

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
June 8, 2023 – 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

Reading into minutes Nola Brantley Land agreement with  
MGSU.

9. New Business

\*2023-2024 Calendar of meetings\*

\*State forms :

#1 – Director Salary Approval Form

#2 – Roster of Trustees

#3 – FY2024 Application for State Aid to Public Libraries

#4 - FY2024 Signature Authority

#5 - FY2024 Certifications .....

10. \*Adjournment\*

\*means a board vote is required\*

---

The next meeting is : August 10, 2023 at the Perry Branch

## Houston County Public Library System Circulation Report - May 2023

Circulations	Centerville	Nola Brantley	Perry	Houston Totals								
Check outs												
Print items	13,155	6,203	11,041	30,399								
Non-Print items	3,891	2,860	3,127	9,878								
Check Out Totals	<b>17,046</b>	<b>9,063</b>	<b>14,168</b>	<b>40,277</b>								
In-Library Use												
Internet Computers	1,389	1,023	701	3,113								
Technology Equipment	21	20	12	53								
Children's Computers	64	47	173	284								
WiFi Sign-ins	498	323	252	1073								
Notary Public Service	21	26	45	92								
Reference Asked	287	594	428	1309								
In House OPAC/KPAC Use	242	281	357	880								
In-Library Use Totals	<b>1,972</b>	<b>1,413</b>	<b>1,138</b>	<b>6,804</b>								
<b>Total Circulation</b>	<b>19,018</b>	<b>10,476</b>	<b>15,306</b>	<b>47,081</b>								
<b>Programs &amp; Attendance</b>	Centerville		Nola Brantley		Perry		Total Patron Count					
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	40,001				
Adult programs							New Patrons	340				
YA Programs	2	18	1	3								
Children (Ages 0-11)	11	331	8	151	7	275						
All Ages	1	47	1	13	4	305						
Meeting Room	32	146	19	91	15	48						
Study Room			68				<b>Total Door Count</b>					
Door Count		3,882		4,855	1,560	5,004	<b>13,741</b>					
<b>New Items Added</b>		<b>Transits</b>			<b>Volunteer Hours</b>							
Centerville	262	Centerville	5,610	Centerville	114.69							
Nola Brantley	403	Nola Brantley	4,513	Nola Brantley	5.5							
Perry	401	Perry	5,291	Perry	67							
<b>Total Added</b>	<b>1,066</b>	<b>Total Transits</b>	<b>15,414</b>	<b>Total Volunteer Hours</b>	<b>187.19</b>							

**PERRY BRANCH - May 2023**

<b>CIRCULATION</b>			<b>PINES Cards</b>		<b>Door Count</b>
<b>Print</b>			New Patrons	96	5004
Adult Non-Fiction	770		Active Patrons	9856	
Adult Fiction	2,751		Notary Public Service	45	
Young Adult	623		Items Added	401	
Junior Non-Fiction	989		Reference Questions Asked	428	
Junior Fiction	1,971				
Easy	3,926				
Magazines	11				
<b>Print Total</b>	<b>11,041</b>				
<b>Non Print Material</b>			<b>TRANSITS</b>		
Kanopy Streaming	100		Incoming	2,571	<b>Total</b>
Georgia State Park Pass	12		Outgoing	2,720	<b>5,291</b>
Parks Discovery Backpack			<b>Technology Equipment</b>		
Go Fish Pass	4		Internet Computers	701	
Puppetry Arts Pass			ChromeBook/Projector/Tablet/Harddrive	12	
Zoo Atlanta DVD	5		Children's Computers	173	
Carlos Museum			WiFi Sign-ins	252	
Breman Jewish Museum			<b>Total</b>	<b>1,138</b>	
Chattahoochee Nature Center			<b>VOLUNTEERS</b>	Volunteers	Volunteer Hours
Macon Museum Pass	6		Adult	5	61
Galileo Sessions	41		YA		
eRead Kids	33		Summer Ambassadors	18	6
GADD Audiobook	1059		<b>Total</b>	<b>23</b>	<b>67</b>
GADD eBook	789		<b>PROGRAMS &amp; ATTENDANCE</b>		
GADD Magazines	99	<b>2,148</b>	Type of Program Total	# of Programs	# Patrons/Views
Audiobook CD	Adult	135	Children's	7	275
DVD	Adult	410	Young Adult		
Kits	Adult		Adult		
Music CD	Adult		All Ages	4	305
Audiobook CD	Easy		<b>Grand Total</b>	<b>11</b>	<b>580</b>
DVD	Easy	119	<b>MEETING ROOM</b>		
Kits	Easy	34	Times Used	Attendees	
Music CD	Easy		15	48	
Audiobook CD	Juv	34	h-House OPAC/KPAC Us	357	
DVD	Juv	225	Videogames		
Kits	Juv	14	Alliance Theatre Pass		
Music CD	Juv		Kill-A-Watt Power Meter		
Audiobook CD	YA	8			
DVD	YA				
Music CD	YA				
		<b>8</b>			
<b>Non Print Total</b>					
		<b>3,127</b>			
<b>TOTAL CIRCULATION</b>					
		<b>14,168</b>			

CENTERVILLE BRANCH - May 2023									
<b>CIRCULATION</b>				<b>PINES Cards</b>			<b>Door Count</b>		
<b>Print</b>				New Patrons	143		3882		
Adult Non-Fiction	1,040		Active Patrons	17,189					
Adult Fiction	3,105		Notary Public Service	21					
Young Adult	843		Items Added	262					
Junior Non-Fiction	1,130		Reference Questions Asked	287					
Junior Fiction	2,462								
Easy	4,558								
Magazines	17								
<b>Print Total</b>	<b>13,155</b>								
<b>Non Print Material</b>				<b>TRANSITS</b>					
Kanopy Streaming	99		Incoming	2,880		<b>Total</b>			
Georgia State Park Pass	8		Outgoing	2,730		<b>5,610</b>			
Parks Discovery Backpack			<b>Technology Equipment</b>						
Go Fish Pass	4		Internet Computers	1,389					
Puppetry Arts Pass	1		ChromeBook/Projector/Tablet/Harddrive	21					
Zoo Atlanta DVD	4		Children's Computers	64					
Carlos Museum	4		WiFi Sign-ins	498					
Breman Jewish Museum			<b>Total</b>	<b>1,972</b>					
Chattahoochee Nature Center			<b>VOLUNTEERS</b>			Volunteers	Volunteer Hours		
Macon Museum Pass	4		Adult	4		36.34			
Galileo Sessions	41		YA						
eRead Kids	33		Summer Ambassadors	9		78.35			
GADD Audiobook	1493		<b>Total</b>	<b>13</b>		<b>114.69</b>			
GADD eBook	1053		<b>PROGRAMS &amp; ATTENDANCE</b>						
GADD Magazines	249		<b>2,993</b>	<b>Type of Program Total</b>	# of Programs	# Patrons/Views			
Audiobook CD	Adult	150		Children's	11	331			
DVD	Adult	320		Young Adult	2	18			
Kits	Adult			Adult					
Music CD	Adult	1	<b>471</b>	All Ages	1	47			
Audiobook CD	Easy			<b>Grand Total</b>	<b>14</b>	<b>396</b>			
DVD	Easy	88		<b>MEETING ROOM</b>					
Kits	Easy	17		Times Used	Attendees				
Music CD	Easy		<b>105</b>	32	146				
Audiobook CD	Juv	16		In-House OPAC/KPAC Use	242				
DVD	Juv	281		Videogame	1				
Kits	Juv	23		Alliance Theatre Pass					
Music CD	Juv	1	<b>321</b>	Kill-A-Watt Power Meter					
Audiobook CD	YA	3							
DVD	YA								
Music CD	YA		<b>3</b>						
<b>Non Print total</b>		<b>3,894</b>							
<b>TOTAL CIRCULATION</b>		<b>17,049</b>							

