

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

December 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
 Change in Board bylaws
10. *Adjournment*

means a board vote is required

**

The next meeting is : January 12th, 2023 at the Centerville Branch. Finance committee reports on library budget for 2023-2024

Houston County Public Library System Board of Trustees
Minutes- November 10, 2022 – Perry Branch, Perry, Georgia

The Houston County Public Library System Board met in regular session on September 8, 2022. Board members attending were Daniel Bibler, Denisa Davis (arrived late) Samantha Hulbert, Jean Jones, Linda Jones, Julie Layne, George Nunn, Emily Silva and Pam Yates. Also attending was J. Sara Paulk. Vice-Chair Bibler called the meeting to order at 6:00 pm.

Minutes – Bibler called for the approval of the Minutes from the September 8th, 2022 meeting. On a motion by Yates and a second by Hulbert, the minutes were approved.

Public Comments. None.

Trustee Comments. Yates commented on the FOL processes involved in evaluating and organizing the FOL booksale..

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

Davis arrives at 6:20pm.

Financials for the month of October were presented by Layne. On a motion by Davis and a second by Yates, the report was accepted as presented.

Bibler stepped down from Chair's position. Davis stepped into Chair position.

Director's report – Presented at meeting.

Committee Reports – None.

Old Business – None.

New Business –

Notice of Change in Bylaws. Bylaws to be voted on at December meeting.

Davis called for the approval of the Staff Day closing in January of 2023. On a motion by Nunn and a second by Bibler, the motion passed.

Davis called for the approval of the revised Material Selection Policy. Discussion was held. On a motion by Bibler with amended wording and a second by Layne, the motion passed.

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

The board adjourned by 7:00 pm.

Respectfully submitted - J. Sara Paulk

Board Vice-Chair – Daniel Bibler

Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 11/30/2022

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	302,956.98	22,354.27	(16,148.55)	(15,966.05)	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,781.09	0.00
Morris Bank Merchant Acct	242,658.87	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
Total Assets	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97
Liabilities					
Total Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Beginning Fund Balance					
Nondisposable 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
Total Beginning Fund Balance	489,521.91	37,808.60	0.00	218,443.64	32,349.97
Current YTD Change	65,064.91	(15,454.33)	(16,148.55)	(106,628.60)	0.00
Total Fund Balance	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97
Total Liabilities and Ending Fund Balance	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97

**HCPLS Financial Report
as of November 30, 2022**

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through November 30, 2022 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$65,064.91;
 - b) a net decrease of \$15,454.33 in the Friends of the Library Fund (Fund 112);
 - c) a net decrease of \$16,148.55 in the State Grants Fund (Fund 310); and
 - d) a net decrease of \$106,628.60 in the SPLOST Fund (Fund 390).

The Fund Balance of the Local Investments Fund (Fund 500) is unchanged, with no activity posted in that fund since July 1.

Statements of Revenues and Expenditures:

These statements by Fund show the actual revenues and expenditures during the current fiscal year (July 1, 2022 through June 30, 2023) and how those amounts compare to the budget for the year.

Five months into the new fiscal year, the Library expects to have 58% of the budget remaining.

In the General Fund - 100 (B1):

- 1) Through November, Library generated revenues are on track with budgeted amounts.
- 2) Library expenditures, as a whole, are currently slightly below budget, with about 62% of the budget remaining.

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

- 1) As of the end of November, the Library has spent almost half of the FOL money budgeted for the year for print and electronic materials.

In the State Grants Fund - 310 (B3):

- 1) Spending on Materials is below budget at this time, with 71% of the budget remaining as of the end of November.
- 2) This fund continues to run a deficit because the Library has not yet received reimbursement for our LibTech or MRR Grant purchases. The Library has submitted its requests for reimbursement to GPLS.

