



Gloversville Public Library
Meeting of the Board of Trustees
February 18, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, January 2014
2. Treasurer's Report
3. Budget and Finance
Budget for 2014-15
4. Friends
5. Building and Grounds
Windows update
Construction Documents – Geotechnical
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
Advocacy Day – Wed, Feb. 26 morning
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 18, 2014



Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

January 21, 2014

The Gloversville Public Library Board of Trustees held a meeting on January 21, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

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

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

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 17, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. McAllister, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of December 2013 and the fiscal year-to-date through December 31, 2013 with the Trustees. Mr. Frank informed the Trustees that we had received our Tax Levy of \$264,579 from the Gloversville Enlarged School District in December and that we had also received the Medical Insurance Credit Refund of \$4,179 from the Internal Revenue Service. Mr. Frank informed the Trustees that the Internal Revenue Service had invoked the sequestration reduction rate of 7.2 % in our credit and he has written them since this didn't take effect until October 1, 2013 and our fiscal year ended on June 30, 2013. The difference that they kept is \$324.22. Mr. Frank also informed the Trustees that our year-to-date income through December 31, 2013 is up from last year due primarily to the increase in the Tax Levy. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of December 2013 or the year to date through December 31, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that the Finance Committee had not met again since the last Trustee's meeting but that the Gloversville Library Foundation, Inc. had approved an increase of \$3,000 in support for the 2014-2015 Budget for the Library bringing the figure to \$145,000. The Friends of the Gloversville Public Library did not meet in January due to weather conditions so no budget line item has been decided yet from the Friends. The Finance Committee will meet again in early February to finalize their recommendation for the 2014-2015 Budget.

Ms. Madonna informed the Trustees that Rachel Schwendinger from the New York State Comptroller's Office had completed her field work for our audit on Friday and that after several edits by the State Comptroller's Department a draft would be issued and reviewed with Mr. Fisher, Mr. Frank and she with copies sent to each board member for review. A date will be scheduled with the Auditor for any Board member wishing to discuss any of the items in the draft to come in and ask questions. Once this process is completed a final report will be issued and we will have 30 days to respond with planned corrective procedures.

Mrs. LaPorta informed the Trustees that the Friends did not meet in January due to the Library being closed due to weather conditions but that they are planning another fundraiser at Applebee's restaurant in Johnstown on February 11, 2014 from 11:00 AM to closing. The Friends will receive 10% of the checks presented with their voucher, which are available at the Library.

Ms. Madonna informed the Trustees that representatives for the contractor and manufacturer were here last week looking at conditions that they will need to deal with when the windows project begins the actual replacement process. Ms. Madonna informed the Trustees that she has been working with Paul Mays to send out a RFP regarding the Geotechnical testing for the Library construction project. Paul said that he expects this to cost between 5 and 10 thousand dollars to be completed. Mrs. Pesses made a motion, seconded by Mrs. Brooks, to proceed with sending out the bid packets. This was approved all voting aye.

Ms. Madonna also informed the Trustees that Lisa Hayes is continuing to work on the Construction Documents.

Ms. Madonna also began a discussion about security cameras in the Library in light of the recent thefts that have taken place. After considerable discussion the Trustees felt that this should be considered as part of the remodeling process since there will be many changes to the existing structure as the Master Renovation Plan proceeds.

Mrs. Pesses reviewed her Steering Committee report from the January meeting with the Trustees. Mrs. Pesses informed the Trustees that the Steering Committee is holding an event at Sky Heart Place tomorrow evening from 5 to 7:30 PM for invited guests that were interviewed by Ghiorso and Sorrenti in 2012 to review the status of the Capital Project. Paul Mayes and Matt Blumenfeld will be bringing everyone up to date on our progress and fielding any questions that anyone has on the project. A second event is also being planned. The public portion of the campaign is currently scheduled to start in September 2014. Matt Blumenfeld and Chris Pesses will be meeting with the Littauer Foundation in New York City in an attempt to obtain their support of the Library Project.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had made the minor changes to our Circulation Policy and the Donor Recognition Policy suggested at the December 2013 meeting and that the Committee was presenting them for the second reading and vote. Mrs. Pesses made a motion, seconded by Mrs. McAllister, to approve the policies as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that 30 different books were nominated for the 2014 Gloversville Reads Program and that the Committee had narrowed it down to 4 books that are now available to be voted on by the public until January 31, 2014. Programming will be planned around the chosen book as soon as it is determined. The Committee will also be looking for a book for the Middle and High Schools to participate.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and was working on Promoting the Capital Campaign using the funds approved by the Steering Committee. Currently the Committee is waiting to see what the newsletter will cost which will be paid from these funds before proceeding with other promotion plans. A suggestion was made to use the "Did You Know" ads in the Leader Herald as an inexpensive way to promote the Library.

