

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

November 10, 2022 – Perry Branch, Perry, 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
- Notice of change in Board bylaws
- *Approval of closing for staff day in 2023*
- *Collection Development policy revision*
10. *Adjournment*

means a board vote is required

**

The next meeting is : December 8th at Nola Brantley Memorial Library in Warner Robins.

Houston County Public Library System Board of Trustees

Minutes- September 8, 2022 – Nola Brantley Memorial Library, Warner Robins, GA

The Houston County Public Library System Board met in regular session on September 8, 2022. Board members attending were Daniel Bibler, Jean Jones, Julie Layne, Jim Newton, George Nunn, Jessica Perdue, Wilhemenia Jackson Sibley and Pam Yates. Also attending was J. Sara Paulk. Vice-Chair Bibler called the meeting to order at 6:00 pm.

Minutes – Bibler called for the approval of the Minutes from the August 11th, 2022 meeting. On a motion by Newton and a second by Sibley, the minutes were approved.

Public Comments. None.

Trustee Comments. Yates commented on vandalism that recently occurred at the FOL work location.

Treasurer's report – Financials for the month of August was presented by Layne. On a motion by Yates and a second by Nunn, the report was accepted as presented.

Director's report – Presented at meeting.

Committee Reports – None.

Old Business – None.

New Business – None.

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

The board adjourned by 6:14 pm.

Respectfully submitted - J. Sara Paulk

Board Vice-Chair – Daniel Bibler

Houston County Public Library System

Balance Sheet by Fund

As of 10/31/2022

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	299,041.47	24,051.22	(6,258.90)	5,447.50	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,769.89	0.00
Morris Bank Merchant Acct	240,749.74	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,860.78
Unemployment CD 2	7,794.97	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	548,762.18	24,051.22	(6,258.90)	133,217.39	32,349.97
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	17,452.00	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	20,000.00	37,808.60	0.00	218,443.64	5,510.57
Unassigned Fund Balance	220,893.91	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	489,521.91	37,808.60	0.00	218,443.64	32,349.97
Current YTD Change	59,240.27	(13,757.38)	(6,258.90)	(85,226.25)	0.00
Total Fund Balance	548,762.18	24,051.22	(6,258.90)	133,217.39	32,349.97
Total Liabilities and Ending Fund Balance	548,762.18	24,051.22	(6,258.90)	133,217.39	32,349.97

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 10/31/2022

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	300,333.32	889,000.00	(66.22)%
Library Generated Revenue	26,538.11	70,700.00	(62.46)%
Donations	1,600.84	1,040.00	53.93%
Other Grants	20,270.83	20,270.00	0.00%
Other Revenue	<u>4,827.63</u>	<u>9,000.00</u>	<u>(46.36)%</u>
Total Revenues	<u>353,570.73</u>	<u>990,010.00</u>	<u>(64.29)%</u>
Expenditures			
Salaries and Wages	144,007.81	493,455.80	70.82%
Benefits and FICA	51,031.96	188,628.80	72.95%
Professional Services	5,138.80	23,000.00	77.66%
Copiers and Equipment	3,443.46	8,000.00	56.96%
Utilities	29,712.05	77,000.00	61.41%
Insurance	2,920.00	35,000.00	91.66%
Maintenance & Repairs	24,955.11	77,600.00	67.84%
Materials	9,923.40	19,500.00	49.11%
Motor Vehicle Costs	401.35	3,000.00	86.62%
Other Purchased Services	5,309.51	8,200.00	35.25%
Supplies	6,769.39	24,600.00	72.48%
Technology & Telecommunications	5,855.46	20,000.00	70.72%
Travel and Training	268.68	800.00	66.42%
Dues & Memberships	1,725.00	1,500.00	(15.00)%
Miscellaneous	<u>2,868.48</u>	<u>6,250.00</u>	<u>54.10%</u>
Total Expenditures	<u>294,330.46</u>	<u>986,534.60</u>	<u>70.17%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u><u>59,240.27</u></u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2022 Through 10/31/2022

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>13,757.38</u>	<u>30,276.00</u>	54.56%
Total Expenditures	<u>13,757.38</u>	<u>30,276.00</u>	54.56%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(13,757.38)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 10/31/2022

