

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

May 13, 2021 – Perry Branch, Perry, GA

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 –

Presentation of Director's yearly evaluation to Board

Approval of Director's salary as recommended by Personnel Committee

Report on Patron request to reconsider book

7. Old Business -

Reading of the Nola Brantley land passage into the minutes as follows - "The land behind the Nola Brantley Memorial Library belongs to the Houston County Public Library System. An agreement was made with Macon State College to pave the area for use as a parking lot. Other improvements or changes must be made with the approval of the HCPL Board"

*Revised quote by S&W Contracting. New and final amount is \$53,095.00. *

8. New Business –

Amendment to current year budget to reflect reduction in revenue

Director's recommendation on COVID protocol changes

9. *Adjournment*

The next Library Board of Trustee meeting will be June 10, 2021 at the Nola Brantley Memorial Library starting at 6pm.

Houston County Public Library System Board of Trustees

Minutes- April 8, 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 April 8, 2021. Board members attending were Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, George Nunn, Wilhemenia Sibley and Pam Yates. Also attending was : J. Sara Paulk, Robyn Harris and Maggie Higgenbottom. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the March 11, 2021 meeting. On a motion by Yates and a second by Nunn, the minutes were approved.

Public Comments. None. Staff members Harris (CV) and Higgenbottom (NB) introduced themselves.

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

Director's report – Presented at meeting.

Committee Reports – Postponed.

Unfinished Business – None.

New Business –

A list of surplus items was presented for disposal. On a motion by Jones and a second by Yates, the motion passed.

Davis called for the approval of a vote that would mandate masks by staff and library patrons until the end of May, 2021. After discussion, on a motion by Sibley and a second by Gleaton, the motion passed.

Trustee Remarks – Yates presented an update on the Friends of the Library upcoming sale set for November.

Adjournment – Davis called for a motion to adjourn. On a motion by Nunn and a second by Yates, the board adjourned at 6:35 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

HCPLS Financial Report
As of April 30, 2021

Balance Sheet (A):

The Library's financial activity **through April 30, 2021** shows:

- a) a net increase in the ending balance of the General Fund (Fund 100) of \$55,042.46;
- b) a net increase in the State Grants Fund (Fund 310) of \$10,816.56;
- c) a net increase in the ending balance of the SPLOST Fund (Fund 390) of \$23,447.94.

Statement of Revenues and Expenditures:

The Library's Statement of Revenues and Expenditures *shows the money coming in to the Library and the amounts being spent by the Library during the current fiscal year only (July 1 through June 30)*. It also shows those amounts as they compare to the set budget for the year.

Ten months into the fiscal year (April 30), the Library should have about **16%** of budget remaining. (The new accounting system shows percent *remaining* and not percent *used* as in the old system.)

In the General Fund - 100 (B1):

- 1) Library-generated revenue from fines, fees, copies, and faxes is still well short of budget (with almost 53% of budget remaining). Budget amendments are proposed to better reflect the actual revenues expected to be collected by the end of the fiscal year. (see Proposed Budget Amendments for FY2021).
- 2) As a whole, expenditures continue to come in a little below budget at this time, with about 27% of the budget remaining. Almost all categories of expenditures are at or below budget at this time.

In the State Grants Fund - 310 (B2):

- 1) Spending on materials is pretty close to budget, with about 19% remaining.
- 2) The Youth Specialists will spend the remainder of the Deal Center Grant in May on Vacation Reading Program prizes (i.e., imprinted water bottles and books).

In the SPLOST Fund - 390 (B3):

- 1) The remaining SPLOST funds due to the Library for this fiscal year have been requested from the County.
- 2) As of the end of April, the Library has spent a little over \$65,000.00 in SPLOST funds on library materials, leaving about 38% of the budget remaining. If not all budgeted SPLOST funds are spent by the end of the fiscal year, the funds roll over into next year.

