

AGENDA

HOUSTON COUNTY PUBLIC LIBRARY BOARD

February 9, 2023 – Perry Branch – Perry, 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

* 2023-2024 Budget presented to whole board for approval*
8. Old Business

* Nomination and election of new officers*
9. New Business
10. *Adjournment*

means a board vote is required

**

The next meeting is :

March 9th, 2023 at Nola Brantley Memorial Library.

New officers take office / Personnel committee meets to discuss Director's
annual evaluation

Houston County Public Library System Board of Trustees
Minutes- January 12, 2023, Centerville Branch, Centerville, Georgia

The Houston County Public Library System Board met in regular session on January 12, 2023. Board members attending were Daniel Bibler, Denisa Davis, Jean Jones, Linda Jones, Julie Layne, Jim Newton, George Nunn, Wilhemenia Jackson Sibley and Emily Silva. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the December 8, 2022 meeting. On a motion by Silva and a second by Layne, the minutes were approved.

Public Comments. None.

Trustee Comments. None.

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

Director's report – Presented at meeting.

Committee Reports – None.

Old Business – None.

New Business – None.

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

The board adjourned at 6:07 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 1/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	266,778.10	17,944.37	18,570.37	46,986.37	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,784.04	0.00
Morris Bank Merchant Acct	247,720.12	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	523,469.19	17,944.37	18,570.37	174,770.41	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	33,947.28	(19,864.23)	18,570.37	(43,673.23)	0.00
Total Fund Balance	523,469.19	17,944.37	18,570.37	174,770.41	32,349.97
Total Liabilities and Ending Fund Balance	523,469.19	17,944.37	18,570.37	174,770.41	32,349.97

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

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	521,083.31	889,000.00	(41.39)%
Library Generated Revenue	42,856.79	70,700.00	(39.38)%
Donations	3,680.66	1,040.00	253.91%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>7,965.89</u>	<u>9,000.00</u>	<u>(11.49)%</u>
Total Revenues	<u>595,857.48</u>	<u>990,010.00</u>	<u>(39.81)%</u>
Expenditures			
Salaries and Wages	267,469.30	493,455.80	45.80%
Benefits and FICA	94,747.35	188,628.80	49.77%
Professional Services	8,704.40	23,000.00	62.15%
Copiers and Equipment	7,051.98	8,000.00	11.85%
Utilities	46,505.90	77,000.00	39.60%
Insurance	37,590.00	35,000.00	(7.40)%
Maintenance & Repairs	43,278.41	77,600.00	44.23%
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	699.24	3,000.00	76.69%
Other Purchased Services	6,155.16	8,200.00	24.94%
Supplies	13,719.57	24,600.00	44.23%
Technology & Telecommunications	9,983.13	20,000.00	50.08%
Travel and Training	726.77	800.00	9.15%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>5,428.22</u>	<u>6,250.00</u>	<u>13.15%</u>
Total Expenditures	<u>561,910.20</u>	<u>986,534.60</u>	<u>43.04%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>33,947.28</u></u>		

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

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>19,864.23</u>	<u>30,276.00</u>	<u>34.39%</u>
Total Expenditures	<u>19,864.23</u>	<u>30,276.00</u>	<u>34.39%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>(19,864.23)</u></u>		

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

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	280,408.68	466,432.31	(39.88)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>280,408.68</u>	<u>467,932.31</u>	<u>(40.07)%</u>
Expenditures			
Salaries and Wages	133,899.38	230,979.09	42.03%
Benefits and FICA	47,930.02	79,704.90	39.87%
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	44,536.86	98,590.00	54.83%
Supplies	951.63	1,500.00	36.56%
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>	<u>0.00%</u>
Total Expenditures	<u>261,838.31</u>	<u>467,932.30</u>	<u>44.04%</u>

18,570.37

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 1/31/2023

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	87.55	0.00	0.00%
Other Revenue	<u>12.27</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,099.82</u>	<u>160,000.00</u>	<u>(49.94)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	75,227.24	60,000.00	(25.38)%
Materials	45,191.04	87,000.00	48.06%
Supplies	1,924.45	10,000.00	80.76%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>123,773.05</u>	<u>160,000.00</u>	<u>22.64%</u>

(43,673.23)

Net Revenue Over Expenditures -
 Surplus/(Deficit)

Director's report - February, 2023

Kudos to Ms. Cynthia Spratling for her ninth successfully completed financial audit. Again, this year, there were no findings. A copy has been given to County Administrator Robbie Dunbar.

Ms. Judith Malone has been selected for two prestigious continuing education experiences. One is the CVIOG {Carl Vinson Institute of Government} Library Financial Management Certification Program.

The Financial online certification program is comprised of six courses:

- Budgeting for Libraries
- Governmental Accounting for Libraries
- Internal Control for Libraries
- Purchasing
- Payroll Administration
- Financial Policies

The other is a three day online class at The Futures School specifically designed for libraries. This program emerged from a growing realization among leaders and organizations that success in the 21st century landscape of rapid change means we must embrace new pathways to the future. Strategic foresight is a framework that creates multiple future scenarios, envisioning outcomes and evaluating current and pending strategies to support decision making and action in the present against a suite of possible futures. Participants will work with a library-specific focal issue to produce multiple scenarios for libraries 10-15 years in the future. Library staff will develop the skills to identify and capitalize on emerging trends, weak signals, and changing patterns through tangible models and reusable templates that allow them to apply their learnings immediately.

Neither requires travel, just scheduling and a lot of study. Congrats to Ms. Malone for her successful application and acceptance.

The Youth specialists attended a performers showcase and have begun planning for 2023 summer Vacation Reading Program. Paulk has begun contacting potential sponsors for reading incentives.

Staff at Perry will be assisting the Georgia Heirs Property Law Center staff. That staff provides many legal services to low-income Georgians regarding property. The library provides a location for a Perry woman ; library staff act as notaries and the Law Center Staff assists her in creating an estate plan.

Speed bumps were purchased for the Nola Brantley parking lot and installed by the county. MGSU will contribute to the cost.

A landscaping refresh was done at Perry and Centerville in the form of trimming the crepe myrtles by Georgia Roots.

The boiler at Perry had some corroded pipes and those were replaced by Hays Plumbing.

As part of the overall weeding schedule for the libraries and after consulting with other library directors, the reference collections at all 3 locations are going to be sharply reduced. Some items will remain as reference,

some will go to local history, some will be transferred to circulating collections and the remainder will be discarded.

Staffing

New part-time staff are : Michaila Landa at Centerville (who replaced Stephanie Webb) and Tanya Dettmer at Perry (who is replacing Rachel Breland).

Also, Dixie Henning (Head of IT) has given notice of retirement. Rachel Breland has been selected as the new Head of IT and will begin on February 16, 2023. Ms. Breland graduated in December from Middle GA State University with a Bachelors degree (Summa Cum Laude) in Information Technology with a concentration in Cyber Security. She has worked in Perry as a Circulation Assistant since Spring of 2021.

***The next meeting is : March 9th, 2023 at Nola Brantley. New officers take office and the Personnel committee meets to discuss Director's annual evaluation.

Houston County Public Library System Circulation Report - January 2023

Circulations	Centerville		Nola Brantley		Perry		Houston Totals	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance
Check outs								
Print items		10,638	5,061	8,704			24,403	
Non-Print items		2,750	2,635	2,784			8,169	
Check Out Totals		13,388	7,696	11,488			32,572	
In-Library Use								
Internet Computers		1,288	1,072	685			3,045	
Technology Equipment		8	10	4			22	
Children's Computers		53	54	113			220	
WiFi Sign-ins		268	150	215			633	
Notary Public Service		23	16	33			72	
Reference Asked		293	438	412			1143	
In House OPAC/KPAC Use		289	204	169			662	
In-Library Use Totals		1,617	1,286	1,017			5,797	
Total Circulation		15,005	8,982	12,505			38,369	
Programs & Attendance								
		Centerville		Nola Brantley		Perry		Total Patron Count
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	38,577
Adult programs							New Patrons	211
YA Programs	1	17	4		3	25		
Children (Ages 0-11)	21	472	20	381	12	492		
All Ages	1	15	4	63	8	235		
Meeting Room	26	140	15	88	24	156		
Study Room								
Door Count		3,307		4,189		4,491		Total Door Count
								11,878
New Items Added								
		Transits		Transits		Volunteer Hours		
Centerville	172	Centerville	5,035	Centerville			43	
Nola Brantley	406	Nola Brantley	3,877	Nola Brantley			2.5	
Perry	196	Perry	4,491	Perry			56	
Total Added	774	Total Transits	13,403	Total Volunteer Hours			101.5	

CENTERVILLE BRANCH - January 2023									
CIRCULATION				PINES Cards			Door Count		
Print				New Patrons	86		3307		
Adult Non-Fiction	1,045			Active Patrons	16,557				
Adult Fiction	2,967			Notary Public Service			23		
Young Adult	571			Items Added			172		
Junior Non-Fiction	1,004			Reference Questions Asked			293		
Junior Fiction	1,468								
Easy	3,571								
Magazines	12								
Print Total	10,638								
Non Print Material				TRANSITS					
Kanopy Streaming	31			Incoming	2,447		Total		
Georgia State Park Pass	5			Outgoing	2,588		5,035		
Parks Discovery Backpack				Technology Equipment					
Go Fish Pass	3			Internet Computers			1,288		
Puppetry Arts Pass				ChromeBook/Projector/Tablet/Harddrive			8		
Zoo Atlanta DVD	6			Children's Computers			53		
Carlos Museum	1			WiFi Sign-ins			268		
Breman Jewish Museum				Total			1,617		
Chattahoochee Nature Center	2			VOLUNTEERS			Volunteers	Volunteer Hours	
Macon Museum Pass	3			Adult			2		37
Galileo Sessions	27			YA			3		6
eRead Kids	14			Summer Ambassadors					
GADD Audiobook	991			Total			5		43
GADD eBook	683			PROGRAMS & ATTENDANCE					
GADD Magazines	131			Type of Program Total			# of Programs	# Patrons/Views	
Audiobook CD	Adult	191		Children's			21		472
DVD	Adult	305		Young Adult			1		17
Kits	Adult			Adult					
Music CD	Adult	496		All Ages			1		15
Audiobook CD	Easy			Grand Total			23		504
DVD	Easy	60		MEETING ROOM					
Kits	Easy	7		Times Used			Attendees		
Music CD	Easy	67		26			140		
Audiobook CD	Juv	7		In-House OPAC/KPAC Use			289		
DVD	Juv	256		Videogame			12		
Kits	Juv	10		Alliance Theatre Pass			1		
Music CD	Juv	1		Kill-A-Watt Power Meter					
Audiobook CD	YA	2							
DVD	YA	1							
Music CD	YA	3							
Non Print total				2,750					
TOTAL CIRCULATION				13,388					

NOLA BRANTLEY - January 2023

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	50	4189
Adult Non-Fiction	732		Active Patrons	12,589	
Adult Fiction	1,716		Notary Public Service	16	
Young Adult	239		Items Added	406	
Junior Non-Fiction	407		Reference Questions Asked		438
Junior Fiction	625				
Easy	1,341		TRANSITS		
Magazines	1		Incoming	1,919	Total
Print Total	5,061		Outgoing	1,958	3,877
Non Print			Technology Equipment		
Kanopy Streaming		31	Internet Computers		1,072
Georgia State Park Pass			ChromeBook/Projector/Tablet/Harddrive		10
Parks Discovery Backpack			Children's Computers		54
Go Fish Pass			WiFi Sign-ins		150
Puppetry Arts Pass			Total		1,286
Zoo Atlanta DVD		4	VOLUNTEERS		
Carlos Museum				#of Volunteers	Volunteer Hours
Breman Jewish Museum			Adult	1	2.5
Chattahoochee Nature Center			YA		
Macon Museum Pass		2	Summer Ambassadors		
Galileo Sessions		26	Total	1	2.5
eRead Kids		13	PROGRAMS & ATTENDANCE		
GADD Audiobook		991	Type of Program Total	# of Programs	# Patrons/Views
GADD eBook		683	Children's	20	381
GADD Magazines		131	Young Adult		
Audiobook CD	Adult	90	Adult	4	24
DVD	Adult	486	All Ages	4	63
Kits	Adult	1	Grand Total	28	468
Music CD	Adult	21	MEETING ROOM		
Audiobook CD	Easy		Times Used	Attendees	
DVD	Easy	30	15	88	
Kits	Easy	5	In-House OPAC/KPAC Use	204	
Music CD	Easy		Videogames	7	
Audiobook CD	Juv	5	Alliance Theatre Pass		
DVD	Juv	104	Kill-A-Watt Power Meter		
Kits	Juv	4			
Music CD	Juv				
Audiobook CD	YA				
DVD	YA	1			
Music CD	YA				
		1	STUDY ROOMS		
Non Print Total			Times Used		
2,635			37		
TOTAL CIRCULATION			7,696		

