

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD
April 11th, 2024 – Centerville Branch

1. Call to order
2. *Approval of minutes*
3. Public comments
4. Trustee comments
5. Treasurer's Report - *Acceptance of Treasurer's Report*
6. Director's Report
7. Committee Reports
 - *Presentation and acceptance of Director's Evaluation*
8. Old Business
9. New Business –
 - *Review of AI (Artificial Intelligence) proposed policy*
 - * Approve disposal of surplus equipment*
10. *Adjournment*

means a board vote is required

The next meeting is : May 9th, 2024 at Perry

Houston County Public Library System Board of Trustees

Minutes- March 14, 2024 – Nola Brantley Memorial Library, Warner Robins, Georgia

The Houston County Public Library System Board met in regular session on March 14, 2024. Board members attending were Denisa Davis, Johanna Goff, Samantha Hulbert, Linda Jones, Jessica Perdue, Wilhemenia Jackson Sibley, Emily Silva, Pam Yates and Jeff Washington. Also attending was J. Sara Paulk. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the February 8, 2024 meeting. On a motion by Jackson-Sibley and a second by Jones.

Public Comments. None.

Trustee Comments. Davis welcomed new board member Jeff Washington. Each Trustee introduced themselves. Davis commented on a recent conversation she had with Senator Larry Walker at a social event regarding SB390. Perdue commented that she had also had a conversation with Senator Walker on that topic.

Treasurer's report – Financials for the month of February, 2024 were presented by Paulk. On a motion by Goff and a second by Perdue, the report was accepted as presented

Director's report – Presented at meeting.

Committee Reports.

Old Business – None.

New Business – Emily Silva offered her resignation as Secretary due to work conflicts. On a motion by Perdue and a second by Goff, Silva's resignation was accepted.

Samantha Hulbert was asked if she would agree to be Board Secretary. On a motion by Perdue and a second by Yates, Hulbert was accepted as Board Secretary.

Paulk presented background information and staff recommendation along with a bid matrix for upgrade of security cameras at Nola Brantley. There were 19 bids submitted. On a motion by Hulbert and a second by Goff, the bid by Koly Technologies in the amount of \$31,586.21 was accepted.

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

The board adjourned at 6:50 pm.

Respectfully submitted - J. Sara Paulk

Board Chair – Denisa Davis

Director's report - March, 2024

**

The 2024 Dino Derby winner was Perry! Thanks to all who participated and were willing to be silly in support of children's programming.

**

A patron tripped and fell at the Perry branch last month. She declined assistance from staff at the time. We have since been contacted by a lawyer in Philadelphia representing her in a personal injury claim. We have turned the letter over to our insurance company.

**

Ms. Breland has created a draft Artificial Intelligence policy for evaluation. She has also been on site for the security camera upgrade at Nola Brantley.

**

An additional section of training has been added to new employee training checklist. New employees make a return trip to Perry (admin) around their tenth day of employment. Topics include : Services provided for patrons who are blind or print disabled ; Advanced PINES functions ; Social media ; Interlibrary loan beyond PINES.

Staffing

Two staff members at Centerville (Cheyenne Parks and Miranda Tidwell) are moving over to the school system to full-time positions but have graciously agreed to work at the library through the summer.

Elizabeth Rozeboom has been hired as the new Youth Specialist at Nola Brantley.

HOUPL Financial Report as of March 31, 2024

Balance Sheet (A):

- 1) The Library's financial activity from July 1 through March 31, 2024 resulted in:
 - a) a net increase in the General Fund (Fund 100) of \$58,977.12;
 - b) a net decrease of \$22,208.71 in the Friends of the Library Fund (Fund 112);
 - c) a net decrease of \$11,069.09 in the State Grants Fund (Fund 310); and
 - d) a net decrease of \$27,645.73 in the SPLOST Fund (Fund 390).

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

Statements of Revenues and Expenditures:

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

Nine months into the new fiscal year, the Library expects to have **25%** of the budget remaining.

