



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
April 19, 2022 6:00 PM

Pledge to the Flag
Public Comment

1. Accept the Minutes of the March 2022 Meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance Report
5. Friends of the Library Report
6. Foundation Report
7. President's Report
8. Building and Grounds Committee Report
9. Local History Room Committee Report
10. Outreach Committee Report
11. Personnel Committee Report
12. Policy Committee Report
 - Fixed Assets
 - Public Purchasing
 - Sale and Disposal
 - General Accounting
 - Local History Room
13. Program Committee Report
14. Public Relations Committee Report
15. Library Director's Report
16. Old Business
 - Deputy Election Clerk Appointment
17. New Business
 - Lawyer Search
18. Executive Session
19. Adjourn

Next Meeting: May 17, 2022 at 6:00 PM



Minutes of the Gloversville Public Library Board of Trustees Meeting

March 15, 2022

The Gloversville Public Library Board of Trustees held its regular meeting on March 15, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Library Director Valerie Acklin, Treasurer Michael Frank, Christine Pesses, Secretary Christian W. Rohrs, Richard “Dick” Carlson, Gregory Niforos, and Caren Pepper.

Mr. Reed called the meeting to order at 6:09 PM.

Mr. Reed asked if there was any public comment. There was none.

Mr. Reed asked for a motion to accept the January minutes. Mr. Reed noted a correction regarding a committee on which Mr. Mazur is serving. The correction is Mr. Mazur is serving on the Local History Room Celebration Committee. Additionally, it was noted that the tax levy amount needed to be included in the minutes. Mrs. Pesses made a motion, seconded by Mr. Carlson. The board approved with a vote of “aye.”

Mr. Frank delivered his Treasurer’s report. Mr. Reed asked if there were any questions, to which Ms. Dunn-Brown inquired about the electric bill and Mrs. Pesses inquired about the snow removal payment. Mr. Reed asked if there was any other discussion. Hearing none, Mrs. Pesses made a motion to approve the Treasurer’s report, with a second motion made by Mr. Niforos. The board approved with a vote of “aye.”

In his Budget and Finance report, Mr. Niforos announced they submitted a report to the Friends of the Library to include in their April newsletter.

Mr. Reed asked if there was a motion to accept the warrants. Mr. Niforos made a motion, seconded by Ms. Pepper. The board approved with a vote of “aye”.

Mr. Reed delivered the Friends of the Library report on behalf of Mrs. Jean La Porta.

Mr. Frank noted there was no report for the Foundation.

Mr. Carlson delivered his Buildings and Grounds report. During his presentation, the following motion was made:

Motion to accept the TBS maintenance agreement for the next calendar year for the price of \$6,814.00. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown. The board approved with a vote of “aye.”

Valerie Acklin
Library Director

2021-2022
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

Mrs. Pesses presented a report on behalf of the Local History Room Committee.

Ms. Dunn-Brown reported on behalf of the Outreach Committee.

Mrs. Shrader reported on behalf of the Personnel Committee, in which updates to the employee handbook were discussed.

In her Program Committee report, Ms. Pepper noted that there had not been a meeting; however, Ms. Acklin is happy to see more people returning for programs.

Mr. Reed reported on behalf of Mr. Mazur for the Public Relations Committee report.

Ms. Acklin delivered her Director's Report.

Mr. Reed delivered his President's Report, after which he asked if there was any Old Business. There was none.

During the New Business portion of the meeting, the following motions were made:

Motion to accept the Annual Report as written. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown. The board approved with a vote of "aye."

Motion to extend the 6:00 PM meeting start time until the end of June. Mrs. Pesses made a motion, seconded by Ms. Pepper. The board approved with a vote of "aye."

At 7:24, Mr. Reed asked for a motion to enter Executive Session for the purpose to discuss a situation with an employee. Mrs. Pesses made a motion, seconded by Ms. Pepper. The motion was carried with a vote of "aye."

At 7:33, Mr. Reed asked for a motion to leave Executive Session. Mrs. Pesses made a motion, seconded by Ms. Dunn-Brown. The board approved with a vote of "aye".

At 7:34, Mr. Reed requested a motion to adjourn. Mr. Rohrs made a motion, with a second motion made by Mr. Carlson. The motion was carried with a vote of "aye."

Respectfully Submitted,

Christian W. Rohrs, Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MARCH 2022

	<u>Budget July 1, 2021 to June 30, 2022</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	\$503,695.00	\$0.00	\$503,695.00	\$453,695.00	\$0.00
Investment Income	2,000.00	58.02	374.05	252.43	1,625.95
Gloversville Library Foundation Inc. - Int. & Div.	0.00	30,000.00	30,000.00	0.00	(30,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	549.70	7,647.00	4,398.04	(647.00)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	414.55	2,663.34	1,638.83	(163.34)
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>\$535,195.00</u>	<u>\$31,022.27</u>	<u>\$622,133.85</u>	<u>\$490,433.48</u>	<u>(\$86,938.85)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on March 1, 2022	\$439,200.08				
	8.00				
Plus: Receipts Per Report	31,022.27				
Less: Furniture & Equipment Purchased	0.00				
Less: Expenses Per Report	<u>(83,579.68)</u>				
Income Cash Balance on March 31, 2022	<u>386,642.67</u>				
Accounts Payable as of 03/31/22	0.00				
Cash Received Covid 19 less Credit Due	40,224.61				
Deferred Liability - 403b Payable	0.00				
Prepaid Expenses as of 03/31/22	<u>(7,545.82)</u>				
Actual Cash Balance on March 31, 2022	<u>\$419,321.46</u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Greg Niforos, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on March 1, 2022	\$406,135.68
Plus: Receipts:	
Interest on Money Market Account	16.97
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	50,000.00
	<hr/>
Balance on March 31, 2022	<u>\$356,152.65</u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on March 1, 2022	\$764,590.50
Plus: Receipts:	
Interest on Money Market Account	64.94
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on March 31, 2022	<u>\$764,655.44</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on March 1, 2022	\$8,686.61
Plus: Receipts:	
Interest Earned	0.15
Insurance Claim	3,196.05
Less: Paid Outs:	
Transfer to Building Fund MM Account	0.00
	<hr/>
Balance on March 31, 2022	<u>\$11,882.81</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on March 1, 2022	\$463.29
Plus: Receipts:	
Interest Earned	0.02
Donations-Amazon Smile	41.60
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on March 31, 2022	<u>\$504.91</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2022