Ms. Madonna informed the Trustees that an iPad had been stolen recently and that the case involving the stolen laptop had been completed and it appears that restitution has been ordered. The Library would prefer that the laptop be returned if possible. Ms. Madonna also informed the Trustees that Advocacy Day is Wednesday February 26th in the morning this year.

Mr. Fisher informed the Trustees that we needed to review Committee assignments. Mrs. Brooks said that she would be willing to work on the Program Committee. The Personnel Committee will need to have additional members added soon. Mr. Fisher also informed the Trustees that a Trustee Orientation meeting needed to be planned for our new Trustees. This will be discussed further after the meeting as to a date and time with the new Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since the last Trustees meeting but that a meeting is tentatively scheduled for February 26th at 3:30 PM.

Mr. Fisher asked if there was any old business to come before the meeting. Hearing none, Mr. Fisher asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that it was time to approve our 2014 Joint Automation Agreement with MVLS. Mrs. Pesses made a motion, seconded by Mr. De Santis to approve signing the Automation Agreement for 2014. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 7:55 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on February 18, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 2014

	Budget July 1, 2013 to June 30, 2014	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$264,579.00	\$0.00	\$264,579.00	\$259,106.00	\$0.00
Investment Income	200.00	9.59	46.86	120.43	153.14
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	10,217.26	80,325.11	79,798.20	61,674.89
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	125.00	9,417.50	6,810.00	(4,417.50)
Government Affiliations	6,060.00	525.43	5,404.47	6,272.99	655.53
Fines & Miscellaneous Income	16,000.00	981.20	6,880.22	6,169.75	9,119.78
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	4,178.78	7,482.00	2,154.22
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$450,172.00</u>	<u>\$11,858.48</u>	<u>\$380,831.94</u>	<u>\$375,759.37</u>	<u>\$69,340.06</u>
	Income Cash Reconcilement				
Income Cash Balance on January 1, 2014	<u>\$396,264.03</u>				
Plus: Receipts Per Report	11,858.48				
Less: Expenses Per Report	<u>31,733.83</u>				
Income Cash Balance on January 31, 2014	<u><u>376,388.68</u></u>				
Accounts Payable as of 01/31/14	0.00				
Prepaid Expenses as of 01/31/14	<u>(5,436.23)</u>				
Actual Cash Balance on January 31, 2014	<u><u>\$370,952.45</u></u>				

BUILDING FUND

Balance on January 1, 2014	\$396,866.25
Plus: Receipts:	
Interest on Money Market Account	10.11
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Construction Documents	<u>6,131.25</u>
Balance on January 31, 2014	<u><u>\$390,745.11</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2014