In the SPLOST Fund - 390 (B4):

- 1) The Library has spent almost \$75,000.00 so far this year on building and landscaping improvements at all three branches. Though this amount exceeds the budgeted amount for the year, the Library has the SPLOST funds available to cover the overage (see Balance Sheet), and the budget can be amended later to cover the necessary expenditures.
- 2) Spending on Materials is currently a little below budget, with 66% of the budget remaining.

Houston County Public Library System
Balance Sheet by Fund
As of 11/30/2022

(A)

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	302,956.98	22,354.27	(16,148.55)	(15,966.05)	5,489.19
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Total Assets	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97
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Total Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
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Total Beginning Fund Balance	489,521.91	37,808.60	0.00	218,443.64	32,349.97
Current YTD Change	(a) 65,064.91	(b) (15,454.33)	(c) (16,148.55)	(d) (106,628.60)	0.00
Total Fund Balance	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97
Total Liabilities and Ending Fund Balance	554,586.82	22,354.27	(16,148.55)	111,815.04	32,349.97

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2022 Through 11/30/2022

B1

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	373,916.65	889,000.00	(57.94)%
Library Generated Revenue	31,617.62	70,700.00	(55.28)% 1
Donations	2,332.90	1,040.00	124.32%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>5,581.63</u>	<u>9,000.00</u>	<u>(37.98)%</u>
Total Revenues	<u>433,719.63</u>	<u>990,010.00</u>	<u>(56.19)%</u>
Expenditures			
Salaries and Wages	185,443.61	493,455.80	62.42%
Benefits and FICA	65,671.93	188,628.80	65.18%
Professional Services	5,643.50	23,000.00	75.46%
Copiers and Equipment	5,268.47	8,000.00	34.14%
Utilities	33,538.25	77,000.00	56.44%
Insurance	4,408.00	35,000.00	87.41%
Maintenance & Repairs	26,686.86	77,600.00	65.61%
Materials	13,902.89	19,500.00	28.70%
Motor Vehicle Costs	495.23	3,000.00	83.49%
Other Purchased Services	5,374.51	8,200.00	34.46%
Supplies	8,808.43	24,600.00	64.19%
Technology & Telecommunications	7,074.80	20,000.00	64.63%
Travel and Training	610.18	800.00	23.73%
Dues & Memberships	1,725.00	1,500.00	(15.00)%
Miscellaneous	<u>4,003.06</u>	<u>6,250.00</u>	<u>35.95%</u>
Total Expenditures	<u>368,654.72</u>	<u>986,534.60</u>	<u>62.63%</u> 2
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>65,064.91</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 11/30/2022

Ba

112 - Friends of the Library

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Expenditures			
Materials	<u>15,454.33</u>	<u>30,276.00</u>	<u>48.96%</u>
Total Expenditures	<u>15,454.33</u>	<u>30,276.00</u>	<u>48.96%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(15,454.33)</u>		

1

B3

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 11/30/2022

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	176,162.87	466,432.31	(62.23)%
Other Grants	0.00	1,500.00	(100.00)%
Total Revenues	<u>176,162.87</u>	<u>467,932.31</u>	<u>(62.35)%</u>
Expenditures			
Salaries and Wages	95,404.70	230,979.09	58.70%
Benefits and FICA	34,135.70	79,704.90	57.17%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	12,639.32	22,500.00	43.83%
Materials	28,250.60	98,590.00	71.35% (1)
Supplies	0.00	1,500.00	100.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	180.00	0.00	0.00%
Total Expenditures	<u>192,311.42</u>	<u>467,932.30</u>	<u>58.90%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(16,148.55)</u>		

B4

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 11/30/2022

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	66.55	0.00	0.00%
Total Revenues	66.55	160,000.00	(99.96)%
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	74,767.24	60,000.00	(24.61)%
Materials	29,322.89	87,000.00	66.30%
Supplies	1,205.02	10,000.00	87.95%
Total Expenditures	106,695.15	160,000.00	33.32%

(106,628.60)

Net Revenue Over Expenditures -
Surplus/(Deficit)