(A)

Houston County Public Library System
Balance Sheet by Fund
As of 4/30/2021

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	256,375.35	93.14	10,816.56	(1,222.68)	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	200,008.60	0.00
Persons/Bank of Perry Merchant Acct	186,894.00	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 1	0.00	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	452,199.70	93.14	10,816.56	198,785.92	32,329.19
Liabilities					
	0.00	0.00	0.00	0.00	0.00
Total Liabilities	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	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	(a) 55,042.46	0.00	(b) 10,816.56	(c) 23,447.94	133.64
Total Fund Balance	452,199.70	93.14	10,816.56	198,785.92	32,329.19
Total Liabilities and Ending Fund Balance	452,199.70	93.14	10,816.56	198,785.92	32,329.19

B1

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 100 - General
 From 7/1/2020 Through 4/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	691,000.00	829,200.00	(16.67)%
Library Generated Revenue	37,879.50	80,000.00	(52.65)% ①
Donations	4,421.33	1,000.00	342.13%
Other Grants	1,186.53	1,186.53	0.00%
Other Income	7,260.00	8,600.00	(15.58)%
Total Revenues	741,747.36	919,986.53	(19.37)%
Expenditures			
Salaries and Wages	342,212.56	437,479.78	21.78%
Benefits and FICA	128,014.79	187,344.51	31.67%
Professional Services	15,848.73	26,960.00	41.21%
Copiers and Equipment	6,449.40	11,300.00	42.93%
Utilities	64,942.31	91,350.00	28.91%
Insurance	31,131.20	32,094.00	3.00%
Maintenance & Repairs	60,758.42	84,300.00	27.93%
Materials	219.16	2,000.00	89.04%
Motor Vehicle Costs	628.90	3,000.00	79.04%
Other Purchased Services	2,276.00	6,500.00	64.98%
Supplies	16,765.09	29,200.00	42.59%
Technology & Telecommunications	11,536.34	15,600.00	26.05%
Travel and Training	554.63	600.00	7.56%
Dues & Memberships	1,755.00	2,400.00	26.88%
Miscellaneous	3,612.37	6,250.00	42.20%
Total Expenditures	686,704.90	936,378.29	26.66% ②
Net Revenue Over Expenditures - Surplus/(Deficit)	55,042.46	(16,391.76)	(435.79)%

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2020 Through 4/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	347,396.30	416,239.25	(16.54)%
Total Revenues	<u>347,396.30</u>	<u>416,239.25</u>	<u>(16.54)%</u>
Expenditures			
Salaries and Wages	180,523.40	220,305.15	18.06%
Benefits and FICA	63,913.61	73,657.85	13.23%
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	50,710.81	63,171.00	19.72% ⁽¹⁾
Supplies	592.37	1,524.59	61.15% ⁽²⁾
Dues & Memberships	0.00	200.00	100.00%
Total Expenditures	<u>336,579.74</u>	<u>409,698.25</u>	<u>17.85%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>10,816.56</u>	<u>6,541.00</u>	<u>65.37%</u>

B3

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2020 Through 4/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	135,000.00	235,000.00	(42.55)% ¹
Library Generated Revenue	142.46	0.00	0.00%
Other Income	73.96	0.00	0.00%
Total Revenues	135,216.42	235,000.00	(42.46)%
Expenditures			
Professional Services	0.00	4,500.00	100.00%
Copiers and Equipment	31,081.37	40,000.00	22.30%
Maintenance & Repairs	11,754.88	80,500.00	85.40%
Materials	65,376.58	106,500.00	38.61% ²
Supplies	3,518.67	10,000.00	64.81%
Miscellaneous	36.98	0.00	0.00%
Total Expenditures	111,768.48	241,500.00	53.72%
Net Revenue Over Expenditures - Surplus/(Deficit)	23,447.94	(6,500.00)	(460.74)%

Director's report

Revised quote by S&W Contracting New and final amount is \$53,095.00. Their previous bid was \$40,358.00. This is still the lowest qualified bid received.

Another two “1000 Books Celebrations” were held in Perry. The ceremonies are recognition of children who have read or have had read 1000 books to them before Kindergarten.

Have completed and submitted two grant applications to get more Ebook and Eaudio content added. Will find out about one of them in June and the other in September.

Attended and participated in meeting discussing the latest revision to Houston County's Comprehensive Plan.

Ms. Emily Silva and Ms. Jean Jones will be appointed to the library board at the Commissioner's meeting of Tuesday, May 18th. Ms. Denisa Davis and Ms. Julie Layne will be re-appointed.

5:00 pm - Tuesday May 18th

Annex Building, (Commissioners Boardroom)

200 Carl Vinson Pkwy

Warner Robins, GA, 31088

Our newest staff is : Cheyenne Parks at Centerville and Logan Baucom at Nola Brantley.

Judith Malone was interviewed by NBC41 on May 12th and had an opportunity to talk about library service – the Georgia State Parks Discovery Backpack. All three branches have one for checkout and the backpack comes with binoculars and laminated animal watching guides.

!As a reminder, the library checks out several passes including: all the Georgia state and historic parks, Center for Puppetry Arts, Chattahoochee Nature Center, Go Fish, Macon Museums (Tubman Museum, Georgia Sports Hall of Fame and the Museum of Arts and Sciences), Michael C. Carols Museum on the Emory University Campus and The Berman museum in Atlanta.! Georgia libraries also benefit from many other partnerships that include sports teams, non-profits and other museums

Staff recognition – **All of our new Notaries!** Cindy Broadie and Robyn Harris at CV, Samara Terry and Angela Simmons-Jones at PE and Paige Kensmoe and R. Brian Neil.

47 notary services were provided this month and was mentioned on a community Facebook page.

[illegible]



**240 Industrial Boulevard
Fort Valley Ga. 31030
Phone: 478-225-9048
Fax: 478-225-3277
www.sandwsales.com**

April 16, 2021

Mrs. Judith Malone
Branch Manager
Nola Brantley Memorial Library
721 Watson Blvd
Warner Robins, GA 31093

RE: Renovation Nola Brantley

Mrs. Malone,

S&W Sales and Service, LLC (S&W) is pleased to submit this revised response to RFP Renovation Nola Brantley. This quote is based on the Request for Proposal (RFP) dated December 17, 2020.

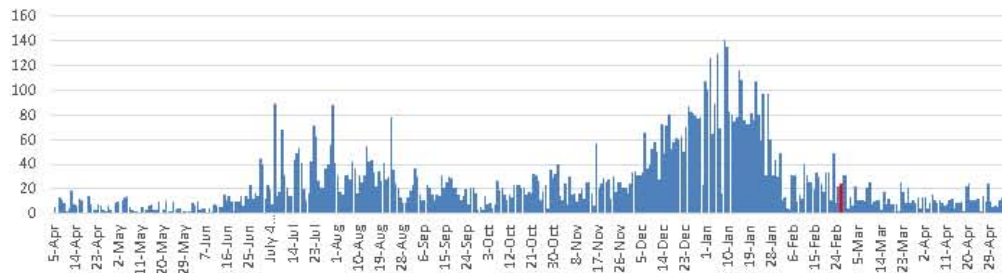
Our price to renovate Nola Brantley Memorial Library as proposed is **\$53,095.00**. Our price includes all labor, materials, and equipment rental necessary to complete this work in safe, timely and professional manner.

Thank you for this opportunity to be of services to you. Please call if you have any questions or if we can be of future service. We look forward to working with you on this project.

