



Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
February 15, 2022 6:00 PM

Pledge to the Flag

Public Comment

1. Accept the minutes
 - January 2022 meeting
2. Treasurer's Report
3. Warrant List
4. Budget and Finance
 - Budget Presentation and Tax Levy Vote
4. Friends
5. Foundation
6. Building and Grounds Committee
7. Local History Room Committee
8. Outreach Committee
9. Personnel Committee
10. Policy Committee
11. Program Committee
12. Public Relations
12. Director's Report
14. President's Report
 - Ad Hoc Committee for Landscaping Project
 - LHR Celebration
15. Old Business
 - Minutes revision
16. New Business
 - Disposition resolution
 - Open Meeting Law
17. Executive Session
18. Adjourn

Next Meeting: March 15, 2022 at 6:00 PM

Your Library: a gathering place to learn, grow and enjoy.



Gloversville Public Library
Minutes of the Meeting of the Board of Trustees
January 18, 2022
6:00 PM

The Gloversville Public Library Board of Trustees held its regular meeting on January 18, 2022. Present were President Charles "Ren" Reed, Vice President Merry Dunn-Brown, Treasurer Michael Frank, Secretary Christian W. Rohrs, Christine Pesses, Richard Carlson, Susan Shrader, John Mazur, Gregory Niforos, Caren Pepper, and Gloversville High School seniors Kianah Myers, Meghan Hayes, Luke Pavlus, and Julian Reinstein.

Mr. Reed called the meeting to order at 6:05 PM.

Mr. Reed asked for a motion to accept the December minutes. Mrs. Pesses made a motion, seconded by Ms. Pepper. When asked if there was any discussion, Ms. Pepper noted the dates listed on the minutes was wrong, and Mr. Reed acknowledged the incorrect dates. The Board approved the minutes with corrections with a vote of "aye."

Mr. Reed asked Mr. Frank to review the Financial Report for the six-month period ending December 31, 2021. Mr. Frank informed the Trustees that our income for the period was up by approximately \$109,900 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. Mr. Frank also informed the Trustees that the Friends of the Library gave us their pledged amount of \$10,000 for this year's budget in November. Mr. Frank also informed the Trustees that our expenses for the period were up approximately \$15,400 over last year, due primarily to the increase in our Building, Contents and Liability Insurance premium, an increase in our maintenance contract expense, and also an increase in our electricity expense. The increase in the insurance expense was due to the increase in our Liability premium. The increase in our maintenance contracts was due to adding two new service contracts. Mr. Frank also noted that our pension expense was higher than last year by approximately \$5,700. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Rohrs made a motion, seconded by Mrs. Shrader to accept the Financial Report as presented. This was approved all voting "aye."

Mr. Frank distributed the Warrants list for January 2022, numbered 2539 through 2552, 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. Mrs. Shrader made a motion, seconded by Mrs. Pesses, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting "aye."

In his Budget and Finance report, Mr. Niforos indicated that the committee had not met.

Mr. Reed delivered the Friends of the Library report on behalf of Mrs. Jean La Porta. The following items were discussed:

- The Friends held their meeting this month on January 6, 2022. The next meeting is scheduled for Thursday, March 3, 2022 at 5 PM in Friends' Meeting Room.
- Fundraisers for 2022 are in the process of being scheduled and will be shared as dates are confirmed.
- Holiday decorations were removed and stored for next year on Monday, January 10.
- Mary Trainor will serve as Friends' Newsletter editor until a replacement is made for previous editor Jennifer Wojeski. All April newsletter submissions must be sent to Ms. Trainor by February 25, 2022 to her email address mtrainor102@gmail.com.
- Exhibit case collections are always welcome.
- Membership renewals can be made at any time.
- The Friends always welcome opportunities to support library programs. They wish everyone a healthy and safe 2022!

Mr. Frank informed the Trustees that the Foundation Board had not met since their meeting in December.

In his Building and Grounds Committee report, Mr. Carlson discussed the following items:

- HVAC chiller winter damage and other issues, albeit no other issues at this time.
- Snowplowing contract
- Exit driveway slope landscaping
- Front door issue
- Building leaks in the atrium with no current leaks.
- Maintenance contracts.
- New library parcel on East Fulton St. and permission for snow removal on the property.

In her Local History Room Committee report, Mrs. Pesses noted the much-appreciated efforts in sorting and organizing the collection. Among such items, school yearbooks, books, and portraits of past board members have been a priority. NYS Archivist Tom Ruller will hold a program April 1st for the grand re-opening and the goal is to have the room public-ready by the end of March.

In her Outreach Committee report, Ms. Dunn-Brown asked for board members to take part in the Friends event at the end of April and she acknowledged all the hard work done toward reopening the Local History Room. Mr. Reed indicated the need for a Local History Room Celebration Committee, to which he plans to invite Ms. Dunn-Brown, Mrs. Pesses, Mr. Mazur, and Ms. Acklin.

In her Personnel Committee report, Mrs. Shrader noted that there was a January Zoom meeting check-in, as well as a meeting with Ms. Acklin, whereas the Director Evaluation was discussed. From this, Ms. Acklin indicated improvements in staff communication must be made and she proposed plans to address this.

In her Policy Committee report, Mrs. Pesses indicated that they had not met.

On behalf of the Program Committee, Ms. Pepper noted the concerns of a city resident who offered suggestions to improve programming. Additionally, Ms. Acklin indicated that plans for community-based programs such as book clubs at the local North Star Café are in the works.