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 11/30/2022

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
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Donations	2,332.90	1,040.00	124.32%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>5,581.63</u>	<u>9,000.00</u>	<u>(37.98)%</u>
Total Revenues	<u>433,719.63</u>	<u>990,010.00</u>	<u>(56.19)%</u>
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Miscellaneous	<u>4,003.06</u>	<u>6,250.00</u>	<u>35.95%</u>
Total Expenditures	<u>368,654.72</u>	<u>986,534.60</u>	<u>62.63%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>65,064.91</u>		

112 - Friends of the Library

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2022 Through 11/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>15,454.33</u>	<u>30,276.00</u>	<u>48.96%</u>
Total Expenditures	<u>15,454.33</u>	<u>30,276.00</u>	<u>48.96%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(15,454.33)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 11/30/2022

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Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>176,162.87</u>	<u>467,932.31</u>	<u>(62.35)%</u>
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Salaries and Wages	95,404.70	230,979.09	58.70%
Benefits and FICA	34,135.70	79,704.90	57.17%
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Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	12,639.32	22,500.00	43.83%
Materials	28,250.60	98,590.00	71.35%
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Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>192,311.42</u>	<u>467,932.30</u>	<u>58.90%</u>

(16,148.55)

Net Revenue Over Expenditures -
Surplus/(Deficit)

390 - SPLOST

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2022 Through 11/30/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	160,000.00	(100.00)%
Library Generated Revenue	<u>66.55</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>66.55</u>	<u>160,000.00</u>	<u>(99.96)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	74,767.24	60,000.00	(24.61)%
Materials	29,322.89	87,000.00	66.30%
Supplies	<u>1,205.02</u>	<u>10,000.00</u>	<u>87.95%</u>
Total Expenditures	<u>106,695.15</u>	<u>160,000.00</u>	<u>33.32%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(106,628.60)</u>		

Director's report - December 2022

**

Continuing to weed in all three locations.

Finishing up "Listen Up! grant"

Last month to participate – go to houpl.org and follow the links to take the Listen Up Challenge.

Director's meeting this week – attending online.

Staffing

No changes.

***The next meeting is : January 12th, 2023 Centerville Branch.

The Finance committee will meet either before or after the regular board meeting to discuss the 2023-2024 proposed budget.

Members of the Finance Committee :

FINANCE

*Julie Layne - Chair

Linda Jones

Jessica Perdue

Houston County Public Library System Constitution and Bylaws
Amended February 2019 ; Amended December 2022

ARTICLE I - NAME

The name of the system shall be the Houston County Public Library System.

ARTICLE II - HEADQUARTERS

The headquarters for the Houston County Public Library System shall be the Perry— Houston County Public Library, Perry, Georgia.

ARTICLE III — PURPOSE

The purpose of the Houston County Public Library shall be to offer a full program of library services to all citizens of the county to meet their informational, educational, and recreational needs; to acquire and purchase library materials; to circulate materials to the public from the headquarters library, and by other appropriate means of library extensions; to further develop the libraries in the cities of Warner Robins and Centerville as branches; to establish and develop other branch libraries, deposits, and bookmobile services as appropriate to the needs of the rest of the county; to build a reference collection which is adequate to provide current and reliable information of a reference nature as demanded by the needs of the communities of the area served; and to promote the use of libraries by means of instruction, library-centered programs, exhibits, and other public relations media. These library services will be furnished under the regulations governing public libraries as set forth by the State of Georgia.

ARTICLE IV - CONSTITUENCY

Any community or municipality within Houston County may become a part of the Houston County Public Library System, either by contract or agreement with the Board of Trustees of the Houston County Public Library System and by payment of an amount mutually agreeable to the Board of Trustees, the other contracting agencies, and the affiliate community or municipality. The contracting agency participating as of the effective date of this constitution is the Board of Commissioners of Houston County. The Houston County Library System will serve all citizens of the county through libraries located in Centerville, Perry and Warner Robins.