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$269,028.00	\$ 38,878.39	\$ 207,555.90	\$ 196,310.28	\$61,472.10
Salaries - Part Time Employees	110,419.00	14,000.53	75,971.03	63,438.55	34,447.97
Salaries - Custodians	31,504.00	3,834.57	24,147.62	22,945.68	7,356.38
F I C A & Medicare Tax	31,438.00	4,333.42	23,491.22	22,104.36	7,946.78
Unemployment Insurance	800.00	0.00	790.75	726.75	9.25
Disability & Family Leave Insurance	2,000.00	0.00	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	4,576.07	35,937.52	33,454.65	17,062.48
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	3,289.61	(906.09)
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	859.32	3,203.88	1,840.54	296.12
Electricity	20,000.00	4,271.60	23,935.13	13,947.24	(3,935.13)
Telephone	6,720.00	567.82	5,152.20	4,906.24	1,567.80
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	2,332.63	28,248.95	22,498.73	14,751.05
Computer & Automation Services	13,200.00	1,759.33	11,787.85	9,531.06	1,412.15
Library, Office Supplies & Postage	11,500.00	1,749.37	7,658.82	6,051.04	3,841.18
Maintenance, Repairs & Bldg. Supplies	10,000.00	729.89	5,318.36	11,628.91	4,681.64
Maintenance Contracts	28,000.00	3,803.33	29,204.64	25,699.34	(1,204.64)
Treasurer	8,800.00	750.00	6,600.00	6,600.00	2,200.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	298.80	298.80	0.00	701.20
Professional Meetings & Travel	1,000.00	0.00	1,046.07	349.10	(46.07)
Events & Programming	5,000.00	239.62	2,600.46	1,721.33	2,399.54
Promotion Expense	4,800.00	580.00	909.02	2,051.00	3,890.98
General Expense	2,000.00	14.99	363.22	6,893.94	1,636.78
TOTAL EXPENSE	\$736,860.00	\$83,579.68	\$561,891.28	\$510,832.79	\$174,968.72

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MARCH 2022

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
6939		Gloversville Public Library	\$ 14,632.87	Payroll
6940		Gloversville Public Library	14,948.08	Payroll
6941		Gloversville Public Library	2,000.00	Transfer to Payroll
6942	2571	Michael J. Frank	750.00	Treasurer
6943	2572	The Paul Revere Life Insurance Company	42.16	Medical Insurance
6944	2573	United Health Care	17.40	Medical Insurance
6945	2574	C D P H P	3,037.45	Medical Insurance
6946	2575	Frontier Communications	567.82	Telephone
6947	2576	National Grid (5,130.92)	859.32	Natural Gas
			4,271.60	Electricity
6948	2577	James Esper Landscaping	3,600.00	Maintenance Contracts
6949	2578	Ingram Library Services	1,719.54	Books
6950	2579	Naif's	319.00	Newspapers
6951	2580	Gloversville True Value Hardware	100.89	Maintenance & Repairs
6952	2581	Technical Building Services, Inc.	429.00	Maintenance & Repairs
6953	2582	Quill, LLC	681.76	Library Supplies
6954	2583	Commissioner of Finance	200.00	Maintenance & Repairs
6955	2584	Derby Office Equipment, Inc.	36.09	Library Supplies
6956	2585	Destroyer Escort Historical Museum	75.00	Events & Programming
6957	2586	In Stream dba Biel's (610.00)	203.33	Maintenance Contracts
			406.67	Prepaid Expense
6958	2587	Mohawk Valley Library System	991.39	Computer & Automation
6959	2588	The Daily Gazette Co., Inc. (848.80)	298.80	Election Expense
			550.00	Promotion Expense
6960	2589	Blackstone Publishing	32.00	A/V - DVDs
6961	2590	Business Card (2,081.45)	741.37	Computer & Automation
			14.99	G/E - Zoom
			20.97	Books
			1,016.42	Library Supplies
			257.70	A/V - DVDs
			30.00	Promotion Expense
6962	2591	Linda Conroy	189.71	Petty Cash
6963		The Paul Revere Life Insurance Company	130.62	Medical Insurance - Correction
6964		C D P H P	1,214.98	Medical Insurance - Correction
6965		Gloversville Public Library	14,802.54	Payroll
DM		E F T Invesco - 403b	200.00	Payroll
DM		E F T NYS & Local Retirement System	704.66	Pension - Withholdings
DM		E F T NYS Tax Department	2,023.90	Payroll
DM		E F T United States Treasury (13,588.88)	4,333.42	FICA & Medicare Expense
			9,255.46	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	329.44	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2022	86,036.35	
		PETTY CASH PAID OUTS - MARCH 2022		
		Events & Programming	145.18	
		Library Supplies	44.53	
		TOTAL MARCH 2022 PAID OUTS	\$86,226.06	
		Less: 403b from Prior Month	(50.00)	
		Less: Prepaid Expense	(406.67)	
		Less: Cash To Payroll Account	(2,000.00)	
		Less: Petty Cash	(189.71)	
		NET TO BALANCE TO EXPENSES	\$83,579.68	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of March 1, 2022			\$1,160.47
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, 2022			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of March 1, 2022			\$621.62
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, 2022			\$621.62

