



Gloversville Public Library
Meeting of the Board of Trustees
January 21, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, December 2013
2. Treasurer's Report
3. Budget and Finance
Budget for 2014-15
Comptroller's audit
4. Friends
5. Building and Grounds
Windows update
Construction Documents – Geotechnical
Security Camera
6. AD HOC Steering Committee
7. AD HOC Policy
Circulation (damaged books) & donation plaques
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
Stolen laptop & iPad
Advocacy Day – Wed, Feb. 26 morning
12. President's Report
Review committee assignments
Trustee orientation
13. Foundation
14. Old Business
15. New Business
2014 Joint Automation Agreement
16. Adjourn

Next Meeting: February 18, 2014



Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

December 17, 2013

The Gloversville Public Library Board of Trustees held a meeting on December 17, 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: Jay Ephraim, Vincent De Santis, Hannah McAllister, Christine Pesses, Elizabeth Batchelor, Craig Clark and Eleanor Brooks. 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. David Fisher and Robin Lair were excused from the meeting.

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

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

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of November 2013 and the fiscal year-to-date through November 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through November 30, 2013 is down from last year due primarily to not having received our Tax Levy from the Gloversville School District yet and also not having received our Medical Insurance Credit Refund from the United States Treasury yet for the current year. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Library Supplies are also up over last year due primarily to the purchase of a new copier. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2013 or the year to date through November 30, 2013. Hearing none, Mrs. McAllister made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that the Finance Committee had not met again since the last Trustee's meeting but that the Gloversville Library Foundation, Inc. had approved an increase of \$3,000 in support for the 2014-2015 Budget for the Library. Mr. Frank reviewed the Finance Committee's proposal to increase the hourly pay rate for all employees as of January 1, 2014 by \$.50 per hour for all employees both hourly and salaried and to increase Ms. Madonna's pay by \$1,000 during the final six months of our 2013-2014 budget year in light of the fact that the New York State minimum wage would be increasing by \$.75 on December 31, 2013, an additional \$.75 on December 31, 2014 and an additional \$.25 on December 31, 2015 bringing the minimum wage to \$9.00 as of December 31, 2015. Mr. Frank informed the Trustees that we had room in our budget for the current year to do this. Mr. De Santis made a motion, seconded by Mrs. Pesses to approve the Finance Committee's recommendation as described above. This was approved all voting aye.

Ms. Madonna informed the Trustees that Rachel Schwendinger from the New York State Comptroller's Office came in today to start the audit of the Library. She will be focusing on the past fiscal year and the current year to date through November 30, 2013.

Ms. Krawczeski informed the Trustees that the Friends did not meet in December but that they are planning another fundraiser at Applebee's restaurant in Johnstown. Ms. Krawczeski also informed the Trustees that the Friends are providing Chamber Checks for the Library staff again this year for Christmas. Ms. Krawczeski also informed the Trustees that the Friends newsletter would be coming out soon and that the Friends would be meeting in January and would discuss their support for the Library for the 2014-2015 Budget year. Ms. Krawczeski also informed the Trustees that the Friends provided books to Northeast Parent and Child for their holiday party for children and foster parents.

Ms. Madonna informed the Trustees that there was nothing new to report on the windows project. The exterior paint finish proposed by the contractor proved out to be satisfactory for the project. Ms. Madonna informed the Trustees that she would be working with Paul Mays to determine who should receive a RFP regarding the Geotechnical testing for the Library construction project.

Lisa Hayes has also prepared a packet for review by the New York State Office of Historic Preservation regarding the changes to the building outlined in Design Development. Because the Library building is 50+ years old, SHPO must sign off on changes that impact the historic design and nature.

Mrs. Pesses reviewed her Steering Committee report from the December meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was finished and that the next phase of solicitations will be the Leadership Gifts solicitations. An event is being planned for Sky Heart Place on January 22nd from 5 to 7:30 PM. Mrs. Pesses informed the Trustees that we would be getting contracts from the CPA and the Law firms who made the tax credit presentation to start working on the New Market Tax Credits and the Federal and State Historic Grant applications. Mr. Wood, Chairman of the Gloversville Library Foundation, will be reviewing and signing the contracts on behalf of the Foundation.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee has been working on changes to our Circulation Policy regarding damaged books and has been developing a policy about recognition plaques for donations. Ms. Batchelor presented, for first reading, The Circulation Policy with changes noted regarding damaged books and a new Donor Recognition Policy. These Policies will be voted on at the January meeting.