ARTICLE V - LEGAL AUTHORITY:

The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

ARTICLE VI - GOVERNING BODY

SECTION I

The affairs of the Houston County Public Library System shall be entrusted to a Board of Trustees appointed by the funding agency, as specified in state law. Under the conditions set forth in the agreement establishing the Houston County Public Library System, the Board of Trustees shall be composed of 12 members. The Houston County Commissioners shall appoint twelve members from any area of Houston County. The operation of the County Library System is legally vested in the Board of Trustees under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20.

SECTION 2

The term of office shall be four years with starting and ending dates corresponding to the library's fiscal year which shall start July 1. At the conclusion of each four year term, members may be reappointed by the County Board of Commissioners. If not reappointed, members shall serve until their successors are appointed.

SECTION 3

The Board of Trustees members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of the Board of Trustees in state, regional and national library associations may be paid from operating funds.

SECTION 4

Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.

SECTION 5

Additional Trustees shall be added from any governmental agencies which may, in the future, choose to financially support the library on a regular basis.

ARTICLE VII - OFFICERS

SECTION 1

The officers of the Board of Trustees shall be a Chairperson, a Vice Chairperson, a Secretary and a Treasurer elected from those serving on the Board of Trustees. There shall be no limit to the number of terms officers serve in succession. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Board of Trustees.

SECTION 2

Nominations shall be made by either a nomination committee or nominations made from the floor. The Chairperson and/or the Library Director may serve as one of the members of the nominating committee.

SECTION 3

The officers shall be elected at the March meeting to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected.

SECTION 4

The Treasurer, the Library Director, and any members of the Library staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board of Trustees and entered in the minutes, and a copy of the bond filed with the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia.

SECTION 5

All federal, state and local funds used for the operation and improvement of the services and facilities of the County Library System shall be received by the Treasurer and shall be used in accordance with the budget approved by the Board.

ARTICLE VIII - EXECUTIVE COMMITTEE

An Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

ARTICLE IX - STANDING COMMITTEES

Standing Committees shall be the Finance Committee, the Personnel Committee, the Building and Grounds Committee, and the Committee on Constitution and Bylaws. Other special committees may be appointed by the Chairperson as needed. The Chairperson of the Board of Trustees shall be a member of all standing committees.

ARTICLE X - INTERLIBRARY COOPERATION

The Houston County Public Library may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and services by confederation or by merger as seen fit by the governing bodies of the library systems. Such cooperative endeavors must be within the limits of funds available to the Boards of Trustees, conducive to mutual growth and development of library services, and not in violation of state and federal laws, regulations, or other agreements, contracts, or Library Board policies.

ARTICLE XI - CONTRACTS

The Houston County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the County Library System as are deemed necessary and desirable under the provisions of Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated. (20-5-49)

ARTICLE XII - AMENDMENT OF CONSTITUTION

This constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. However, this constitution may not be amended to change the headquarters for the Houston County Public Library System from the Perry—Houston County Public Library, Perry, Georgia, without affirmative vote of at least 5/6 of the Board of Trustees. Further, this Constitution may not be amended to change this 5/6 affirmative vote requirement without the affirmative vote of at

least 5/6 of the Board of Trustees. Further, notice for either such change must be given as hereinabove set forth. All amendments to the Constitution will be filed with the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia immediately upon adoption.

HOUSTON COUNTY PUBLIC LIBRARY SYSTEM BYLAWS

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD TRUSTEES MEMBERS

The Houston County Library System Board of Trustees is the legal government of Houston County Library System. It shall be the duty and responsibility of members of the Board of Trustees:

- (a)** To employ a Director for the County Library System who meets state certification requirements and to appoint such other employees necessary upon the recommendation of the County Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the County Library System Director.
- (b)** To approve budgets prepared by the County Library System Director and to assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- (c)** To attend board meetings.
- (d)** To establish policies governing library programs.
- (e)** To set policy for the receipt and administration of gifts, money and property.
- (f)** To present financial and progress reports to governing officials and to the public.
- (g)** To notify the County Library System Director in advance of all meetings of the Board or Committees.
- (h)** The Chairperson of the Board of Trustees may designate 1 or more standing, special or ad hoc committee as necessary to fulfill the role of the Board of Trustees or to further the business of the Library System.

