

AGENDA
HOUSTON COUNTY PUBLIC LIBRARY BOARD

December 9th, 2021 – Nola Brantley Memorial Library in Warner Robins - 6pm

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 –
10. *Adjournment*

means a board vote is required

The January 13th, 2022 meeting will be held at the Centerville Branch.
The Finance Committee should plan on meeting at 5:30 pm to discuss the 2022-2023 proposed library budget.

Houston County Public Library System Board of Trustees

Minutes- November 19, 2021 – Perry Branch, Perry, GA

The Houston County Public Library System Board met in regular session on November 19, 2021. Board members attending were Daniel Bibler, Denisa Davis, Samantha Hulbert, Jean Jones, Linda Jones, Jim Newton, Wilhemenia Sibley, Emily Silva and Pam Yates. Also attending was : J. Sara Paulk and Ryan Lewis. Chair Davis called the meeting to order at 6:00 pm.

Minutes – Davis called for the approval of the Minutes from the October 14, 2021 meeting. On a motion by Bibler and a second by Newton, the minutes were approved.

Public Comments. None.

Trustee Comments. Board members introduced themselves and spoke of their length of service. Hulbert as a new library Trustee was welcomed to the board. Yates spoke on the results of the recent Friends of the Library booksale.

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

Director's report – Presented at meeting.

Committee Reports – None.

New Business –

Davis called for the change in the Board of Trustees meeting schedule from November 11 to November 18th with the location and time remaining the same (Perry, 6pm). On a motion by Sibley and a second by Bibler, the motion passed.

Davis called for the approval of the library closing on Friday and Saturday, January 13 and 14, 2022 for the annual staff training and PINES upgrade. The Monday following the library will also be closed in observation of Martin Luther King, Jr. Day. On a motion by Sibley and a second by Yates, the motion passed.

Davis called for the approval of the revised Technology plan which was updated by Dixie Henning, Head of Information Technology / Technology Services for the library system. On a motion by Bibler and a second by Yates, the motion passed.

Davis requested the following statement be read into the library minutes.

“The next item up in new business is the approval of the revised mid-year budget. As a refresher for regular board members and as background for the newer members, earlier this year, Ms. Paulk requested a 50k budget increase from the county commission in order to give payroll increases to the employees. The county responded by offering 25k, contingent upon the library matching that with 25k from another source. At that time, Ms. Paulk looked at the budget and made this statement to the board “Unfortunately, all other sources of revenue are legally bound and committed to other non-staff expenses. It would be a mismanagement of budgeting and a folly on my part to commit to local staff increases without future commitment by the county of sustaining said wages.”

The board agreed that this was the most fiscally responsible action and approved the budget without the 25k offered by the county.

On November 5th, Sara and I were invited to a meeting with Houston County Commission Chairman Tommy Stalnaker. It was a very interesting and enlightening meeting. The Chairman wanted to make sure that we did

not pass up the opportunity for the additional funding . He strongly encouraged us to take advantage of the offer and pointed out that it would essentially be at no cost to us at this juncture in this fiscal year and gives us time to secure the matching funds for next year.

Sara agreed to look into rearranging the budget to incorporate the money as well as which she will present shortly.

Chairman Stalnaker also wanted to make sure that we understood his and the commission's total support of the library presently, and over the years.

The commission has supported the library system in many ways , to include in-kind support in the form of maintenance, lawn care, and numerous other ways... most recently as Ms. Yates informed us, Chairman Stalnaker was instrumental in securing and providing a forklift to assist in getting books loaded and unloaded for the Friends of the Library annual book sale.

Our library system is fortunate to have a county commission that supports and promotes our growth. One of the final points from Chairman Stalnaker was that neither he nor the commission will let the library system fail."

Denisa Davis, Chair, Houston County Public Library Board of Trustees

Davis called for the approval of the revised mid-year library budget (2021-2022). Discussion was held. On a motion by Bibler and a second by Sibley, the motion passed.