In the General Fund - 100 (B1):

- 1) Library revenues continue on budget. Increased interest rates on the library's bank accounts since January have provided a small boost.
- 2) As of the end of March, expenditures, as a whole, are slightly under budget, with about 29% of the budget remaining.

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

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

- 1) So far, the Library has spent over \$20,000.00 on materials, leaving 32% of the budget remaining.
- 2) The remaining FOL expenditures are for the library's Vacation Reading Program and total \$1,875.42 as of the end of March. Spending for VRP will increase significantly over the next couple of months.

In the State Grants Fund - 310 (B3):

- 1) Spending on print and electronic materials is a little under budget at this time, with almost 34% of the budget remaining.

In the SPLOST Fund - 390 (B4):

- 1) The Library has requested the second half of the FY2024 SPLOST funds allocation from the County. The \$86,000.00 should be received in May.
- 2) SPLOST spending on materials is currently under budget, with 35% of the budget remaining.

Houston County Public Library System

Balance Sheet by Fund

As of 3/31/2024



	General	Friends of the Library	State Grants	SPLOST	Permanent/Lo... Investments
Assets					
Cadence Bank Operating Acct	278,145.61	26,151.36	(11,069.09)	48,952.74	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	129,137.90	0.00
Morris Bank Merchant Acct	261,105.45	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	27,045.10
Unemployment CD 2	7,848.45	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00
Total Assets	<u>548,275.51</u>	<u>26,151.36</u>	<u>(11,069.09)</u>	<u>178,090.64</u>	<u>32,534.29</u>
Liabilities					
	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance					
Beginning Fund Balance					
Nonspendable Fund Balance	0.00	0.00	0.00	0.00	26,839.40
Assigned Fund Balance - Op Contingency	230,000.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Donations	10,645.00	0.00	0.00	0.00	0.00
Assigned Fund Balance - Cash on Hand	1,176.00	0.00	0.00	0.00	0.00
Restricted Fund Balance	0.00	48,360.07	0.00	205,736.37	5,694.89
Unassigned Fund Balance	247,477.39	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>489,298.39</u>	<u>48,360.07</u>	<u>0.00</u>	<u>205,736.37</u>	<u>32,534.29</u>
Current YTD Change	(a) 58,977.12	(b) (22,208.71)	(c) (11,069.09)	(d) (27,645.73)	0.00
Total Fund Balance	<u>548,275.51</u>	<u>26,151.36</u>	<u>(11,069.09)</u>	<u>178,090.64</u>	<u>32,534.29</u>
Total Liabilities and Ending Fund Balance	<u>548,275.51</u>	<u>26,151.36</u>	<u>(11,069.09)</u>	<u>178,090.64</u>	<u>32,534.29</u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
From 7/1/2023 Through 3/31/2024

B1

100 - General

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	681,000.00	906,000.00	(24.83)%
Library Generated Revenue	58,867.73	70,700.00	(16.74)% (1)
Donations	3,226.24	1,040.00	210.22%
Other Revenue	<u>14,770.80</u>	<u>9,000.00</u>	64.12%
Total Revenues	<u>757,864.77</u>	<u>986,740.00</u>	<u>(23.20)%</u>
Expenditures			
Salaries and Wages	349,266.85	497,602.00	29.81%
Benefits and FICA	134,978.74	205,431.80	34.30%
Professional Services	7,851.32	23,000.00	65.86%
Copiers and Equipment	5,360.52	10,000.00	46.39%
Utilities	56,145.89	74,500.00	24.64%
Insurance	39,878.80	38,101.00	(4.67)%
Maintenance & Repairs	60,107.85	78,000.00	22.94%
Materials	426.53	1,000.00	57.35%
Motor Vehicle Costs	1,040.99	3,000.00	65.30%
Other Purchased Services	5,151.30	9,500.00	45.78%
Supplies	18,397.79	26,160.00	29.67%
Technology & Telecommunications	12,903.68	16,500.00	21.80%
Travel and Training	1,141.07	1,200.00	4.91%
Dues & Memberships	1,775.00	1,800.00	1.39%
Miscellaneous	<u>4,461.32</u>	<u>6,250.00</u>	28.62%
Total Expenditures	<u>698,887.65</u>	<u>992,044.80</u>	<u>29.55%</u> (2)
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>58,977.12</u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 3/31/2024