ARTICLE II. DUTIES OF THE OFFICERS

SECTION 1

The Chairperson shall preside at all regular or called board meetings, shall appoint all committees and shall be an ex-officio member of all committees.

SECTION 2

The Vice Chairperson shall preside in the absence of the Chairperson. All other duties of the Vice Chairperson shall be assigned by the chairperson.

SECTION 3

The Secretary shall ensure that the official actions of the Board of Trustees are recorded, that a record is kept of the attendance at Board meetings, and shall be the custodian of the official books, which shall be housed in the County Library headquarters. He or she shall notify the proper appointing authorities of vacancies which may occur on the County Library Board. He or she shall report changes of membership to the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia. The secretary shall send copies of the annual report of activities, income, and expenditures to each funding agency.

SECTION 4

The Treasurer, or such other individual as agreed to and designated by the Board of Trustees, shall have the following responsibilities: He or she shall deposit all monies received in a bank or banks approved by the Board of Trustees. He or she shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He or she shall pay all bills which have been approved by the Director who shall make all purchases and who shall countersign all checks. An account of all receipts and expenditures must be kept and a report made at each board meeting. The accounts shall be audited at the direction of the Board of Trustees according to State Aid Criteria and other state regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the County Library headquarters at all times.

ARTICLE III. DUTIES OF THE LIBRARY DIRECTOR

SECTION 1

The Director of the County Library System must hold at least a Grade 5(b) Librarians Professional Graduate Certificate as defined by the State Board of the Certification of Librarians.

SECTION 2

The Director shall be the administrative head of the library system under the direction and review of the Board of Trustees.

SECTION 3

It is the duty and responsibility of the Director:

- (a)** To employ or terminate other staff members, as necessary, in accordance with applicable laws, Library System Policies, and the availability of funds.
- (b)** To attend all meetings called by the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia or send a substitute the Director may authorize.
- (c)** To prepare any local, state, or federal annual budgets.
- (d)** To notify the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia of any failure to comply with:
 - (1)** Policies of the Board of Trustees
 - (2)** Criteria for State Aid
 - (3)** State and Federal rules and regulations
 - (4)** All applicable local, state or federal laws
- (e)** To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Houston County Library System.
- (f)** To attend all meetings of the Board of Trustees of the County Library, or any affiliated Boards, or to designate a person to attend in his place.
- (g)** To perform such other tasks as may be necessary to fulfill his or her role as Director.

ARTICLE IV. MEETINGS

SECTION 1

The Houston County Library Board of Trustees shall hold monthly meetings on the second Thursday of each month at 6:00 P.M. These meetings will be rotated among the three libraries in the county. The Board of Trustees shall hold a minimum of 8 meetings per year.

SECTION 2

Special meetings may be called by the Chairperson or upon the written request of three Board of Trustees members, for the transaction of business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

SECTION 3

Prior to each regular or called meeting the Director of the County Library System shall notify each member and the public of the date, time, and place of the County Library Board meeting, in accordance with the open meeting requirements of the laws of the State of Georgia.

SECTION 4

Meetings of the Executive Committee may be called by the Chairperson to transact any business requiring attention between regular meetings of the full County Library Board.

SECTION 5

All meetings must be open to the public and the news media, in accordance with Official Code of Georgia Annotated 50--14--1 et seq.

SECTION 6

The latest edition of Robert's Rules of Order (Revised), when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Houston County Library.

SECTION 7

Each member of the County Library Board of Trustees shall have one vote. The use of proxies by board members is not permitted. The chairperson shall not vote except in the case of a tie vote, at which time the Chairperson shall vote to break the tie.

