

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
March 13, 2025 at the Nola Brantley Memorial Library in 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
10. \*Adjournment\*

\*means a board vote is required\*

The next meeting is : April 10<sup>th</sup>, 2025 at the Centerville Branch.

**Houston County Public Library System Board of Trustees**  
Minutes- February 13, 2026- Perry branch, Perry, Georgia

The Houston County Public Library System Board met in regular session on February 13, 2025. Board members attending were Daniel Bibler, Denisa Davis, Johanna Goff, Julie Layne, Jessica Perdue, Emily Silva, Jeff Washington and Pam Yates. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:00pm.

**Minutes** – Davis called for the approval of the Minutes from the January 12<sup>th</sup>, 2025 meeting. On a motion by Yates and a second by Goff, the minutes were approved.

**Public Comments** – None.

**Trustee Comments** – Robins Credit Union will provide large number of volunteers on Booksale days as part of their community service.

**Treasurer's report** – Financials for the month of January 2025 were presented by Layne. On a motion by Perdue and a second by Silva, the report was accepted as presented.

**Director's Report** – Presented at meeting by Paulk.

**Committee reports** – Layne reported on the Budget committee meeting on January 29<sup>th</sup>. After careful consideration, the proposed 2025-2026 budget is to be submitted to Houston County as presented. On a motion by Bibler and a second by Goff, the proposed budget was approved.

**Old Business** – None

**New Business** – On a motion by Yates and a second by Washington, the revised Collection Development Policy was approved.

On a motion by Bibler and a second by Goff, the proposed budget was approved.

Davis opened the floor for nominations for the boards 2025-2026 officers. After discussion, Washington made the motion that the current slate of officers remain in their current roles. Yates second. The 2025-2026 officers are : Denisa Davis-Chair, George Nunn-Vice-Chair, Julie Layne-Treasurer and Samantha Hulbert-Secretary.

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

*Respectfully submitted*

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J. Sara Paulk – Acting Secretary

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Denisa Davis – Board Chair

**HOUPL Financial Report  
as of February 28, 2025**

**Balance Sheet (A):**

- 1) The Library's financial activity from July 1 through February 28, 2025 resulted in:
  - a) a net increase in the General Fund (Fund 100) of \$19,002.62;
  - b) a net decrease of \$25,503.51 in the Friends of the Library Fund (Fund 112);
  - c) a net decrease of \$9,136.16 in the State Grants Fund (Fund 310); and
  - d) a net decrease of \$15,963.48 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, 2024 through June 30, 2025), and show how those amounts compare to the budget for the year.

Eight months into the fiscal year, the Library expects to have about **33%** of the budget remaining.

**In the General Fund - 100 (B1):**

- 1) Library generated revenues remain strong as of the end of February.
- 2) As a whole, expenditures to date are right on budget, with 33% of the budget remaining.

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

For FY2025, the Library has budgeted to spend \$46,125.00 of existing Friends money carried over from last fiscal year.

- 1) FOL spending on materials is on budget, with 34% of the budget remaining.
- 2) Expenditures for the library's Vacation Reading Program remain unchanged for February, but spending will ramp up significantly in March.

**In the State Grants Fund - 310 (B3):**

- 1) As of the end of February, State Grant spending on materials is a little under budget with 37% remaining.
- 2) The Library submitted its request for the reimbursement of expenditures associated with the LIBTECH and MRR Grants. The Library received the LIBTECH Grant payment in February, and the MRR Grant payment will be received in March.

**In the SPLOST Fund - 390 (B4):**

- 1) Through February, the Library has spent a little over \$129,000.00 on building projects, this leave 18% of the budgeted amount for such expenditures. Budget adjustments, if needed, will be made in May.
- 2) SPLOST material expenditures continue under budget, with about 52% of the budget remaining as of the end of February.

## Houston County Public Library System

Balance Sheet by Fund

As of 2/28/2025

(A)

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
<b>Assets</b>					
Cadence Bank Operating Acct	291,710.42	24,418.47	(9,136.16)	65,918.72	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	132,704.53	0.00
Morris Bank Merchant Acct	253,799.95	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	27,462.75
Unemployment CD 2	7,969.65	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>	<b>554,656.02</b>	<b>24,418.47</b>	<b>(9,136.16)</b>	<b>198,623.25</b>	<b>32,951.94</b>
<b>Liabilities</b>					
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>					
<b>Beginning Fund Balance</b>					
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	11,625.00	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	49,921.98	0.00	214,586.73	6,112.54
Unassigned Fund Balance	292,852.40	0.00	0.00	0.00	0.00
<b>Total Beginning Fund Balance</b>	<b>535,653.40</b>	<b>49,921.98</b>	<b>0.00</b>	<b>214,586.73</b>	<b>32,951.94</b>
Current YTD Change	(a) 19,002.62	(b) (25,503.51)	(c) (9,136.16)	(d) (15,963.48)	0.00
<b>Total Fund Balance</b>	<b>554,656.02</b>	<b>24,418.47</b>	<b>(9,136.16)</b>	<b>198,623.25</b>	<b>32,951.94</b>
<b>Total Liabilities and Ending Fund Balance</b>	<b>554,656.02</b>	<b>24,418.47</b>	<b>(9,136.16)</b>	<b>198,623.25</b>	<b>32,951.94</b>

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2024 Through 2/28/2025

B1

**100 - General**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	644,000.00	956,000.00	(32.64)%
Library Generated Revenue	57,459.88	70,700.00	(18.73)% ①
Donations	3,086.23	1,040.00	196.75%
Other Grants	10,000.00	10,000.00	0.00%
Other Revenue	5,543.06	8,100.00	(31.57)%
<b>Total Revenues</b>	<b>720,089.17</b>	<b>1,045,840.00</b>	<b>(31.15)%</b>
<b>Expenditures</b>			
Salaries and Wages	315,856.88	500,409.00	36.88%
Benefits and FICA	140,058.73	240,991.79	41.88%
Professional Services	24,464.13	23,500.00	(4.10)%
Copiers and Equipment	2,332.21	9,500.00	75.45%
Utilities	57,448.21	76,000.00	24.41%
Insurance	46,533.80	42,602.00	(9.23)%
Maintenance & Repairs	72,886.25	91,000.00	19.91%
Materials	2,932.70	11,000.00	73.34%
Motor Vehicle Costs	829.62	3,000.00	72.35%
Other Purchased Services	4,743.65	8,000.00	40.70%
Supplies	14,216.83	27,290.00	47.90%
Technology & Telecommunications	12,717.92	17,100.00	25.63%
Travel and Training	166.50	1,200.00	86.13%
Dues & Memberships	1,975.00	1,900.00	(3.95)%
Miscellaneous	3,924.12	6,250.00	37.21%
<b>Total Expenditures</b>	<b>701,086.55</b>	<b>1,059,742.79</b>	<b>33.84%</b> ②
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<b>19,002.62</b>		

**Houston County Public Library System**  
 Statement of Revenues and Expenditures by Fund  
 From 7/1/2024 Through 2/28/2025

B2

**112 - Friends of the Library**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	24,158.73	37,125.00	34.93% ①
Other Purchased Services	588.00	4,000.00	85.30% > ②
Supplies	756.78	5,000.00	84.86%
Total Expenditures	25,503.51	46,125.00	44.71%
Net Revenue Over Expenditures - Surplus/(Deficit)	(25,503.51)		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2024 Through 2/28/2025

B3

**310 - State Grants**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
State Grants	343,716.90	533,647.22	(35.59)% (2)
Other Grants	0.00	1,500.00	(100.00)%
<b>Total Revenues</b>	<b>343,716.90</b>	<b>535,147.22</b>	<b>(35.77)%</b>
<b>Expenditures</b>			
Salaries and Wages	164,513.96	249,277.80	34.00%
Benefits and FICA	64,902.76	100,194.20	35.22%
Copiers and Equipment	21,856.22	21,856.22	0.00%
Utilities	0.00	16,732.00	100.00%
Maintenance & Repairs	29,000.00	29,000.00	0.00%
Materials	72,580.12	116,587.00	37.75% (1)
Supplies	0.00	1,500.00	100.00%
<b>Total Expenditures</b>	<b>352,853.06</b>	<b>535,147.22</b>	<b>34.06%</b>
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<b>(9,136.16)</b>		

**Houston County Public Library System**  
 Statement of Revenues and Expenditures by Fund  
 From 7/1/2024 Through 2/28/2025

B4

**390 - SPLOST**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
<b>Revenues</b>			
Local Revenue	155,000.00	155,000.00	0.00%
Library Generated Revenue	2,610.67	0.00	0.00%
<b>Total Revenues</b>	<b>157,610.67</b>	<b>155,000.00</b>	<b>1.68%</b>
<b>Expenditures</b>			
Copiers and Equipment	20,771.49	90,000.00	76.92%
Maintenance & Repairs	108,461.27	68,000.00	(59.50)%
Materials	41,350.51	87,000.00	52.47%
Supplies	2,990.88	10,000.00	70.09%
<b>Total Expenditures</b>	<b>173,574.15</b>	<b>255,000.00</b>	<b>31.93%</b>
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<b>(15,963.48)</b>		

> 129,221

> 158,000

> ① 18% remaining

②

## Houston County Public Library System

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## Director's report - January 2025

March is DINO DERBY! Many great Dinosaur programs and activities are happening this month and the dinosaurs at the three branches are hungry for donations. Drop loose change or paper bills in to any of the dinosaurs at the branch you use this month. The branch that receives the most donations wins a coveted dinosaur egg for displaying and bragging rights for the next year. All donations go toward children's programs.

James Floyd and Yolanda Young applied for a grant with the state library – Community Partnership – and the partner is the Master Gardeners who worked with Floyd and Young on the Native Wings: an Educational Habitat garden at Perry.

Penelope Stanescu is out on extended medical leave and Paulk has taken over the highest priorities of her duties.

### \*\*\*Staffing

Jennifer Heuberger-Coleman has resigned from the Centerville branch.

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## Houston County Public Library System Circulation Report - February 2025



Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	12,166	4,473	8,808	25,447
Non-Print items	4,525	2,903	3,669	11,097
<b>Check Out Totals</b>	<b>16,691</b>	<b>7,376</b>	<b>12,477</b>	<b>36,544</b>
In-Library Use				
Internet Computers	1,128	963	653	2,744
Children's Computers	147	53	109	309
WiFi Sign-ins	294	70	131	495
Notary Public Service	32	35	8	75
Reference Asked	295	389	281	965
In House OPAC/KPAC Use	286	135	182	603
<b>In-Library Use</b>	<b>2,182</b>	<b>1,645</b>	<b>1,364</b>	<b>5,191</b>
<b>total Check-out and In Library Use</b>	<b>18,873</b>	<b>9,021</b>	<b>13,841</b>	<b>41,735</b>

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	35,734
Children's (0-11)	20	751	11	156	13	466	New Patrons	328
Young Adult	1	10						
Adult			4	26				
All Ages	6	173	10	276	3	94		
Meeting Room	32	120	19	183	26	286		
Local History Room				243		146		
Study Room				95			<b>Total Door Count</b>	
<b>Door Count</b>		<b>7,861</b>		<b>4,279</b>	<b>1,560</b>	<b>4,966</b>	<b>Total Door Count</b>	<b>17,106</b>

New Items Added		Transits		Volunteer Hours	
Centerville	149	Centerville	5,587	Centerville	77
Nola Brantley	184	Nola Brantley	4,134	Nola Brantley	3
Perry	204	Perry	4,509	Perry	49
<b>Total Added</b>	<b>537</b>	<b>Total Transits</b>	<b>14,230</b>	<b>Total Volunteer Hours</b>	<b>129</b>





