



Gloversville Public Library
Meeting of the Board of Trustees
October 18, 2016
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the September 2016 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
Review Audit engagement proposal
Part Time salaries and minimum wage
4. Friends
5. Building and Grounds
Moving companies
Garage sale leftovers
Lease for temporary space
Bids
Planning Board
6. AD HOC Steering Committee
Tax credit update
Fundraising total
7. AD HOC Policy
Circulation Policy 2nd reading and approve
Sale and Disposal Policy 2nd reading and approve
8. Personnel Committee
Librarian I
9. Program Committee
10. Public Relations Committee
"Dream and Do" Grant
11. Director's Report
12. President's Report
Plan of Service
259 Fund
13. Foundation
14. Old Business
15. New Business
Board nomination update

16. Adjourn

Next Meeting: November 15, 2016 6:30 pm



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 20, 2016

The Gloversville Public Library Board of Trustees held a meeting on September 20, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York immediately following the Annual Meeting at 7:05 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, Wanda Prew, Patricia Donovan, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Vincent De Santis and Lisa Buggeln 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 at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 16, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of August 2016 and the two month period ending August 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$3,500 from last year due primarily to receipts from the garage sale held in August. Expenses this year are up approximately \$2,800 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Donovan, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2016 numbered 676 through 703 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Ms. Dunn Brown made a motion, seconded by Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank also reviewed the Library's 990 non-profit tax return with the Trustees. Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank file the return with the Internal Revenue Service. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends will be having a chicken barbecue on September 23rd with a rain date of the 24th if needed. The Friends are also sponsoring a show at the Johnstown Colonial Theater on October 6, 2016. The Friends are also planning another wreath making class for later this fall. Mrs. LaPorta also announced that the Friends membership renewal will be starting in October.

Ms. Madonna informed the Trustees that George Emden had painted the fascia of the handicap entrance that badly needed to be painted. Ms. Madonna also informed the Trustees that she has been getting estimates from moving companies regarding moving into our temporary space. Ms. Madonna also informed the Trustees that some garage sale items still need to be picked up by the purchasers. Ms. Madonna also informed the Trustees that Lisa Hayes from Butler Rowland Mays Architects LLP is finishing up the bid packages and that they should be ready by the middle of October. Ms. Madonna also informed the Trustees that the Planning Board and Historical Review Board have given their conditional approval for our building project.

Ms. Batchelor informed the Trustees that to date the fundraising total is \$8,089,507 including the \$2,000,000 grant obtained for the Library by Senator Farley. Ms. Batchelor also informed the Trustees that there are still a number of pieces to be worked out for the loans, construction costs and grants. Our attorneys are working on solutions to these problems knowing that we need to get started soon in order not to lose out on some grant funding. NBT Bank has informed us that they are ready to work with us on any borrowings needed.

Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy and the Sale and Disposal Policy for the first reading of these policies with the changes made at the suggestions of the Trustees at the August meeting. The Trustees agreed with the changes made and approved the first reading of these policies as presented.

Ms. Madonna informed the Trustees that the Civil Service Library Clerk Test will be given this Saturday and that Cathy Ellis and Bonnie Howard will be taking the test. The County is also, finally, offering the Librarian I exam. Nicole Hauser will be taking that one when offered.

Ms. Dunn Brown informed the Trustees that the Program Committee had met and that many ideas were put forth for programs. Ms. Madonna distributed a list of programs that will be going on at the Library during October. Mrs. Prew informed the Trustees that the Spanish classes were continuing to go very well

Mr. Ephraim informed the Trustees that the Public Relations Committee had met three times since the last Trustee's meeting and that Craig Clark had joined them in discussing different approaches to getting the Library message out to the Community. The Committee is looking at more newspapers and radio spots and has met with representatives of both.

Ms. Madonna informed the Trustees that Linda Conroy has taken over compiling use statistics, a job formerly performed by Donna Kuhner. We have noticed that meeting room use is not being reported, so in addition to booking a room with the front desk staff please let them know about attendance for your meetings.