SECTION 8

A majority of the members serving on the Board of Trustees, accounting for periodic vacancies, shall constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority

affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

SECTION 9

Meetings of the HOUPL Board of Trustees are held to conduct the business of the library. Visitors may address the Board following the procedures outlined below.

Only residents of Houston County, employees, and representatives of businesses or organizations may address the Board during public participation. Visitors will be asked to state their name, address and purpose for speaking.

A speaker shall be allowed ten (10) minutes for presentation, but when an issue is going to be addressed by several speakers, this time may be limited to five (5) minutes.

Items which are excluded from the Open Meetings Act will not be discussed in public during open session. This includes matters such as real estate and personnel items.

Members of the public shall conduct themselves in a respectful manner that is not disruptive to the conduct of the Board's business. Citizens may not bring signs, flags, banners, and similar items inside the Board meeting or on Board property. Loud and boisterous conduct or comments by speakers or members of the audience are not allowed.

ARTICLE V. REPORTS

The County Library System is responsible for all reports as deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law or the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia, shall be filed with each funding agency.

ARTICLE VI. ATTENDANCE

SECTION 1

A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled monthly meetings, or failure to attend an aggregate of 5 regular scheduled monthly meetings, during any consecutive 12 month period. The Board may grant exceptions to this attendance requirement at its discretion, for good cause shown.

SECTION 2

A letter reporting the removal of a Board of Trustees member and specifying the cause of removal shall be sent by the Secretary of the Board of Trustees, or other member as designated by the Board of Trustees, to the member and to the Chairperson of the Houston County Board of Commissioners. The Houston County Board of Commissioners shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Employees or agents of the Houston County Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Houston County Library; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at

least two weeks prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia immediately upon adoption.

Amended February 2019

Houston County Public Library System Circulation Report - November 2022

Circulations	Centerville		Nola Brantley		Perry		Houston Totals	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance
Check outs								
Print items	11,084	5,280	9,150	25,514				
Non-Print items	2,851	2,495	2,760	8,106				
Check Out Totals	13,935	7,775	11,910	33,620				
In-Library Use								
Internet Computers	1,041	995	635	2,671				
Technology Equipment	10	1	4	15				
Children's Computers	62	48	61	171				
WiFi Sign-ins	289	6	158	453				
Notary Public Service	24	23	17	64				
Reference Asked	264	483	284	1031				
In House OPAC/KPAC Use	240	183	209	632				
In-Library Use Totals	1,402	1,050	858	5,037				
Total Circulation	15,337	8,825	12,768	38,657				
Programs & Attendance								
	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	New Patrons
Adult programs	1	10	2	0			38,022	145
YA Programs	1	23			1	13		
Children (Ages 0-11)	20	379	25	400	12	466		
All Ages	4	64	6	179	3	137		
Meeting Room	29	105	14	117	10	33		
Study Room			45					
Door Count		2,946		4,143		3,922		11,011
New Items Added								
	Centerville		Transits		Volunteer Hours			
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Centerville	Perry
Centerville	189	Centerville	5,290	Centerville	21.25			
Nola Brantley	299	Nola Brantley	3,838	Nola Brantley	15.75			
Perry	346	Perry	4,819	Perry	71.25			
Total Added	834	Total Transits	13,947	Total Volunteer Hours	108.25			

