

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

March 10th, 2022 -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

Approval of revised 2022-2023 budget

10. *Adjournment*

means a board vote is required

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The next meeting is : April 14th, 2022 at the Centerville Branch.

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Houston County Public Library System Board of Trustees

Minutes- February 10, 2022– Perry Branch

The Houston County Public Library System Board met in regular session on February 10, 2022. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Jean Jones, Linda Jones, Julie Layne, George Nunn, Wilhemenia Sibley, Emily Silva and Pam Yates. Also attending was : J. Sara Paulk. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the January 13, 2022 meeting. On a motion by Yates and a second by J. Jones, the minutes were approved with the correction of including Wilhemenia Sibley as being in attendance.

Public Comments. None.

Trustee Comments. Silva complimented the Reading PAWS (read to dogs) program at Centerville.

Treasurer's report – Financials for the month of January were presented by Layne. On a motion by L. Jones and a second by Bibler, the report was accepted as presented.

Director's report – Presented at meeting.

Committee Reports – None.

Old Business – Davis called for a correction of the December 2021 minutes to reflect correct financial documents date. The December 2021 minutes read - Financials for the month of October were presented by Layne. The minutes should have read – Financials for the month of November were presented by Layne. On a motion by Silva and a second by Hulbert, the motion passed.

New Business –

Davis called for nominations of Trustee officers for 2022-2023.

Bibler made a motion and Sibley seconded to re-elect Denisa Davis as Chair of the Board. The motion passed.

L. Jones made a motion and J. Jones seconded to re-elect Daniel Bibler as Vice-Chair of the Board. The motion passed.

Nunn made a motion and J. Jones seconded to re-elect Julie Layne as Treasurer of the Board. The motion passed.

J. Jones made a motion and Hulbert seconded to re-elect Pam Yates as Secretary of the Board. The motion passed.

Sibley made a motion and J. Jones seconded to close nominations and approve the slate of officers. The motion passed.

Davis called for the approval of the proposed 2022-2023 library budget. Discussion was held. On a motion by Bibler and a second by J. Jones, the motion passed.

Davis called for the approval of items to be declared surplus. Discussion was held. On a motion by Silva and a second by Yates, the motion passed.

Davis called for the selection of a carpet cleaning company. Three quotes and accompanying information was presented (included). On a motion by Sibley and a second by Yates, the Spotless Cleaning Service was selected to clean the carpets and tile areas of all three branches for the cost of \$11,225.

Adjournment – Davis called for a motion to adjourn. On a motion by Nunn and a second by J. Jones, the motion passed.

The board adjourned by 6:40 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 2/28/2022

	General	Friends of the Library	Federal Grants	State Grants	SPLOST	Permanent/Lo... Investments
Assets						
Cadence Bank Operating Acct	276,290.96	18,033.60	(10,450.49)	(5,733.57)	25,235.24	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	0.00	187,652.83	0.00
Persons/Bank of Perry Merchant Acct	213,373.06	0.00	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 2	7,754.35	0.00	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00	0.00
Total Assets	498,594.37	18,033.60	(10,450.49)	(5,733.57)	212,888.07	32,329.19
Liabilities						
	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	0.00	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	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	22,146.00	0.00	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	0.00
Restricted Fund Balance	0.00	93.14	0.00	0.00	272,812.95	5,489.79
Unassigned Fund Balance	194,493.84	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	447,815.84	93.14	0.00	0.00	272,812.95	32,329.19
Current YTD Change	50,778.53	17,940.46	(10,450.49)	(5,733.57)	(59,924.88)	0.00
Total Fund Balance	498,594.37	18,033.60	(10,450.49)	(5,733.57)	212,888.07	32,329.19
Total Liabilities and Ending Fund Balance	498,594.37	18,033.60	(10,450.49)	(5,733.57)	212,888.07	32,329.19

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2021 Through 2/28/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	569,466.64	854,200.00	(33.33)%
Library Generated Revenue	45,378.35	70,700.00	(35.82)%
Donations	6,338.06	1,040.00	509.43%
Other Income	6,082.33	9,000.00	(32.42)%
Total Revenues	627,265.38	934,940.00	(32.91)%
Expenditures			
Salaries and Wages	288,675.34	468,813.00	38.42%
Benefits and FICA	102,020.60	184,828.05	44.80%
Professional Services	5,805.45	21,000.00	72.36%
Copiers and Equipment	3,216.86	8,000.00	59.79%
Utilities	57,013.37	80,000.00	28.73%
Insurance	34,068.00	35,000.00	2.66%
Maintenance & Repairs	51,074.04	76,000.00	32.80%
Materials	1,536.48	1,000.00	(53.65)%
Motor Vehicle Costs	1,869.82	3,000.00	37.67%
Other Purchased Services	4,793.76	6,500.00	26.25%
Supplies	11,531.99	26,300.00	56.15%
Technology & Telecommunications	9,476.96	17,000.00	44.25%
Travel and Training	175.00	750.00	76.67%
Dues & Memberships	1,455.00	1,800.00	19.17%
Miscellaneous	3,774.18	6,000.00	37.10%
Total Expenditures	576,486.85	935,991.05	38.41%
Net Revenue Over Expenditures - Surplus/(Deficit)	50,778.53	(1,051.05)	(4,931.22)%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
112 - Friends of the Library
From 7/1/2021 Through 2/28/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Donations	20,000.00	20,000.00	0.00%
Total Revenues	20,000.00	20,000.00	0.00%
Expenditures			
Materials	2,059.54	2,100.00	1.93%
Other Purchased Services	0.00	11,300.00	100.00%
Total Expenditures	2,059.54	13,400.00	84.63%
Net Revenue Over Expenditures - Surplus/(Deficit)	17,940.46	6,600.00	171.83%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
200 - Federal Grants
From 7/1/2021 Through 2/28/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Federal Grants	0.00	10,450.49	(100.00)%
Total Revenues	0.00	10,450.49	(100.00)%
Expenditures			
Copiers and Equipment	7,786.00	7,786.00	0.00%
Technology & Telecommunications	2,664.49	2,664.49	0.00%
Total Expenditures	10,450.49	10,450.49	0.00%
Net Revenue Over Expenditures - Surplus/(Deficit)	(10,450.49)	0.00	0.00%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2021 Through 2/28/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	246,300.04	382,700.00	(35.64)%
Total Revenues	246,300.04	382,700.00	(35.64)%
Expenditures			
Salaries and Wages	141,851.72	215,979.09	34.32%
Benefits and FICA	51,805.64	75,213.91	31.12%
Copiers and Equipment	0.00	0.00	0.00%
Utilities	0.00	10,995.00	100.00%
Maintenance & Repairs	10,245.00	14,000.00	26.82%
Materials	46,646.89	65,012.00	28.25%
Supplies	927.96	1,500.00	38.14%
Travel and Training	556.40	0.00	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	252,033.61	382,700.00	34.14%
Net Revenue Over Expenditures - Surplus/(Deficit)	(5,733.57)	0.00	0.00%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2021 Through 2/28/2022

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	62,500.00	125,000.00	(50.00)%
Library Generated Revenue	127.52	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	62,627.52	125,000.00	(49.90)%
Expenditures			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	0.00	10,000.00	100.00%
Maintenance & Repairs	67,035.00	69,000.00	2.85%
Materials	52,635.44	80,000.00	34.21%
Supplies	2,881.96	10,000.00	71.18%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	122,552.40	170,000.00	27.91%
Net Revenue Over Expenditures - Surplus/(Deficit)	(59,924.88)	(45,000.00)	33.17%

Director's report - March, 2022

You may notice staff not in their “home” branch over the next few weeks. Part of HOUPL staff training includes swapping staff to work in all locations.

Staff changes - Meghan Vaughn has accepted the position of Youth Services Specialist at Nola Brantley. Samara Terry (a former employee) has agreed to take the part-time position left by Ms. Vaughn.

On the circulation report, please note the number of volunteer hours – especially at Perry. Also, the total number of Notary services continues to rise.

A tree was donated by former library director Judy Golden in memory of Janet Sayre who was the cataloger for HOUPL for several decades. A dedication ceremony is being planned.

Staff were given trial access to a potential new library service – Kanopy – which is a streaming video service that is affiliated with Overdrive (our ebook and Eaudio provider). Our consortium (GADD – Georgia Download Destination) is considering adding Kanopy to our offerings. We already know the potential cost and it would be paid for out of state funds should we move forward with this.

Staff recognition this month goes to James Floyd, the Branch Manager at Perry. All of the Branch Managers sometimes has to handle “other duties as needed”. James Floyd stayed with the carpet cleaners after hours recently and he has gracefully and patiently talked with one of our patrons who on occasion has needed additional attention. Thank you Mr. Floyd!

The next meeting is : April 14th, 2022 at the Centerville Branch.

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HOUSTON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES ATTENDANCE RECORD

	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022
Board Member	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
Daniel Bibler		√		√	√	√	√	√				
Denisa Davis		√		√	√	X (at lib event)	X	√				
Samantha Hulbert					√	√	√	√				
Jean Jones		√		√	√	X	√	√				
Linda Jones		√		√	√	√	√	√				
Julie Layne		√		√	X	√	√	√				
James Newton		X		√	√	√	√	X				
George Nunn		√		X	X	√	√	√				
Jessica Perdue				√	√	X	√	X				
Wilhemenia Jackson Sibley		√		√	√	√	√	√				
Emily Silva		X		√	√	√	√	√				
Pam Yates		√		√	√	√	√	√				
Hazel Ann Gleaton		X										
Shannon McNeal		√										

**There will be no meeting in July and September 2021

√ represents meetings attended

“X” represents meetings not attended

OFFICERS LIBRARY BOARD 2021-2022 (Effective March 2022)

CHAIRPERSON DENISA DAVIS
VICE CHAIR DANIEL BIBLER
SECRETARY PAM YATES
TREASURER JULIE LAYNE

COMMITTEES 2021-2022

*Indicates Chairperson

FINANCE	PERSONNEL	BUILDINGS AND GROUNDS	CONSTITUTION AND BYLAWS
*Julie Layne	*Daniel Bibler	*Jim Newton	Pam Yates
Linda Jones	Pam Yates	Linda Jones	George Nunn
	Denisa Davis		
	Wilhemenia Sibley		

Houston County Public Library System Circulation Report - February 2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals					
Check outs									
Print items	10,299	5,424	8,066	23,789					
Non-Print items	2,397	2,195	2,424	7,016					
Check Out Totals	12,696	7,619	10,490	30,805					
In-Library Use									
Internet Computers	1,280	991	641	2,912					
Technology Equipment	6	4	7	17					
Children's Computers	45	8	88	141					
WiFi Sign-ins	186	92	69	347					
Notary Public Service	22	12	26	60					
Reference Asked	221	144	394	759					
In House OPAC/KPAC Use	197	125	142	464					
In-Library Use Totals	1,517	1,095	805	4,700					
Total Circulation	14,213	8,714	11,295	35,505					
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count		
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	34,596	
	Adult programs		1	4			New Patrons	185	
	YA Programs				1	24			
	Children (Ages 0-11)	21	434	16	65	11			409
	All Ages	2	61	8	31	2			57
	Meeting Room	19	253	6	31	13			268
	Door Count		3,384		3,612	1,550	4,358	Total Door Count	11,354
	New Items Added		Transits		Volunteer Hours				
Centerville	136	Centerville	4,291	Centerville	25.15				
Nola Brantley	349	Nola Brantley	3,271	Nola Brantley	1				
Perry	288	Perry	3,666	Perry	54				
Total Added	773	Total Transits	11,228	Total Volunteer Hours	80.15				

CENTERVILLE BRANCH - February 2022									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		89		3384
Adult Non-Fiction		1,021			Active Patrons		14,753		
Adult Fiction		2,648			Notary Public Service		22		
Young Adult		566			Items Added		136		
Junior Non-Fiction		900			Reference Questions Asked			221	
Junior Fiction		1,579			Self Check-outs		%		Self check-out computers removed.
Easy		3,582							
Magazines		3							
Print Total		10,299							
Non Print Material					Incoming		2,194		Total
					Outgoing		2,097		4,291
					Technology Equipment				
Kill A Watt Meter					Internet Computers			1,280	
Georgia State Park Pass		9			ChromeBook/Projector/Tablet/Harddrive			6	
Parks Discovery Backpack					Children's Computers			45	
Go Fish Pass		6			WiFi Sign-ins			186	
Puppetry Arts Pass		1			Total			1,517	
Zoo Atlanta DVD		14			VOLUNTEERS		# of Volunteers	Volunteer Hours	
Carlos Museum					Adult		1		10
Breman Jewish Museum		1			YA		3		15.15
Chattahoochee Nature Center		1			Summer Ambassadors				
Macon Museum Pass		4			Total		4		25.15
Galileo Sessions		53			PROGRAMS & ATTENDANCE				
eRead Kids		22			Type of Program Total	# of Programs	# Patrons/Views		
GADD Audiobook		865			Children's		21		434
GADD eBook		525			Young Adult				
GADD Magazines		82			Adult				
Audiobook CD		Adult		232	All Ages		2		61
DVD		Adult		242	Grand Total		23		495
Kits		Adult			MEETING ROOM				
Music CD		Adult		20	Times Used		Attendees		
Audiobook CD		Easy			19		253		
DVD		Easy		30	In-House OPAC/KPAC Use		197		
Kits		Easy		19					
Music CD		Easy							
Audiobook CD		Juv		8					
DVD		Juv		195					
Kits		Juv		58					
Music CD		Juv		9					
Audiobook CD		YA		1					
DVD		YA							
Music CD		YA							
				1					
Non Print total				2,397					
TOTAL CIRCULATION				12,696					

NOLA BRANTLEY - February 2022					
CIRCULATION			PINES Cards		Door Count
Print			New Patrons	57	3612
Adult Non-Fiction	848		Active Patrons	11,524	
Adult Fiction	1,569		Notary Public Service	12	
Young Adult	388		Items Added	349	
Junior Non-Fiction	538		Reference Questions Asked		144
Junior Fiction	767		Self Check-outs	%	Self check-out computer has been removed.
Easy	1,305		TRANSITS		
Magazines	9		Incoming	1,741	Total
Print Total	5,424		Outgoing	1,530	3,271
Non Print			Technology Equipment		
Kill A Watt Meter		1,554	Internet Computers		991
Georgia State Park Pass	1		ChromeBook/Projector/Tablet/Harddrive		4
Parks Discovery Backpack			Children's Computers		8
Go Fish Pass			WiFi Sign-ins		92
Puppetry Arts Pass			Total		1,095
Zoo Atlanta DVD	3		VOLUNTEERS		#of Volunteers
Carlos Museum			Adult		
Breman Jewish Museum			YA	1	1
Chattahoochee Nature Center			Summer Ambassadors		
Macon Museum Pass	4		Total	1	1
Galileo Sessions	53		PROGRAMS & ATTENDANCE		
eRead Kids	22		Type of Program Total	# of Programs	# Patrons/Views
GADD Audiobook	864		Children's	16	65
GADD eBook	525		Young Adult		
GADD Magazines	82		Adult	1	4
Audiobook CD	Adult	71	All Ages	8	31
DVD	Adult	431	Grand Total	25	100
Kits	Adult		MEETING ROOM		
Music CD	Adult	6	508	Times Used	Attendees
Audiobook CD	Easy	1		6	31
DVD	Easy	22		In-House OPAC/KPAC Use	125
Kits	Easy	12			
Music CD	Easy				
Audiobook CD	Juv	11			
DVD	Juv	84			
Kits	Juv	3			
Music CD	Juv				
Audiobook CD	YA				
DVD	YA				
Music CD	YA				
		0			
Non Print Total		2,195			
TOTAL CIRCULATION		7,619			

PERRY BRANCH - February 2022

CIRCULATION				PINES Cards		Door Count
Print				New Patrons	39	4358
Adult Non-Fiction	977			Active Patrons	8319	
Adult Fiction	2,220			Notary Public Service	26	
Young Adult	373			Items Added	288	
Junior Non-Fiction	723			Reference Questions Asked		394
Junior Fiction	1,198			Self Check-outs	%	Self Check-out computers removed.
Easy	2,556					
Magazines	19			TRANSITS		
Print Total	8,066			Incoming	1,882	Total
Non Print Material				Outgoing	1,784	3,666
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass		11		Internet Computers		641
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive		7
Go Fish Pass		2		Children's Computers		88
Puppetry Arts Pass		2		WiFi Sign-ins		69
Zoo Atlanta DVD		4		Total		805
Carlos Museum		1		VOLUNTEERS	# of Volunteers	Volunteer Hours
Breman Jewish Museum		1		Adult	5	54
Chattahoochee Nature Center		1		YA		
Macon Museum Pass		5		Summer Ambassadors		
Galileo Sessions		53		Total	5	54
eRead Kids		22		PROGRAMS & ATTENDANCE		
GADD Audiobook		864		Type of Program Total	# of Programs	# Patrons/Views
GADD eBook		526		Children's	11	409
GADD Magazines		82	1,574	Young Adult	1	24
Audiobook CD	Adult	133		Adult		
DVD	Adult	357		All Ages	2	57
Kits	Adult			Grand Total	14	490
Music CD	Adult		490	MEETING ROOM		
Audiobook CD	Easy			Times Used	Attendees	
DVD	Easy	108		13	268	
Kits	Easy	36		In-House OPAC/KPAC Use	142	
Music CD	Easy		144			
Audiobook CD	Juv	6				
DVD	Juv	183				
Kits	Juv	28				
Music CD	Juv		217			
Audiobook CD	YA	5				
DVD	YA					
Music CD	YA		5			
Non Print Total			2,430			
TOTAL CIRCULATION			10,496			