



Gloversville Public Library  
Meeting of the Board of Trustees  
34 WEST Fulton Street  
April 18, 2017  
6:30pm

Pledge to the Flag

Public Comment

Public Hearing on the 2017-2018 budget

1. Accept minutes of the March 2017 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant
4. Friends
5. Building and Grounds  
Temporary space  
Bids
6. AD HOC Steering Committee
7. AD HOC Policy  
Behavior and Environment – 2<sup>nd</sup> reading  
Collection Development – 2<sup>nd</sup> reading
8. Personnel Committee  
Summer Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report  
State aid update  
Vote May 2, 11am-8pm
12. President's Report
13. Foundation
14. Old Business
15. New Business  
New resolution for SHPO grant
16. Adjourn

Next Meeting: May 16, 2017 6:30 pm



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on March 21, 2017 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Craig Clark, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Robin Lair, Lisa Buggeln and Brian Mazza were excused from the meeting.

Barbara Madonna  
Library Director

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.

2016-2017  
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 21, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Clark, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of February 2017 and the eight month period ending February 28, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$73,700 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$31,100 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Mr. Frank distributed the Warrants list for March 2017 numbered 848 through 875 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. Batchelor made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Christine Pesses

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Trustee's meeting and would be scheduling another meeting following the Trustee's meeting in April 2017.

Wanda Prew

Mrs. LaPorta informed the Trustees that the Friend's pie sale orders are due in by this Saturday, March 25, 2017 and that the pies will be ready for pick up on April 12, 2017 at the Church of the Holy Spirit between 3 PM and 5:30 PM. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 with a rain date of May 20<sup>th</sup>. Mrs. LaPorta also informed the Trustee that a spaghetti dinner is planned for this fall and that the Colonial Little Theater had approved them having another fundraiser there later this year.

Ms. Madonna informed the Trustees that the temporary space on West Fulton Street was nearly done with just a few minor things needing attention. Ms. Madonna also informed the Trustees that the phone service in the temporary quarters needs to be established. Ms. Madonna also informed the Trustees that the bid packets would be going out next Monday with a request for bids back in three weeks with possible one or two week extensions. Ms. Madonna also informed the Trustees that we need to get a Haz Mat update before construction begins. Ms. Madonna also informed the Trustees that RFPs are out for bids to moving companies and that they are due back on March 24<sup>th</sup> at 5 PM. A special Trustees meeting is scheduled for Monday March 27<sup>th</sup> at 4:30 PM to review and award the bid to move the Library.

*Serving Gloversville  
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ [gpl@sals.edu](mailto:gpl@sals.edu) ■ [www.gloversvillelibrary.org](http://www.gloversvillelibrary.org)

Ms. Batchelor informed the Trustees that she and Mr. Frank had met with NBT's Regional President and their Senior Lender at the Library and that they were very enthusiastic about our plans and even offered us a 30 month line of credit during construction. The initial interest rate would be set at New York City prime minus ½% which would make our rate currently 3.25 %. The bank also informed us that they would waive the normal closing fee which would have been \$13,500. Mr. Frank concurred that this was a good rate for the Line of Credit and that we should appreciate the waiving of the closing cost. Ms. Batchelor also informed the Trustees that plans have been made to store various items of artwork and antiques during the renovation.

Mrs. Pesses presented the following Library Policy for the second reading by the Trustees, Support Organizations Policy. Mrs. Prew made a motion, seconded by Mr. Clark, to approve the Support Organizations Policy. This was approved all voting aye. Mrs. Pesses presented the following Library Policies for the first reading by the Trustees, The Behavior and Environment Policy and the Collection Development Policy. Minor spelling changes were recommended and approved. The Policies will be presented at the April meeting for approval.

Ms. Madonna informed the Trustees that she has interviewed two people for the Library Clerk position in the Adult Department and liked both of them Ms. Madonna also informed the Trustees that Bonnie Howard has informed her that she will request a leave of absence due to her current health issues. Ms. Madonna informed the Trustees that she feels that the future of this position is a Library Assistant rather than asking Civil Service to hold an exam for the Program Coordinator job title. It is too bad that time was wasting the position when the Library Assistant title already existed.

Ms. Dunn Brown informed the Trustees that she and Jean La Porta had helped Nicole and Linda with programming in the Adult Department. Any volunteers would still be appreciated.

Mr. Ephraim informed the Trustees that the Public Relations Committee had met and was ready to advertise the move to the temporary location on West Fulton Street. The Committee also is planning to keep the Public informed as construction progresses. Mr. Ephraim also informed the Trustees that he and others will be attending a webinar at the Schenectady County Public Library on April 6, 2017.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting but that he expected a meeting soon with the loan closing coming up soon.

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. Dunn Brown informed the Trustees that she had visited the Lake Placid Library and that they do not charge fines for the late returns of books. The Trustees thought that this was interesting and will discuss further at a future meeting.

