

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
November 9, 2023 – Perry Branch

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 : January 11th, 2024 Centerville Branch

Finance committee to meet prior to meeting at 5:00pm.

*Julie Layne
Linda Jones
Jessica Perdue

Houston County Public Library System Board of Trustees
Minutes- October 20, 2023 – Centerville Branch, Centerville, Georgia

The Houston County Public Library System Board met in regular session on October 20, 2023. Board members attending were Denisa Davis, Johanna Goff, Samantha Hulbert, Jean Jones, Linda Jones, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk and Maranda Tidwell. Chair Davis called the meeting to order at 6:02 pm.

Minutes – Davis called for the approval of the Minutes from the September 14, 2023 meeting. On a motion by Hulbert and a second by Perdue, the minutes were approved.

Public Comments. Staff member Maranda Tidwell introduced herself as a Centerville employee who has worked for six months.

Trustee Comments. None.

Treasurer's report – Financials for the month of September 2023 were presented. On a motion by Silva and a second by Yates, the report was accepted as presented.

Director's report – Presented at meeting.

Committee Reports. None.

Old Business – None.

New Business – None.

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

The board adjourned at 6:23 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Director's report - October 2023

James Floyd and Yolanda Young (Perry) successfully applied for a grant to create a native plants garden. After extensive preparation and planning, the plants went in this last week with the help of many volunteers from the Master Gardeners. The garden is on the Northside Ave. side of the library opposite Dominos. Staff was invited to apply for a 2nd round grant and will be doing so.

Nola Brantley had a special Halloween event with local businesses providing treats. There was also face painting and balloons. Over 570 children and adults attended.

A special Story hour program was held in November at the Perry branch with an invite to veterans to come to the program. Angela Simmons-Jones, retired Air Force Master Sargent and current part-time HOUPL staff participated in today's program.

Breland and Paulk evaluated E-Rate bids for Internet service and replacement of network switches.

The FCC's E-Rate program makes telecommunications and information services more affordable for schools and libraries by using funding from the Universal Service Fund to provide discounts. If funding is approved, then we receive discounted bills from service providers.

There were six Internet bids ranging from \$3375 to \$7139 per month for 3 locations each at 1GB dedicated fiber connection and a total of 255 connected Internet devices. Our current provider is Cox and they had the best price / proposal. Contracts are for one year with options to renew twice. Because E-Rate only funds a year at a time, part of this applying process occurs each year.

There were six network switch bids ranging from \$18,000 to \$ 70,276. The two lowest bids were incomplete in that they only quoted a price for one building, not three. Of the remaining qualified bids, the best price / proposal was AIOS Group out of Macon. They have previously done very satisfactory work for HOUPL and are the closest.

Staffing

No staffing changes.

**HOUPL Financial Report
as of October 31, 2023**

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through October 31, 2023 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$51,338.77;
 - b) a net decrease of \$11,517.81 in the Friends of the Library Fund (Fund 112);
 - c) a net increase of \$7,968.77 in the State Grants Fund (Fund 310); and
 - d) a net decrease of \$56,942.55 in the SPLOST Fund (Fund 390).

The Fund Balance of the Local Investments Fund (Fund 500) is unchanged, with no activity occurring in that fund since July 1.

Statements of Revenues and Expenditures:

These statements by Fund show the actual revenues and expenditures during the current fiscal year (July 1, 2023 through June 30, 2024) and how those amounts compare to the budget for the year.

Four months into the new fiscal year, the Library expects to have **66%** of the budget remaining.

In the General Fund - 100 (B1):

- 1) Library revenues are tracking on budget.
- 2) As of the end of October, expenditures, as a whole, are slightly below budget, with about 71% of the budget remaining.

In the Friends of the Library Fund – 112 (B2):

For FY2024, the Library has budgeted to spend \$39,000.00 of existing Friends money carried over from last fiscal year.

- 1) So far this year, the Library has spent almost \$11,000.00 on materials, leaving 64% of the budget remaining.
- 2) The remaining FOL expenditures are for the library's Vacation Reading Program.

In the State Grants Fund - 310 (B3):

- 1) Library spending on materials in the State Grant Fund is running close to budget, with 68% of the budget remaining.