	Budget July 1, 2013 to June 30, 2014	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$164,326.00	\$ 14,248.38	\$ 96,658.62	\$80,730.51	\$67,667.38
Salaries - Part Time Employees	63,753.00	4,151.08	32,441.88	39,240.04	31,311.12
Salaries - Custodians	22,277.00	1,932.26	13,070.78	11,804.75	9,206.22
F I C A & Medicare Tax	19,152.00	1,555.41	10,876.13	10,239.52	8,275.87
Unemployment Insurance	660.00	175.25	499.75	318.00	160.25
Disability Insurance	781.00	0.00	578.78	629.52	202.22
Medical Insurance	35,827.00	2,107.82	19,810.64	17,058.36	16,016.36
Pension Expense	34,632.00	0.00	19,541.25	19,895.50	15,090.75
Heat	9,500.00	1,009.18	2,145.41	2,377.03	7,354.59
Electricity	8,160.00	698.43	3,612.68	3,973.63	4,547.32
Telephone	663.00	0.00	1,150.16	1,134.93	(487.16)
Insurance	10,000.00	0.00	10,119.16	8,285.51	(119.16)
Books, Periodicals, etc.	45,900.00	1,746.57	30,744.24	26,546.42	15,155.76
Computer & Automation Services	17,680.00	867.70	6,495.98	12,874.24	11,184.02
Library, Building & Office Supplies	9,579.00	1,759.39	9,309.41	6,783.12	269.59
Maintenance & Repairs	13,974.00	164.74	3,466.39	3,070.21	10,507.61
Financial Secretary	8,000.00	650.00	4,650.00	4,650.00	3,350.00
Professional Fees	7,140.00	0.00	330.00	750.00	6,810.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	109.52	1,500.85	1,368.75	539.15
Events & Programming	4,590.00	220.00	1,064.10	387.50	3,525.90
Promotion Expense	2,040.00	238.50	2,451.55	1,525.34	(411.55)
General Expense	1,700.00	99.60	973.12	1,266.03	726.88
TOTAL EXPENSE	<u>\$483,394.00</u>	<u>\$31,733.83</u>	<u>\$271,490.88</u>	<u>\$254,908.91</u>	<u>\$211,903.12</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JANUARY 2014

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,446.61)	\$772.21	FICA & Medicare Expense
		1,674.40	Payroll
4193	Gloversville Public Library	7,344.96	Payroll
4194	NYS Child Support Processing Center	235.08	Child Support
4195	Gloversville Little League	125.00	Promotion Expense
4196	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4197	Audio Editions	227.18	A/V - CD's
4198	Quill Corporation	388.83	Library Supplies
4199	The Leader-Herald (180.30)	112.50	Promotion Expense
		67.80	Workforce Literacy Grant
4200	Kingsboro Lumber Co.	10.74	Maintenance & Repairs
4201	Baker & Taylor Books	140.95	Books
4202	Image Integrator, LLC (894.00)	449.37	Prepaid Expense
		444.63	Library Supplies
4203	Michael Daly	25.00	Events & Programming
4204	Carol Cownie	25.00	Events & Programming
4205	Bonnie Howard	9.98	Library Supplies
4206	National Grid (1,707.61)	1,009.18	Heat
		698.43	Electric
4207	Mohawk Valley Library System (1,083.70)	236.00	A/V - CD's
		847.70	Computer & Automation
4208	Book Page	300.00	Books
4209	Business Card (1,170.11)	20.00	Computer & Automation
		914.43	Library Supplies
		120.00	Events & Programming
		115.68	A/V - CD's
4210	Donna J. Kuhner	300.00	Petty Cash
4211	Gloversville Public Library	7,469.63	Payroll
4212	Barbara J. Madonna	69.44	Travel Reimbursement
4213	Nicole Bullock	10.08	Travel Reimbursement
4214	Michael J. Frank	650.00	Treasurer & Recording Secretary
4215	NYS Child Support Processing Center	235.08	Child Support
4216	Michael Daly	25.00	Events & Programming
4217	Carol Cownie	25.00	Events & Programming
4218	Palmateer Trucking & Container Service	154.00	Maintenance & Repairs
4219	Betsy Hastings	2.80	Workforce Literacy Grant
4220	Quality Books, Inc.	98.48	Books
4221	Smart Apple Media	267.24	A/V - CD's
4222	Derby Office Equipment, Inc. (51.00)	50.00	Workforce Literacy Grant
		1.00	Promotion Expense
4223	Center Point Large Print	52.29	Books
4224	C D P H P	3,102.60	Medical Insurance
4225	First Nonprofit Unemployment Program (425.25)	175.25	Unemployment Insurance
		250.00	Cash Reserve
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	281.26	Pension - Withholdings
DM	E F T NYS Tax Department	662.08	Payroll
DM	E F T United States Treasury (2,470.59)	783.20	FICA & Medicare Expense
		1,687.39	Payroll
DMS	Bank Service Charges - Returned Check	20.00	G/E - Bank Fees
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	86.49	Medical Insurance
	CHECK AND EFT PAID OUTS - JANUARY 2014	<u>33,002.96</u>	
	PETTY CASH PAID OUTS - JANUARY 2014		
	Postage	1.52	
	Newspapers (Books)	308.75	
	Professional Meetings & Travel	30.00	
		<u>324.27</u>	
	TOTAL JANUARY 2014 PAID OUTS	<u><u>\$33,343.23</u></u>	
	Less: Workforce Literacy Grant	(120.60)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Cash Reserve - Unemployment	(250.00)	
	Less: Prepaid Expenses	(449.37)	
	Less: Petty Cash Check	(300.00)	
		<u>(1,609.40)</u>	
	NET TO BALANCE TO EXPENSES	<u><u>\$31,733.83</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of January 1, 2014		\$421.27
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 January 31, 2014		\$421.27

