

AGENDA

HOUSTON COUNTY PUBLIC LIBRARY BOARD

April 13, 2023 – Centerville Branch – Centerville, GA

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

Acceptance of Director's evaluation

8. Old Business
9. New Business

*Approval of items for surplus list**

10. *Adjournment*

means a board vote is required

Content Consideration Committee to meet at 5:00pm on May 11 at Perry.

The next meeting is :

May 11th, 2023 at Perry Branch - NB land passage read into minutes.

CENTERVILLE BRANCH - March 2023										
CIRCULATION				PINES Cards			Door Count			
Print				New Patrons	103		3957			
Adult Non-Fiction	1,086			Active Patrons	16,854					
Adult Fiction	3,187			Notary Public Service			30			
Young Adult	763			Items Added			141			
Junior Non-Fiction	1,029			Reference Questions Asked			268			
Junior Fiction	2,099			TRANSITS						
Easy	3,734			Incoming	3,073		Total			
Magazines	10			Outgoing	2,718		5,791			
Print Total	11,908			Technology Equipment						
Non Print Material				Internet Computers						1,288
Kanopy Streaming	46			ChromeBook/Projector/Tablet/Harddrive						18
Georgia State Park Pass	6			Children's Computers						56
Parks Discovery Backpack				WiFi Sign-ins						408
Go Fish Pass	5			Total						1,770
Puppetry Arts Pass	2			VOLUNTEERS			Volunteers	Volunteer Hours		
Zoo Atlanta DVD	6			Adult	3		50			
Carlos Museum	1			YA	4		19			
Breman Jewish Museum				Summer Ambassadors						
Chattahoochee Nature Center				Total			7		69	
Macon Museum Pass				PROGRAMS & ATTENDANCE						
Galileo Sessions	32			Type of Program Total			# of Programs	# Patrons/Views		
eRead Kids	21			Children's	26		751			
GADD Audiobook	1541			Young Adult	1		23			
GADD eBook	993			Adult						
GADD Magazines	179	2,832		All Ages	1		47			
Audiobook CD	Adult	151		Grand Total			28		821	
DVD	Adult	263		MEETING ROOM						
Kits	Adult			Times Used			Attendees			
Music CD	Adult	1	415	30			294			
Audiobook CD	Easy			In-House OPAC/KPAC Use			295			
DVD	Easy	69		Videogame			14			
Kits	Easy	7		Alliance Theatre Pass						
Music CD	Easy	3	79	Kill-A-Watt Power Meter						
Audiobook CD	Juv	10								
DVD	Juv	289								
Kits	Juv	18								
Music CD	Juv		317							
Audiobook CD	YA									
DVD	YA									
Music CD	YA		0							
Non Print total			3,657							
TOTAL CIRCULATION			15,565							

NOLA BRANTLEY - March 2023

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	42	4990
Adult Non-Fiction	846		Active Patrons	12,764	
Adult Fiction	1,689		Notary Public Service	29	
Young Adult	373		Items Added	270	
Junior Non-Fiction	455		Reference Questions Asked		610
Junior Fiction	919		TRANSITS		
Easy	1,732		Incoming	2,524	Total
Magazines	0		Outgoing	2,315	4,839
Print Total	6,014		Technology Equipment		
Non Print			Internet Computers		1,176
Kanopy Streaming	46		ChromeBook/Projector/Tablet/Harddrive		12
Georgia State Park Pass			Children's Computers		52
Parks Discovery Backpack			WiFi Sign-ins		324
Go Fish Pass			Total		1,564
Puppetry Arts Pass			VOLUNTEERS		
Zoo Atlanta DVD	9		Adult	1	4.5
Carlos Museum			YA		
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			Total	1	4.5
Macon Museum Pass			PROGRAMS & ATTENDANCE		
Galileo Sessions	33		Type of Program Total	# of Programs	# Patrons/Views
eRead Kids	21		Children's	18	311
GADD Audiobook	851		Young Adult		
GADD eBook	694		Adult	5	58
GADD Magazines	151	1,805	All Ages	5	97
Audiobook CD	Adult	95	Grand Total	28	466
DVD	Adult	564	MEETING ROOM		
Kits	Adult		Times Used	Attendees	
Music CD	Adult	29	15	105	
Audiobook CD	Easy		In-House OPAC/KPAC Use	230	
DVD	Easy	39	Videogames	6	
Kits	Easy	5	Alliance Theatre Pass	1	
Music CD	Easy		Kill-A-Watt Power Meter		
Audiobook CD	Juv	6			
DVD	Juv	170			
Kits	Juv	6			
Music CD	Juv	1			
Audiobook CD	YA	2			
DVD	YA				
Music CD	YA				
		2	STUDY ROOMS		
Non Print Total			Times Used		
2,729			56		
TOTAL CIRCULATION			8,743		