In the SPLOST Fund - 390 (B4):

The Library has not received any new SPLOST revenue as yet this fiscal year, but the Library has SPLOST funds remaining from last fiscal year (see Balance Sheet). At the beginning of October, the Library requested the first half of this fiscal year's SPLOST funds from the County.

- 1) The Library has spent almost \$36,000.00 on equipment, and building maintenance and repairs. In October, that spending included an AED device (the first of three planned), as well as landscaping and irrigation work at the Centerville and Perry branches.
- 2) SPLOST spending on materials is currently under budget, with 77% of the budget remaining.

Houston County Public Library System
 Balance Sheet by Fund
 As of 10/31/2023

(A)

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	287,487.60	36,842.26	7,968.77	20,897.68	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,896.14	0.00
Morris Bank Merchant Acct	244,125.11	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>540,637.16</u>	<u>36,842.26</u>	<u>7,968.77</u>	<u>148,793.82</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	(a) 51,338.77	(b) (11,517.81)	(c) 7,968.77	(d) (56,942.55)	0.00
Total Fund Balance	<u>540,637.16</u>	<u>36,842.26</u>	<u>7,968.77</u>	<u>148,793.82</u>	<u>32,534.29</u>
Total Liabilities and Ending Fund Balance	<u>540,637.16</u>	<u>36,842.26</u>	<u>7,968.77</u>	<u>148,793.82</u>	<u>32,534.29</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 10/31/2023

(B1)

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	306,000.00	906,000.00	(66.23)%
Library Generated Revenue	25,085.51	70,700.00	(64.52)% (1)
Donations	528.93	1,040.00	(49.14)%
Other Revenue	<u>3,069.28</u>	<u>9,000.00</u>	(65.90)%
Total Revenues	<u>334,683.72</u>	<u>986,740.00</u>	<u>(66.08)%</u>
Expenditures			
Salaries and Wages	142,301.18	497,602.00	71.40%
Benefits and FICA	54,251.12	205,431.80	73.59%
Professional Services	1,349.30	23,000.00	94.13%
Copiers and Equipment	3,004.73	10,000.00	69.95%
Utilities	27,474.58	74,500.00	63.12%
Insurance	3,175.80	38,101.00	91.66%
Maintenance & Repairs	28,615.14	78,000.00	63.31%
Materials	426.53	1,000.00	57.35%
Motor Vehicle Costs	422.28	3,000.00	85.92%
Other Purchased Services	4,367.13	9,500.00	54.03%
Supplies	7,358.65	26,160.00	71.87%
Technology & Telecommunications	6,821.28	16,500.00	58.66%
Travel and Training	320.00	1,200.00	73.33%
Dues & Memberships	1,775.00	1,800.00	1.39%
Miscellaneous	<u>1,682.23</u>	<u>6,250.00</u>	73.08%
Total Expenditures	<u>283,344.95</u>	<u>992,044.80</u>	<u>71.44%</u> (2)
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>51,338.77</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 10/31/2023

B2

112 - Friends of the Library

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Expenditures			
Materials	10,746.62	30,000.00	64.18% ①
Other Purchased Services	485.00	3,000.00	83.83% > ②
Supplies	<u>286.19</u>	<u>6,000.00</u>	95.23%
Total Expenditures	<u>11,517.81</u>	<u>39,000.00</u>	<u>70.47%</u>
 Net Revenue Over Expenditures - Surplus/(Deficit)	 <u>(11,517.81)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 10/31/2023

B3

310 - State Grants

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Revenues			
State Grants	149,481.28	448,443.00	(66.67)%
Other Grants	0.00	1,500.00	(100.00)%
Total Revenues	<u>149,481.28</u>	<u>449,943.00</u>	<u>(66.78)%</u>
Expenditures			
Salaries and Wages	78,563.24	238,432.66	67.05%
Benefits and FICA	26,535.29	79,909.34	66.79%
Utilities	0.00	14,000.00	100.00%
Materials	36,413.98	115,687.00	68.52% ①
Supplies	0.00	1,500.00	100.00%
Travel and Training	0.00	414.00	100.00%
Total Expenditures	<u>141,512.51</u>	<u>449,943.00</u>	<u>68.55%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>7,968.77</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 10/31/2023

(B4)

390 - SPLOST

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Revenues			
Local Revenue	0.00	172,000.00	(100.00)%
Library Generated Revenue	<u>40.81</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>40.81</u>	<u>172,000.00</u>	<u>(99.98)%</u>
Expenditures			
Copiers and Equipment	17,766.00	17,000.00	(4.51)% ①
Maintenance & Repairs	17,963.50	58,000.00	69.03%
Materials	19,900.58	87,000.00	77.13% ②
Supplies	<u>1,353.28</u>	<u>10,000.00</u>	<u>86.47%</u>
Total Expenditures	<u>56,983.36</u>	<u>172,000.00</u>	<u>66.87%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(56,942.55)</u>		

Houston County Public Library System Circulation Report -October 2023

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	12,586	5,722	9,421	27,729
Non-Print items	4,785	3,249	3,717	11,751
Check Out Totals	17,371	8,971	13,138	39,480
In-Library Use				
Internet Computers	1,272	993	787	3,052
Technology Equipment	17	21	8	46
Children's Computers	56	32	177	265
WiFi Sign-ins	308	139	193	640
Notary Public Service	38	26	33	97
Reference Asked	307	329	235	871
In House OPAC/KPAC Use *	*	*	*	0
In-Library Use Totals	1,653	1,185	1,165	4,971
Total Circulation	19,024	10,156	14,303	44,451

HOUSTON COUNTY PUBLIC LIBRARY

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	42,221
Adult programs			5	49			New Patrons	258
YA Programs	1	14	4	29	1	1	Google Analytics and the new library website not tracking OPAC and KPAC data. Tracking will resume in November.	
Children (Ages 0-11)	23	668	18	342	17	613		
All Ages	2	230	1	567	3	33		
Meeting Room	40	221	13	105	20	64		
Study Room			68				Total Door Count	
Door Count		3,919		4,828		4,801	13,548	

New Items Added		Transits		Volunteer Hours	
Centerville	233	Centerville	5,453	Centerville	53.75
Nola Brantley	179	Nola Brantley	4,224	Nola Brantley	8
Perry	179	Perry	4,790	Perry	45
Total Added	591	Total Transits	14,467	Total Volunteer Hours	106.75

CENTERVILLE BRANCH - October 2023									
CIRCULATION				PINES Cards			Door Count		
Print				New Patrons	141		3919		
Adult Non-Fiction	939			Active Patrons	18,209				
Adult Fiction	3,150			Notary Public Service			38		
Young Adult	710			Items Added			233		
Junior Non-Fiction	1,163			Reference Questions Asked			307		
Junior Fiction	2,291								
Easy	4,327								
Magazines	6								
Print Total	12,586			TRANSITS					
Non Print Material				Incoming	2,528		Total		
Kanopy Streaming	116			Outgoing	2,925		5,453		
Georgia State Park Pass	7			Technology Equipment					
Parks Discovery Backpack				Internet Computers			1,272		
Go Fish Pass	2			ChromeBook/Projector/Tablet/Harddrive			17		
Puppetry Arts Pass	1			Children's Computers			56		
Zoo Atlanta DVD	11			WiFi Sign-ins			308		
Carlos Museum	1			Total			1,653		
Breman Jewish Museum				VOLUNTEERS			Volunteers	Volunteer Hours	
Chattahoochee Nature Center				Adult			3		22.33
Macon Museum Pass	5			YA			5		31.42
Galileo Sessions	35			Summer Ambassadors					
eRead Kids	19			Total			8		53.75
GADD Audiobook	1773			PROGRAMS & ATTENDANCE					
GADD eBook	1167			Type of Program Total			# of Programs	# Patrons/Views	
GADD Magazines	898			Children's			23		668
Audiobook CD	Adult	165		Young Adult			1		14
DVD	Adult	315		Adult					
Kits	Adult			All Ages			2		230
Music CD	Adult	5		Grand Total			26		912
Audiobook CD	Easy			MEETING ROOM					
DVD	Easy	39		Times Used			Attendees		
Kits	Easy	7		40			221		
Music CD	Easy	46		In-House OPAC/KPAC Use					
Audiobook CD	Juv	18		Videogames					
DVD	Juv	183		Alliance Theatre Pass			1		
Kits	Juv	12		Kill-A-Watt Power Meter					
Music CD	Juv	3		Computer Museum Pass					
Audiobook CD	YA	2							
DVD	YA								
Music CD	YA	2							
Non Print total				4,785					
TOTAL CIRCULATION				17,371					