ADVOCACY GRANT

Balance as of March 1, 2022			\$110.91
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, 2022			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2022			\$3,825.00
Appropriation Provided For In 2021-2022 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, 2022			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2022			\$2,807.18
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, 2022			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of March 1, 2022			\$404.39
Funds Received - Donation			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Colorthon Funds Left at March 31, 2022			\$404.39

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
March 31, 2022

NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187

Balance Per Bank Statement \$ 42,792.95

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
02/15/22	6925	James Esper Landscaping	3,500.00	
02/15/22	6932	Hudson Falls Free Library	10.00	
03/15/22	6943	The Paul Revere Life Insurance Company	42.16	
03/15/22	6944	United Health Care	17.40	
03/15/22	6945	C D P H P	3,037.45	
03/15/22	6948	James Esper Landscaping	3,600.00	
03/24/22	6963	The Paul Revere Life Insurance Company	130.62	
03/25/22	6964	C D P H P	1,214.98	
03/31/22	DM	NYS & Local Employees' Retirement System	704.66	
03/31/22	DM	Invesco - 403b	50.00	
		Total Outstanding Checks	<u>12,307.27</u>	<u>12,307.27</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS

\$ 30,485.68

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606

Balance Per Bank Statement \$ 17,974.16

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
03/31/22	6325	George Emden IV	972.66	
		Total Outstanding Checks	<u>972.66</u>	<u>972.66</u>

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 17,001.50

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement \$ 356,152.65

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
		None	-	
		Total Outstanding Checks	<u>-</u>	<u>-</u>

BALANCE IN LEDGER AND QUICKBOOKS

\$ 356,152.65

NBT BANK - BUILDING FUND MONEY MARKET - Acct. No.8500210428

Balance Per Bank Statement \$ 764,655.44

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 764,655.44

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 11,882.81

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS

\$ 11,882.81

NBT BANK - AMAZON SMILE SAVINGS ACCOUNT - Acct. No. 8003654274

Balance Per Bank Statement \$ 504.91

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
		None	-
		Total Outstanding Checks	-

BALANCE IN LEDGER AND QUICKBOOKS

\$ 504.91

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

Financial Review March 2022

The Financial Report for the month and year-to-date period ending March 31, 2022 shows income up approximately \$131,700 as compared to the same period of the preceding year primarily due to the increase in the Tax Levy and also the increase in the IRS Payroll Credit due to Covid 19. During March 2022 the Library Foundation was also able to contribute \$30,000 to the Library's Operating Budget since the funds are no longer need to make payments on the term loan that was taken out during construction. Expenses for the period were up approximately \$51,100 over last year due primarily to the increase in Payroll and Payroll related expenses, our Book Expense, an increase in our Maintenance Contract Expense and also an increase in our Utility Expenses. The Library's Pension Expense also increased by approximately \$5,700 due to additional employees covered in the current year. The increase in our Maintenance Contracts was due to adding two new Service Contracts in the current year.



Friends of the GPL Report
Jean LaPorta / President
March 2022

This month, the Friends are getting everything ready for the performance of the play "Love Letters," and are finishing up taking orders for Smith's pies.

Please plan to attend the play to show your support for our first attempt to host a special event at the library.

And I hope you ordered your pies!

Volunteers for play will be meeting on April 14th to finalize plans for the Friends' first special event at the library. We hope you all will attend. We are also donating a special gift basket which will be raffled off at the performance. Raffle tickets are free to those in attendance. See the basket now on display in the lobby. Basket theme is "An Adirondack Breakfast."

The April Friends' newsletter provided us with lots of positive feedback. I especially want to thank those trustees who submitted articles. Please consider submitting articles for the August issue (deadlines will be set soon).

So many people continue to comment on how nice the library grounds look no matter what season we have. Thank you Merry, and your committee.

Report is brief because I am doing lots of "Friends' stuff!"



President's Report
Charles "Ren" Reed / President
March 2022

The April 1st celebration of the grand opening of our Local History Room to the public as well as the honoring of our Library's 2021 Historic Preservation Award from the New York State Office of Park, Recreation, and Historic Preservation was a great success! We were proud to have Thomas Ruller, 1982 GHS graduate and New York State Archivist, as our keynote speaker.

The Library Board President and the Library Director will be meeting with Wade Abbott to begin the process ... to BEGIN THE PROCESS of developing our new Plan of Service for the Library. We will be looking to develop a five year Plan of Service.

The Library Board President has asked the Library Director to compile a list of possible Continuing Education Events that Library Board can attend in 2023 to fulfill their continuing education mandate for 2023.

GLOVERSVILLE



PUBLIC
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Outreach Committee Report
Merry Dunn Brown / Chair
March 2022

The Outreach Committee is continuing with the calendar distribution. Fifty April calendars were shared with downtown stores and non-profits. The foster children organization in the Argersinger Building was especially excited to receive them for the first time. This is certainly an opportunity to be explored. Forty calendars were given to The Loft for the students who attend their afterschool program.