B2

112 - Friends of the Library

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Expenditures			
Materials	20,333.29	30,000.00	32.22% ①
Other Purchased Services	485.00	3,000.00	83.83% ②
Supplies	<u>1,390.42</u>	<u>6,000.00</u>	<u>76.83%</u>
Total Expenditures	<u>22,208.71</u>	<u>39,000.00</u>	<u>43.05%</u>
 Net Revenue Over Expenditures - Surplus/(Deficit)	 <u>(22,208.71)</u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 3/31/2024

(B3)

310 - State Grants

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	336,332.98	448,443.00	(25.00)%
Other Grants	<u>1,500.00</u>	<u>1,500.00</u>	0.00%
Total Revenues	<u>337,832.98</u>	<u>449,943.00</u>	<u>(24.92)%</u>
Expenditures			
Salaries and Wages	177,913.54	238,432.66	25.38%
Benefits and FICA	62,210.85	79,909.34	22.15%
Copiers and Equipment	30,457.16	0.00	0.00%
Utilities	0.00	14,000.00	100.00%
Materials	76,820.52	115,687.00	33.60% (1)
Supplies	1,500.00	1,500.00	0.00%
Travel and Training	<u>0.00</u>	<u>414.00</u>	<u>100.00%</u>
Total Expenditures	<u>348,902.07</u>	<u>449,943.00</u>	<u>22.46%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(11,069.09)</u>		

Houston County Public Library System
 Statement of Revenues and Expenditures by Fund
 From 7/1/2023 Through 3/31/2024

B4

390 - SPLOST

	<u>YTD Actual</u>	<u>Total Budget - Annual Budget</u>	<u>Percent Total Budget Remaining</u>
Revenues			
Local Revenue	86,000.00	172,000.00	(50.00)% ①
Library Generated Revenue	<u>1,282.57</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenues	<u>87,282.57</u>	<u>172,000.00</u>	<u>(49.25)%</u>
Expenditures			
Copiers and Equipment	21,910.00	17,000.00	(28.88)%
Maintenance & Repairs	33,898.04	58,000.00	41.56%
Materials	56,336.61	87,000.00	35.25% ②
Supplies	<u>2,783.65</u>	<u>10,000.00</u>	<u>72.16%</u>
Total Expenditures	<u>114,928.30</u>	<u>172,000.00</u>	<u>33.18%</u>
Net Revenue Over Expenditures - Surplus/(Deficit)	<u>(27,645.73)</u>		

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Houston County Public Library System
Approved by HOUPL Board of Trustees [insert date here]

EMPLOYEE AI USE POLICY

Purpose of Policy

The purpose of this document is to provide guidelines for use of AI models and technology by employees at HOUPL. AI can be a wonderful tool that can greatly enhance the everyday workflows of its users, but as AI is a new, emerging technology, standards must be set to prevent harm to HOUPL staff and patrons by the use of these models. This policy will outline how to behave and interact with AI models in regards to copyright law, patron privacy, and internal security.

AI Use Concerns:

1. Many AI models use internet-derived data without approval, posing uncertainties as to copyright infringement. HOUPL views AI reproducing others' creations without approval or attribution as intellectual theft, and therefore asks employees to follow the *Acceptable* and *Prohibited Uses* sections of this policy, so as to not violate copyright law.
2. AI models are prone to instances of data leaks and hacking. Therefore, HOUPL employees should never share sensitive information with AI models, as it may compromise you and your organization's security if leaked in a security incident. With that, employees are encouraged to use strong passwords and best security practices when using AI models.
3. Employees at HOUPL are required to protect the privacy rights of patrons by never sharing their *Protected Personal Information* (PPI) and *Personally Identifiable Information* (PII) with any unauthorized third parties. This includes AI models, as such models are not capable of keeping any data shared with them private. HOUPL employees should never share any patron PPI or PII with an AI model, as it violates our [Personnel Policy](#), [Georgia Confidentiality Law](#), and [PINES Policy](#).

