Items Added	143		
Junior Non-Fiction	1,667		Reference Questions Asked	268		
Junior Fiction	2,871		<b>Self Check-outs</b>	%	Self check-out computers removed.	
Easy	5,900		<b>TRANSITS</b>			
Magazines	18		Incoming	2,896	<b>Total</b>	
<b>Print Total</b>	<b>16,083</b>		Outgoing	3,235	<b>6,131</b>	
<b>Non Print Material</b>			<b>Technology Equipment</b>			
Kanopy Streaming	29		Internet Computers			
Georgia State Park Pass	8		ChromeBook/Projector/Tablet/Harddrive			
Parks Discovery Backpack			Children's Computers			
Go Fish Pass	9		WiFi Sign-ins			
Puppetry Arts Pass	1		<b>Total</b>			
Zoo Atlanta DVD	13		<b>322</b>			
Carlos Museum	2		<b>VOLUNTEERS</b>		Volunteers	Volunteer Hours
Breman Jewish Museum			Adult	3	4	
Chattahoochee Nature Center	1		YA			
Macon Museum Pass	4		Summer Ambassadors	9	78.25	
Galileo Sessions	39		<b>Total</b>	12	<b>82.25</b>	
eRead Kids	20		<b>PROGRAMS &amp; ATTENDANCE</b>			
GADD Audiobook	1050		<b>Type of Program Total</b>	# of Programs	# Patrons/Views	
GADD eBook	749		Children's	1	96	
GADD Magazines	132	<b>2,057</b>	Young Adult	1	37	
Audiobook CD	Adult	202	Adult			
DVD	Adult	457	All Ages	9	544	
Kits	Adult		<b>Grand Total</b>	<b>11</b>	<b>677</b>	
Music CD	Adult	<b>659</b>	<b>MEETING ROOM</b>			
Audiobook CD	Easy		Times Used	Attendees		
DVD	Easy	74	22	138		
Kits	Easy	10	In-House OPAC/KPAC Use	413		
Music CD	Easy	<b>84</b>	Videogame	4		
Audiobook CD	Juv	15	Alliance Theatre Pass			
DVD	Juv	401				
Kits	Juv	32				
Music CD	Juv	<b>448</b>				
Audiobook CD	YA	4				
DVD	YA					
Music CD	YA	<b>4</b>				
<b>Non Print total</b>			<b>3,256</b>			
<b>TOTAL CIRCULATION</b>			<b>19,339</b>			

**NOLA BRANTLEY - July 2022**

CIRCULATION			PINES Cards		Door Count
<b>Print</b>			New Patrons	84	5130
Adult Non-Fiction	889		Active Patrons	12,068	
Adult Fiction	1,758		Notary Public Service	37	
Young Adult	549		Items Added	172	
Junior Non-Fiction	675		Reference Questions Asked	256	
Junior Fiction	1,293		<b>Self Check-outs</b>	%	Self check-out computer has been removed.
Easy	2,503		<b>TRANSITS</b>		
Magazines	2		Incoming	2,441	<b>Total</b>
<b>Print Total</b>	<b>7,669</b>		Outgoing	2,357	<b>4,798</b>
<b>Non Print</b>			<b>Technology Equipment</b>		
Kanopy Streaming	29		Internet Computers		1,244
Georgia State Park Pass	3		ChromeBook/Projector/Tablet/Harddrive		10
Parks Discovery Backpack			Children's Computers		46
Go Fish Pass			WiFi Sign-ins		231
Puppetry Arts Pass			<b>Total</b>		<b>1,531</b>
Zoo Atlanta DVD	8		<b>VOLUNTEERS</b>	#of Volunteers	Volunteer Hours
Carlos Museum	1		Adult		
Breman Jewish Museum			YA		
Chattahoochee Nature Center			Summer Ambassadors		
Macon Museum Pass	4		<b>Total</b>	0	0
Galileo Sessions	40		<b>PROGRAMS &amp; ATTENDANCE</b>		
eRead Kids	21		<b>Type of Program Total</b>	# of Programs	# Patrons/Views
GADD Audiobook	1049		Children's	3	95
GADD eBook	749		Young Adult	1	13
GADD Magazines	131	<b>2,035</b>	Adult	1	5
Audiobook CD	Adult	100	All Ages	6	361
DVD	Adult	493	<b>Grand Total</b>	<b>11</b>	<b>474</b>
Kits	Adult		<b>MEETING ROOM</b>		
Music CD	Adult		Times Used	Attendees	
Audiobook CD	Easy		14	109	
DVD	Easy	22	In-House OPAC/KPAC Use	192	
Kits	Easy	20	Videogames	9	
Music CD	Easy		Alliance Theatre Pass	1	
Music CD	Juv				
Audiobook CD	Juv	22			
DVD	Juv	175			
Kits	Juv	23			
Music CD	Juv	1			
Audiobook CD	Juv				
Audiobook CD	YA	5			
DVD	YA				
Music CD	YA				
		5			
<b>Non Print Total</b>					
<b>2,906</b>					
<b>TOTAL CIRCULATION</b>					
<b>10,575</b>					

**PERRY BRANCH - July 2022**

<b>CIRCULATION</b>			<b>PINES Cards</b>		<b>Door Count</b>
<b>Print</b>			New Patrons	91	<b>5832</b>
Adult Non-Fiction	1,048		Active Patrons	8923	
Adult Fiction	2,707		Notary Public Service	28	
Young Adult	773		Items Added	122	
Junior Non-Fiction	1,207		Reference Questions Asked	253	
Junior Fiction	2,080		<b>Self Check-outs</b>	%	Self Check-out computers removed.
Easy	4,410		0	0	
Magazines	7		<b>TRANSITS</b>		
<b>Print Total</b>	<b>12,232</b>		Incoming	2,525	<b>Total</b>
<b>Non Print Material</b>			Outgoing	2,490	<b>5,015</b>
Kanopy Streaming	30	<b>Technology Equipment</b>			
Georgia State Park Pass	5	Internet Computers	842		
Parks Discovery Backpack		ChromeBook/Projector/Tablet/Harddrive	8		
Go Fish Pass	6	Children's Computers	169		
Puppetry Arts Pass		WiFi Sign-ins	149		
Zoo Atlanta DVD		<b>Total</b>	<b>1,168</b>		
Carlos Museum		<b>VOLUNTEERS</b>	Volunteers	Volunteer Hours	
Breman Jewish Museum		Adult	3	37	
Chattahoochee Nature Center		YA			
Macon Museum Pass	8	Summer Ambassadors	10	62	
Galileo Sessions	39	<b>Total</b>	<b>13</b>	<b>99</b>	
eRead Kids	20	<b>PROGRAMS &amp; ATTENDANCE</b>			
GADD Audiobook	1049	Type of Program Total	# of Programs	# Patrons/Views	
GADD eBook	750	Children's	2	121	
GADD Magazines	132	Young Adult	2	11	
Audiobook CD	Adult	Adult			
DVD	Adult	All Ages	6	364	
Kits	Adult	<b>Grand Total</b>	<b>10</b>	<b>496</b>	
Music CD	Adult	<b>MEETING ROOM</b>			
Audiobook CD	Easy	Times Used	Attendees		
DVD	Easy	8	63		
Kits	Easy	h-House OPAC/KPAC Us	317		
Music CD	Easy	Videogames			
Audiobook CD	Juv	Alliance Theatre Pass			
DVD	Juv				
Kits	Juv				
Music CD	Juv				
Audiobook CD	YA				
DVD	YA				
Music CD	YA				
<b>Non Print Total</b>			<b>3,234</b>		
<b>TOTAL CIRCULATION</b>			<b>15,466</b>		