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	140,930.28	466,432.31	(69.79)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>140,930.28</u>	<u>467,932.31</u>	<u>(69.88)%</u>
Expenditures			
Salaries and Wages	76,157.36	230,979.09	67.03%
Benefits and FICA	27,238.28	79,704.90	65.83%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	0.00	22,500.00	100.00%
Materials	21,912.44	98,590.00	77.77%
Supplies	0.00	1,500.00	100.00%
Technology & Telecommunications	2,001.28	2,000.00	(0.06)%
Travel and Training	559.79	0.00	0.00%
Dues & Memberships	<u>180.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>147,189.18</u>	<u>467,932.30</u>	<u>68.54%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(6,258.90)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 10/31/2022

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	160,000.00	(100.00)%
Library Generated Revenue	<u>55.35</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>55.35</u>	<u>160,000.00</u>	<u>(99.97)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	61,572.92	60,000.00	(2.62)%
Materials	21,610.00	87,000.00	75.16%
Supplies	<u>698.68</u>	<u>10,000.00</u>	<u>93.01%</u>
Total Expenditures	<u>85,281.60</u>	<u>160,000.00</u>	<u>46.70%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(85,226.25)</u>		

Houston County Public Library System

Balance Sheet by Fund

As of 9/30/2022

	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	304,300.44	25,437.52	(8,051.76)	26,577.75	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	127,759.39	0.00
Morris Bank Merchant Acct	233,055.89	0.00	0.00	0.00	0.00
Persons/Bank of Perry Merchant Acct	4,443.60	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	26,860.78
Unemployment CD 2	7,794.97	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	<u>550,770.90</u>	<u>25,437.52</u>	<u>(8,051.76)</u>	<u>154,337.14</u>	<u>32,349.97</u>
Liabilities					
	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	17,452.00	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	20,000.00	37,808.60	0.00	218,443.64	5,510.57
Unassigned Fund Balance	220,893.91	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,521.91</u>	<u>37,808.60</u>	<u>0.00</u>	<u>218,443.64</u>	<u>32,349.97</u>
Current YTD Change	61,248.99	(12,371.08)	(8,051.76)	(64,106.50)	0.00
Total Fund Balance	<u>550,770.90</u>	<u>25,437.52</u>	<u>(8,051.76)</u>	<u>154,337.14</u>	<u>32,349.97</u>
Total Liabilities and Ending Fund Balance	<u><u>550,770.90</u></u>	<u><u>25,437.52</u></u>	<u><u>(8,051.76)</u></u>	<u><u>154,337.14</u></u>	<u><u>32,349.97</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 9/30/2022

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	226,749.99	889,000.00	(74.49)%
Library Generated Revenue	20,102.65	70,700.00	(71.57)%
Donations	164.95	1,040.00	(84.14)%
Other Grants	20,000.00	20,270.00	(1.33)%
Other Revenue	<u>4,074.63</u>	<u>9,000.00</u>	<u>(54.73)%</u>
Total Revenues	<u>271,092.22</u>	<u>990,010.00</u>	<u>(72.62)%</u>
Expenditures			
Salaries and Wages	103,807.50	493,455.80	78.96%
Benefits and FICA	36,597.19	188,628.80	80.60%
Professional Services	4,613.50	23,000.00	79.94%
Copiers and Equipment	2,654.08	8,000.00	66.82%
Utilities	21,169.10	77,000.00	72.51%
Insurance	2,920.00	35,000.00	91.66%
Maintenance & Repairs	15,750.29	77,600.00	79.70%
Materials	6,864.15	19,500.00	64.80%
Motor Vehicle Costs	235.67	3,000.00	92.14%
Other Purchased Services	3,171.00	8,200.00	61.33%
Supplies	4,567.50	24,600.00	81.43%
Technology & Telecommunications	3,248.70	20,000.00	83.76%
Travel and Training	268.68	800.00	66.42%
Dues & Memberships	1,725.00	1,500.00	(15.00)%
Miscellaneous	<u>2,250.87</u>	<u>6,250.00</u>	<u>63.99%</u>
Total Expenditures	<u>209,843.23</u>	<u>986,534.60</u>	<u>78.73%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>61,248.99</u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2022 Through 9/30/2022

112 - Friends of the Library

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Expenditures			
Materials	<u>12,371.08</u>	<u>30,276.00</u>	59.14%
Total Expenditures	<u>12,371.08</u>	<u>30,276.00</u>	59.14%
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(12,371.08)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 9/30/2022

