



Gloversville Public Library  
Meeting of the Board of Trustees  
October 15, 2013  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last meeting, September 2013
2. Oath of Office
3. Treasurer's Report
4. Budget and Finance  
Budget for 2014-15 – committee input  
Comptroller's audit  
Resolution to exceed the tax cap
5. Friends
6. Building and Grounds  
Windows update
7. AD HOC Steering Committee
8. AD HOC Policy  
Bylaws update
9. Personnel Committee
10. Program Committee
11. PR Committee
12. Director's Report  
Plan of Service – where are we going
13. President's Report
14. Foundation
15. Old Business
16. New Business
17. Adjourn

Next Meeting: November 19



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 17, 2013

The Gloversville Public Library Board of Trustees held a meeting on September 17, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:52 P.M.

The following trustees were present: Christine Pesses, Vincent De Santis, Hannah McAllister, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Craig Clark was excused from the meeting. Six members of the Participation in Government class from the Johnstown High School also attended the meeting.

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 20, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. McAllister made a motion, seconded by Mrs. Pesses, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of August 2013 and the fiscal year-to-date through August 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through August 31, 2013 is down slightly from last year due primarily to a decrease in income received from the Gloversville Library Foundation. Expenses this year are down approximately \$12,000 over the prior year due primarily to the payment of Baker & Taylor's lease plan in August of 2012 which was not paid until September of 2013. Higher Salaries and Employee Benefits in this fiscal year offset some of this decline from last year. Mr. Frank asked if there were any questions or comments on the financials for the month of August 2013 or the year to date through August 31, 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 reviewed the Library's 990 Non-Profit tax return for the fiscal year ending June 30, 2013. Mr. Frank informed the Trustees that our Medical Insurance refund due from the Internal Revenue Service this year is \$4,503 as compared to \$3,857. This increase is due to more employees being covered in the Medical Insurance Plan.

Mr. Fisher informed the Trustees that we had received a letter from the NYS Comptroller's Office informing us that they would be coming to audit the Library sometime in the next few weeks. Mr. Fisher informed the Trustees that he and Mr. Frank had met with Phil Beckett to review the list of items that they will pick from for their audit.

Mrs. LaPorta informed the Trustees that the Friends will be holding a fundraiser on October 22<sup>nd</sup> at the Friendly's in Johnstown. The Friends will receive 20% of all checks presented with a certificate. The Friends Celebration at the Library is this Sunday, September 22<sup>nd</sup> from Noon to 2:00 PM. Baskets for the Celebration Fundraiser are done and on display in the Library and tickets to win one of them are being sold. Mrs. LaPorta informed the Trustees that National Friends Week is October 21<sup>st</sup> through October 26<sup>th</sup> this year and that the Friends have several events planned at the Library during the week.

Ms. Madonna informed the Trustees that she had met with the architect and the contractor, Eastern Building and Restoration, Inc. last Friday and that the contractor did some measuring of the windows to be replaced while they were here.

Ms. Madonna informed the Trustees that she has sent in the 2013-2015 New York State construction grant application for three projects which will increase patron accessibility to Library programs and services. The first project will improve 66 E. Fulton Street, the new lot the Library acquired at auction last year. The second project is to increase patron access to digital resources by upgrading the Library's wireless service. The third project is for patron comfort outside the building through the addition of two park benches. Ms. Madonna informed the Trustees that 75% of this could be funded through grant funds depending on what is available and awarded to us.

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

Mrs. Pesses informed the Trustees that at our meeting last Tuesday with Matt Blumenfeld, our Consultant and two accountants and an attorney from New York City regarding the New Markets and Historic Tax Credits it was emphasized by all of them that we need to get our Construction Documents done as soon as possible so we will be ready to proceed with the applications for these credits. Ms. Batchelor made a motion, seconded by Mrs. Pesses, to approve having Butler, Rowland Mays Architects proceed with the Construction Documents. This was approved all voting aye.

Mrs. Pesses informed the Trustees that her report from the Steering Committee was sent out to the Trustees last week via email. Mrs. Pesses informed the Trustees that The Steering Committee had mailed out the first group of fundraiser solicitations to the group considered "Friends and Family" The Friends and Family Division has been doing personal visits with this group to review the project and see if any questions arise out of these visits. The next phase of solicitations will be the Leadership Gifts solicitations.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since our last meeting of the Trustees but would need to meet soon to discuss our policy on donation recognition and our policy on damaged books.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Program Committee appreciated the help with this year's programs received from volunteers. Mr. Ephraim also mentioned that the Program Committee would be working on ideas for the 2014 Gloversville Reads Program soon.

Mrs. McAllister informed the Trustees that the Promotion Committee had not been able to meet prior to the Trustee's meeting this month but that she had met with Ms. Madonna to discuss the needs of the Library in general. Mrs. McAllister distributed her report for the Trustees to review.

Ms. Madonna informed the Trustees that the Workforce Literacy Grant was up and running. Two people attended the Workforce Skills Class and two people attended the Computer Course Class. Ms. Madonna felt that the Library would need to spend some money on publicizing this program in order to have better attendance.

Mr. Fisher informed the Trustees that he had talked to Rick Ruby about the carpet problems and had been informed by him that the carpet had not been trimmed properly when manufactured and that the trimming done by the installers would not harm the life of the carpet. The Trustees agreed that Mr. Frank should pay the bill that he has been holding in accounts payable.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since our last meeting but that the Finance Committee will be meeting on October 1<sup>st</sup>.

Mr. Fisher informed the Trustees that we had gotten one application to review for the Trustee opening and that the Executive Committee would meet with the candidate to interview her.

The next meeting of the Board of Trustees will be held on October 15, 2013 at 6:30 PM.

Ms. Batchelor made a motion, seconded by Mrs. Pesses to adjourn the meeting at 8:35 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**SEPTEMBER 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	\$0.00	\$0.00	\$0.00	\$264,579.00
Investment Income	200.00	5.33	19.19	44.12	180.81
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	8,529.00	33,699.05	33,819.41	108,300.95
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	844.00	1,370.00	4,156.00
Government Affiliations	6,060.00	0.00	225.30	4,540.15	5,834.70
Fines & Miscellaneous Income	16,000.00	937.75	2,580.79	2,258.10	13,419.21
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	0.00	0.00	6,333.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<b><u>\$450,172.00</u></b>	<b><u>\$9,472.08</u></b>	<b><u>\$37,368.33</u></b>	<b><u>\$42,031.78</u></b>	<b><u>\$412,803.67</u></b>

	Income Cash Reconcilement
Income Cash Balance on September 1, 2013	<u>\$225,749.41</u>
Plus: Receipts Per Report	9,472.08
Less: Expenses Per Report	<u>46,096.80</u>
Income Cash Balance on September 30, 2013	<u><u>189,124.69</u></u>
Accounts Payable as of 09/30/13	7,348.75
Prepaid Expenses as of 09/30/13	<u>(1,028.41)</u>
Actual Cash Balance on September 30, 2013	<u><u>\$195,445.03</u></u>

