

AGENDA  
HOUSTON COUNTY PUBLIC LIBRARY BOARD  
February 8, 2024 – Perry Branch, Perry, Georgia

1. Call to order
2. \*Approval of minutes\*
3. Public comments

Special guest speaker –  
Dr. Mark Scott – Houston County School Superintendent

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 2024-2025 proposed library budget\*

\*Nomination and election of new offices for 2024-2025\*

10. \*Adjournment\*

\*means a board vote is required\*

The next meeting is :  
March 14<sup>th</sup>, 2024 at Nola Brantley Memorial Library

**Houston County Public Library System Board of Trustees**  
Minutes- January 11, 2024 – Centerville Branch, Centerville Georgia

The Houston County Public Library System Board met in regular session on January 11, 2024. Board members attending were Daniel Bibler, Denisa Davis, Johanna Goff, Samantha Hulbert, Jean Jones, Linda Jones, Julie Layne, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk and Crystal Buttimer. Chair Davis called the meeting to order at 6:01 pm.

**Minutes** – Davis called for the approval of the Minutes from the November 9, 2023 meeting. On a motion by J. Jones and a second by Yates, the minutes were approved.

**Public Comments.** Crystal Buttimer – new staff member at Centerville – introduced herself.

**Trustee Comments.** J. Jones announced she is resigning from the library board to move out of state. Davis commented on the beautiful holiday tree at the Museum of Aviation that was presented by the Friends of the Library.

**Treasurer's report** – Financials for the month of November 2023 were presented by Layne. On a motion by Silva and a second by Hulbert, the report was accepted as presented. Financials for the month of December 2023 were presented by Layne. On a motion by Perdue and a second by J. Jones, the report was accepted as presented.

**Director's report** – Presented at meeting.

**Committee Reports.**

Layne reported that the Budget Committee met and approved the draft version of the library's 2024-2025 budget. The whole board will review and vote on this in February.

Perdue reported that the Content Consideration Committee met and discussed the request for reconsideration of "Batman's World" The recommendation of the committee is that the book remain in the library's collection in the same area where it is currently located. On a motion by Nunn and a second by Goff, the recommendation of the committee was accepted.

Paulk will contact the patron with the Board's decision.

**Old Business** – None.

**New Business** – None.

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

The board adjourned at 6:30 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

## Director's report - January, 2024

AARP held tax assistance sessions at the Perry branch from Feb. 3 through April 13.

Georgia Public Library Service is proud to partner with the Georgia Department of Human Services (DHS) to provide free self-service benefits kiosks to all of Georgia's public libraries.

There is more convenient access for people to renew their social services benefits. With more than 2.5 times as many public libraries as DHS offices across Georgia—and with their longer hours of operation, many with weekend service—this partnership will provide easy access to benefits information in every community. Users can access the [Georgia Gateway](#) website to renew, change, and review their benefits including SNAP, CAPS, PeachCare, TANF, Medicaid, and WIC. Support for this program is provided through Food and Nutrition Service grant funds administered by the U.S. Department of Agriculture.

The kiosks are self-serve and will be most useful to clients who are renewing their benefits, checking their status, or filing routine changes. Library staff are not expected to answer questions about benefits eligibility or handle sensitive data. DHS clients requiring guidance should be directed to their nearest DHS office

Rachel Breland (Head of IT) filed the next step of the E-Rate process for the library system. This funds our internet access with federal monies at an 80% rate of cost.

Penelope Stanescu (Head of Technical Services) and Nicholas Herter-Munley (Perry Circulation Supervisor) attended a book repair workshop this month.

The annual audit of the library's finances was completed this week and again, thanks to the hard work of Cynthia Spratling (Business Manager) there were no findings. A hard copy will be provided to the Board and the County when the auditors have printed those.

Paulk has resigned as Selection Chair from GADD – Georgia Download Destination

Because some incorrect information has been brought to my attention regarding the ALA grant the library received in 2022 for Ebooks and Eaudios, I wanted to remind the board of the grant particulars.

The title of the grant that HOUPL received in 2022 was - ***"Listen Up! : an inclusive collection of Eaudios and Ebooks with emphasis on BIPOC and LGBTQ+ voices, characters and authors in order to provide diverse life experiences and build empathy through fiction."***

While there was an emphasis on BIPOC and LGBTQ fiction, there were also titles purchased that reflected military life, Amish life, urban life, country life and fiction from Asian, Arab, Jewish, Native American, Southern and Northern authors.