Mrs. Pesses informed the Trustees that she needed two volunteers to work with her on reviewing the Library's Plan of Service during our temporary relocation. Mrs. Pesses also reviewed the MVLS Free Direct Access Policy that needs our Board's approval. Mrs. Lair, made a motion, seconded by Mrs. Prew, to approved the MVLS Free Direct Access Policy. This was approved all voting aye. Mrs. Pesses also thanked all who helped with the garage sale.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of Trustee's meeting.

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. Mrs. Pesses announced that Vincent De Santis had submitted his resignation from the Board of Trustees effective immediately. The Trustees accepted his resignation with regret and thanked him for his service to the Library. The Library will advertise this vacancy and will look to fill it until the next election in May 2017.

At 8:35 PM Mrs. Donovan made a motion to go into Executive Session to discuss real estate. This motion was seconded by Ms. Batchelor and approved all voting aye. At 8:56 PM Ms. Dunn Brown made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Donovan made a motion to adjourn the meeting at 8:57 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on October 18, 2016 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 2016

	Budget July 1, 2016 to June 30, 2017	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	\$393,695.00	\$0.00	\$0.00	\$0.00	\$393,695.00
Investment Income	200.00	4.52	14.92	13.04	185.08
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	13,739.68	38,790.87	38,683.47	25,119.13
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	10.00	185.00	1,020.00	9,815.00
Government Affiliations	7,000.00	5,023.47	5,098.47	4,815.90	1,901.53
Fines & Miscellaneous Income	13,000.00	1,150.23	7,110.62	3,173.62	5,889.38
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	0.00	6,000.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	10,000.00	10,000.00
TOTAL RECEIPTS	<u>\$503,805.00</u>	<u>\$19,927.90</u>	<u>\$51,199.88</u>	<u>\$57,706.03</u>	<u>\$452,605.12</u>

	<u>Income Cash Reconcilement</u>
Income Cash Balance on September 1, 2016	\$270,994.86
Plus: Receipts Per Report	19,927.90
Less: Expenses Per Report	<u>36,716.48</u>
Income Cash Balance on September 30, 2016	<u>254,206.28</u>
Accounts Payable as of 09/30/16	6,794.50
Prepaid Expenses as of 09/30/16	<u>(2,670.40)</u>
Actual Cash Balance on September 30, 2016	<u><u>\$258,330.38</u></u>

BUILDING FUND

Balance on September 1, 2016	\$383,317.11
Plus: Receipts:	
Interest on Money Market Account	6.26
Less: Paid Outs:	
Adirondack Cabling, Inc. & Adirondack Security - Wiring Security Camera 66 E. Fulton Street	2,698.98
Commissioner of Finance - Gloversville - Plan Reviews	450.00
Butler Rowland Mays Architects, LLP - Const. Documents & Engineering Fee Reimbursements	<u>10,334.86</u>
Balance on September 30, 2016	<u><u>\$369,839.53</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Lisa Buggeln, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

SEPTEMBER 2016

	Budget July 1, 2016 to June 30, 2017	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$187,032.00	\$ 15,585.98	\$ 46,757.94	\$ 38,102.61	\$140,274.06
Salaries - Part Time Employees	52,902.00	2,903.58	9,633.58	15,975.38	43,268.42
Salaries - Custodians	25,507.00	2,125.60	6,376.80	6,251.76	19,130.20
F I C A & Medicare Tax	20,306.00	1,576.99	4,801.74	4,615.24	15,504.26
Unemployment Insurance	725.00	0.00	171.25	180.25	553.75
Disability Insurance	500.00	0.00	197.70	219.95	302.30
Medical Insurance	46,053.00	2,570.80	9,853.21	11,948.92	36,199.79
Pension Expense	30,000.00	0.00	0.00	0.00	30,000.00
Heat	9,000.00	57.19	118.71	167.37	8,881.29
Electricity	8,500.00	449.52	937.46	1,676.14	7,562.54
Telephone	2,880.00	306.93	774.84	760.02	2,105.16
Insurance	12,500.00	4,714.34	10,586.30	11,182.38	1,913.70
Books, Periodicals, etc.	46,500.00	2,264.15	17,676.22	15,368.06	28,823.78
Computer & Automation Services	16,000.00	974.79	1,943.02	2,040.70	14,056.98
Library, Building & Office Supplies	10,000.00	864.61	2,791.38	1,889.93	7,208.62
Maintenance & Repairs	9,000.00	160.60	235.60	373.51	8,764.40
Treasurer & Recording Secretary	8,400.00	700.00	2,100.00	2,050.00	6,300.00
Professional Fees	5,000.00	(206.25)	(206.25)	0.00	5,206.25
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	333.20	741.96	107.53	2,258.04
Events & Programming	4,500.00	572.45	1,301.44	754.50	3,198.56
Promotion Expense	2,500.00	562.65	821.82	214.00	1,678.18
General Expense	2,000.00	199.35	453.52	427.42	1,546.48
TOTAL EXPENSE	<u>\$503,805.00</u>	<u>\$36,716.48</u>	<u>\$118,068.24</u>	<u>\$114,305.67</u>	<u>\$385,736.76</u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2016

