

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

April 8, 2021 – Centerville Branch, Centerville, GA

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Treasurer's Report
 Acceptance of Treasurer's Report
5. Director's Report
6. Committee Reports – Director's evaluation presented to board.
7. Old Business
8. New Business –
 Disposal of surplus items

 * Request Library Board confirm mask mandate for patrons and staff until May 31, 2021.
9. *Adjournment*

The next Library Board of Trustee meeting will be May 13th, 2021 at the Perry Branch starting at 6pm– pending COVID 19 changes.

Houston County Public Library System Board of Trustees

Minutes- March 11, 2021 - Held in person and Teleconference due to COVID-19

The Houston County Public Library System Board met in regular session both in person and remotely via teleconference on March 11, 2021. Board members attending were Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Wilhemenia Sibley and Pam Yates. Also attending was : J. Sara Paulk and Jean Jones. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Bibler called for the approval of the Minutes from the February 11, 2021 meeting. On a motion by Newton and a second by Yates, the minutes were approved.

Public Comments. None.

Treasurer's report – Financials were presented by Treasurer Layne. On a motion by Yates and a second by Newton, the reports were accepted as presented.

Director's report – Presented at meeting.

Committee Reports – The Building Committee gave a report regarding the previously tabled motion of the bid work for Nola Brantley Memorial Library. After JMA Architects and staff met with the low bidder, JMA recommended accepting their bid.

Unfinished Business – On a motion by Nunn and a second by Sibley, the bid from S&W Contracting in the amount of \$40,358.00 was accepted.

New Business – Paulk presented a revised Purchasing Policy. After discussion on a motion by Newton and a second by Yates, the policy was approved as presented.

Trustee Remarks – Yates commended library staff for providing self-directed, take home crafts as an alternative to in-house library programming.

Adjournment – Davis called for a motion to adjourn. On a motion by Yates and a second by Newton, the board adjourned at 6:24 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 3/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	248,031.34	93.14	6,743.54	15,074.66	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	199,923.96	0.00
Persons/Bank of Perry Merchant Acct	184,570.64	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 1	0.00	0.00	0.00	0.00	0.00
Unemployment CD 2	7,754.35	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	441,532.33	93.14	6,743.54	214,998.62	32,329.19
Liabilities					
	0.00	0.00	0.00	0.00	0.00
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	25,016.89	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	0.00	93.14	0.00	175,337.98	5,356.15
Unassigned Fund Balance	140,964.35	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	397,157.24	93.14	0.00	175,337.98	32,195.55
Current YTD Change	44,375.09	0.00	6,743.54	39,660.64	133.64
Total Fund Balance	441,532.33	93.14	6,743.54	214,998.62	32,329.19
Total Liabilities and Ending Fund Balance	441,532.33	93.14	6,743.54	214,998.62	32,329.19

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2020 Through 3/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	621,900.00	829,200.00	(25.00)%
Library Generated Revenue	32,845.46	80,000.00	(58.94)%
Donations	3,689.47	1,000.00	268.95%
Other Grants	1,186.53	1,186.53	0.00%
Other Income	6,527.00	8,600.00	(24.10)%
Total Revenues	666,148.46	919,986.53	(27.59)%
Expenditures			
Salaries and Wages	305,267.34	437,479.78	30.22%
Benefits and FICA	113,183.89	187,344.51	39.59%
Professional Services	15,526.53	26,960.00	42.41%
Copiers and Equipment	6,449.40	11,300.00	42.93%
Utilities	61,470.66	91,350.00	32.71%
Insurance	31,131.20	32,094.00	3.00%
Maintenance & Repairs	55,036.53	84,300.00	34.71%
Materials	219.16	2,000.00	89.04%
Motor Vehicle Costs	534.40	3,000.00	82.19%
Other Purchased Services	2,196.00	6,500.00	66.22%
Supplies	14,830.61	29,200.00	49.21%
Technology & Telecommunications	10,342.74	15,600.00	33.70%
Travel and Training	554.63	600.00	7.56%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	3,275.28	6,250.00	47.60%
Total Expenditures	621,773.37	936,378.29	33.60%
Net Revenue Over Expenditures - Surplus/(Deficit)	44,375.09	(16,391.76)	(370.72)%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 3/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	310,648.88	404,037.25	(23.11)%
Total Revenues	<u>310,648.88</u>	<u>404,037.25</u>	<u>(23.11)%</u>
Expenditures			
Salaries and Wages	158,795.06	216,042.65	26.50%
Benefits and FICA	57,305.95	73,614.35	22.15%
Copiers and Equipment	30,184.66	30,184.66	0.00%
Utilities	0.00	10,000.00	100.00%
Maintenance & Repairs	10,654.89	10,655.00	0.00%
Materials	46,372.41	55,275.00	16.11%
Supplies	592.37	1,524.59	61.15%
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>303,905.34</u>	<u>397,496.25</u>	<u>23.55%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>6,743.54</u>	<u>6,541.00</u>	<u>3.10%</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2020 Through 3/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)%
Library Generated Revenue	131.78	0.00	0.00%
Total Revenues	<u>135,131.78</u>	<u>235,000.00</u>	<u>(42.50)%</u>
Expenditures			
Professional Services	0.00	4,500.00	100.00%
Copiers and Equipment	20,885.00	40,000.00	47.79%
Maintenance & Repairs	11,754.88	80,500.00	85.40%
Materials	59,275.61	106,500.00	44.34%
Supplies	3,518.67	10,000.00	64.81%
Miscellaneous	36.98	0.00	0.00%
Total Expenditures	<u>95,471.14</u>	<u>241,500.00</u>	<u>60.47%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>39,660.64</u>	<u>(6,500.00)</u>	<u>(710.16)%</u>

