

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
February 11th, 2021 – Perry Branch, Perry, Georgia

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
7. Old Business – Update on Friends of the Library – Pam Yates
8. New Business
 Review and acceptance of bids on Nola Brantley Memorial Library renovation
 Review and acceptance of 2021-2022 proposed budget
 Nomination of new officers for 2021-2022
9. *Adjournment*

The next Library Board of Trustee meeting will be March 11th, 2021 at the Nola Brantley Memorial Library in Warner Robins starting at 6pm– pending COVID 19 changes.

Houston County Public Library System Board of Trustees

Minutes- January 14, 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 January 14, 2021. Board members attending were Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, George Nunn and Pam Yates. Also attending were : Nicholas Herter-Munley, Rebekah Scarborough, Emily Silva, Sam Mitchell and J. Sara Paulk. Chair Davis called the meeting to order at 6:02 pm.

Minutes – Davis called for the approval of the Minutes from the November 12, 2020. With one correction, on a motion by Yates, and a second by Jones, the motion carried.

Davis asked visiting staff to introduce themselves. Nicholas Herter-Munley and Rebekah Scarborough from Centerville introduced themselves.

Public Comments – Sam Mitchell had been banned from the library for one year. He came to the board to appeal the banning. After he made his statement and general discussion, Chair Davis informed him that the Personnel Committee of the library would meet and issue a decision. That decision would be sent to him before the February board meeting.

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

Director's report – Presented at meeting.

Committee Reports – None

Unfinished Business – None.

New Business –

Bibler introduced his guest, Emily Silva, who is interested in becoming a library board member.

Paulk presented information on five bids to replace the HVAC units at Centerville. The two lowest complete bids were very close so Paulk had requested a review on the information from Michael Phillips, who is in charge of public buildings for Houston County. Based on his recommendation and the comments from the provided references, Paulk made the recommendation that ACS from Milledgeville be granted the bid at a cost of \$41,770.00. After discussion, on a motion by Nunn and a second by Yates, the bid was accepted.

Paulk presented additional estimated cost information on the sprinkler system retrofit at the Nola Brantley Memorial Library. After discussion, on a motion from Nunn and a second by Bibler, the project was tabled.

Paulk requested permission to allow staff to have time off to get the COVID19 vaccine should they chose to do so. After discussion, on a motion by Bibler and a second by Jones, the motion passed.

Trustee Remarks – None.

Adjournment – Davis called for a motion to adjourn. On a motion by Yates and a second by Jones, the board adjourned at 7:00 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Houston County Public Library System - www.houpl.org

WARNER ROBINS BRANCH

Nola Brantley Memorial Library
721 Watson Boulevard
Warner Robins, Georgia 31093-3413
(478) 923-0128
Fax: (478) 929-8611
wrlibrary@houpl.org

**CENTERVILLE BRANCH**

206 Gunn Road
Centerville, Georgia 31028-1210
(478) 953-4500
Fax: (478) 953-7850
cvlibrary@houpl.org

PERRY BRANCH and Administrative Office

1201 Washington St., Perry, Georgia 31069-2555
(478) 987-3050
Fax: (478) 987-1862
pelibrary@houpl.org

2021 Feb 10

Mr. Sam Mitchell
P.O. Box 255
Perry, GA 31069

Mr. Mitchell,

The Houston County Library Board Personnel committee has reached a decision regarding your appeal of the one year ban imposed on November 20, 2020.

After hearing your appeal and reviewing the incident reports, the committee has decided to uphold the one year ban. There were several factors that led to this decision, but ultimately, the need to provide a safe workspace in which our staff feels supported took precedence.

This decision is not one reached lightly and brings no pleasure to the committee nor the Board. You are welcome to return to the library at the end of the ban, with the understanding that any further incidents will result in an additional ban of up to three years from all Houston County Libraries.

Respectfully,

A handwritten signature in cursive script that reads "Denisa Davis".