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,493.34)	\$785.17	FICA & Medicare Expense
			1,708.17	Payroll
5134		Gloversville Public Library	7,754.82	Payroll
5135	000676	Barbara J. Madonna	430.67	Petty Cash
5136	000677	Frontier Communications	306.93	Telephone
5137	000678	National Grid (506.71)	57.19	Heat
			449.52	Electric
5138	000679	Michael J. Frank	700.00	Treasurer & Rec. Sec.
5139	000680	M V P Health Care, Inc.	2,766.82	Medical Insurance
5140	000681	Unique Management Services, Inc.	69.65	G/E-Collection Expense
5141	000682	The Leader-Herald (269.75)	152.25	Promotion Expense
			117.50	G/E-Auction Advertising
5142	000683	Baker & Taylor Books	684.38	Books
5143	000684	Business Card (924.75)	22.45	Events & Programming
			410.40	Promotion Expense
			282.90	A/V - DVDs
			209.00	Professional Meetings & Travel
5144	000685	Mohawk Valley Library System	974.79	Computer & Automation
5145	000686	Nicole Hauser	69.12	Professional Meetings & Travel
5146	000687	United Healthcare	59.50	Medical Insurance
5147	000688	Derby Office Equipment, Inc.	37.74	Library Supplies
5148	000689	Philip Beckett, CPA, P.C. (4,293.75)	4,500.00	Accounts Payable
			(206.25)	Professional Fees
5149	000690	Port Jackson Media, LLC	12.20	G/E-Auction Advertising
5150	000691	Palmateer Trucking & Container Service	156.00	Maintenance & Repairs
5151	000692	Turtle Dance Music, LLC	550.00	Events & Programming
5152	000693	The Penworthy Company, LLC	293.77	Books
5153	000694	Audio Editions	159.96	A/V - DVDs
5154	000695	Center Point Large Print	97.24	Books
5155	000696	Quill Corporation	826.87	Library Supplies
5156	000697	Barbara J. Madonna	55.08	Professional Meetings & Travel
5157	000698	Gloversville True Value Hardware	4.60	Maintenance & Repairs
5158	000699	Children's Plus, Inc.	355.90	Books
5159	000700	Liberty Mutual Insurance Company (6,517.93)	4,714.34	Insurance
			1,803.59	Prepaid Expense
5160		Gloversville Public Library	7,785.31	Payroll
5161		Gloversville Wesleyan Church	437.49	Med. Ins. - Return of Prepaid Ins.
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	412.22	Pension - Withholdings
DM		E F T NYS Tax Department	796.00	Payroll
DM		E F T United States Treasury (2,520.71)	791.82	FICA & Medicare Expense
			1,728.89	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	211.72	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2016	43,935.72	
		PETTY CASH PAID OUTS - SEPTEMBER 2016		
		Newspapers (Books)	390.00	
		TOTAL SEPTEMBER 2016 PAID OUTS	\$44,325.72	
		Less: Prepaid Expenses	(1,803.59)	
		Less: Insurance Reimbursement Johnson	(874.98)	
		Less: Accounts Payable	(4,500.00)	
		Less: Petty Cash Check	(430.67)	
		NET TO BALANCE TO EXPENSES	\$36,716.48	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of September 1, 2016		\$1,005.75
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2016		\$1,005.75

