

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

March 11, 2021 – Nola Brantley Memorial Library, Warner Robins, Georgia

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Treasurer's Report
 Acceptance of Treasurer's Report
5. Director's Report
6. Committee Reports – Newton from Building Committee
7. Old Business – Review and acceptance of bids on Nola Brantley Memorial Library renovation
8. New Business
 Review and possible acceptance of revised Purchasing Policy
9. *Adjournment*

The next Library Board of Trustee meeting will be April 8th, 2021 at the Centerville Branch starting at 6pm– pending COVID 19 changes.

Houston County Public Library System Board of Trustees

Minutes- February 11, 2021 - Held in person and Teleconference due to COVID-19

The Houston County Public Library System Board met in regular session both in person and remotely via teleconference on February 11, 2021. Board members attending were Daniel Bibler, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, George Nunn 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 January 14, 2020. On a motion by Newton and a second by Yates, the minutes were approved.

Treasurer's report – Financials were presented by Treasurer Layne. On a motion by Yates and a second by Jones, the reports were accepted as presented.

Director's report – Presented at meeting.

Committee Reports – The Personnel committee presented their decision to uphold the one year ban on Sam Mitchell. He will be notified by registered mail.

Unfinished Business – None.

Friends of the Library – Yates reported on the current status of the Friends of the Library. They are planning to hold the annual booksale at the Fairgrounds in November of 2021.

New Business –

Paulk presented information on three bids for the interior renovation at the Nola Brantley Memorial Library. After discussion, on a motion by Newton and a second by Yates, the decision to award the bid was tabled for one month so that JMA Architects can provide additional information on the presented bids.

Paulk presented a proposed 2021-2022 budget. After discussion, on a motion by Newton and a send by Jones, the budget was approved.

After discussion on a motion by Nunn and a second by Sibley, the following board members were nominated and voted into office for 2021-2022. Denisa Davis, Chair. Daniel Bibler, Vice-Chair. Julie Layne, Treasurer. Pam Yates, Secretary.

Trustee Remarks – None.

Adjournment – Bibler called for a motion to adjourn. On a motion by Jones and a second by Yates, the board adjourned at 6:37 pm.

Respectfully submitted - J. Sara Paulk

Library Board Vice-Chair – Daniel Bibler.

(A)

Houston County Public Library System
Balance Sheet by Fund
As of 2/28/2021

| | General | Friends of the Library | State Grants | SPLOST | Permanent/Lo... Investments |
|--|-------------------|------------------------|-------------------|-------------------|-----------------------------|
| Assets | | | | | |
| Cadence Bank Operating Acct | 241,590.33 | 93.14 | (8,973.74) | 23,420.64 | 2,255.48 |
| Cadence Bank SPLOST Acct | 0.00 | 0.00 | 0.00 | 199,945.60 | 0.00 |
| Persons/Bank of Perry Merchant Acct | 182,771.89 | 0.00 | 0.00 | 0.00 | 0.00 |
| NB Restricted CD | 0.00 | 0.00 | 0.00 | 0.00 | 29,940.07 |
| Unemployment CD 1 | 8,466.34 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unemployment CD 2 | 7,754.35 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash On Hand | 1,176.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Assets | 441,758.91 | 93.14 | (8,973.74) | 223,366.24 | 32,195.55 |
| Liabilities | | | | | |
| Total Liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund Balance | | | | | |
| Beginning Fund Balance | | | | | |
| Nondisable 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 | 25,016.89 | 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 | 93.14 | 0.00 | 175,337.98 | 5,356.15 |
| Unassigned Fund Balance | 140,964.35 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Beginning Fund Balance | 397,157.24 | 93.14 | 0.00 | 175,337.98 | 32,195.55 |
| Current YTD Change | 44,601.67 | 0.00 | (8,973.74) | 48,028.26 | 0.00 |
| Total Fund Balance | 441,758.91 | 93.14 | (8,973.74) | 223,366.24 | 32,195.55 |
| Total Liabilities and Ending Fund Balance | 441,758.91 | 93.14 | (8,973.74) | 223,366.24 | 32,195.55 |

B1

Houston County Public Library System
Statement of Revenues and Expenditures by Fund

100 - General

From 7/1/2020 Through 2/28/2021

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|------------------------------|--------------------------------|
| Revenues | | | |
| Local Revenue | 552,800.00 | 829,200.00 | (33.33)% |
| Library Generated Revenue | 28,415.32 | 80,000.00 | (64.48)% |
| Donations | 3,566.63 | 1,000.00 | 256.66% |
| Other Grants | 1,186.53 | 1,186.53 | 0.00% |
| Other Income | 5,756.00 | 8,600.00 | (33.07)% |
| Total Revenues | 591,724.48 | 919,986.53 | (35.68)% |
| Expenditures | | | |
| Salaries and Wages | 271,650.82 | 437,479.78 | 37.91% |
| Benefits and FICA | 100,010.98 | 187,344.51 | 46.62% |
| Professional Services | 3,044.36 | 26,960.00 | 88.71% |
| Copiers and Equipment | 5,245.77 | 11,300.00 | 53.58% |
| Utilities | 55,957.22 | 91,350.00 | 38.74% |
| Insurance | 31,131.20 | 32,094.00 | 3.00% |
| Maintenance & Repairs | 49,438.38 | 84,300.00 | 41.35% |
| Materials | 219.16 | 2,000.00 | 89.04% |
| Motor Vehicle Costs | 479.48 | 3,000.00 | 84.02% |
| Other Purchased Services | 2,071.00 | 6,500.00 | 68.14% |
| Supplies | 13,479.88 | 29,200.00 | 53.84% |
| Technology & Telecommunications | 9,155.95 | 15,600.00 | 41.31% |
| Travel and Training | 554.63 | 600.00 | 7.56% |
| Dues & Memberships | 1,755.00 | 2,400.00 | 26.88% |
| Miscellaneous | 2,928.98 | 6,250.00 | 53.14% |
| Total Expenditures | 547,122.81 | 936,378.29 | 41.57% |
| Net Revenue Over Expenditures - Surplus/(Deficit) | 44,601.67 | (16,391.76) | (372.10)% |

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 2/28/2021

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|---|-------------------|------------------------------|--------------------------------|
| Revenues | | | |
| State Grants | 259,954.46 | 404,037.25 | (35.66)% |
| Total Revenues | <u>259,954.46</u> | <u>404,037.25</u> | <u>(35.66)%</u> |
| Expenditures | | | |
| Salaries and Wages | 141,066.72 | 216,042.65 | 34.70% |
| Benefits and FICA | 50,903.24 | 73,614.35 | 30.85% |
| Copiers and Equipment | 30,184.66 | 30,184.66 | 0.00% |
| Utilities | 0.00 | 10,000.00 | 100.00% |
| Maintenance & Repairs | 10,654.89 | 10,655.00 | 0.00% |
| Materials | 35,526.32 | 55,275.00 | 35.73% |
| Supplies | 592.37 | 1,524.59 | 61.15% |
| Dues & Memberships | 0.00 | 200.00 | 100.00% |
| Total Expenditures | <u>268,928.20</u> | <u>397,496.25</u> | <u>32.34%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>(8,973.74)</u> | <u>6,541.00</u> | <u>(237.19)%</u> |

B3

Houston County Public Library System
Statement of Revenues and Expenditures by Fund

390 - SPLOST

From 7/1/2020 Through 2/28/2021

| | YTD Actual | Total Budget - Annual Budget | Percent Total Budget Remaining |
|--|-------------------|------------------------------|--------------------------------|
| Revenues | | | |
| Local Revenue | 135,000.00 | 235,000.00 | (42.55)% |
| Library Generated Revenue | 116.44 | 0.00 | 0.00% |
| Total Revenues | <u>135,116.44</u> | <u>235,000.00</u> | <u>(42.50)%</u> |
| Expenditures | | | |
| Professional Services | 0.00 | 4,500.00 | 100.00% |
| Copiers and Equipment | 20,885.00 | 40,000.00 | 47.79% |
| Maintenance & Repairs | 10,654.88 | 80,500.00 | 86.76% |
| Materials | 52,476.66 | 106,500.00 | 50.73% |
| Supplies | 3,071.64 | 10,000.00 | 69.28% |
| Total Expenditures | <u>87,088.18</u> | <u>241,500.00</u> | <u>63.94%</u> |
| Net Revenue Over Expenditures - Surplus/(Deficit) | <u>48,028.26</u> | <u>(6,500.00)</u> | <u>(838.90)%</u> |

Houston County Public Library System

Financial Policies

Purchasing Policy

Approved by HOUPL Board of Trustees 2015 Feb 12, 2021 Mar ??

The Library will establish procedures to provide for an efficient and fiscally responsible system for the purchase of materials and services necessary for the effective operations of the Library. The administration of this system will comply with the highest ethical and fiscal standards and applicable laws.

The Director shall be responsible for the operation of Library's purchasing system.

Competitive bidding procedures will be as follows –

- ~~• Purchases and services between \$500-\$2,500 will require three verbal quotes or three prices from catalogs / online listings.~~
- Purchases and services less than \$2,500 will be made using the judgment of the purchaser with approval by the Director.
- Purchases and services between \$2,500 and \$5,000 will require three written quotes unless they are sole source or use existing state contracts.
- Purchases and services above \$5,000 will require advertised bids and board approval.

Purchase orders will be the primary method of making purchases, however a credit card will be used when efficient. Unauthorized or ineligible credit card purchases become the responsibility of the employee making the purchase.

Bids will be awarded on a nondiscriminatory basis with appropriate efforts to include local and minority businesses.

The Library will strive to obtain the highest quality of goods and services for the most economical costs. Bulk purchases, quantity discounts, standardization of common items, and other approaches will be used to economically acquire goods and services.

Other than advertising novelties, acceptance of gifts from vendors at any time shall be prohibited. No Library employee shall become obligated to any vendor and shall not conclude any Library transaction from which they may personally benefit directly or indirectly.

The Library shall strive to maintain strong professional and cooperative relationships with vendors and also with those who have a desire to meet the quality, service, and price needs of the Library.

All qualified bidders shall be given equal opportunities and terms to quote on a specified item or service.

The following purchases will be exempt from this policy –

- Travel (which will abide by current state policy guidelines)
- Utilities (E-rate eligible has a separate procurement process)
- Library Materials (print and electronic)
- Attorneys
- Library Programs and performers

Director's report - 2021 Mar

All Notaries are in place and are providing services. There are two at each branch.

An awning was installed over the delivery door at Nola Brantley in hopes of helping with a leaking issue.

Some lights at Centerville are in need of replacement. These will require very high ladders or scaffolding to replace and we are working on it.

The pigeon disruption methods at Centerville needed a bit of modification and that is in the works.

Our library – with Clint Putnam (STATS Coordinator and Courier) doing the work – and three other libraries are part of a pilot project on how well AV materials survive going through our existing state wide courier system.

New state provided chromebooks have arrived and will be available for patrons to check out this week.

Two new employees started – Rachel Breland at Perry and Maggie Higginbotham at Nola Brantley with one more scheduled to start next week – Carla Bohnstedt at Centerville.

Christina Singleton from Perry, Delia Kerns from Centerville and Kimberly Southard from Nola Brantley all resigned in January / February.

Special staff recognition to : Cindy Broadie – Centerville – as the first and primary trainer of all new staff members in the PINES circulation system.

Houston County Public Library System Circulation Report - Feb 2021

| Circulations | Centerville | Nola Brantley | Perry | Houston Totals | | | | |
|----------------------------------|--------------------|-----------------------|----------------------|------------------------------|------------------------|------------|---------------------------|--------|
| Check outs | | | | | | | | |
| Print items | 10,692 | 4,927 | 8,355 | 23,974 | | | | |
| Non-Print items | 1,930 | 1,926 | 2,106 | 5,962 | | | | |
| Check Out Totals | 12,622 | 6,853 | 10,461 | 29,936 | | | | |
| In-Library Use | | | | | | | | |
| Internet Computers | 1,159 | 1,088 | 623 | 2,870 | | | | |
| Technology Equipment | 2 | 9 | 5 | 16 | | | | |
| Children's Computers | 0 | 0 | 0 | 0 | | | | |
| WiFi Sign-ins | 66 | 56 | 37 | 159 | | | | |
| In House OPAC | 134 | 133 | 124 | 391 | | | | |
| In-Library Use Totals | 1,361 | 1,286 | 789 | 3,436 | | | | |
| Total Circulation | 13,983 | 8,139 | 11,250 | 33,372 | | | | |
| Reference & OPAC | Centerville | Nola Brantley | Perry | | | | | |
| Reference Asked | 209 | 281 | 229 | 719 | | | | |
| In House OPAC Use | 134 | 133 | 124 | 391 | | | | |
| Programs & Attendance | Centerville | | Nola Brantley | | Perry | | Total Patron Count | |
| | # of Prog | Attendance | # of Prog | Attendance | # of Prog | Attendance | Active Patrons | 35,589 |
| Adult programs | | | | | | | New Patrons | 143 |
| YA Programs | | | 1 | 1 | | | | |
| Children (Ages 0-11) | 5 | 207 | 5 | 124 | | | | |
| Children (All)/Foreign Language | | | | | 7 | 289 | | |
| Meeting Room | | | | | | | Total Door Count | |
| Door Count | | 3,349 | | 3,373 | 1,600 | 2,477 | 8,692 | |
| New Items Added | | Transits | | | Volunteer Hours | | | |
| Centerville | 364 | Centerville | 5,477 | Centerville | 0 | | | |
| Nola Brantley | 288 | Nola Brantley | 3,691 | Nola Brantley | 0 | | | |
| Perry | 177 | Perry | 4,813 | Perry | 0 | | | |
| Total Added | 829 | Total Transits | 13,981 | Total Volunteer Hours | 0 | | | |

| CENTERVILLE BRANCH - Feb 2021 | | | | | | | |
|-------------------------------|---------------|---------------|---------------------------------------|---------------------|-------------------|---|--|
| CIRCULATION | | | PINES Cards | | Door Count | | |
| Print | | | New Patrons | 67 | 3349 | | |
| | | | Active Patrons | 15,025 | | | |
| Adult Non-Fiction | 928 | | Items Added | | 364 | | |
| Adult Fiction | 2,696 | | Reference Questions Asked | | 209 | | |
| Young Adult | 687 | | Self Check-outs | | % | Self-Checkout Computers were temporarily removed. | |
| Junior Non-Fiction | 1,126 | | 0 | | 0% | | |
| Junior Fiction | 1,786 | | TRANSITS | | | | |
| Easy | 3,467 | | Incoming | 2,948 | Total | | |
| Magazines | 2 | | Outgoing | 2,529 | 5,477 | | |
| Print Total | 10,692 | | | | | | |
| Non Print Material | | | Technology Equipment | | | | |
| Kill A Watt Meter | | 1,170 | Internet Computers | | 1,159 | | |
| Georgia State Park Pass | 5 | | ChromeBook/Projector/Tablet/Harddrive | | 2 | | |
| Parks Discovery Backpack | | | Children's Computers | | 0 | | |
| Go Fish Pass | 3 | | WiFi Sign-ins | | 66 | | |
| Puppetry Arts Pass | | | Total | | 1,227 | | |
| Zoo Atlanta DVD | 8 | | VOLUNTEERS | | Volunteers | Volunteer Hours | |
| Carlos Museum | | | Adult | | | | |
| Breman Jewish Museum | | | YA | | | | |
| Chattahoochee Nature Center | | | Summer Ambassadors | | | | |
| Macon Museum Pass | 4 | | Total | | 0 | 0 | |
| Galileo Sessions | 92 | | PROGRAMS & ATTENDANCE | | | | |
| eRead Kids | 57 | | Type of Program Total | | # of Programs | # Patrons/Views | |
| Overdrive Audiobook | 559 | | Children's | | 5 | 207 | |
| Overdrive eBook | 358 | | Young Adult | | | | |
| RBDigital Magazines | 84 | | Adult | | | | |
| Audiobook CD | Adult | | 229 | All Ages | | | |
| DVD | Adult | | 301 | Grand Total | | 5 | |
| Kits | Adult | | | | | 207 | |
| Music CD | Adult | | 530 | MEETING ROOM | | | |
| Audiobook CD | Easy | | Times Used | | Attendees | | |
| DVD | Easy | 33 | 0 | | 0 | | |
| Kits | Easy | 9 | In-House OPAC Use | | 134 | | |
| Music CD | Easy | 2 | | | | | |
| Audiobook CD | Juv | 6 | | | | | |
| DVD | Juv | 159 | | | | | |
| Kits | Juv | 13 | | | | | |
| Music CD | Juv | 5 | | | | | |
| Audiobook CD | YA | 3 | | | | | |
| DVD | YA | | | | | | |
| Music CD | YA | 3 | | | | | |
| Non Print total | | 1,930 | | | | | |
| TOTAL CIRCULATION | | 12,622 | | | | | |

