

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
January 10, 2019 – Centerville Branch, Centerville, Georgia

1. Call to order
2. Approval of minutes
3. Treasurer's Report
 Approval of Treasurer's Report
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

Houston County Public Library System Board of Trustees

Minutes- November 8, 2018 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session at the Perry Branch in Perry on November 8, 2018. Board members attending were: Daniel Bibler, Lane Brisco, 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.

Vice-Chair Bibler called the meeting to order at 6:05 pm.

Minutes – Bibler called for the approval of the Minutes from the August 8th regular session. On a motion by Newton and a second by Smith, the motion carried.

Treasurer's report – Financials for the months of September and October were presented. On a motion by Brisco and a second by Yates, the report was accepted.

Director's report – Distributed at meeting.

Committee Reports – None

Unfinished Business – None.

New Business –

Bibler called for a motion to accept the list of items presented for surplus and disposal. On a motion by McNeal and a second by Nunn, the motion carried.

Bibler called for a motion to accept the recommendation from Edifice Consulting regarding the firm and the cost amount for the repair work on the Nola Brantley Memorial Library. (See Recommendation Letter for details) in the amount of \$41,636.72. On a motion by Nunn and a second by Newton, the motion carried.

Trustee Comments – None.

Adjournment – Bibler called for a motion to adjourn. On a motion by Smith and a second by McNeal, the board adjourned at 6:32 pm.

Respectfully submitted - J. Sara Paulk

Library Board Vice-Chair – Daniel Bibler

Director's report - 2018 November and December

There was some additional damage done at Nola due to Hurricane Michael and a leak started up at the Perry library. The Perry library's roof is still under warranty and the county contacted ICB for that work – work was completed.

Work has not started on the Nola roof but is scheduled to start soon.

After some delay, chairs for Perry's local history room were ordered and should be here soon.

Technology money left over from last year and from this year for Houston = \$25,076.84

There were tight restrictions, but within that, we spent the funds on the following :

Public address systems for Centerville and Perry.

Chromebook laptops to replace old laptops. Patrons use their library card to check these for in-house use. Computer projectors – 2 per location – for patrons to check out and use outside the library.

Replacement tablets for the Youth Specialists to use in children's programming

Server replacements for Perry and Centerville

Reminder – the library buildings will be closed Friday, January 18th, Saturday, January 19th Sunday, January 20th and Monday, January 21st. This will allow for a day of staff training on the 18th. This also coincides with PINES upgrades which means the circulation system is offline at this time. Monday is the observation of Martin Luther King, Jr. Day.

Houston County workers will replace the high lights at Centerville in the near future. I did get a second estimate for the work and as expected, a commercial electrician would cost twice the cost of the County staff.

The annual financial audit has been completed and there were NO findings for the fiscal year 2017-2018. **Special recognition to Cynthia Spratling – our Business Manager Supreme!**

Staff changes.

Bridget Howard resigned from Centerville. Heather Walenceus who had previously worked at both Centerville and was currently working at Nola Brantley, requested a transfer to Centerville. Hannah Rubio was hired for Nola Brantley.

The next Library Board of Trustee meeting will be February 14th, 2019 at the Perry Branch.

This meeting will include the nomination of election of officers and the presentation of the 2019-2020 budget to the whole board.

Houston County Public Library System

Balance Sheet

By Fund as of November 30, 2018

| | | Fund 100 General | Fund 112 FOL | Fund 310 State | Fund 390 SPLOST | Fund 500 Local Inv. |
|--|--|-----------------------------|-------------------------|---------------------------|----------------------------|--------------------------------|
| Assets | | | | | | |
| 100-00-10101 | Cash in Bank | \$232,147.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100-00-10106 | Bank of Perry Merchant Account | \$120,363.52 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100-00-10112 | Unemployment CD | \$8,142.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100-00-10113 | New Unemployment CD | \$7,457.51 | \$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 | \$42,760.08 | \$0.00 | \$0.00 | \$0.00 |
| 310-00-10101 | State Operating | \$0.00 | \$0.00 | (\$7,159.50) | \$0.00 | \$0.00 |
| 390-00-10101 | SPLOST Operating | \$0.00 | \$0.00 | \$0.00 | \$44,954.92 | \$0.00 |
| 390-00-10103 | STATE BANK & TRUST/SPLOST | \$0.00 | \$0.00 | \$0.00 | \$80,432.13 | \$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 | \$28,793.96 |
| Total Assets | | \$369,286.35 | \$42,760.08 | (\$7,159.50) | \$125,387.05 | \$31,049.44 |
| 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 | \$39,182.63 | \$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 | (\$16,303.60) | \$0.00 | \$0.00 | \$0.00 |
| 310-00-30799 | Current Year Change | \$0.00 | \$0.00 | (\$7,159.50) | \$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 | \$42,145.14 | \$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 |
| Total Fund Balance | | \$369,286.35 | \$42,760.08 | (\$7,159.50) | \$125,387.05 | \$31,049.44 |
| Total Liabilities and Fund Balance | | \$369,286.35 | \$42,760.08 | (\$7,159.50) | \$125,387.05 | \$31,049.44 |
| BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS | | \$330,103.72 | \$59,063.68 | \$0.00 | \$83,241.91 | \$31,049.44 |
| NET SURPLUS/(DEFICIT) | | \$39,182.63 | (\$16,303.60) | (\$7,159.50) | \$42,145.14 | \$0.00 |
| ENDING FUND BALANCE | | \$369,286.35 | \$42,760.08 | (\$7,159.50) | \$125,387.05 | \$31,049.44 |