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	105,697.69	466,432.31	(77.34)%
Other Grants	<u>0.00</u>	<u>1,500.00</u>	<u>(100.00)%</u>
Total Revenues	<u>105,697.69</u>	<u>467,932.31</u>	<u>(77.41)%</u>
Expenditures			
Salaries and Wages	56,910.02	230,979.09	75.36%
Benefits and FICA	20,340.86	79,704.90	74.48%
Copiers and Equipment	19,140.03	19,141.31	0.01%
Utilities	0.00	13,517.00	100.00%
Maintenance & Repairs	0.00	22,500.00	100.00%
Materials	16,354.29	98,590.00	83.41%
Supplies	0.00	1,500.00	100.00%
Technology & Telecommunications	783.00	2,000.00	60.85%
Travel and Training	<u>221.25</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures	<u>113,749.45</u>	<u>467,932.30</u>	<u>75.69%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(8,051.76)</u>		

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2022 Through 9/30/2022

390 - SPLOST

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	160,000.00	(100.00)%
Library Generated Revenue	<u>44.85</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>44.85</u>	<u>160,000.00</u>	<u>(99.97)%</u>
Expenditures			
Copiers and Equipment	1,400.00	3,000.00	53.33%
Maintenance & Repairs	47,351.42	60,000.00	21.08%
Materials	14,765.15	87,000.00	83.03%
Supplies	<u>634.78</u>	<u>10,000.00</u>	<u>93.65%</u>
Total Expenditures	<u>64,151.35</u>	<u>160,000.00</u>	<u>59.91%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(64,106.50)</u>		

Director's report - October and November, 2022

Centerville roof work. Completed

Nola Brantley irrigation system. Completed.

Centerville lighting renovation. Completed.

Landscape maintenance at all 3 – bushes trimmed, dead trees removed and replaced, etc. Completed.

**

Dino Derby took place in October. This was a friendly month long fund raising competition between the 3 branches. Funds go toward children's programs. Congratulations to Nola Brantley, this year's Dino Derby winner with a grand total of 814.51 (305.76 this week). Perry is in 2nd place with 625.51 (109.74 this week) and CV with 354.34 (157.78 this week). This is a grand total of 1794.36 for Houston County Children's programming.

Dixie Henning attended Tech Boot Camp sponsored by GPLS in person in November and Angela Simmons-Jones attended virtually.

HOUPL staff was encouraged to request funds available from the increased BOE budget amount in the form of a grant application to Paulk. There were very few restrictions and the results included :

Sensory toys, soft seating for adults who are with children in the children's area, directional signage, informational signage, book repair equipment, DVD repair equipment, craft equipment, book display furnishings, focus lighting and staff room updates. The single largest purchase will be used by all 3 locations. A Mobile Outreach kit which would include a pop-up canopy, a table cloth with HOUPL branding, a promotional flag, a folding table, folding chairs and a wagon for hauling items.

I am so proud of the creativity and planning by all of HOUPL staff in this project.

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Annual report. Completed.

Met with new County Administrator – Robbie Dunbar - and offered overview of library's financial structures.

Paulk proctored exams for in the last two weeks for students taking : Biochemistry, Real Estate certification, Materials engineering and Animal nutrition.

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Staffing

Samara Terry (NB) has resigned to take a full-time position. Ashli Brown-Smith is our newest employee.

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***The next meeting is : December 8th, 2022 at Nola Brantley Memorial Library.

Houston County Public Library System Circulation Report - August 2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	13,926	6,127	10,524	30,577				
Non-Print items	3,281	2,867	3,178	9,326				
Check Out Totals	17,207	8,994	13,702	39,903				
In-Library Use								
Internet Computers	1,432	1,357	843	3,632				
Technology Equipment	11	11	2	24				
Children's Computers	107	42	95	244				
WiFi Sign-ins	349	326	215	890				
Notary Public Service	30	23	44	97				
Reference Asked	231	336	209	776				
In House OPAC/KPAC Use	400	203	308	911				
In-Library Use Totals	1,899	1,736	1,155	6,574				
Total Circulation	19,106	10,730	14,857	46,477				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	37,147
Adult programs			2	8			New Patrons	300
YA Programs								
Children (Ages 0-11)								
All Ages								
Meeting Room	32	275	12	68	15	40	Total Door Count	
Door Count		3,756		4,827		4,463	13,046	
New Items Added		Transits			Volunteer Hours			
Centerville	344	Centerville	6,318		Centerville	26.25		
Nola Brantley	451	Nola Brantley	4,749		Nola Brantley	4.5		
Perry	208	Perry	5,038		Perry	73		
Total Added	1,003	Total Transits	16,105		Total Volunteer Hours	103.75		