Ms. Batchelor informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Program Committee had met and reviewed the Plan of Service pertaining to access to the Library. A survey is being planned to see if residents and users of the Library are aware of all that is going on at the Library. Mr. Ephraim also informed the Trustees that 30 different books were nominated for the 2014 Gloversville Reads Program and that the Committee had narrowed it down to 4 books that will be put out to the public to be voted on for "The Read". The Committee is also looking into a possible book for the Middle and High Schools.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and was working on Promoting the Capital Campaign using the funds approved by the Steering Committee. Mrs. McAllister informed the Trustees that the Committee also felt that we should work to improve Facebook with some photos. Mrs. McAllister also informed the Trustees that we now have an ad on the WENT "News at Noon" flyer that is available at local McDonald's restaurants. Mrs. McAllister also informed the Trustees that March 21, 2014 is going to be Digital Literacy Day.

Ms. Madonna informed the Trustees that stolen laptop has not been returned to the Library yet as it is still being held as evidence in the pending case.

Ms. Batchelor informed the Trustees that President Fisher had nothing else to report for his President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation held their Annual Meeting on December 11th and that they had elected officers for the coming year. Mr. Wood informed the Board at the meeting that Mr. Thaisz had asked to be removed from the Board due to health reasons.

Ms. Batchelor asked if there was any old business to come before the meeting. A discussion followed about the hours that the Library is open. The feeling of the Trustees was that we should do a better job promoting the hours that the Library is open in the evening to the public in our advertising.

Mrs. Pesses made a motion, seconded by Mrs. McAllister, to adjourn the meeting at 8:15 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on January 15, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS

DECEMBER 2013

	Budget July 1, 2013 to June 30, 2014	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	\$264,579.00	\$264,579.00	\$264,579.00	\$259,106.00	\$0.00
Investment Income	200.00	9.25	37.27	101.86	162.73
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	8,155.76	70,107.85	72,136.51	71,892.15
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	1,040.00	9,292.50	5,145.00	(4,292.50)
Government Affiliations	6,060.00	0.00	4,879.04	5,277.17	1,180.96
Fines & Miscellaneous Income	16,000.00	763.20	5,899.02	4,547.05	10,100.98
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	4,178.78	4,178.78	7,482.00	2,154.22
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$450,172.00</u>	<u>\$278,725.99</u>	<u>\$368,973.46</u>	<u>\$363,795.59</u>	<u>\$81,198.54</u>
	Income Cash Reconcilement				
Income Cash Balance on December 1, 2013	<u>\$151,894.41</u>				
Plus: Receipts Per Report	278,725.99				
Less: Expenses Per Report	<u>34,356.37</u>				
Income Cash Balance on December 31, 2013	<u><u>396,264.03</u></u>				
Accounts Payable as of 12/31/13	0.00				
Prepaid Expenses as of 12/31/13	<u>(4,986.86)</u>				
Actual Cash Balance on December 31, 2013	<u><u>\$391,277.17</u></u>				

BUILDING FUND

Balance on December 1, 2013	\$404,508.52
Plus: Receipts:	
Interest on Money Market Account	10.23
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Dev. & Construction Documents	<u>7,652.50</u>
Balance on December 31, 2013	<u><u>\$396,866.25</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