Houston County Public Library System

Balance Sheet

By Fund as of December 31, 2018

| | | Fund 100 General | Fund 112 FOL | Fund 310 State | Fund 390 SPLOST | Fund 500 Local Inv. |
|--|--|---------------------|----------------------|----------------------|---------------------|------------------------|
| Assets | | | | | | |
| 100-00-10101 | Cash in Bank | \$198,913.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100-00-10106 | Bank of Perry Merchant Account | \$122,874.19 | \$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 | \$42,071.17 | \$0.00 | \$0.00 | \$0.00 |
| 310-00-10101 | State Operating | \$0.00 | \$0.00 | (\$27,882.17) | \$0.00 | \$0.00 |
| 390-00-10101 | SPLOST Operating | \$0.00 | \$0.00 | \$0.00 | \$38,006.56 | \$0.00 |
| 390-00-10103 | STATE BANK & TRUST/SPLOST | \$0.00 | \$0.00 | \$0.00 | \$80,500.10 | \$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 | | \$338,690.24 | \$42,071.17 | (\$27,882.17) | \$118,506.66 | \$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 | \$8,586.52 | \$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 | (\$16,992.51) | \$0.00 | \$0.00 | \$0.00 |
| 310-00-30799 | Current Year Change | \$0.00 | \$0.00 | (\$27,882.17) | \$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 | \$35,264.75 | \$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 | | \$338,690.24 | \$42,071.17 | (\$27,882.17) | \$118,506.66 | \$31,283.60 |
| Total Liabilities and Fund Balance | | \$338,690.24 | \$42,071.17 | (\$27,882.17) | \$118,506.66 | \$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) | | \$8,459.67 | (\$16,992.51) | (\$27,882.17) | \$35,264.75 | \$0.00 |
| ENDING FUND BALANCE | | \$338,690.24 | \$42,071.17 | (\$27,882.17) | \$118,506.66 | \$31,283.60 |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2018

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 | \$340,500.00 | \$340,500.00 | \$68,100.00 | 41.7% |
| Library Generated Revenue | \$85,000.00 | \$35,416.65 | \$42,063.66 | \$8,054.52 | 49.5% |
| Donations | \$0.00 | \$0.00 | \$914.54 | \$311.59 | 0.0% |
| Other Income | \$15,000.00 | \$6,250.00 | \$2,219.32 | \$2,151.00 | 14.8% |
| Sale of Assets and Interfund Transfers | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Revenues | \$917,200.00 | \$382,166.65 | \$385,697.52 | \$78,617.11 | 42.1% |
| Expenditures | | | | | |
| Salaries and Wages | \$455,312.32 | \$189,713.38 | \$176,531.77 | \$38,900.93 | 38.8% |
| Benefits | \$202,536.96 | \$84,390.21 | \$65,495.59 | \$14,919.41 | 32.3% |
| Professional Services | \$24,000.00 | \$10,000.00 | \$2,362.80 | \$841.30 | 9.8% |
| Copiers and Equipment | \$13,100.00 | \$5,041.62 | \$4,902.71 | \$746.20 | 37.4% |
| Electricity and Utilities | \$98,626.00 | \$41,094.11 | \$42,498.42 | \$5,979.72 | 43.1% |
| Insurance | \$27,400.00 | \$27,400.00 | \$3,168.00 | \$0.00 | 11.6% |
| Maintenance and Repairs | \$38,404.00 | \$16,001.58 | \$15,385.01 | \$2,417.92 | 40.1% |
| Materials | \$1,000.00 | \$416.65 | \$881.23 | \$0.00 | 88.1% |
| Motor Vehicle Costs | \$3,000.00 | \$1,250.00 | \$467.27 | \$121.92 | 15.6% |
| Purchased Services | \$6,500.00 | \$3,058.30 | \$364.00 | \$20.00 | 5.6% |
| Supplies | \$21,000.00 | \$8,339.08 | \$8,118.36 | \$606.13 | 38.7% |
| Other Operating Expenses | \$5,150.00 | \$2,233.31 | \$2,620.46 | \$397.85 | 50.9% |
| Technology | \$10,000.00 | \$6,033.27 | \$11,208.83 | \$3,463.32 | 112.1% |
| Telecommunications | \$27,600.00 | \$11,500.00 | \$10,161.97 | \$482.34 | 36.8% |
| Travel and Training | \$5,000.00 | \$4,533.31 | \$2,348.47 | \$95.92 | 47.0% |
| 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 | \$411,004.82 | \$346,514.89 | \$68,992.96 | 36.9% |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2018

| | <u>ANNUAL BUDGET</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>MTD Actual</u> | <u>% Used</u> |
|------------------------|----------------------|---------------------|-----------------------|-----------------------|---------------|
| BEGINNING FUND BALANCE | \$330,103.72 | \$330,103.72 | \$330,103.72 | \$359,662.20 | 100.0% |
| NET SURPLUS/(DEFICIT) | (\$21,429.28) | (\$28,838.17) | \$39,182.63 | \$9,624.15 | (182.8)% |
| ENDING FUND BALANCE | <u>\$308,674.44</u> | <u>\$301,265.55</u> | <u>\$369,286.35</u> | <u>\$369,286.35</u> | <u>119.6%</u> |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2018

