

AGENDA

HOUSTON COUNTY PUBLIC LIBRARY BOARD

March 9, 2023 – Nola Brantley Memorial Library – Warner Robins,
GA

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 13th, 2023 at Centerville Branch - Director's evaluation presented to whole board.

CENTERVILLE BRANCH - February 2023						
CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	104	3393	
Adult Non-Fiction	1,063		Active Patrons	16,704		
Adult Fiction	2,690		Notary Public Service		19	
Young Adult	664		Items Added		253	
Junior Non-Fiction	1,123		Reference Questions Asked		284	
Junior Fiction	1,619					
Easy	3,607					
Magazines	5					
Print Total	10,771		TRANSITS			
Non Print Material			Incoming	2,545	Total	
Kanopy Streaming	30		Outgoing	2,536	5,081	
Georgia State Park Pass	10		Technology Equipment			
Parks Discovery Backpack			Internet Computers		1,354	
Go Fish Pass	5		ChromeBook/Projector/Tablet/Harddrive		10	
Puppetry Arts Pass			Children's Computers		51	
Zoo Atlanta DVD	7		WiFi Sign-ins		250	
Carlos Museum	2		Total		1,665	
Breman Jewish Museum			VOLUNTEERS		Volunteers	Volunteer Hours
Chattahoochee Nature Center			Adult	3	30.75	
Macon Museum Pass			YA	4	13.75	
Galileo Sessions	41		Summer Ambassadors			
eRead Kids	15		Total		7	44.5
GADD Audiobook	1036		PROGRAMS & ATTENDANCE			
GADD eBook	713		Type of Program Total	# of Programs	# Patrons/Views	
GADD Magazines	124	1,983	Children's	20	505	
Audiobook CD	Adult	159	Young Adult	1	28	
DVD	Adult	246	Adult			
Kits	Adult		All Ages	3	105	
Music CD	Adult	1	Grand Total	24	638	
Audiobook CD	Easy		MEETING ROOM			
DVD	Easy	78	Times Used	Attendees		
Kits	Easy	7	24	122		
Music CD	Easy	85	In-House OPAC/KPAC Use	316		
Audiobook CD	Juv	12	Videogame	13		
DVD	Juv	239	Alliance Theatre Pass			
Kits	Juv	19	Kill-A-Watt Power Meter			
Music CD	Juv	2				
Audiobook CD	YA					
DVD	YA					
Music CD	YA	0				
Non Print total		2,759				
TOTAL CIRCULATION		13,530				

NOLA BRANTLEY - February 2023

CIRCULATION				PINES Cards		Door Count
Print				New Patrons	64	4429
Adult Non-Fiction	752			Active Patrons	12,693	
Adult Fiction	1,618			Notary Public Service	26	
Young Adult	290			Items Added	337	
Junior Non-Fiction	393			Reference Questions Asked		545
Junior Fiction	736			TRANSITS		
Easy	1,574			Incoming	1,951	Total
Magazines	1			Outgoing	2,072	4,023
Print Total	5,364			Technology Equipment		
Non Print				Internet Computers		1,050
Kanopy Streaming		29		ChromeBook/Projector/Tablet/Harddrive		8
Georgia State Park Pass		1		Children's Computers		66
Parks Discovery Backpack				WiFi Sign-ins		219
Go Fish Pass				Total		1,343
Puppetry Arts Pass				VOLUNTEERS		
Zoo Atlanta DVD		5			#of Volunteers	Volunteer Hours
Carlos Museum				Adult	2	5.75
Breman Jewish Museum				YA		
Chattahoochee Nature Center				Summer Ambassadors		
Macon Museum Pass				Total	2	5.75
Galileo Sessions		41		PROGRAMS & ATTENDANCE		
eRead Kids		15			# of Programs	# Patrons/Views
GADD Audiobook		1037		Type of Program Total		
GADD eBook		713		Children's	17	361
GADD Magazines		124	1,965	Young Adult		
Audiobook CD	Adult	99		Adult	4	29
DVD	Adult	488		All Ages	3	63
Kits	Adult			Grand Total	24	453
Music CD	Adult	38	625	MEETING ROOM		
Audiobook CD	Easy			Times Used	Attendees	
DVD	Easy	44		8	91	
Kits	Easy	9		In-House OPAC/KPAC Use	165	
Music CD	Easy		53	Videogames	12	
Audiobook CD	Juv	3		Alliance Theatre Pass		
DVD	Juv	133		Kill-A-Watt Power Meter		
Kits	Juv	10				
Music CD	Juv		146			
Audiobook CD	YA	1				
DVD	YA	3				
Music CD	YA		4	STUDY ROOMS		
Non Print Total				Times Used		
2,805				46		
TOTAL CIRCULATION				8,169		