GLOVERSVILLE



PUBLIC
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Personnel Committee Report
Susan Shrader / Chair
March 2022

The personnel committee did not meet this month but here is a reminder of the schedule for the annual Director Evaluation:

4/15: Director given self evaluation forms

4/19: Hand out evaluation forms to all board members

at monthly board meeting.

5/17: All materials due back to Greg at Board Meeting

5/26 (Thursday): Personnel Committee meeting @1:00 to go over

Results

6/3: Personnel committee meets with Valerie

6/17: Board meeting - committee submits recommendations



Policy Committee Report
Chris Pesses / Chair
March 2022

Mike Frank reviewed the four finance policies that needed to be looked at for this year:

- Property, Plant, and Equipment (Fixed Assets) and Intangible Assets
- Public Purchasing
- Sale and Disposal
- General Accounting

He said that we are in compliance, and that we follow the policies as they are written. The policies in question are attached for the Board's review. These policies do not need to be approved by the Board, unless something needs to be changed.

Note from Valerie:

Upon further review, I noticed a few small edits that needed to be made to the Fixed Asset Policy. I don't think they are significant enough to warrant the need for a vote, but I will point them out at our meeting and the Board can decide how to move forward with this policy.

In addition, I have attached a revised copy of the Local History Room Policy, which needed updating to comply with changes made since the opening.

Gloversville Public Library has established this purchasing policy to comply with General Municipal Law §104-b.

General

Only the Library Director may commit the library to purchases. All purchases require the proper preparation of a purchase order. It is the responsibility of the Library Director to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Library Director shall have the final authority on all purchase decisions.

Library Materials

The Director has the discretion to purchase books, magazines, audio-visual, and other materials intended for patron use from vendors offering a state contract, volume discounts, or materials available only from the publisher.

General Purchases

The following schedule is for purchases involving the acquisition of materials, supplies, equipment, or professional services for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, no quotes are required.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$19,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$20,000 or more	Formal bid process; If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork

Public Works The following schedule is for public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects.

Up to \$5,000	Discretion of the Library Director
\$5,000-\$34,999	Minimum of three documented quotes or a documented reasonable alternative approved by the Board of the Trustees prior to purchase
\$35,000 or more	Formal bid process; If a bid other than the lowest is accepted written justification and documentation must accompany the purchase paperwork

Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as attorney, architect, engineer, or land surveyor
- Emergencies arising from: an accident or other unforeseen occurrence; a situation in which public buildings, property, or residents are at risk; or immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo should be attached to purchase orders for items not subject to competitive bidding detailing why the procurement was not competitively bid.

Purchase Orders

The Finance Committee, in consultation with the Library’s auditors and with their approval, shall be responsible for establishing procedures for the proper and cost-effective preparation of purchase orders.

Appropriations

All purchases must have a budgetary appropriation.

Financial Reporting

The Library Director or other Board-approved designee shall authorize the payment of all claims made for purchases. The Vice President for Finance shall report such activity to the Board of Trustees on a monthly basis.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, §104-b* shall not be grounds to void action taken or give rise to a cause of action against the Gloversville Public Library or any officer or employee thereof.

Approved October 2012
Reviewed February 1, 2017
Revised March 17, 2020
Reviewed April 19, 2022

Reference

*Section 104-b provides that:

- "2. Such policies and procedures shall contain provisions which, among other things:
 - a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;
 - b. provide that, except for procurements made [through the County, off State Contract, or through the Department of Correctional Services], or the policies and procedures adopted pursuant to paragraph f of this subdivision, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;
 - c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost-effectiveness of the method;
 - d. require adequate documentation of actions taken in connection with each such method of procurement;
 - e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section; and
 - f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.
 - g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein."

Library real property may only be sold with the prior approval of the Board of Trustees. The sale of Library property must occur in a public venue or be conducted by an agent authorized by the Trustees. The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

Library property that is surplus, obsolete, or unusable, including, but not limited to, furniture, books, and computers, as well as items which could not otherwise be sold, may be disposed of at the discretion of the Director.

Any gift donated to the Gloversville Public Library becomes the property of the Library (*see Donations, Bequests, and Gifts Policy*) and, therefore, may be disposed of at the discretion of the Board of Trustees.

Approved May 2, 2009
Revised September 20, 2016
Reviewed February 18, 2020
Reviewed April 19, 2022

The purpose of Financial Policies is to support the mission of the Gloversville Public Library, to inform the public, and to direct the Board of Trustees, the Director, and Treasurer as to the policies that protect the financial operations of the Library. These policies are based on various laws, including the Internal Revenue Code sections 170 and 501 © (3); NYS General Municipal Law, Education Law, Not for Profit Corporation Law, and on the opinions and guidelines of the NYS Comptroller's Office.

Administrative Guidelines and Procedures are outlined in the Financial Procedure manual.

The Gloversville Public Library's finance policies and procedures conform with Generally Accepted Accounting Principles with the guidelines developed by the NYS Comptroller's Office. The Board of Trustees, Treasurer, and the Board's selected outside auditing firm all bear responsibility for insuring that GPL complies with these principles and OSC's guidelines.

The Treasurer will maintain records and will follow accepted accrual accounting procedures.

Adopted December 20, 2016
Reviewed February 18, 2020
Reviewed April 19, 2022

PURPOSE

To provide management with library policy and procedures governing accounting for the acquisition and disposition of the library’s fixed assets and intangible assets.