| | 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 | \$15,833.30 | \$16,303.60 | \$1,258.24 | 42.9% |
| 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 | \$30,833.30 | \$16,303.60 | \$1,258.24 | 30.8% |
| | | | | | |
| BEGINNING FUND BALANCE | \$59,063.68 | \$59,063.68 | \$59,063.68 | \$44,018.32 | 100.0% |
| | | | | | |
| NET SURPLUS/(DEFICIT) | (\$25,000.00) | (\$30,833.30) | (\$16,303.60) | (\$1,258.24) | 65.2% |
| | | | | | |
| ENDING FUND BALANCE | \$34,063.68 | \$28,230.38 | \$42,760.08 | \$42,760.08 | 125.5% |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2018

| | ANNUAL BUDGET | YTD Budget | YTD Actual | MTD Actual | % Used |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| 310 - State | | | | | |
| Revenues | | | | | |
| State and Federal Grants | \$346,310.99 | \$144,296.14 | \$144,296.25 | \$28,859.25 | 41.7% |
| Total Revenues | <u>\$346,310.99</u> | <u>\$144,296.14</u> | <u>\$144,296.25</u> | <u>\$28,859.25</u> | <u>41.7%</u> |
| Expenditures | | | | | |
| Salaries and Wages | \$211,633.05 | \$88,180.40 | \$86,774.34 | \$17,520.63 | 41.0% |
| Benefits | \$76,629.95 | \$31,929.04 | \$33,238.14 | \$6,722.42 | 43.4% |
| 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 | \$20,155.79 | \$29,698.77 | \$3,482.01 | 61.4% |
| 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 | \$1,083.26 | \$0.00 | 0.0% |
| Travel and Training | \$4,000.00 | \$4,000.00 | \$661.24 | \$210.57 | 16.5% |
| Total Expenditures | <u>\$340,637.00</u> | <u>\$144,265.23</u> | <u>\$151,455.75</u> | <u>\$27,935.63</u> | <u>44.5%</u> |
| BEGINNING FUND BALANCE | \$0.00 | \$0.00 | \$0.00 | (\$8,083.12) | 0.0% |
| NET SURPLUS/(DEFICIT) | \$5,673.99 | \$30.91 | (\$7,159.50) | \$923.62 | (126.2)% |
| ENDING FUND BALANCE | <u>\$5,673.99</u> | <u>\$30.91</u> | <u>(\$7,159.50)</u> | <u>(\$7,159.50)</u> | <u>(126.2)%</u> |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of November 30, 2018

| | ANNUAL BUDGET | YTD Budget | YTD Actual | MTD Actual | % Used |
|--|---------------------|----------------------|---------------------|---------------------|---------------|
| 390 - SPLOST | | | | | |
| Revenues | | | | | |
| Local Revenues | \$145,000.00 | \$0.00 | \$75,000.00 | \$75,000.00 | 51.7% |
| Library Generated Revenue | \$0.00 | \$0.00 | \$334.66 | \$61.35 | 0.0% |
| Sale of Assets and Interfund Transfers | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Revenues | \$145,000.00 | \$0.00 | \$75,334.66 | \$75,061.35 | 52.0% |
| Expenditures | | | | | |
| Copiers and Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Maintenance and Repairs | \$40,000.00 | \$16,666.65 | \$2,498.16 | \$2,498.16 | 6.2% |
| Materials | \$80,000.00 | \$33,333.31 | \$27,770.55 | \$4,568.89 | 34.7% |
| Supplies | \$10,000.00 | \$4,166.65 | \$2,920.81 | \$783.23 | 29.2% |
| Technology | \$15,000.00 | \$6,250.00 | \$0.00 | \$0.00 | 0.0% |
| Telecommunications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Expenditures | \$145,000.00 | \$60,416.61 | \$33,189.52 | \$7,850.28 | 22.9% |
| | | | | | |
| BEGINNING FUND BALANCE | \$83,241.91 | \$83,241.91 | \$83,241.91 | \$58,175.98 | 100.0% |
| | | | | | |
| NET SURPLUS/(DEFICIT) | \$0.00 | (\$60,416.61) | \$42,145.14 | \$67,211.07 | 0.0% |
| | | | | | |
| ENDING FUND BALANCE | \$83,241.91 | \$22,825.30 | \$125,387.05 | \$125,387.05 | 150.6% |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2018