Director's report - 2021 April

Dharma Morgan, the Youth Coordinator at Nola Brantley will be moving out of state soon. Carla Bohnstedt will be replacing her.

We were delighted to hear that we will receive additional state funding for materials that will be used for ebooks and eaudios and will be used up by June 30th. In addition, there was one time funding provided for the state paid positions.

We currently have or will have four part-time openings – 2 at CV and 1 each at NB and PE.

Houston County School Superintendent Mark Scott graciously included interested library staff in the school system scheduling for vaccine shots and several staffers got the one shot two weeks ago.

Nola Brantley renovation update. The contractors have told us there is a delay in getting some of the furnishings and the pricing will have to be adjusted. I should have this information for board review in May.

Special staff recognition to : Clint Putnam. He was willing to be part of a six month pilot project on checking how AV materials circulate through the PINES courier system. His involvement requires a lot of recording keeping and special attention to specific details. The results will be presented to the PINES Executive committee at the fall library directors meeting.

Houston County Public Library System Circulation Report - Mar 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals					
Check outs									
Print items	12,124	6,097	8,563	26,784					
Non-Print items	2,186	2,256	2,343	6,785					
Check Out Totals	14,310	8,353	10,906	33,569					
In-Library Use									
Internet Computers	1,331	1,235	794	3,360					
Technology Equipment	0	14	5	19					
Children's Computers	0	0	0	0					
WiFi Sign-ins	53	67	30	150					
Notary Public Service	14	5	14	33					
Reference Asked	287	211	154	652					
In House OPAC Use	156	114	100	370					
In-Library Use Totals	1,384	1,316	829	4,584					
Total Circulation	15,694	9,669	11,735	38,153					
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count		
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	35,441	
	Adult programs						New Patrons	146	
	YA Programs								
	Children (Ages 0-11)	4	207						
	Children (All)/Foreign Language			5	100	7			302
	Meeting Room							Total Door Count	
	Door Count		3,716		3,828	1,600	2,921	10,465	
New Items Added		Transits		Volunteer Hours					
Centerville	317	Centerville	5,947	Centerville	0				
Nola Brantley	444	Nola Brantley	4,415	Nola Brantley	0				
Perry	219	Perry	5,153	Perry	0				
Total Added	980	Total Transits	15,515	Total Volunteer Hours	0				

CENTERVILLE BRANCH - Mar 2021									
CIRCULATION				PINES Cards			Door Count		
Print				New Patrons		66		3716	
Adult Non-Fiction		931		Active Patrons		14,958			
Adult Fiction		3,131		Notary Public Service		14			
Young Adult		639		Items Added		317			
Junior Non-Fiction		1,267		Reference Questions Asked			287		
Junior Fiction		1,960		Self Check-outs		%		Self-Checkout Computers were temporarily removed.	
Easy		4,189		0		0%			
Magazines		7		TRANSITS					
Print Total		12,124		Incoming		2,802		Total	
Non Print Material				Outgoing		3,145		5,947	
Kill A Watt Meter				Technology Equipment					
Georgia State Park Pass		8		Internet Computers			1,331		
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive			0		
Go Fish Pass		6		Children's Computers			0		
Puppetry Arts Pass		1		WiFi Sign-ins			53		
Zoo Atlanta DVD		12		Total			1,384		
Carlos Museum				VOLUNTEERS		Number of Volunteers		Volunteer Hours	
Breman Jewish Museum				Adult					
Chattahoochee Nature Center				YA					
Macon Museum Pass		3		Summer Ambassadors					
Galileo Sessions		67		Total		0		0	
eRead Kids				PROGRAMS & ATTENDANCE					
Overdrive Audiobook		650		Type of Program Total		# of Programs		# Patrons/Views	
Overdrive eBook		348		Children's		4		207	
RBDigital Magazines		117		Young Adult					
Audiobook CD		Adult		Adult					
DVD		Adult		All Ages					
Kits		Adult		Grand Total		4		207	
Music CD		Adult		MEETING ROOM					
Audiobook CD		Easy		Times Used		Attendees			
DVD		Easy		0		0			
Kits		Easy		In-House OPAC Use		156			
Music CD		Easy							
Audiobook CD		Juv							
DVD		Juv							
Kits		Juv							
Music CD		Juv		255					
Audiobook CD		YA							
DVD		YA							
Music CD		YA		3					
Non Print total				2,186					
TOTAL CIRCULATION				14,310					