PERRY BRANCH - March 2023

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	52	5342
Adult Non-Fiction	1,158		Active Patrons	9626	
Adult Fiction	2,679		Notary Public Service	20	
Young Adult	458		Items Added	255	
Junior Non-Fiction	1,031		Reference Questions Asked	469	
Junior Fiction	1,627		TRANSITS		
Easy	3,373		Incoming	2,752	Total
Magazines	8		Outgoing	2,897	5,649
Print Total	10,334		Technology Equipment		
Non Print Material			Internet Computers	797	
Kanopy Streaming	47		ChromeBook/Projector/Tablet/Harddrive	9	
Georgia State Park Pass	9		Children's Computers	130	
Parks Discovery Backpack			WiFi Sign-ins	247	
Go Fish Pass	4		Total	1,183	
Puppetry Arts Pass			VOLUNTEERS	Volunteers	Volunteer Hours
Zoo Atlanta DVD	7		Adult	4	91
Carlos Museum			YA		
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			Total	4	91
Macon Museum Pass			PROGRAMS & ATTENDANCE		
Galileo Sessions	32		Type of Program Total	# of Programs	# Patrons/Views
eRead Kids	21		Children's	14	625
GADD Audiobook	1104		Young Adult	1	13
GADD eBook	797		Adult		
GADD Magazines	77	2,098	All Ages	6	166
Audiobook CD	Adult	158	Grand Total	21	804
DVD	Adult	373	MEETING ROOM		
Kits	Adult		Times Used	Attendees	
Music CD	Adult	531	25	228	
Audiobook CD	Easy		h-House OPAC/KPAC Us	372	
DVD	Easy	75	Videogames	2	
Kits	Easy	25	Alliance Theatre Pass		
Music CD	Easy	100	Kill-A-Watt Power Meter		
Audiobook CD	Juv	41			
DVD	Juv	232			
Kits	Juv	14			
Music CD	Juv	2			
Audiobook CD	Juv	289			
DVD	YA	6			
Kits	YA				
Music CD	YA	6			
Non Print Total					
TOTAL CIRCULATION					

Houston County Public Library System Circulation Report - March 2023



Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	11,908	6,014	10,334	28,256
Non-Print items	3,657	2,729	3,026	9,412
Check Out Totals	15,565	8,743	13,360	37,668
In-Library Use				
Internet Computers	1,288	1,176	797	3,261
Technology Equipment	18	12	9	39
Children's Computers	56	52	130	238
WiFi Sign-ins	408	324	247	979
Notary Public Service	30	29	20	79
Reference Asked	268	610	469	1347
In House OPAC/KPAC Use	295	230	372	897
In-Library Use Totals	1,770	1,564	1,183	6,840
Total Circulation	17,335	10,307	14,543	44,508

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	39,244
Adult programs			5	58			New Patrons	197
YA Programs	1	23			1	13		
Children (Ages 0-11)	26	751	18	311	14	625		
All Ages	1	47	5	97	6	166		
Meeting Room			15	105	25	228		
Study Room			56				Total Door Count	
Door Count		3,957		4,990		5,342	Total Door Count	14,289

New Items Added		Transits		Volunteer Hours	
Centerville	141	Centerville	5,791	Centerville	69
Nola Brantley	270	Nola Brantley	4,839	Nola Brantley	4.5
Perry	255	Perry	5,649	Perry	91
Total Added	666	Total Transits	16,279	Total Volunteer Hours	164.5