**NOLA BRANTLEY - May 2023**

CIRCULATION			PINES Cards		Door Count
<b>Print</b>			New Patrons	101	4855
Adult Non-Fiction	807		Active Patrons	12,956	
Adult Fiction	1,757		Notary Public Service	26	
Young Adult	426		Items Added	403	
Junior Non-Fiction	402		Reference Questions Asked		594
Junior Fiction	943		<b>TRANSITS</b>		
Easy	1,862		Incoming	2,248	<b>Total</b>
Magazines	6		Outgoing	2,265	<b>4,513</b>
<b>Print Total</b>	<b>6,203</b>		<b>Technology Equipment</b>		
<b>Non Print</b>			Internet Computers		1,023
Kanopy Streaming	99		ChromeBook/Projector/Tablet/Harddrive		20
Georgia State Park Pass	8		Children's Computers		47
Parks Discovery Backpack			WiFi Sign-ins		323
Go Fish Pass			<b>Total</b>		<b>1,413</b>
Puppetry Arts Pass			<b>VOLUNTEERS</b>		
Zoo Atlanta DVD	4		Adult	2	5.5
Carlos Museum			YA		
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			<b>Total</b>	<b>2</b>	<b>5.5</b>
Macon Museum Pass	2		<b>PROGRAMS &amp; ATTENDANCE</b>		
Galileo Sessions	40		<b>Type of Program Total</b>	<b># of Programs</b>	<b># Patrons/Views</b>
eRead Kids	34		Children's	8	151
GADD Audiobook	858		Young Adult	1	3
GADD eBook	719		Adult		
GADD Magazines	160	<b>1,924</b>	All Ages	1	13
Audiobook CD	Adult	100	<b>Grand Total</b>	<b>10</b>	<b>167</b>
DVD	Adult	551	<b>MEETING ROOM</b>		
Kits	Adult		Times Used	Attendees	
Music CD	Adult	3	19	91	
Audiobook CD	Easy		In-House OPAC/KPAC Use	281	
DVD	Easy	34	Videogames	4	
Kits	Easy	30	Alliance Theatre Pass		
Music CD	Easy		Kill-A-Watt Power Meter		
Audiobook CD	Juv	11			
DVD	Juv	186			
Kits	Juv	11			
Music CD	Juv				
Audiobook CD	YA	6			
DVD	YA				
Music CD	YA				
		<b>6</b>	<b>STUDY ROOMS</b>		
<b>Non Print Total</b>			Times Used		
<b>2,860</b>			68		
<b>TOTAL CIRCULATION</b>			<b>9,063</b>		

Director's report - June, 2023

Vacation Reading Program is off to a grand start with good program attendance, new and updating library cards and checkouts of many library books. Calendar of events at [houpl.org](http://houpl.org)

Thanks to all staff for their contributions in making our busiest time of year, our best time of the year!

\*\*\*

Administrative staff have completed all staff evaluations and Paulk has met with administrative staff for their evaluations.

Paulk and Breland filed the necessary paperwork for Internet service for 2023-2024 and received confirmation of funding. HOUPL will receive \$36,000.00 in Internet discounts through the federal E-Rate program. Internet access for the library system is \$45,000.00 per year. Internet and other network components will go out to bid in August for funding year 2024-2025.

Rachel Breland (incoming Head of IT) was selected as a new member of a PINES subcommittee for IT development.

Staff at Nola believe that a sexual business transaction occurred in the public bathrooms recently. They have reviewed video tape for other occurrences (none) and are walking through the public bathrooms on a more regular basis.

No staffing changes this month.

\*\*

The next meeting is : August 10, 2023 at the Perry Branch. Content Consideration Committee to meet at 5:30pm. Board meeting is at 6:00pm.

## Houston County Public Library System Board of Trustees

Minutes- May 12, 2023 – Perry Branch, Perry Georgia

The Houston County Public Library System Board met in regular session on May 12, 2023. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Julie Layne, Linda Jones, Jim Newton, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk, Sherry and Ben Corson. Chair Davis called the meeting to order at 6:00 pm.

**Minutes** – Davis called for the approval of the Minutes from the April 13, 2023 meeting. On a motion by Yates and a second by Bibler, the minutes were approved.

**Public Comments.** Sherry Corson spoke on two titles that she had submitted requests for reconsideration. Title #1) Good Dreams Dragon by Jacky Davis and #2) ABC of Democracy by Nancy Shapiro.

**Trustee Comments.** Trustees introduced themselves.

**Treasurer's report** – Financials for the month of March were presented. On a motion by Silva and a second by Hulbert, the report was accepted as presented.

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

**Committee Reports.** Perdue presented the recommendations of the Content Consideration Committee on the two requests for title reconsideration.

The recommendations of the Committee were that:

1. *Good Dreams Dragon* be moved to the adult collection.
2. *ABC of Democracy* remains in the Juvenile collection with a new spine sticker label (to-be-determined by the Library Board).

Discussion was held.

Bibler made a motion to table the recommendation and subsequent action and Sibley seconded.

Discussion was held.

On a roll call vote, Bibler voted Yes, Davis as Chair abstained, Hulbert voted No, L. Jones voted No, Layne voted Yes, Newton voted Yes, Nunn voted No, Perdue voted No, Sibley voted Yes, Silva voted No and Yates voted No. The motion failed.

Perdue made a motion to move *Good Dreams Dragon* to the adult collection and Yates second.

Discussion was held.

On a roll call vote, Bibler voted Yes, Davis as Chair abstained, Hulbert voted Yes, L. Jones voted Yes, Layne voted No, Newton voted No, Nunn voted Yes, Perdue voted Yes, Sibley voted No, Silva voted Yes and Yates voted Yes. The motion carried.

Perdue made a motion to move *ABCs of Democracy* to the adult collection and Yates second.

Discussion was held.

On a roll call vote, Bibler voted No, Davis as Chair abstained, Hulbert voted Yes, L. Jones voted No, Layne voted No, Newton voted No, Nunn voted Yes, Perdue voted Yes, Sibley voted No, Silva voted Yes and Yates voted Yes. With the votes split 50/50, Davis cast the deciding vote and voted No. The motion failed.

**Old Business – None.**

**New Business** – Paulk presented a list of items to be declared surplus. On a motion by Bibler and a second by Perdue, the list was approved.

Paulk presented a 2022-2023 budget amendment. ON a motion by Newton and a second by Hulbert, the motion passed.

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

The board adjourned at 7:32 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis



## Houston County Public Library System

### Balance Sheet by Fund

As of 5/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>					
Cadence Bank Operating Acct	249,416.63	11,303.76	22,814.26	3,091.20	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,843.77	0.00
Morris Bank Merchant Acct	260,948.81	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	519,354.68	11,303.76	22,814.26	130,934.97	32,412.94
<b>Liabilities</b>					
Total Liabilities	0.00	0.00	68.00	(68.00)	0.00
<b>Fund Balance</b>					
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	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	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
<b>Total Beginning Fund Balance</b>	489,540.18	37,808.60	0.00	218,443.64	32,412.94
Current YTD Change	29,814.50	(26,504.84)	22,746.26	(87,440.67)	0.00
<b>Total Fund Balance</b>	519,354.68	11,303.76	22,746.26	131,002.97	32,412.94
<b>Total Liabilities and Ending Fund Balance</b>	519,354.68	11,303.76	22,814.26	130,934.97	32,412.94

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 5/31/2023

***100 - General***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	815,416.63	889,000.00	(8.28)%
Library Generated Revenue	69,676.33	70,700.00	(1.45)%
Donations	4,650.92	1,040.00	347.20%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>11,363.87</u>	<u>9,000.00</u>	<u>26.27%</u>
Total Revenues	<u>921,378.58</u>	<u>990,010.00</u>	<u>(6.93)%</u>
Expenditures			
Salaries and Wages	440,503.49	508,455.80	13.36%
Benefits and FICA	156,315.43	191,843.30	18.52%
Professional Services	21,200.70	22,500.00	5.77%
Copiers and Equipment	9,425.48	11,500.00	18.04%
Utilities	68,309.47	77,000.00	11.29%
Insurance	37,817.00	37,830.00	0.03%
Maintenance & Repairs	70,244.65	75,900.00	7.45%
Materials	18,263.06	19,500.00	6.34%
Motor Vehicle Costs	1,445.91	3,000.00	51.80%
Other Purchased Services	7,155.86	10,600.00	32.49%
Supplies	25,306.00	25,600.00	1.15%
Technology & Telecommunications	24,097.08	27,000.00	10.75%
Travel and Training	1,085.77	1,720.00	36.87%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>8,639.18</u>	<u>8,130.00</u>	<u>(6.26)%</u>
Total Expenditures	<u>891,564.08</u>	<u>1,022,079.10</u>	<u>12.77%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>29,814.50</u>		

**Houston County Public Library System**  
 Statement of Revenues and Expenditures by Fund  
 From 7/1/2022 Through 5/31/2023

***112 - Friends of the Library***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>26,504.84</u>	<u>30,276.00</u>	<u>12.46%</u>
Total Expenditures	<u>26,504.84</u>	<u>30,276.00</u>	<u>12.46%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(26,504.84)</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 5/31/2023

**310 - State Grants**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	424,339.04	459,571.63	(7.67)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	0.00%
Total Revenues	<u>425,839.04</u>	<u>461,071.63</u>	<u>(7.64)%</u>
Expenditures			
Salaries and Wages	210,888.74	230,979.09	8.70%
Benefits and FICA	75,518.66	79,704.90	5.25%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	12,639.32	12,640.00	0.01%
Materials	77,269.76	98,590.00	21.63%
Supplies	4,500.00	4,500.00	0.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	954.99	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	0.00%
Total Expenditures	<u>403,092.78</u>	<u>461,072.30</u>	<u>12.57%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>22,746.26</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2022 Through 5/31/2023

**390 - SPLOST**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	129.23	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,159.55</u>	<u>160,000.00</u>	<u>(49.90)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	89,068.16	89,000.00	(0.08)%
Materials	73,502.51	72,000.00	(2.09)%
Supplies	3,599.23	10,000.00	64.01%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>167,600.22</u>	<u>174,000.00</u>	<u>3.68%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(87,440.67)</u>		