CENTERVILLE BRANCH - August 2022										
CIRCULATION					PINES Cards			Door Count		
Print					New Patrons	138		3756		
Adult Non-Fiction	968				Active Patrons	15,918				
Adult Fiction	3,526				Notary Public Service	30				
Young Adult	831				Items Added	344				
Junior Non-Fiction	1,417				Reference Questions Asked	231				
Junior Fiction	2,187				Self Check-outs	%	Self check-out computers removed.			
Easy	4,993				TRANSITS					
Magazines	4				Incoming	2,917		Total		
Print Total	13,926				Outgoing	3,401		6,318		
Non Print Material					Technology Equipment					
Kanopy Streaming	25				Internet Computers	1,432				
Georgia State Park Pass	8				ChromeBook/Projector/Tablet/Harddrive	11				
Parks Discovery Backpack					Children's Computers	107				
Go Fish Pass	6				WiFi Sign-ins	349				
Puppetry Arts Pass					Total	1,899				
Zoo Atlanta DVD	12				VOLUNTEERS	Volunteers	Volunteer Hours			
Carlos Museum					Adult	2		10.75		
Breman Jewish Museum					YA	5		15.5		
Chattahoochee Nature Center	1				Summer Ambassadors					
Macon Museum Pass	4				Total	7		26.25		
Galileo Sessions	71				PROGRAMS & ATTENDANCE					
eRead Kids	26				Type of Program Total	# of Programs	# Patrons/Views			
GADD Audiobook	1124				Children's					
GADD eBook	715				Young Adult					
GADD Magazines	122		2,114		Adult					
Audiobook CD	Adult	191				All Ages				
DVD	Adult	435				Grand Total	0		0	
Kits	Adult					MEETING ROOM				
Music CD	Adult	626				Times Used	Attendees			
Audiobook CD	Easy					32	275			
DVD	Easy	101				In-House OPAC/KPAC Us	400			
Kits	Easy	16				Videogame	15			
Music CD	Easy	2		119		Alliance Theatre Pass				
Audiobook CD	Juv	4								
DVD	Juv	363								
Kits	Juv	37								
Music CD	Juv	3		407						
Audiobook CD	YA									
DVD	YA									
Music CD	YA	0								
Non Print total			3,281							
TOTAL CIRCULATION			17,207							

NOLA BRANTLEY - August 2022

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	88	4827
Adult Non-Fiction	893		Active Patrons	12,188	
Adult Fiction	1,890		Notary Public Service	23	
Young Adult	345		Items Added	451	
Junior Non-Fiction	440		Reference Questions Asked	336	
Junior Fiction	746		Self Check-outs	%	Self check-out computer has been removed.
Easy	1,813		TRANSITS		
Magazines			Incoming	2,476	Total
Print Total	6,127		Outgoing	2,273	4,749
Non Print			Technology Equipment		
Kanopy Streaming	25		Internet Computers	1,357	
Georgia State Park Pass	1		ChromeBook/Projector/Tablet/Harddrive	11	
Parks Discovery Backpack	1		Children's Computers	42	
Go Fish Pass			WiFi Sign-ins	326	
Puppetry Arts Pass			Total	1,736	
Zoo Atlanta DVD	6		VOLUNTEERS	#of Volunteers	Volunteer Hours
Carlos Museum			Adult	1	4.5
Breman Jewish Museum			YA		
Chattahoochee Nature Center			Summer Ambassadors		
Macon Museum Pass	4		Total	1	4.5
Galileo Sessions	71		PROGRAMS & ATTENDANCE		
eRead Kids	25		Type of Program Total	# of Programs	# Patrons/Views
GADD Audiobook	1124		Children's		
GADD eBook	715		Young Adult		
GADD Magazines	122	2,094	Adult	2	8
Audiobook CD	Adult	123	All Ages		
DVD	Adult	454	Grand Total	2	8
Kits	Adult		MEETING ROOM		
Music CD	Adult		Times Used	Attendees	
Audiobook CD	Easy		12	68	
DVD	Easy	34	In-House OPAC/KPAC Use	203	
Kits	Easy	9	Videogames	8	
Music CD	Easy		Alliance Theatre Pass		
Music CD	Easy				
Audiobook CD	Juv	14			
DVD	Juv	114			
Kits	Juv	10			
Music CD	Juv	4			
Audiobook CD	Juv				
Audiobook CD	YA	3			
DVD	YA				
Music CD	YA				
		3			
Non Print Total					
TOTAL CIRCULATION					

