

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
February 14th, 2019 – Perry Branch, Perry, Georgia

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 - *Approval of Treasurer's Report*
 - *2019-2020 Budget presented to whole board for approval*
 - *Approval of Director's wages for 2019-2020 pending evaluation*
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

The next Library Board of Trustee meeting will be March 14th, 2019 at the Nola Brantley Memorial Library in Warner Robins.

Houston County Public Library System Board of Trustees
Minutes- January 10, 2019– Centerville Branch, Centerville, GA

The Houston County Public Library System Board met in regular session at the Centerville Branch in Centerville on January 10, 2019. Board members attending were: Daniel Bibler, Denisa Davis, Hazel Ann Gleaton, Linda Jones, Julie Layne, Shannon McNeal, Jim Newton, George Nunn, Nicole Rosser-Fogle, Caroline Smith and Pam Yates. Also attending was: J. Sara Paulk and Megan Griffith-Jones.

Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the November 9th, 2018 regular session. On a motion by Smith and a second by Yates, the motion carried.

Treasurer’s report – Financials for the months of November and December were presented. On a motion by Jones and a second by Newton, the reports were accepted.

Director’s report – Distributed at meeting.

Committee Reports – The Budget Committee reported that they had reviewed the proposed 2019-2020 budget and will present it for approval at the February, 2019 meeting. The Building Committee reported that they had reviewed suggested proposals for interior renovation at Nola Brantley in 2019-2020 and beyond. They instructed Paulk to proceed with getting an architectural consult in July / August of 2019 to see if proposals are viable. The Constitution and By-Laws Committee reported that due to changes in Houston County ordinances the library’s constitution and by-laws need to be revised. Copies of proposed revisions will be mailed to board members two weeks prior to board meeting.

Unfinished Business – None.

New Business –

Discussion was held regarding board attendance requirements.

Trustee Comments – Caroline Smith commented on her eleven years of service on the board. Chair Davis extended the Board’s appreciation and thanks to Ms. Smith for her service.

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

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Director's report – 2019 Jan

We are continuing staff swaps and my hopes are that staff will strive for a continuity of good customer service across the three branches as well as team building and inspiration for improvements.

In addition – the circulation supervisors will get a twice a year opportunity to meet and discuss issues outside of the staff training day. The youth specialists meet roughly quarterly and the admin staff meet roughly quarterly.

Thanks to the whole staff of the Nola Brantley Memorial Library for a great staff training day. We have set a goal for this year of checking out 500,000 items and having 50,000 active patrons.

The PINES upgrade went smoothly for the most part.

The roof work for Nola Brantley began this week.

Paulk has filed the proper forms for getting E-Rate discounts on Internet for year 2019-2020.

Paulk met with newest board member for a brief orientation.

Paulk was invited and participated in judging the Social Studies Fair projects for 5th-12th graders.

Cynthia Spratling attended financial training along with the other financial managers of public libraries in Georgia. In general and for the most part, we are doing what is recommended and as advised.

Paulk began annual solicitation of sponsors for the summer reading program.

Staff changes.

None.

The next Library Board of Trustee meeting will be March 14th, 2019 at the Nola Brantley Memorial Library in Warner Robins.

**HOUSTON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES ATTENDANCE RECORD**

Board Member	2018	2018	2018	2018	2018	2018	2019	2019	2019	2019	2019	2019
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
Daniel Bibler	√	√	√		√		√	√				
Lane Brisco	X	√	X		√		X	X				
Denisa Davis	√	√	√		X		√	√				
Hazel Ann Gleaton	√	√	√		√		√	X				
Linda Jones	√	√	√		√		√	√				
Julie Layne	X	√	√		√		√	√				
Shannon McNeal	√	√	X		√		√	√				
James Newton	X	√	√		√		√	X				
George Nunn	√	√	√		√		√	√				
Nicole Rosser-Fogle	√	X	√		√		√	X				
Wilhemenia Jackson Sibley								√				
Caroline Smith	X	√	√		√		√					
Pam Yates	√	X	√		√		√	√				