WGY CHRISTMAS WISH GRANT

Balance as of September 1, 2016		\$405.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2016		\$405.00

STEWART'S FOUNDATION GRANT

Balance as of September 1, 2016		\$565.25
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2016		\$565.25

WORKFORCE LITERACY GRANT

Balance as of September 1, 2016		\$193.73
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at September 30, 2016		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 1, 2016		\$8,718.75
Appropriation Provided For In 2016-2017 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
Philip Beckett, CPA, P.C.	5148	Annual Audit 4,293.75
Total Expenses		4,293.75
Balance of Appropriation Funds Left at September 30, 2016		\$4,425.00

RESTORATION FUNDS RECONCILEMENT

Balance as of September 1, 2016		\$5,669.88
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
The Leader-Herald	5141	Advertising 117.50
Port Jackson Media, LLC	5149	Advertising 12.20
Total Expenses		129.70
Balance of Restoration Funds Left at September 30, 2016		\$5,540.18



Gloversville Public Library

Director's Report: September 2016

Barbara Madonna – Director

Adult Spanish classes resumed this month and Wanda Prew is teaching three levels; beginner and intermediate on Monday nights and advanced on Wednesday. Adult craft nights continued with the sponsorship of MVLS' Community arts grants. Participants made a coiled vessel* in the first class. The second was a drawing class.

Research continued into RFID and self-check service for patron. The number of items that need to be considered in a project like this, including the on-going costs, is nearly overwhelming.

Much of the month was consumed with work related to the New Market Tax Credits.

This year's Public Library Construction Grant was submitted for the transformation of the lower level in to the Youth Center. This includes the construction work and the furnishings. MVLS has awarded us \$212,211. We should see state approval next August.

The highlight of the month was the opportunity to honor Senator Hugh T. Farley for his career long dedication to libraries and the special attention he has paid to Gloversville. His support in 2004 when the city cut the library's operator budget made it possible for us to seek and achieve voter support for the creation of the Gloversville Public Library with its tax levy and elected trustees. At the event on September 12, he announced a \$2,000,000 grant from the State and Municipal Facility's program. All total, he has secured over \$2.5 million for the Gloversville Public Library. Thank you Senator Farley and happy retirement.

Meetings

- Sept. 2nd
 - 1) Levi Pasher, Fulton County Express
 - 2) Elizabeth Batchelor, Chris Pesses and Cathy Ellis
- Sept. 6th
 - Gloversville Planning Board
- Sept. 8th
 - 1) Director's Council
 - 2) Levi Pasher, Fulton County Express
 - 3) Ellen Bach, Whiteman Osterman and Hanna
- Sept. 9th
 - 1) Staff meeting
 - 2) Elizabeth Batchelor and Cathy Ellis
 - 3) Matthew Blumenfeld, Financial Development Agency, Elizabeth Batchelor and Cathy Ellis
 - 4) Nicole Hauser
 - 5) Patricia Donovan
 - 6) David Briggs, NBT Insurance
 - 7) George Doherty, NBT Bank
 - 8) Kerry Minor, Leader-Herald
- Sept. 13th
 - Nicole Hauser
- Sept. 14th
 - 1) Chris Pesses
 - 2) MVLS Library Services committee meeting
- Sept. 15th
 - 1) MVLS Board of Trustees
 - 2) Lisa Hayes, Butler Rowland Mays Architects
 - 3) Historic Review Board meeting
- Sept. 16th
 - 1) Staff Meeting
 - 2) Michele Largeteau, Diane Robinson and Chris Mundell, Joint Automation and Nicole Hauser
 - 3) Ron Peters, Fulton County Center for Regional Growth
- Sept 20th
 - 1) Michael Frank

- 2) Board of Trustees meeting
- Sept. 21st 1) Matthew Scollin, Congresswoman Stefanik's office
2) Mary Lou Armstrong
- Sept 23rd Staff meeting
- Sept 27th 1) Ellen Bach, Whiteman Osterman and Hanna, Matthew Blumenfeld, Financial Development Agency, Nick Ratti, Cohen Resnick, Mark Limardo, Olshan Frome Wolosky LLP
2) Rich Bamberger, Quality Books Incorporated
3) Paul Mays, Butler Rowland Mays Architects
- Sept. 28th 1) Sara Antonnoci, DASNY
2) Nicole Hauser
- Sept. 29th Elizabeth Batchelor