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 | \$408,600.00 | \$408,600.00 | \$68,100.00 | 50.0% |
| Library Generated Revenue | \$85,000.00 | \$42,499.98 | \$49,134.29 | \$7,070.63 | 57.8% |
| Donations | \$0.00 | \$0.00 | \$1,031.62 | \$117.08 | 0.0% |
| Other Income | \$15,000.00 | \$7,500.00 | \$2,227.32 | \$8.00 | 14.8% |
| Sale of Assets and Interfund Transfers | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Revenues | \$917,200.00 | \$458,599.98 | \$460,993.23 | \$75,295.71 | 50.3% |
| Expenditures | | | | | |
| Salaries and Wages | \$455,312.32 | \$227,656.08 | \$212,678.38 | \$36,146.61 | 46.7% |
| Benefits | \$202,536.96 | \$101,268.27 | \$80,005.10 | \$14,509.51 | 39.5% |
| Professional Services | \$24,000.00 | \$12,000.00 | \$11,417.10 | \$9,054.30 | 47.6% |
| Copiers and Equipment | \$13,100.00 | \$6,049.96 | \$6,699.58 | \$1,796.87 | 51.1% |
| Electricity and Utilities | \$98,626.00 | \$49,312.94 | \$49,894.25 | \$7,395.83 | 50.6% |
| Insurance | \$27,400.00 | \$27,400.00 | \$27,604.00 | \$24,436.00 | 100.7% |
| Maintenance and Repairs | \$38,404.00 | \$19,201.92 | \$18,404.30 | \$3,019.29 | 47.9% |
| Materials | \$1,000.00 | \$499.98 | \$881.23 | \$0.00 | 88.1% |
| Motor Vehicle Costs | \$3,000.00 | \$1,500.00 | \$559.00 | \$91.73 | 18.6% |
| Purchased Services | \$6,500.00 | \$3,549.96 | \$495.00 | \$131.00 | 7.6% |
| Supplies | \$21,000.00 | \$10,004.92 | \$11,930.80 | \$3,812.44 | 56.8% |
| Other Operating Expenses | \$5,150.00 | \$2,649.98 | \$3,110.42 | \$489.96 | 60.4% |
| Technology | \$10,000.00 | \$6,599.94 | \$15,563.85 | \$4,355.02 | 155.6% |
| Telecommunications | \$27,600.00 | \$13,800.00 | \$10,644.31 | \$482.34 | 38.6% |
| Travel and Training | \$5,000.00 | \$4,599.98 | \$2,646.24 | \$297.77 | 52.9% |
| 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 | \$486,093.93 | \$452,533.56 | \$106,018.67 | 48.2% |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2018

| | <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 | \$369,413.20 | 100.0% |
| NET SURPLUS/(DEFICIT) | (\$21,429.28) | (\$27,493.95) | \$8,459.67 | (\$30,722.96) | (39.5)% |
| ENDING FUND BALANCE | <u>\$308,801.29</u> | <u>\$302,736.62</u> | <u>\$338,690.24</u> | <u>\$338,690.24</u> | <u>109.7%</u> |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2018

| | 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 | \$18,999.96 | \$16,992.51 | \$688.91 | 44.7% |
| 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 | \$33,999.96 | \$16,992.51 | \$688.91 | 32.1% |
| | | | | | |
| BEGINNING FUND BALANCE | \$59,063.68 | \$59,063.68 | \$59,063.68 | \$42,760.08 | 100.0% |
| | | | | | |
| NET SURPLUS/(DEFICIT) | (\$25,000.00) | (\$33,999.96) | (\$16,992.51) | (\$688.91) | 68.0% |
| | | | | | |
| ENDING FUND BALANCE | \$34,063.68 | \$25,063.72 | \$42,071.17 | \$42,071.17 | 123.5% |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2018

| | ANNUAL BUDGET | YTD Budget | YTD Actual | MTD Actual | % Used |
|-------------------------------|---------------------|---------------------|----------------------|----------------------|-----------------|
| 310 - State | | | | | |
| Revenues | | | | | |
| State and Federal Grants | \$346,310.99 | \$173,155.40 | \$173,155.50 | \$28,859.25 | 50.0% |
| Total Revenues | <u>\$346,310.99</u> | <u>\$173,155.40</u> | <u>\$173,155.50</u> | <u>\$28,859.25</u> | <u>50.0%</u> |
| Expenditures | | | | | |
| Salaries and Wages | \$211,633.05 | \$105,816.48 | \$104,294.95 | \$17,520.61 | 49.3% |
| Benefits | \$76,629.95 | \$38,314.86 | \$39,961.05 | \$6,722.91 | 52.1% |
| 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 | \$24,186.96 | \$32,264.89 | \$2,566.12 | 66.7% |
| 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 | \$21,833.90 | 0.0% |
| Travel and Training | \$4,000.00 | \$4,000.00 | \$1,599.62 | \$938.38 | 40.0% |
| Transfers to Other Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Expenditures | <u>\$340,637.00</u> | <u>\$172,318.30</u> | <u>\$201,037.67</u> | <u>\$49,581.92</u> | <u>59.0%</u> |
| | | | | | |
| BEGINNING FUND BALANCE | \$0.00 | \$0.00 | \$0.00 | (\$7,159.50) | 0.0% |
| | | | | | |
| NET SURPLUS/(DEFICIT) | \$5,673.99 | \$837.10 | (\$27,882.17) | (\$20,722.67) | (491.4)% |
| | | | | | |
| ENDING FUND BALANCE | <u>\$5,673.99</u> | <u>\$837.10</u> | <u>(\$27,882.17)</u> | <u>(\$27,882.17)</u> | <u>(491.4)%</u> |