On behalf of the Public Relations Committee, Mr. Mazur reported the committee's priority toward publicizing the reopening of the Local History Room.

In her Director's Report, Ms. Acklin gladly reported that the Essentials Kit is now live and ready for use, as are the new core library cards. Additionally, she indicated board games are being processed and Memory Lane items are available and catalogued. A flyer advertising the availability of these items will be posted in the community.

In his President's Report, Mr. Reed thanked the St. Mary's Healthcare Foundation for the donation made in honor of Treasurer Mike Frank's late daughter. Additionally, he reported an issue related to mask mandating and a specific incident related to this topic.

Mr. Reed asked if there was any old business. There was none.

Mr. Reed asked if there was any new business. Ms. Acklin indicated the pending retirement of GPL's lawyer and Ms. Dunn-Brown expressed her happiness in the establishment of a Code Blue shelter in Gloversville.

At 7:17 PM, student attendees were excused.

At 7:20 PM, Mr. Reed asked for a motion to enter Executive Session. Mrs. Shrader made a motion, seconded by Mr. Carlson.

At 7:47 PM, Mr. Reed asked for a motion to leave executive session. Mr. Mazur made a motion, seconded by Mrs. Pesses.

Upon leaving Executive Session, the following motions were resolved:

- Motion to hire Barbara Madonna as full-time Librarian I/ Head of Special Projects and Grant Administration at \$44,000/year. Ms. Dunn-Brown made a motion, seconded by Mrs. Pesses.
- Motion to promote Sally Ostrander to provisional full-time Senior Library Clerk at \$33,000/year. Mrs. Pesses made a motion, seconded by Mr. Mazur.
- Motion to move Patricia Deveraux from part-time Library Clerk to full-time Library Clerk at \$27,500/year. Mr. Carlson made a motion, seconded by Mrs. Shrader.
- Motion to hire Kathleen Sponenburg as a provisional part-time Library Clerk at \$14/hour (17.5 hours/week). Ms. Pepper made a motion, seconded by Mr. Mazur.
- Motion to hire Daniel Kiernan as a provisional part-time Library Clerk at \$14/hour (20 hours/week). Mr. Niforos made a motion, seconded by Mrs. Pesses.
- Motion to hire Stella Miller as part-time Library Clerk at \$14/hour (17.5 hours/week). Ms. Dunn-Brown made a motion, seconded by Mr. Mazur.

All of the aforementioned motions were approved by the Board with a vote of “aye.”

The next meeting will be February 15, 2022 at 6:00 PM.

At 7:55 PM, Mr. Reed made a motion to adjourn, seconded by Mr. Mazur. The Board approved with “aye.”

Respectfully submitted,

Christian W. Rohrs, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

JANUARY 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	19.03	255.82	172.17	1,744.18
Gloversville Library Foundation Inc. - Int. & Div.	0.00	0.00	0.00	0.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	1,925.00	0.00	8,075.00
Government Affiliations	7,000.00	1,400.00	7,097.30	3,958.24	(97.30)
IRS Payroll Credit Covid 19	0.00	0.00	65,829.46	20,449.18	(65,829.46)
Fines & Miscellaneous Income	2,500.00	270.74	2,061.59	1,266.30	438.41
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$535,195.00</u>	<u>\$1,689.77</u>	<u>\$590,864.17</u>	<u>\$479,540.89</u>	<u>(\$55,669.17)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on January 1, 2022	\$549,422.57				
Plus: Receipts Per Report	1,689.77				
Less: Furniture Purchased	0.00				
Less: Expenses Per Report	<u>(47,038.60)</u>				
Income Cash Balance on January 31, 2022	<u>504,073.74</u>				
Accounts Payable as of 01/31/22	0.00				
Cash Received Covid 19 less Credit Due	(25,604.85)				
Deferred Liability - Prepaid Med. Ins.	607.49				
Prepaid Expenses as of 01/31/22	<u>(6,162.90)</u>				
Actual Cash Balance on January 31, 2022	<u>\$472,913.48</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 January 1, 2022	\$456,101.62
Plus: Receipts:	
Interest on Money Market Account	18.48
Tax Levy Received	0.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	<u>50,000.00</u>
Balance on January 31, 2022	<u><u>\$406,120.10</u></u>

BUILDING FUND MONEY MARKET ACCOUNT

Balance on January 1, 2022	\$764,466.92
Plus: Receipts:	
Interest on Money Market Account	64.93
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	<u>0.00</u>
Balance on January 31, 2022	<u><u>\$764,531.85</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2022	\$1,085.54
Plus: Receipts:	
Interest Earned	0.02
Balance of SHPO Grant Received	0.00
Less: Paid Outs:	
Transfer to Building Fund MM Account	<u>0.00</u>
Balance on January 31, 2022	<u><u>\$1,085.56</u></u>