ALA (American Library Association) did not require me to purchase any specific title or author.

NO children's titles of any kind were bought.

If any board member ever has a question about a library program or service, please reach out to me for the correct information.

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## Staffing

Lauren Lohrenz (Nola Brantley Youth Specialist) has resigned. Jessica Feroz has been hired for that position. Haley Troullier (Perry Circulation) has resigned.

2024-2025  
Houston County Public Library System  
Draft 1

Revenues		Local Revenues	Friends of Library	State Revenues	Splost	Total Budget
<b>50,000.00 / 5.3% increase</b>	County Commissioners	<b>950,000.00</b>		-	155,000.00	1,105,000.00
	Board of Education	6,000.00		-	-	6,000.00
	Copiers	35,000.00		-	-	35,000.00
	Fines & Fees	35,700.00		-	-	35,700.00
	Other (Dino / Donations)	1,039.57				1,039.57
	Friends of the Library		40,000.00			40,000.00
	State SSG Grant	-		14,414.00	-	14,414.00
	State salary and benefit grant	-		318,342.00	-	318,342.00
	State Materials Grant	-		115,687.00	-	115,687.00
	State LIBTECH -Technology funds - unknown at this time					-
	State MRR (Major Repair and Renovatoin)					-
	State Internet Technology reimbursement			9,000.00		9,000.00
		-			-	-
	<b>Total Revenue for Operating</b>	<b>1,027,739.57</b>	<b>40,000.00</b>	<b>457,443.00</b>	<b>155,000.00</b>	<b>1,680,182.57</b>
<b>Expenditures</b>						
Payroll	Salaries & Wages	<b>506,871.00</b>		216,432.66	-	723,303.66
	Salaries & Wages - support staff			22,000.00		22,000.00
Benefits *	Health Ins., Retirement & Taxes	<b>241,456.95</b>		95,356.93		336,813.88
Professional Services	Auditor / Accounting Software / Collections	<b>23,500.00</b>		-		23,500.00
Copiers & Equipment	Copies over contract amount / Expendible equip	7,000.00				7,000.00
Utilities	Electric, Gas, Sewer, Water & Garbage	76,000.00		14,414.00	-	90,414.00
Insurance	Covers the Board & the 3 Libraries & truck	<b>39,000.00</b>		-	-	39,000.00
Maintenance & Repairs	for the 3 Libraries & Lawns - Jani King all 3 buildings	79,800.00		-		79,800.00
Buildings	Major improvements (Security systems upgrade)				58,000.00	58,000.00
Materials	for all 3 Branches (including ebooks)		30,000.00	115,687.00	87,000.00	232,687.00
Motor Vehicle Costs	Gas, Oil & Maintenance	3,000.00		-	-	3,000.00
Purchased Services	VRP	6,500.00	9,000.00	-	-	15,500.00
Supplies	for the 3 Libraries	24,047.30		-	10,000.00	34,047.30
Other Operating Expense	Reimbursements, City of Perry Fire service	6,250.00		-	-	6,250.00
Technology	Computer management software	7,000.00				7,000.00
Telecommunications	Telephone & Internet	7,000.00		9,000.00	-	16,000.00
Training & Travel & Dues	Staff travel & Training / Dues-Ga Council	2,500.00	1,000.00		-	3,500.00
						-
	<b>Sub total expenditures</b>	<b>1,029,925.25</b>	<b>40,000.00</b>	<b>472,890.59</b>	<b>155,000.00</b>	<b>1,697,815.84</b>
	<b>Total Net Revenues over expenditures</b>	<b>(2,185.68)</b>	<b>-</b>	<b>(15,447.59)</b>	<b>-</b>	<b>(17,633.27)</b>
	<b>Net difference</b>	<b>(2,185.68)</b>	<b>-</b>	<b>(15,447.59)</b>		<b>(17,633.27)</b>
From previous year carryover		2185.68		15447.59		17633.27
		(0.00)		0.00		-

