

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 8<sup>th</sup>, 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 second 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
<b>Assets</b>					
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
<b>Total Assets</b>	<b>441,758.91</b>	<b>93.14</b>	<b>(8,973.74)</b>	<b>223,366.24</b>	<b>32,195.55</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>					
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	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
<b>Total Beginning Fund Balance</b>	<b>397,157.24</b>	<b>93.14</b>	<b>0.00</b>	<b>175,337.98</b>	<b>32,195.55</b>
Current YTD Change	44,601.67	0.00	(8,973.74)	48,028.26	0.00
<b>Total Fund Balance</b>	<b>441,758.91</b>	<b>93.14</b>	<b>(8,973.74)</b>	<b>223,366.24</b>	<b>32,195.55</b>
<b>Total Liabilities and Ending Fund Balance</b>	<b>441,758.91</b>	<b>93.14</b>	<b>(8,973.74)</b>	<b>223,366.24</b>	<b>32,195.55</b>

**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
<b>Revenues</b>			
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)%
<b>Total Revenues</b>	<b>591,724.48</b>	<b>919,986.53</b>	<b>(35.68)%</b>
<b>Expenditures</b>			
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%
<b>Total Expenditures</b>	<b>547,122.81</b>	<b>936,378.29</b>	<b>41.57%</b>
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<b>44,601.67</b>	<b>(16,391.76)</b>	<b>(372.10)%</b>

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**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
<b>Revenues</b>			
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>
<b>Expenditures</b>			
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
<b>Revenues</b>			
Local Revenue	135,000.00	235,000.00	(42.55)%
Library Generated Revenue	116.44	0.00	0.00%
<b>Total Revenues</b>	<u>135,116.44</u>	<u>235,000.00</u>	<u>(42.50)%</u>
<b>Expenditures</b>			
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%
<b>Total Expenditures</b>	<u>87,088.18</u>	<u>241,500.00</u>	<u>63.94%</u>
<b>Net Revenue Over Expenditures - Surplus/(Deficit)</b>	<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.

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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	1560	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
Adult Non-Fiction		928		Active Patrons		15,025			
Adult Fiction		2,696							
Young Adult		687		Items Added 364					
Junior Non-Fiction		1,126		Reference Questions Asked 209					
Junior Fiction		1,786		Self Check-outs %					
Easy		3,467		0 0% Self-Checkout Computers were temporarily removed.					
Magazines		2							
Print Total		10,692		TRANSITS					
					Incoming		2,948		Total
					Outgoing		2,529		5,477
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				
Bremar 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	207		
Kits		Adult							
Music CD		Adult		530	MEETING ROOM				
Audiobook CD		Easy		44	Times Used		Attendees		
DVD		Easy 33			0		0		
Kits		Easy 9			In-House OPAC Use		134		
Music CD		Easy 2		183					
Audiobook CD		Juv 6							
DVD		Juv 159							
Kits		Juv 13							
Music CD		Juv 5		3					
Audiobook CD		YA 3							
DVD		YA							
Music CD		YA							
Non Print total				1,930					
TOTAL CIRCULATION				12,622					

		NOLA BRANTLEY - Feb 2021				
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	55	2866
Adult Non-Fiction	785		Active Patrons	12,162		
Adult Fiction	1,481					
Young Adult	355		Items Added	288		
Junior Non-Fiction	465		Reference Questions Asked		318	
Junior Fiction	807		Self Check-outs	%	Self-Checkout temporarily removed.	
Easy	1,033		0	0%		
Magazines	1		TRANSITS			
Print Total	4,927					
Non Print				Incoming	2,024	Total
				Outgoing	1,667	3,691
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass				Internet Computers	1,021	
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive		9
Go Fish Pass				Children's Computers		0
Puppetry Arts Pass				WiFi Sign-ins		56
Zoo Atlanta DVD				Total		1,086
Carlos Museum				VOLUNTEERS	Volunteers	Volunteer Hours
Breman Jewish Museum				Adult		
Chattahoochee Nature Center				YA		
Macon Museum Pass				Summer Ambassadors		
Galileo Sessions				Total	0	0
eRead Kids				PROGRAMS & ATTENDANCE		
Overdrive Audiobook				Type of Program Total	Programs	# Patrons/Views
Overdrive eBook				Children's	5	124
RBDigital Magazines				Young Adult	1	1
Audiobook CD				Adult		
DVD				All Ages		
Kits				Grand Total	6	125
Music CD				MEETING ROOM		
Audiobook CD				Times Used	Attendees	
DVD				0	0	
Kits				In-House OPAC Use	133	
Music CD						
Audiobook CD						
DVD						
Kits						
Music CD						
Audiobook CD						
DVD						
Music CD						
Non Print Total						
TOTAL CIRCULATION						

PERRY - Feb 2021							
CIRCULATION				PINES Cards		Door Count	
Print				New Patrons	21	2477	
Adult Non-Fiction	948			Active Patrons	8402		
Adult Fiction	2,631						
Young Adult	460			Items Added 177			
Junior Non-Fiction	791			Reference Questions Asked 229			
Junior Fiction	1,267			Self Check-ous %			
Easy	2,258			0 0%			
Magazines	0					Self-Checkout temporarily removed.	
Print Total	8,355						
Non Print Material				TRANSITS			
Kill A Watt Meter		1,162		Incoming	2,770	Total	
Georgia State Park Pass	4			Outgoing	2,043	4,813	
Parks Discovery Backpack				Technology Equipment			
Go Fish Pass	2			Internet Computers	623		
Puppetry Arts Pass				ChromeBook/Projector/Tablet/Harddrive	5		
Zoo Atlanta DVD	3			Children's Computers	0		
Carlos Museum				WiFi Sign-ins	37		
Breman Jewish Museum				Total	665		
Chattahoochee Nature Center				VOLUNTEERS		Volunteers	Volunteer Hours
Macon Museum Pass	3			Adult			
Galileo Sessions	93			YA			
eRead Kids	57			Summer Ambassadors			
Overdrive Audiobook	559			Total	0	0	
Overdrive eBook	357			PROGRAMS & ATTENDANCE			
RBDigital Magazines	84			Type of Program Total	# of Programs	# Patrons/Views	
Audiobook CD	Adult 110	Children's					
DVD	Adult 452	Young Adult					
Kits	Adult	Adult					
Music CD	Adult	All Ages	7	289			
Audiobook CD	Easy	Grand Total	7	289			
DVD	Easy 101	MEETING ROOM					
Kits	Easy 50	Times Used	Attendees				
Music CD	Easy	0	0				
Audiobook CD	Juv 9	In-House OPAC Use	124				
DVD	Juv 209						
Kits	Juv 12						
Music CD	Juv						
Audiobook CD	YA 1						
DVD	YA						
Music CD	YA	1					
Non Print Total		2,106					
TOTAL CIRCULATION		10,461					