

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD

January 13<sup>th</sup> 2022 – Centerville Branch, Centerville, GA - 6pm

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 –
10. \*Adjournment\*

\*means a board vote is required\*

The January 13th, 2022 meeting will be held at the Centerville Branch.  
*The Finance Committee should plan on meeting at 5:30 pm to discuss the 2022-2023 proposed library budget.*

**Houston County Public Library System Board of Trustees**  
Minutes- December 09, 2021 – Nola Brantley Memorial Library

The Houston County Public Library System Board met in regular session on December 9<sup>th</sup>, 2021. Board members attending were Daniel Bibler, Samantha Hulbert, Jean Jones, Julie Layne, Jim Newton, George Nunn, Jessica Perdue, 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 November 19, 2021 meeting. On a motion by Newton and a second by Yates, the minutes were approved.

**Public Comments.** None.

**Trustee Comments.** Yates spoke on the results of the recent Friends of the Library booksale.

**Treasurer's report** – Financials for the months of October were presented by Layne. On a motion by Yates and a second by Silva, the report was accepted as presented.

**Director's report** – Presented at meeting.

**Committee Reports** – None.

**New Business** – None.

**Adjournment** – Bibler called for a motion to adjourn. On a motion by Hulbert and a second by Yates, the motion passed.

The board adjourned by 6:16 pm.

Respectfully submitted - J. Sara Paulk

Vice-Library Board Chair – Daniel Bibler

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
100 - General  
From 7/1/2021 Through 12/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	427,099.98	854,200.00	(50.00)%
Library Generated Revenue	34,282.90	70,700.00	(51.51)%
Donations	6,097.64	1,040.00	486.31%
Other Income	4,531.33	9,000.00	(49.65)%
Total Revenues	472,011.85	934,940.00	(49.51)%
Expenditures			
Salaries and Wages	208,803.08	468,813.00	55.46%
Benefits and FICA	75,023.40	184,828.05	59.41%
Professional Services	5,196.85	21,000.00	75.25%
Copiers and Equipment	2,261.87	8,000.00	71.73%
Utilities	41,989.70	80,000.00	47.51%
Insurance	33,841.00	35,000.00	3.31%
Maintenance & Repairs	40,478.55	76,000.00	46.74%
Materials	1,483.65	1,000.00	(48.37)%
Motor Vehicle Costs	1,616.47	3,000.00	46.12%
Other Purchased Services	3,477.27	6,500.00	46.50%
Supplies	7,868.08	26,300.00	70.08%
Technology & Telecommunications	7,038.90	17,000.00	58.59%
Travel and Training	175.00	750.00	76.67%
Dues & Memberships	1,455.00	1,800.00	19.17%
Miscellaneous	2,599.11	6,000.00	56.68%
Total Expenditures	433,307.93	935,991.05	53.71%
Net Revenue Over Expenditures - Surplus/(Deficit)	38,703.92	(1,051.05)	(3,782.41)%

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
112 - Friends of the Library  
From 7/1/2021 Through 12/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	2,059.54	0.00	0.00%
Total Expenditures	2,059.54	0.00	0.00%
Net Revenue Over Expenditures - Surplus/(Deficit)	(2,059.54)	0.00	0.00%

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
200 - Federal Grants  
From 7/1/2021 Through 12/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Federal Grants	0.00	10,970.49	(100.00)%
Total Revenues	0.00	10,970.49	(100.00)%
Expenditures			
Copiers and Equipment	0.00	8,306.00	100.00%
Technology & Telecommunications	2,664.49	2,664.49	0.00%
Total Expenditures	2,664.49	10,970.49	75.71%
Net Revenue Over Expenditures - Surplus/(Deficit)	(2,664.49)	0.00	0.00%

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
310 - State Grants  
From 7/1/2021 Through 12/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	183,600.06	382,700.00	(52.03)%
Total Revenues	183,600.06	382,700.00	(52.03)%
Expenditures			
Salaries and Wages	106,219.04	215,979.09	50.82%
Benefits and FICA	38,783.06	75,213.91	48.44%
Copiers and Equipment	0.00	0.00	0.00%
Utilities	0.00	10,995.00	100.00%
Maintenance & Repairs	0.00	14,000.00	100.00%
Materials	39,266.54	65,012.00	39.60%
Supplies	35.75	1,500.00	97.62%
Travel and Training	76.16	0.00	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	184,380.55	382,700.00	51.82%
Net Revenue Over Expenditures - Surplus/(Deficit)	(780.49)	0.00	0.00%

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
390 - SPLOST  
From 7/1/2021 Through 12/31/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	62,500.00	125,000.00	(50.00)%
Library Generated Revenue	89.89	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	<u>62,589.89</u>	<u>125,000.00</u>	<u>(49.93)%</u>
Expenditures			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	0.00	10,000.00	100.00%
Maintenance & Repairs	51,270.50	69,000.00	25.69%
Materials	37,869.80	80,000.00	52.66%
Supplies	1,536.05	10,000.00	84.64%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	<u>90,676.35</u>	<u>170,000.00</u>	<u>46.66%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(28,086.46)</u>	<u>(45,000.00)</u>	<u>(37.59)%</u>

# Houston County Public Library System

## Balance Sheet by Fund

As of 12/31/2021

	General	Friends of the Library	Federal Grants	State Grants	SPLOST	Permanent/Lo... Investments
Assets						
Cadence Bank Operating Acct	269,028.74	(1,966.40)	(2,664.49)	(780.49)	(17,888.71)	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	0.00	262,615.20	0.00
Persons/Bank of Perry Merchant Acct	208,560.67	0.00	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 2	7,754.35	0.00	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>486,519.76</u>	<u>(1,966.40)</u>	<u>(2,664.49)</u>	<u>(780.49)</u>	<u>244,726.49</u>	<u>32,329.19</u>
Liabilities						
	0.00	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>	<u>0.00</u>
Fund Balance						
Beginning Fund Balance						
Nonspendable Fund Balance	0.00	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	0.00
Assigned Fund Balance - Donations	22,146.00	0.00	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	0.00
Restricted Fund Balance	0.00	93.14	0.00	0.00	272,812.95	5,489.79
Unassigned Fund Balance	194,493.84	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>447,815.84</u>	<u>93.14</u>	<u>0.00</u>	<u>0.00</u>	<u>272,812.95</u>	<u>32,329.19</u>
Current YTD Change	38,703.92	(2,059.54)	(2,664.49)	(780.49)	(28,086.46)	0.00
Total Fund Balance	<u>486,519.76</u>	<u>(1,966.40)</u>	<u>(2,664.49)</u>	<u>(780.49)</u>	<u>244,726.49</u>	<u>32,329.19</u>
Total Liabilities and Ending Fund Balance	<u><u>486,519.76</u></u>	<u><u>(1,966.40)</u></u>	<u><u>(2,664.49)</u></u>	<u><u>(780.49)</u></u>	<u><u>244,726.49</u></u>	<u><u>32,329.19</u></u>



Director's report - January, 2022

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S&W is nearly finished at Nola Brantley on the interior renovation project.

The Centerville doors are scheduled to be installed soon.

The replacement of the flooring in Perry was completed on schedule.

All three branches will be closed on Friday – January 14<sup>th</sup> for staff training, on Saturday, January 15<sup>th</sup> for PINES upgrade and on Monday, January 17<sup>th</sup> for observation of Martin Luther King, Jr. federal holiday.

The PINES upgrade will include borrowing AV from outside the county, single word “Did you mean” and geolocating, i.e. what is the closed location to me for this item?

A small change you may notice is that there are new public photocopiers at Centerville and Nola Brantley. State funds were used to replace those two machines and the older machines will be available for staff to use.

Also, after talking with all staff, the self-service computers are being removed as they had very light use and were hard to use and finicky.

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Staff changes - None.

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The next meeting is February 10<sup>th</sup>, 2022 at the Perry Branch

\*\*      Nomination and election of new officers / ## Budget presented to whole board for approval

2022-2023 Budget  
Houston County Public Library System

Revenues		Local Revenues	Friends of Library	State Revenues	Splost	Total Budget
	County Commissioners	853,000.00		-	160,000.00	1,013,000.00
	Board of Education	1,200.00		-	-	1,200.00
	Copiers	35,000.00		-	-	35,000.00
	Fines & Fees	35,700.00		-	-	35,700.00
	Other (Dino / Donations)	1,039.57				1,039.57
	Friends of the Library					-
	State SSG Grant	-		10,995.00	-	10,995.00
	State salary and benefit grant	-		291,193.00	-	291,193.00
	State Materials Grant	-		65,012.00	-	65,012.00
	State LIBTECH -Technology funds					-
	State Internet Technology reimbursement			9,000.00		9,000.00
		-			-	-
	<b>Total Revenue for Operating</b>	<b>925,939.57</b>	<b>-</b>	<b>376,200.00</b>	<b>160,000.00</b>	<b>1,462,139.57</b>
<b>Expenditures</b>						
Payroll *	Salaries & Wages	485,284.40		197,500.00	-	682,784.40
	Salaries & Wages - support staff			18,479.09		18,479.09
Benefits *	Health Ins., Retirement & Taxes	167,865.30		75,213.90		243,079.20
Professional Services	Auditor / Accounting Software / Collections	21,000.00		-		21,000.00
Copiers & Equipment	Copies over contract amount / Expendible equip	8,000.00				8,000.00
Utilities	Electric, Gas, Sewer, Water & Garbage	80,000.00		10,995.00	-	90,995.00
Insurance	Covers the Board & the 3 Libraries & truck	35,000.00		-	-	35,000.00
Maintenance & Repairs	for the 3 Libraries & Lawns - Jani King all 3 buildings *	74,000.00		-		74,000.00
Buildings	Major improvements (CV LED replacement / matching state funds)				60,000.00	60,000.00
Materials	for all 3 Branches (including ebooks)			65,012.01	90,000.00	155,012.01
Motor Vehicle Costs	Gas, Oil & Maintenance	3,423.55		-	-	3,423.55
Purchased Services	VRP	6,500.00		-	-	6,500.00
Supplies	for the 3 Libraries	26,312.44		-	10,000.00	36,312.44
Other Operating Expense	Reimbursements, City of Perry Fire service	6,250.00		-	-	6,250.00
Technology	Computer management software	7,000.00				7,000.00
Telecommunications	Telephone & Internet	7,000.00		9,000.00	-	16,000.00
Training & Travel & Dues	Staff travel & Training / Dues-Ga Council	2,303.88			-	2,303.88
	<b>Sub total expenditures</b>	<b>929,939.57</b>	<b>-</b>	<b>376,200.00</b>	<b>160,000.00</b>	<b>1,466,139.57</b>
	<b>Total Net Revenues over expenditures</b>	<b>(4,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,000.00)</b>
						-
	<b>Net difference</b>	<b>(4,000.00)</b>	<b>-</b>	<b>-</b>		<b>(4,000.00)</b>

\* - Funds shifted from benefits to payroll re-agreement with county

\* - Employers retirement contribution raised by 0.17%

\* - Janitorial services and yard maintenance contracts increased

			<b>1,466,139.57</b>
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## Houston County Public Library System Circulation Report -December 2021

<b>Circulations</b>	<b>Centerville</b>	<b>Nola Brantley</b>	<b>Perry</b>	<b>Houston Totals</b>				
Check outs								
Print items	10,285	5,017	7,583	22,885				
Non-Print items	2,428	2,371	2,245	7,044				
Check Out Totals	12,713	7,388	9,828	29,929				
In-Library Use								
Internet Computers	1,105	920	592	2,617				
Technology Equipment	7	5	8	20				
Children's Computers	28	15	106	149				
WiFi Sign-ins	190	85	67	342				
Notary Public Service	23	10	32	65				
Reference Asked	192	178	326	696				
In House OPAC/KPAC Use	214	104	136	454				
In-Library Use Totals	1,330	1,025	773	4,343				
<b>Total Circulation</b>	<b>14,043</b>	<b>8,413</b>	<b>10,601</b>	<b>34,272</b>				
<b>Programs &amp; Attendance</b>	<b>Centerville</b>		<b>Nola Brantley</b>		<b>Perry</b>		<b>Total Patron Count</b>	
	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b>Active Patrons</b>	<b>34,196</b>
Adult programs					15	436	New Patrons	161
YA Programs					1	6		
Children (Ages 0-11)	20	332	17	43				
All Ages	5	251	6	60	4	284		
Meeting Room	13	126	14	97	2	23	<b>Total Door Count</b>	
Door Count		3,539		3,578	1500	3,446	<b>10,563</b>	
<b>New Items Added</b>		<b>Transits</b>		<b>Volunteer Hours</b>				
Centerville	184	Centerville	4,858	Centerville	59			
Nola Brantley	321	Nola Brantley	3,664	Nola Brantley	6			
Perry	231	Perry	3,671	Perry	15			
<b>Total Added</b>	<b>736</b>	<b>Total Transits</b>	<b>12,193</b>	<b>Total Volunteer Hours</b>	<b>80</b>			

CENTERVILLE BRANCH - December 2021									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		85	3539	
Adult Non-Fiction		982			Active Patrons		14,559		
Adult Fiction		2,888			Notary Public Service		23		
Young Adult		625			Items Added		184		
Junior Non-Fiction		883			Reference Questions Asked		192		
Junior Fiction		1,636			Self Check-outs		%		
Easy		3,255			16		0.2		
Magazines		16							
Print Total		10,285							TRANSITS
Non Print Material					Incoming		2,360	Total	
					Outgoing		2,498	4,858	
					Technology Equipment				
					Internet Computers		1,105		
					ChromeBook/Projector/Tablet/Harddrive		7		
					Children's Computers		28		
					WiFi Sign-ins		190		
					Total		1,330		
					VOLUNTEERS		# of Volunteers	Volunteer Hours	
					Adult		2	28.5	
					YA		9	30.5	
					Summer Ambassadors				
					Total		11	59	
					PROGRAMS & ATTENDANCE				
					Type of Program Total		# of Programs	# Patrons/Views	
					Children's		20	332	
					Young Adult				
					Adult				
					All Ages		5	251	
					Grand Total		25	583	
Times Used		Attendees							
13		126							
In-House OPAC/KPAC Use		214							

NOLA BRANTLEY - December 2021						
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	41	3578
Adult Non-Fiction	695			Active Patrons	11,412	
Adult Fiction	1,689			Notary Public Service	10	
Young Adult	269			Items Added	321	
Junior Non-Fiction	413			Reference Questions Asked	178	
Junior Fiction	788			Self Check-outs	%	
Easy	1,159			49	1.23	
Magazines	4			TRANSITS		
Print Total	5,017			Incoming	1,769	Total
Non Print				Outgoing	1,595	3,364
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass		5		Internet Computers	920	
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive	5	
Go Fish Pass				Children's Computers	15	
Puppetry Arts Pass				WiFi Sign-ins	85	
Zoo Atlanta DVD		3		Total	1,025	
Carlos Museum				VOLUNTEERS	#of Volunteers	Volunteer Hours
Breman Jewish Museum				Adult	1	6
Chattahoochee Nature Center				YA		
Macon Museum Pass		3		Summer Ambassadors		
Galileo Sessions		47		Total	1	6
eRead Kids		10		PROGRAMS & ATTENDANCE		
GADD Audiobook		801		Type of Program Total	# of Programs	# Patrons/Views
GADD eBook		547		Children's	17	43
GADD Magazines		88	1,504	Young Adult		
Audiobook CD	Adult	127		Adult		
DVD	Adult	570		All Ages	6	60
Kits	Adult	1		Grand Total	23	103
Music CD	Adult		698	MEETING ROOM		
Audiobook CD	Easy			Times Used	Attendees	
DVD	Easy	22		14	97	
Kits	Easy	5		In-House OPAC/KPAC Use	104	
Music CD	Easy		27			
Audiobook CD	Juv	7				
DVD	Juv	121				
Kits	Juv	8				
Music CD	Juv		136			
Audiobook CD	YA	6				
DVD	YA					
Music CD	YA		6			
Non Print Total			2,371			
TOTAL CIRCULATION			7,388			

**PERRY BRANCH -December 2021**

CIRCULATION				PINES Cards		Door Count
<b>Print</b>				New Patrons	35	3446
Adult Non-Fiction	874			Active Patrons	8225	
Adult Fiction	2,383			Notary Public Service	32	
Young Adult	356			Items Added	231	
Junior Non-Fiction	598			Reference Questions Asked		326
Junior Fiction	1,108			<b>Self Check-ous</b>	%	
Easy	2,256			22	0.77	
Magazines	8			<b>TRANSITS</b>		
<b>Print Total</b>	<b>7,583</b>			Incoming	1,961	<b>Total</b>
<b>Non Print Material</b>				Outgoing	1,710	<b>3,671</b>
Kill A Watt Meter				<b>Technology Equipment</b>		
Georgia State Park Pass		2		Internet Computers		592
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive		8
Go Fish Pass		2		Children's Computers		106
Puppetry Arts Pass		1		WiFi Sign-ins		67
Zoo Atlanta DVD		5		<b>Total</b>		<b>773</b>
Carlos Museum				<b>VOLUNTEERS</b>	# of Volunteers	Volunteer Hours
Breman Jewish Museum				Adult	3	15
Chattahoochee Nature Center				YA		
Macon Museum Pass		3		Summer Ambassadors		
Galileo Sessions		46		<b>Total</b>	<b>3</b>	<b>15</b>
eRead Kids		10		<b>PROGRAMS &amp; ATTENDANCE</b>		
GADD Audiobook		801		Type of Program Total	# of Programs	# Patrons/Views
GADD eBook		548		Children's	15	436
GADD Magazines		89	<b>1,507</b>	Young Adult	1	6
Audiobook CD	Adult	107		Adult		
DVD	Adult	312		All Ages	4	284
Kits	Adult			<b>Grand Total</b>	<b>20</b>	<b>726</b>
Music CD	Adult		<b>419</b>	<b>MEETING ROOM</b>		
Audiobook CD	Easy	3		Times Used	Attendees	
DVD	Easy	74		2	23	
Kits	Easy	9		In-House OPAC/KPAC Use	136	
Music CD	Easy		<b>86</b>			
Audiobook CD	Juv	21				
DVD	Juv	203				
Kits	Juv	8				
Music CD	Juv		<b>232</b>			
Audiobook CD	YA	1				
DVD	YA					
Music CD	YA		<b>1</b>			
<b>Non Print Total</b>			<b>2,245</b>			
<b>TOTAL CIRCULATION</b>			<b>9,828</b>			