

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
September 14, 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

Approval of Collection Development Policy

10. *Adjournment*

means a board vote is required

The next meeting is :
October 19, 2023 at Centerville - (*Note* 3rd Thursday)

Houston County Public Library System Board of Trustees

Minutes- August 10, 2023 – Perry Branch, Perry, Georgia

The Houston County Public Library System Board met in regular session on August 10, 2023. Board members attending were Daniel Bibler, Denisa Davis, Johanna Goff, Samantha Hulbert, Julie Layne, Jean Jones, Linda Jones, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva and Pam Yates. Also attending was J. Sara Paulk and State Senator Larry Walker. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the June 8, 2023 meeting. On a motion by Yates and a second by Lane, the minutes were approved.

Public Comments. Senator Walker spoke on his concerns regarding the ALA grant the library received in 2022 to purchase Ebooks and Eaudios. He was especially concerned that the grant had been used to purchase children's materials. All items bought with the ALA grant were for adults and young adults.

Trustee Comments. Trustees introduced themselves.

Treasurer's report – Financials for the month of June 2023 and year end were presented. On a motion by Hulbert and a second by Silva, the report was accepted as presented. Financials for the month of July 2023 were presented. On a motion by Bibler and a second by Sibley, the report was accepted as presented.

Director's report – Presented at meeting. Paulk requested an exemption from the purchasing policy limits to address a lightning strike at Centerville which damaged many essential components. On a motion by Nunn and a second by J. Jones, Paulk is given permission to get replacement work done by Commercial Controls for the Centerville branch due to lightning damage in an expedited manner with the amount exceeding the limit in the purchasing policy.

Committee Reports.

Perdue made a report from the Content Consideration Committee. The Committee reviewed the request to have Good Dream Dragon returned to the children's area.

Perdue made the motion to keep the book in the adult section and move it from Adult Fiction to Adult Non-Fiction 305.3 with exact number to be determined. 305.3 is a Dewey number for groups of people. Davis called for a vote on the Committee recommendation.

On a roll call vote, Bibler voted No, Davis as Chair abstained, Goff voted Yes, Hulbert voted Yes, J. Jones voted Yes, L. Jones voted Yes, Layne voted Yes, Nunn voted Yes, Perdue voted Yes, Sibley voted Yes, Silva voted Yes and Yates voted Yes. The motion passed.

The Committee also began work on revising the Collection Development Policy. The first revision will be sent to board members before the September board meeting for review.

Old Business – None.

New Business –

Davis called for a motion to approve the revised 2023-2024 Budget. On a motion by J. Jones and a second by Yates, the motion carried.

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

The board adjourned at 6:57 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Director's report - August 2023

Ms. Breland has been working with GPLS and a website company to move the houpl.org website over to a new platform – that happened this week. All of Georgia's libraries were moved over to improve security. The website remains the same - houpl.org

Annual report to GPLS has been completed and submitted –

Many thanks to gatherers of numbers :

Cynthia Spratling (Financials) ; Rachel Breland (Technology) ; Yolanda Young, Meghan Vaughn and Michaila Landa, Nancy Granger, James Floyd and Judith Malone (programming, VRP, community outreach) and Angela Simmons-Jones (who gathers monthly statistical information each month and thus provided yearly totals for many many questions).

Library had a "good news" TV segment and article in Home Journal on the library's new brand. Breanna Blocker of Eloquence Creative who designed the logo and look was also interviewed.

Replaced a motor and compressor for one of NB's HVAC – these are getting to the end of their life and Paulk will be asking for matching state funds (MRR) in 2024-2025 for a full HVAC replacement at Nola. The coolant used for HVACs is changing yet again in 2022 so we would want to want at least a year to see what coolant is being mostly used and available after 2023.

Also had a leak at Nola Brantley's roof during the hurricane and got roofers there as quickly as they would come. There was a tear around one of the HVAC units that caused a leak.

CV had the upholstery and a portion of the children's area cleaned by a carpet company, as was all of Nola Brantley's carpet.

The lighting damage repair work has not been totally completed, but is underway. An insurance claim will be submitted once all work is finished. The building does have a building wide surge protector already in place.

2 patrons – 1 at CV and 1 at Perry – were banned for a year this last month due to behavior issues.