Houston County Public Library System

Statement of Revenues and Expenditures

By Fund as of December 31, 2018

| | 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 | \$402.63 | \$67.97 | 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 | \$75,402.63 | \$67.97 | 52.0% |
| Expenditures | | | | | |
| Copiers and Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Maintenance and Repairs | \$40,000.00 | \$19,999.98 | \$2,498.16 | \$0.00 | 6.2% |
| Materials | \$80,000.00 | \$39,999.98 | \$34,718.91 | \$6,948.36 | 43.4% |
| Supplies | \$10,000.00 | \$4,999.98 | \$2,920.81 | \$0.00 | 29.2% |
| Technology | \$15,000.00 | \$7,500.00 | \$0.00 | \$0.00 | 0.0% |
| Telecommunications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Expenditures | \$145,000.00 | \$72,499.94 | \$40,137.88 | \$6,948.36 | 27.7% |
| | | | | | |
| BEGINNING FUND BALANCE | \$83,241.91 | \$83,241.91 | \$83,241.91 | \$125,387.05 | 100.0% |
| | | | | | |
| NET SURPLUS/(DEFICIT) | \$0.00 | \$72,500.06 | \$35,264.75 | (\$6,880.39) | 0.0% |
| | | | | | |
| ENDING FUND BALANCE | \$83,241.91 | \$155,741.97 | \$118,506.66 | \$118,506.66 | 142.4% |

Houston County Public Library System Transactions - November 2018

| Circulations | Centerville | Nola Brantley | Perry | Houston Totals |
|--------------------------|--------------|---------------|--------------|-------------------|
| Check outs | | | | |
| Print items | 14354 | 7144 | 9964 | 31462 |
| Non-Print items | 1499 | 952 | 1375 | 3826 |
| | 15853 | 8096 | 11339 | 35288 |
| In-Library Use | | | | |
| Internet Computers | 2239 | 2031 | 1227 | 5497 |
| ChromeBooks | 1 | 37 | 10 | 48 |
| Wireless | | | | 0 |
| Children's Computers | 86 | 46 | 31 | 163 |
| Total Circulation | 2326 | 2114 | 1268 | 5708 |

| Reference | | | | |
|------------------|-----|-----|-----|------------|
| Reference Asked | 274 | 201 | 169 | 644 |

| Programs & Attendance | Centerville | | Nola Brantley | | Perry | | Total Attendance |
|-----------------------|-------------|------------|---------------|------------|-----------|------------|---------------------|
| | # of Prog | Attendance | # of Prog | Attendance | # of Prog | Attendance | |
| All Ages programs | 1 | 26 | 1 | 0 | 1 | 20 | 46 |
| Children programs | 11 | 342 | 10 | 167 | 12 | 451 | 960 |
| Adult programs | | | | | 2 | 25 | 25 |
| YA Programs | 1 | 30 | | | | | 30 |
| Meeting Room | 23 | 152 | 24 | 124 | 9 | 46 | 322 |
| Door Count | | 5491 | | 6518 | | 3363 | 15372 |

| New Items Added | |
|------------------------|------------|
| Centerville | 324 |
| Nola Brantley | 311 |
| Perry | 304 |
| Total Items | 939 |

CENTERVILLE BRANCH - NOVEMBER 2018

CIRCULATION

| Print | | | |
|---------------------------|--------------|--------------|--------------|
| Adult Non-Fiction | 1159 | | |
| Adult Fiction | 3200 | | |
| Young Adult | 475 | | |
| Junior Non-Fiction | 1233 | | |
| Junior Fiction | 2115 | | |
| Easy | 4615 | | |
| Magazines | 11 | | |
| Print Total | 12808 | | |
| Kill A Watt Meter | | | |
| Parks Discovery Backpack | | | |
| Georgia State Park Pass | | 9 | |
| Go Fish Pass | | 4 | |
| Puppetry Arts Pass | | | |
| Zoo Atlanta DVD | | 10 | |
| Carlos Museum | | 1 | |
| RBDigital Audiobook | | 754 | |
| RBDigital eBook | | 349 | |
| RBDigital Magazines | | 298 | |
| Kits Easy | | 32 | |
| Kits Juvenile | | 89 | |
| Kits Reference | | | |
| Other Total | 1546 | Total | 14354 |
| Non Print Material | | | |
| Audiobook CD | Adult | 364 | |
| DVD | Adult | 604 | |
| Music CD | Adult | 5 | 973 |
| Audiobook CD | Easy | | |
| DVD | Easy | 84 | |
| Music CD | Easy | 14 | 98 |
| Audiobook CD | Juv | 13 | |
| DVD | Juv | 408 | |
| Music CD | Juv | 6 | 427 |
| Audiobook CD | YA | 1 | |
| DVD | YA | | |
| Music CD | YA | | 1 |
| Non Print Total | | | 1499 |

IN HOUSE

| | |
|----------------------|-------------|
| Internet Computers | 2239 |
| ChromeBooks | 1 |
| Wireless | |
| Children's Computers | 86 |
| Total | 2326 |

| Reference Stats | # ?'s Asked |
|------------------------|--------------------|
| Total | 274 |