AMAZON SMILE SAVINGS ACCOUNT

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

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2022

	<u>Budget July 1, 2021 to June 30, 2022</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$269,028.00	\$ 19,168.52	\$ 147,787.58	\$ 153,140.24	\$121,240.42
Salaries - Part Time Employees	110,419.00	8,195.95	52,718.35	46,658.56	57,700.65
Salaries - Custodians	31,504.00	2,526.39	17,756.67	17,846.64	13,747.33
F I C A & Medicare Tax	31,438.00	2,281.54	16,661.52	17,138.29	14,776.48
Unemployment Insurance	800.00	0.00	509.50	472.00	290.50
Disability & Family Leave Insurance	2,000.00	1,471.88	2,803.21	2,184.98	(803.21)
Medical Insurance & Reimbursements	53,000.00	2,624.90	27,166.70	28,468.46	25,833.30
Worker's Compensation Insurance	3,000.00	0.00	3,906.09	4,246.76	(906.09)
Pension Expense	45,151.00	0.00	36,247.25	30,597.50	8,903.75
Heat	3,500.00	675.46	1,376.96	813.88	2,123.04
Electricity	20,000.00	2,475.33	14,892.48	9,394.40	5,107.52
Telephone	6,720.00	566.65	4,017.82	3,749.84	2,702.18
Insurance	25,000.00	0.00	24,713.29	21,949.46	286.71
Books, Periodicals, etc.	43,000.00	4,276.73	23,889.84	18,274.12	19,110.16
Computer & Automation Services	13,200.00	1,158.40	8,933.90	7,305.86	4,266.10
Library, Office Supplies & Postage	11,500.00	181.86	4,323.63	3,756.98	7,176.37
Maintenance, Repairs & Bldg. Supplies	10,000.00	437.32	3,521.33	10,652.04	6,478.67
Maintenance Contracts	28,000.00	0.00	17,881.32	14,955.59	10,118.68
Treasurer	8,800.00	700.00	5,100.00	5,100.00	3,700.00
Professional Fees	7,000.00	0.00	0.00	112.50	7,000.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	0.00	1,046.07	39.10	(46.07)
Events & Programming	5,000.00	282.68	2,232.11	1,081.60	2,767.89
Promotion Expense	4,800.00	0.00	329.02	1,372.00	4,470.98
General Expense	2,000.00	14.99	333.24	1,709.92	1,666.76
TOTAL EXPENSE	<u><u>\$736,860.00</u></u>	<u><u>\$47,038.60</u></u>	<u><u>\$418,147.88</u></u>	<u><u>\$401,020.72</u></u>	<u><u>\$318,712.12</u></u>

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

JANUARY 2022

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
	DM	E F T United States Treasury (3,358.70)	\$1,093.85	FICA & Medicare Expense
			2,264.85	Payroll
6899		Gloversville Public Library	11,275.35	Payroll
6900		Gloversville Public Library	12,194.53	Payroll
6901	2539	Michael J. Frank	700.00	Treasurer
6902	2540	The Paul Revere Life Insurance Company	172.78	Medical Insurance
6903	2541	United Health Care	23.20	Medical Insurance
6904	2542	C D P H P	3,644.95	Medical Insurance
6905	2543	Frontier Communications	566.65	Telephone
6906	2544	National Grid (3,150.79)	675.46	Natural Gas
			2,475.33	Electricity
6907	2545	Ingram Library Services	3,472.40	Books
6908	2546	Business Card (515.41)	80.80	Computer & Automation
			14.99	G/E - Zoom
			23.25	Events & Programming
			98.04	Library Supplies
			151.55	A/V - DVDs
			146.78	Books
6909	2547	Naif's	306.00	Newspapers
6910	2548	Quill, LLC (93.25)	83.82	Library Supplies
			9.43	Events & Programming
6911	2549	Scotty Nut Nut Entertainment	250.00	Events & Programming
6912	2550	Mark A. Carey General Contractor	437.32	Maintenance & Repairs
6913	2551	Mohawk Valley Library System (1,277.60)	1,077.60	Computer & Automation
			200.00	A/V - DVDs
6914	2552	Arch Insurance (2,943.76)	1,471.88	Dis. Ins. & PFL Insurance
			1,471.88	Prepaid Expense
DM		E F T NYS & Local Retirement System	437.76	Pension - Withholdings
DM		E F T NYS Tax Department	1,046.70	Payroll
DM		E F T United States Treasury (3,663.38)	1,187.69	FICA & Medicare Expense
			2,475.69	Payroll
		Jaeger & Flynn Associates, Inc. - Reimbursements	194.93	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2022	<u>49,725.46</u>	
		PETTY CASH PAID OUTS - JANUARY 2022		
		None	<u>0.00</u>	
		TOTAL JANUARY 2022 PAID OUTS	<u>\$49,725.46</u>	
		Less: Prepaid Expense	(1,471.88)	
		Less: Johnson Medical Ins. Reimb.	<u>(1,214.98)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$47,038.60</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

STEWART'S GRANT

Balance as of January 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 January 31, 2022			\$1,160.47

W G Y CHRISTMAS WISH GRANT

Balance as of January 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 January 31, 2022			\$621.62

ADVOCACY GRANT

Balance as of January 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 January 31, 2022			\$110.91

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 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 January 31, 2022			\$3,825.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 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 January 31, 2022			\$2,807.18

PARK TERRACE PTA - COLORTON

Balance as of January 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 January 31, 2022			\$404.39

GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
January 31, 2022

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

Balance Per Bank Statement \$ 40,841.44

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
01/31/22	DM	NYS & Local Employees' Retirement System	\$ 437.76	
01/18/22	6903	United Health Care	\$ 23.20	
01/18/22	6904	C D P H P	\$ 3,644.95	
01/18/22	6910	Quill, LLC	\$ 93.25	
01/18/22	6911	Scotty Nut Nut Entertainment	250.00	
		Total Outstanding Checks		<u>4,449.16</u>

Other Items:

None -

BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS \$ 36,392.28

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

Balance Per Bank Statement \$ 15,001.50

Outstanding Checks:

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

Other Items:

None -

BALANCE IN LEDGER AND QUICKBOOKS \$ 15,001.50

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

Balance Per Bank Statement \$ 406,120.10

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 406,120.10

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

Balance Per Bank Statement \$ 764,531.85

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS \$ 764,531.85

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement \$ 1,085.56

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

\$ 1,085.56

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

Balance Per Bank Statement \$ 463.29

Outstanding Checks:

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

BALANCE IN LEDGER AND QUICKBOOKS

\$ 463.29

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Greg Niforos
Vice President of Finance

	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Proposed Budget 2022-2023	\$ Change 21-22 to 22-23	Changes
EXPENSES						
Salaries FT	\$ 260,658.00	\$ 323,528.80	\$ 300,531.80	\$ 371,490.20	\$ 70,958.40	
Salaries PT	\$ 71,628.00	\$ 81,265.60	\$ 110,419.40	\$ 154,842.48	\$ 44,423.08	
SS/Medicare Taxes	\$ 25,321.00	\$ 30,966.77	\$ 31,437.77	\$ 40,264.45	\$ 8,826.68	
Unemployment Insuran	\$ 858.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	
Disability/NYSFL Insura	\$ 1,327.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	
Subtotal	\$ 359,792.00	\$ 438,561.17	\$ 445,188.97	\$ 569,397.13	\$ 124,208.16	
Worker's Comp	\$ 2,634.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	
Medical Insurance	\$ 35,817.00	\$ 47,558.00	\$ 53,000.00	\$ 63,000.00	\$ 10,000.00	Planning for additional FT
Pension Expense	\$ 34,602.00	\$ 35,000.00	\$ 45,151.00	\$ 45,151.00	\$ -	
Subtotal	\$ 73,053.00	\$ 85,558.00	\$ 101,151.00	\$ 111,151.00	\$ 10,000.00	
Natural Gas	\$ 2,513.00	\$ 4,000.00	\$ 3,500.00	\$ 4,500.00	\$ 1,000.00	
Electricity	\$ 18,683.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00	
Telephone	\$ 6,392.00	\$ 6,720.00	\$ 6,720.00	\$ 7,200.00	\$ 480.00	
Insurances	\$ 21,663.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	
Subtotal	\$ 49,251.00	\$ 55,720.00	\$ 55,220.00	\$ 61,700.00	\$ 6,480.00	
Books	\$ 40,133.00	\$ 46,500.00	\$ 43,000.00	\$ 40,000.00	\$ (3,000.00)	
Computer Services	\$ 11,886.00	\$ 13,200.00	\$ 13,200.00	\$ 14,700.00	\$ 1,500.00	Internet Expense
Library/Office Supplies	\$ 6,561.00	\$ 11,500.00	\$ 11,500.00	\$ 10,500.00	\$ (1,000.00)	
Building, Maint., Repair	\$ 9,293.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Building Contracts	\$ 20,353.00	\$ 27,299.00	\$ 28,000.00	\$ 38,000.00	\$ 10,000.00	Maintenance Contracts
Accounting/Fin. Sec.	\$ 8,600.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00	\$ -	
Professional fees (audit	\$ 6,300.00	\$ 8,000.00	\$ 7,000.00	\$ 7,000.00	\$ -	
Election Expense	\$ 303.00	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00	\$ -	
Prof. Meetings & Travel	\$ 821.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	
Events & Programming	\$ 2,937.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Promotional Expense	\$ 5,363.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ -	
General Expense	\$ 1,124.00	\$ 1,300.00	\$ 2,000.00	\$ 2,000.00	\$ -	
Subtotal	\$ 113,674.00	\$ 131,549.00	\$ 135,300.00	\$ 142,800.00	\$ 7,500.00	
Total Expenses	\$ 595,770.00	\$ 711,388.17	\$ 736,859.97	\$ 885,048.13	\$ 148,188.16	
REVENUE						
GESD Tax Levy	\$ 453,695.00	\$ 453,695.00	\$ 503,695.00	\$ 553,695.00	\$ 50,000.00	
Gloversville Library Fou	\$ -	\$ -	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00	
Foundation - donations	\$ 5,066.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Income from Investmen	\$ 2,162.00	\$ 2,600.00	\$ 500.00	\$ 2,000.00	\$ 1,500.00	
Affiliations & Grants	\$ 22,153.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ -	
Fines & Misc. Income	\$ 8,607.00	\$ 9,000.00	\$ 2,500.00	\$ 2,500.00	\$ -	
Covid 19 IRS Payment	\$ 46,125.00	\$ -	\$ 65,000.00	\$ -	\$ (65,000.00)	
Friends of the Library**	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Cash Available	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue	\$ 547,808.00	\$ 492,295.00	\$ 648,695.00	\$ 685,195.00	\$ 36,500.00	
Surplus/(deficit)	\$ (47,962.00)	\$ (219,093.17)	\$ (88,164.97)	\$ (199,853.13)	\$ (111,688.16)	
Capital Expenditures				\$ 10,000.00		Computer Purchasing

*The Gloversville Library Foundation secured a line of credit from NBT Bank to assist the Library with cash flow during the renovation of the Carnegie building. A significant portion of the project's funding came from state grants and a majority were reimbursements rather than cash up front. The Library is unable to give any of the grant funding to the Foundation for repayment on the line of credit therefore all of the Foundation's income is needed to pay the bank. The Library will instead use the grant funding to offset operational expenses until the Foundation is able to resume its contribution to the Library's operating budget.