BACKGROUND

As a general rule, a large expenditure should be capitalized if it benefits future accounting years and/or extends the useful or productive life of an asset. Capitalized expenditures are categorized as Fixed Assets and Intangible Assets. Assets are long-lived assets acquired for the use in the operation of the library and are not intended for resale to customers. The most common examples of fixed assets are land and land improvements, leasehold improvements, furniture and fixtures, office equipment. Intangible assets are assets that are used in the operation of the library but which have no physical substance and are noncurrent assets. Leading examples are goodwill, leaseholds, copyrights, franchises, licenses and trademarks.

The library is committed to properly evaluating the economic feasibility of all proposed capital expenditures or acquisitions. Short-term and long range planning shall be utilized to ensure that investments in capital assets contribute to the organization’s overall missions and goals. The library is also committed to establishing and maintaining uniform accountability for fixed assets and intangible properties. Standards should be established to provide accurate accounting records for the acquisition, maintenance, control and disposition of properties. Strong internal controls shall be maintained to protect against loss and unauthorized use of the assets.

SCOPE

The policy applies to all library personnel.

POLICY

PROVISIONS

1. Investments in capitalized assets should contribute to the library’s missions and goals. A cost benefit analysis may be required by the Treasurer or Trustees to ensure that the expected benefit derived from the purchase or acquisition of certain assets will equate to a positive , annual net cash flow over time. Typically, purposed capital expenditures and acquisitions will be included in the annual budgetary process.
2. The Library Board of Trustees must approve all capital expenditures, which is normally done through the annual budget process.
3. The cost of a fixed asset should be accurately reported. The value capitalized is cost. Total cost includes all expenditures reasonable and necessary in acquiring the assets and placing it in a position and condition for use in the operations of the library.
4. A fixed asset must have an expected useful life greater than one year. The useful life assigned to an asset should be applied consistently within other fixed asset categories. Buildings and equipment should be depreciated over their estimated useful lives using the straight-line depreciation method. Leasehold improvements should be amortized using the straight-line depreciation method over the term prescribed in FAS 13 (i.e. estimated useful life or the term of the lease depending on the type of the lease and the conditions met or not met under paragraph 7 of (FAS 13).
5. An intangible asset must benefit future accounting periods, and the cost of an intangible asset should be accurately reported. The cost capitalized typically includes the purchase price, legal and government fees, registration fees, as well as similar costs. The period of amortization is generally based on the estimated period of benefit, but not more than 40 years, using the straight line amortization method.
6. Purchases and the acceptance of donations will be made according to the *Public Purchasing Policy* and the *Donations, Bequests and Gifts Policy*.

7. The threshold for depreciation is to be \$500 or more per individual item updated annually. The policy provides that capital expenditures under these thresholds shall be charged to expense rather than capitalized and depreciated. However, the purchase of individual assets valued below this threshold may in certain circumstances, also be grouped together that the overall purchase is then classified as capital expenditures. For example, the block purchase of items such as computer laptops may be capitalized even through individual items are valued well below the de-minimus limit.

8. Depreciation and useful life:

The treasurer will assign an estimated useful life to all assets for the purpose of recording depreciation. The Suggested Useful Lives schedule is used to establish lives of most assets.

- Software 3 years
- Computers and technology 3 years
- Office equipment 7 years
- Other equipment 7 years
- Leasehold improvements - life of the lease
- Buildings and improvements 39 years
- Building components 10 to 15 years

Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected meet current service demands. Adjustments should be properly documented. Depreciation is recorded based on the straight line or accelerated or expense method as determined by the Board of Trustees annually using actual month convention and depreciation down to the asset salvage value.

9. All fixed assets must be inventoried annually by the Library Director. Assets not in use or idle for an extended or indefinite period of time, and obsolete assets should be removed from inventory. The Library Director is responsible for notifying the Treasurer of equipment dispositions and lost or stolen properties when they occur.

10. All portable fixed assets of significant worth that are at risk of theft, loss, or displacement should be tagged, such as computers, printers, cash registers, fax machines, TVs, cameras, and refrigerators. If the item is fixed or non-movable the item should not be tagged e.g. workstation panels, overheads, and file pedestals.

11. The Library Director is responsible for disposing of damaged or unused furniture, fixtures, and equipment. An effort should be made to ensure that residual or salvage values are effectively realized, and all cash proceeds should be deposited immediately with the Treasurer.

12. The Treasurer is responsible for the accuracy of the accounting records as reported by the Library Director and the tracking of equipment. Adjustments to property subsidiary records should be reviewed and approved by the Treasurer.

13. All library capitalized assets shall be adequately insured to cover estimated replacement values or fixed costs. Maintenance contracts for large equipment purchases should be obtained when appropriate.

Approved February 19, 2019
 Revised April 19, 2022

The mission of the Gloversville Public Library Local History Room is to collect, preserve, share, and make available to the public items that are pertinent to the history of Gloversville, Fulton County, the Mohawk Valley region, and the Capitol District of New York State.

The Library will fulfill this mission by collecting, receiving, preserving, and providing access to primary and secondary sources that further its mission.