DECEMBER 2013

	Budget July 1, 2013 to June 30, 2014	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$164,326.00	\$ 13,735.04	\$ 82,410.24	\$67,343.57	\$81,915.76
Salaries - Part Time Employees	63,753.00	5,175.75	28,290.80	34,926.37	35,462.20
Salaries - Custodians	22,277.00	1,856.42	11,138.52	9,984.75	11,138.48
F I C A & Medicare Tax	19,152.00	1,588.70	9,320.72	8,746.19	9,831.28
Unemployment Insurance	660.00	0.00	324.50	318.00	335.50
Disability Insurance	781.00	286.70	578.78	337.44	202.22
Medical Insurance	35,827.00	2,483.33	17,702.82	12,506.15	18,124.18
Pension Expense	34,632.00	0.00	19,541.25	19,895.50	15,090.75
Heat	9,500.00	688.67	1,136.23	1,241.93	8,363.77
Electricity	8,160.00	476.11	2,914.25	3,281.74	5,245.75
Telephone	663.00	62.22	1,150.16	1,070.47	(487.16)
Insurance	10,000.00	708.49	10,119.16	8,285.51	(119.16)
Books, Periodicals, etc.	45,900.00	3,547.51	28,997.67	24,925.10	16,902.33
Computer & Automation Services	17,680.00	1,057.85	5,628.28	11,976.55	12,051.72
Library, Building & Office Supplies	9,579.00	377.09	7,550.02	5,959.83	2,028.98
Maintenance & Repairs	13,974.00	555.43	3,301.65	2,975.21	10,672.35
Financial Secretary	8,000.00	700.00	4,000.00	4,000.00	4,000.00
Professional Fees	7,140.00	0.00	330.00	750.00	6,810.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	88.71	1,391.33	1,138.67	648.67
Events & Programming	4,590.00	122.10	844.10	312.50	3,745.90
Promotion Expense	2,040.00	726.85	2,213.05	1,107.09	(173.05)
General Expense	1,700.00	119.40	873.52	1,086.65	826.48
TOTAL EXPENSE	\$483,394.00	\$34,356.37	\$239,757.05	\$222,169.22	\$243,636.95

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

DECEMBER 2013

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,368.98)	\$753.04	FICA & Medicare Expense
		1,615.94	Payroll
4157	Michael Daly	50.00	Events & Programming
4158	Gloversville Public Library	7,164.89	Payroll
4159	Donna J. Kuhner	400.00	Petty Cash
4160	NYS Child Support Processing Center	235.08	Child Support
4161	Barbara J. Madonna	53.68	Travel Reimbursement
4162	The Leader-Herald (319.65)	67.80	Workforce Literacy Grant
		251.85	Promotion Expense
4163	National Grid (1,164.78)	688.67	Heat
		476.11	Electric
4164	Mohawk Valley Library System (5,984.57)	1,037.85	Computer & Automation
		1,803.76	Farley Grant - Bullet Aid
		1,571.48	E Books
		1,571.48	Prepaid Expense
4165	Quality Books, Inc.	123.14	Books
4166	Warren Electric Supply	95.58	Maintenance & Repairs
4167	Frontier Communications	62.22	Telephone
4168	Audio Editions	239.21	A/V - CD's
4169	Bonnie Howard	12.19	Events & Programming
4170	Betsy Hastings	11.87	Workforce Literacy Grant
4171	The Arkell Museum	75.00	Events & Programming
4172	Cheryl Bielli	22.00	Events & Programming
4173	Baker & Taylor Books	272.82	Books
4174	Center Point Large Print	553.62	Books
4175	Unique Management Services, Inc.	119.40	G/E - Collection Expense
4176	Business Card (242.07)	78.75	Office Supplies
		20.00	Computer & Automation
		43.26	Workforce Literacy Grant
		36.72	A/V - CD's
		31.15	Books
		32.19	Library Supplies
4177	Gloversville Public Library	8,040.09	Payroll
4178	Barbara J. Madonna	35.03	Travel Reimbursement
4179	NYS Child Support Processing Center	235.08	Child Support
4180	Michael J. Frank	700.00	Treasurer & Recording Secretary
4181	Quality Books, Inc.	399.95	Books
4182	Sebco Books	62.85	Books
4183	Quill Corporation	223.73	Library Supplies
4184	Derby Office Equipment, Inc.	42.42	Library Supplies
4185	Plymouth Rocket, Inc.	475.00	Promotion Expense
4186	Kingsboro Lumber Co.	56.10	Maintenance & Repairs
4187	A. Mormile & Son Plumbing & Heating, Inc.	387.00	Maintenance & Repairs
4188	Mohawk Valley Library System	225.97	Farley Grant - Bullet Aid
4189	Philadelphia Insurance Companies (1,293.00)	708.49	Insurance
		584.51	Prepaid Expense
4190	C D P H P	3,102.60	Medical Insurance
4191	Gloversville True Value Hardware	16.75	Maintenance & Repairs
4192	Arch Insurance Group (573.40)	286.70	Disability Insurance
		286.70	Prepaid Expense
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	274.11	Pension - Withholdings
DM	E F T NYS Tax Department	675.62	Payroll
DM	E F T United States Treasury (2,620.22)	835.66	FICA & Medicare Expense
		1,784.56	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	462.00	Medical Insurance
	CHECK AND EFT PAID OUTS - DECEMBER 2013	39,621.67	
	PETTY CASH PAID OUTS - DECEMBER 2013		
	Events & Programming	12.91	
	Newspapers (Books)	310.00	
	TOTAL DECEMBER 2013 PAID OUTS	\$39,944.58	
	Less: Workforce Literacy Grant	(176.36)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Void Check No. 4024	(50.00)	
	Less: Farley Grant - Bullet Aid	(2,029.73)	
	Less: Prepaid Expenses	(2,442.69)	
	Less: Petty Cash Check	(400.00)	
	NET TO BALANCE TO EXPENSES	\$34,356.37	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of December 1, 2013				\$2,451.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Mohawk Valley Library System	4164	Computer, etc.	1,803.76	
Mohawk Valley Library System	4188	Printer, etc.	<u>225.97</u>	
Total Expenses				<u>2,029.73</u>
Balance of Grant Money Left at December 31, 2013				<u><u>\$421.27</u></u>

WGY CHRISTMAS WISH GRANT

Balance as of December 1, 2013				\$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at December 31, 2013				<u><u>\$300.00</u></u>

WORKFORCE LITERACY GRANT

Balance as of December 1, 2013				\$1,003.55
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
Quality Books, Inc.	4,148	Books	53.43	
The Leader-Herald	4,162	Advertising	67.80	
Betsy Hastings	4,170	Travel	11.87	
Business Card	4,176	A/V Expense	<u>43.26</u>	
Total Expenses				<u>176.36</u>
Balance of Grant Money Left at December 31, 2013				<u><u>\$827.19</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of December 1, 2013				\$9,000.00
Appropriation Provided For In 2013-2014				0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at December 31, 2013				<u><u>\$9,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of December 1, 2013				\$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			<u>0.00</u>	
Total Expenses				<u>0.00</u>
Balance of Restoration Funds Left at December 31, 2013				<u><u>\$754.38</u></u>



Gloversville Public Library

Director's Report: December 2013

Barbara Madonna – Director

I have seen an increase in the number of calls for proctoring exams during the month. Most are college entrance exams, but occasionally there are tests for qualification certifications. There were two in December with two more scheduled for January. It is a nice, probably unknown service, we can provide to the community.

The auditor from the State Comptroller's office began her work in December. Between sick days, no heat and the holidays Rachel was not able to get in a full week of work, but her site visit portion of the process should conclude in January. After she writes up her findings and recommendations the report will go through their editing process. I and the Board will receive a draft of the report and be allowed to respond in writing. Once it is final we'll be required to submit an action plan for any items they are suggesting corrective action on. They have a number of resources that can help us navigate new processes and procedures. We hope to have this process complete by the end of the fiscal year so any changes can be implemented by July 1 at the very latest.

As I write this we have 20 months until groundbreaking and a lot of work on both the fundraising and architectural fronts to accomplishing. The Friends and Family campaign wrapped up in December and is boasting pledges totaling over \$900,000. This is a very exciting start to our campaign and one that gives us hope and energy moving forward. I can not express enough gratitude to everyone who has donated their time, talent and pledged their support. Thank you.

The holidays really wrapped things up (pun intended). The Friends and Pecks Flowers did another fantastic job dressing the building for the season. The Book Discussion held a holiday tea at Happy Jacks Café (in the Coop) where we shared our favorite books with one another in a cozy setting. And the staff organized a holiday party for New Year's Eve afternoon with food, stories and even games. It was nice to relax and have folks on different shifts interact and get to know one another a bit better.