Ms. Madonna also reminded the Trustees that the MVLS Annual Dinner would be held this year on May 10<sup>th</sup> at the Hales Mills Country Club in Johnstown.

Ms. Dunn Brown made a motion to adjourn the meeting at 7:50 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 April 18, 2017 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary



## Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting March 27, 2017

The Gloversville Public Library Board of Trustees held a meeting on March 27, 2017 in the Friend's Room at the Library, 58 E. Fulton Street, Gloversville, New York at 4:30 P.M.

The following trustees were present: Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Brian Mazza, Craig Clark, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, and Karen Smith, Board member of the Gloversville Library Foundation, also attended the meeting. Robin Lair, Lisa Buggeln and Barbara Madonna 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 informed the Trustees that the purpose of the meeting was to review and approve a bid for moving the Library materials from 58 E. Fulton Street to the temporary location at 34 West Fulton Street.

Mrs. Pesses informed the Trustees that we had received only one bid from the four requests sent out and that was from Schaap Moving in Albany, New York. Their bid was for \$38,000 for the move to the temporary location at 34 West Fulton Street. After reviewing their proposal and their list of other library moves performed, Ms. Batchelor made a motion, seconded by Mr. Mazza, to approve their bid of \$38,000.

Mrs. Pesses informed the Trustees that the Library would be closed from April 10<sup>th</sup> until April 24<sup>th</sup> in order for the moving company to complete the move.

Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to adjourn the meeting at 4:55 PM. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary

Barbara Madonna  
Library Director

2016-2017  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

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**GLOVERSVILLE PUBLIC LIBRARY**

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

**MARCH 2017**

	<u>Budget July 1, 2016 to June 30, 2017</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$393,695.00	\$0.00	\$393,695.00	\$276,321.00	\$0.00
Investment Income	200.00	151.96	218.96	53.17	(18.96)
Gloversville Library Foundation Inc. - Int. & Div.	63,910.00	0.00	63,910.00	114,184.53	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	50.00	4,230.00	4,268.00	5,770.00
Government Affiliations	7,000.00	0.00	8,120.00	7,001.00	(1,120.00)
Fines & Miscellaneous Income	13,000.00	798.34	12,229.51	8,784.70	770.49
U.S. Treasury - Medical Ins. Credit Refunds	6,000.00	0.00	0.00	7,399.15	6,000.00
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>
<b>TOTAL RECEIPTS</b>	<u><b>\$503,805.00</b></u>	<u><b>\$1,000.30</b></u>	<u><b>\$492,403.47</b></u>	<u><b>\$428,011.55</b></u>	<u><b>\$11,401.53</b></u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on March 1, 2017	<u>\$499,100.87</u>				
Plus: Receipts Per Report	1,000.30				
Less: Expenses Per Report	<u>34,464.82</u>				
Income Cash Balance on March 31, 2017	<u><u>465,636.35</u></u>				
Accounts Payable as of 03/31/17	0.00				
Prepaid Expenses as of 03/31/17	<u>(5,426.07)</u>				
Actual Cash Balance on March 31, 2017	<u><u>\$460,210.28</u></u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on March 1, 2017	\$29,414.05
Plus: Receipts:	
Interest on Money Market Account	0.48
Less: Paid Outs:	
Butler Rowland Mays Architects LLP - Main Entrance Rest.	1,230.00
Fulton County Center for Regional Growth - Rent	<u>5,000.00</u>
Balance on March 31, 2017	<u><u>\$23,184.53</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on March 1, 2017	\$300,875.57
Plus: Receipts:	
Interest Earned	5.11
Less: Paid Outs:	
None	<u>0.00</u>
Balance on March 31, 2017	<u><u>\$300,880.68</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on March 1, 2017	\$50.00
Plus: Receipts:	
Interest Earned	0.00
Less: Paid Outs:	
None	<u>0.00</u>
Balance on March 31, 2017	<u><u>\$50.00</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**MARCH 2017**