Items of particular interest that will be kept, include, but are not limited to:

- Local newspapers on microfilm, diaries, and business directories
- Items that assist in genealogical research, including, but not limited to, local high school yearbooks
- Items relating to research about Gloversville and Fulton County, including publications
- Items relating to the history of the leather and glove industries in Gloversville and Fulton County
- Items relating to the history of the area and its inhabitants

The Local History Room is a secure space. The collection housed within it contains items that are irreplaceable and not for general circulation. Therefore, the space will remain locked when not in use. In addition, to protect the integrity of the collection and safeguard the items in it, the following rules will apply to everyone wishing to use these materials:

- Every effort will be made to grant access to the Local History Room in a timely manner, but the space may not always be available at the time of inquiry; please contact the Library for current hours and availability before visiting
- Patrons accessing the Local History Room must be accompanied by a staff member at all times
- Patrons will enter the Local History Room with only paper and writing utensils, a computer, cell phone and/or other mobile device: no bags, computer bags, purses, or coats will be allowed in the Local History Room; items not allowed inside may be stored in the self-service lockers located outside the Local History Room door
- Access to the Local History Room is limited to patrons age 16 and up. Younger children may not access the space, even with caregiver supervision
- Patrons will be held responsible for any damage to materials, equipment, or furnishings in the Local History Room
- Violations of this policy may result in expulsion from the Local History Room and/or the Library, suspension of Library privileges, criminal prosecution or other legal action, as the Library Director deems appropriate

The Library will accept donations of such sources that enhance the collection or build on materials already existing in our collection. All donations must undergo review by the Library Director prior to acceptance. Materials outside the scope of the Local History Room's mission, or inappropriate for the collection due to space limitations and/or archival care requirements, may be returned, offered to another organization, or disposed of, as deemed appropriate by the Library Director.

Adopted April 20, 2021
Revised April 19, 2022

GLOVERSVILLE



PUBLIC
LIBRARY

Public Relations Committee Report
John Mazur / Chair
March 2022

Ren Reed and Chris Pesses were interviewed by Steve Savage for the Tri-County Close-Up on radio station WENT 1340 in March.

Chris Pesses spoke about the 2021 NYS Preservation Award, honoring our Library for its preservation of our historic 1904 Carnegie Library. She also spoke about our renovation project, mentioning many of the changes that were made in the Library, as well as the history of Carnegie libraries. Her interview was played following the Noon news and the 5:00 PM news, on March 30.

Ren Reed spoke about the Library's Local History Room. Ren described why the Local History Room opened on April 2 of this year, instead of in November of 2018. He also mentioned the mission statement of the Local History Room, gave examples of materials included in the collection, and explained the difference between a library collection and an archive collection. Ren's interview was aired on April 6, following the Noon and 5:00 PM new broadcast.



Director's Report
Valerie Acklin / Library Director
March 2022

Educational Partnerships

As the warm weather arrives, and COVID numbers remain manageable, I'm cautiously optimistic about the Library's ability to step further out into the community in the coming months. In preparation, I've been busy reaching out to various stakeholders to schedule meetings to discuss possible collaborations. With only a few months left in the school year, I've targeted educational entities first.

To that end, Lex and I went to visit The Loft youth center, and talk to Director DiAnne Mott. We discussed each other's mission and our goals when working with secondary school students in the area. With so much overlap in what we do, it became clear that a partnership would be mutually beneficial. We hope to start with a chaperoned field trip of Loft students to the Library that will be targeted towards their needs. DiAnne Mott mentioned that many students were unaware of what the Library had to offer, so we all feel that getting them in the building in an organized, controlled manner is a logical first step. We also discussed the possibility of the Library carrying on the Loft's homework help program during the summer when the Loft is closed but some students are still in summer school. We agreed to work collaboratively to find options for tutors and Chromebooks for this purpose. The Library will also establish a presence at The Loft, once a week, to share a craft, activity, or reading materials to the youth there. Once the Library establishes a rapport with students, we can explore other ventures, both at the Library and at the Loft.

After Spring Break, I have visits lined up with GHS Principal, Richard Demallie for April 28 (with Lex), Middle School Library Media Specialist Bobbie Lindsay on April 26 (with Lex), and the principals of the three district elementary schools on a date yet to be scheduled during the second week of May (with Darla).

Donations and Grants

The Library was a recipient of a \$400 donation from First Choice Financial Federal Credit Union, the result of their "March into Reading" fundraising campaign. Christin Carpenter and Spencer Frenyea, of FCFFCU, visited the Library to present us with the check and tour the building. In addition, Darla received word that the Library was awarded \$600 through the Stewart's Holiday Match grant. She is already planning to use the funds to supplement our Summer Reading Program expenses.

Election Update

Over 300 absentee ballots were mailed out on April 5, and entire month before Election Day, in the hopes that voters will feel they have enough time to return their ballots in a timely fashion. Last year we received a handful of comments noting that for those with mobility issues, there was not enough time to get their votes counted. We also had a couple of folks concerned about handing their absentee ballots over to staff, as they felt doing so was a security breach. To alleviate that concern, we have placed the ballot box out early, so those who would like to do so can place their ballot directly into the box. We have secured pollworkers, received our poll books from Bold Systems, and have 250 Election Day ballots ready to roll. Nicole, Barb, and I will be meeting next week to go over Election Day procedures and duties, so that the day can run smoothly in my absence.



Adult Services Report
Nicole Hauser / Head of Adult Services & Collection Development
March 2022

March marks the 1-year anniversary of both our Lucky Day and Library of Things collections. Both collections have been received well and utilized by our patrons. The following tables represent statistics for the time period of 3/17/2021-3/31/2022.