Gloversville Public Library

Children's Room Report: September 2016

Sally Fancher – Head of Children's Services

The first two weeks of September were quiet compared to the end of August. We promoted National Library Card Sign-up month and welcomed several new patrons. Story Time continued without interruption as the Friends picked it back up on the 15th. Hosting Story hour during the Friends' summer hiatus was successful and we will continue to do this in the years to come. Author Story hour is transitioning from a specific author theme to a more topical theme. Both Saturday Craft and Story Hour and Author Story Hour began right on schedule - September 10th and 24th.

Our outreach efforts are continuing to expand. We have added the Salvation Army Afterschool program as a regular monthly visitor with a story and craft. Bonnie Howard and I have scheduled participation at the Open House events for all 5 Gloversville elementary schools and the middle school, to promote our services. As of this report, we have made it to Meco, Kingsborough and GMS. The remaining three are next week. The school district's gift of Chromebooks to all middle school students has provided us the opportunity to emphasize the availability of WIFI at the Library. We have also been asked to keep track of the student WIFI users and to share those stats with the Middle school. At the elementary schools we are promoting our "Drop-in" craft days, story times and juvenile reference section.

September 14th was a "craft day" in the Children's room. The objective was to continue with a school age craft to bring the kids in, and to use the opportunity to remind the parents that we can help them, help their kids with research and school assignments (not to mention using up the craft supplies in the basement before we move). We made rocking snails.

In the collection development department we have added a number of non-fiction "easy readers". These books are leveled from "emergent" to "beginners". Along these same lines, Sonny Duroos is spearheading a project to find and label the non-fiction "easy readers" already in our collection. These books have been relocated to their own area in an effort to help the primary kids, and their parents, when it comes time to write those first reports.

I was asked to be a guest reader at the Meco "Reading Kick-off" assembly on September 28. I used this opportunity to promote reading as the building block of many things, and snuck in some promos for next year's Summer Reading theme which is "Build a Better World".

The Children's Room has also initiated a survey of the local Pre-k and Kindergarten teachers, with one simple question: "What skills or behaviors do you feel are necessary for a child to possess before they enter pre-k?" This was sent to the local primary teachers, literacy coaches, administrators and daycares. It is our objective to develop programming that will support these skills and facilitate a more successful entry into public education. We have had a great response and will be working to develop programs to be facilitated in the Library as well as in our outreach locations.

We are working very hard in and out of the Library to create new community partnerships.

Statistics for September 2016 are as follows (figures in parentheses are comparable figures for 2015)

	2016	2015
VISITORS	7,347	(7,525)
CIRCULATION		
Adult Circulation	2,072	(2,070)
Teen Circulation	237	(216)
Juvenile Circulation	1,299	(1,246)
Audiobooks	295	(316)
eBooks	227	(253)
Music	17	(10)
Periodicals	123	(115)
Videos	1,384	(1,341)
Museum Passes	-	(4)
Subtotal	<u>5,654</u>	<u>(5,571)</u>
In-House Use		
Adult	37	(16)
Juvenile	29	(88)
Other Materials	1,270	(103)
Subtotal	<u>1,336</u>	<u>(207)</u>
Total Circulation	6,990	(5,778)
REFERENCE QUESTIONS	152	(283)
MEETINGS/PROGRAMS/OUTREACH		
46 Adult programs and meetings with 322 people		(10 Adult programs/meetings with 50 people)
14 Juvenile programs and meetings with 542 people		(8 Juvenile programs with 1530 children)
5 Teen programs and meetings with 38 people		(4 Teen programs with 41 people)
INTERLIBRARY LOAN		
Material Borrowed	637	(673)
Material Loaned	659	(635)
Total	<u>1,296</u>	<u>(1,308)</u>
COMPUTER USAGE	2,378	(1,920)
HISTORICAL ROOM		
Visitors	6	(15)
Books Used		(45)
Reference Questions		(3)