**There will be no meeting in October and December 2018

√ represents meetings attended

“X” represents meetings not attended

OFFICERS LIBRARY BOARD 2018-2019 (effective March, 2018)

CHAIRPERSON DENISA DAVIS
 VICE CHAIR DANIEL BIBLER
 SECRETARY NICOLE ROSSER-FOGLE
 TREASURER JULIE LAYNE

COMMITTEES 2018-2019 (effective March 2018)

*Indicates Chairperson

FINANCE		PERSONNEL		BUILDINGS AND GROUNDS	CONSTITUTION AND BYLAWS
*Julie Layne	2022	*Daniel Bibler	2022	*Jim Newton	2019 / 1
Linda Jones	2022	Pam Yates	2019/2	Linda Jones	2022
		Denisa Davis	2022		
		Nicole Rosser-Fogle	2020		
					Pam Yates 2019 / 2
					George Nunn 2020

2019-2020 Budget - draft 3
Houston County Public Library System

Revenues		Local Revenues	Friends of Library	State Revenues	Splost	Total Budget
	County Commissioners	840,000.00		-	200,000.00	1,040,000.00
	Board of Education	1,200.00		-	-	1,200.00
	Copiers	35,000.00		-	-	35,000.00
	Fines & Fees	59,000.00		-	-	59,000.00
	Friends of the Library		28,000.00			28,000.00
	State SSG Grant	-		9,674.00	-	9,674.00
	State salary and benefit grant	-		288,263.00	-	288,263.00
	State Materials Grant	-		48,374.00	-	48,374.00
	State MRR - Computer replacement funds			21,044.87		21,044.87
	State Internet Technology reimbursement			10,000.00		10,000.00
		-			-	-
	Total Revenue for Operating	935,200.00	28,000.00	377,355.87	200,000.00	1,540,555.87
Expenditures						
Payroll	Salaries & Wages	459,123.72		190,357.37	-	649,481.09
	Salaries & Wages - support staff			21,275.68		21,275.68
Benefits	Health Ins., Retirement & Taxes	204,377.39		77,137.86		281,515.25
Payroll	Temporary summer help	5,000.00				5,000.00
Professional Services	Auditor / Accounting Software / Collections	20,000.00		-		20,000.00
Copiers & Equipment	Copier Leases, Computers (staff)	15,000.00				15,000.00
Utilities	Electric, Gas, Sewer, Water & Garbage	101,000.00		5,584.96	-	106,584.96
Insurance	Covers the Board & the 3 Libraries & truck	27,850.00		-	-	27,850.00
Maintenance & Repairs	for the 3 Libraries & Lawns	37,438.89		-		37,438.89
Buildings	Major improvements (NB retro / CV shelving)				135,000.00	135,000.00
Materials	for all 3 Branches (including ebooks)		38,000.00	48,374.00	80,000.00	166,374.00
Motor Vehicle Costs	Gas, Oil & Maintenance	3,000.00		-	-	3,000.00
Purchased Services	VRP, etc.	6,500.00		-	-	6,500.00
Supplies	for the 3 Libraries	22,000.00		-	10,000.00	32,000.00
Other Operating Expense	Reimbursements, City of Perry Fire service	5,650.00		-	-	5,650.00
Technology	Faronics security licenses, Libdata etc.	13,800.00		21,626.00	16,000.00	51,426.00
Telecommunications	Telephone & Internet	8,460.00		9,000.00	-	17,460.00
Training & Travel & Dues	Staff travel & Training / Dues-Chamber, Ga Council	6,000.00		4,000.00	-	10,000.00
	Sub total expenditures	935,200.00	38,000.00	377,355.87	241,000.00	1,591,555.87
	Total Net Revenues over expenditures	-	(10,000.00)	-	(41,000.00)	(51,000.00)
						-
From previous year carryover						
	FOL - Ebooks / Eaudio / Emagazines		10,000.00			
	SPLOST				41,000.00	
	Net difference	-	-	-	-	(51,000.00)
						1,591,555.87

Houston County Public Library System

Balance Sheet

By Fund as of January 31, 2019

		Fund 100 General	Fund 112 FOL	Fund 310 State	Fund 390 SPLOST	Fund 500 Local Inv.
Assets						
100-00-10101	Cash in Bank	\$198,944.52	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10106	Bank of Perry Merchant Account	\$125,541.30	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10112	Unemployment CD	\$8,208.46	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10113	New Unemployment CD	\$7,518.15	\$0.00	\$0.00	\$0.00	\$0.00
100-00-10120	Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00
112-00-10101	FOL Operating	\$0.00	\$40,818.39	\$0.00	\$0.00	\$0.00
310-00-10101	State Operating	\$0.00	\$0.00	(\$25,827.77)	\$0.00	\$0.00
390-00-10101	SPLOST Operating	\$0.00	\$0.00	\$0.00	\$28,659.52	\$0.00
390-00-10103	STATE BANK & TRUST/SPLOST	\$0.00	\$0.00	\$0.00	\$80,570.34	\$0.00
500-00-10101	NB/CD Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$2,255.48
500-00-10111	Restricted CD	\$0.00	\$0.00	\$0.00	\$0.00	\$29,028.12
Total Assets		\$341,388.43	\$40,818.39	(\$25,827.77)	\$109,229.86	\$31,283.60
Liabilities and Fund Balance						
Fund Balance						
100-00-30770	Assigned Fund Balance - Op Contingency	\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30771	Assigned Fund Balance - Donations	\$25,613.85	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30772	Assigned Fund Balance - Cash on Hand	\$1,176.00	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30790	Unassigned Fund Balance	\$73,313.87	\$0.00	\$0.00	\$0.00	\$0.00
100-00-30799	Current Year Change	\$11,284.71	\$0.00	\$0.00	\$0.00	\$0.00
112-00-30780	Restricted Fund Balance	\$0.00	\$59,063.68	\$0.00	\$0.00	\$0.00
112-00-30799	Current Year Change	\$0.00	(\$18,245.29)	\$0.00	\$0.00	\$0.00
310-00-30799	Current Year Change	\$0.00	\$0.00	(\$25,827.77)	\$0.00	\$0.00
390-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$83,241.91	\$0.00
390-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$25,987.95	\$0.00
500-00-30750	Non Spendable Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$26,839.40
500-00-30780	Restricted Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$4,210.04
500-00-30799	Current Year Change	\$0.00	\$0.00	\$0.00	\$0.00	\$234.16
Total Fund Balance		\$341,388.43	\$40,818.39	(\$25,827.77)	\$109,229.86	\$31,283.60
Total Liabilities and Fund Balance		\$341,388.43	\$40,818.39	(\$25,827.77)	\$109,229.86	\$31,283.60
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$330,230.57	\$59,063.68	\$0.00	\$83,241.91	\$31,283.60
NET SURPLUS/(DEFICIT)		\$11,157.86	(\$18,245.29)	(\$25,827.77)	\$25,987.95	\$0.00
ENDING FUND BALANCE		\$341,388.43	\$40,818.39	(\$25,827.77)	\$109,229.86	\$31,283.60

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of January 31, 2019

Include accounts with no activity
 Include inactive accounts
 Include these Funds: 100, 112, 310, 390