GPL BUILDING AND GROUNDS COMMITTEE

FEBRUARY 9, 2022 MEETING DISCUSSION ITEMS

Thursday 2/3 Roof Drain Building Leak – Status of repair work (scheduled for Tues. 2/8), cost estimate, insurance claim, etc. Remediation of flooding in Reading Room and Mechanical Room completed?

Interim repair to prevent further leakage carried out 2/8; reason for leak was not a separation of roof drain pipe segments, but instead a major ice plug near the outlet of the drain which caused melt water to back up in drain all the way up to the second floor. For now a temporary heating cable will prevent ice plug from reforming, but a more permanent fix will be undertaken this spring. Walls in the Reading Room and Staff Area that were cut out during the investigation of the problem will be repaired before then, and the carpet remediation to address water damage has been completed. Work needed to document the insurance claim to be filed has been initiated; our policy has a \$2500 deductible. We will also look at other roof drains on the building to make sure they are not vulnerable to similar icing problems in periods of very cold weather.

Building Leaks in the Atrium, Mechanical Room and Children's Room – Were past leaks seen in the Children's Room and Mechanical Room caused by the current roof drain leak? Plans for permanent repair of Atrium leak?

Past leaks may very well have been caused by the current problem, given their location in the building. Atrium leak has been addressed for now by the "band aid" roof repair, but that only buys us time (1-2 years?) until a permanent fix to the roof and skylight can be advanced; that will be a major, expensive project (will be explored as a potential grant candidate).

HVAC Chiller Winter Damage Protection –Chiller protection fabricated and installed; will remain in place this winter and possibly may not need to be removed in off season. Any other HVAC issues at this time?

All good for now; no new problems.

Snowplowing Contract–Any outstanding issues, or are things going smoothly?

Now also salting and sanding employee lot to prevent icing of plowed area. Staff area needs attention to remove snow/ice buildup (not part of the contract).

Exit Driveway Slope Landscaping –Need to identify plant donations for Phase II work to be done after Phase I is completed.

Will develop donation plan and schedule; coordinate donations with other activities (seed donations, etc.). Discussed establishing a “nursery” area in 68 & 68 ½ parcel to hold donations until they are needed.

Front Door Issue- The issue been resolved for now, will investigate a permanent fix this spring.

Maintenance Contracts – Review Current Status of Scheduled Visits and Actions

- HVAC Software *PASCO contract renewed through 2025*
- HVAC Maintenance *Has call into TBS about contract renewal*
- HVAC Cooling Tower Maintenance *Water quality contract has been renewed*
- Sprinkler System – Status of inspection
- Fire Extinguishers
- Elevator *Received current bill, will contact to renew contract*
- Fire Inspection

New Library Parcel on East Fulton Street –Status report on needed actions (insurance coverage, property survey, etc.). Continue discussion of master plan for the development and use of the parcel to support Barb Madonna’s grant application work.

Insurance policy now covers this parcel. Will contact another surveying firm to perform survey this spring. Reed and Carlson to set up ad hoc committee to further explore potential uses of and needed improvements to the parcel to support grant application work.

Any Other “New Business” *None*

NEXT COMMITTEE MEETING: Wednesday, March 9 @ 1pm

The first meeting of the ad hoc committee for the 66, 68 & 68 ½ parcel will follow at the conclusion of the meeting (2 pm).

Will review status of Maintenance Checklist at next meeting.

Local History Room Report #6: February 15, 2022

We keep meeting. Our volunteers are: Ren Reed, Lori Meade, Jill Lathrop, Carol Maider

Shari Peto is giving us assistance when we need a library clerk.

What we have accomplished so far:

- Yearbooks done.
- Storage Cabinet for fragile and old maps and ephemera is being designed. No price yet.
- Cooperstown Museum Studies program needs to be contacted. We are closer to having some sort of idea as to what we would like them to do.
- "Reading the shelves" has had to be temporarily changed to a quicker method to make room. We asked the librarians to look at the "large, multiple volume" books first to determine if they are important enough to keep. They did and have pulled an entire book cart of these tomes. We will be asking Don Fleischut if he is willing to try to find homes for them, either on e-bay, or with other libraries or museums. The purpose of this exercise is to allow us to shift books into the spaces created so we can relieve the bookshelves under the south windows for a separate collection. We will begin shifting the collection next week.
- We will begin to sort through the old photos that we have to make displays. We haven't decided yet if photos are appropriate use of our space and cabinets, so if they are not, we hope to find a home for them in the Fulton County Museum.
- The photo/portraits of the older board presidents/trustees that date to the 1880's through the 1940's are stored in one of the microfilm cabinet's large drawers. We hope to be able to have them available to the public at some point.
- Plans for our Celebration of the re-opening of the Local History Room are set with Tom Ruller, a former Gloversville resident and NYS Historian, to come to GPL to do a keynote address.
- We keep moving forward and our ultimate goal is to have the room "public ready" by the end of March, for the big "re-opening" program.

New items:

- The donation of old microfilm has been delivered from the Leader Herald offices, sorted and put in drawers. These will need to be bar coded and placed in our circulation system, but that can happen as the librarians have time. They are at least in order and safely stored in the proper cabinet. The oldest newspaper we have is the Gloversville Standard 1857-1860, The Gloversville intelligenser 1867-1889 with some years missing, the Daily Leader 1888-1903, The Morning Herald 1913-195, the Leader Republican 1937-1955 and the Leader Herald (two newspapers combined) 1955-2018.