Prohibited Uses/Actions

The following uses and actions are prohibited for HOUPL Staff:

- Providing to models sensitive, in-house use data such as information on staff, patrons, PINES, and HOUPL operational information (i.e., financial or PPI/PII)
- Publication of AI-produced images*
**The production of images by AI models is prohibited due to its status as potential intellectual theft. Any images produced by AI models that are not legally considered intellectual theft are still considered to be derivative, and therefore not copyrightable by law, see [Civil Action No. 22-1564](#).*

Approved Uses/Actions

The following uses and actions are approved for HOUPL Staff:

- ✓ Use for text creation (in-house use ONLY)
- ✓ Use for text editing (fixing grammatical errors and rewording)
- ✓ Use for photo editing (adjusting color, saturation, etc.)
- ✓ Providing models with generalized, non-sensitive information for use in question/answer exchanges*
**Note: AI models have been proven to provide biased and untrue information, and the chance of this occurring is always present. Always double check the information you receive from an AI model, especially in regards to translations, instructions, or quotes.*

Date

2024-4

Transferred from Houston County Library System Perry Public Library Branch 1201 Washington Street Perry, GA 31069	Transferred to: Houston County Surplus Approved by Board on: April 11th, 2024
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Item	Manufacture	Model	Serial or number	Date purchased	Cost	Reason for Disposal
Multi-Function Copier	Xerox	WorkCentre 7225	LX7380144	Sept 27,2019		End of Useful Life
Multi-Function Copier	Xerox	WorkCentre 7225	LX7380132	Sept 27,2019		End of Useful Life

Asset Manager release	Received by
Signature	Signature
Title	Title
Date	Date

Asset Manager signature certifies that Original asset funding is accurate and that all software and data have been removed from all computers prior to their transfer

Recommended method of disposal is Sell or Destroy

Houston County Public Library System Circulation Report - March 2024

Circulations	Centerville	Nola Brantley	Perry	Houston Totals				
Check outs								
Print items	11,251	5,390	10,097	26,738				
Non-Print items	5,022	2,999	3,823	11,844				
Check Out Totals	16,273	8,389	13,920	38,582				
In-Library Use								
Internet Computers	1,277	1,008	407	2,692				
Technology Equipment	9	19	6	34				
Children's Computers	77	17	106	200				
WiFi Sign-ins	226	84	127	437				
Notary Public Service	44	32	24	100				
Reference Asked	298	220	364	882				
In House OPAC/KPAC Use	244	166	194	604				
In-Library Use Totals	1,589	1,128	646	4,949				
Total Circulation	17,862	9,517	14,566	43,531				
Programs & Attendance								
	Centerville		Nola Brantley		Perry		Total Patron Count	
# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	43,767	
Adult programs	5	126	3	17		New Patrons	229	
YA Programs	1	18			1	7		
Children (Ages 0-11)	19	590	27	394	14	672		
All Ages					11	724		
Meeting Room	40	268	13	117	29	302		
Study Room			64					
Door Count		3,989		4,742		5,914	Total Door Count	
							14,645	
New Items Added					Transits		Volunteer Hours	
Centerville	158	Centerville	5,420	Centerville	58			
Nola Brantley	157	Nola Brantley	4,405	Nola Brantley	0			
Perry	223	Perry	4,868	Perry	64			
Total Added	538	Total Transits	14,693	Total Volunteer Hours	122			



NOLA BRANTLEY - March 2024

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	68	4742
Adult Non-Fiction	739		Active Patrons	13,978	
Adult Fiction	1,747		Notary Public Service	32	
Young Adult	293		Items Added	157	
Junior Non-Fiction	447		Reference Questions Asked		220
Junior Fiction	685		TRANSITS		
Easy	1,479		Incoming	2,338	Total
Magazines	0		Outgoing	2,067	4,405
Print Total	5,390		Technology Equipment		
Non Print			Internet Computers		1,008
Kanopy Streaming	99		ChromeBook/Projector/Tablet/Harddrive		19
Georgia State Park Pass	4		Children's Computers		17
Parks Discovery Backpack			WiFi Sign-ins		84
Go Fish Pass			Total		1,128
Puppetry Arts Pass			VOLUNTEERS		
Zoo Atlanta DVD	5		#of Volunteers		Volunteer Hours
Carlos Museum			Adult		
Breman Jewish Museum			YA		
Chattahoochee Nature Center			Summer Ambassadors		
Macon Museum Pass	2		Total	0	0
Galileo Sessions	30		PROGRAMS & ATTENDANCE		
eRead Kids	16		Type of Program Total	# of Programs	# Patrons/Views
GADD Audiobook	1118		Children's	27	394
GADD eBook	810		Young Adult		
GADD Magazines	353	2,437	Adult	3	17
Audiobook CD	Adult	103	All Ages		
DVD	Adult	244	Grand Total	30	411
Kits	Adult	1	MEETING ROOM		
Music CD	Adult	11	Times Used		Attendees
Audiobook CD	Easy		13		117
DVD	Easy	25	In-House OPAC/KPAC Use		166
Kits	Easy	16	Videogames	11	
Music CD	Easy		Alliance Theatre Pass		
Audiobook CD	Juv	15	Kill-A-Watt Power Meter		
DVD	Juv	107	Computer Museum Pass		
Kits	Juv	28	Shakespeare Tavern	1	
Music CD	Juv		Atlanta History Center		
Audiobook CD	YA		Radon Detector		
DVD	YA				
Music CD	YA				
		0			
Non Print Total			Study Rooms Times Used		
2,999			64		
TOTAL CIRCULATION			8,389		

PERRY BRANCH - March 2024

CIRCULATION			PINES Cards		Door Count
Print			New Patrons	63	5914
Adult Non-Fiction	1,024		Active Patrons	10874	
Adult Fiction	2,676		Notary Public Service	24	
Young Adult	555		Items Added	223	
Junior Non-Fiction	981		Reference Questions Asked	364	
Junior Fiction	1,642		TRANSITS		
Easy	3,210		Incoming	2,451	Total
Magazines	9		Outgoing	2,417	4,868
Print Total	10,097		Technology Equipment		
Non Print Material			Internet Computers	407	
Kanopy Streaming	99	2,961	ChromeBook/Projector/Tablet/Harddrive	6	
Georgia State Park Pass	8		Children's Computers	106	
Parks Discovery Backpack			WiFi Sign-ins	127	
Go Fish Pass	5		Total	646	
Puppetry Arts Pass			VOLUNTEERS	Volunteers	Volunteer Hours
Zoo Atlanta DVD	5		Adult	3	39
Carlos Museum			YA	4	25
Breman Jewish Museum			Summer Ambassadors		
Chattahoochee Nature Center			Total	7	64
Macon Museum Pass	4		PROGRAMS & ATTENDANCE		
Galileo Sessions	30		Type of Program Total	# of Programs	# Patrons/Views
eRead Kids	15		Children's	14	672
GADD Audiobook	1500		Young Adult	1	7
GADD eBook	939		Adult		
GADD Magazines	356		All Ages	11	724
Audiobook CD	Adult	93	Grand Total	26	1403
DVD	Adult	410	MEETING ROOM		
Kits	Adult		Times Used	Attendees	
Music CD	Adult	4	29	302	
Audiobook CD	Easy	4	h-House OPAC/KPAC Us	194	
DVD	Easy	52	Videogames	1	
Kits	Easy	39	Alliance Theatre Pass		
Music CD	Easy	95	Kill-A-Watt Power Meter		
Audiobook CD	Juv	44	Computer Museum Pass		
DVD	Juv	185	Shakespeare Tavern		
Kits	Juv	19	Atlanta History Center		
Music CD	Juv	248	Radon Detector		
Audiobook CD	YA	11			
DVD	YA				
Music CD	YA	11			
Non Print Total					
3,823					
TOTAL CIRCULATION					
13,920					