# Houston County Public Library System

## Balance Sheet by Fund

As of 1/31/2024

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	269,512.90	30,950.86	9,058.95	57,971.74	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	128,532.25	0.00
Morris Bank Merchant Acct	252,865.67	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	27,045.10
Unemployment CD 2	7,848.45	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>531,403.02</u>	<u>30,950.86</u>	<u>9,058.95</u>	<u>186,503.99</u>	<u>32,534.29</u>
Liabilities					
	0.00	0.00	0.00	0.00	0.00
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	10,645.00	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	0.00	48,360.07	0.00	205,736.37	5,694.89
Unassigned Fund Balance	247,477.39	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,298.39</u>	<u>48,360.07</u>	<u>0.00</u>	<u>205,736.37</u>	<u>32,534.29</u>
Current YTD Change	42,104.63	(17,409.21)	9,058.95	(19,232.38)	0.00
Total Fund Balance	<u>531,403.02</u>	<u>30,950.86</u>	<u>9,058.95</u>	<u>186,503.99</u>	<u>32,534.29</u>
Total Liabilities and Ending Fund Balance	<u><u>531,403.02</u></u>	<u><u>30,950.86</u></u>	<u><u>9,058.95</u></u>	<u><u>186,503.99</u></u>	<u><u>32,534.29</u></u>

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2023 Through 1/31/2024

***100 - General***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	531,000.00	906,000.00	(41.39)%
Library Generated Revenue	42,447.91	70,700.00	(39.96)%
Donations	1,959.70	1,040.00	88.43%
Other Revenue	<u>13,179.93</u>	<u>9,000.00</u>	<u>46.44%</u>
Total Revenues	<u>588,587.54</u>	<u>986,740.00</u>	<u>(40.35)%</u>
Expenditures			
Salaries and Wages	266,663.89	497,602.00	46.41%
Benefits and FICA	101,235.15	205,431.80	50.72%
Professional Services	6,873.84	23,000.00	70.11%
Copiers and Equipment	4,246.07	10,000.00	57.54%
Utilities	44,952.21	74,500.00	39.66%
Insurance	39,651.80	38,101.00	(4.07)%
Maintenance & Repairs	47,832.53	78,000.00	38.68%
Materials	426.53	1,000.00	57.35%
Motor Vehicle Costs	853.55	3,000.00	71.55%
Other Purchased Services	4,727.13	9,500.00	50.24%
Supplies	13,159.75	26,160.00	49.70%
Technology & Telecommunications	10,470.68	16,500.00	36.54%
Travel and Training	320.00	1,200.00	73.33%
Dues & Memberships	1,775.00	1,800.00	1.39%
Miscellaneous	<u>3,294.78</u>	<u>6,250.00</u>	<u>47.28%</u>
Total Expenditures	<u>546,482.91</u>	<u>992,044.80</u>	<u>44.91%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>42,104.63</u></u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2023 Through 1/31/2024

***112 - Friends of the Library***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	16,029.08	30,000.00	46.57%
Other Purchased Services	485.00	3,000.00	83.83%
Supplies	<u>895.13</u>	<u>6,000.00</u>	<u>85.08%</u>
Total Expenditures	<u>17,409.21</u>	<u>39,000.00</u>	<u>55.36%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(17,409.21)</u>		



**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2023 Through 1/31/2024

***310 - State Grants***

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	261,592.30	448,443.00	(41.67)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>261,592.30</u>	<u>449,943.00</u>	<u>(41.86)%</u>
Expenditures			
Salaries and Wages	138,173.42	238,432.66	42.05%
Benefits and FICA	47,339.53	79,909.34	40.76%
Copiers and Equipment	6,700.00	0.00	0.00%
Utilities	0.00	14,000.00	100.00%
Materials	60,240.42	115,687.00	47.93%
Supplies	79.98	1,500.00	94.67%
Travel and Training	<u>0.00</u>	<u>414.00</u>	<u>100.00%</u>
Total Expenditures	<u>252,533.35</u>	<u>449,943.00</u>	<u>43.87%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>9,058.95</u>		

**Houston County Public Library System**  
Statement of Revenues and Expenditures by Fund  
From 7/1/2023 Through 1/31/2024

**390 - SPLOST**

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	86,000.00	172,000.00	(50.00)%
Library Generated Revenue	<u>676.92</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>86,676.92</u>	<u>172,000.00</u>	<u>(49.61)%</u>
Expenditures			
Copiers and Equipment	21,910.00	17,000.00	(28.88)%
Maintenance & Repairs	31,791.50	58,000.00	45.19%
Materials	50,147.31	87,000.00	42.36%
Supplies	<u>2,060.49</u>	<u>10,000.00</u>	<u>79.40%</u>
Total Expenditures	<u>105,909.30</u>	<u>172,000.00</u>	<u>38.42%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(19,232.38)</u>		

## Houston County Public Library System Circulation Report - January 2024

<b>Circulations</b>	<b>Centerville</b>	<b>Nola Brantley</b>	<b>Perry</b>	<b>Houston Totals</b>
<b>Check outs</b>				
Print items	11,565	5,926	9,103	26,594
Non-Print items	5,034	3,542	3,628	12,204
Check Out Totals	16,599	9,468	12,731	38,798
<b>In-Library Use</b>				
Internet Computers	1,367	1,105	787	3,259
Technology Equipment	17	13	3	33
Children's Computers	72	32	103	207
WiFi Sign-ins	253	96	136	485
Notary Public Service	29	25	18	72
Reference Asked	287	278	306	871
In House OPAC/KPAC Use	274	163	171	608
In-Library Use Totals	1,709	1,246	1,029	5,535
<b>Total Circulation</b>	<b>18,308</b>	<b>10,714</b>	<b>13,760</b>	<b>44,333</b>

# HOUSTON COUNTY PUBLIC LIBRARY

<b>Programs &amp; Attendance</b>	<b>Centerville</b>		<b>Nola Brantley</b>		<b>Perry</b>		<b>Total Patron Count</b>	
	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b># of Prog</b>	<b>Attendance</b>	<b>Active Patrons</b>	<b>43,110</b>
Adult programs			4	27			<b>New Patrons</b>	<b>273</b>
YA Programs	1	14	3	29	2	11		
Children (Ages 0-11)	23	492	22	400	12	465		
All Ages	3	80			1	18		
Meeting Room	43	199	11	57	18	39		
Study Room			47				<b>Total Door Count</b>	
Door Count		3,665		4,703		4,224	<b>12,592</b>	

<b>New Items Added</b>		<b>Transits</b>		<b>Volunteer Hours</b>	
Centerville	180	Centerville	5,389	Centerville	56.24
Nola Brantley	260	Nola Brantley	4,556	Nola Brantley	2.25
Perry	250	Perry	4,692	Perry	28
<b>Total Added</b>	<b>690</b>	<b>Total Transits</b>	<b>14,637</b>	<b>Total Volunteer Hours</b>	<b>86.49</b>

CENTERVILLE BRANCH - January 2024									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		108		3665
Adult Non-Fiction	1,040			Active Patrons		18,616			
Adult Fiction	3,280			Notary Public Service		29			
Young Adult	857			Items Added		180			
Junior Non-Fiction	901			Reference Questions Asked		287			
Junior Fiction	1,547								
Easy	3,932								
Magazines	8			TRANSITS					
Print Total	11,565			Incoming		2,496		Total	
Non Print Material					Outgoing		2,893		5,389
Kanopy Streaming			131		Technology Equipment				
Georgia State Park Pass					Internet Computers		1,367		
Parks Discovery Backpack					ChromeBook/Projector/Tablet/Harddrive		17		
Go Fish Pass			2		Children's Computers		72		
Puppetry Arts Pass					WiFi Sign-ins		253		
Zoo Atlanta DVD			6		Total		1,709		
Carlos Museum					VOLUNTEERS		Volunteers	Volunteer Hours	
Bremman Jewish Museum					Adult		5	52.24	
Chattahoochee Nature Center					YA		2	4	
Macon Museum Pass			3		Summer Ambassadors				
Galileo Sessions			31		Total		7	56.24	
eRead Kids			14		PROGRAMS & ATTENDANCE				
GADD Audiobook			1938	Type of Program Total		# of Programs	# Patrons/Views		
GADD eBook			1254	Children's		23	492		
GADD Magazines			968	Young Adult		1	14		
Audiobook CD			Adult	159	Adult				
DVD			Adult	213	All Ages		3	80	
Kits			Adult		Grand Total		27	586	
Music CD			Adult	5	MEETING ROOM				
Audiobook CD			Easy	377	Times Used		Attendees		
DVD			Easy		43	199			
Kits			Easy		In-House OPAC/KPAC Use		274		
Music CD			Easy	3	73		Videogames	2	
Audiobook CD			Juv	16	Alliance Theatre Pass				
DVD			Juv	198	Kill-A-Watt Power Meter				
Kits			Juv	14	Computer Museum Pass				
Music CD			Juv	3	231		Shakespeare Tavern		
Audiobook CD			YA	4	Atlanta History Center				
DVD			YA						
Music CD			YA						
Non Print total				5,034					
TOTAL CIRCULATION				16,599					

**PERRY BRANCH - January 2024**

CIRCULATION				PINES Cards		Door Count	
Print				New Patrons	78	4224	
Adult Non-Fiction	888			Active Patrons	10696		
Adult Fiction	2,675			Notary Public Service	18		
Young Adult	392			Items Added	250		
Junior Non-Fiction	930			Reference Questions Asked	306		
Junior Fiction	1,373						
Easy	2,843						
Magazines	2						
Print Total	9,103						
Non Print Material				TRANSITS			
Kanopy Streaming	131			Incoming	2,258	Total	
Georgia State Park Pass				Outgoing	2,434	4,692	
Parks Discovery Backpack				Technology Equipment			
Go Fish Pass	4			Internet Computers	787		
Puppetry Arts Pass				ChromeBook/Projector/Tablet/Harddrive	3		
Zoo Atlanta DVD	5			Children's Computers	103		
Carlos Museum	1			WiFi Sign-ins	136		
Breman Jewish Museum				Total	1,029		
Chattahoochee Nature Center				VOLUNTEERS	Volunteers	Volunteer Hours	
Macon Museum Pass	2			Adult	3	28	
Galileo Sessions	30			YA			
eRead Kids	13			Summer Ambassadors			
GADD Audiobook	1499			Total	3	28	
GADD eBook	950			PROGRAMS & ATTENDANCE			
GADD Magazines	405			3,040	Type of Program Total	# of Programs	# Patrons/Views
Audiobook CD	Adult	88	Children's	12	465		
DVD	Adult	248	Young Adult	2	11		
Kits	Adult		Adult				
Music CD	Adult		All Ages	1	18		
Audiobook CD	Easy	1	Grand Total	15	494		
DVD	Easy	70	MEETING ROOM				
Kits	Easy	31	Times Used	Attendees			
Music CD	Easy		18	39			
Audiobook CD	Juv	42	In-House OPAC/KPAC Us	171			
DVD	Juv	116	Videogames	1			
Kits	Juv	11	Alliance Theatre Pass				
Music CD	Juv	8	Kill-A-Watt Power Meter				
Audiobook CD	YA	1	Computer Museum Pass	1			
DVD	YA		Shakespeare Tavern				
Music CD	YA		Atlanta History Center				
Non Print Total			3,658				
TOTAL CIRCULATION			12,761				

NOLA BRANTLEY - January 2024									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		87		4703
Adult Non-Fiction		935		Active Patrons		13,798			
Adult Fiction		1,818		Notary Public Service		25			
Young Adult		346		Items Added		260			
Junior Non-Fiction		464		Reference Questions Asked		278			
Junior Fiction		799							
Easy		1,564							
Magazines				TRANSITS					
Print Total		5,926		Incoming		2,138		Total	
Non Print				Outgoing		2,418		4,556	
Kanopy Streaming			131		Technology Equipment				
Georgia State Park Pass					Internet Computers			1,105	
Parks Discovery Backpack					ChromeBook/Projector/Tablet/Harddrive			13	
Go Fish Pass					Children's Computers			32	
Puppetry Arts Pass					WiFi Sign-ins			96	
Zoo Atlanta DVD			5		Total			1,246	
Carlos Museum					VOLUNTEERS		#of Volunteers		Volunteer Hours
Breman Jewish Museum					Adult		1		2.25
Chattahoochee Nature Center					YA				
Macon Museum Pass			2		Summer Ambassadors				
Galileo Sessions			31		Total		1		2.25
eRead Kids			14		PROGRAMS & ATTENDANCE				
GADD Audiobook			1216		Type of Program Total		# of Programs		# Patrons/Views
GADD eBook			857		Children's		22		400
GADD Magazines			488		Young Adult		3		29
Audiobook CD		Adult		80	Adult		4		27
DVD		Adult		459	All Ages				
Kits		Adult			Grand Total		29		456
Music CD		Adult			MEETING ROOM				
Audiobook CD		Easy			Times Used		Attendees		
DVD		Easy		32	11		57		
Kits		Easy		14	n-House OPAC/KPAC Use		163		
Music CD		Easy			Videogames		19		
Audiobook CD		Juv		11	Alliance Theatre Pass				
DVD		Juv		160	Kill-A-Watt Power Meter				
Kits		Juv		23	Computer Museum Pass				
Music CD		Juv			Shakespeare Tavern				
Audiobook CD		YA			Atlanta History Center				
DVD		YA							
Music CD		YA			STUDY ROOMS				
Non Print Total				3,542	Times Used				
TOTAL CIRCULATION				9,468	47				