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

The board adjourned by 6:39 pm.

Respectfully submitted - J. Sara Paulk

Library Board Chair – Denisa Davis

Houston County Public Library System

Balance Sheet by Fund

As of 11/30/2021

	General	Friends of the Library	Federal Grants	State Grants	SPLOST	Permanent/Lo... Investments
Assets						
Cadence Bank Operating Acct	266,626.45	93.14	(2,664.49)	5,670.27	6,004.23	5,489.19
Cadence Bank SPLOST Acct	0.00	0.00	0.00	0.00	200,098.75	0.00
Persons/Bank of Perry Merchant Acct	206,223.80	0.00	0.00	0.00	0.00	0.00
NB Restricted CD	0.00	0.00	0.00	0.00	0.00	26,840.00
Unemployment CD 2	7,754.35	0.00	0.00	0.00	0.00	0.00
Cash On Hand	1,176.00	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>481,780.60</u>	<u>93.14</u>	<u>(2,664.49)</u>	<u>5,670.27</u>	<u>206,102.98</u>	<u>32,329.19</u>
Liabilities						
	0.00	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>	<u>0.00</u>
Fund Balance						
Beginning Fund Balance						
Nonspendable Fund Balance	0.00	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	0.00
Assigned Fund Balance - Donations	22,146.00	0.00	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	0.00
Restricted Fund Balance	0.00	93.14	0.00	0.00	272,812.95	5,489.79
Unassigned Fund Balance	194,493.84	0.00	0.00	0.00	0.00	0.00
Total Beginning Fund Balance	<u>447,815.84</u>	<u>93.14</u>	<u>0.00</u>	<u>0.00</u>	<u>272,812.95</u>	<u>32,329.19</u>
Current YTD Change	33,964.76	0.00	(2,664.49)	5,670.27	(66,709.97)	0.00
Total Fund Balance	<u>481,780.60</u>	<u>93.14</u>	<u>(2,664.49)</u>	<u>5,670.27</u>	<u>206,102.98</u>	<u>32,329.19</u>
Total Liabilities and Ending Fund Balance	<u><u>481,780.60</u></u>	<u><u>93.14</u></u>	<u><u>(2,664.49)</u></u>	<u><u>5,670.27</u></u>	<u><u>206,102.98</u></u>	<u><u>32,329.19</u></u>

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
100 - General
From 7/1/2021 Through 11/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	355,916.65	854,200.00	(58.33)%
Library Generated Revenue	29,485.20	70,700.00	(58.30)%
Donations	6,051.76	1,040.00	481.90%
Other Income	3,777.33	9,000.00	(58.03)%
Total Revenues	395,230.94	934,940.00	(57.73)%
Expenditures			
Salaries and Wages	170,344.21	468,813.00	63.66%
Benefits and FICA	61,715.22	184,828.05	66.61%
Professional Services	4,436.10	21,000.00	78.88%
Copiers and Equipment	1,714.73	8,000.00	78.57%
Utilities	35,459.85	80,000.00	55.68%
Insurance	33,841.00	35,000.00	3.31%
Maintenance & Repairs	32,547.32	76,000.00	57.17%
Materials	315.09	1,000.00	68.49%
Motor Vehicle Costs	1,549.03	3,000.00	48.37%
Other Purchased Services	3,281.02	6,500.00	49.52%
Supplies	6,474.43	26,300.00	75.38%
Technology & Telecommunications	5,819.47	17,000.00	65.77%
Travel and Training	175.00	750.00	76.67%
Dues & Memberships	1,425.00	1,800.00	20.83%
Miscellaneous	2,168.71	6,000.00	63.85%
Total Expenditures	361,266.18	935,991.05	61.40%
Net Revenue Over Expenditures - Surplus/(Deficit)	33,964.76	(1,051.05)	(3,331.51)%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
200 - Federal Grants
From 7/1/2021 Through 11/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Federal Grants	0.00	10,970.49	(100.00)%
Total Revenues	0.00	10,970.49	(100.00)%
Expenditures			
Copiers and Equipment	0.00	8,306.00	100.00%
Technology & Telecommunications	2,664.49	2,664.49	0.00%
Total Expenditures	2,664.49	10,970.49	75.71%
Net Revenue Over Expenditures - Surplus/(Deficit)	(2,664.49)	0.00	0.00%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
310 - State Grants
From 7/1/2021 Through 11/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
State Grants	153,000.07	382,700.00	(60.02)%
Total Revenues	153,000.07	382,700.00	(60.02)%
Expenditures			
Salaries and Wages	88,402.70	215,979.09	59.07%
Benefits and FICA	32,270.97	75,213.91	57.09%
Copiers and Equipment	0.00	0.00	0.00%
Utilities	0.00	10,995.00	100.00%
Maintenance & Repairs	0.00	14,000.00	100.00%
Materials	26,579.97	65,012.00	59.12%
Supplies	0.00	1,500.00	100.00%
Travel and Training	76.16	0.00	0.00%
Dues & Memberships	0.00	0.00	0.00%
Total Expenditures	147,329.80	382,700.00	61.50%
Net Revenue Over Expenditures - Surplus/(Deficit)	5,670.27	0.00	0.00%

Houston County Public Library System
Statement of Revenues and Expenditures by Fund
390 - SPLOST
From 7/1/2021 Through 11/30/2021

	YTD Actual	Total Budget - Annual Budget	Percent Total Budget Remaining
Revenues			
Local Revenue	0.00	125,000.00	(100.00)%
Library Generated Revenue	73.44	0.00	0.00%
Other Income	0.00	0.00	0.00%
Total Revenues	73.44	125,000.00	(99.94)%
Expenditures			
Professional Services	0.00	1,000.00	100.00%
Copiers and Equipment	0.00	10,000.00	100.00%
Maintenance & Repairs	36,106.75	69,000.00	47.67%
Materials	29,398.18	80,000.00	63.25%
Supplies	1,278.48	10,000.00	87.22%
Miscellaneous	0.00	0.00	0.00%
Total Expenditures	66,783.41	170,000.00	60.72%
Net Revenue Over Expenditures - Surplus/(Deficit)	(66,709.97)	(45,000.00)	48.24%

Director's report - December, 2021

OpenAthens interace to go live on December 15th. This allows for library users to use library card as access for GALILEO, so single login.

S&W continues work at Nola Brantley on the interior renovation project – materials are delayed.

The Centerville door shipment date has been pushed back to mid December with install to happen as soon as reasonable after.

The replacement of the flooring in Perry is scheduled for late December. Movers will be used for the heavy items to be moved out of the back work areas and into a POD onsite. Staff will relocate for the duration of the work.

All three branches will be closed on Friday – January 14th for staff training, on Saturday, January 15th for PINES upgrade and on Monday, January 17th for observation of Martin Luther King, Jr. federal holiday.

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Staff changes - None.

Report from December Director's meeting.

PINES changes – soon to be implemented :

- Allowing for checkout without library card, but staff confirming identity with specific government id.
- Borrowing AV materials across system boundaries.
- Geolocation of items (i.e. which branch is closest to me – can be sorted by availability

RPLAC – Advisory group of public library directors to Board of Regents – has been working on state wide library standards. Copy attached.

GADD – I was re-appointed as GADD Selection Chair until 2023.

There was a presentation on Continuity of Operations Planning – HOUPL administrative staff asked to review current disaster plan in context of continuity of operations.

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The January 13th, 2022 Board of Trustees meeting will be held at the Centerville Branch at 6pm.

*The Finance Committee should please plan on meeting at 5:30 pm to discuss the 2022-2023
proposed library budget.*

Georgia Public Library Standards

Regents Public Library Advisory Council

2021 DRAFT

Introduction

The mission of Georgia Public Library Service (GPLS) is “Empowering libraries to improve the lives of Georgians.” The goals of Georgia Public Library Service include to: serve as trusted advisors to the library community; develop a supportive community for Georgia’s public libraries; ensure equal access to information and technology; and foster a culture of learning statewide.

Public library standards are specific criteria by which public libraries can be measured and evaluated. Such standards represent objective, observable measures that indicate the parameters of minimal, essential or optimal library service.

Some qualities of library service are difficult to measure because many intangible elements are involved. To be sure, not all the elements of library service are objective; and while their effects may be observable, the actual evaluation of such elements is subjective. The evaluation of such elements is left to the management of each library entity.

Georgia Public Library Standards are an essential tool for meaningful library evaluation and measurement. They will be beneficial to all Georgia public libraries and the people they serve.

- I. Definitions**
- II. Governance**
- III. The Library Director**
- IV. Budget**
- V. Staffing**
- VI. Collection Development**
- VII. Public Service & Circulation Services**
- VIII. Technology Services**
- IX. Facility**

I. Definitions

1. Member or Branch Library

- a. is open 30 or more regularly scheduled hours weekly
- b. has paid library staff
- c. has an organized collection of library materials accessible through an electronic catalog
- d. is in separate quarters with defined space used solely for library purposes
- e. has a minimum of 1,000 gross square feet
- f. has a telephone on site that is not shared
- g. has minimum essential bandwidth needed to conduct business and provide public access computing
- h. has at least one computer dedicated to patron use

Member or branch libraries do not include administrative office buildings, service outlets, bookmobiles, separate meeting/classroom buildings, processing centers or warehouses. A member or branch library is eligible for state & federal grants.

2. Library Service Outlet

- a. is open 15 – 29 hours weekly
- b. has paid library staff
- c. has an organized collection of library materials
- d. is in separate quarters with defined space used solely for library purposes
- e. has minimum essential bandwidth needed to conduct business and provide public access computing
- f. has at least one computer dedicated to patron use

3. Book Deposit

- a. has no set hours of operation
- b. has no paid library staff
- c. has a collection of materials and no on-site catalog
- d. has no telecommunications access or access is limited
- e. is located in a shared and/or borrowed space

4. Library Kiosk

- a. is a library point of service maintained outside of an administrative entity or branch library
- b. has Internet connectivity and electronic equipment or other material physically available to provide access to library resources
- c. provides access to the library catalog and patron accounts
- d. may be within another structure or standalone
- e. may be temporary, semi-permanent or permanent
- f. must be placed such that all members of the community may approach it without cost

If all criteria for a member or branch library or a library service outlet are not met, the facility is automatically classified as a book deposit.

II. Governance

1. The library board, director and staff comply with the *Official Code of Georgia* and all other state, federal or local laws and regulations that pertain to public libraries and their operations.
2. The library is established in accordance with the provisions in the *Official Code of Georgia*. Each library system must have a governing board of trustees. In a regional system, the governing board is composed of representatives from county library boards.
3. County library boards of trustees include at least one appointed representative from each local governmental agency financially supporting the library at a level defined by the governing board. In a regional library system, county boards of trustees serve as advisers to the regional library board of trustees. County trustees act as representatives of their appointing government agencies in cooperation with the regional library board of trustees.
4. The governing library board of trustees is legally responsible for policymaking in areas such as budgets, personnel and contracts as is specified by the *Official Code of Georgia*. The governing library board adopts policies that strive to comply with the ideals of the profession and the First Amendment of the United States Constitution. This director administers the library according to these policies.
5. The regional library board of trustees exercises final authority as the governing board in a multi-county system.
6. Both regional and county library boards of trustees must approve and review, at least every five years, a written local constitution and bylaws document that outlines its purpose and board operational procedures. The constitution and bylaws must be on file at the Georgia Public Library Service.
7. The governing library board of trustees will meet at least four times per year with the library director or the director's representative in attendance.
8. All meetings are conducted under the Open Meetings Act (O.C.G.A. § 5014-1).
9. The governing library board is responsible for hiring the library director via a legal and open search process and for conducting an annual performance evaluation.

III. The Library Director

The library director is responsible for personnel administration and all day-to-day operations of the library system. Specifically, the library director:

1. Ensures that the library operates under a strategic plan.
 - The plan contains a mission statement that describes the library's purposes in the community.
 - The plan shows goals to be achieved over a period not to exceed five years and outlines specific actions to achieve the goals.
 - The library conducts or uses a community study as part of its planning efforts.
 - GPLS will serve as a resource for current best practices.
2. Provides financial and statistical reports for review at governing library board of trustees meetings and communicates to board members on matters that affect policy.
3. Conducts an orientation program for each new board member.
4. Studies, develops, and evaluates policies in conjunction with the staff and governing board. The policies are reviewed at least every five years.
5. Meets the state of Georgia certification requirements. An interim or acting director must also meet state of Georgia certification requirements.

IV. Budget

1. The library board reviews and adopts an annual budget, which has been developed by the Library Director with input from the library staff.
2. The public library is supported by funds from local governments on a permanent basis; special grants and donations supplement, but do not supplant, the responsibility of the local funding authority to support the library.
3. The library spends 10-16% of its total annual budget (as reported in the *Georgia Public Library Annual Report/Application for State Aid*) on materials.

Minimal	Essential	Optimal
10%	13%	16%

4. A minimum of **three** month's expenses should be kept in reserve.

V. Staffing

The library system employs public service staff in proportion to population as detailed in the table below. Population density per library system is considered in determining the appropriate standard. Staff numbers refer to full-time equivalent (FTE) positions. Forty hours per week constitutes one FTE.

Staffing Standards

Staff per population:	Minimal	Essential	Optimal
FTE per 1,000 population	.3	.4	.5

1. The library has adopted personnel policies outlining the conditions and requirements of employment of library staff. These policies are consistent with state and federal regulations, are reviewed regularly, and are made available to all staff members.

Minimal	Essential	Optimal
7 years	5 years	3 years

2. The library has a written personnel classification plan with a starting salary for each position and written job descriptions listing the duties of each position, including any educational and experience requirements. These are reviewed at least every five years.
3. Employee performance is reviewed at least annually based on the components in the job description.
4. Each library staff member is required to attend training annually that meets continuing education needs.

Minimal	Essential	Optimal
10 hours	20 hours	40 hours

VI. Collection Development/Evaluation

1. The library maintains a current, thoroughly weeded collection of materials appropriate to community demand and strives to meet or exceed national averages for circulations per capita as reported by the Public Library Data Service, published by the Public Library Association.
2. The library has a written board-approved collection development policy, based on community needs, that includes criteria for materials and electronic formats selection, requests for reconsideration of materials including electronic formats, and evaluation and weeding of the collection. This policy will be reviewed at least every five years and made available to all staff members and the public.
3. 3% or more of the library's collection is withdrawn annually to keep the collection current. This is a general guideline that may not apply to all library collections

VII. Public Services and Circulation Services

1. The library strives to meet or exceed visits per capita as reported by the Public Library Data Service, published by the Public Library Association.
2. The library provides without charge an initial library card to any resident of the service area.
3. Library hours are fixed, posted, and include morning, afternoon, evening and weekend hours based on users' and potential users' disposable time. One library in each county must be open at least one evening a week (after 6:00 p.m.) and one weekend day to satisfy this measure. Minimum days and hours of service for a library system are as follows, with consideration always given to weekend and evening hours. At least one library per library system must be open:

Minimal	Essential	Optimal
40 hours	55 hours	72 hours

4. Every library system has a written circulation policy that will be reviewed at least every five years.
5. The library participates in regional and state-coordinated interlibrary loan and resource sharing for circulation and reference services.
6. The library has a process for handling holds.
7. The library provides information and readers' advisory service to all patrons.
8. The library provides appropriate help for people requiring assistance with computer tasks.
9. Outreach services are offered, including remote access to the library collection. These services may also include but are not limited to online programs, bookmobile services, phone/email reference, homebound delivery, deposit collections and off-site wi-fi.
10. The library provides programming for children, teens and adults appropriate to the mission of the library.
11. Services for those with print impairments are offered. The library will expand accessibility to library programs for those with disabilities as needed. The library will designate an ADA compliance officer and inform library users of how to request special accommodations.

VIII. Technology Services

1. Each library has a board-approved Technology Plan that is reviewed at least every 5 years.
2. Each library facility will provide free public access to the Internet with essential bandwidth needed to conduct business and provide public access according to current industry standards.
3. Every library provides wireless access, with the ability to gather appropriate metrics and filter for content.
4. Library-provided hardware should include:
 - Devices with productivity software suites
 - Devices for Internet access
 - Devices for children's resources only
5. The library will implement a computer replacement plan as follows:

Minimal	Essential	Optimal
5 years	4 years	3 years

6. All library-provided equipment and Internet access will have centralized URL filtering that enables the library to comply with the provisions of the Children's Internet Protection Act.
7. The library provides virtual services that are available 24/7.

IX. Facility

Library facility standards are based on the library's mission statement and service goals. Major service factors to consider in developing a facility plan are: collection size, use of technology, adult and children's programming, seating, and meeting room space. One size or configuration does not fit all libraries. However, the architectural formula of 0.6 square feet per capita for space should be used to determine actual facility size and design. The library will:

1. Comply with federal, state and local building codes, including the *Americans with Disabilities Act* (ADA) and the *Georgia Accessibility Code*

<http://ada.georgia.gov/georgia-accessibility-code>

2. Be located and designed with input from all stakeholders, including users, staff, and governing officials, and provide accessibility to the greatest number of users
3. Ensure that all buildings have the required emergency facilities provided in accordance with the appropriate codes: fire alarms and extinguishers, emergency evacuation routes and exits
4. Review the value and replacement cost of its buildings and their contents on a regular basis and purchases property and casualty insurance in an amount adequate to protect the library in the event of loss or damage to such property
5. Incorporate sustainable design in the library building program so that the building can function efficiently without wasting energy.
6. Incorporate changes to existing and future libraries to move toward sustainable buildings by addressing environmental issues like water and electricity conservation and using recyclable materials.
7. All library facilities will have:
 - A plan and annual budget for the maintenance of building and grounds
 - Adequate space to meet its service, operation and storage needs
 - Convenient and adequate parking based on applicable building codes and anticipated usage
 - Exterior signage identifying the facility as a library that is clearly visible from the street
 - Well-designed signs and graphics including the display of the International Symbol of Accessibility, where appropriate
 - Adequate provision for current electrical, data and telephone connections
 - Controlled temperatures and humidity for the benefit of users and staff as well as the protection of library property
 - Adequate interior and exterior lighting in all areas
 - An after-hours book return that is fireproof in a safe, well-lit area

- Furnishings and equipment adequate to the needs of users and staff
- Adequate noise control
- Meeting space available for library programming and for use by community groups, if such is a part of the library's plan. If public meeting space is provided, there is a board-approved Meeting Room Policy governing its use.

8. All library facilities will have a disaster preparedness and emergency response plan for each physical library location ([template](#)).

Minimal	Essential	Optimal
Disaster plan elements per the linked template.	Minimal + continuity of operations plan	Essential + all relevant optional attachments.

9. Existing and future facilities and space needs will be reviewed every five years to continue to provide a safe, secure environment.

Houston County Public Library System Circulation Report - November 2021

Circulations	Centerville	Nola Brantley	Perry	Houston Totals					
Check outs									
Print items	10,766	5,456	8,209	24,431					
Non-Print items	2,277	2,140	2,333	6,750					
Check Out Totals	13,043	7,596	10,542	31,181					
In-Library Use									
Internet Computers	1,115	948	610	2,673					
Technology Equipment	5	2	6	13					
Children's Computers	36	15	56	107					
WiFi Sign-ins	182	97	75	354					
Notary Public Service	21	18	25	64					
Reference Asked	267	112	289	668					
In House OPAC/KPAC Use	209	117	152	478					
In-Library Use Totals	1,338	1,062	747	4,357					
Total Circulation	14,381	8,658	11,289	35,538					
Programs & Attendance	Centerville		Nola Brantley		Perry		Total Patron Count		
	# of Prog	Attendance	# of Prog	Attendance	# of Prog	Attendance	Active Patrons	34,279	
			1	40			New Patrons	155	
	Adult programs								
	YA Programs	1	10	2	4	1			8
	Children (Ages 0-11)	11	281	7	67	14			407
	All Ages	1	43	8	70	4			154
	Meeting Room	14	53	7	44	9	78	Total Door Count	
	Door Count		3,452		3,597		3,782	10,831	
New Items Added		Transits		Volunteer Hours					
Centerville	226	Centerville	5,259	Centerville	25				
Nola Brantley	224	Nola Brantley	4,344	Nola Brantley	2				
Perry	273	Perry	3,734	Perry	15				
Total Added	723	Total Transits	13,337	Total Volunteer Hours	42				

CENTERVILLE BRANCH - November 2021									
CIRCULATION					PINES Cards			Door Count	
Print					New Patrons		78		3452
Adult Non-Fiction		977			Active Patrons		14,580		
Adult Fiction		2,810			Notary Public Service		21		
Young Adult		566			Items Added		226		
Junior Non-Fiction		980			Reference Questions Asked			267	
Junior Fiction		1,614			Self Check-outs		%		
Easy		3,812			86		1%		
Magazines		7			TRANSITS				
Print Total		10,766			Incoming		2,662		Total
Non Print Material					Outgoing		2,597		5,259
Kill A Watt Meter					Technology Equipment				
Georgia State Park Pass		10			Internet Computers			1,115	
Parks Discovery Backpack					ChromeBook/Projector/Tablet/Harddrive			5	
Go Fish Pass		5			Children's Computers			36	
Puppetry Arts Pass					WiFi Sign-ins			182	
Zoo Atlanta DVD		5			Total			1,338	
Carlos Museum					VOLUNTEERS		# of Volunteers	Volunteer Hours	
Breman Jewish Museum					Adult		1		23
Chattahoochee Nature Center					YA		1		2
Macon Museum Pass		3			Summer Ambassadors				
Galileo Sessions		53			Total		2		25
eRead Kids					PROGRAMS & ATTENDANCE				
GADD Audiobook		742			Type of Program Total		# of Programs	# Patrons/Views	
GADD eBook		509			Children's		11		281
GADD Magazines		95			Young Adult		1		10
Audiobook CD		Adult		223	Adult				
DVD		Adult		259	All Ages		1		43
Kits		Adult			Grand Total		13		334
Music CD		Adult		2	MEETING ROOM				
Audiobook CD		Easy			Times Used		Attendees		
DVD		Easy		53	14		53		
Kits		Easy		25	In-House OPAC/KPAC Use		209		
Music CD		Easy		78					
Audiobook CD		Juv		7					
DVD		Juv		211					
Kits		Juv		53					
Music CD		Juv		1	272				
Audiobook CD		YA							
DVD		YA							
Music CD		YA		0					
Non Print total				2,277					
TOTAL CIRCULATION				13,043					

		NOLA BRANTLEY - November 2021					
CIRCULATION				PINES Cards		Door Count	
Print				New Patrons	41	3597	
Adult Non-Fiction	721			Active Patrons	11,453		
Adult Fiction	1,506			Notary Public Service		18	
Young Adult	312			Items Added		273	
Junior Non-Fiction	580			Reference Questions Asked		112	
Junior Fiction	786			Self Check-outs		%	
Easy	1,547			6		0	
Magazines	4			TRANSITS			
Print Total	5,456			Incoming		2,040	Total
Non Print		Outgoing		1,694	3,734		
Kill A Watt Meter			Technology Equipment				
Georgia State Park Pass		5	Internet Computers		948		
Parks Discovery Backpack			ChromeBook/Projector/Tablet/Harddrive		2		
Go Fish Pass			Children's Computers		15		
Puppetry Arts Pass			WiFi Sign-ins		97		
Zoo Atlanta DVD		4	Total		1,062		
Carlos Museum			VOLUNTEERS		#of Volunteers	Volunteer Hours	
Breman Jewish Museum			Adult		1	2	
Chattahoochee Nature Center			YA				
Macon Museum Pass		3	Summer Ambassadors				
Galileo Sessions		53	Total		1	2	
eRead Kids		22	PROGRAMS & ATTENDANCE				
GADD Audiobook		743	Type of Program Total		# of Programs	# Patrons/Views	
GADD eBook		509	Children's		7	67	
GADD Magazines		95	Young Adult		2	4	
Audiobook CD		Adult	156	Adult		1	40
DVD		Adult	402	All Ages		8	70
Kits		Adult	1	Grand Total		18	181
Music CD		Adult	559	MEETING ROOM			
Audiobook CD		Easy	17	Times Used		Attendees	
DVD		Easy		7	44		
Kits		Easy		In-House OPAC/KPAC Use		117	
Music CD		Easy	17				
Audiobook CD		Juv	6				
DVD		Juv	112				
Kits		Juv	11				
Music CD		Juv	129				
Audiobook CD		YA	1				
DVD		YA					
Music CD		YA	1				
Non Print Total			2,140				
TOTAL CIRCULATION			7,596				

PERRY BRANCH -November 2021										
CIRCULATION					PINES Cards			Door Count		
Print					New Patrons		36		3782	
Adult Non-Fiction		807		Active Patrons		8246				
Adult Fiction		2,484		Notary Public Service		25				
Young Adult		405		Items Added		224				
Junior Non-Fiction		633		Reference Questions Asked			289			
Junior Fiction		1,123		Self Check-ous		%				
Easy		2,736		41		0.65				
Magazines		21		TRANSITS						
Print Total		8,209		Incoming		2,253		Total		
Non Print Material					Outgoing		2,091		4,344	
Kill A Watt Meter					Technology Equipment					
Georgia State Park Pass					Internet Computers		610			
Parks Discovery Backpack					ChromeBook/Projector/Tablet/Harddrive		6			
Go Fish Pass					Children's Computers		56			
Puppetry Arts Pass					WiFi Sign-ins		75			
Zoo Atlanta DVD					Total		747			
Carlos Museum					VOLUNTEERS		# of Volunteers		Volunteer Hours	
Breman Jewish Museum					Adult		2		15	
Chattahoochee Nature Center					YA					
Macon Museum Pass					Summer Ambassadors					
Galileo Sessions					Total		2		15	
eRead Kids					PROGRAMS & ATTENDANCE					
GADD Audiobook					Type of Program Total		# of Programs		# Patrons/Views	
GADD eBook					Children's		14		407	
GADD Magazines					Young Adult		1		8	
Audiobook CD		Adult		92		Adult				
DVD		Adult		373		All Ages		4 154		
Kits		Adult				Grand Total		19 569		
Music CD		Adult		465		MEETING ROOM				
Audiobook CD		Easy		5		Times Used		Attendees		
DVD		Easy		130		9		78		
Kits		Easy		36		In-House OPAC/KPAC Use		152		
Music CD		Easy		171						
Audiobook CD		Juv		11						
DVD		Juv		223						
Kits		Juv		11						
Music CD		Juv		245						
Audiobook CD		YA		2						
DVD		YA								
Music CD		YA		2						
Non Print Total					2,333					
TOTAL CIRCULATION					10,542					