To be done:

- Books need to be shifted
- Cooperstown called
- Temporary signs made to put on drawers as to contents
- Rearrange furniture for better visibility, and handicap accessibility
- Design map of the room for easier use in finding items for research
- Work on displays for the re-opening program
- At some point, a plan needs to be developed as to how to pay for various items that we need to protect. Those items include: UV film for the windows, professional photography for the portrait photos of the old boardmembers and a folio to set said photos in, safe cabinet for fragile maps.
-

Christine Pesses, Chair

Program Committee Report: January 2022

Present: Valerie Acklin, Ren Reed, Caren Pepper (Chairperson)

Valerie summarized programming efforts over the past year and a half. Obviously, it was difficult during the pandemic, but there were Zoom events and limited crafting projects for both children and adults. We are playing catch-up as the staff begins planning programs for the future. The staff who are most involved with planning are Sonny and Darla for children, and Nicole and Christine for adults; eventually Lex will be involved.

Our library system is the smallest in the state and has the smallest budget, yet the libraries in our system cover a large geographical area. In order to appeal to the wide diversity of this population we must start now to implement plans for programs in the future to be able to obtain the materials, arrange the staffing, publicize events, and hire performers.

This year, the Library focused on increasing and improving collections, adding new collections, and creating easier access to the fiction collection. For the upcoming year and into the future, the focus will be on creating engaging programs that are educational and entertaining. We will be trying to increase interest and attendance at these events, by bringing the public into the facility; the aim will be to reach "non-library" participants.

Christine is currently conducting adult classes on mindfulness, "Brain Hacks," and Qi Gong. Nicole is beginning a new book selection group called "Book Tastings." Darla is working on STEAM programming, possibly holding a magic show, creating a play program for babies, and holding an art program for early elementary-age children. Sonny holds a regular story time. The summer reading programming for children is in the planning stages. There will also be a summer program for adults.

Some ideas for the fall include a virtual 5K, crafts, fitness, a banned book program, current events and coffee at North Star, a shredding day, a local history day, perhaps an "Antiques Road Show" day, and a financial literacy program.

Valerie is holding discussions with various groups such as North Star Café and community leaders to collaborate with and to participate in activities during the summer, such as the Rail Trail Fest, the Art Walk and the proposed skateboard festival. Valerie plans to have an informational table or provide other support to these events, but does not intend to be a part of the planning and organizing process so that our staff can focus on its own projects.

Valerie is going to explore the process of planning events, displays, and programming to provide a continuum of interest in the library, from early childhood into elementary school, through adolescence into middle age and beyond. Both passive and active experiences in the library will be created to have this effect. Collaboration with community groups, schools and organizations and utilization of social media will help to achieve this goal.

Valerie said: "We have had a revolution of the building. Now is the time for a revolution in programming."



Gloversville Public Library
Director's Report
Valerie Acklin / Library Director
January 2022

Website Renovation

The Library has been chosen to participate in the Capital District Library Council's regional grant-funded project to improve library websites in our area. This means that we will be able to completely rebuild our website, from the ground up, with the help of professionals, for free. Our current website has been a constant concern of mine, but without staff versed in web design or the funding to pay someone who is, it has been languishing. So, this new project comes at the perfect time (and for the perfect price)! CDLC has hired a web design firm to work with the participating libraries to design an easy-to-use-and-edit template that we will be able to customize to suit our individual needs. Lex and I will be the point people for this project, and we will be looping in the staff for suggestions and feedback along the way. Both of us have already participated in the initial virtual design-planning Zoom, in which we met with some of the designers, CDLC staff, as well as representatives from the other participating libraries. The hope is that a template can be built by the end of the spring, with staff training taking place over the summer, and then taking the live in the early fall. Needless to say, we are all eagerly anticipating the final product!

Local History Room Services

As we look forward to the spring, and the opening of the Local History Room, Nicole, Shari, and I are working to establish the framework for providing service to the public. We are looking at a combination of reserved appointments and open hours, covering both days and evenings, as well as weekdays and weekends. All our decisions will be made with the safety and preservation of the Local History Collection, in mind. I will also be reaching out to schedule additional training on our microfilm machine, as it's been a while and those of us who will be using it need a refresher course.

We are also starting to plan related programs, as well as strengthen our genealogy holdings, as we know the opening of the space will bring renewed interest in all things related to the history of the area and family heritage.

Programming

Youth Services is finalizing their Spring programming, and beginning to schedule for Summer. I met with Darla to discuss where we might set our sights for the fall. In particular, we'd like to map out the framework for the new "Club Baby" programming that will be designed for children 0-2, in the ELC. In addition, we want to start reaching out to different outside entities to hold informational workshops and talks for parents of infants and toddlers. We're very excited about our next steps with the ELC!

I also met with Nicole and Chris, to look at diversifying our programming for adults. We need to reach out to residents who might be looking for service-oriented programs – industrial shredding, antique appraisal, tax grievance information – in addition to our literary, craft, and wellness options. We also discussed establishing passive programs – asynchronous, self-led activities in the library – that might be of interest to those who can't attend more formal programming.

In addition, our talks with Robert at North Star Café continue. We will definitely be taking part in the FJ&G ThoroughFair event in August. We hope to have two tables to share with the Friends. With Library/Friends info, a simple craft, and a raffle. In addition, Chris will hold a kids QiJong session. We will need to staff it with approximately 10 people, and will talk to Outreach and the Friends, as well as see if any staff members will come forward, as we get closer to the event.