PERRY BRANCH - August 2022

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	74	4463
Adult Non-Fiction	982		Active Patrons	9041	
Adult Fiction	2,873		Notary Public Service	44	
Young Adult	560		Items Added	208	
Junior Non-Fiction	888		Reference Questions Asked	209	
Junior Fiction	1,556		Self Check-ous	%	Self Check-out computers removed.
Easy	3,658		0	0	
Magazines	7		TRANSITS		
Print Total	10,524		Incoming	2,621	Total
Non Print Material			Outgoing	2,417	5,038
Kanopy Streaming	25	Technology Equipment			
Georgia State Park Pass	5	Internet Computers	843		
Parks Discovery Backpack		ChromeBook/Projector/Tablet/Harddrive	2		
Go Fish Pass	4	Children's Computers	95		
Puppetry Arts Pass	1	WiFi Sign-ins	215		
Zoo Atlanta DVD		Total	1,155		
Carlos Museum		VOLUNTEERS	Volunteers	Volunteer Hours	
Breman Jewish Museum	1	Adult	3	73	
Chattahoochee Nature Center		YA			
Macon Museum Pass	5	Summer Ambassadors			
Galileo Sessions	70	Total	3	73	
eRead Kids	26	PROGRAMS & ATTENDANCE			
GADD Audiobook	1125	Type of Program Total	# of Programs	# Patrons/Views	
GADD eBook	716	Children's			
GADD Magazines	121	Young Adult			
Audiobook CD	Adult	Adult			
DVD	Adult	All Ages			
Kits	Adult	Grand Total	0	0	
Music CD	Adult	MEETING ROOM			
Audiobook CD	Easy	Times Used	Attendees		
DVD	Easy	15	40		
Kits	Easy	h-House OPAC/KPAC Us	308		
Music CD	Easy	Videogames	3		
Audiobook CD	Juv	Alliance Theatre Pass			
DVD	Juv				
Kits	Juv				
Music CD	Juv				
Audiobook CD	YA				
DVD	YA				
Music CD	YA				
Non Print Total			3,178		
TOTAL CIRCULATION			13,702		

Houston County Public Library System Circulation Report - September 2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	13,109	6,314	10,343	29,766				
Non-Print items	2,770	2,644	2,748	8,162				
Check Out Totals	15,879	8,958	13,091	37,928				
In-Library Use								
Internet Computers	1,471	1,130	789	3,390				
Technology Equipment	7	6	6	19				
Children's Computers	78	38	62	178				
WiFi Sign-ins	439	325	214	978				
Notary Public Service	21	30	24	75				
Reference Asked	319	294	228	841				
In House OPAC/KPAC Use	305	136	287	728				
In-Library Use Totals	1,995	1,499	1,071	6,209				
Total Circulation	17,874	10,457	14,162	44,137				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	37,509
Adult programs							New Patrons	229
YA Programs	1	16			1	2		
Children (Ages 0-11)	20	544	20	346	6	202		
All Ages	6	240	5	433	7	281		
Meeting Room	27	168	14	66	17	63	Total Door Count	
Door Count		3,781		4,710		4,938	13,429	
New Items Added		Transits			Volunteer Hours			
Centerville	189	Centerville	5,871	Centerville	45.25			
Nola Brantley	343	Nola Brantley	4,591	Nola Brantley	0			
Perry	207	Perry	4,823	Perry	52			
Total Added	739	Total Transits	15,285	Total Volunteer Hours	97.25			