Paulk attended the Perry Chamber of Commerce Legislative Appreciation event and had opportunity to speak with Senator Larry Walker, Representative Shaw Blackmon, Representative Noel Williams, Jr. and Representative Bethany Ballard. Rep. Ballard also came to the Centerville storyhour and Rep. Blackmon came to the Perry storyhour on September 7th for the 1KB4K kickoff.

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Staffing Changes.

Ms. Meghan Vaughn has resigned as Youth Specialist at Nola Brantley. The position was advertised internally for a week and then externally.

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The next meeting is : **October 19th, 2023** **Centerville Branch (*Note* 3rd Thursday – 1 week later than usual**

HOUSTON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES ATTENDANCE RECORD

Board Member	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
Daniel Bibler		√										
Denisa Davis		√										
Johanna Goff		√										
Samantha Hulbert		√										
Jean Jones		√										
Linda Jones		√										
Julie Layne		√										
George Nunn		√										
Jessica Perdue		√										
Wilhemenia Jackson Sibley		√										
Emily Silva		√										
Pam Yates		√										

**There will be no meeting in July 2023 or December 2023

√ represents meetings attended

“X” represents meetings not attended

OFFICERS LIBRARY BOARD 2023-2024 (effective March 2023)
CHAIRPERSON DENISA DAVIS
VICE CHAIR JEAN JONES
SECRETARY PAM YATES
TREASURER JULIE LAYNE

COMMITTEES 2023-2024 FINANCE BUILDINGS / GROUNDS
*Indicates Chairperson *Julie Layne Samantha Hulber
 Linda Jones Linda Jones
 Jessica Perdue

PERSONNEL CONTENT CONSIDERATION CONSTITUTION AND BYLAWS
*Daniel Bibler *Jessica Perdue George Nunn
Denisa Davis Linda Jones Emily Silva
Jean Jones Emily Silva Pam Yates
Wilhemenia Sibley Pam Yates

HOUSTON COUNTY PUBLIC LIBRARY SYSTEM

Material Selection, Donations, De-selection and Reconsideration Policy

Approved by HOUPL Board of Trustees 2014 Nov 13 ; revised 2022 Nov 10 ; revised 2023 Sep 14

Scope of collection

Houston County Public Library System's Board of Trustees recognizes that within HOUPL there are individuals and groups with diverse interests, backgrounds, and needs. Furthermore, the Board recognizes that the library was created to serve the people within the HOUPL service area. The Board, therefore, declares as a matter of policy that the material selection policy is based on and reflects HOUPL's stated mission.

Mission Statement

It is the purpose of the Houston County Public Library System to provide materials of all types which will aid the citizens of Houston County with information, research, education, recreation, civic, cultural pursuits, and use of their leisure time. HOUPL desires to produce lifelong learners and contributing members of the community by providing our citizens with the highest quality skills necessary to respond to the challenges of a changing society.

Library materials, in a variety of formats, including print, audiovisual, licensed electronic resources and online databases, shall be selected and retained on the basis of their value for the interest, information, and enlightenment of the people of the community in conformance with HOUPL's mission.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials.

Selection responsibility

Selection is vested in the HOUPL's director, and under his or her direction, in members of the staff who are qualified by reason of education and training. Library materials selected in accordance with this policy shall be held to be selected by the HOUPL Board.

Criteria for selection, Inclusion and de-selection.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, physical condition, quality, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, effective expression, limitation of budget and facilities and availability and accessibility of the same material in the local area / PINES.

No library materials that meet HOUPL's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials will be suitable for all members of the community.

HOUPL shall be responsive to public suggestion of titles and subjects to be included in the library collection and these suggestions will be subject to the same criteria.

Gifts

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gift may be discarded at HOUPL's discretion. HOUPL has the option of disposing of gifts to the Friends of the Library. The Friends may sell the gifts or dispose of them as they deem appropriate.

Local History

In recognizing the importance of local historical and genealogical resources, resources will be allocated for the continuing development of a local history/genealogy collection at the Perry and Nola Brantley branches as part of the library's mission.

Request for reconsideration

The Board believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. HOUPL does not stand "in loco parentis*." **(In place of a parent)*

A copy of the patron form will be provided to all members of the Library Board by the Library Director within seven (7) business days of submission.

The Board of Trustees recognizes the right of individuals to question materials in the HOUPL collection. A library patron questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. To formally state his/her opinion and receive a written response, a patron may submit the form provided for that purpose.

A patron may request one title at a time per Board meeting for reconsideration. Board members will only consider one request per meeting. Patrons must live in Houston County to make a request for reconsideration of HOUPL materials. Only items owned by HOUPL are eligible for reconsideration. Items owned by other libraries and available through the PINES system do not fall under the authority of the HOUPL board. The Board Chair may appoint a committee to review the request and make a recommendation to the Board.

The material in question will remain in the active collection until the Board of Trustees has made a determination of its status. **See also Board Bylaws on procedures for addressing library board.**

The decision of the Library Board shall be considered final. At least one (1) calendar year must pass before any item that has gone through the review process may be challenged again.

Request for reconsideration of electronic materials available in the GADD Consortium have a separate process. **See GADD Bylaws** - "In the event of a patron challenge to the content or selection listings of Georgia Download Destination, the Chair (of GADD) shall appoint a review committee composed of the Chair, one GADD member Director, a member of the Selection Committee, and the Director of the home library system of the challenger. The Committee shall review the challenge and make a recommendation to the Executive Committee for review and voting."

Houston County Public Library System

Balance Sheet by Fund

As of 8/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	291,045.87	43,950.72	3,611.75	44,660.19	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,876.70	0.00
Morris Bank Merchant Acct	237,572.12	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	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29
Liabilities					
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	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	489,298.39	48,360.07	0.00	205,736.37	32,534.29
Current YTD Change	48,344.05	(4,409.35)	3,611.75	(33,199.48)	0.00
Total Fund Balance	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29
Total Liabilities and Ending Fund Balance	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29

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

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through August 31, 2023 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$48,344.05;
 - b) a net decrease of \$4,409.35 in the Friends of the Library Fund (Fund 112);
 - c) a net increase of \$3,611.75 in the State Grants Fund (Fund 310); and
 - d) a net decrease of \$33,199.48 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.

Two months into the new fiscal year, the Library expects to have 83% of the budget remaining.

In the General Fund - 100 (B1):

- 1) Library revenues for the month are as expected.
- 2) So far this year, expenditures, as a whole, are slightly below budget, with about 87% 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) As of the end of August, the Library has spent \$3,876.68 on materials, and
- 2) \$532.67 on services and supplies for the Vacation Reading Program; the 2023 program concluded in July, but the library branches are starting to purchase supplies and prizes for the 2024 program.

In the State Grants Fund - 310 (B3):

- 1) So far, the Library has spent a little over \$19,000.00 on materials, tracking right on budget.

In the SPLOST Fund - 390 (B4):

- 1) 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).
- 2) As of the end of August, the Library has spent \$22,395.00 on equipment, maintenance and repairs, including new outdoor book returns for Perry and Nola Brantley Memorial Library, exterior and interior painting at Perry, a whole-building carpet clean at Nola Brantley, and a major HVAC repair at Nola Brantley.
- 3) Over \$10,000.00 has been spent on materials; that amount is just a little under budget.

(A)

Houston County Public Library System
Balance Sheet by Fund
As of 8/31/2023

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	291,045.87	43,950.72	3,611.75	44,660.19	5,489.19
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Morris Bank Merchant Acct	237,572.12	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	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29
Liabilities					
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	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	489,298.39	48,360.07	0.00	205,736.37	32,534.29
Current YTD Change	(a) 48,344.05	(b) (4,409.35)	(c) 3,611.75	(d) (33,199.48)	0.00
Total Fund Balance	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29
Total Liabilities and Ending Fund Balance	537,642.44	43,950.72	3,611.75	172,536.89	32,534.29

(B1)

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	156,000.00	906,000.00	(82.78)%
Library Generated Revenue	12,833.19	70,700.00	(81.85)%
Donations	382.35	1,040.00	(63.24)%
Other Revenue	<u>1,561.28</u>	<u>9,000.00</u>	<u>(82.65)%</u>
Total Revenues	<u>170,776.82</u>	<u>986,740.00</u>	<u>(82.69)%</u>
Expenditures			
Salaries and Wages	60,571.93	497,602.00	87.83%
Benefits and FICA	23,811.70	205,431.80	88.41%
Professional Services	391.40	23,000.00	98.30%
Copiers and Equipment	639.17	10,000.00	93.61%
Utilities	12,033.33	74,500.00	83.85%
Insurance	3,175.80	38,101.00	91.66%
Maintenance & Repairs	12,271.57	78,000.00	84.27%
Materials	301.65	1,000.00	69.83%
Motor Vehicle Costs	111.51	3,000.00	96.28%
Other Purchased Services	1,684.00	9,500.00	82.27%
Supplies	2,697.56	26,160.00	89.69%
Technology & Telecommunications	2,039.32	16,500.00	87.64%
Travel and Training	0.00	1,200.00	100.00%
Dues & Memberships	1,775.00	1,800.00	1.39%
Miscellaneous	<u>928.83</u>	<u>6,250.00</u>	<u>85.14%</u>
Total Expenditures	<u>122,432.77</u>	<u>992,044.80</u>	<u>87.66%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>48,344.05</u>		

(2)

B2

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	3,876.68 ①	30,000.00	87.08%
Other Purchased Services	485.00 >	3,000.00	83.83%
Supplies	47.67 ②	6,000.00	99.21%
Total Expenditures	<u>4,409.35</u>	<u>39,000.00</u>	<u>88.69%</u>

Net Revenue Over Expenditures -
Surplus/(Deficit)

(4,409.35)

310 - State Grants

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

B3

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	74,740.60	448,443.00	(83.33)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>74,740.60</u>	<u>449,943.00</u>	<u>(83.39)%</u>
Expenditures			
Salaries and Wages	38,823.12	238,432.66	83.72%
Benefits and FICA	13,169.45	79,909.34	83.52%
Utilities	0.00	14,000.00	100.00%
Materials	19,136.28	115,687.00	83.46% (1)
Supplies	0.00	1,500.00	100.00%
Travel and Training	<u>0.00</u>	<u>414.00</u>	<u>100.00%</u>
Total Expenditures	<u>71,128.85</u>	<u>449,943.00</u>	<u>84.19%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>3,611.75</u>		

390 - SPLOST

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

B4

	<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	21.37	0.00	0.00%
Total Revenues	<u>21.37</u>	<u>172,000.00</u>	<u>(99.99)%</u>
Expenditures			
Copiers and Equipment	15,694.00	17,000.00	7.68%
Maintenance & Repairs	6,625.00	58,000.00	88.58%
Materials	10,345.09	87,000.00	88.11%
Supplies	556.76	10,000.00	94.43%
Total Expenditures	<u>33,220.85</u>	<u>172,000.00</u>	<u>80.69%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(33,199.48)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	156,000.00	906,000.00	(82.78)%
Library Generated Revenue	12,833.19	70,700.00	(81.85)%
Donations	382.35	1,040.00	(63.24)%
Other Revenue	<u>1,561.28</u>	<u>9,000.00</u>	<u>(82.65)%</u>
Total Revenues	<u>170,776.82</u>	<u>986,740.00</u>	<u>(82.69)%</u>
Expenditures			
Salaries and Wages	60,571.93	497,602.00	87.83%
Benefits and FICA	23,811.70	205,431.80	88.41%
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Materials	301.65	1,000.00	69.83%
Motor Vehicle Costs	111.51	3,000.00	96.28%
Other Purchased Services	1,684.00	9,500.00	82.27%
Supplies	2,697.56	26,160.00	89.69%
Technology & Telecommunications	2,039.32	16,500.00	87.64%
Travel and Training	0.00	1,200.00	100.00%
Dues & Memberships	1,775.00	1,800.00	1.39%
Miscellaneous	<u>928.83</u>	<u>6,250.00</u>	<u>85.14%</u>
Total Expenditures	<u>122,432.77</u>	<u>992,044.80</u>	<u>87.66%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>48,344.05</u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 8/31/2023

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	3,876.68	30,000.00	87.08%
Other Purchased Services	485.00	3,000.00	83.83%
Supplies	<u>47.67</u>	<u>6,000.00</u>	<u>99.21%</u>
Total Expenditures	<u>4,409.35</u>	<u>39,000.00</u>	<u>88.69%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(4,409.35)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	74,740.60	448,443.00	(83.33)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>74,740.60</u>	<u>449,943.00</u>	<u>(83.39)%</u>
Expenditures			
Salaries and Wages	38,823.12	238,432.66	83.72%
Benefits and FICA	13,169.45	79,909.34	83.52%
Utilities	0.00	14,000.00	100.00%
Materials	19,136.28	115,687.00	83.46%
Supplies	0.00	1,500.00	100.00%
Travel and Training	<u>0.00</u>	<u>414.00</u>	<u>100.00%</u>
Total Expenditures	<u>71,128.85</u>	<u>449,943.00</u>	<u>84.19%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>3,611.75</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 8/31/2023

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	172,000.00	(100.00)%
Library Generated Revenue	<u>21.37</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>21.37</u>	<u>172,000.00</u>	<u>(99.99)%</u>
Expenditures			
Copiers and Equipment	15,694.00	17,000.00	7.68%
Maintenance & Repairs	6,625.00	58,000.00	88.58%
Materials	10,345.09	87,000.00	88.11%
Supplies	<u>556.76</u>	<u>10,000.00</u>	<u>94.43%</u>
Total Expenditures	<u>33,220.85</u>	<u>172,000.00</u>	<u>80.69%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(33,199.48)</u>		

Houston County Public Library System Circulation Report -August 2023



Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	12,757	5,740	10,698	29,195
Non-Print items	4,090	2,743	3,422	10,255
Check Out Totals	16,847	8,483	14,120	39,450
In-Library Use				
Internet Computers	1,501	1,283	827	3,611
Technology Equipment	20	20	14	54
Children's Computers	63	37	109	209
WiFi Sign-ins	436	286	238	960
Notary Public Service	39	26	40	105
Reference Asked	249	355	245	849
In House OPAC/KPAC Use	333	162	221	716
In-Library Use Totals	2,020	1,626	1,188	6,504
Total Circulation	18,867	10,109	15,308	45,954

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	41,491
Adult programs			5	80			New Patrons	288
YA Programs	1	7						
Children (Ages 0-11)					2	19		
All Ages								
Meeting Room	45	223	11	61	12	22		
Study Room			63					
Door Count		3,990		4,896		5,131	Total Door Count	14,017

New Items Added		Transits		Volunteer Hours	
Centerville	177	Centerville	5,867	Centerville	81.18
Nola Brantley	431	Nola Brantley	4,643	Nola Brantley	10.75
Perry	330	Perry	5,666	Perry	57
Total Added	938	Total Transits	16,176	Total Volunteer Hours	148.93

CENTERVILLE BRANCH - August 2023						
CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	126	3990	
Adult Non-Fiction	1,209		Active Patrons	17,854		
Adult Fiction	3,519		Notary Public Service		39	
Young Adult	740		Items Added		177	
Junior Non-Fiction	1,165		Reference Questions Asked		249	
Junior Fiction	2,159					
Easy	3,957					
Magazines	8					
Print Total	12,757		TRANSITS			
Non Print Material			Incoming	2,885	Total	
Kanopy Streaming	81		Outgoing	2,982	5,867	
Georgia State Park Pass	3		Technology Equipment			
Parks Discovery Backpack			Internet Computers		1,501	
Go Fish Pass	3		ChromeBook/Projector/Tablet/Harddrive		20	
Puppetry Arts Pass			Children's Computers		63	
Zoo Atlanta DVD	4		WiFi Sign-ins		436	
Carlos Museum			Total		2,020	
Breman Jewish Museum			VOLUNTEERS		Volunteers	Volunteer Hours
Chattahoochee Nature Center			Adult	2	16.85	
Macon Museum Pass	4		YA	5	64.33	
Galileo Sessions	28		Summer Ambassadors			
eRead Kids	40		Total	7	81.18	
GADD Audiobook	1786		PROGRAMS & ATTENDANCE			
GADD eBook	1222		Type of Program Total	# of Programs	# Patrons/Views	
GADD Magazines	222	3,393	Children's			
Audiobook CD	Adult	171	Young Adult	1	7	
DVD	Adult	230	Adult			
Kits	Adult	1	All Ages			
Music CD	Adult	402	Grand Total	1	7	
Audiobook CD	Easy		MEETING ROOM			
DVD	Easy	48	Times Used	Attendees		
Kits	Easy	23	45	223		
Music CD	Easy	2	In-House OPAC/KPAC Use	333		
Audiobook CD	Juv	11	Videogames	12		
DVD	Juv	175	Alliance Theatre Pass			
Kits	Juv	19	Kill-A-Watt Power Meter			
Music CD	Juv	205	Computer Museum Pass			
Audiobook CD	YA	4				
DVD	YA	1				
Music CD	YA	5				
Non Print total		4,090				
TOTAL CIRCULATION		16,847				

NOLA BRANTLEY - August 2023

CIRCULATION				PINES Cards		Door Count
Print				New Patrons	97	4896
Adult Non-Fiction	743			Active Patrons	13,347	
Adult Fiction	1,866			Notary Public Service	26	
Young Adult	413			Items Added	431	
Junior Non-Fiction	413			Reference Questions Asked		355
Junior Fiction	721			TRANSITS		
Easy	1,583			Incoming	2,284	Total
Magazines	1			Outgoing	2,359	4,643
Print Total	5,740			Technology Equipment		
Non Print						
Kanopy Streaming		82		Internet Computers		1,283
Georgia State Park Pass		3		ChromeBook/Projector/Tablet/Harddrive		20
Parks Discovery Backpack				Children's Computers		37
Go Fish Pass				WiFi Sign-ins		286
Puppetry Arts Pass				Total		1,626
Zoo Atlanta DVD		4		VOLUNTEERS		
Carlos Museum					#of Volunteers	Volunteer Hours
Breman Jewish Museum				Adult	2	10.75
Chattahoochee Nature Center				YA		
Macon Museum Pass		4		Summer Ambassadors		
Galileo Sessions		28		Total	2	10.75
eRead Kids		40		PROGRAMS & ATTENDANCE		
GADD Audiobook		966		Type of Program Total	# of Programs	# Patrons/Views
GADD eBook		788		Children's		
GADD Magazines		131	2,046	Young Adult		
Audiobook CD	Adult	76		Adult	5	80
DVD	Adult	340		All Ages		
Kits	Adult	3		Grand Total	5	80
Music CD	Adult	1	420	MEETING ROOM		
Audiobook CD	Easy			Times Used	Attendees	
DVD	Easy	48		11	61	
Kits	Easy	37		In-House OPAC/KPAC Use	162	
Music CD	Easy		85	Videogames	7	
Audiobook CD	Juv	7		Alliance Theatre Pass		
DVD	Juv	152		Kill-A-Watt Power Meter		
Kits	Juv	22		Computer Museum Pass		
Music CD	Juv	2	183			
Audiobook CD	YA					
DVD	YA	2				
Music CD	YA		2	STUDY ROOMS		
Non Print Total				Times Used		
2,743				63		
TOTAL CIRCULATION				8,483		

PERRY BRANCH - August 2023

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	65	5131
Adult Non-Fiction	1,085		Active Patrons	10290	
Adult Fiction	2,922		Notary Public Service	40	
Young Adult	495		Items Added	330	
Junior Non-Fiction	986		Reference Questions Asked	245	
Junior Fiction	1,761		TRANSITS		
Easy	3,437		Incoming	2,717	Total
Magazines	12		Outgoing	2,949	5,666
Print Total	10,698		Technology Equipment		
Non Print Material			Internet Computers	827	
Kanopy Streaming	82		ChromeBook/Projector/Tablet/Harddrive	14	
Georgia State Park Pass	10		Children's Computers	109	
Parks Discovery Backpack	1		WiFi Sign-ins	238	
Go Fish Pass	4		Total	1,188	
Puppetry Arts Pass			VOLUNTEERS	Volunteers	Volunteer Hours
Zoo Atlanta DVD	5		Adult	4	57
Carlos Museum	1		YA		
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			Total	4	57
Macon Museum Pass	6		PROGRAMS & ATTENDANCE		
Galileo Sessions	28		Type of Program Total	# of Programs	# Patrons/Views
eRead Kids	39		Children's	2	19
GADD Audiobook	1289		Young Adult		
GADD eBook	991		Adult		
GADD Magazines	139	2,595	All Ages		
Audiobook CD	Adult	133	Grand Total	2	19
DVD	Adult	314	MEETING ROOM		
Kits	Adult	2	Times Used	Attendees	
Music CD	Adult	1	12	22	
Audiobook CD	Easy	1	h-House OPAC/KPAC Us	221	
DVD	Easy	60	Videogames		
Kits	Easy	28	Alliance Theatre Pass		
Music CD	Easy		Kill-A-Watt Power Meter		
Audiobook CD	Juv	73	Computer Museum Pass		
DVD	Juv	189			
Kits	Juv	17			
Music CD	Juv	1			
Audiobook CD	YA	8			
DVD	YA				
Music CD	YA				
		8			
Non Print Total					
		3,422			
TOTAL CIRCULATION					
		14,120			