	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	\$ 140,273.82	\$ 123,951.29	\$46,758.18
Salaries - Part Time Employees	52,902.00	2,875.50	27,252.12	38,518.86	25,649.88
Salaries - Custodians	25,507.00	2,125.60	19,130.40	18,755.28	6,376.60
F I C A & Medicare Tax	20,306.00	1,561.61	14,199.78	13,863.77	6,106.22
Unemployment Insurance	725.00	0.00	520.25	531.75	204.75
Disability Insurance	500.00	0.00	395.40	417.65	104.60
Medical Insurance	46,053.00	2,459.09	22,210.26	24,625.94	23,842.74
Pension Expense	30,000.00	0.00	19,680.50	6,057.25	10,319.50
Heat	9,000.00	914.24	3,314.47	4,452.92	5,685.53
Electricity	8,500.00	418.28	3,280.87	6,555.89	5,219.13
Telephone	2,880.00	235.40	2,189.50	2,159.81	690.50
Insurance	12,500.00	0.00	11,294.80	11,896.87	1,205.20
Books, Periodicals, etc.	46,500.00	2,651.54	35,805.08	35,074.60	10,694.92
Computer & Automation Services	16,000.00	982.87	19,820.01	7,599.23	(3,820.01)
Library, Building & Office Supplies	10,000.00	630.33	6,735.19	5,767.44	3,264.81
Maintenance & Repairs	9,000.00	1,543.00	4,948.07	2,974.66	4,051.93
Treasurer & Recording Secretary	8,400.00	700.00	6,300.00	6,150.00	2,100.00
Professional Fees	5,000.00	120.00	2,098.75	(297.50)	2,901.25
Election Expense	1,000.00	64.50	64.50	102.00	935.50
Professional Meetings & Travel	3,000.00	201.93	1,694.27	2,419.43	1,305.73
Events & Programming	4,500.00	459.35	3,052.33	1,907.99	1,447.67
Promotion Expense	2,500.00	628.00	2,503.57	3,476.48	(3.57)
General Expense	2,000.00	307.60	1,077.82	875.67	922.18
<b>TOTAL EXPENSE</b>	<b>\$503,805.00</b>	<b>\$34,464.82</b>	<b>\$347,841.76</b>	<b>\$317,837.28</b>	<b>\$155,963.24</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**MARCH 2017**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,499.56)	\$785.28	FICA & Medicare Expense
			1,714.28	Payroll
5309		Gloversville Public Library	7,677.47	Payroll
5310	848	Barbara J. Madonna	382.17	Petty Cash
5311	849	Frontier Communications	235.40	Telephone
5312	850	National Grid (1,332.52)	914.24	Heat
			418.28	Electric
5313	851	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5314	852	Kathryn Mc Cary, Esq.	120.00	Professional Fees
5315	853	Baker & Taylor Books	1,141.64	Books
5316	854	Unique Management Services, Inc.	71.60	G/E-Collection Expense
5317	855	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5318	856	United Healthcare	29.75	Medical Insurance
5319	857	M V P Health Care, Inc.	1,891.84	Medical Insurance
5320	858	Business Card (1,280.38)	20.00	Computer & Automation
			295.57	A/V - DVDs
			459.35	Events & Programming
			269.46	Library Supplies
			236.00	G/E-P O Box Rent
5321	859	Nicole L. Hauser	18.19	Professional Meetings & Travel
5322	860	Johnstown Public Library	43.46	Fines, etc.
5323	861	Mohawk Valley Library System (1,012.87)	962.87	Computer & Automation
			32.00	Professional Meetings & Travel
			18.00	Fines, etc.
5324	862	James Esper Landscaping	1,400.00	Maintenance & Repairs
5325	863	Palmateer Trucking & Container Service	143.00	Maintenance & Repairs
5326	864	Port Jackson Media, LLC	64.50	Election Expense
5327	865	Derby Office Equipment, Inc. (178.81)	150.00	Promotion Expense
			28.81	Library Supplies
5328	866	Image Integrator, LLC (695.00)	243.73	Library Supplies
			451.27	Prepaid Expense
5329	867	American Library Association	32.25	Stewart's Grant
5330	868	Sebco Books	564.87	Books
5331	869	Center Point Large Print	24.47	Books
5332	870	Quill Corporation	61.99	Library Supplies
5333	871	Audio Editions	224.74	A/V - DVDs
5334	872	The Leader-Herald	478.00	Promotion Expense
5335	873	Barbara J. Madonna	151.74	Professional Meetings & Travel
5336		Gloversville Public Library	7,558.30	Payroll
DM		Oppenheimer Funds - 403b Plan	400.00	403b Plan
DM		E F T NYS & Local Retirement System	415.63	Pension - Withholdings
DM		E F T NYS Tax Department	819.70	Payroll
DM		E F T United States Treasury (2,469.74)	776.33	FICA & Medicare Expense
			1,693.41	Payroll
DMS		Jaeger & Flynn Associates, Inc. - Reimbursements	567.25	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2017	<u>34,965.38</u>	
		PETTY CASH PAID OUTS - MARCH 2017		
		Postage	16.93	
		Library Supplies	9.41	
		Newspapers (Books)	<u>400.25</u>	
		<b>TOTAL MARCH 2017 PAID OUTS</b>	<u><b>\$35,391.97</b></u>	
		Less: Prepaid Expenses	(451.27)	
		Less: Fines, etc.	(61.46)	
		Less: Stewart's Grant	(32.25)	
		Less: Petty Cash Check	<u>(382.17)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$34,464.82</b></u>	