CENTERVILLE BRANCH - September 2022									
CIRCULATION				PINES Cards			Door Count		
Print				New Patrons	92		3781		
Adult Non-Fiction	1,021			Active Patrons	16,060				
Adult Fiction	3,444			Notary Public Service	21				
Young Adult	722			Items Added	189				
Junior Non-Fiction	1,389			Reference Questions Asked			319		
Junior Fiction	2,023			Self Check-outs	%	Self check-out computers removed.			
Easy	4,507			TRANSITS					
Magazines	3			Incoming	3,096	Total			
Print Total	13,109			Outgoing	2,775	5,871			
Non Print Material				Technology Equipment					
Kanopy Streaming		31		Internet Computers	1,471				
Georgia State Park Pass		5		ChromeBook/Projector/Tablet/Harddrive	7				
Parks Discovery Backpack				Children's Computers	78				
Go Fish Pass		3		WiFi Sign-ins	439				
Puppetry Arts Pass		1		Total	1,995				
Zoo Atlanta DVD		7		VOLUNTEERS	Volunteers	Volunteer Hours			
Carlos Museum				Adult	1	11.75			
Breman Jewish Museum				YA	5	33.5			
Chattahoochee Nature Center				Summer Ambassadors					
Macon Museum Pass		3		Total	6	45.25			
Galileo Sessions		57		PROGRAMS & ATTENDANCE					
eRead Kids		25		Type of Program Total	# of Programs	# Patrons/Views			
GADD Audiobook		1008		Children's	20	544			
GADD eBook		640		Young Adult	1	16			
GADD Magazines		110	1,890	Adult					
Audiobook CD	Adult	200		All Ages	6	240			
DVD	Adult	245		Grand Total	27	800			
Kits	Adult			MEETING ROOM					
Music CD	Adult		445	Times Used	Attendees				
Audiobook CD	Easy			27	168				
DVD	Easy	73		In-House OPAC/KPAC Us	305				
Kits	Easy	15		Videogame					
Music CD	Easy		88	Alliance Theatre Pass					
Audiobook CD	Juv	19							
DVD	Juv	293							
Kits	Juv	31							
Music CD	Juv	3	346						
Audiobook CD	YA	1							
DVD	YA								
Music CD	YA		1						
Non Print total			2,770						
TOTAL CIRCULATION			15,879						

NOLA BRANTLEY - September 2022

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	79	4710
Adult Non-Fiction	813		Active Patrons	12,308	
Adult Fiction	1,928		Notary Public Service	30	
Young Adult	325		Items Added	343	
Junior Non-Fiction	471		Reference Questions Asked	294	
Junior Fiction	793		Self Check-outs	%	Self check-out computer has been removed.
Easy	1,982		TRANSITS		
Magazines	2		Incoming	2,255	Total
Print Total	6,314		Outgoing	2,336	4,591
Non Print			Technology Equipment		
Kanopy Streaming	31		Internet Computers		1,130
Georgia State Park Pass	10		ChromeBook/Projector/Tablet/Harddrive		6
Parks Discovery Backpack	1		Children's Computers		38
Go Fish Pass			WiFi Sign-ins		325
Puppetry Arts Pass			Total		1,499
Zoo Atlanta DVD	5		VOLUNTEERS	#of Volunteers	Volunteer Hours
Carlos Museum			Adult		
Breman Jewish Museum			YA		
Chattahoochee Nature Center	2		Summer Ambassadors		
Macon Museum Pass	2		Total	0	0
Galileo Sessions	57		PROGRAMS & ATTENDANCE		
eRead Kids	26		Type of Program Total	# of Programs	# Patrons/Views
GADD Audiobook	1008		Children's	20	346
GADD eBook	639		Young Adult		
GADD Magazines	111	1,892	Adult		
Audiobook CD	Adult	98	All Ages	5	433
DVD	Adult	350	Grand Total	25	779
Kits	Adult		MEETING ROOM		
Music CD	Adult	448	Times Used	Attendees	
Audiobook CD	Easy		14	66	
DVD	Easy	38	In-House OPAC/KPAC Use	136	
Kits	Easy	16	Videogames	4	
Music CD	Easy	54	Alliance Theatre Pass	2	
Audiobook CD	Juv	15			
DVD	Juv	211			
Kits	Juv	12			
Music CD	Juv	3			
		241			
Audiobook CD	YA	3			
DVD	YA				
Music CD	YA	3			
Non Print Total					
TOTAL CIRCULATION					

PERRY BRANCH - September 2022

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	58	4938
Adult Non-Fiction	1,004		Active Patrons	9141	
Adult Fiction	2,759		Notary Public Service	24	
Young Adult	520		Items Added	207	
Junior Non-Fiction	1,028		Reference Questions Asked	228	
Junior Fiction	1,508		Self Check-outs	%	Self Check-out computers removed.
Easy	3,499		0	0	
Magazines	25		TRANSITS		
Print Total	10,343		Incoming	2,505	Total
Non Print Material			Outgoing	2,318	4,823
Kanopy Streaming	30	Technology Equipment			
Georgia State Park Pass	8	Internet Computers	789		
Parks Discovery Backpack		ChromeBook/Projector/Tablet/Harddrive	6		
Go Fish Pass	3	Children's Computers	62		
Puppetry Arts Pass		WiFi Sign-ins	214		
Zoo Atlanta DVD		Total	1,071		
Carlos Museum	1	VOLUNTEERS	Volunteers	Volunteer Hours	
Breman Jewish Museum		Adult	3	52	
Chattahoochee Nature Center	1	YA			
Macon Museum Pass	4	Summer Ambassadors			
Galileo Sessions	57	Total	3	52	
eRead Kids	26	PROGRAMS & ATTENDANCE			
GADD Audiobook	1008	Type of Program Total	# of Programs	# Patrons/Views	
GADD eBook	640	Children's	6	202	
GADD Magazines	110	Young Adult	1	2	
Audiobook CD	Adult	Adult			
DVD	Adult	All Ages	7	281	
Kits	Adult	Grand Total	14	485	
Music CD	Adult	MEETING ROOM			
Audiobook CD	Easy	Times Used	Attendees		
DVD	Easy	17	63		
Kits	Easy	h-House OPAC/KPAC Us	287		
Music CD	Easy	Videogames			
Audiobook CD	Juv	Alliance Theatre Pass			
DVD	Juv				
Kits	Juv				
Music CD	Juv				
Audiobook CD	YA				
DVD	YA				
Music CD	YA				
Non Print Total			2,748		
TOTAL CIRCULATION			13,091		