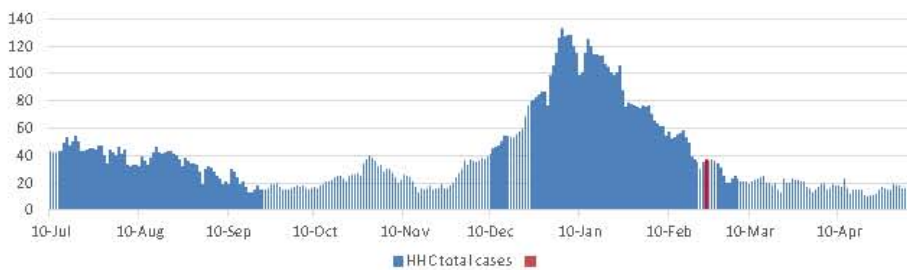
Respectfully,

Waldo Moody
President
S&W Sales and Service, LLC

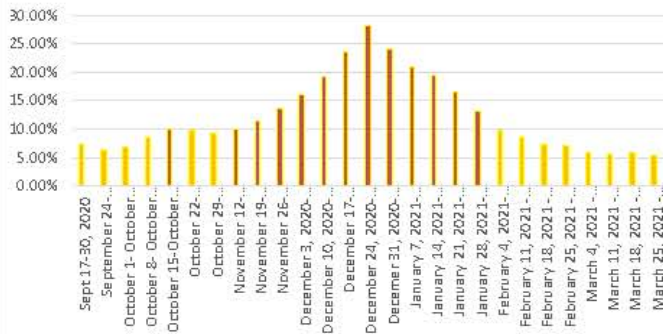
New COVID cases - Houston County -
April 2nd to date



Current Positive inpatient cases -
Houston HealthCare



Positivity rate - Houston County



Test Positivity Classification

Criteria

Green

<5% PCR positivity during previous 14 days

OR

20 or fewer PCR tests during previous 14 days

5-10% PCR positivity during previous 14 days

Yellow

OR

>10% PCR positivity AND <500 PCR tests AND <2000 PCR tests/100,000 residents during previous 14 days

Red

>10% PCR positivity AND not meeting the criteria for "Green" or "Yellow"

First

Attached is information I've collected for a long time. From GA Dept. of Health and Houston Healthcare. The biggest chart is new cases over time. Then number of current hospitalizations in Houston County and then new cases as a percentage of population.

All guidelines recommend using the total number of cases as a guide for determining when expansion of services is appropriate – these guidelines came from the CDC, the GA Dept. of Health, Houston EMA and the GA Dept. of Labor – and at that time the figure was – after 42 days of stable cases or decrease in cases.

The last highest number occurred on February 23, 2021. Since then, all indicators have decreased or remained steady.

Second

Vaccine. All staff have either made the decision to get a vaccine or not. And those who wanted it, have had opportunity to get it. And the majority of staff are past the date of effectiveness.

Third - Houston County government has not made any announcements but they are starting to talk about rolling back restrictions. They tentatively have set June 1st as their roll back date.

Fourth - Also is attached the results of a survey of public libraries around Georgia – where they are in the process and potential future plans.

So, I am recommending that the library go to Pre-COVID services effective June 1st.

- 1) Masks are optional for staff and public and No health checks of staffing
- 2) No staff in the lobby.
- 3) Items are returned at the desk.
 - 4a) Fines will be charged on overdue items
- 4) Computer chairs are restored to full capacity
- 5) Meeting rooms are available
- 6) Casual seating is restored
- 7) Study tables are restored
- 8) Children's computers are restored
- 9) Children's STEAM kits are put back out, Children's toys are put back out
- 10) Programs scheduled
- 11) Social distancing signs are removed and Arrows are removed from the floor
- 12) Donations to Friends of the library are allowed to dropped off inside.

We can leave the plastic barriers up at the desks – that doesn't impend any services. We can continue to wipe down desks and computers as needed.

We would change the website, social media and answering machines to say – We request you wear a mask. Staff can continue to wear masks, practice social distancing and wear gloves as they wish.