PERRY BRANCH - February 2023

CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	76	4957	
Adult Non-Fiction	997		Active Patrons	9540		
Adult Fiction	2,539		Notary Public Service	33		
Young Adult	390		Items Added	197		
Junior Non-Fiction	954		Reference Questions Asked	462		
Junior Fiction	1,385					
Easy	2,874					
Magazines	2					
Print Total	9,141					
Non Print Material			TRANSITS			
Kanopy Streaming	30	1,981	Incoming	2,271	Total	
Georgia State Park Pass	9		Outgoing	2,280	4,551	
Parks Discovery Backpack	1		Technology Equipment			
Go Fish Pass	4		Internet Computers	851		
Puppetry Arts Pass			ChromeBook/Projector/Tablet/Harddrive	12		
Zoo Atlanta DVD	6		Children's Computers	103		
Carlos Museum			WiFi Sign-ins	278		
Breman Jewish Museum			Total	1,244		
Chattahoochee Nature Center			VOLUNTEERS	Volunteers	Volunteer Hours	
Macon Museum Pass			Adult	4	78	
Galileo Sessions	42		YA			
eRead Kids	16		Summer Ambassadors			
GADD Audiobook	1037		Total	4	78	
GADD eBook	712		PROGRAMS & ATTENDANCE			
GADD Magazines	124		Type of Program Total	# of Programs	# Patrons/Views	
Audiobook CD	Adult		126	Children's	14	461
DVD	Adult		336	Young Adult	10	249
Kits	Adult			Adult		
Music CD	Adult	462	All Ages			
Audiobook CD	Easy	1	Grand Total	24	710	
DVD	Easy	87	MEETING ROOM			
Kits	Easy	39	Times Used	Attendees		
Music CD	Easy	127	22	213		
Audiobook CD	Juv	32	h-House OPAC/KPAC Us	251		
DVD	Juv	171	Videogames			
Kits	Juv	21	Alliance Theatre Pass			
Music CD	Juv	224	Kill-A-Watt Power Meter			
Audiobook CD	YA	14				
DVD	YA					
Music CD	YA	14				
Non Print Total						
TOTAL CIRCULATION						

Houston County Public Library System Circulation Report - February 2023

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	10,771	5,364	9,141	25,276				
Non-Print items	2,759	2,805	2,808	8,372				
Check Out Totals	13,530	8,169	11,949	33,648				
In-Library Use								
Internet Computers	1,354	1,050	851	3,255				
Technology Equipment	10	8	12	30				
Children's Computers	51	66	103	220				
WiFi Sign-ins	250	219	278	747				
Notary Public Service	19	26	33	78				
Reference Asked	284	545	462	1291				
In House OPAC/KPAC Use	316	165	251	732				
In-Library Use Totals	1,665	1,343	1,244	6,353				
Total Circulation	15,195	9,512	13,193	40,001				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	38,937
Adult programs			4	29			New Patrons	244
YA Programs	1	28			10	249		
Children (Ages 0-11)	20	505	17	361	14	461		
All Ages	3	105	3	63				
Meeting Room	24	122	8	91	22	213		
Study Room			46				Total Door Count	
Door Count		3,393		4,429	1,560	4,957	12,779	
New Items Added								
New Items Added		Transits			Volunteer Hours			
Centerville	253	Centerville	5,081	Centerville	44.5			
Nola Brantley	337	Nola Brantley	4,023	Nola Brantley	5.75			
Perry	197	Perry	4,551	Perry	78			
Total Added	787	Total Transits	13,655	Total Volunteer Hours	128.25			

Houston County Public Library System

Balance Sheet by Fund

As of 2/28/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	260,578.48	17,151.02	23,855.94	31,663.70	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,811.54	0.00
Morris Bank Merchant Acct	249,816.72	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,923.75
Unemployment CD 2	7,813.24	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	<u>519,384.44</u>	<u>17,151.02</u>	<u>23,855.94</u>	<u>159,475.24</u>	<u>32,412.94</u>
Liabilities					
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	17,452.00	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	20,000.00	37,808.60	0.00	218,443.64	5,573.54
Unassigned Fund Balance	220,912.18	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,540.18</u>	<u>37,808.60</u>	<u>0.00</u>	<u>218,443.64</u>	<u>32,412.94</u>
Current YTD Change	29,844.26	(20,657.58)	23,855.94	(58,968.40)	0.00
Total Fund Balance	<u>519,384.44</u>	<u>17,151.02</u>	<u>23,855.94</u>	<u>159,475.24</u>	<u>32,412.94</u>
Total Liabilities and Ending Fund Balance	<u><u>519,384.44</u></u>	<u><u>17,151.02</u></u>	<u><u>23,855.94</u></u>	<u><u>159,475.24</u></u>	<u><u>32,412.94</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 2/28/2023