Houston County Public Library System Circulation Report - October 2022

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	12,576	5,612	9,780	27,968				
Non-Print items	2,837	2,556	2,692	8,085				
Check Out Totals	15,413	8,168	12,472	36,053				
In-Library Use								
Internet Computers	1,221	1,069	737	3,027				
Technology Equipment	3	4	1	8				
Children's Computers	59	46	88	193				
WiFi Sign-ins	367	130	155	652				
Notary Public Service	31	29	18	78				
Reference Asked	289	482	306	1077				
In House OPAC/KPAC Use	283	140	253	676				
In-Library Use Totals	1,650	1,249	981	5,711				
Total Circulation	17,063	9,417	13,453	41,764				
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count	
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	37,787
Adult programs							New Patrons	174
YA Programs	1	3						
Children (Ages 0-11)	22	665	18	292	13	449		
All Ages	3	237	5	500	5	331		
Meeting Room	27	138	20	63				
Study Room			50	62				
Door Count		3,532		4,561		4,658	Total Door Count	
								12,751
New Items Added		Transits			Volunteer Hours			
Centerville	255	Centerville		5,933	Centerville		46.5	
Nola Brantley	347	Nola Brantley		4,358	Nola Brantley		19.25	
Perry	313	Perry		4,808	Perry		62	
Total Added	915	Total Transits		15,099	Total Volunteer Hours		127.75	

CENTERVILLE BRANCH - October 2022						
CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	84	3532	
Adult Non-Fiction	1,079		Active Patrons	16,195		
Adult Fiction	3,153		Notary Public Service	31		
Young Adult	753		Items Added	255		
Junior Non-Fiction	1,185		Reference Questions Asked	289		
Junior Fiction	2,213					
Easy	4,187					
Magazines	6					
Print Total	12,576					
Non Print Material			TRANSITS			
Kanopy Streaming	28		Incoming	2,993	Total	
Georgia State Park Pass	12		Outgoing	2,940	5,933	
Parks Discovery Backpack			Technology Equipment			
Go Fish Pass	2		Internet Computers	1,221		
Puppetry Arts Pass			ChromeBook/Projector/Tablet/Harddrive	3		
Zoo Atlanta DVD	9		Children's Computers	59		
Carlos Museum			WiFi Sign-ins	367		
Breman Jewish Museum			Total	1,650		
Chattahoochee Nature Center			VOLUNTEERS			
Macon Museum Pass	4		Volunteers	Volunteer Hours		
Galileo Sessions	55		Adult	1	7.5	
eRead Kids	24		YA	6	39	
GADD Audiobook	1008		Summer Ambassadors			
GADD eBook	664		Total	7	46.5	
GADD Magazines	97	1,903	PROGRAMS & ATTENDANCE			
Audiobook CD	Adult	206	Type of Program Total	# of Programs	# Patrons/Views	
DVD	Adult	278	Children's	22	665	
Kits	Adult		Young Adult	1	3	
Music CD	Adult	3	Adult			
Audiobook CD	Easy		All Ages	3	237	
DVD	Easy	71	Grand Total	26	905	
Kits	Easy	22	MEETING ROOM			
Music CD	Easy	1	Times Used	Attendees		
Audiobook CD	Juv	27	27	138		
DVD	Juv	289	h-House OPAC/KPAC Us	283		
Kits	Juv	21	Videogame	4		
Music CD	Juv	6	Alliance Theatre Pass			
Audiobook CD	YA		Kill-A-Watt Power Meter	2		
DVD	YA	4				
Music CD	YA	4				
Non Print total		2,837				
TOTAL CIRCULATION		15,413				