PROGRAMS & ATTENDANCE

| Adult | # Programs | Attendance |
|-----------------------------|-------------------|-------------------|
| Programs | | |
| Volunteers | | 2 |
| Hours Volunteered | | 11 |
| Staff Training | | |
| YA | # Programs | Attendance |
| Programs | 1 | 30 |
| Volunteers | | 1 |
| Volunteer Hours | | 1 |
| Children (Ages 0-11) | # Programs | Attendance |
| Any Programs | 11 | 342 |
| Foreign Language/Bi-lingual | | |
| Special Needs | 1 | 10 |
| All Ages / Family | # Programs | Attendance |
| Programs | 1 | 26 |

| | # Meetings | Attendance |
|---------------------|-------------------|-------------------|
| Meeting room | 23 | 152 |
| Door count | | 5491 |

| | |
|--------------------|-----|
| Items Added | 324 |
|--------------------|-----|

| Total Check-outs | Self Check-outs | % |
|-------------------------|------------------------|----------|
| 11395 | 126 | 1% |

| | |
|-------------------|-------|
| TOTAL CIRCULATION | 15853 |
|-------------------|-------|

PERRY BRANCH -NOVEMBER 2018

CIRCULATION

| Print | | | |
|---------------------------|-------|-------------|-------------------|
| Adult Non-Fiction | | 811 | |
| Adult Fiction | | 2785 | |
| Young Adult | | 463 | |
| Junior Non-Fiction | | 758 | |
| Junior Fiction | | 1174 | |
| Easy | | 2987 | |
| Magazines | | 5 | |
| Print Total | | 8983 | |
| Kill A Watt Meter | | | |
| Parks Discovery Backpack | | | 2 |
| Georgia State Park Pass | | | 4 |
| Go Fish Pass | | | 1 |
| Puppetry Arts Pass | | | |
| Zoo Atlanta DVD | | | 11 |
| Carlos Museum | | | |
| RBDigital Audiobook | | | 341 |
| RBDigital eBook | | | 207 |
| RBDigital Magazines | | | 298 |
| Kits Easy | | | 55 |
| Kits Juvenile | | | 62 |
| Kits Reference | | | |
| Other Total | | 981 | Total 9964 |
| Non Print Material | | | |
| Audiobook CD | Adult | 214 | |
| DVD | Adult | 783 | |
| Music CD | Adult | | 997 |
| Audiobook CD | Easy | 2 | |
| DVD | Easy | 50 | |
| Music CD | Easy | | 52 |
| Audiobook CD | Juv | 28 | |
| DVD | Juv | 296 | |
| Music CD | Juv | | 324 |
| Audiobook CD | YA | 2 | |
| DVD | YA | | |
| Music CD | YA | | 2 |
| Non Print Total | | | 1375 |

IN HOUSE

| Internet Computers | | 1227 |
|------------------------|--------------------|-------------|
| ChromeBooks | | 10 |
| Wireless | | |
| Children's Computers | | 31 |
| Total | | 1268 |
| Reference Stats | # ?'s Asked | |
| Total | 169 | |

PROGRAMS & ATTENDANCE

| Adult | # Programs | Attendance |
|-----------------------------|-------------------|-------------------|
| Programs | 2 | 25 |
| Volunteers | | 2 |
| Hours Volunteered | | 52 |
| Staff Training | | |
| YA | # Programs | Attendance |
| Programs | | |
| Volunteers | | |
| Volunteer Hours | | |
| Children (Ages 0-11) | # Programs | Attendance |
| Any Programs | 12 | 451 |
| Foreign Language/Bi-lingual | | |
| Special Needs | | |
| All Ages / Family | # Programs | Attendance |
| Programs | 1 | 20 |

| | # Meetings | Attendance |
|---------------------|-------------------|-------------------|
| Meeting room | 9 | 46 |
| Door count | | 3363 |

| | |
|--------------------|-----|
| Items Added | 304 |
|--------------------|-----|

| Total Check-outs | Self Check-outs | % |
|-------------------------|------------------------|----------|
| 8316 | 218 | 3% |

| | |
|-------------------|-------|
| TOTAL CIRCULATION | 11339 |
|-------------------|-------|

NOLA BRANTLEY BRANCH -NOVEMBER 2018

CIRCULATION

| Print | | | |
|---------------------------|-------------|--------------|-------------|
| Adult Non-Fiction | 884 | | |
| Adult Fiction | 1772 | | |
| Young Adult | 349 | | |
| Junior Non-Fiction | 572 | | |
| Junior Fiction | 834 | | |
| Easy | 1640 | | |
| Magazines | | | |
| Print Total | 6051 | | |
| Kill A Watt Meter | | | |
| Parks Discovery Backpack | | | |
| Georgia State Park Pass | | 3 | |
| Go Fish Pass | | 2 | |
| Puppetry Arts Pass | | 1 | |
| Zoo Atlanta DVD | | 3 | |
| Carlos Museum | | | |
| RBDigital Audiobook | | 469 | |
| RBDigital eBook | | 274 | |
| RBDigital Magazines | | 298 | |
| Kits Easy | | 15 | |
| Kits Juvenile | | 28 | |
| Kits Reference | | | |
| Other Total | 1093 | Total | 7144 |
| Non Print Material | | | |
| Audiobook CD | Adult | 125 | |
| DVD | Adult | 599 | |
| Music CD | Adult | 1 | 725 |
| Audiobook CD | Easy | | |
| DVD | Easy | 37 | |
| Music CD | Easy | 1 | 38 |
| Audiobook CD | Juv | 7 | |
| DVD | Juv | 181 | |
| Music CD | Juv | | 188 |
| Audiobook CD | YA | 1 | |
| DVD | YA | | |
| Music CD | YA | | 1 |
| Non Print Total | | | 952 |

IN HOUSE

| | |
|----------------------|-------------|
| Internet Computers | 2031 |
| ChromeBooks | 37 |
| Wireless | |
| Children's Computers | 46 |
| Total | 2114 |

| Reference Stats | # ?'s Asked |
|------------------------|--------------------|
| Total | 201 |