Staffing

I know that I speak for the entire staff when I say how delighted I am to be welcoming additions to our Library family – both new and not-so-new. Sally began her provisional full-time Senior Library Clerk position recently, and it was perfect timing, since Linda was scheduled to be on vacation. In addition, she has dedicated time to train under Circe. She has been busy and I'm delighted with how seamless the transition has been. Barb has jumped into her new full-time Librarian I position with full force. She's already researched issues regarding the new vacant lots, as well as tracked down some small grant opportunities that we hope to take advantage of. And, of course, having her back in "the office" for some of her working hours has been wonderful. We also welcomed three new part-time Library Clerks: Daniel, Kathy, and Stella. They have only just begun their training, but we hope to have them up to speed as quickly as possible.

Behind the scenes, I've been in regular contact with Civil Service to file the appropriate paperwork for all these staff changes. With the help of the staff there, we should be able to have it wrapped up in the next couple of weeks. This means the various title appointments and work hour changes will be official in time to meet the compliance requirements for the extended deadline for outstanding ESD grant. It literally has taken a village to make that happen and I am grateful that we got it done.

New in January:

- The Memory Lane collection items were received, processed, and shelved. The new collection is in the Non-Fiction room in the furthest back, right corner, above the Reference collection.
- Core Cards (previously known as Barrier Free cards) are now available for eligible patrons and the first one was issued on 1/26.
- The Essentials Kit is now available for public use.
- A new informational brochure is available for staff to hand out when patrons receive their library card.
- Board and card games are beginning to be processed for circulation.
- The number of items on our shelves in the Library of Things collection more than doubled! Our Library of Things collection now includes:
 - Chromebook
 - Roku Streaming Stick
 - Folding Table
 - Pop-Up Canopy
 - WiFi Hotspot
 - Folding Utility Wagon
 - Portable Bluetooth Speaker with Microphone
 - Telescope
 - Metal Detector
 - Portable Car Jump Starter with Air Compressor
 - Stud Finder, Laser Level and Laser Measurer
 - Birdwatching Kit

Programs in January:

- For the Love of Reading's topic was to read a book that demystifies a common mental illness.
- Joy of Coloring was cancelled.
- Adult Crafting had a total of 30 participants registered with 24 participating: 8 at the 1:30 class, 5 at the 5:30 class and 11 picked up as kits. February's craft will be paper lanterns. (FYI: Registration is limited to 30 participants)
- Open Craft Lab had 6 participants.

Introducing our
MEMORY LANE COLLECTION

A special collection of materials geared towards those living with dementia or other memory impacting-conditions, their caregivers and their families.

INCLUDES

- ✓ Fiction
- ✓ Non-Fiction
- ✓ Biographies
- ✓ No text photo books
- ✓ Large type
- ✓ Picture books
- ✓ And more!

GLOVERSVILLE
PUBLIC
LIBRARY

Need

Something?

Our "Essentials Kit" is here for you to take what you need, when you need it. Totally free, no questions asked.

TYPICAL CONTENTS

- Lip Balm
- Bar Soap
- Hand Sanitizer
- Toothbrush/Toothpaste
- Comb
- Moisturizing Lotion
- Deodorant & Antiperspirant
- Bathing Wipes
- Cloth Baby Diaper & Wipes
- Sanitary Napkin & Liner
- Protective Briefs



Just ask for the "Essentials Kit" at the Information Desk!



GLOVERSVILLE

PUBLIC LIBRARY

CORE CARD

WHAT IS A CORE CARD?

A Core Card provides core library services to those unable to obtain a standard access library card, i.e. unable to provide a valid photo ID and/or valid residential address.

HOW DO I GET A CORE CARD?

- At our Information Desk, provide as much information about yourself as you can, e.g. name, address, phone number. Physical documents are encouraged, but not required.
- A photo or security image—provided by the Library—is **required** to use this card.
- Parent/Guardian permission is **required** for ages 5-17.

WHAT CAN I DO WITH A CORE CARD?

- Use the public computers at the **Gloversville Public Library**.
- Fully access our online selection of ebooks, eMagazines, and eAudiobooks at mvs.overdrive.com or with the **Libby app**.
- Check out a maximum of **3 items** from the Gloversville Public Library regular collection.
- Holds & requests may **not** be placed with this card.

CAN I UPGRADE TO A STANDARD CARD?

YES! If you obtain the necessary documentation, you can upgrade to a Standard Card and enjoy access to the following library services in addition to everything listed above:

- Use your card at other libraries
- Request materials through Inter-Library Loan
- Check out more items!
- Full access to **ALL** collections including: New/Popular items, DVDs, Audiobooks, Lucky Day books, Library of Things items, and more!!

58 East Fulton St., Gloversville, NY 12078
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Gloversville Public Library
Youth Services Report
January 2022
Darla Barry/Head of Youth Services

After missing the first week of January, my schedule seemed to get a little busier! I received phone calls from the Rainbow Play School and the Broadalbin-Perth Elementary School Pre-K program to arrange times for their youngsters to visit the Library. On January 19, the Rainbow Play School came and the next week, beginning on January 25-28, Broadalbin-Perth's four Pre-K classrooms visited. Each of the five groups was given a tour of our facility. I read two Mother Goose stories to the little ones from Rainbow, one of them was Twinkle, Twinkle Little Star. To go along with the story, we did a moon and star mobile craft using a crescent moon and two stars attached with ribbons, to take home and display. They also were given a packet of activity sheets, a tiny stuffed "Reading Buddy" with a book, and an informational brochure of our Library. The Pre-K classes from B-P had an arctic theme. After their tour, I read two stories about penguins, then they created a paper plate penguin for their craft to take home along with their themed "goodie bags" containing the activity sheets, a "Reading Buddy" and book, and the brochure. It was very nice to see so many children here.