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
100 - General					
Revenues					
Local Revenues	\$817,200.00	\$476,700.00	\$476,700.00	\$68,100.00	58.3%
Library Generated Revenue	\$85,000.00	\$49,583.31	\$57,145.47	\$8,111.18	67.2%
Donations	\$0.00	\$0.00	\$4,724.71	\$3,593.09	0.0%
Other Income	\$15,000.00	\$8,750.00	\$2,227.32	\$0.00	14.8%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$917,200.00	\$535,033.31	\$540,797.50	\$79,804.27	59.0%
Expenditures					
Salaries and Wages	\$455,312.32	\$265,598.78	\$249,648.22	\$36,969.84	54.8%
Benefits	\$202,536.96	\$118,146.35	\$94,628.08	\$14,622.98	46.7%
Professional Services	\$24,000.00	\$14,000.00	\$11,936.20	\$519.10	49.7%
Copiers and Equipment	\$13,100.00	\$7,058.30	\$9,033.61	\$2,334.03	69.0%
Electricity and Utilities	\$98,626.00	\$57,531.77	\$60,127.79	\$10,233.54	61.0%
Insurance	\$27,400.00	\$27,400.00	\$27,604.00	\$0.00	100.7%
Maintenance and Repairs	\$38,404.00	\$22,402.26	\$26,302.54	\$7,898.24	68.5%
Materials	\$1,000.00	\$583.31	\$881.23	\$0.00	88.1%
Motor Vehicle Costs	\$3,000.00	\$1,750.00	\$622.99	\$63.99	20.8%
Purchased Services	\$6,500.00	\$4,041.62	\$784.00	\$289.00	12.1%
Supplies	\$21,000.00	\$11,670.76	\$13,580.07	\$1,649.27	64.7%
Other Operating Expenses	\$5,150.00	\$3,066.65	\$3,459.56	\$349.14	67.2%
Technology	\$10,000.00	\$7,166.61	\$16,403.03	\$839.18	164.0%
Telecommunications	\$27,600.00	\$16,100.00	\$11,843.65	\$1,199.34	42.9%
Travel and Training	\$5,000.00	\$4,666.65	\$2,784.67	\$138.43	55.7%
Building Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$938,629.28	\$561,183.06	\$529,639.64	\$77,106.08	56.4%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of January 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>MTD Actual</u>	<u>% Used</u>
BEGINNING FUND BALANCE	\$330,230.57	\$330,230.57	\$330,230.57	\$338,690.24	100.0%
NET SURPLUS/(DEFICIT)	(\$21,429.28)	(\$26,149.75)	\$11,157.86	\$2,698.19	(52.1)%
ENDING FUND BALANCE	<u>\$308,801.29</u>	<u>\$304,080.82</u>	<u>\$341,388.43</u>	<u>\$341,388.43</u>	<u>110.6%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of January 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
112 - Friends of Library					
Revenues					
Donations	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$28,000.00	\$0.00	\$0.00	\$0.00	0.0%
Expenditures					
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$38,000.00	\$22,166.62	\$18,245.29	\$1,252.78	48.0%
Purchased Services	\$15,000.00	\$15,000.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$53,000.00	\$37,166.62	\$18,245.29	\$1,252.78	34.4%
BEGINNING FUND BALANCE	\$59,063.68	\$59,063.68	\$59,063.68	\$42,071.17	100.0%
NET SURPLUS/(DEFICIT)	(\$25,000.00)	(\$37,166.62)	(\$18,245.29)	(\$1,252.78)	73.0%
ENDING FUND BALANCE	\$34,063.68	\$21,897.06	\$40,818.39	\$40,818.39	119.8%

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of January 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
310 - State					
Revenues					
State and Federal Grants	\$346,310.99	\$202,014.66	\$202,014.75	\$28,859.25	58.3%
Total Revenues	<u>\$346,310.99</u>	<u>\$202,014.66</u>	<u>\$202,014.75</u>	<u>\$28,859.25</u>	<u>58.3%</u>
Expenditures					
Salaries and Wages	\$211,633.05	\$123,452.56	\$121,815.56	\$17,520.61	57.6%
Benefits	\$76,629.95	\$44,700.69	\$46,683.96	\$6,722.91	60.9%
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Electricity and Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Materials	\$48,374.00	\$28,218.13	\$34,826.22	\$2,561.33	72.0%
Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Technology	\$0.00	\$0.00	\$22,917.16	\$0.00	0.0%
Travel and Training	\$4,000.00	\$4,000.00	\$1,599.62	\$0.00	40.0%
Transfers to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	<u>\$340,637.00</u>	<u>\$200,371.38</u>	<u>\$227,842.52</u>	<u>\$26,804.85</u>	<u>66.9%</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$27,882.17)	0.0%
NET SURPLUS/(DEFICIT)	\$5,673.99	\$1,643.28	(\$25,827.77)	\$2,054.40	(455.2)%
ENDING FUND BALANCE	<u>\$5,673.99</u>	<u>\$1,643.28</u>	<u>(\$25,827.77)</u>	<u>(\$25,827.77)</u>	<u>(455.2)%</u>