Houston County Public Library System

Balance Sheet by Fund

As of 3/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	267,092.19	15,726.79	27,361.67	28,950.38	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,823.10	0.00
Morris Bank Merchant Acct	253,252.55	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	<u>529,333.98</u>	<u>15,726.79</u>	<u>27,361.67</u>	<u>156,773.48</u>	<u>32,412.94</u>
Liabilities					
	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	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	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,540.18</u>	<u>37,808.60</u>	<u>0.00</u>	<u>218,443.64</u>	<u>32,412.94</u>
Current YTD Change	39,793.80	(22,081.81)	27,361.67	(61,670.16)	0.00
Total Fund Balance	<u>529,333.98</u>	<u>15,726.79</u>	<u>27,361.67</u>	<u>156,773.48</u>	<u>32,412.94</u>
Total Liabilities and Ending Fund Balance	<u><u>529,333.98</u></u>	<u><u>15,726.79</u></u>	<u><u>27,361.67</u></u>	<u><u>156,773.48</u></u>	<u><u>32,412.94</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	668,249.97	889,000.00	(24.83)%
Library Generated Revenue	56,495.39	70,700.00	(20.09)%
Donations	3,988.12	1,040.00	283.47%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>9,843.87</u>	<u>9,000.00</u>	<u>9.38%</u>
Total Revenues	<u>758,848.18</u>	<u>990,010.00</u>	<u>(23.35)%</u>
Expenditures			
Salaries and Wages	352,235.59	493,455.80	28.62%
Benefits and FICA	124,471.45	188,628.80	34.01%
Professional Services	9,384.20	23,000.00	59.20%
Copiers and Equipment	7,526.44	8,000.00	5.92%
Utilities	57,798.68	77,000.00	24.94%
Insurance	37,817.00	35,000.00	(8.05)%
Maintenance & Repairs	53,585.13	77,600.00	30.95%
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	876.92	3,000.00	70.77%
Other Purchased Services	6,253.81	8,200.00	23.73%
Supplies	19,211.26	24,600.00	21.91%
Technology & Telecommunications	21,571.26	20,000.00	(7.86)%
Travel and Training	1,002.64	800.00	(25.33)%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>7,469.23</u>	<u>6,250.00</u>	<u>(19.51)%</u>
Total Expenditures	<u>719,054.38</u>	<u>986,534.60</u>	<u>27.11%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>39,793.80</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>22,081.81</u>	<u>30,276.00</u>	<u>27.06%</u>
Total Expenditures	<u>22,081.81</u>	<u>30,276.00</u>	<u>27.06%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(22,081.81)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	350,873.86	466,432.31	(24.77)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	0.00%
Total Revenues	<u>352,373.86</u>	<u>467,932.31</u>	<u>(24.70)%</u>
Expenditures			
Salaries and Wages	172,394.06	230,979.09	25.36%
Benefits and FICA	61,724.34	79,704.90	22.56%
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	54,873.37	98,590.00	44.34%
Supplies	1,500.00	1,500.00	0.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	0.00%
Total Expenditures	<u>325,012.19</u>	<u>467,932.30</u>	<u>30.54%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>27,361.67</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	108.56	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,138.88</u>	<u>160,000.00</u>	<u>(49.91)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	83,625.24	60,000.00	(39.38)%
Materials	54,306.58	87,000.00	37.58%
Supplies	2,446.90	10,000.00	75.53%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>141,809.04</u>	<u>160,000.00</u>	<u>11.37%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(61,670.16)</u>		

**HCPLS Financial Report
as of March 31, 2023**

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through March 31, 2023 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$39,793.80;
 - b) a net decrease of \$22,081.81 in the Friends of the Library Fund (Fund 112);
 - c) a net increase of \$27,361.67 in the State Grants Fund (Fund 310); and
 - d) a net decrease of \$61,670.16 in the SPLOST Fund (Fund 390).
- No activity has been posted to the Local Investments Fund (Fund 500) since July 1 for the current fiscal year.

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.

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 (that includes Fines, Fees, Copies, and Faxes) continues on track with budgeted amounts.
- 2) Library expenditures, as a whole, are currently on budget, with 27% of the budget remaining.

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

- 1) As of the end of March, the Library has 27% of the FOL budget remaining to be spent on print and electronic materials.

In the State Grants Fund - 310 (B3):

- 1) Spending on Materials remains below budget at this time, with 44% of the budget remaining. Since all money in this fund must be spent by the end of the fiscal year, any remaining funds not spent by the branches will be spent on additional audio- and e-books for Georgia Download Destination/Libby.

In the SPLOST Fund - 390 (B4):

- 1) Though the Library has exceeded the current budgeted amount for the year for Building Maintenance and Repairs, the Library has the SPLOST funds available to cover the overage (see Balance Sheet). The budget will be amended later in the year as necessary.
- 2) Spending on Materials is a below budget at this time, with almost 38% of the budget remaining.

(A)

Houston County Public Library System
Balance Sheet by Fund
As of 3/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	267,092.19	15,726.79	27,361.67	28,950.38	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,823.10	0.00
Morris Bank Merchant Acct	253,252.55	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	529,333.98	15,726.79	27,361.67	156,773.48	32,412.94
Liabilities					
Total Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	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	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	489,540.18	37,808.60	0.00	218,443.64	32,412.94
Current YTD Change	(a) 39,793.80	(b) (22,081.81)	(c) 27,361.67	(d) (61,670.16)	0.00
Total Fund Balance	529,333.98	15,726.79	27,361.67	156,773.48	32,412.94
Total Liabilities and Ending Fund Balance	529,333.98	15,726.79	27,361.67	156,773.48	32,412.94

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

(B1)

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	668,249.97	889,000.00	(24.83)%
Library Generated Revenue	56,495.39	70,700.00	(20.09)% (1)
Donations	3,988.12	1,040.00	283.47%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	9,843.87	9,000.00	9.38%
Total Revenues	<u>758,848.18</u>	<u>990,010.00</u>	<u>(23.35)%</u>
Expenditures			
Salaries and Wages	352,235.59	493,455.80	28.62%
Benefits and FICA	124,471.45	188,628.80	34.01%
Professional Services	9,384.20	23,000.00	59.20%
Copiers and Equipment	7,526.44	8,000.00	5.92%
Utilities	57,798.68	77,000.00	24.94%
Insurance	37,817.00	35,000.00	(8.05)%
Maintenance & Repairs	53,585.13	77,600.00	30.95%
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	876.92	3,000.00	70.77%
Other Purchased Services	6,253.81	8,200.00	23.73%
Supplies	19,211.26	24,600.00	21.91%
Technology & Telecommunications	21,571.26	20,000.00	(7.86)%
Travel and Training	1,002.64	800.00	(25.33)%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	7,469.23	6,250.00	(19.51)%
Total Expenditures	<u>719,054.38</u>	<u>986,534.60</u>	<u>27.11% (2)</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>39,793.80</u>		

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

112 - Friends of the Library

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Expenditures			
Materials	<u>22,081.81</u>	<u>30,276.00</u>	<u>27.06%</u> (1)
Total Expenditures	<u>22,081.81</u>	<u>30,276.00</u>	<u>27.06%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(22,081.81)</u>		

B3

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	350,873.86	466,432.31	(24.77)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	0.00%
Total Revenues	<u>352,373.86</u>	<u>467,932.31</u>	<u>(24.70)%</u>
Expenditures			
Salaries and Wages	172,394.06	230,979.09	25.36%
Benefits and FICA	61,724.34	79,704.90	22.56%
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	54,873.37	98,590.00	44.34% (1)
Supplies	1,500.00	1,500.00	0.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	0.00%
Total Expenditures	<u>325,012.19</u>	<u>467,932.30</u>	<u>30.54%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>27,361.67</u>		

B4

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 3/31/2023

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	108.56	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,138.88</u>	<u>160,000.00</u>	<u>(49.91)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	83,625.24	60,000.00	(39.38)% ⁽¹⁾
Materials	54,306.58	87,000.00	37.58% ⁽²⁾
Supplies	2,446.90	10,000.00	75.53%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>141,809.04</u>	<u>160,000.00</u>	<u>11.37%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(61,670.16)</u>		

Director's report - April, 2023

Mr. James Floyd (Perry) attended the GLS -

The [Georgia Accessibility Conference](#) is a three-day event designed to educate the public library community and disability awareness stakeholders on the offerings of the Georgia Library Service (GLS) for the Blind and Print Disabled. The Conference educates public library employees about concepts and technology related to accessible library services, focusing on persons whose disabilities may impact their capacity to fully participate in commonly-offered public library activities and/or to fully utilize a library's traditional print or computerized resources.

Back in February, Ms. Davis and I had an in-depth meeting with Mr. Shane Gottwals who is the liaison from the County Commission. We discussed financial information, budget, policies organizational structure and more.

WMAZ aired an interview with Paulk about library resources. The piece aired on Tuesday, April 4th, 2023.

Repair projects listed last month are mostly completed.

Paulk has submitted requests to County Admin Robbie Dunbar to ask the Commissioners to re-appoint board members whose term expires in June 2023. These members are : Pam Yates, Emily Silva and Wilhemenia Jackson-Sibley. Jim Newton has requested not to be re-appointed.

That opens up the board for a new appointee. As the Houston County Board of Education does make a financial contribution to the library, they should have a representative on the library board. I have made that suggestion to Mr. Dunbar and Dr. Mark Scott (School Superintendent).

*[O.C.G.A. § 20-5-42. Membership, terms, removal and vacancies in board of trustees
(a) A county board of trustees shall consist of at least one appointee from each governmental agency financially supporting the library on a regular basis.]*

Robyn Harris has resigned as the Youth Specialist at Centerville. Michaila Landa who was working part-time at Centerville has been hired for the Youth Specialist. Ashli Brown-Smith, part-time at Nola Brantley has resigned. Both part-time positions were advertised and interviews began today.

The next meeting is :

May 11th, 2023 at Perry Branch - NB land passage to be read into minutes.

Content Consideration Committee to meet at 5:00pm on May 11 at Perry.

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Date

2023

Transferred from Houston County Library System Nola Brantley Memorial Library 721 Watson Blvd Warner robins GA 31088	Transferred to Houston County Surplus
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Item		model	Serial or asset number	Date purchased	Cost	Reason for Disposal
Ghost Norton	Software	2002 edition				End of Useful Life
Jaws FS	Software	Version 4.5				End of Useful Life
OpenBook FS	Software	Version 6.0				End of Useful Life
Computer						End of Useful Life
Computer						End of Useful Life
Computer						End of Useful Life
Computer						End of Useful Life
Computer						End of Useful Life
Computer						End of Useful Life
KVM Switch	Hardware	4 Port	261012000108			End of Useful Life
Zone Detector	Wireless Controller	Ruellus 1200	352038001117			End of Useful Life
Zone Detector	Wireless Controller	Ruellus 1200	421938000470			End of Useful Life
Zone Detector	Wireless Controller	Ruellus 1200	121608003193			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604004046			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604304680			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604204055			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604603993			End of Useful Life
Zone Flex	Access Point	Ruellus R500	431802008661			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604903995			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604604034			End of Useful Life
Zone Flex	Access Point	Ruellus R500	381484000732			End of Useful Life
Zone Flex	Access Point	Ruellus R500	431802010879			End of Useful Life
Zone Flex	Access Point	Ruellus R500	381444701518			End of Useful Life
Zone Flex	Access Point	Ruellus R500	411444200221			End of Useful Life
Zone Flex	Access Point	Ruellus R500	217604488			End of Useful Life
Zone Flex	Access Point	Ruellus R500	271604904259			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604203997			End of Useful Life
Zone Flex	Access Point	Ruellus R500	391802015985			End of Useful Life
Zone Flex	Access Point	Ruellus R500	271604403777			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604004052			End of Useful Life
Zone Flex	Access Point	Ruellus R500	171604104048			End of Useful Life
Epson Tm-T88	Receipt Printer	m244A	MQEF750707			End of Useful Life
Sophus XG310	Firewall	S0000C40B108E	C30006F9J6QQKA1			End of Useful Life

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Sophus XG310	Firewall	S0000C40A7C36	C300044G46F9MZC1		End of Useful Life
Sophus XG310	Firewall	S0000C40A841A	C30044G788B3XE1		End of Useful Life
TruLink Zport	VGA Splitter	29503	V72F15LI01979		End of Useful Life
Lenamn 5 in 1	Battery Charger	PRO541			End of Useful Life
Lenamn 5 in 1	Battery Charger	PRO541			End of Useful Life
Hubbell Light	Exterior Light	NRG204B			End of Useful Life
Light Battery Ba	Exterior Light	RMR-16-WP			End of Useful Life
MetroCegea Sc	Barcode Scanner	MS9540	3C08370997		End of Useful Life
MetroCegea Sc	Barcode Scanner	MS9540	3C08296320		End of Useful Life
Honeywell Scar	Barcode Scanner	MS9820	2R16264685		End of Useful Life
Honeywell Scar	Barcode Scanner	MS9820	2R16350817		End of Useful Life

Asset Manager release	Received by
Signature	Signature
Title	Title
Date	Date

Asset Manager signature certifies that Original asset funding is accurate and that all software and data have been

Recommended method of disposal is Sell or Destroy

Houston County Public Library System Board of Trustees

Minutes- March 9, 2023 – Nola Brantley Memorial Library, Warner Robins, Georgia

The Houston County Public Library System Board met in regular session on March 10, 2023. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Linda Jones, Julie Layne, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk, Ashli Brown-Smith and Rachel Breland. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the February 9, 2023 meeting. On a motion by L. Jones and a second by Nunn, the minutes were approved.

Public Comments. None.

Trustee Comments. Trustees introduced themselves to new staff members Ashli Brown-Smith (Nola) and Rachel Breland (Admin). Bibler made a presentation of historical documents by and about **Robert Henry Lawrence Jr.** – the first African-American astronaut. The documents will be donated to the Museum of Aviation.

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

Director's report – Presented at meeting.

Committee Reports. Personnel committee met to discuss Paulk's evaluation. Evaluation will be presented to whole board at April meeting.

Old Business – None.

New Business – Davis recommended the creation of a Content Consideration Committee. This committee will review and make recommendations for actions when patrons request library books be reconsidered. The following board members volunteered: Linda Jones, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. There are two books that a patron has requested be reconsidered and this committee will review these before the April board meeting and come back to the board with a recommendation.

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

The board adjourned at 6:57 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis