

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
June 13, 2024 – Nola Brantley Memorial Library, Warner Robins

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
 Budget adjustments for 2023-2024

 - *State forms :
 #1 – FY2025 Certifications
 - #2 –FY2025 Application for State Aid to Public Libraries
 - #3 –FY2025 Signature Authority
 - #4 - FY2025 Director's Salary

 - *Accounting Firm for Audit selection*
 10. *Adjournment*
 means a board vote is required
- The next meeting *is : August 8, 2024 at the Perry Branch*

Houston County Public Library System Board of Trustees
Minutes- May 9, 2024- Perry Branch, Perry, Georgia

The Houston County Public Library System Board met in regular session on May 9, 2024. Board members attending were Daniel Bibler, Denisa Davis, Johanna Goff, Samantha Hulbert, Linda Jones, Julie Layne, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:03pm.

Minutes – Davis called for the approval of the Minutes from the April 11, 2024 meeting. On a motion by Jones and a second by Goff, the minutes were approved.

Public Comments – None

Trustee Comments – Yates reported sales of a little more than \$64,000 at the recent Friends of the Library Book Sale. Yates also reported that expenses for the event came to around \$15,200 and approximately 4,000 people attended the sale over the course of three days.

Treasurer’s report – Financials for the month of April were presented by Layne. On a motion by Sibley and a second by Silva, the report was accepted as presented.

Director’s Report – Presented at meeting by Paulk.

Committee reports – None

Old Business – Paulk’s annual evaluation was presented at the April meeting. The evaluation as presented needed approval by board members. On a motion by Nunn and a second by Goff, Paulk’s evaluation was approved.

Davis read the Nola Brantley Land agreement with MGSU to board members. It states “The land behind the Nola Brantley Memorial Library belongs to the Houston County Public Library System. An agreement was made with Middle Georgia State University to pave the area for use as a parking lot. Other improvements or changes must be made with the approval of the HCPL Board.”

New Business – Davis called for a motion to approve 2024-2025 Trustee meeting schedule. Silva requested that the October 10th meeting be changed to October 17th. On a motion by Hulbert and a second by Sibley, the motion passed. With that one exception, Bibler made a motion to approve the meeting schedule. A second was made by Perdue and the motion passed.

Paulk presented the Vacation Reading Program summer calendar to board members.

Adjournment – Davis called for a motion to adjourn at 6:35pm. On a motion by Nunn and a second by Yates, the motion passed.

Respectfully submitted

Samantha Hulbert – Secretary

Denisa Davis – Board Chair

Director's report - June, 2024

The Friends of the Library met in June and presented the library with a check for \$37,500.00. Thanks to them for all their hard work with the annual booksale. We will be using the funds for :

Automatically Yours titles for adults and young adults and children ;
Print magazines and newspapers ; support for VRP ;
The Bookpage magazine that patrons pick up ; Staff Day lunch for all and
new this year - Blackstone Unlimited (starting in July).

Our Vacation Reading Program is off and running! We have many days of fun programs still to come and we have had good attendance so far.

Board members George Nunn, Jessica Perdue and Jeff Washington were re-appointed by the County Commissioners. Their terms are from 6/30/2024 to 6/30/2028.

The library received approval from E-Rate funding in the amount of \$31,000.00 for the replacement of three network switches. The overall proposed cost is \$43,329.00. The library's costs (to come out of SPLOST) will be \$12,329.00.

The library also received notification of pending matching funds for the replacement of security cameras at Centerville and Perry. These matching funds came via the Georgia Public Library Service (aka the State Library) from the Georgia Legislature. These MRR (Major Repair and Renovation) grants is a competitive process of matching-funds grants that assists library facilities with deferred maintenance rojects and improvements. The overall proposed cost will be determined after the projects are put out to bid, but based on the Nola Brantley recently completed project, will likely be in the \$60,000 range. We have a commitment from GPLS for \$29,000.00.

A backup server at Nola Brantley is showing severe signs of age and is limping along. Ms. Breland has applied band-aids but a new server may need to be ordered sooner rather than later. This will most likely come under the threshold for the board to approve.

At the Perry branch, some trash was left by the outside bookdrops. Upon security review, we found two culprits. One was a man who left a stack of pizza boxes and the second was a cat who scattered the boxes in search of pizza.

A requirement of state aid is a review of policies on a regular basis. By this time next year, the computer use and the personnel policy need to be reviewed by the board. I have given administrative staff the task of reviewing these policies.

I encourage members of the Personnel policy to meet, review, ask and edit the personnel policy. I can attend any such meetings for informational purposes.

Board members have policies as part of your board documents and it is on the web if you would rather read it that way. Houpl.org -> About -> Policies -
Downdrop menu to get to the Personnel Policy.

Staffing

Heather Tuttle (Nola Brantley) resigned. Brianna Beattie was hired. In anticipation of the two Centerville staff previously mentioned leaving after the summer programs, two new staff members were hired in early May so they can overlap with existing staff before and during VRP. These new employees were Sonya Petrona and Kaitlyn Roberts. They both worked less than a month and then resigned. The positions will be re-advertised in July.

**



FY2025 SIGNATORY AUTHORITY

Form must be updated, board approved, and submitted annually.

Form must be resubmitted immediately upon any change in signatory.

LIBRARY SYSTEM _____

The Library System Board has given signature authority for all contracts and other documents to _____

who holds the position of _____.

This board action was taken on the following date: _____

Library System Board Chairperson's Name

Library System Board Chairperson's Signature

Date



FY2025 Application for State Aid to Public Libraries

Library System

We, the undersigned, as duly authorized representatives of this public library system, make this application for state aid to public library systems to Georgia Public Library Service (GPLS) of the Board of Regents of the University System of Georgia. We agree that:

General

- All information, to the best of our knowledge, that is included on this form and provided through the online Annual Report is correct, complete, and a true reflection of the current status of this Library System.
- The Library System Director and/or staff shall reply to any requests for clarification, further information and/or needed data to complete the timely review of their Annual Report and Application for State Aid.

Library Board

- Each local governmental agency that financially supports the library on a regular basis has at least one representative on the library board.
- All library board members are appointed by local governmental agencies that financially support the library on a regular basis.
- In multi-county library systems, each county is represented on the Library System Board of Trustees.
- Library trustees are appointed to serve staggered terms.

Board Meetings, Minutes, and Financial Reports

- The Library System Board of Trustees shall hold at least four regularly scheduled meetings during Fiscal Year 2025.
- The Library System Director will be notified, in advance, of all committee and board meetings of both the system and any affiliated boards, and the director will attend each meeting or send a representative.
- The minutes of all Library System Board meetings and all meetings of affiliated library boards and committees will be kept on file at the library system office and will be available upon request.
- Interim financial reports will be presented to the Board of Trustees, with the financial statement and balance sheet presented to the board on a quarterly basis at minimum.

Required Documents

The Library System Board of Trustees maintains these documents and updates them at least every five years. To the best of our knowledge, all policies of the Library System Board are in full compliance with all applicable laws, rules and regulations. A current copy of each policy of the Library System Board of Trustees is on file at Georgia Public Library Service of the Board of Regents of the University System of Georgia.

- *Library System Constitution and Bylaws.*
- *Collection Development Policy* – A written statement for developing and maintaining the library's collection of Materials for all libraries within the Library System.
- *Facilities Use Policy* – A policy on the use of the library that, as appropriate, considers any local government policies on the use of public library meeting facilities.
- *Fiduciary Bond/Proof of Insurance*- All required fiduciary bonds and current proof of the bond(s) are submitted with the Annual Report.
- *Gift Policy* – A policy on the administration of gifts and donations of cash, materials, equipment, furniture, art and real estate.
- *Internet Use Policy* – Acceptable Internet use as defined by O.C.G.A. 20.5.5
- *Materials Reconsideration Policy* -- A policy to provide a process for formal requests for reconsideration of a library resource.
- *Personnel Policy* – A comprehensive policy for the personnel of the Library System detailing employment relations.
- *Technology Plan* – A comprehensive plan for all facilities within a Library System showing current and planned deployment of technology and telecommunications.

Library Staff Evaluations and Certifications

- The Library System Board of Trustees supervises the Library System Director and conducts an annual performance evaluation of the Director.
- All staff members in state reimbursed positions receive an annual performance evaluation.
- All staff members in state reimbursed professional librarian positions have a current certificate from the State Board for the Certification of Librarians.

Grant Funds and State Rules and Regulations

- The Library System Board of Trustees certifies the library system will expend all state and federal grant funds only for the purpose for which they are granted.
- The Library System will follow all state grant guidelines including ZBB funding formula guidelines, state-reimbursed position guidelines, policies for Public Library State Grants Program, and state of Georgia e-Verify regulations.

Library Budget

- The Library System Board of Trustees has adopted a balanced budget for Fiscal Year 2025 prior to the beginning of the fiscal year and a current copy is maintained at the Library System Office and will be made available upon request.

- As part of the Fiscal Year 2025 budget, the Library System Board of Trustees has approved the Library Director’s Fiscal Year 2025 salary as a separate action item recorded in the board meeting minutes.
- The Fiscal Year 2025 maintenance of effort (total of all regular local financial support) equals or exceeds the amount that was received by the Library System for Fiscal Year 2024.

Audit/AUP and Grant Funds for FY2024

- The financial records for Fiscal Year 2024 have been fully reconciled and are officially closed and ready for a financial statement audit or AUP in accordance with GPLS minimum required procedures. If Library System funds are audited in conjunction with city/county audit, the Library System Board of Trustees certifies funds from all sources are included in audit.
- In addition to a financial statement audit as mentioned above, the Library System agrees that an additional budget certification compliance AUP/attestation engagement will be performed by System’s auditor or other selected Georgia Certified Public Accountant (CPA).
 - *NOTE: This requirement applies only to library systems having a financial statement audit. Any library system AUP that follows the GPLS minimum required procedures meets this requirement as part of the AUP engagement.*
- To the best of our knowledge, the Fiscal Year 2024 State Grant Budget Report is true and accurate and was entered online at budget.georgialibraries.org. We certify the “actual budget” ties to the accounting records in the general ledger.
- If any FY2024 State Grant funds were unexpended in any category, those funds have been returned to the Board of Regents unless prior arrangements were made with the Georgia Public Library Service. Library System contacted GPLS when funds were returned.

Library System Director's Name

Library System Director's Signature

Date

Library System Board Chairperson's Name
 (Chair as of July 1, 2024)

Library System Board Chairperson's Signature

Date

Name of Library System _____

CERTIFICATIONS REGARDING NONDISCRIMINATION; DEBARMENT AND SUSPENSION; DRUG-FREE WORKPLACE; FEDERAL DEBT STATUS; TRAFFICKING IN PERSONS; LOBBYING; AND ADDITIONAL CERTIFICATIONS

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Georgia Public Library Service, of the Board of Regents, a Unit of the University System of Georgia determines to award funds to any of the Georgia Regional and County Public Library Systems.

1. Nondiscrimination

The applicant certifies that the library will comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, reasonable steps must be taken to ensure that limited English proficient (LEP) persons have meaningful access to the programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq. including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age; and
- e) The requirements of any other nondiscrimination statute(s) which may apply to the application.

2. Debarment and Suspension

The applicant shall comply with 2 C.F.R part 3185. The authorized representative certifies to the best of his or her knowledge and belief that neither the library nor any of its principals:

- a) Are presently excluded or disqualified;
- b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
- d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the library is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The library is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The library is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the library enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the library, certifies, as a condition of the award, that the library will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the library as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of Sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 4 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the library's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the library keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status

The authorized representative, on behalf of the library, certifies to the best of his or her knowledge and belief that the library is not delinquent in the repayment of any Federal debt.

5. Audit and Access to Records

The library certifies that it will provide GPLS with notice of any adverse findings which impact this grant. The library certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If the library is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then the library will provide notice of the completion of any required audits and will provide access to such audits upon request. The library will provide access to records as required by parts 2 CFR 200.337 and 200.338 as applicable.

6. Trafficking in Persons

The library agrees that it will comply with the Trafficking in Persons requirement set forth in Appendix A below.

7. Prohibitions Against Lobbying, Publicity, and Propaganda

In accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

8. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award

documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S. C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure, or as otherwise required by law.

9. Acknowledgement of IMLS Support

All materials publicizing or resulting from IMLS grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and e-mail announcements. (See Grantee Communications Kit, available at www.imls.gov, for specific guidance).

The type of recognition varies according to the type of activity:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (see Grantee Communications Kit, available at www.imls.gov) displayed in accordance with the Logo Standards Guide;
- Online products, digital publications, and websites should include links to the IMLS website, www.imls.gov;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

“The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services.”

For questions about whether a product requires this statement, contact the IMLS Office of Communications.

10. Acknowledgement of Federal Support

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving IMLS appropriated funding, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- a) The percentage of the total costs of the program or project which will be financed with Federal money;
- b) The dollar amount of Federal funds for the project or program; and
- c) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

(See IMLS fiscal year 2020 appropriations act – Section 505 of the Title V (General Provisions) of Division A of Public Law 116-94, December 20, 2019).

11. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

The library is required to comply with 2 CFR 200.216, which prohibits the library from using federal grant funds to:

- a) Obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates).
- b) Also prohibited are video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates).
- c) Also prohibited are telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country. Entities added to this list will be incorporated into the excluded parties list in the System for Award

Management (SAM) (www.sam.gov).

The library will not obligate or expend funds received under this grant to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

12. Internet Safety Certification

The authorized representative, on behalf of the library, certifies that the library is CIPA Compliant and that the library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.

13. Criminal Disclosures and Reporting of Matters Related to Recipient Integrity and Performance

The authorized representative, on behalf of the library, certifies that the library will disclose to GPLS all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award (See also 2 C.F.R. § 200.113 and 2 C.F.R. Part 3185).

14. General Certification

The authorized representative, on behalf of the library, certifies that the library will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program (please also see Appendix B – Additional Standard Language).

The undersigned further provides assurances that it will include, as applicable, the language of the certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

Title of Authorizing Official

APPENDIX A

Trafficking in Persons

The sub-recipient must comply with Federal law pertaining to trafficking in persons. Under 22 § 7104(g), any grant, contract, or cooperative agreement entered into with federal funds and an entity shall include a condition that authorizes the Federal agency (IMLS) and the State Library Administrative Agency (SLAA) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

- a. Provisions applicable to a recipient that is a private entity.
 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –
 - a. Associated with performance under this award; or
 - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide 7 Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- c. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. Definitions. For purposes of this award term:
 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of

- the project or program under this award; or
- ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 3. "Private entity": i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25. ii. Includes: A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R. part 175.25(b). B. A for-profit organization.
 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

APPENDIX B

Additional Standard Language By accepting the award, the recipient and its executives, as defined in 2 CFR § 170.315, certify that the recipient's policies are in accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, especially:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 C.F.R.), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (2 C.F.R. §§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 C.F.R. § 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 C.F.R. § 200.340).

DIRECTOR SALARY APPROVAL FORM FY 2025

Library System _____

WE, the undersigned, as duly authorized representatives of this library system certify the Library System Director's salary as calculated below was voted on and approved by the Governing Library Board of Trustees.

| | |
|----------------------------------|-----------------|
| State Reimbursed Salary | \$ _____ |
| State Reimbursed Benefits | \$ _____ |
| Local Salary | \$ _____ |
| Local Benefits | \$ _____ |
| _____ | |
| Total Salary + Benefits | \$ _____ |

Library System Director's Name

Library System Director's Signature

Date

Library System Board Chairperson's Name
(Chair as of July 1, 2024)

Library System Board Chairperson's Signature

Date

**HOUSTON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES ATTENDANCE RECORD**

| Board Member | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 | 2024 | 2024 |
|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. |
| Daniel Bibler | | √ | √ | x | √ | | √ | X | X | √ | √ | |
| Denisa Davis | | √ | x | √ | √ | | √ | √ | √ | √ | √ | |
| Johanna Goff | | √ | √ | √ | x | | √ | X | √ | √ | √ | |
| Samantha Hulbert | | √ | √ | √ | √ | | √ | √ | √ | √ | √ | |
| Jean Jones | | √ | √ | √ | √ | | √ | | | | √ | |
| Linda Jones | | √ | √ | √ | √ | | √ | √ | √ | √ | √ | |
| Julie Layne | | √ | √ | x | √ | | √ | √ | X | √ | √ | |
| George Nunn | | √ | √ | √ | √ | | √ | √ | X | √ | √ | |
| Jessica Perdue | | √ | √ | √ | √ | | √ | √ | √ | √ | √ | |
| Wilhemenia Jackson Sibley | | √ | √ | √ | x | | √ | √ | √ | √ | √ | |
| Emily Silva | | √ | √ | √ | √ | | √ | √ | √ | √ | √ | |
| Pam Yates | | √ | √ | √ | √ | | √ | √ | √ | √ | √ | |
| Jeff Washington | | | | | | | | | √ | √ | X | |

**There will be no meeting in July 2023 or December 2023

√ represents meetings attended

“X” represents meetings not attended

OFFICERS LIBRARY BOARD 2024-2025 (effective March 2024)
 CHAIRPERSON DENISA DAVIS
 VICE CHAIR GEORGE NUNN
 SECRETARY SAMANTHA HULBERT
 TREASURER JULIE LAYNE

COMMITTEES 2023-2024
 *Indicates Chairperson

| | |
|----------------|---------------------|
| FINANCE | BUILDINGS / GROUNDS |
| *Julie Layne | Samantha Hulbert |
| Linda Jones | Linda Jones |
| Jessica Perdue | |

PERSONNEL
 *Daniel Bibler
 Denisa Davis
 Wilhemenia Sibley
 Pam Yates

CONTENT CONSIDERATION
 *Jessica Perdue
 Linda Jones
 Julie Layne
 Emily Silva
 Pam Yates

CONSTITUTION AND BYLAWS
 George Nunn
 Emily Silva
 Pam Yates

Accounting Firm for Audit selection

Informational background

Houston County has changed accounting firms that do their annual audit. Because all local funds to the library come from the county and because it would be logical for the same firm to perform both sides of the audit (county / library), the library has had meetings and conversations with the new firm to get pricing for the new firm to do the library's annual audit. Per the library's board approved purchasing policy, contracts over \$5,000 must be board approved.

Paulk was told by the Finance Director of Houston County via email.

"As far as our approach, we asked for and received Statement of Qualifications from 3 audit firms. We sought out firms located in Middle GA. Our preference is a local firm. We also were concerned with size of firm and their ability to staff the audit and to get the audit completed timely (before 12/31). A decision was made to interview the firm that best fits our needs based on their Statement of Qualifications and our knowledge of the firms.

The library will not be part of the scope of the County's audit, as is customary based on past audits, since the library has a functioning board of its own; however, it would be advantageous for us to use the same auditors as drafting of the financial report would be seamless for us both."

The current cost of the library's annual audit is \$11,250 and the proposed cost by the new firm is \$15,750.00. The new firm has provided the library with all of our required documentation to move forward as well as letters of engagement i.e. contract for work for this upcoming year.

| | | | | | |
|--|-----------|-------------------------------|----------------------------------|--|---|
| Houston County Public Library System | | | | | |
| Budget Amendments for FY2024 - Presented for Approval | | | | | |
| Submitted to Library Board of Trustees by: J. Sara Paulk, Director and Cynthia Spratling, Business Manager | | | | | |
| Meeting June 13, 2024 | | | | | |
| | | Original Budget Amount | New Amended Budget Amount | Amount of Increase / (Decrease) | Explanation |
| | | FY2024 | | | |
| Revenues | | | | | |
| 100-00-41920 - Other Income | | - | 7,850.00 | 7,850.00 | To add proceeds from Centerville lightning damage insurance claim |
| 310-00-43307 - MRR Grant | | - | 9,860.68 | 9,860.68 | State MRR Grant extension to use unspent funds from last year's allocation; used to partially pay for new NB Security Camera System |
| 310-00-43316 - Health Insurance | 30,348.00 | 34,848.00 | 4,500.00 | 4,500.00 | Additional State funds recvd to cover increased SHBP ER contributions |
| | | | | 22,210.68 | TOTAL Additional Revenue for FY2024 |
| Expenditures - Fund 100 (General) | | | | | |
| 100-26-554300 -Bldg. Repairs & Maintena | 12,500.00 | 16,500.00 | 4,000.00 | 4,000.00 | To cover needed building maintenance and repairs expenditures |
| 100-27-56160 - Computer Software | 1,000.00 | 2,500.00 | 1,500.00 | 1,500.00 | To cover cost of Malwarebytes virus/malware protection for all library computers |
| | | | | 5,500.00 | Budgeted Expenditure Increases for FY2024 for Fund 100 |
| Expenditures - Fund 310 (State Grant) | | | | | |
| 310-10-52200 - Health Insurance | 20,232.00 | 23,232.00 | 3,000.00 | 3,000.00 | To cover increase in Employer SHBP required contributions effective 1/1/2024 |
| 310-25-52200 - Health Insurance | 10,116.00 | 11,616.00 | 1,500.00 | 1,500.00 | To cover increase in Employer SHBP required contributions effective 1/1/2024 |
| 310-26-54300 - Building Repairs & Mainte | - | 9,860.68 | 9,860.68 | 9,860.68 | To partially pay for new NB Security Camera System; remainder paid by SPLOST |
| | | | | 14,360.68 | Budgeted Expenditure Increases for FY2024 for Fund 310 |
| | | | | 19,860.68 | TOTAL Expenditure Increases for FY2024 |
| Expenditures - Fund 390 (SPLOST) | | | | | |
| 390-26-54150 - Grounds Maintenance | 20,000.00 | 13,000.00 | (7,000.00) | (7,000.00) | transfer to expendable equipment |
| 390-10-56150 - Expendable Equipment | - | 7,000.00 | 7,000.00 | 7,000.00 | to cover cost of 3 AED machines/stations |
| | | | | - | Net zero effect on SPLOST budget |

**HOUPL Financial Report
as of May 31, 2024**

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through May 31, 2024 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$64,171.60;
 - b) a net decrease of \$30,696.60 in the Friends of the Library Fund (Fund 112);
 - c) a net increase of \$21,160.11 in the State Grants Fund (Fund 310); and
 - d) a net increase of \$21,366.88 in the SPLOST Fund (Fund 390).

The Fund Balance of the Local Investments Fund (Fund 500) is unchanged, with no activity posting in that fund since July 1.

Statements of Revenues and Expenditures:

These statements by Fund show the actual revenues and expenditures during the current fiscal year (July 1, 2023 through June 30, 2024) and how those amounts compare to the budget for the year.

Eleven months into the fiscal year, the Library expects to have about **8%** of the budget remaining.

In the General Fund - 100 (B1):

- 1) Library generated revenues are slightly above the budgeted amount, primarily due to the increased interest rates on the library's bank accounts since January.
- 2) As of the end of May, expenditures, as a whole, are a little under budget, with about 13% of the budget remaining.

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

For FY2024, the Library budgeted to spend \$39,000.00 of existing Friends money carried over from last fiscal year.

- 1) So far, the Library has spent over \$25,000.00 on materials, leaving 16% of the budget remaining.
- 2) The remaining FOL expenditures are for the Library's Vacation Reading Program and total \$5,528.81 as of the end of May. The Youth Specialists use the Friends' money to purchase decorations and prizes, and to pay for programs and performers.

In the State Grants Fund - 310 (B3):

- 1) The Library received reimbursements for both LIBTECH Grant and MRR Grant expenditures from GPLS in May, adding to the revenues received to date in Fund 310.
- 2) Spending on print and electronic materials is a little under budget at this time, with almost 14% of the budget remaining.

In the SPLOST Fund - 390 (B4):

- 1) The Library received the second half of the FY2024 SPLOST funds allocation from the County, making the total received this fiscal year \$172,000.00.
- 2) From July through May, the Library has spent \$83,326.85 on equipment and significant building maintenance and repairs. Projects concluded in May include the replacement of the security camera system at the Nola Brantley Memorial Library (also partially paid with MRR Grant funds), and major repairs to an HVAC unit and the system controller at the Centerville branch.
- 3) SPLOST spending on materials is currently under budget, with 24% of the budget remaining.

Houston County Public Library System

Balance Sheet by Fund

As of 5/31/2024

A

| | General | Friends of the Library | State Grants | SPLOST | Permanent/Lo... Investments |
|--|-------------------|---------------------------|------------------|-------------------|--------------------------------|
| Assets | | | | | |
| Cadence Bank Operating Acct | 274,818.09 | 17,663.47 | 21,160.11 | 97,304.31 | 5,489.19 |
| Cadence Bank SPLOST Acct | 0.00 | 0.00 | 0.00 | 129,798.94 | 0.00 |
| Morris Bank Merchant Acct | 269,627.45 | 0.00 | 0.00 | 0.00 | 0.00 |
| NB Restricted CD | 0.00 | 0.00 | 0.00 | 0.00 | 27,045.10 |
| Unemployment CD 2 | 7,848.45 | 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>553,469.99</u> | <u>17,663.47</u> | <u>21,160.11</u> | <u>227,103.25</u> | <u>32,534.29</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 | 10,645.00 | 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 | 0.00 | 48,360.07 | 0.00 | 205,736.37 | 5,694.89 |
| Unassigned Fund Balance | 247,477.39 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Beginning Fund Balance | <u>489,298.39</u> | <u>48,360.07</u> | <u>0.00</u> | <u>205,736.37</u> | <u>32,534.29</u> |
| Current YTD Change | a) 64,171.60 | b) (30,696.60) | c) 21,160.11 | d) 21,366.88 | 0.00 |
| Total Fund Balance | <u>553,469.99</u> | <u>17,663.47</u> | <u>21,160.11</u> | <u>227,103.25</u> | <u>32,534.29</u> |
| Total Liabilities and Ending Fund Balance | <u>553,469.99</u> | <u>17,663.47</u> | <u>21,160.11</u> | <u>227,103.25</u> | <u>32,534.29</u> |

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 5/31/2024

B1

100 - General

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Local Revenue | 831,000.00 | 906,000.00 | (8.28)% |
| Library Generated Revenue | 75,668.43 | 70,700.00 | 7.03% ① |
| Donations | 4,896.78 | 1,040.00 | 370.84% |
| Other Revenue | <u>16,286.80</u> | <u>16,850.00</u> | (3.34)% |
| Total Revenues | <u>927,852.01</u> | <u>994,590.00</u> | <u>(6.71)%</u> |
| Expenditures | | | |
| Salaries and Wages | 431,697.47 | 497,602.00 | 13.24% |
| Benefits and FICA | 169,068.71 | 204,911.80 | 17.49% |
| Professional Services | 19,595.72 | 23,000.00 | 14.80% |
| Copiers and Equipment | 6,823.49 | 9,400.00 | 27.41% |
| Utilities | 68,511.56 | 74,500.00 | 8.04% |
| Insurance | 39,878.80 | 38,101.00 | (4.67)% |
| Maintenance & Repairs | 75,467.46 | 82,000.00 | 7.97% |
| Materials | 426.53 | 1,000.00 | 57.35% |
| Motor Vehicle Costs | 1,259.39 | 3,000.00 | 58.02% |
| Other Purchased Services | 5,371.30 | 9,500.00 | 43.46% |
| Supplies | 21,662.16 | 26,760.00 | 19.05% |
| Technology & Telecommunications | 15,336.28 | 18,000.00 | 14.80% |
| Travel and Training | 1,293.83 | 1,720.00 | 24.78% |
| Dues & Memberships | 1,775.00 | 1,800.00 | 1.39% |
| Miscellaneous | <u>5,512.71</u> | <u>6,250.00</u> | 11.80% |
| Total Expenditures | <u>863,680.41</u> | <u>997,544.80</u> | 13.42% ② |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>64,171.60</u> | | |

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 5/31/2024

B2

112 - Friends of the Library

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|------------------------|---------------------------------|-----------------------------------|
| Expenditures | | | |
| Materials | 25,167.79 | 30,000.00 | 16.11% ① |
| Other Purchased Services | 2,308.00 | 3,000.00 | 23.07% ② |
| Supplies | <u>3,220.81</u> | <u>6,000.00</u> | 46.32% |
| Total Expenditures | <u>30,696.60</u> | <u>39,000.00</u> | 21.29% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>(30,696.60)</u> | | |

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 5/31/2024

B3

310 - State Grants

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| State Grants | 463,416.00 | 500,785.34 | (7.46)% ① |
| Other Grants | <u>1,500.00</u> | <u>1,500.00</u> | 0.00% |
| Total Revenues | <u>464,916.00</u> | <u>502,285.34</u> | <u>(7.44)%</u> |
| Expenditures | | | |
| Salaries and Wages | 217,653.66 | 238,432.66 | 8.71% |
| Benefits and FICA | 77,082.17 | 84,409.34 | 8.68% |
| Copiers and Equipment | 37,981.66 | 37,981.66 | 0.00% |
| Utilities | 0.00 | 14,000.00 | 100.00% |
| Maintenance & Repairs | 9,860.68 | 9,860.68 | 0.00% |
| Materials | 99,677.72 | 115,687.00 | 13.84% ② |
| Supplies | 1,500.00 | 1,500.00 | 0.00% |
| Travel and Training | <u>0.00</u> | <u>414.00</u> | <u>100.00%</u> |
| Total Expenditures | <u>443,755.89</u> | <u>502,285.34</u> | <u>11.65%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>21,160.11</u> | | |

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 5/31/2024

B4

390 - SPLOST

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|--------------------------|---------------------------------|-----------------------------------|
| Revenues | | | |
| Local Revenue | 172,000.00 | 172,000.00 | 0.00% ① |
| Library Generated Revenue | <u>1,943.61</u> | <u>0.00</u> | 0.00% |
| Total Revenues | <u>173,943.61</u> | <u>172,000.00</u> | 1.13% |
| Expenditures | | | |
| Copiers and Equipment | 21,910.00 | 24,000.00 | 8.71% ② |
| Maintenance & Repairs | 61,416.85 | 51,000.00 | (20.43)% |
| Materials | 65,800.97 | 87,000.00 | 24.37% ③ |
| Supplies | <u>3,448.91</u> | <u>10,000.00</u> | 65.51% |
| Total Expenditures | <u>152,576.73</u> | <u>172,000.00</u> | 11.29% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>21,366.88</u> | | |

Houston County Public Library System

Balance Sheet by Fund

As of 5/31/2024

| | General | Friends of the Library | State Grants | SPLOST | Permanent/Lo... Investments |
|--|------------|---------------------------|--------------|------------|--------------------------------|
| Assets | | | | | |
| Cadence Bank Operating Acct | 274,818.09 | 17,663.47 | 21,160.11 | 97,304.31 | 5,489.19 |
| Cadence Bank SPLOST Acct | 0.00 | 0.00 | 0.00 | 129,798.94 | 0.00 |
| Morris Bank Merchant Acct | 269,627.45 | 0.00 | 0.00 | 0.00 | 0.00 |
| NB Restricted CD | 0.00 | 0.00 | 0.00 | 0.00 | 27,045.10 |
| Unemployment CD 2 | 7,848.45 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash On Hand | 1,176.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Assets | 553,469.99 | 17,663.47 | 21,160.11 | 227,103.25 | 32,534.29 |
| 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 | 10,645.00 | 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 | 0.00 | 48,360.07 | 0.00 | 205,736.37 | 5,694.89 |
| Unassigned Fund Balance | 247,477.39 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Beginning Fund Balance | 489,298.39 | 48,360.07 | 0.00 | 205,736.37 | 32,534.29 |
| Current YTD Change | 64,171.60 | (30,696.60) | 21,160.11 | 21,366.88 | 0.00 |
| Total Fund Balance | 553,469.99 | 17,663.47 | 21,160.11 | 227,103.25 | 32,534.29 |
| Total Liabilities and Ending Fund Balance | 553,469.99 | 17,663.47 | 21,160.11 | 227,103.25 | 32,534.29 |

Houston County Public Library System Circulation Report - May 2024



| Circulations | Centerville | Nola Brantley | Perry | Houston Totals |
|--------------------------|--------------------|----------------------|---------------|-----------------------|
| Check outs | | | | |
| Print items | 13,540 | 6,592 | 11,506 | 31,638 |
| Non-Print items | 4,731 | 3,049 | 3,890 | 11,670 |
| Check Out Totals | 18,271 | 9,641 | 15,396 | 43,308 |
| In-Library Use | | | | |
| Internet Computers | 1,373 | 1,042 | 789 | 3,204 |
| Technology Equipment | 29 | 19 | 8 | 56 |
| Children's Computers | 108 | 57 | 191 | 356 |
| WiFi Sign-ins | 223 | 143 | 107 | 473 |
| Notary Public Service | 52 | 22 | 31 | 105 |
| Reference Asked | 296 | 343 | 286 | 925 |
| In House OPAC/KPAC Use | 264 | 200 | 248 | 712 |
| In-Library Use Totals | 1,733 | 1,261 | 1,095 | 5,831 |
| Total Circulation | 20,004 | 10,902 | 16,491 | 49,139 |

| Programs & Attendance | Centerville | | Nola Brantley | | Perry | | Total Patron Count | |
|----------------------------------|--------------------|-------------------|----------------------|-------------------|------------------|-------------------|---------------------------|---------------|
| | # of Prog | Attendance | # of Prog | Attendance | # of Prog | Attendance | Active Patrons | 44,660 |
| Adult programs | | | | | | | New Patrons | 390 |
| YA Programs | | | | | | | | |
| Children (Ages 0-11) | 9 | 316 | 4 | 61 | 4 | 182 | | |
| All Ages | 3 | 258 | 5 | 260 | 1 | 175 | | |
| Meeting Room | 37 | 157 | 8 | 81 | 11 | 26 | | |
| Study Room | | | 67 | | | | | |
| Door Count | | 4,282 | | 5,332 | | 5,431 | Total Door Count | 15,045 |

| New Items Added | | Transits | | Volunteer Hours | |
|------------------------|------------|-----------------------|---------------|------------------------------|--------------|
| Centerville | 254 | Centerville | 5,603 | Centerville | 125.5 |
| Nola Brantley | 255 | Nola Brantley | 4,576 | Nola Brantley | 6.5 |
| Perry | 229 | Perry | 4,984 | Perry | 58.5 |
| Total Added | 738 | Total Transits | 15,163 | Total Volunteer Hours | 190.5 |

| CENTERVILLE BRANCH - May 2024 | | | | | | | | | | |
|-------------------------------|---------------|--------------|---------------|--|---------------------------------------|------------------------|-----------------|-------------------|------------|--|
| CIRCULATION | | | | | PINES Cards | | | Door Count | | |
| Print | | | | | New Patrons | 169 | | 4282 | | |
| Adult Non-Fiction | 1,075 | | | | Active Patrons | 19,329 | | | | |
| Adult Fiction | 3,342 | | | | Notary Public Service | | 52 | | | |
| Young Adult | 896 | | | | Items Added | | 254 | | | |
| Junior Non-Fiction | 1,048 | | | | Reference Questions Asked | | 296 | | | |
| Junior Fiction | 2,707 | | | | | | | | | |
| Easy | 4,462 | | | | | | | | | |
| Magazines | 10 | | | | | | | | | |
| Print Total | 13,540 | | | | TRANSITS | | | | | |
| Non Print Material | | | | | Incoming | 2,785 | | Total | | |
| Kanopy Streaming | 118 | | | | Outgoing | 2,818 | | 5,603 | | |
| Georgia State Park Pass | 12 | | | | Technology Equipment | | | | | |
| Parks Discovery Backpack | | | | | Internet Computers | | 1,373 | | | |
| Go Fish Pass | 3 | | | | ChromeBook/Projector/Tablet/Harddrive | | 29 | | | |
| Puppetry Arts Pass | 2 | | | | Children's Computers | | 108 | | | |
| Zoo Atlanta DVD | 11 | | | | WiFi Sign-ins | | 223 | | | |
| Carlos Museum | | | | | Total | | 1,733 | | | |
| Breman Jewish Museum | | | | | VOLUNTEERS | | Volunteers | Volunteer Hours | | |
| Chattahoochee Nature Center | | | | | Adult | 4 | | 15.0 | | |
| Macon Museum Pass | 2 | | | | YA | 14 | | 110.5 | | |
| Galileo Sessions | 32 | | | | Summer Ambassadors | | | | | |
| eRead Kids | 22 | | | | Total | 18 | | 125.5 | | |
| GADD Audiobook | 1970 | | | | PROGRAMS & ATTENDANCE | | | | | |
| GADD eBook | 1261 | | | | Type of Program Total | # of Programs | # Patrons/Views | | | |
| GADD Magazines | 523 | 3,956 | | | Children's | 9 | | 316 | | |
| Audiobook CD | Adult | 145 | | | Young Adult | | | | | |
| DVD | Adult | 301 | | | Adult | | | | | |
| Kits | Adult | | | | All Ages | 3 | | 258 | | |
| Music CD | Adult | 13 | 459 | | | Grand Total | 12 | | 574 | |
| Audiobook CD | Easy | | | | MEETING ROOM | | | | | |
| DVD | Easy | 42 | | | Times Used | Attendees | | | | |
| Kits | Easy | 20 | | | 37 | 157 | | | | |
| Music CD | Easy | | 62 | | | In-House OPAC/KPAC Use | 264 | | | |
| Audiobook CD | Juv | 6 | | | Videogames | 4 | | | | |
| DVD | Juv | 221 | | | Alliance Theatre Pass | 2 | | | | |
| Kits | Juv | 15 | | | Kill-A-Watt Power Meter | | | | | |
| Music CD | Juv | 1 | 243 | | | Computer Museum Pass | | | | |
| Audiobook CD | YA | 4 | | | Shakespeare Tavern | | | | | |
| DVD | YA | | | | Atlanta History Center | 1 | | | | |
| Music CD | YA | | 4 | | | Radon Detector | | | | |
| | | | | | | Pollinator Kit | | | | |
| Non Print total | | | 4,731 | | | | | | | |
| TOTAL CIRCULATION | | | 18,271 | | | | | | | |

NOLA BRANTLEY - May 2024

| CIRCULATION | | | PINES Cards | | Door Count |
|-----------------------------|--------------|--------------|---------------------------------------|----------------|-----------------|
| Print | | | New Patrons | 116 | 5332 |
| Adult Non-Fiction | 793 | | Active Patrons | 14,182 | |
| Adult Fiction | 1,799 | | Notary Public Service | 22 | |
| Young Adult | 364 | | Items Added | 255 | |
| Junior Non-Fiction | 554 | | Reference Questions Asked | | 343 |
| Junior Fiction | 1,095 | | TRANSITS | | |
| Easy | 1,985 | | Incoming | 2,197 | Total |
| Magazines | 2 | | Outgoing | 2,379 | 4,576 |
| Print Total | 6,592 | | Technology Equipment | | |
| Non Print | | | Internet Computers | | 1,042 |
| Kanopy Streaming | 117 | | ChromeBook/Projector/Tablet/Harddrive | | 19 |
| Georgia State Park Pass | 2 | | Children's Computers | | 57 |
| Parks Discovery Backpack | | | WiFi Sign-ins | | 143 |
| Go Fish Pass | | | Total | | 1,261 |
| Puppetry Arts Pass | | | VOLUNTEERS | | |
| Zoo Atlanta DVD | 4 | | Adult | #of Volunteers | Volunteer Hours |
| Carlos Museum | | | YA | 1 | 6.5 |
| Breman Jewish Museum | | | Summer Ambassadors | | |
| Chattahoochee Nature Center | | | Total | 1 | 6.5 |
| Macon Museum Pass | 3 | | PROGRAMS & ATTENDANCE | | |
| Galileo Sessions | 33 | | Type of Program Total | # of Programs | # Patrons/Views |
| eRead Kids | 22 | | Children's | 4 | 61 |
| GADD Audiobook | 1163 | | Young Adult | | |
| GADD eBook | 787 | | Adult | | |
| GADD Magazines | 271 | 2,402 | All Ages | 5 | 260 |
| Audiobook CD | Adult | 100 | Grand Total | 9 | 321 |
| DVD | Adult | 263 | MEETING ROOM | | |
| Kits | Adult | | Times Used | Attendees | |
| Music CD | Adult | 2 | 8 | 81 | |
| Audiobook CD | Easy | | In-House OPAC/KPAC Use | 200 | |
| DVD | Easy | 25 | Videogames | 13 | |
| Kits | Easy | 27 | Alliance Theatre Pass | | |
| Music CD | Easy | | Kill-A-Watt Power Meter | | |
| Audiobook CD | Juv | 14 | Computer Museum Pass | | |
| DVD | Juv | 186 | Shakespeare Tavern | 1 | |
| Kits | Juv | 11 | Atlanta History Center | | |
| Music CD | Juv | | Radon Detector | | |
| Audiobook CD | YA | 1 | | | |
| DVD | YA | 4 | | | |
| Music CD | YA | | | | |
| | | 5 | | | |
| Non Print Total | | | Study Rooms Times Used | | |
| 3,049 | | | 67 | | |
| TOTAL CIRCULATION | | | 9,641 | | |

PERRY BRANCH - May 2024

| CIRCULATION | | | PINES Cards | | Door Count |
|-----------------------------|---------------|--------------|---------------------------------------|---------------|-----------------|
| Print | | | New Patrons | 105 | 5431 |
| Adult Non-Fiction | 921 | | Active Patrons | 11149 | |
| Adult Fiction | 2,756 | | Notary Public Service | 31 | |
| Young Adult | 541 | | Items Added | 229 | |
| Junior Non-Fiction | 1,047 | | Reference Questions Asked | 286 | |
| Junior Fiction | 2,288 | | TRANSITS | | |
| Easy | 3,953 | | Incoming | 2,507 | Total |
| Magazines | 0 | | Outgoing | 2,477 | 4,984 |
| Print Total | 11,506 | | Technology Equipment | | |
| Non Print Material | | | Internet Computers | 789 | |
| Kanopy Streaming | 118 | | ChromeBook/Projector/Tablet/Harddrive | 8 | |
| Georgia State Park Pass | 1 | | Children's Computers | 191 | |
| Parks Discovery Backpack | | | WiFi Sign-ins | 107 | |
| Go Fish Pass | 3 | | Total | 1,095 | |
| Puppetry Arts Pass | | | VOLUNTEERS | Volunteers | Volunteer Hours |
| Zoo Atlanta DVD | 5 | | Adult | 3 | 27 |
| Carlos Museum | | | YA | 3 | 12.5 |
| Breman Jewish Museum | | | Summer Ambassadors | 8 | 19 |
| Chattahoochee Nature Center | | | Total | 14 | 58.5 |
| Macon Museum Pass | 2 | | PROGRAMS & ATTENDANCE | | |
| Galileo Sessions | 33 | | Type of Program Total | # of Programs | # Patrons/Views |
| eRead Kids | 22 | | Children's | 4 | 182 |
| GADD Audiobook | 1511 | | Young Adult | | |
| GADD eBook | 986 | | Adult | | |
| GADD Magazines | 330 | 3,011 | All Ages | 1 | 175 |
| Audiobook CD | Adult | 71 | Grand Total | 5 | 357 |
| DVD | Adult | 392 | MEETING ROOM | | |
| Kits | Adult | | Times Used | Attendees | |
| Music CD | Adult | 463 | 11 | 26 | |
| Audiobook CD | Easy | 1 | h-House OPAC/KPAC Us | 248 | |
| DVD | Easy | 80 | Videogames | 3 | |
| Kits | Easy | 31 | Alliance Theatre Pass | | |
| Music CD | Easy | 112 | Kill-A-Watt Power Meter | | |
| Audiobook CD | Juv | 42 | Computer Museum Pass | | |
| DVD | Juv | 208 | Shakespeare Tavern | | |
| Kits | Juv | 30 | Atlanta History Center | | |
| Music CD | Juv | 280 | Radon Detector | | |
| Audiobook CD | YA | 21 | | | |
| DVD | YA | | | | |
| Music CD | YA | 21 | | | |
| Non Print Total | | | | | |
| 3,890 | | | | | |
| TOTAL CIRCULATION | | | | | |
| 15,396 | | | | | |