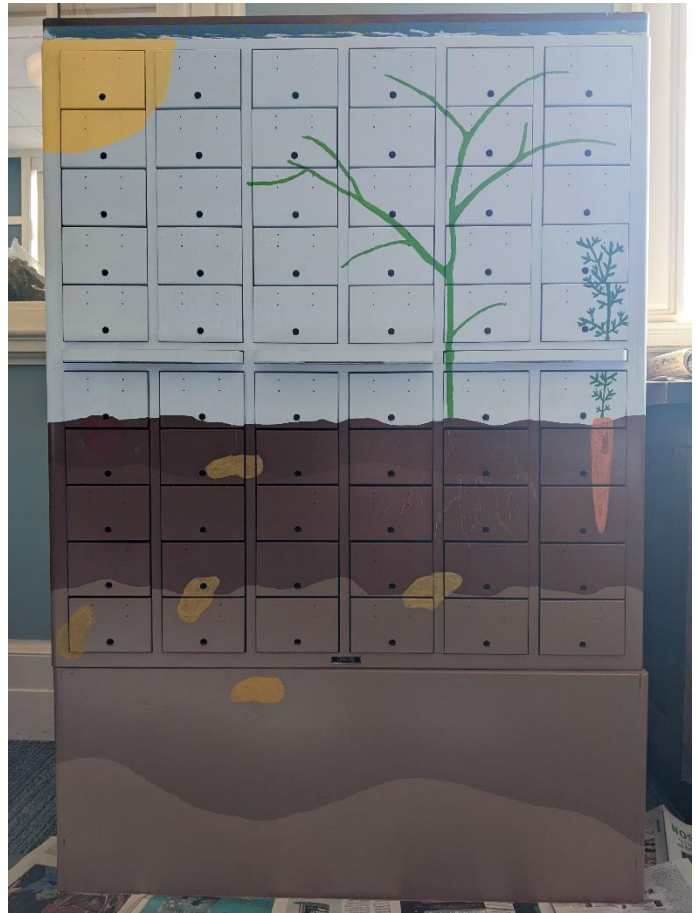
Library of Things		Lucky Day	
This collection became available to patrons in April 2021. The collection started with 5 items. In January 2022 we added 7 more for a current total of 12 items.		This collection became available to patrons on March 17, 2021. By purchasing 2nd copies of 48 books we have added 433 circulations for the year.	
	Title	Check outs	
	Chromebook	12	Total items 48
	Wifi hotspot	6	Total check outs 383
	Pop up canopy	5	Total renewals 50
	Folding table	3	Total Circ (check outs + renewals) 433
	Roku streaming stick	3	Our Game collection will be live at the beginning of April. This collection will include board games and card games. More details will be shared in next month's report.
	Metal detector	1	
	Portable Bluetooth speaker with microphone	1	
	Portable car jump starter with air compressor and tire inflator with pressure gauge	1	
	Stud finder, laser level and laser measurer	1	
	Total Circ	33	

The Seed Club became available to patrons on March 3. As of April 4, we have registered 16 people and handed out more than 100 packets of seeds. The collection was temporarily relocated to a small card catalog while we painted a mural on the collections permanent home. The painting went well and all supplies were donated by True Value, Walmart, and staff. Thanks to an article in the Friends' newsletter and 75 brochures being distributed by Fulmont Head Start we are off to a great start! Everyone is excited about the Seed Club-staff and patrons alike!

In preparation for the Local History Room opening on April 1, we received training (again) on the use of the microfilm machine at the beginning of March. We were also able to donate a 6-volume set of books we were discarding from the Local History Room to the Iroquois Museum in Howes Cave.

Programs in February:

- For the Love of Reading's topic was to read a book of short stories.
- Book Tasting had 2 participants and a good discussion about short stories.
- Joy of Coloring had 3 participants.
- Adult Crafting had a total of 30 participants: 6 at the 1:30 class, 10 at the 5:30 class and 14 picked up as kits. May's craft will be cord wrapped wreaths. (FYI: Registration is limited to 30)
- The Seed Club mural painting, which happened 5 days in a row, had a total of 3 community members and at least 8 staff members participate.





Special Projects Report
Barb Madonna / Head of Grant Administration & Special Projects
March 2022

1. Wrap up grants from the building renovation.

Empire State Development, \$500,000 outstanding

New staff has been hired to meet the grant requirements. Mid-March I working on the paperwork needed for our reimbursement request so I can send that in after Mike completely the monthly NY-45 staffing form for NYS.

2. New grants for building projects

I'm working with Valerie and the Building Committee to flush out projects for 66, 68 & 66 ½ East Fulton Street and the dome of the historic building. We had a great brainstorming session about the key elements we'd like to see in the development of the three lots. The key to moving this forward is hiring professionals that can develop a scope of work and get estimates.

Possible grants include another CFA application for the dome, NYS Public Library Construction funds through DLD, and community revitalization opportunities from a few businesses and non-profit organizations.

3. Other grants

We looked into an opportunity through an organization called Kids Need to Read. Unfortunately, we don't meet the poverty rate threshold for any of their programs. We also reviewed the requirements for a Youth Grant with Dollar General Literacy Foundation, but their focus is on formal literacy programs, such as those provided by Literacy Volunteers or school districts.

Nicole did secure gift cards from Wal*mart and Target to support adult programming. These requests can be made monthly, and Darla and I will be submitting requests to help fund her summer programming for children and teens. This month Darla also received a check from the Stewarts Holiday Match grant that she submitted at the end of 2021. She will use this for youth programming this summer.

4. Other projects

I am working through the State's Records Retention and Disposal Schedule MU-1 (Municipal Units) to declutter and organize the Library's record retention in the basement.

The Library received a USB stick with historical photos from Cynthia Morey, one of the community's active historians, and I organized the photos into a curated collection. The collection has been loaded onto the two public computers and one staff computer in the Local History Room and several back-up copies were made.

I drafted an article for a publication called We Call This Home.

I continued to work on getting the new Games Collection ready for circulation and we launched the collection at the beginning of April. I worked with Nicole on the design and painting of the card catalog which will house the Seed Club Collection. Nicole developed the painting project into an adult program and we had 3 members of the public as well as several staff participate. The final coat of polyurethane was applied and the catalog was moved to its permanent location in the niche in the South Reading Room. I also created alphabetical shelf guides for the DVD collections in the Adult and Youth Departments. These match the guides in the Fiction, Nonfiction, Teen, Large Print and Youth collections.

Finally, I am reviewing and updating the website. Though a new platform will replace the current one in the fall, it is important to have accurate information for the public until that is launched. The updates will also provide staff working on the new site with comprehensive source of information when tailoring the new template for GPL's needs.

Meetings & Calls

- | | |
|------------------------|--|
| March 2 nd | Department Head Meeting |
| March 3 rd | Meeting with Mike Frank |
| March 7 th | Staff meeting
Meeting with Valerie |
| March 9 th | Building Committee Meeting
AD HOC Parking Lot Committee Meeting |
| March 14 th | Staff meeting |
| March 28 th | Meeting with Nicole |





Youth Services Report
Darla Barry / Head of Youth Services
January 2022

I am pleased to announce that our attendance during Story Time is growing! For the past two Thursdays, we have had 20 and 21 people join us compared to our normal six. Unfortunately, our Saturday offering is still quite low with only four people attending. After our Story Time on Saturday, we had a magic show featuring Ron Cain as Captain HurriCain. Mr. Cain performed as a sea captain doing magic tricks and talking briefly about Lake Champlain, the Great Lakes, the Finger Lakes, the Atlantic Ocean, and St. Lawrence River. He related well with the children. After his show, each child was able to approach the stage where they could pet his real “magic bunny” and receive a balloon sword from the show. There were 45 attendees for this event. We were able to have Mr. Matt from Turtle Dance Music do a virtual performance that engaged the children to interact in his program; Mr. Matt called on each child by name and spoke to them directly. They and their parents thoroughly enjoyed the time.

Our STEM activity for the first two weeks was Coding for Youngsters Code-a-Pillar. The participants were able to use a motorized head segment to attach six easy-to-connect motorized body segments that featured lights, sounds and blinking eyes to life. The segments made the Code-a-Pillar go forward, left, right or wherever they choose. They did this by putting them in the order they “coded” for their maneuvers. After coding, we moved on to the Bird Science Kit for the next two weeks. The children were introduced to birds in our local area, their habitats, identify different bird food for different birds, recognize different bird beaks for different purposes, nests, feathers, and sounds and were able to use two different bird calls. They also received a booklet we printed from The Cornell Lab of Ornithology for them to take and enjoy. We made birdfeeders from recycled paper and plastic cartons and bottles then filled them with birdseed to be put out at home. The last week of March we introduced the Nature Kit. The children were able to place cotton balls in very large test tubes then add seeds to see if they would sprout. They were introduced to microscopes to view various leaves, seeds and fibers. We talked about metamorphous from tadpoles to frogs and caterpillars to butterflies. They were able to view various insects under a magnifying glass. The numbers for this program are also growing from two to an average of six!

Samantha Hall-Saladino and David Brooks met with Sonny, Lex and myself; we discussed collaborating together on a proposed project titled “Dreams in the Golden Country” for grades 6-8 as a virtual book club with a duration of three 1-hour sessions in the month of August on Thursday evenings.

Erica Gonzalez-Gauer from FMCC contacted me through Jean LaPorta about the Early Literacy Bags she and her students (past and present due to COVID) have been working on to be donated to our collection of Themed Early Literacy Bags.

I am in the process of securing programming for the summer. David Brooks, an Education Coordinator, from the Schoharie Crossing State Historic Site has offered to be a presenter. We will be offering cooking classes in our Activity Room, one for PreK through age 11 and another class ages 12 to 18; these will continue every other week through August. This endeavor was made possible with the donation of a Convection/Toaster oven from Dr. and Mrs. Pesses. We have also been in contact Jim Farkas, Guest Services at the VIA Port Aquarium in Rotterdam that offers an outreach presentation, including an interactive portion with live invertebrates like starfish, crabs etc., as well as Q&A time.

	2022	2021
VISITORS	6,182	(3540)

CIRCULATION

Adult Circulation	1,348	(907)
Teen Circulation	134	(58)
Juvenile Circulation	1,154	(371)
Audiobooks	71	(80)
eAudio	180	(206)
eBooks	555	(724)
Music	5	(8)
Periodicals	74	(23)
eMagazines	94	(92)
Videos	735	(355)
Museum Passes	0	0
Library of Things	4	0
Subtotal	4,354	(2824)
In-House Use		
Adult	7	(3)
Juvenile	0	0
Other Materials	816	0
Subtotal	823	(3)
Total Circulation	5,177	(2827)

REFERENCE QUESTIONS	103	(37)
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MEETINGS/PROGRAMS/OUTREACH

47	Adult programs and meetings with 311 people	(26 Adult programs and meetings with 365 people
13	Juvenile programs and meetings with 175 people	(11 Juvenile programs and meetings with 741 people)
8	Teen programs and meetings with 24 people	(0 Teen programs and meetings with 0 people)
241	One-on-one programs and meetings with 241 people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	544	(707)
Material Loaned	611	(738)
Total	1,155	(1445)

COMPUTER USAGE	933	(258)
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HISTORICAL ROOM *

Temporarily Closed

Visitors	4	(4)
Books Used	27	(4)
Reference Questions	27	(8)

*The local history room is still boxed up, though staff have limited access.