**BUILDING FUND**

Balance on September 1, 2013	\$404,711.12
Plus: Receipts:	
Interest on Money Market Account	9.98
Less: Paid Outs:	
None	<u>0.00</u>
Balance on September 30, 2013	<u><u>\$404,721.10</u></u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**SEPTEMBER 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	\$ 41,205.12	\$30,865.96	\$123,120.88
Salaries - Part Time Employees	63,753.00	4,533.98	13,034.85	18,358.22	50,718.15
Salaries - Custodians	22,277.00	1,856.42	5,569.26	4,524.75	16,707.74
F I C A & Medicare Tax	19,152.00	1,539.57	4,575.40	4,111.87	14,576.60
Unemployment Insurance	660.00	0.00	162.25	159.00	497.75
Disability Insurance	781.00	0.00	292.08	337.44	488.92
Medical Insurance	35,827.00	3,465.99	10,145.61	7,550.14	25,681.39
Pension Expense	34,632.00	0.00	0.00	0.00	34,632.00
Heat	9,500.00	65.15	150.70	146.05	9,349.30
Electricity	8,160.00	566.94	1,453.78	1,429.29	6,706.22
Telephone	663.00	210.01	652.30	432.38	10.70
Insurance	10,000.00	505.64	5,448.68	4,238.10	4,551.32
Books, Periodicals, etc.	45,900.00	12,392.12	18,561.77	18,329.75	27,338.23
Computer & Automation Services	17,680.00	1,075.30	2,199.20	3,835.15	15,480.80
Library, Building & Office Supplies	9,579.00	3,886.76	5,203.21	2,417.24	4,375.79
Maintenance & Repairs	13,974.00	418.13	1,977.32	9,141.45	11,996.68
Financial Secretary	8,000.00	700.00	2,000.00	2,000.00	6,000.00
Professional Fees	7,140.00	300.00	330.00	675.00	6,810.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	0.00	521.41	53.86	1,518.59
Events & Programming	4,590.00	25.00	225.00	162.50	4,365.00
Promotion Expense	2,040.00	731.15	1,170.15	50.00	869.85
General Expense	1,700.00	89.6	413.17	798.80	1,286.83
<b>TOTAL EXPENSE</b>	<b><u>\$483,394.00</u></b>	<b><u>\$46,096.80</u></b>	<b><u>\$115,291.26</u></b>	<b><u>\$109,616.95</u></b>	<b><u>\$368,102.74</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**SEPTEMBER 2013**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,399.70)	\$763.90	FICA & Medicare Expense
		1,635.80	Payroll
4059	Gloversville Public Library	7,291.38	Payroll
4060	NYS Child Support Processing Center	235.08	Child Support
4061	Business Card (1,340.24)	904.12	Library Supplies
		145.99	Books
		60.63	Maintenance & Repairs
		40.00	Computer & Automation
		189.50	Promotion Expense
4062	Baker & Taylor Books (12,782.00)	11,753.59	Books
		1,028.41	Prepaid Expense
4063	The Leader-Herald (313.00)	245.20	Promotion Expense
		67.80	Workforce Literacy Grant
4064	Frontier Communications	210.01	Telephone
4065	National Grid (632.09)	65.15	Heat
		566.94	Electric
4066	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4067	Philip Beckett, CPA, P.C.	300.00	Professional Fees
4068	Mohawk Valley Library System	1,035.30	Computer & Automation
4069	Palmateer Trucking & Container Service	157.00	Maintenance & Repairs
4070	Glatfelter Brokerage Services	53.00	Insurance - Worker's Comp.
4071	Audio Editions	163.56	A/V - CD's
4072	Quality Books, Inc.	41.98	Books
4073	New York State Insurance Fund	452.64	Insurance - Worker's Comp.
4074	Derby Office Equipment, Inc.	2,980.32	Library Supplies - Copier
4075	Carol Cownie	25.00	Program Expense
4076	Ruby & Quiri, Inc.	5,235.92	Accounts Payable
4077	Gloversville Public Library	7,423.74	Payroll
4078	NYS Child Support Processing Center	235.08	Child Support
4079	Donna J. Kuhner	300.00	Petty Cash
4080	Michael J. Frank (702.32)	700.00	Treasurer & Recording Secretary
		2.32	Postage
4081	C D P H P	4,178.64	Medical Insurance
4082	Jan Way Company USA, Inc.	296.45	Promotion Expense
4083	A. Mormile & Son Plumbing & Heating, Inc.	196.50	Maintenance & Repairs
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	252.82	Pension - Withholdings
DM	E F T NYS Tax Department	655.12	Payroll
DM	E F T United States Treasury (2,430.25)	775.67	FICA & Medicare Expense
		1,654.58	Payroll
DM	Bank Fee - Returned Check	10.00	G/E - Bank Fee
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	368.62	Medical Insurance
	CHECK AND EFT PAID OUTS - SEPTEMBER 2013	52,927.36	
	PETTY CASH PAID OUTS - SEPTEMBER 2013		
	Maintenance & Repairs	4.00	
	Newspapers (Books)	287.00	
		<u>291.00</u>	
	<b>TOTAL SEPTEMBER 2013 PAID OUTS</b>	<b>\$53,218.36</b>	
	Less: Workforce Literacy Grant	(67.80)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Prepaid Expense	(1,028.41)	
	Less: Accounts Payable	(5,235.92)	
	Less: Petty Cash Check	(300.00)	
		<u>(7,121.56)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<b>\$46,096.80</b>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS AND OTHER ITEMS IN PROCESS

**WGY CHRISTMAS WISH GRANT**

Balance as of September 1, 2013				\$300.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Grant Money Left at September 30, 2013				<u><u>\$300.00</u></u>

**WORKFORCE LITERACY GRANT**

Balance as of September 1, 2013				(\$101.82)
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
The Leader-Herald	4,063	PR Expense	67.80	
Total Expenses			<u>67.80</u>	<u>67.80</u>
Balance of Grant Money Left at September 30, 2013				<u><u>(\$169.62)</u></u>

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of September 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			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Appropriation Funds Left at September 30, 2013				<u><u>\$9,000.00</u></u>

**RESTORATION FUNDS RECONCILEMENT**

Balance as of September 1, 2013				\$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses			<u>0.00</u>	<u>0.00</u>
Balance of Restoration Funds Left at September 30, 2013				<u><u>\$754.38</u></u>



## Gloversville Public Library

Director's Report: September 2013

Barbara Madonna – Director

The 2013 New York State Public Library Construction Grant application was submitted during September. This year we hope to receive funding to increase patron accessibility by improving the second parking lot, upgrading the wireless internet service and providing some bench seats at the Library's two entrances.