**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**LIONS CLUB - BRAILLE GRANT**

Balance as of March 1, 2017		\$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 March 31, 2017		\$1,005.75

**STEWART'S GRANT**

Balance as of March 1, 2017		\$0.00
Grant Money Received		600.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
American Library Association	5329	Bookmarks
Total Expenses		32.25
Balance of Grant Money Left at March 31, 2017		\$567.75

**ADVOCACY GRANT**

Balance as of March 1, 2017		\$1,350.00
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 March 31, 2017		\$1,350.00

**WORKFORCE LITERACY GRANT**

Balance as of March 1, 2017		\$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 March 31, 2017		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of March 1, 2017		\$4,425.00
Appropriation Provided For In 2016-2017 Budget		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at March 31, 2017		\$4,425.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of March 1, 2017		\$5,540.18
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at March 31, 2017		\$5,540.18



## **Gloversville Public Library**

Children's Room Report: March, 2017

Sally Fancher – Head of Children's Services

Happy Birthday Dr. Seuss! I was a guest reader at the "Read Across America Day" at Park Terrace for the second year. I visited two classrooms dressed as "Fox in Socks" and saw several of our regular patrons. Along with the standard Dr. Seuss books, I shared several that have been added recently to our collection.

Sonny was asked to read at a local daycare and adjusted his schedule to make this happen, coming in during his "off" hours. It is this extra effort that our community partners appreciate.

The middle of the month was relatively quiet, then we had quite of bit of activity.

March 21 was Traveling Story Time to the Fulton Center, the 23<sup>rd</sup> was a trip to Bright Futures Daycare. Also on the 23<sup>rd</sup> we hosted the Salvation Army Afterschool Program's monthly field trip which always includes stories and crafts. One of the aides from the Salvation Army has also been bringing small groups of children to do research and homework, during the week. Our reference section continues to get plenty of use.

March 25 was the Themed Story time and we had 7 kids and their grown-ups.

Immediately following themed story time we had an Every Child Ready to Read workshop but we did not have any in attendance. We had a request to travel with this workshop to the MOPS (Mothers of Preschoolers) meeting on April 6<sup>th</sup>. We expect to have a much better turn-out.

Summer programming is coming along well. Nicole and I are booking events and activities for all age groups. We are working with less program space but making it work. "Stories a la Cart" has 5 of the seven dates filled. Our goal is to promote literacy as well as the state wide summer theme of "Build a Better World" and the local theme of "Fulton County Positive". Our partners include: the Fulton County Museum, the U.S. Post Office, The Fulton Montgomery Regional Chamber of Commerce, and the Mohawk Harvest Co-op. We have invited other area businesses to participate and are waiting responses. It is our hope to bring families into local establishments and promote our area.

The Schenectady Science Museum will be on hand for two events and we have one other date requested and are waiting for a confirmation. I am waiting for responses from the elementary schools with regard to our Summer Reading outreach. We will be combing "Build a Better World" with the school theme of build reading skills.

A great deal of time is being spent cleaning and organizing for the move. The community support and concern is wonderful. Many patrons are as excited for this move as we are, but are concerned about the continuation of service. We have doubled the efforts to reassure patrons and they are grateful for this.

Overall, the Children's Room is a flurry of activity every day.

Statistics for March 2017 are as follows (figures in parentheses are comparable figures for 2016)

	<b>2017</b>	<b>2016</b>
<b>VISITORS</b>	6,194	(5,279)
<b>CIRCULATION</b>		
Adult Circulation	2,019	(1,955)
Teen Circulation	117	(160)
Juvenile Circulation	1,153	(1,292)
Audiobooks	314	(269)
eBooks	333	(212)
Music	27	(26)
Periodicals	130	(1,565)
Videos	1,869	(1,497)
Museum Passes	0	(0)
Subtotal	5,962	(6,976)
In-House Use		
Adult	64	(34)
Juvenile	120	(69)
Other Materials	1,403	(1,774)
Subtotal	1,587	(1,877)
<b>Total Circulation</b>	<b>7,549</b>	<b>(8,853)</b>
 <b>REFERENCE QUESTIONS</b>	 145	 (203)
 <b>MEETINGS/PROGRAMS/OUTREACH</b>		
38 Adult programs and meetings with 231 people		(28 Adult programs/meetings with 321 people)
13 Juvenile programs and meetings with 175 people		(13 Juvenile programs with 122 children)
4 Teen programs and meetings with 19 people		(4 Teen programs with 26 people)
 <b>INTERLIBRARY LOAN</b>		
Material Borrowed	715	(682)
Material Loaned	787	(755)
Total	1,502	(1,437)
 <b>COMPUTER USAGE</b>	 1907	 (2,296)
 <b>HISTORICAL ROOM</b>		
Visitors	9	(14)
Books Used		(42)
Reference Questions		(5)