CENTERVILLE BRANCH - November 2022									
CIRCULATION				PINES Cards			Door Count		
Print				New Patrons	60		2946		
Adult Non-Fiction	1,002			Active Patrons	16,304				
Adult Fiction	2,928			Notary Public Service			24		
Young Adult	769			Items Added			189		
Junior Non-Fiction	994			Reference Questions Asked			264		
Junior Fiction	1,722								
Easy	3,666								
Magazines	3								
Print Total	11,084			TRANSITS					
Non Print Material				Incoming	2,528		Total		
Kanopy Streaming				Outgoing	2,762		5,290		
Georgia State Park Pass	7			Technology Equipment					
Parks Discovery Backpack	1			Internet Computers			1,041		
Go Fish Pass	3			ChromeBook/Projector/Tablet/Harddrive			10		
Puppetry Arts Pass				Children's Computers			62		
Zoo Atlanta DVD	11			WiFi Sign-ins			289		
Carlos Museum				Total			1,402		
Breman Jewish Museum				VOLUNTEERS			Volunteers	Volunteer Hours	
Chattahoochee Nature Center	1			Adult	1		2		
Macon Museum Pass	4			YA	4		19.25		
Galileo Sessions	41			Summer Ambassadors					
eRead Kids	24			Total	5		21.25		
GADD Audiobook	992			PROGRAMS & ATTENDANCE					
GADD eBook	683			Type of Program Total	# of Programs	# Patrons/Views			
GADD Magazines	131	1,898		Children's	20		379		
Audiobook CD	Adult	200		Young Adult	1		23		
DVD	Adult	377		Adult	1		10		
Kits	Adult			All Ages	4		64		
Music CD	Adult	13	590	Grand Total	26		476		
Audiobook CD	Easy	1		MEETING ROOM					
DVD	Easy	54		Times Used			Attendees		
Kits	Easy	23		29			105		
Music CD	Easy	4	82	In-House OPAC/KPAC Use			240		
Audiobook CD	Juv	41		Videogame			8		
DVD	Juv	199		Alliance Theatre Pass					
Kits	Juv	22		Kill-A-Watt Power Meter					
Music CD	Juv	10	272						
Audiobook CD	YA	1							
DVD	YA								
Music CD	YA		1						
Non Print total			2,851						
TOTAL CIRCULATION			13,935						

NOLA BRANTLEY - November 2022

CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	55	4143	
Adult Non-Fiction	736		Active Patrons	12,459		
Adult Fiction	1,731		Notary Public Service	23		
Young Adult	240		Items Added	299		
Junior Non-Fiction	479		Reference Questions Asked	483		
Junior Fiction	566		TRANSITS			
Easy	1,524		Incoming	1,878	Total	
Magazines	4		Outgoing	1,960	3,838	
Print Total	5,280		Technology Equipment			
Non Print						
Kanopy Streaming		1,887	Internet Computers	995		
Georgia State Park Pass	4		ChromeBook/Projector/Tablet/Harddrive	1		
Parks Discovery Backpack			Children's Computers	48		
Go Fish Pass			WiFi Sign-ins	6		
Puppetry Arts Pass			Total	1,050		
Zoo Atlanta DVD	4		VOLUNTEERS	#of Volunteers	Volunteer Hours	
Carlos Museum	3		Adult	3	6.5	
Breman Jewish Museum			YA	2	9.25	
Chattahoochee Nature Center			Summer Ambassadors			
Macon Museum Pass	3		Total	5	15.75	
Galileo Sessions	42		PROGRAMS & ATTENDANCE			
eRead Kids	24		Type of Program Total	# of Programs	# Patrons/Views	
GADD Audiobook	992		Children's	25	400	
GADD eBook	683		Young Adult			
GADD Magazines	132		Adult	2		
Audiobook CD	Adult		84	All Ages	6	179
DVD	Adult		321	Grand Total	33	579
Kits	Adult		MEETING ROOM			
Music CD	Adult	22	Times Used	Attendees		
Audiobook CD	Easy		14	117		
DVD	Easy	20	In-House OPAC/KPAC Use	183		
Kits	Easy	10	Videogames	8		
Music CD	Easy	30	Alliance Theatre Pass			
Audiobook CD	Juv	6	Kill-A-Watt Power Meter			
DVD	Juv	125				
Kits	Juv	5				
Music CD	Juv	1				
Audiobook CD	Juv	1				
Audiobook CD	YA	6				
DVD	YA					
Music CD	YA	6				
Non Print Total			STUDY ROOMS			
			Times Used			
TOTAL CIRCULATION					45	