Meetings and Workshops

- Dec. 3rd PR Committee meeting
- Dec. 4th Levi Pasher, Leader-Herald
- Dec. 5th 1) Workforce Skills workshop, BOCES, Johnstown
2) Jay Ephraim
- Dec. 6th 1) Policy Committee meeting
2) Program Committee meeting
- Dec. 8th Book Discussion at Happy Jacks Café
- Dec. 10th Proctor exam
- Dec. 11th 1) Dave Fisher
2) Foundation board meeting
3) Friends & Family Campaign event
- Dec. 12th Staff meeting
- Dec. 17th 1) Rachael Schwendinger, Auditor, State Comptroller's Office
2) Board of Trustees meeting
- Dec. 18th Steering Committee meeting
- Dec. 19th Paul Mays, Butler, Rowland and Mays Architects
Lisa Hayes, Butler, Rowland and Mays Architects
- Dec. 20th MVLS Foundation meeting
- Dec. 24th Proctor exam



Gloversville Public Library

Children's Room Report: December 2013

Sherry Gennett – Head of Children's Services

This December went by in a slow fashion. Our 3rd year of Polar Express was canceled because of very bad weather. We did have two bins of Legos from MVLS on hand so children had an activity they could take part in anytime of the day. Parents and children enjoyed themselves playing and designing all sorts of things.

Cheryl Bielli offered one of her multi-stepped art programs for us on December 6th at 4pm. Time slot worked out well for many children attended. We are continuing to directing our parents to sign up for such programs because there are limit spaces and it makes attendees more accountable for attendance. This practice has worked well during the summer program and we don't want to confuse folks by changing the process during the rest of the year. The art project was held in the basement for close proximity to running water and sink plus plastic covered tables. The finished work turned out to be a wooden welcome sign.

I supervised a fieldtrip to BOCES Library System for 7 homeschooling parents and their children. Edie Wilcox offered a tour showing all the materials parents could use once they signed up for a library card. Everyone was thrilled to learn about the resources available to them; they felt like they discovered a gold mine.

And I made a trip to YMCA after school program held in Boulevard School for a monthly story time. The age ranged from K-5th grade. All were great listeners. It happened to snow while I was there and as I was reading the children went to the window to watch the snow fall. It took me back to my childhood.

Picture Book City is moving forward. It has been a little more time consuming than anticipated, but practice is making it go a little faster. An unexpected bonus is that we are getting a new perspective on the collection. We often look at reading level or subject area, like science or folk tales when purchasing new titles, but this process has us looking in more general terms. For example we have a lot of animal stories but too few based on building and technology. As a collection develop tool it is helping fill in subject areas that should be more robust.

Finally, we've begun thinking about the Summer Program already. The theme this year is "Fizz, Boom, Read."

Sherry Gennett

Gloversville Public Library

December 2013

Monthly Report

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

	2013	2012
<u>VISITORS</u>	5,753	(7,092)

CIRCULATION

Adult Circulation	2,202	(2,254)
Teen Circulation	202	(285)
Juvenile Circulation	1,003	(1,175)
Audiobooks	244	(299)
eBooks	265	(179)
Music	47	(14)
Periodicals	64	(89)
Videos	1,148	(1,562)
Museum Passes	0	0
Subtotal	<u>5,175</u>	<u>(5,857)</u>
<u>In-House Use</u>		
Adult	564	(388)
Juvenile	482	(732)
Other Materials	1,106	(1,181)
Subtotal	<u>2,152</u>	<u>(2,301)</u>
Total December Circulation	7,327	(8,158)

<u>REFERENCE QUESTIONS</u>	677	(683)
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MEETINGS/PROGRAMS/OUTREACH

7 Adult programs and meetings with 52 people (8 Adult programs and meetings with 88 people)
4 Juvenile programs with 26 children (11 Juvenile programs with 1278 children)
2 Teen programs with 21 people

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	576	523
AV	111	5
Total	<u>687</u>	<u>528</u>

<u>COMPUTER USAGE</u>	1,339	(1,153) users
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HISTORICAL ROOM

Visitors	12
Books Used	15
Reference Questions	6
Telephone Reference	0
Letters	0
Computer usage	0