		NOLA BRANTLEY - Mar 2021			
CIRCULATION				PINES Cards	
Print				New Patrons	44
Adult Non-Fiction	851			Active Patrons	12,101
Adult Fiction	1,783			Notary Public Service	5
Young Adult	445			Items Added	444
Junior Non-Fiction	504			Reference Questions Asked	211
Junior Fiction	1,038			Self Check-outs	%
Easy	1,475			0	0%
Magazines	1			Self-Checkout temporarily removed.	
Print Total	6,097			TRANSITS	
Non Print				Incoming	2,343
				Outgoing	2,072
Kill A Watt Meter				Technology Equipment	
Georgia State Park Pass				Internet Computers	1,235
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive	14
Go Fish Pass				Children's Computers	0
Puppetry Arts Pass				WiFi Sign-ins	67
Zoo Atlanta DVD				Total	1,316
				VOLUNTEERS	Number of Volunteers
Carlos Museum				Adult	
Breman Jewish Museum				YA	
Chattahoochee Nature Center				Summer Ambassadors	
Macon Museum Pass				Total	0
Galileo Sessions					0
eRead Kids				PROGRAMS & ATTENDANCE	
				Type of Program Total	# of Programs
Overdrive Audiobook				Children's	5
Overdrive eBook				Young Adult	
RBDigital Magazines				Adult	
Audiobook CD				All Ages	
DVD				Grand Total	5
Kits					100
Music CD				MEETING ROOM	
Audiobook CD				Times Used	Attendees
DVD				0	0
Kits				In-House OPAC Use	114
Music CD					
Audiobook CD					
DVD					
Kits					
Music CD					
Audiobook CD					
DVD					
Music CD					
Non Print Total				2,256	
TOTAL CIRCULATION				8,353	

PERRY - Mar 2021										
CIRCULATION					PINES Cards			Door Count		
Print					New Patrons		36		2921	
Adult Non-Fiction		932		Active Patrons		8382				
Adult Fiction		2,715		Notary Public Service		14				
Young Adult		373		Items Added		219				
Junior Non-Fiction		865		Reference Questions Asked			154			
Junior Fiction		1,321		Self Check-ous		%		Self-Checkout temporarily removed.		
Easy		2,357		0		0%				
Magazines		0		TRANSITS						
Print Total		8,563		Incoming		2,654		Total		
Non Print Material					Outgoing		2,499		5,153	
Kill A Watt Meter						Technology Equipment				
Georgia State Park Pass				10		Internet Computers		794		
Parks Discovery Backpack						ChromeBook/Projector/Tablet/Harddrive		5		
Go Fish Pass				4		Children's Computers		0		
Puppetry Arts Pass						WiFi Sign-ins		30		
Zoo Atlanta DVD				20		Total		829		
Carlos Museum						VOLUNTEERS		Number of Volunteers		
Breman Jewish Museum						Adult				
Chattahoochee Nature Center						YA				
Macon Museum Pass				4		Summer Ambassadors				
Galileo Sessions				67		Total		0		
eRead Kids				116		PROGRAMS & ATTENDANCE				
Overdrive Audiobook				649		Type of Program Total		# of Programs		
Overdrive eBook				348		Children's		# Patrons/Views		
RBDigital Magazines				117		Young Adult				
Audiobook CD		Adult		131		Adult				
DVD		Adult		513		All Ages		7		
Kits		Adult				Grand Total		7		
Music CD		Adult		644		MEETING ROOM				
Audiobook CD		Easy		1		Times Used		Attendees		
DVD		Easy		88		0		0		
Kits		Easy		45		In-House OPAC Use		100		
Music CD		Easy		134						
Audiobook CD		Juv		8						
DVD		Juv		201						
Kits		Juv		18						
Music CD		Juv		227						
Audiobook CD		YA		3						
DVD		YA								
Music CD		YA		3						
Non Print Total				2,343						
TOTAL CIRCULATION				10,906						