Houston County Public Library System Circulation Report - Apr 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals					
Check outs									
Print items	10,666	5,637	7,749	24,052					
Non-Print items	1,960	1,858	1,964	5,782					
Check Out Totals	12,626	7,495	9,713	29,834					
In-Library Use									
Internet Computers	1,131	1,059	622	2,812					
Technology Equipment	5	7	8	20					
Children's Computers	0	0	0	0					
WiFi Sign-ins	52	67	38	157					
Notary Public Service	27	10	10	47					
Reference Asked	202	243	138	583					
In House OPAC Use	161	105	109	375					
In-Library Use Totals	1,188	1,133	668	3,994					
Total Circulation	13,814	8,628	10,381	33,828					
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count		
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	35,261	
	Adult programs						New Patrons	149	
	YA Programs								
	Children (Ages 0-11)	5	310	3	62	1			93
	Children (All)/Foreign Language					3			66
	Meeting Room							Total Door Count	
	Door Count		3,345		3,471	1,660	3,431	10,247	
New Items Added		Transits		Volunteer Hours					
Centerville	318	Centerville	5,148	Centerville	0				
Nola Brantley	310	Nola Brantley	3,659	Nola Brantley	0				
Perry	191	Perry	4,071	Perry	0				
Total Added	819	Total Transits	12,878	Total Volunteer Hours	0				

CENTERVILLE BRANCH - Apr 2021									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		61		3345
Adult Non-Fiction		1,049			Active Patrons		14,886		
Adult Fiction		2,801			Notary Public Service 27				
Young Adult		682			Items Added		318		
Junior Non-Fiction		984			Reference Questions Asked			202	
Junior Fiction		1,659			Self Check-outs		%		Self-Checkout Computers were temporarily removed.
Easy		3,491			0		0%		
Magazines		0			TRANSITS				
Print Total		10,666			Incoming		2,701		Total
Non Print Material					Outgoing		2,447		5,148
Kill A Watt Meter					Technology Equipment				
Georgia State Park Pass		9			Internet Computers			1,131	
Parks Discovery Backpack					ChromeBook/Projector/Tablet/Harddrive			5	
Go Fish Pass		7			Children's Computers			0	
Puppetry Arts Pass		1			WiFi Sign-ins			52	
Zoo Atlanta DVD		18			Total			1,188	
Carlos Museum					VOLUNTEERS		Volunteers	Volunteer Hours	
Breman Jewish Museum					Adult				
Chattahoochee Nature Center		1			YA				
Macon Museum Pass		3			Summer Ambassadors				
Galileo Sessions		49			Total		0	0	
eRead Kids 34					PROGRAMS & ATTENDANCE				
Overdrive Audiobook		596			Type of Program Total		# of Programs	# Patrons/Views	
Overdrive eBook		353			Children's		5	310	
Overdrive Magazines		106			Young Adult				
Audiobook CD		Adult	250		Adult				
DVD		Adult	309		All Ages				
Kits		Adult			Grand Total		5	310	
Music CD		Adult	559		MEETING ROOM				
Audiobook CD		Easy			Times Used		Attendees		
DVD		Easy	34		0		0		
Kits		Easy	9		In-House OPAC Use		161		
Music CD		Easy	2		45				
Audiobook CD		Juv	14						
DVD		Juv	150						
Kits		Juv	14						
Music CD		Juv	1		179				
Audiobook CD		YA							
DVD		YA							
Music CD		YA	0						
Non Print total					1,960				
TOTAL CIRCULATION					12,626				