NOLA BRANTLEY - October 2022

CIRCULATION			PINES Cards		Door Count	
Print			New Patrons	53	4561	
Adult Non-Fiction	690		Active Patrons	12,382		
Adult Fiction	1,827		Notary Public Service	29		
Young Adult	300		Items Added	347		
Junior Non-Fiction	403		Reference Questions Asked	482		
Junior Fiction	773					
Easy	1,619					
Magazines	0					
Print Total	5,612					
Non Print			TRANSITS			
Kanopy Streaming	27		Incoming	2,289	Total	
Georgia State Park Pass	3		Outgoing	2,069	4,358	
Parks Discovery Backpack			Technology Equipment			
Go Fish Pass			Internet Computers		1,069	
Puppetry Arts Pass			ChromeBook/Projector/Tablet/Harddrive		4	
Zoo Atlanta DVD	8		Children's Computers		46	
Carlos Museum			WiFi Sign-ins		130	
Breman Jewish Museum			Total		1,249	
Chattahoochee Nature Center			VOLUNTEERS	#of Volunteers	Volunteer Hours	
Macon Museum Pass	2		Adult	1	6.25	
Galileo Sessions	54		YA	2	13	
eRead Kids	24		Summer Ambassadors			
GADD Audiobook	1008		Total	3	19.25	
GADD eBook	663		PROGRAMS & ATTENDANCE			
GADD Magazines	97		1,886	Type of Program Total	# of Programs	# Patrons/Views
Audiobook CD	Adult		83	Children's	18	292
DVD	Adult		358	Young Adult		
Kits	Adult			Adult		
Music CD	Adult	441	All Ages	5	500	
Audiobook CD	Easy		Grand Total	23	792	
DVD	Easy	22	MEETING ROOM			
Kits	Easy	4	Times Used	Attendees		
Music CD	Easy	26	20	63		
Audiobook CD	Juv	13	In-House OPAC/KPAC Use	140		
DVD	Juv	174	Videogames	7		
Kits	Juv	7	Alliance Theatre Pass			
Music CD	Juv	194	Kill-A-Watt Power Meter			
Audiobook CD	YA	2				
DVD	YA					
Music CD	YA	2	STUDY ROOMS			
Non Print Total			Times Used	Attendees		
2,556			50	62		
TOTAL CIRCULATION			8,168			

PERRY BRANCH -October 2022

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	37	4658
Adult Non-Fiction	946		Active Patrons	9210	
Adult Fiction	2,685		Notary Public Service	18	
Young Adult	367		Items Added	313	
Junior Non-Fiction	923		Reference Questions Asked	306	
Junior Fiction	1,482		TRANSITS		
Easy	3,369		Incoming	2,295	Total
Magazines	8		Outgoing	2,513	4,808
Print Total	9,780		Technology Equipment		
Non Print Material			Internet Computers	737	
Kanopy Streaming	28		ChromeBook/Projector/Tablet/Harddrive	1	
Georgia State Park Pass	13		Children's Computers	88	
Parks Discovery Backpack			WiFi Sign-ins	155	
Go Fish Pass	3		Total	981	
Puppetry Arts Pass	1		VOLUNTEERS	Volunteers	Volunteer Hours
Zoo Atlanta DVD			Adult	3	60
Carlos Museum			YA	1	2
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			Total	4	62
Macon Museum Pass	7		PROGRAMS & ATTENDANCE		
Galileo Sessions	55		Type of Program Total	# of Programs	# Patrons/Views
eRead Kids	25		Children's	13	449
GADD Audiobook	1008		Young Adult		
GADD eBook	663		Adult		
GADD Magazines	97	1,900	All Ages	5	331
Audiobook CD	Adult	133	Grand Total	18	780
DVD	Adult	319	MEETING ROOM		
Kits	Adult		Times Used	Attendees	
Music CD	Adult	452	11	27	
Audiobook CD	Easy	1	h-House OPAC/KPAC Us	253	
DVD	Easy	102	Videogames		
Kits	Easy	13	Alliance Theatre Pass		
Music CD	Easy	116	Kill-A-Watt Power Meter	1	
Audiobook CD	Juv	20			
DVD	Juv	194			
Kits	Juv	7			
Music CD	Juv	221			
Audiobook CD	YA	2			
DVD	YA				
Music CD	YA	2			
Non Print Total					
TOTAL CIRCULATION					