The Friends' 7<sup>th</sup> Celebration was a successful gathering. Over \$28,000 was raised. To date the Friends have contributed over \$130,000 to the Library through this fundraiser and have drawn in a hundred new Friends and library advocates. The Celebration was also the instrument that led to the \$100,000 donation from the Lloyd B. and Paulette E. Politsch Trust for the Library's renovation efforts.

The New York Library Association annual conference was held in Niagara Falls this year. The weather was perfect; too perfect to be inside a convention center all day, really. Workshops included:

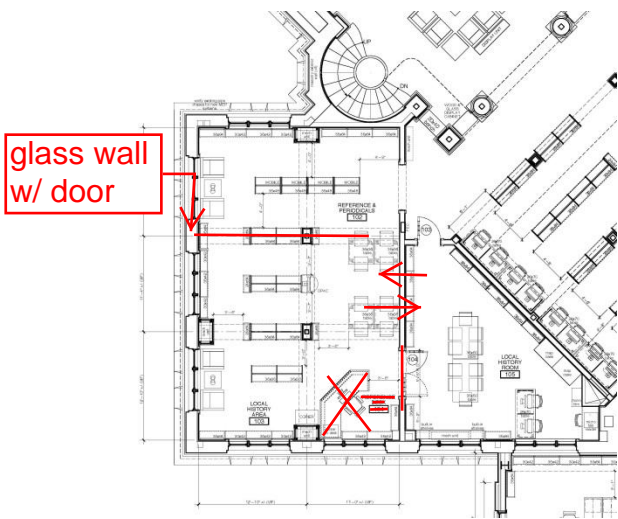
- "What's Your Library's Reputation" (in your community)
- "You're Reading What?!?!!" - Banned Books Film Contest
- The Digital Public Library of America
- "Creating a Thriving 21<sup>st</sup> Century Library"
- "Get the Most for Your Money"
- "Libraries and Tourism" - The Malcolm Hill Lecture
- "Librarians as Political Animals"
- "Empire State Center for the Book/RASS Noted Author Luncheon" with Pauline A. Chen, Brian Castner and Will Schwalbe.
- "Fear is the New F Word"
- "ALA Breakfast with Barbara: How Libraries Save Lives" – NYS Librarian Barbara Stripling is the 2013-2014 ALA President
- Human Resources - the NYLA Leadership and Management Academy

Our library is on the cusp of something really great. For a long time we felt stymied because the building wasn't accessible, or we didn't have the right staff in place, or we didn't have enough funding. Since becoming the GPL in 2005 we have worked hard to address those challenges. Now all of the pieces we have been moving around are lining up and we need to really focus on being more relevant to the community.

Libraries as institutions are in the process of implementing big changes. They are still information centers but they are redefining delivery methods and reinventing their image to become germane to their patrons. As we are embarking on the last design phase with the architects we need to make sure that our spaces will meet our community's needs in 2017, a timeline driven by potential funding sources outlined in the capital campaign.

So, I think the biggest 'take' I got from all of those workshops is our need to revisit our plan of service, to draw the public back in, look at what we need to be when the building reopens in 4 years, and start steering toward that destiny now. The plans we have allow for flexible use of space. For the most part, furnishings are what we will need to adjust if the current plans are modified.





For example, the existing space shows a reference room of shelves, tables and a few comfortable seating spots. It was also determined that we could use it for overflow from the NonFiction section. But in truth, most reference service no longer relies on print volumes. Local History Reference, however, is tied directly to paper. The new Local History Room is the same size as the current space and is inadequate for our collection. Since the city archives and the museum have limited hours, the GPL Local History Room could be a key service if we allocate sufficient resources to it. We could use 2/3 of the reference room for a secure Local History Room and continue to use the triangle room for reading and study space.



This photo is of the Saugerties Public Library. In the back ground you see a glass enclosed room that is their local history space. By adding such a wall in the Reference Room we can maintain the openness of the room, acknowledge the architecture, provide line of sight, and security for Local History materials. The real question is, does our community want such a service?

That is what we need to find out.

## Meetings and Workshops

- Sept 4<sup>th</sup> Meeting with Betsy Batchelor and Lynn Kicinski
- Sept 5<sup>th</sup> Friends of the Library meeting
- Sept 9<sup>th</sup> Friends and Family committee meeting
- Sept 10<sup>th</sup>
  - 1) Tax Credits 101
  - 2) Steering Committee
- Sept 11<sup>th</sup> Meeting with Lisa Hayes, Butler, Rowland and Mays Architects and Alan Penwick, Eastern Building and Restoration.
  - 2) Hannah McAllister
  - 3) Dave Fisher
- Sept 12<sup>th</sup> Staff meeting
- Sept 17<sup>th</sup>
  - 1) MVLS Library Services committee meeting
  - 2) Chris Pesses
  - 3) Board of Trustees annual and monthly meetings
- Sept 18<sup>th</sup>
  - 1) Staff meeting
  - 2) Bonnie Howard and Carol Cownie
  - 3) Sue Kiernan
- Sept 19<sup>th</sup>
  - 1) MVLS Board meeting
  - 2) MVLS Audit and Finance Committee meeting
- Sept 22<sup>nd</sup> Friends Celebration fundraiser
- Sept 24<sup>th</sup>-27<sup>th</sup> NYLA Annual Conference, Niagara Falls



## Gloversville Public Library

Children's Room Report: September 2013

Sherry Gennett – Head of Children's Services

This month is always the busiest month of the entire year. The beginning of September I had to complete the summer reading program state report. At the same time I was gathering materials for GESD Open Houses. We visit all the elementary schools and the middle school.

Summer 2013 reading program was one of the very best we've offered to our children of this and the surrounding communities. Besides GESD, we support families from the towns of Mayfield, Broadalbin, Perth, and Johnstown. We also had visitors from Bloomsburg, PA, North Carolina, Midstreams Birk, NJ and New York City. Some of families have camps in the area and want their love of reading to continue throughout the year.

Here are some comparison numbers to look at:

	<b>2012</b>	<b>2013</b>
Total number of books children read	4511	4638
Total number of books teens read	619	832
Total attendance at children's programs	938	1248

We also put out a summer survey with a few questions for patrons including, "Please name your favorite program:"

- Fire Fighters
- Sand art
- Dance with Beth
- Missed a few good ones, they filled up too quickly
- Scavenger hunt
- GE Science fair, rocks, clay and duct tape
- Garden visit

We asked for other comments:

- "This library is a great place."
- "We love it!"
- "All programs so far were great this year. Do them again next year."
- "I have only been here a few times but my son and I enjoyed it very much."

All of the open houses were well attended. I handed out more material this year which included, "How to get a library card", our calendar of events, Friends of the Library info. and "Magic Pencils" with our name on them. Families followed up to get their children new cards and 8 new patrons added. Parents and children walked out with smiles on their faces. That's the best part.

Sherry Gennett

**Gloversville Public Library**  
**September 2013**  
**Monthly Report**

Statistics for September 2013 are as follows (figures in parentheses represent comparable figures for September 2012)  
 [Barb came across a report in the Leader-Herald for September 1979. Interesting comparison.]

	<b>2013</b>	<b>2012</b>	<b>1979</b>
<b><u>VISITORS</u></b>	8,242	(9,942)	
<b><u>CIRCULATION</u></b>			
Adult Circulation	2,662	(2,668)	[6,156] includes teen
Teen Circulation	344	(341)	
Juvenile Circulation	1,426	(1,638)	[1,816]
Audiobooks	271	(279)	
eBooks	241	(157)	
Music	32	(27)	[90] LPs
Periodicals	99	(106)	[52]
Videos	1,195	(1,836)	[29] films
Museum Passes	2		
Subtotal	6,272	(7,052)	[8,143]
<b><u>In-House Use</u></b>			
Adult	398	(371)	
Juvenile	468	(631)	
Other Materials	1,123	(1,280)	[48] Other: pamphlets, art prints, puzzles
Subtotal	1,989	(2,282)	
<b>Total September Circulation</b>	<b>8,261</b>	<b>(9,334)</b>	<b>[8,191]</b>

<b><u>REFERENCE QUESTIONS</u></b>	636	(554)	[439]
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**MEETINGS/PROGRAMS/OUTREACH**

4 Adult programs and meetings with 35 pec (2 Adult programs and meetings with 13 people) [6 programs, 116 people]  
 6 Juvenile programs with 209 children (3 Juvenile programs with 38 children)  
 4 Teen programs with 32 people

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	803	570
AV	146	2
Total	949	572

<b><u>COMPUTER USAGE</u></b>	1,354	(1,265) users	
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**HISTORICAL ROOM**

Visitors	7
Books Used	20
Reference Questions	5
Telephone Reference	0
Letters	0
Computer usage	0