		NOLA BRANTLEY - Apr 2021			
CIRCULATION			PINES Cards		Door Count
Print			New Patrons	36	3471
Adult Non-Fiction	833		Active Patrons	12,027	
Adult Fiction	1,666		Notary Public Service	10	
Young Adult	366		Items Added	310	
Junior Non-Fiction	481		Reference Questions Asked	243	
Junior Fiction	1,002		Self Check-outs	%	Self-Checkout temporarily removed.
Easy	1,284		0	0%	
Magazines	5		TRANSITS		
Print Total	5,637		Incoming	1,816	Total
Non Print		Outgoing	1,843	3,659	
Kill A Watt Meter			Technology Equipment		
Georgia State Park Pass	2		Internet Computers	1,059	
Parks Discovery Backpack			ChromeBook/Projector/Tablet/Harddrive	7	
Go Fish Pass			Children's Computers	0	
Puppetry Arts Pass			WiFi Sign-ins	67	
Zoo Atlanta DVD	1		Total	1,133	
Carlos Museum			VOLUNTEERS	Volunteers	Volunteer Hours
Breman Jewish Museum			Adult		
Chattahoochee Nature Center	1		YA		
Macon Museum Pass	2		Summer Ambassadors		
Galileo Sessions	50		Total	0	0
eRead Kids	34		PROGRAMS & ATTENDANCE		
Overdrive Audiobook	595		Type of Program Total	Programs	# Patrons/Views
Overdrive eBook	353		Children's	3	62
Overdrive Magazines	105		Young Adult		
Audiobook CD	Adult	136	Adult		
DVD	Adult	403	All Ages		
Kits	Adult		Grand Total	362	
Music CD	Adult	539	MEETING ROOM		
Audiobook CD	Easy	1	Times Used	Attendees	
DVD	Easy	17	0	0	
Kits	Easy	30	In-House OPAC Use	105	
Music CD	Easy	48			
Audiobook CD	Juv	29			
DVD	Juv	75			
Kits	Juv	17			
Music CD	Juv	121			
Audiobook CD	YA	7			
DVD	YA				
Music CD	YA	7			
Non Print Total		1,858			
TOTAL CIRCULATION		7,495			

PERRY - Apr 2021						
CIRCULATION				PINES Cards		Door Count
Print				New Patrons	52	3431
Adult Non-Fiction	978			Active Patrons	8348	
Adult Fiction	2,518			Notary Public Service	10	
Young Adult	329			Items Added	191	
Junior Non-Fiction	640			Reference Questions Asked	138	
Junior Fiction	1,261			Self Check-ous	%	Self-Checkout temporarily removed.
Easy	2,023			0	0%	
Magazines	0			TRANSITS		
Print Total	7,749			Incoming	2,031	Total
Non Print Material				Outgoing	2,040	4,071
Kill A Watt Meter				Technology Equipment		
Georgia State Park Pass		6		Internet Computers		622
Parks Discovery Backpack				ChromeBook/Projector/Tablet/Harddrive		8
Go Fish Pass		1		Children's Computers		0
Puppetry Arts Pass				WiFi Sign-ins		38
Zoo Atlanta DVD		8		Total		668
Carlos Museum				VOLUNTEERS		
Breman Jewish Museum				Adult	Volunteers	Volunteer Hours
Chattahoochee Nature Center				YA		
Macon Museum Pass		4		Summer Ambassadors		
Galileo Sessions		49		Total	0	0
eRead Kids		33		PROGRAMS & ATTENDANCE		
Overdrive Audiobook		596		Type of Program Total	# of Programs	# Patrons/Views
Overdrive eBook		352		Children's	1	93
Overdrive Magazines		106	1,155	Young Adult		
Audiobook CD	Adult	117		Adult		
DVD	Adult	454		All Ages	3	66
Kits	Adult			Grand Total	4	159
Music CD	Adult		571	MEETING ROOM		
Audiobook CD	Easy			Times Used	Attendees	
DVD	Easy	40		0	0	
Kits	Easy	33		In-House OPAC Use	109	
Music CD	Easy		73			
Audiobook CD	Juv	17				
DVD	Juv	137				
Kits	Juv	11				
Music CD	Juv		165			
Audiobook CD	YA					
DVD	YA					
Music CD	YA		0			
Non Print Total			1,964			
TOTAL CIRCULATION			9,713			