WGY CHRISTMAS WISH GRANT

Balance as of January 1, 2014		\$300.00
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 January 31, 2014		\$300.00

WORKFORCE LITERACY GRANT

Balance as of January 1, 2014		\$827.19
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
The Leader-Herald	4,199	Advertising 67.80
Betsy Hastings	4,219	Travel 2.80
Derby Office Equipment, Inc.	4,222	Brochures 50.00
Total Expenses		120.60
Balance of Grant Money Left at January 31, 2014		\$706.59

APPROPRIATION FOR FUTURE AUDIT

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

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2014		\$754.38
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 January 31, 2014		\$754.38



Gloversville Public Library

Director's Report: January 2014

Barbara Madonna – Director

2014 started off on a sad note with the passing of Foundation Board member Robert Thaisz. Bob had been a Foundation member since its inception in 2005 and was a great asset as a member of the Investment Committee.

The Comptroller's auditor finished her field work during January. We will receive a draft of the report after the office completes its editing process.

Representatives of Eastern Building and Restoration and the window manufacturer were on site taking field measurements. Construction documents are moving forward. A bid request for a geotechnical study will be sent out by the end of the month.

A new attraction we've begun on Facebook with the help of volunteer Sandy Town is the addition of historical photo albums. A new album will be added each week and today we have Gloversville's Historical District, Railroads, Fire Departments and Parades.

Voting for the 2014 READ title occurred during the month. The winner was selected and the committee held its first meeting to brainstorm about themes and programs for April. The winner will be announced mid-March along with the program line up.

The number of requests for proctoring have increased over the last few months. In January alone I proctored 3 exams. One college entrance exam, one real estate broker's license test and one health-care certification exam.

A year ago, based on a staff recommendation to stem the loss of DVDs, the board agreed to change the Library's circulation policy to limit the number any one patron could borrow at a time. The item limit per adult/teen borrower remained at 25 items for books, audio books and periodicals while DVD and VHS borrowing was reduced to five.

We experienced a 46% drop in circulation of DVDs during 2013 but only an 11% reduction in lost items. (A lost item is something that a patron borrows and never returns. A missing item is something the circulation system lists as 'in,' but we cannot find on the shelves.)

In 2013 we also experienced a 14% reduction in circulation overall (11,818 items). 8,167 of those items, 70%, are DVDs. Other areas that experienced fewer loans were Adult NonFiction (-1,343), Children's Picture Books (-870), Paperbacks (-746), and New & Popular Fiction (-561).

ON the flip side, we had some categories with increases: Children's Graphic Novels (+360), Adult Audiobooks (+258), Large Type (+256) and Teen Graphic Novels (+113).

I had hoped to provide such an assessment related to the Board's second policy change last January, to double adult and teen fines from .10 to .20 per day per item. Unfortunately because of the way the circulation system accounts for income it is impossible to determine exactly how much additional income was received as a result of the policy change. We can extrapolate that the total amount of fees charged to patron accounts increased, overdue fine charges also increased, and that we collected \$1,540 addition income. I cannot, however, determine if that income was overdue fine money, or printing charges, or fees for replacing lost library cards, or replacement charges for lost books.

Meetings and Workshops

Jan. 2nd Closed for a snow day

Jan. 7th 1) Steering Committee

- Jan. 9th 2) PR Committee meeting
- Jan. 14th Foundation Board meeting
- Jan. 14th 1) Social media workshop at FMCC
- Jan. 15th 2) Proctor exam
- Jan. 15th 1) Book discussion Gone Girl by Gillian Flynn
- Jan. 16th 2) Kiwanis meeting
- Jan. 16th MVLS Board meeting
- Jan. 21st 1) Paul Mays, Butler, Rowland and Mays Architects
- Jan. 21st 2) Megan Brennan, Butler, Rowland and Mays Architects
- Jan. 21st 3) Lisa Hayes, Butler, Rowland and Mays Architects
- Jan. 21st 4) Board of Trustees meeting
- Jan. 22nd Presentation at Skyheart for campaign
- Jan. 23rd Paul Mays, Butler, Rowland and Mays Architects
- Jan. 24th Paul Mays, Butler, Rowland and Mays Architects
- Jan. 29th 1) Program Committee meeting
- Jan. 29th 2) Trustee orientation
- Jan. 29th 3) Kiwanis meeting
- Jan. 30th 1) Proctor exam
- Jan. 30th 2) MVLS Foundation Board meeting
- Jan. 31st 1) State of the County Breakfast
- Jan. 31st 2) Proctor exam
- Jan. 31st 3) READ committee meeting



Gloversville Public Library

Children's Room Report: January 2014

Sherry Gennett – Head of Children's Services

I'm sharing the very best event which took place on the very last day of the month. Bibliomaniacs planned a jam session a few weeks prior. This event took place in the Carnegie room so the rest of library would be kept quiet. I was unable to attend so I'm referring to Sonny's notes. There were singers, instruments played and reenactments performed. Sonny sang two original songs, "Closure" and "Over You." Cody sang "Saving Me" by Nickelback. Ellie played his flute to "Lillium." Sierra played her trombone to "The Medallion Calls" from the "Pirates of the Caribbean." She put on a satire skit of the "Lord of The Rings" which took 15 minutes and had everyone in stitches. This is such a great group of teens.

The original date for our "Polar Express" storytime that was postponed in December, due to snow, until January and for the third year running, was read by our very own Mister Sonny. The little ones who attended got a great performance from the man in his conductor's uniform. Each child received their very own origami box with a jingle bell. Hot chocolate and cookies were served.

And finally I held my yearly class visit from Rainbow Preschool group. This is a nice gathering because parents need to transport their children for this fieldtrip and I get to speak not only to the children about all the fun things we do here but the parents hear the same information.

Sherry Gennett

Gloversville Public Library

January 2014

Monthly Report

Statistics for January 2014 are as follows (figures in parentheses represent comparable figures for January 2013)

	2014	2013
<u>VISITORS</u>	8,547	(7,986)

CIRCULATION

Adult Circulation	2,400	(2,529)
Teen Circulation	250	(300)
Juvenile Circulation	1,450	(1,549)
Audiobooks	305	(319)
eBooks	337	(270)
Music	29	(21)
Periodicals	106	(116)
Videos	1,416	(1,518)
Museum Passes	0	0
Subtotal	<u>6,293</u>	<u>(6,622)</u>
<u>In-House Use</u>		
Adult	417	(414)
Juvenile	338	(571)
Other Materials	1,583	(1,341)
Subtotal	<u>2,338</u>	<u>(2,326)</u>
Total January Circulation	8,631	(8,948)

<u>REFERENCE QUESTIONS</u>	859	(576)
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MEETINGS/PROGRAMS/OUTREACH

4 Adult programs and meetings with 23 people (7 Adult programs and meetings with 64 people)

6 Juvenile programs with 91 children (16 Juvenile programs with 133 children)

2 Teen programs with 20 people

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	743	586
AV	229	2
Total	<u>972</u>	<u>588</u>

<u>COMPUTER USAGE</u>	1,569	(1,257) users
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HISTORICAL ROOM

Visitors	15
Books Used	25
Reference Questions	3
Telephone Reference	0
Letters	0
Computer usage	0