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	594,666.64	889,000.00	(33.11)%
Library Generated Revenue	48,887.36	70,700.00	(30.85)%
Donations	3,862.28	1,040.00	271.37%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>9,089.87</u>	<u>9,000.00</u>	<u>1.00%</u>
Total Revenues	<u>676,776.98</u>	<u>990,010.00</u>	<u>(31.64)%</u>
Expenditures			
Salaries and Wages	310,200.47	493,455.80	37.14%
Benefits and FICA	109,587.50	188,628.80	41.90%
Professional Services	9,044.30	23,000.00	60.68%
Copiers and Equipment	7,398.11	8,000.00	7.52%
Utilities	52,491.72	77,000.00	31.83%
Insurance	37,817.00	35,000.00	(8.05)%
Maintenance & Repairs	48,955.49	77,600.00	36.91%
Materials	18,095.77	19,500.00	7.20%
Motor Vehicle Costs	795.17	3,000.00	73.49%
Other Purchased Services	6,221.31	8,200.00	24.13%
Supplies	16,771.53	24,600.00	31.82%
Technology & Telecommunications	20,351.61	20,000.00	(1.76)%
Travel and Training	726.77	800.00	9.15%
Dues & Memberships	1,755.00	1,500.00	(17.00)%
Miscellaneous	<u>6,720.97</u>	<u>6,250.00</u>	<u>(7.54)%</u>
Total Expenditures	<u>646,932.72</u>	986,534.60	34.42%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>29,844.26</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 2/28/2023

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
	<u> </u>	<u> </u>	<u> </u>
Expenditures			
Materials	<u>20,657.58</u>	<u>30,276.00</u>	<u>31.77%</u>
Total Expenditures	<u>20,657.58</u>	30,276.00	31.77%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(20,657.58)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 2/28/2023

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	315,641.27	466,432.31	(32.33)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	0.00%
Total Revenues	<u>317,141.27</u>	<u>467,932.31</u>	<u>(32.22)%</u>
Expenditures			
Salaries and Wages	153,146.72	230,979.09	33.70%
Benefits and FICA	54,827.18	79,704.90	31.21%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	12,639.32	22,500.00	43.83%
Materials	49,291.01	98,590.00	50.00%
Supplies	1,500.00	1,500.00	0.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	0.00%
Total Expenditures	<u>293,285.33</u>	467,932.30	37.32%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>23,855.94</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 2/28/2023

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	80,000.00	160,000.00	(50.00)%
Library Generated Revenue	97.00	0.00	0.00%
Other Revenue	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>80,127.32</u>	<u>160,000.00</u>	<u>(49.92)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	83,625.24	60,000.00	(39.38)%
Materials	51,593.26	87,000.00	40.70%
Supplies	2,446.90	10,000.00	75.53%
Miscellaneous	<u>30.32</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>139,095.72</u>	160,000.00	13.07%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(58,968.40)</u>		

Director's report - March, 2023

Please welcome Ashli Brown-Smith - a newer staff member at Nola and Rachel Breland, who will be replacing Dixie Henning in June.

Through Ms. Robyn Harris's connections (thanks Ms. Harris!) a local graphic design firm offered their services to the library and created a branding package.

Several repair projects are in progress.

A motor in the boiler room at Perry burned out and a replacement is on order.

Pressure-washing companies are giving quotes for cleaning Perry exterior.

Centerville has an apparent squirrel hole in the roof and some loose tiles.

Nola Brantley is in need of some replacement tiles near the staff entrance. (Henning and Breland to repair)

Perry and Nola Brantley need emergency lights replaced and upgraded to LEDs.

Ms. Henning and Ms. Breland and Ms. Spratling are coordinating and organizing these projects.

Paulk submitted a grant request for a public relations award. Fingers crossed.

Paulk was accepted onto the eRead Kids selection committee. eRead Kids, is a collection of ebooks and audio books for kids in pre K to fourth grade and available through all public libraries in the state. Young readers have access to almost 15,000 electronic and audio books.

No staffing changes

***The next meeting is :

April 13th, 2023 at Centerville Branch

Houston County Public Library System Board of Trustees

Minutes- February 9, 2023, Perry Branch, Perry, Georgia

The Houston County Public Library System Board met in regular session on February 10, 2023. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Jean Jones, Linda Jones, Jim Newton, Jessica Perdue, Wilhemenia Jackson 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 12, 2023 meeting. On a motion by Bibler and a second by Silva, the minutes were approved.

Public Comments. None.

Trustee Comments. Yates reported on the Friends of the Library.

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

Director's report – Presented at meeting.

Committee Reports. After discussion, Hulbert was appointed to the Building and Grounds committee and Silva to the Constitution and Bylaws committee.

Old Business – None.

New Business –

Paulk presented the 2023-2024 budget for approval. On a motion by Bibler and a second by Newton, the budget was approved.

Davis opened the floor for nominations for the 2023-2024 officers.

On a motion by Hulbert and a second by Perdue, Julie Layne was reappointed as Treasurer.

On a motion by Perdue and a second by Hulbert, Pam Yates was reappointed as Secretary

On a motion by Hulbert and a second by L. Jones, Jean Jones was appointed as Vice-Chair.

On a motion by Yates and a second by Newton, Denisa Davis was reappointed as Chair.

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

The board adjourned at 6:32 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis