# Gloversville Public Library
# Meeting of the Board of Trustees
April 16, 2013
6:30pm
Gloversville Public Library

Public Budget Hearing
Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, March 2013

2. Treasurer's Report

3. Budget and Finance

4. Friends

5. Building and Grounds

6. AD HOC Steering Committee

7. AD HOC Policy

8. Personnel Committee

9. Program Committee

10. PR Committee

11. Director's Report
    MVLS Dinner
    Garage sale?

12. President's Report
    Records Management

13. Foundation

14. Old Business
    Election

15. New Business

16. Adjourn

Next Meeting: May 15

GLOVERSVILLE PUBLIC LIBRARY

Barbara Madonna
Library Director

2012-2013
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

# Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

March 26, 2013

The Gloversville Public Library Board of Trustees held a meeting on March 26, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Jay Ephraim, Craig Clark, Daniel Towne, Jr., Elizabeth Batchelor, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nancy Krawczeski, representing the Friends of the Gloversville Public Library also attended the meeting. Hannah McAllister and Karen Smith were excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 19, 2013. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of February 2013 and the fiscal year-to-date through February 28, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through February 28, 2013 is up approximately $8,900 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has offset the decrease in the Foundation income on a year-to-date basis. Expenses this year are up approximately $14,300 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance and Computer and Automation Expense. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of February 2013 or the year to date through February 28, 2013. Hearing none, Ms. Lair made a motion, seconded by Mr. Clark, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna discussed the possibilities of the Library setting up a 403b retirement plan for all eligible employees. This would be strictly on an employee election to participate if eligible and would not involve the Library contributing any match or any additional expense to the Library. Mrs. Lair made a motion, seconded by Mr. Fisher, to approve the Library establishing a 403b Plan with the Treasurer as the signer for all agreements and paperwork necessary to get the Plan established.

Ms. Krawczeski reviewed upcoming fundraisers that are being planned by the Friends of the Gloversville Public Library. A spaghetti dinner is planned for April 17th at The Italian Bistro, a children's program is planned for the last week of June entitled the Prince and Princess Party and the 2013 Celebration is planned for September 22nd at the Library with this year's theme being "People of the Adirondacks". The Friends will be doing a Mega Basket for the raffle this year entitled "Growing up in the Adirondacks". Ms. Batchelor suggested that the Trustees put together a basket this year for the raffle. A suggestion was made that we do a "Rachael Ray" basket. Mrs. Lair volunteered to shop for this and put it together on behalf of the Trustees.

Ms. Madonna informed the Trustees that a group from the Friends would be doing spring cleaning of the yard around the Library building. Ms. Madonna also informed the Trustees that we had at least 10 plowings of the parking lot this year but so far have not received any bill for the service. Ms. Madonna also informed the Trustees that a Design Development meeting was held today and that Butler Rowland Mays Architects has given our plan to a Construction Manager for their input. Current estimates are approximately $7.3 million for the project but it is anticipated that we will spend approximately $1.0 million on break-out projects before the bulk of the building project is started.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee met today and approved hiring FDA Consulting as the consultant for the Capital Campaign project. This firm will start by May and will bill the Foundation by the hour and give the Foundation a bill monthly for their services.

Mrs. Pesses also informed the Trustees that the AD HOC Policy Committee had not met since the last meeting of the Trustees.

Mrs. Lair informed the Trustees that it was time to do Ms. Madonna's evaluation again and that she would send out the evaluation forms to the Trustees and asked that they be returned by the next meeting of the Trustees in April so that the Committee could complete their work by the end of May.

Mr. Ephraim reported that the "Gloversville Reads 2013" program was getting good financial and volunteer support. Mr. Ephraim also reported that Tom Ryan and Atticus will be here at Sky Heart Place on Bleecker Street for a meet and great program on April 20th at 4:30 PM. Mr. Ephraim suggested that Trustees sign up if they plan to attend as a large gathering is expected.

Mr. Towne informed the Trustees that the PR Committee was continuing to support the Gloversville Reads 2013 program as well as other day to day programming efforts being held at the Library.

Mr. Madonna read a letter of thanks from Deborah Bucholtz for her retirement gift. Ms. Madonna also informed the Trustees that the MVLS Annual Dinner would be held this year on May 15th and that reservations were due back by May 3rd. Ms. Madonna also informed the Trustees that the Friends had received a large donation of books and bookcases. These book cases will help to display their items for the book sales.

Mrs. Pesses informed the Trustees that she had nothing else for the President's report.

Mr. Frank informed the Trustees that the Foundation has scheduled their next meeting for April 24th at 3:30 PM at the Library.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that one packet had been picked up to run for election to be a Trustee and that all packets were due back to the Library by April 5th.

Mr. Ephraim informed the Trustees that Bonnie Howard is updating our website weekly to keep the public informed on what is going on at the Library.

The next meeting of the Board of Trustees will be held on April 16, 2013 at 6:30 PM.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

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Karen S. Smith
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**MARCH 2013**

| | Budget July 1, 2012 to June 30, 2013 | Amount Received Curr. Month | Amount Received Current Year to Date | Amount Received Prior Year to Date | Remaining Balance to be Received Curr. Year |
|---|---|---|---|---|---|
| Tax Levy | $259,106.00 | $0.00 | $259,106.00 | $253,200.00 | $0.00 |
| Investment Income | 300.00 | 80.85 | 217.16 | 239.46 | 82.84 |
| Gloversville Library Foundation Inc. - Int. & Div. | 140,000.00 | 4,567.38 | 103,911.63 | 112,704.11 | 36,088.37 |
| Gloversville Library Foundation Inc. - Don. Reg. | 5,000.00 | 235.00 | 7,795.00 | 7,145.00 | (2,795.00) |
| Government Affiliations | 6,000.00 | 350.00 | 7,607.99 | 5,965.00 | (1,607.99) |
| Fines & Miscellaneous Income | 10,000.00 | 1,049.62 | 8,173.86 | 7,325.21 | 1,826.14 |
| U.S. Treasury - Medical Ins. Credit Refunds | 0.00 | 0.00 | 7,482.00 | 0.00 | (7,482.00) |
| Friends of the Gloversville Public Library, Inc. | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| TOTAL RECEIPTS | $430,406.00 | $6,282.85 | $404,293.64 | $396,578.78 | $26,112.36 |

| | Income Cash Reconcilement |
|---|---|
| Income Cash Balance on March 1, 2013 | $426,295.27 |
| Plus: Receipts Per Report | 6,282.85 |
| Less: Expenses Per Report | 33,340.46 |
| Income Cash Balance on March 31, 2013 | 399,237.66 |
| Accounts Payable as of 03/31/13 | 0.00 |
| Prepaid Expenses as of 03/31/13 | (5,774.94) |
| Actual Cash Balance on March 31, 2013 | $393,462.72 |

**BUILDING FUND**

| | |
|---|---|
| Balance on March 1, 2013 | $138,259.06 |
| Plus: Receipts: | |
| Interest on Money Market Account | 3.52 |
| Less: Paid Outs: | |
| Butler Rowland Mays Architects, LLP - Design Development | 1,550.75 |
| Butler Rowland Mays Architects, LLP - Window Replacement | 1,702.50 |
| Balance on March 31, 2013 | $135,009.33 |

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
David R. Fisher, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**MARCH 2013**

| | Budget July 1, 2012 to June 30, 2013 | Amount Expended Curr. Month | Amount Expended Current Year to Date | Amount Expended Prior Year to Date | Current Year Unexpended Balance |
|---|---|---|---|---|---|
| Salaries - Full Time Employees | $136,044.00 | $13,386.94 | $107,504.39 | $98,726.82 | $28,539.61 |
| Salaries - Part Time Employees | 89,180.00 | 4,033.61 | 47,202.26 | 59,958.87 | 41,977.74 |
| Salaries - Custodians | 21,840.00 | 1,820.00 | 15,444.75 | 9,399.00 | 6,395.25 |
| F I C A & Medicare Tax | 18,900.00 | 1,471.91 | 13,175.29 | 12,866.88 | 5,724.71 |
| Unemployment Insurance | 600.00 | 0.00 | 480.25 | 459.00 | 119.75 |
| Disability Insurance | 765.00 | 0.00 | 629.52 | 584.16 | 135.48 |
| Medical Insurance | 30,250.00 | 2,638.87 | 20,928.45 | 16,794.42 | 9,321.55 |
| Pension Expense | 27,000.00 | 0.00 | 19,895.50 | 16,196.75 | 7,104.50 |
| Heat | 12,000.00 | 1,511.97 | 5,408.37 | 5,706.80 | 6,591.63 |
| Electricity | 9,000.00 | 958.02 | 5,892.85 | 4,739.86 | 3,107.15 |
| Telephone | 650.00 | 0.00 | 1,199.42 | 1,457.10 | (549.42) |
| Insurance | 10,500.00 | 0.00 | 9,018.77 | 6,087.14 | 1,481.23 |
| Books, Periodicals, etc. | 45,000.00 | 2,057.08 | 32,502.58 | 37,528.88 | 12,497.42 |
| Computer & Automation Services | 17,000.00 | 1,232.76 | 14,834.70 | 9,947.79 | 2,165.30 |
| Library, Building & Office Supplies | 9,300.00 | 1,589.09 | 9,847.45 | 8,412.83 | (547.45) |
| Maintenance & Repairs | 13,700.00 | 320.00 | 3,536.21 | 864.08 | 10,163.79 |
| Financial Secretary | 8,000.00 | 700.00 | 6,000.00 | 5,850.00 | 2,000.00 |
| Professional Fees | 7,000.00 | 60.00 | 975.00 | 1,050.00 | 6,025.00 |
| Election Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Professional Meetings & Travel | 2,000.00 | 85.71 | 1,482.88 | 1,519.70 | 517.12 |
| Events & Programming | 4,500.00 | 1,125.00 | 1,836.50 | 2,061.94 | 2,663.50 |
| Promotion Expense | 2,000.00 | 250.00 | 1,775.34 | 1,033.50 | 224.66 |
| General Expense | 1,500.00 | 99.50 | 1,445.13 | 1,216.27 | 54.87 |
| Restoration, etc. Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSE | $467,729.00 | $33,340.46 | $321,015.61 | $302,461.79 | $146,713.39 |

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**MARCH 2013**

| Check No. | Payee | | Fund |
|---|---|---|---|
| DM | E F T United States Treasury (2,392.14) | $743.07 | FICA & Medicare Expense |
| | | 1,649.07 | Payroll |
| 3865 | Gloversville Public Library | 7,044.74 | Payroll |
| 3866 | Donna J. Kuhner | 300.00 | Petty Cash |
| 3867 | Donna J. Kuhner | 35.03 | Prof. Meetings & Travel Expense |
| 3868 | NYS Child Support Processing Center | 235.08 | Child Support |
| 3869 | The Leader-Herald | 150.00 | Promotion Expense |
| 3870 | Audio Editions | 167.66 | A/V - CDs |
| 3871 | Mohawk Valley Library System | 986.90 | Computer & Automation |
| 3872 | Quill Corporation | 117.00 | Library Supplies |
| 3873 | Dickman Directories, Inc. | 260.00 | Books |
| 3874 | Electronic Office Products, Inc. | 20.88 | Library Supplies |
| 3875 | Mc Cary & Huff, LLP | 60.00 | Professional Fees |
| 3876 | National Grid (2,469.99) | 1,511.97 | Heat |
| | | 958.02 | Electric |
| 3877 | Unique Management Services, Inc. | 99.50 | G/E - Collection Expense |
| 3878 | Baker & Taylor Books | 1,031.42 | Books |
| 3879 | Barbara J. Madonna | 225.00 | Postage |
| 3880 | Carol Cownie | 50.00 | Events & Programming |
| 3881 | Mary Beth Dolan | 850.00 | Events & Programming |
| 3882 | Void | 0.00 | |
| 3883 | Michael Daly | 25.00 | Events & Programming |
| 3884 | Gloversville True Value Hardware | 110.29 | Building Supplies |
| 3885 | Business Card (917.74) | 619.57 | Library Supplies |
| | | 19.34 | Building Supplies |
| | | 245.86 | Computer & Automation |
| | | 32.97 | A/V - CDs |
| 3886 | Gloversville Public Library | 6,959.87 | Payroll |
| 3887 | Michael J. Frank | 700.00 | Treasurer & Recording Secretary |
| 3888 | Bonnie Howard | 40.68 | Prof. Meetings & Travel Expense |
| 3889 | NYS Child Support Processing Center | 235.08 | Child Support |
| 3890 | C D P H P | 2,847.19 | Medical Insurance |
| 3891 | Derby Office Equipment, Inc. | 100.00 | Promotion Expense |
| 3892 | Center Point Large Print | 48.69 | Books |
| 3893 | David Jablonski Construction Corporation | 320.00 | Maintenance & Repairs |
| 3894 | Quill Corporation | 470.29 | Library Supplies |
| 3895 | Audio Editions | 156.34 | A/V - CDs |
| 3896 | Sacandaga Advertising LLC | 200.00 | Events & Programming |
| DM | E F T NYS & Local Retirement System | 247.84 | Pension - Withholdings |
| DM | E F T NYS Tax Department | 670.94 | Payroll |
| DM | E F T United States Treasury (2,312.67) | 728.84 | FICA & Medicare Expense |
| | | 1,583.83 | Payroll |
| DMs | Jaeger & Flynn Associates, Inc. (Reimbursements) | 876.46 | Medical Insurance |
| | CHECK PAID OUTS - MARCH 2013 | 33,734.42 | |
| | PETTY CASH PAID OUTS - MARCH 2013 | | |
| | Prof. Meetings & Travel Expense | 10.00 | |
| | Library Supplies | 6.72 | |
| | Newspapers (Books) | 360.00 | |
| | **TOTAL MARCH 2013 PAID OUTS** | $34,111.14 | |
| | Less: Cobra Reimbursement Bucholtz | (470.68) | |
| | Less: Petty Cash Check | (300.00) | |
| | NET TO BALANCE TO EXPENSES | $33,340.46 | |

**GLOVERSVILLE PUBLIC LIBRARY**

**GRANTS IN PROCESS**

**SPECIAL LEGISLATIVE GRANT (Senator Farley)**

| | | | | |
|---|---|---|---|---|
| Balance as of March 1, 2013 | | | | $0.00 |
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: | Check No. | Purpose | Amount | |
| None | | | 0.00 | |
| Total Expenses | | | | 0.00 |
| Balance of Grant Money Left at March 31, 2013 | | | | $0.00 |

**BILL & MELINDA GATES GRANT**

| | | | | |
|---|---|---|---|---|
| Balance as of March 1, 2013 | | | | $0.00 |
| Grant Money Received | | | | 0.00 |
| Expenses Paid From Grant Money: | Check No. | Purpose | | |
| None | | | 0.00 | |
| Total Expenses | | | | 0.00 |
| Balance of Grant Money Left at March 31, 2013 | | | | $0.00 |

**STEWART'S FOUNDATION GRANT**

| | | | | |
|---|---|---|---|---|
| Balance as of March 1, 2013 | | | | $0.00 |
| Grant Money Received | | | | 500.00 |
| Expenses Paid From Grant Money: | Check No. | Purpose | | |
| None | | | 0.00 | |
| Total Expenses | | | | 0.00 |
| Balance of Grant Money Left at March 31, 2013 | | | | $500.00 |

**APPROPRIATION FOR FUTURE AUDIT**

| | | | | |
|---|---|---|---|---|
| Balance as of March 1, 2013 | | | | $6,000.00 |
| Appropriation Provided For In | | | | 0.00 |
| Expenses Paid From Appropriation Funds | Check No. | Purpose | | |
| None | | | 0.00 | |
| Total Expenses | | | | 0.00 |
| Balance of Appropriation Funds Left at March 31, 2013 | | | | $6,000.00 |

**RESTORATION FUNDS RECONCILEMENT**

| | | | | |
|---|---|---|---|---|
| Balance as of March 1, 2013 | | | | $754.38 |
| Funds Received | | | | 0.00 |
| Expenses Paid From Restoration Funds: | Check No. | Purpose | | |
| None | | | 0.00 | |
| Total Expenses | | | | 0.00 |
| Balance of Restoration Funds Left at March 31, 2013 | | | | $754.38 |

**Gloversville Public Library**
Director's Report: March 2013
Barbara Madonna – Director

The Fire Department conducted its annual occupancy inspection and for once, we had not issues to correct.

The Steering Committee reviewed additional proposals for a Campaign Consultant and interviewed Matt Blumenfeld of Fund Development Agency (FDA). After reviewing all of the proposals, FDA was selected as the consultant and a contract is in route.

The Gloversville READS! 2013 committee unveiled the winning title of Following Atticus by Tom Ryan on March 15 on the front steps of the Library. After a week of reading, programs kicked off on March 26th. They will run through April 30th. See attached for a listing of programs and partners.

Ambient Environmental visited to collect samples for hazardous materials testing. This must be completed before the windows can be replaced to include any remediation in the bid specs. And will include the building in its entirety so the service does not have to be mobilized every time there is a new project.

Finally, I submitted our Technology classes for the annual MVLS Library Services award. The winner will be announced at the MVLS annual dinner in May. The Bibliomaniacs won this award a few years ago.

**Meetings and Workshops**

| | |
|---|---|
| March 4th | |
| March 5th | 1) Advocacy Lobby, Albany, NY |
| | 2) PR Committee meeting |
| March 6th | 1) Steering Commtitee |
| | 2) Levi Pasher, Leader-Herald |
| | 3) Ambient Environmental |
| | 4) Gloversville READS! 2013 meeting |
| March 7th | Friends of the Library meeting |
| March 8th | Ambient Environmental |
| March 12th | 1) Fire Department inspection |
| | 2) Steering Committee |
| March 13th | 1) Ambient Environmental |
| | 2) Gloversville READS! 2013 meeting |
| March 15th | 1) Hannah McAllister |
| | 2) Ambient Environmental |
| | 3) David Jablonski, Jablonski Roofing |
| | 4) VESID |
| March 18th | 1) Ambient Environmental |
| | 2) David Jablonski, Jabonski Roofing |
| March 19th | 1) Jack Scott, WENT |
| | 2) Jay Ephraim |
| | 3) Antonia Golinsky-Foisy, West Springfield Public Library |
| | 4) Board of Trustees |
| March 20th | Funding Development Agency interview |
| March 26st | 1) Building Committee meeting |
| | 2) Steering Committee meeting |
| | 3) Board of Trustees meeting |
| March 28th | 1) David Jablonski, Jablonski Roofing |
| March 29th | Rick Bamberger, Unique Books |

**Gloversville Public Library**
Children's Room Report: March 2013
Sherry Gennett – Head of Children's Services

Park Terrace Elementary school was hosting reading to students on Dr. Seuss' Birthday and National Read Across America Day. I was invited for the 3rd year in a row to join the Mayor, Fire Chief, City Judge and even former Principal Steve Pavone. We were sent to various classes and read a Dr. Seuss book. My classroom had 10 young boys who were fourth or fifth grade students. We ended up sitting at the half circle table. My mind was racing as to what to read. In my bag of books I started with a biography Dr. Seuss by Cheryl Carlson. This is an Easy Reader. It showed pictures of Theodor Seuss Geisel at various stages throughout his life. This First Biographies series incorporates a time line at the bottom of each page.

Before I knew it the guys where asking questions such as how old was Dr. Seuss when he published his first book. How old was he when he died. They all got up went to their desks and pulled out pencil and paper. Back they came and started doing math. I was so impressed. I just smiled. What a teachable moment. Next I brought out two more books that we took turns reading aloud. We all enjoyed our time together.

We are coming to the end of our two year Mohawk Valley & Upper Hudson library systems Comics Connect grant. We fulfilled one of our requirements by having a program hosting artist George O'Connor on March 8, 2013. It was held on Friday during the Bibliomaniacs meeting and we were also joined by other patrons for this event. Bonnie Howard has the finished comic strip we created up by her desk.

He shared some of his bio. He's in his late 30's but looks younger and has a wonderful free spirit. I believe this gave the attendees comfort and personal experience with him. He lead them through an exercise to create their own graphic page using four independent scenarios for each person. By doing this we could not use the excuse of "writers block". When done and with permission George read each one allowed. We had a great time and a lot of laughs. Bonnie asked Priscilla Mitchell from Mysteries on Main St to come and join us. Books were available for purchasing and signing.

Summer Reading Program planning is ongoing. Both Bonnie and I are lining up speakers and readers for the usual events held during the six weeks we host. Materials have already arrived that we use for our PR. We are deciding what will be added to each bag we hand out when a child signs up to read this summer.

Sherry Gennett

**Gloversville Public Library**
**March 2013**
**Monthly Report**

Statistics for March 2013 are as follows (figures in parentheses represent comparable figures for March 2012):

| | 2013 | 2012 |
|---|---|---|
| **VISITORS** | 9,298 | (11,405) |
| **CIRCULATION** | | |
| Adult Circulation | 2,701 | (2,829) |
| Teen Circulation | 345 | (297) |
| Juvenile Circulation | 1,893 | (2,078) |
| Audiobooks | 327 | (222) |
| eBooks | 239 | 0 |
| Music | 65 | (72) |
| Periodicals | 133 | (118) |
| Videos | 1,573 | (2,218) |
| Subtotal | 7,276 | (7,834) |
| In-House Use | | |
| Adult | 440 | (504) |
| Juvenile | 625 | (626) |
| Other Materials | 1,231 | (1,768) |
| Subtotal | 2,296 | (2,898) |
| **Total March Circulation** | **9,572** | **(10,732)** |
| **REFERENCE QUESTIONS** | 620 | (654) |

**MEETINGS/PROGRAMS/OUTREACH**

| | |
|---|---|
| 11 Adult programs and meetings with 116 people | (16 Adult programs and meetings with 178 people) |
| 9 Juvenile programs with 132 children | (17 Juvenile programs with 331 children) |
| 5 Teen programs with 54 people | |

| **INTERLIBRARY LOAN** | Material Borrowed | Material Loaned |
|---|---|---|
| Books | 858 | 654 |
| AV | 196 | 4 |
| Total | 1054 | 658 |

| | | |
|---|---|---|
| **COMPUTER USAGE** | 1,314 | (1,068) users |

| **HISTORICAL ROOM** | |
|---|---|
| Visitors | 10 |
| Books Used | 30 |
| Reference Questions | 6 |
| Telephone Reference | 2 |
| Letters | 0 |
| Computer usage | 0 |