Denisa Davis
Houston County Board

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Houston County Public Library System
Balance Sheet by Fund
As of 1/31/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	235,364.77	93.14	(6,635.81)	1,800.68	2,255.48
Cadence Bank SPLOST Acct	0.00	0.00	0.00	249,926.98	0.00
Persons/Bank of Perry Merchant Acct	181,542.12	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	29,453.16
Unemployment CD 1	8,328.65	0.00	0.00	0.00	0.00
Unemployment CD 2	7,628.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	434,039.78	93.14	(6,635.81)	251,727.66	31,708.64
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	4,869.24
Unassigned Fund Balance	140,700.55	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	396,893.44	93.14	0.00	175,337.98	31,708.64
Current YTD Change	(a) 37,146.34	0.00	(b) (6,635.81)	(c) 76,389.68	0.00
Total Fund Balance	434,039.78	93.14	(6,635.81)	251,727.66	31,708.64
Total Liabilities and Ending Fund Balance	434,039.78	93.14	(6,635.81)	251,727.66	31,708.64

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	483,700.00	829,200.00	(41.67)%
Library Generated Revenue	24,735.56	80,000.00	(69.08)% (1)
Donations	2,076.30	1,000.00	107.63%
Other Grants	0.00	1,186.53	(100.00)% (2)
Other Income	5,031.00	8,600.00	(41.50)%
Total Revenues	515,542.86	919,986.53	(43.96)%
Expenditures			
Salaries and Wages	236,825.26	437,479.78	45.87%
Benefits and FICA	86,603.54	187,344.51	53.77%
Professional Services	1,217.20	26,960.00	95.49%
Copiers and Equipment	5,103.39	11,300.00	54.84%
Utilities	47,494.23	91,350.00	48.01%
Insurance	30,904.20	32,094.00	3.71%
Maintenance & Repairs	42,897.96	84,300.00	49.11%
Materials	156.72	2,000.00	92.16%
Motor Vehicle Costs	428.49	3,000.00	85.72%
Other Purchased Services	1,567.00	6,500.00	75.89%
Supplies	12,315.26	29,200.00	57.82%
Technology & Telecommunications	7,969.16	15,600.00	48.92%
Travel and Training	554.63	600.00	7.56%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	2,604.48	6,250.00	58.33%
Total Expenditures	478,396.52	936,378.29	48.91)% (3)
Net Revenue Over Expenditures - Surplus/(Deficit)	37,146.34	(16,391.76)	(326.62)%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund

310 - State Grants

From 7/1/2020 Through 1/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	210,190.49	404,037.25	(47.98)%
Total Revenues	<u>210,190.49</u>	<u>404,037.25</u>	<u>(47.98)%</u>
Expenditures			
Salaries and Wages	123,338.38	216,042.65	42.91%
Benefits and FICA	44,500.53	73,614.35	39.55%
Copiers and Equipment	9,299.66	30,184.66	69.19%
Utilities	0.00	10,000.00	100.00%
Maintenance & Repairs	10,654.89	10,655.00	0.00%
Materials	28,440.47	55,275.00	48.55%
Supplies (for VRPs specifically)	592.37	1,524.59	61.15%
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>216,826.30</u>	<u>397,496.25</u>	<u>45.45%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(6,635.81)</u>	<u>6,541.00</u>	<u>(201.45)%</u>

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

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)%
Library Generated Revenue	97.82	0.00	0.00%
Total Revenues	135,097.82	235,000.00	(42.51)%
Expenditures			
Professional Services	0.00	4,500.00	100.00%
Copiers and Equipment	0.00	40,000.00	100.00%
Maintenance & Repairs	10,654.88	80,500.00	86.76% ①
Materials	44,981.62	106,500.00	57.76% ②
Supplies	3,071.64	10,000.00	69.28%
Total Expenditures	58,708.14	241,500.00	75.69%
Net Revenue Over Expenditures - Surplus/(Deficit)	76,389.68	(6,500.00)	(1,275.23)%

Director's report

The HVAC work at Centerville has been completed.

**

Julie Walker, our state librarian, along with a library director who is the President of our lobbying group visited legislators and senators at the state capital recently. She emailed us the following :

The legislature has passed the FY21 amended budget today. An additional \$539,170 was included to raise the materials grant to \$.40 per capita. This is specifically noted as a temporary increase, so we will need to continue to advocate for materials funding in the FY22 budget. Expect to hear from us soon on the timing for this additional funding to be included in your allocations.

(P.S. – I plan to spend the additional funds on ebooks and eaudios in GADD)

**

On February 20th, Georgia Public Broadcasting and Georgia Public Libraries will celebrate “Be My Neighbor” Day with Daniel Tiger.

We have started planning for the summer with a lot of flexibility.

Nola Brantley Library was recognized for their Census partnering efforts. Kudos!

Houston County Public Library System Circulation Report - Jan 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	9,319	4,746	7,635	21,700
Non-Print items	2,311	2,251	2,383	6,945
Check Out Totals	11,630	6,997	10,018	28,645
In-Library Use				
Internet Computers	1,000	1,021	555	2,576
Technology Equipment	4	6	6	16
Children's Computers	0	0	0	0
WiFi Sign-ins	42	43	50	135
In-Library Use Totals	1,046	1,070	611	2,727
Total Circulation	12,676	8,067	10,629	31,372
Reference				
Reference Asked	278	315	292	885

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	35,187
Adult programs							New Patrons	117
YA Programs								
Children (Ages 0-11)	4	295	4	116				
Children (All)/Foreign Language					8	422		
Meeting Room							Total Door Count	
Door Count		3,037		2,866	1300	2,711	8,614	

New Items Added		Transits		Volunteer Hours	
Centerville	282	Centerville	4,744	Centerville	0
Nola Brantley	296	Nola Brantley	3,125	Nola Brantley	0
Perry	113	Perry	4,046	Perry	0
Total Added	691	Total Transits	11,915	Total Volunteer Hours	0

CENTERVILLE BRANCH - Jan 2021											
CIRCULATION					PINES Cards			Door Count			
Print					New Patrons		38		3037		
Adult Non-Fiction		925		Active Patrons		14,943					
Adult Fiction		2,738		Items Added						282	
Young Adult		529		Reference Questions Asked						278	
Junior Non-Fiction		847		Self Check-outs			%		Self-Checkout Computers were temporarily removed.		
Junior Fiction		1,538		0			0%				
Easy		2,732		TRANSITS							
Magazines		10		Incoming			2,494		Total		
Print Total		9,319		Outgoing			2,250		4,744		
Non Print Material					Technology Equipment						
Kill A Watt Meter				3	Internet Computers		1,000				
Georgia State Park Pass		9			ChromeBook/Projector/Tablet/Harddrive		4				
Parks Discovery Backpack					Children's Computers		0				
Go Fish Pass		4			WiFi Sign-ins		42				
Puppetry Arts Pass					Total		1,046				
Zoo Atlanta DVD		10			VOLUNTEERS		Volunteers		Volunteer Hours		
Carlos Museum					Adult						
Breman Jewish Museum					YA						
Chattahoochee Nature Center		2			Summer Ambassadors						
Macon Museum Pass		1			Total		0		0		
Galileo Sessions		56		PROGRAMS & ATTENDANCE							
eRead Kids		142		Type of Program Total		# of Programs		# Patrons/Views			
Overdrive Audiobook		544		Children's		4		295			
Overdrive eBook		314		Young Adult							
RBDigital Magazines		438		Adult							
Audiobook CD		228		All Ages							
DVD		300		Grand Total		4		295			
Kits				MEETING ROOM							
Music CD				Times Used		Attendees					
Audiobook CD		Easy		0		0					
DVD		36									
Kits		3									
Music CD		Easy		4		43					
Audiobook CD		Juv		8							
DVD		Juv		192							
Kits		Juv		12							
Music CD		Juv		6		218					
Audiobook CD		YA		2							
DVD		YA									
Music CD		YA		2							
Non Print total				2,311							
TOTAL CIRCULATION				11,630							

		NOLA BRANTLEY - Jan 2021			
CIRCULATION			PINES Cards		Door Count
Print			New Patrons	40	2866
Adult Non-Fiction	716		Active Patrons	11,932	
Adult Fiction	1,483				
Young Adult	329		Items Added	296	
Junior Non-Fiction	425		Reference Questions Asked		315
Junior Fiction	718		Self Check-outs	%	Self-Checkout temporarily removed.
Easy	1,073		0	0%	
Magazines	2		TRANSITS		
Print Total	4,746		Incoming	1,602	Total
Non Print		Outgoing	1,523	3,125	
Kill A Watt Meter		1,352	Technology Equipment		
Georgia State Park Pass			Internet Computers	1,021	
Parks Discovery Backpack			ChromeBook/Projector/Tablet/Harddrive	6	
Go Fish Pass			Children's Computers	0	
Puppetry Arts Pass			WiFi Sign-ins	43	
Zoo Atlanta DVD			Total	1,070	
Carlos Museum			VOLUNTEERS	Volunteers	Volunteer Hours
Breman Jewish Museum			Adult		
Chattahoochee Nature Center			YA		
Macon Museum Pass			Summer Ambassadors		
Galileo Sessions			Total	0	0
eRead Kids			PROGRAMS & ATTENDANCE		
Overdrive Audiobook			Type of Program Total	# of Programs	# Patrons/Views
Overdrive eBook			Children's	4	116
RBDigital Magazines			Young Adult		
Audiobook CD		Adult			
DVD		All Ages			
Kits		Grand Total	4	116	
Music CD		MEETING ROOM			
Audiobook CD		Times Used	Attendees		
DVD		0	0		
Kits					
Music CD					
Audiobook CD					
DVD					
Kits					
Music CD					
Audiobook CD					
DVD					
Music CD					
Non Print Total		2,251			
TOTAL CIRCULATION		6,997			

PERRY - Jan 2021						
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	39	2711
Adult Non-Fiction	835			Active Patrons	8312	
Adult Fiction	2,491					
Young Adult	381					
Junior Non-Fiction	568					
Junior Fiction	1,135					
Easy	2,225					
Magazines	0					
Print Total	7,635			TRANSITS		
Non Print Material				Incoming	2,202	Total
Kill A Watt Meter		6		Outgoing	1,844	4,046
Georgia State Park Pass				Technology Equipment		
Parks Discovery Backpack				Internet Computers	555	
Go Fish Pass				ChromeBook/Projector/Tablet/Harddrive	6	
Puppetry Arts Pass				Children's Computers	0	
Zoo Atlanta DVD	8			WiFi Sign-ins	50	
Carlos Museum				Total	611	
Breman Jewish Museum				VOLUNTEERS	Volunteers	Volunteer Hours
Chattahoochee Nature Center				Adult		
Macon Museum Pass	1			YA		
Galileo Sessions	56			Summer Ambassadors		
eRead Kids	141			Total	0	0
Overdrive Audiobook	544			PROGRAMS & ATTENDANCE		
Overdrive eBook	313			Type of Program Total	# of Programs	# Patrons/Views
RBDigital Magazines	282			Children's	8	422
Audiobook CD	Adult			Young Adult		
DVD	Adult			Adult		
Kits	Adult	All Ages				
Music CD	Adult	Grand Total	8	422		
Audiobook CD	Easy	MEETING ROOM				
DVD	Easy	Times Used	Attendees			
Kits	Easy	0	0			
Music CD	Easy					
Audiobook CD	Juv					
DVD	Juv					
Kits	Juv					
Music CD	Juv					
Audiobook CD	YA					
DVD	YA					
Music CD	YA					
Non Print Total			2,383			
TOTAL CIRCULATION			10,018			