Our regular Story Time still has the faithful few attending. We have experienced one participant with COVID, a vacation for another, and because of the sub-zero temperatures one chose to stay home, hindering our attendance.

I'm thankful to Sonny for stepping in to do my Saturday Story Time and participating with Mr. Matt on his virtual visit to our Library. I can't express my appreciation enough to be working with such a caring, supportive, and wonderful staff.

Before the end of the month deadline, both the Stewart's Match Application for their grant was submitted by email, and the WGY Christmas Wish was snail mailed in time to meet their deadline! They have been generous to us in the past and for that I am very thankful. Because of their grants, I have secured the following programs for the future, on the fourth Saturday of each month from March to May and an evening in June:

March: "Captain HurriCain's Seaside Magic Show": Ron Cain's character will discuss traveling the waterways of New York in his trusty ship the Jolly Roger, perform highly-entertaining and interactive magic, show off his bunny, and emphasize reading!

April: Scotty Nut-Nut will do a "Balloon Making" workshop.

May: "Reptile Adventure": Jessica Shea was a presenter here prior to COVID. I learned there was a phenomenal-sized crowd that arrived for this event, not everyone could view her show so, she graciously agreed to stay for another presentation and some still had to be turned away. We are requesting a first come, first serve registration; if the first show fills up quickly, Ms. Shea has agreed to a second show for a small fee.

June: Magician Sam Dvorak: This young man performed here pre-COVID and was a big hit with our youngsters. He is available between college semesters and has agreed on a Tuesday evening to have a large group magic show and smaller group magic workshop.

In addition to the above list, I also wanted to make you aware that Mr. Matt Mazur, founder of Turtle Dance Music, has been very supportive of the library. With the help of technology, he is viewed around the world by youngsters! When he was here in person (again pre-COVID), lots of people attended his event; we have tried multiple times to have the public view his performances via Zoom to only get a family of two to join in. This was very disappointing to him and to us, knowing he delivers an awesome show. He suggested that we have him do two more shows without a fee to see if more would attend. He held one last month and has offered to do another on February 26 and again in March on a date to be determined. We are promoting them as a big screen event to be held in the Carnegie Room.



Gloversville Public Library

Special Projects Report

Barb Madonna / Head of Grant Administration and Special Projects

January 2022

1. Wrap up grants from the building renovation

Empire State Development: \$500,000 outstanding

Once the new staff is on board for a minimum of 4 weeks, I will submit our request for reimbursement. I'm gathering up the last bits of paperwork needed and confirming my understanding of the items for submission with our Project Manager at ESD.

2. New grants for building projects

I'm working with Valerie and the Building & Grounds Committee to flush out projects for 66, 68 & 68 ½ East Fulton Street and the dome of the historic building. I am looking into grant funding with NYS Division of Library Development's Construction Grant Program (application due in August 2022) and the City of Gloversville's DRI (Open Call submissions due February 25, 2022). I am entertaining another CFA application for the summer for the dome. I am also investigating some funding through The National Park Service, but if it follows the same schedule as in 2021, the application itself is not due until December 2022; I am not sure if that funding source will be viable.

3. Other grants

I am doing preliminary research to find grant opportunities to support programming and collection development to supplement the Library's annual operating budget. This will include meeting with key staff members to understand the projects and ideas they are developing.

4. Other projects

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

Reading through the Library's policies to reacquaint myself and note revisions.

Statistics / Monthly Report **January 2022**

are as follows (Figures in parentheses are comparable figures for 2021. Figures for 2021 are low due to Covid-19.)

	2022	2021
VISITORS	5,203	(3,429)
CIRCULATION		
Adult Circulation	1,272	(761)
Teen Circulation	87	(73)
Juvenile Circulation	641	(354)
Audiobooks	48	(79)
eAudio	176	(214)
eBooks	635	(710)
Music	1	(12)
Periodicals	64	(24)
eMagazines	135	(2)
Videos	701	(349)
Museum Passes	0	0
Library of Things	1	0
Subtotal	3,761	(2,578)
In-House Use		
Adult	9	(3)
Juvenile	0	0
Other Materials	660	0
Subtotal	669	(3)
Total Circulation	4,430	(2,581)

REFERENCE QUESTIONS **48** **(36)**

MEETINGS/PROGRAMS/OUTREACH

27	Adult programs and meetings with 215 people	(15 Adult programs and meetings with 94 people)
12	Juvenile programs and meetings with 117 people	(9 Juvenile programs and meetings with 846 people)
0	Teen programs and meetings with 0 people	(0 Teen programs and meetings with 0 people)
120	One-on-one programs and meetings 120 with people	(In previous years one-on-one programs were included in adult, juvenile and teen program counts)

INTERLIBRARY LOAN

Material Borrowed	509	(514)
Material Loaned	558	(650)
Total	1,067	(1,164)

COMPUTER USAGE **647** **(242)**

HISTORICAL ROOM *

Temporarily Closed

Visitors	0	(0)
Books Used	0	(0)
Reference Questions	0	(0)

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