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of January 31, 2019

	ANNUAL BUDGET	YTD Budget	YTD Actual	MTD Actual	% Used
390 - SPLOST					
Revenues					
Local Revenues	\$145,000.00	\$145,000.00	\$75,000.00	\$0.00	51.7%
Library Generated Revenue	\$0.00	\$0.00	\$472.87	\$70.24	0.0%
Sale of Assets and Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Revenues	\$145,000.00	\$145,000.00	\$75,472.87	\$70.24	52.1%
Expenditures					
Copiers and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Maintenance and Repairs	\$40,000.00	\$23,333.31	\$2,498.16	\$0.00	6.2%
Materials	\$80,000.00	\$46,666.65	\$43,483.42	\$8,764.51	54.4%
Supplies	\$10,000.00	\$5,833.31	\$3,503.34	\$582.53	35.0%
Technology	\$15,000.00	\$8,750.00	\$0.00	\$0.00	0.0%
Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Total Expenditures	\$145,000.00	\$84,583.27	\$49,484.92	\$9,347.04	34.1%
BEGINNING FUND BALANCE	\$83,241.91	\$83,241.91	\$83,241.91	\$118,506.66	100.0%
NET SURPLUS/(DEFICIT)	\$0.00	\$60,416.73	\$25,987.95	(\$9,276.80)	0.0%
ENDING FUND BALANCE	\$83,241.91	\$143,658.64	\$109,229.86	\$109,229.86	131.2%

Houston County Public Library System Transactions - January 2019

Circulations	Centerville	Nola Brantley	Perry	Houston Totals
Check outs				
Print items	14148	7635	10649	32432
Non-Print items	1676	1183	1489	4348
	15824	8818	12138	36780
In-Library Use				
Internet Computers	2456	2474	1194	6124
ChromeBooks	6	49		55
Wireless				0
Children's Computers	315	51	32	398
	2777	2574	1226	6577

Reference				
Reference Asked	301	193	218	712

Programs & Attendance	Centerville		Nola Brantley		Perry		Total Attendance
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	
All Ages programs	1	18	1	24	1	18	60
Children programs	22	727	10	204	14	732	1663
Adult programs							0
YA Programs	1	40			1	6	46
Meeting Room	26	159	18	75	11	81	315
Door Count		6139		7189		3114	16442

New Items Added	
Centerville	181
Nola Brantley	339
Perry	496
Total Items	1016

CENTERVILLE BRANCH -JANUARY 2019

CIRCULATION

Print			
Adult Non-Fiction	1431		
Adult Fiction	3370		
Young Adult	645		
Junior Non-Fiction	1044		
Junior Fiction	2062		
Easy	3942		
Magazines	6		
Print Total	12500		
Kill A Watt Meter			
Parks Discovery Backpack			
Georgia State Park Pass		8	
Go Fish Pass		4	
Puppetry Arts Pass			
Zoo Atlanta DVD		10	
Carlos Museum		1	
RBDigital Audiobook		783	
RBDigital eBook		424	
RBDigital Magazines		338	
Kits Easy		24	
Kits Juvenile		56	
Kits Reference			
Other Total	1648	Total	14148
Non Print Material			
Audiobook CD	Adult	328	
DVD	Adult	757	
Music CD	Adult		1085
Audiobook CD	Easy	2	
DVD	Easy	89	
Music CD	Easy		91
Audiobook CD	Juv	32	
DVD	Juv	464	
Music CD	Juv	2	498
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		2
Non Print Total			1676

IN HOUSE

Internet Computers	2456
ChromeBooks	6
Wireless	
Children's Computers	315
Total	2777

Reference Stats	# ?'s Asked
Total	301

PROGRAMS & ATTENDANCE

Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		3
Staff Training		5.5
YA	# Programs	Attendance
Programs	1	40
Volunteers		6
Volunteer Hours		51
Children (Ages 0-11)	# Programs	Attendance
Any Programs	22	727
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	18

	# Meetings	Attendance
Meeting room	26	159
Door count		6139

Items Added	181
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Total Check-outs	Self Check-outs	%
11372	144	1%

TOTAL CIRCULATION	15824
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PERRY BRANCH -January 2019

CIRCULATION			
Print			
Adult Non-Fiction	848		
Adult Fiction	3005		
Young Adult	558		
Junior Non-Fiction	885		
Junior Fiction	1299		
Easy	3034		
Magazines	16		
Print Total	9645		
Kill A Watt Meter			
Parks Discovery Backpack			
Georgia State Park Pass		7	
Go Fish Pass		3	
Puppetry Arts Pass		1	
Zoo Atlanta DVD		14	
Carlos Museum		1	
RBDigital Audiobook		341	
RBDigital eBook		232	
RBDigital Magazines		295	
Kits Easy		51	
Kits Juvenile		59	
Kits Reference			
Other Total	1004	Total	10649
Non Print Material			
Audiobook CD	Adult	237	
DVD	Adult	927	
Music CD	Adult	1	1165
Audiobook CD	Easy	1	
DVD	Easy	64	
Music CD	Easy	1	66
Audiobook CD	Juv	17	
DVD	Juv	239	
Music CD	Juv		256
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		2
Non Print Total			1489

IN HOUSE		
Internet Computers		1194
ChromeBooks		0
Wireless		
Children's Computers		32
Total		1226
Reference Stats	# ?'s Asked	
Total	218	
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs	0	0
Volunteers		2
Hours Volunteered		52
Staff Training	0	0
YA	# Programs	Attendance
Programs	1	6
Volunteers		1
Volunteer Hours		6.5
Children (Ages 0-11)	# Programs	Attendance
Any Programs	14	732
Foreign Language/Bi-lingual		
Special Needs	0	0
All Ages / Family	# Programs	Attendance
Programs	1	18
	# Meetings	Attendance
Meeting room	11	81
Door count		3114
Items Added	496	
Total Check-outs	Self Check-outs	%
8938	158	2%

TOTAL CIRCULATION	12138
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NOLA BRANTLEY BRANCH -JANUARY 2019

CIRCULATION

Print			
Adult Non-Fiction		999	
Adult Fiction		1766	
Young Adult		382	
Junior Non-Fiction		743	
Junior Fiction		955	
Easy		1750	
Magazines		0	
Print Total		6595	
Kill A Watt Meter			
Parks Discovery Backpack			1
Georgia State Park Pass			3
Go Fish Pass			4
Puppetry Arts Pass			1
Zoo Atlanta DVD			6
Carlos Museum			5
RBDigital Audiobook			463
RBDigital eBook			297
RBDigital Magazines			205
Kits Easy			25
Kits Juvenile			30
Kits Reference			
Other Total		1040	Total 7635
Non Print Material			
Audiobook CD	Adult	126	
DVD	Adult	740	
Music CD	Adult	6	872
Audiobook CD	Easy		
DVD	Easy	58	
Music CD	Easy		58
Audiobook CD	Juv	14	
DVD	Juv	237	
Music CD	Juv		251
Audiobook CD	YA	2	
DVD	YA		
Music CD	YA		2
Non Print Total			1183

IN HOUSE

Internet Computers		2474
ChromeBooks		49
Wireless		
Children's Computers		51
Total		2574
Reference Stats		# ?'s Asked
Total		193
PROGRAMS & ATTENDANCE		
Adult	# Programs	Attendance
Programs		
Volunteers		
Hours Volunteered		
Staff Training		
YA	# Programs	Attendance
Programs		
Volunteers		
Volunteer Hours		
Children (Ages 0-11)	# Programs	Attendance
Any Programs	10	204
Foreign Language/Bi-lingual		
Special Needs		
All Ages / Family	# Programs	Attendance
Programs	1	24
	# Meetings	Attendance
Meeting room	18	75
Door count		7189
Items Added	339	
Total Check-outs	Self Check-outs	%
6411	59	1%

TOTAL CIRCULATION	8818
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