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 | 167 |
| Foreign Language/Bi-lingual | | |
| Special Needs | | |
| All Ages / Family | # Programs | Attendance |
| Programs | 1 | 0 |

| | # Meetings | Attendance |
|---------------------|-------------------|-------------------|
| Meeting room | 24 | 124 |
| Door count | | 6518 |

| | |
|--------------------|-----|
| Items Added | 311 |
|--------------------|-----|

| Total Check-outs | Self Check-outs | % |
|-------------------------|------------------------|----------|
| 5853 | 90 | 2% |

| |
|-------------------|
| TOTAL CIRCULATION |
|-------------------|

| |
|------|
| 8096 |
|------|

Houston County Public Library System Transactions - December 2018

| Circulations | Centerville | Nola Brantley | Perry | Houston Totals |
|--------------------------|--------------|---------------|--------------|-------------------|
| Check outs | | | | |
| Print items | 12335 | 6422 | 8865 | 27622 |
| Non-Print items | 1493 | 1012 | 1374 | 3879 |
| | 13828 | 7434 | 10239 | 31501 |
| In-Library Use | | | | |
| Internet Computers | 2052 | 1953 | 1020 | 5025 |
| ChromeBooks | | 19 | 5 | 24 |
| Wireless | | | | 0 |
| Children's Computers | 72 | 51 | 23 | 146 |
| Total Circulation | 2124 | 2023 | 1048 | 5195 |

| Reference | | | | |
|------------------|-----|-----|-----|------------|
| Reference Asked | 219 | 187 | 152 | 558 |

| Programs & Attendance | Centerville | | Nola Brantley | | Perry | | Total Attendance |
|-----------------------|-------------|------------|---------------|------------|-----------|------------|---------------------|
| | # of Prog | Attendance | # of Prog | Attendance | # of Prog | Attendance | |
| All Ages programs | 1 | 123 | 1 | 24 | 2 | 270 | 417 |
| Children programs | 4 | 300 | 10 | 204 | 16 | 478 | 982 |
| Adult programs | | | | | 3 | 33 | 33 |
| YA Programs | 1 | 16 | | | | | 16 |
| Meeting Room | 20 | 104 | 14 | 75 | 9 | 245 | 424 |
| Door Count | | 5063 | | 5774 | | 3144 | 13981 |

| New Items Added | |
|------------------------|------------|
| Centerville | 181 |
| Nola Brantley | 205 |
| Perry | 305 |
| Total Items | 691 |

CENTERVILLE BRANCH -DECEMBER 2018

| CIRCULATION | | | |
|---------------------------|--------------|--------------|--------------|
| Print | | | |
| Adult Non-Fiction | 1155 | | |
| Adult Fiction | 3023 | | |
| Young Adult | 454 | | |
| Junior Non-Fiction | 915 | | |
| Junior Fiction | 1886 | | |
| Easy | 3384 | | |
| Magazines | 33 | | |
| Print Total | 10850 | | |
| Kill A Watt Meter | | 0 | |
| Parks Discovery Backpack | | 0 | |
| Georgia State Park Pass | | 12 | |
| Go Fish Pass | | 6 | |
| Puppetry Arts Pass | | 2 | |
| Zoo Atlanta DVD | | 15 | |
| Carlos Museum | | 0 | |
| RBDigital Audiobook | | 715 | |
| RBDigital eBook | | 411 | |
| RBDigital Magazines | | 247 | |
| Kits Easy | | 20 | |
| Kits Juvenile | | 57 | |
| Kits Reference | | | |
| Other Total | 1485 | Total | 12335 |
| Non Print Material | | | |
| Audiobook CD | Adult | 357 | |
| DVD | Adult | 668 | |
| Music CD | Adult | | 1025 |
| Audiobook CD | Easy | | |
| DVD | Easy | 77 | |
| Music CD | Easy | | 77 |
| Audiobook CD | Juv | 19 | |
| DVD | Juv | 370 | |
| Music CD | Juv | 2 | 391 |
| Audiobook CD | YA | | |
| DVD | YA | | |
| Music CD | YA | | 0 |
| Non Print Total | | | 1493 |

| IN HOUSE | | |
|----------------------------------|------------------------|-------------------|
| Internet Computers | | 2052 |
| ChromeBooks | | |
| Wireless | | |
| Children's Computers | | 72 |
| Total | | 2124 |
| Reference Stats | # ?'s Asked | |
| Total | 219 | |
| PROGRAMS & ATTENDANCE | | |
| Adult | # Programs | Attendance |
| Programs | 0 | |
| Volunteers | | 2 |
| Hours Volunteered | | 23 |
| Staff Training | | |
| YA | # Programs | Attendance |
| Programs | 1 | 16 |
| Volunteers | | 1 |
| Volunteer Hours | | 3 |
| Children (Ages 0-11) | # Programs | Attendance |
| Any Programs | 4 | 300 |
| Foreign Language/Bi-lingual | | |
| Special Needs | | |
| All Ages / Family | # Programs | Attendance |
| Programs | 1 | 123 |
| | # Meetings | Attendance |
| Meeting room | 20 | 104 |
| Door count | | 5063 |
| Items Added | 181 | |
| Total Check-outs | Self Check-outs | % |
| 9547 | 80 | 1% |

| | |
|-------------------|-------|
| TOTAL CIRCULATION | 13828 |
|-------------------|-------|

PERRY BRANCH -DECEMBER 2018

CIRCULATION

| Print | | | |
|---------------------------|-------|-------------|-------------------|
| Adult Non-Fiction | | 662 | |
| Adult Fiction | | 2746 | |
| Young Adult | | 515 | |
| Junior Non-Fiction | | 486 | |
| Junior Fiction | | 955 | |
| Easy | | 2503 | |
| Magazines | | 7 | |
| Print Total | | 7874 | |
| Kill A Watt Meter | | | 0 |
| Parks Discovery Backpack | | | 1 |
| Georgia State Park Pass | | | 3 |
| Go Fish Pass | | | 2 |
| Puppetry Arts Pass | | | 1 |
| Zoo Atlanta DVD | | | 9 |
| Carlos Museum | | | 0 |
| RBDigital Audiobook | | | 375 |
| RBDigital eBook | | | 235 |
| RBDigital Magazines | | | 272 |
| Kits Easy | | | 36 |
| Kits Juvenile | | | 57 |
| Kits Reference | | | |
| Other Total | | 991 | Total 8865 |
| Non Print Material | | | |
| Audiobook CD | Adult | 226 | |
| DVD | Adult | 815 | |
| Music CD | Adult | | 1041 |
| Audiobook CD | Easy | | |
| DVD | Easy | 51 | |
| Music CD | Easy | | 51 |
| Audiobook CD | Juv | 18 | |
| DVD | Juv | 263 | |
| Music CD | Juv | | 281 |
| Audiobook CD | YA | 1 | |
| DVD | YA | | |
| Music CD | YA | | 1 |
| Non Print Total | | | 1374 |

IN HOUSE

| Internet Computers | | 1020 |
|----------------------------------|------------------------|--------------------|
| ChromeBooks | | 5 |
| Wireless | | |
| Children's Computers | | 23 |
| Total | | 1048 |
| Reference Stats | | # ?'s Asked |
| Total | | 152 |
| PROGRAMS & ATTENDANCE | | |
| Adult | # Programs | Attendance |
| Programs | 3 | 33 |
| Volunteers | | 2 |
| Hours Volunteered | | 62 |
| Staff Training | | |
| YA | # Programs | Attendance |
| Programs | | |
| Volunteers | | 10 |
| Volunteer Hours | | 46 |
| Children (Ages 0-11) | # Programs | Attendance |
| Any Programs | 13 | 472 |
| Foreign Language/Bi-lingual | 3 | 6 |
| Special Needs | | |
| All Ages / Family | # Programs | Attendance |
| Programs | 2 | 270 |
| | # Meetings | Attendance |
| Meeting room | 9 | 245 |
| Door count | | 3144 |
| Items Added | 305 | |
| Total Check-outs | Self Check-outs | % |
| 7440 | 146 | 2% |

| | |
|-------------------|-------|
| TOTAL CIRCULATION | 10239 |
|-------------------|-------|

NOLA BRANTLEY BRANCH -DECEMBER 2018

CIRCULATION

| Print | | | |
|---------------------------|-------|-------------|-------------------|
| Adult Non-Fiction | | 796 | |
| Adult Fiction | | 1648 | |
| Young Adult | | 406 | |
| Junior Non-Fiction | | 446 | |
| Junior Fiction | | 731 | |
| Easy | | 1450 | |
| Magazines | | 4 | |
| Print Total | | 5481 | |
| Kill A Watt Meter | | | 0 |
| Parks Discovery Backpack | | | 0 |
| Georgia State Park Pass | | | 1 |
| Go Fish Pass | | | 3 |
| Puppetry Arts Pass | | | 1 |
| Zoo Atlanta DVD | | | 7 |
| Carlos Museum | | | 0 |
| RBDigital Audiobook | | | 455 |
| RBDigital eBook | | | 316 |
| RBDigital Magazines | | | 132 |
| Kits Easy | | | 9 |
| Kits Juvenile | | | 13 |
| Kits Reference | | | 4 |
| Other Total | | 941 | Total 6422 |
| Non Print Material | | | |
| Audiobook CD | Adult | 117 | |
| DVD | Adult | 621 | |
| Music CD | Adult | 10 | 748 |
| Audiobook CD | Easy | | |
| DVD | Easy | 60 | |
| Music CD | Easy | 2 | 62 |
| Audiobook CD | Juv | 3 | |
| DVD | Juv | 198 | |
| Music CD | Juv | | 201 |
| Audiobook CD | YA | 1 | |
| DVD | YA | | |
| Music CD | YA | | 1 |
| Non Print Total | | | 1012 |

IN HOUSE

| Internet Computers | | 1953 |
|----------------------------------|------------------------|-------------------|
| ChromeBooks | | 19 |
| Wireless | | |
| Children's Computers | | 51 |
| Total | | 2023 |
| Reference Stats | # ?'s Asked | |
| Total | 187 | |
| PROGRAMS & ATTENDANCE | | |
| Adult | # Programs | Attendance |
| Programs | | |
| Volunteers | | 1 |
| Hours Volunteered | | 3 |
| 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 | 14 | 75 |
| Door count | | 5774 |
| Items Added | 205 | |
| Total Check-outs | Self Check-outs | % |
| 5521 | 65 | 1% |

| | |
|-------------------|------|
| TOTAL CIRCULATION | 7434 |
|-------------------|------|