



Gloversville Public Library
Meeting of the Board of Trustees
October 21, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of September 2014 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
Windows update
DLD Grant –security camera
Site engineer visit
Technology update
Construction Manager's estimate
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: November 18, 2014.

**Draft Minutes of the Gloversville Public Library Board of Trustees Meeting**

September 16, 2014

The Gloversville Public Library Board of Trustees held a meeting on September 16, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:50 P.M. immediately following the Annual Meeting.

The following trustees were present: David Fisher, Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim, Merry Dunn Brown and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon also attended the meeting. Vincent De Santis was excused from the meeting. Six students from the Participation in Government class from the Johnstown High School also attended 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. Mrs. LaPorta said that she was very pleased with the New York State Board of Regents naming Charles Giglio, the Latin teacher, at the Gloversville High School as the 2015 New York State Teacher of the Year. The Trustees agreed that this was quite an honor for Mr. Giglio.

Mr. Fisher introduced Merry Dunn Brown to the Board of Trustees. Mrs. Pesses made a motion, seconded by Mrs. Lair, to appoint Ms. Brown to fill the vacancy on the Board of Trustees until the next election in May 2015. This was approved all voting aye. Mr. Frank, a notary public, administered the Oath of Office for Ms. Brown.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 19, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Mr. McGuire, 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 August 2014 and the fiscal year-to-date period ending August 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through August 31, 2014 is down approximately \$1,100 from the same period of last year due primarily to the decrease in the interest and dividends from the Gloversville Library Foundation and the decrease from last year in donations. Expenses this year are up approximately \$9,100 over the prior year due primarily to payroll and payroll related benefits and expenses, an increase in the book expense line item which is a result of the Baker and Taylor lease plan being paid in September last year and an increase in insurance expense due primarily to an increase in Worker's Compensation insurance. Mr. Frank asked if there were any questions or comments on the financials for the month of August 2014 or the year-to-date period ended August 31, 2014. Hearing none, Mrs. Lair made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Clark discussed the State's audit requirement that the Library needs to have a procedure to audit claims made by creditors on Library funds. The requirement would require the Library to appoint a Claim's Auditor or have the full Board of Trustees audit the list of warrants each month before payments are made to our vendors. After some discussion, Mr. Clark informed the Trustees that he would draft a policy to establish the claim's auditing procedure for a first reading at the October Trustee's meeting. Mr. Clark also informed the Trustees that we are continuing to explore the possibilities of bonding for the Master Renovation Project.

Mr. Frank distributed the Warrants numbered 51 through 77 for September 2014 to be audited by the Trustees and approved for payment. After being audited for payment by the full Board of Trustees and signed off on they were given to Mr. Frank for payment to the various claimants.

Mrs. LaPorta informed the Trustees that the Friends were very grateful for the sizeable donation of books received from the Gloversville School District during the summer. Mrs. LaPorta also reminded the Trustees that Sunday October 19th which is the beginning of Friends week will be the date of the Friend's Celebration this year. Mrs. LaPorta also informed the Trustees that many events are being planned by the Friends during Friends week. Mrs. LaPorta also reminded the Trustees that the fall book and bake sale will take place on October 14th and 15th this year.

Barbara Madonna
Library Director2014-2015
Board of Trustees

Elizabeth Batchelor

Merry Brown

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Ms. Madonna informed the Trustees that the start date for the window replacement project is now expected to be by the end of this week. Ms. Madonna also informed the Trustees that the Division of Library Development Grant monies available this year totaled \$370,000 and that we were expecting to get approximately \$150,000 of this total for a handicap access elevator and security cameras to be a part of the Master Renovation Project. Ms. Madonna also informed the Trustees that she had been in touch with Adirondack Cabling & Security about the cost of cameras and that she had gotten a price of \$7,400 to purchase and install them. This is not a stand-alone system. It will be added on to the Police Department's existing set up. As a result, we need to use the same equipment and software and service. Adirondack Cabling & Security has been the Police Department's contractor on this project from the beginning. NYS Contract pricing is also available, though the prices are higher than the quote we received from Adirondack Cabling & Security. Mr. McGuire made a motion, seconded by Ms. Dunn, to proceed with the purchase and installation of the cameras. This was approved all voting aye.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that our total receipts and pledges now stand at \$2,196,114 and continuing to grow. Mrs. Pesses also informed the Trustees that the Public Campaign will begin on October 23rd and that Lisa Buggeln has agreed to be the chairperson of the Public Campaign. Mrs. Pesses also informed the Trustees that Richard Russo has agreed to be here for the Public Campaign kickoff on October 23rd. Mrs. Pesses also informed the Trustees that work is continuing on the New Markets Tax Credits and that our attorneys in Albany are continuing to work on the Federal and State Historical Grant possibilities.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the summer programming went very well and that work is beginning with a meeting tomorrow on the Gloversville Reads Program for 2015. Mr. Ephraim also informed the Trustees that a webinar is available on September 23rd regarding promoting the Library, etc.

Mr. Fisher opened a discussion on using electronic media to promote the Library. Mr. McGuire said that he would work on exploring some of the possibilities of doing more of this.

Ms. Madonna informed the Trustees that we now have, through our Polaris system, the ability to have a patron's picture on their library card as a security measure. Ms. Madonna felt that we should offer this as a security measure for our patrons but not make it mandatory. The Trustees agreed with this recommendation and felt that we should purchase the required cameras, etc. to be able to offer this to our patrons.

Mr. Fisher informed the Trustees that he had a conversation with Fiscal Advisors about our borrowing prospects and that the Library is not able to do any Commercial Borrowing. Mr. Fisher also said that he felt that a sympathy card should be sent to Mrs. Persico from the Library.

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

Mr. Fisher asked if there was any old business to come before the meeting. Mr. Clark said that the Bylaws update would be done in conjunction with our adding a Claim's Auditing Policy.

Mr. Fisher asked if there was any new business to come before the meeting. Nothing was brought up at this time.

Mrs. Pesses made a motion, seconded by Mr. Clark, to adjourn the meeting at 8:00 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on October 21, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

SEPTEMBER 2014

	Budget July 1, 2014 to June 30, 2015	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	\$268,971.00	\$0.00	\$0.00	\$0.00	\$268,971.00
Investment Income	200.00	5.10	17.58	19.19	182.42
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	11,654.19	36,435.84	33,699.05	108,564.16
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	625.00	850.00	844.00	4,150.00
Government Affiliations	6,060.00	4,551.30	4,551.30	225.30	1,508.70
Fines & Miscellaneous Income	14,000.00	673.60	2,432.70	2,580.79	11,567.30
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	0.00	0.00	5,500.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL RECEIPTS	\$454,731.00	\$17,509.19	\$44,287.42	\$37,368.33	\$410,443.58
	Income Cash Reconcilement				
Income Cash Balance on September 1, 2014	\$217,996.26				
Plus: Receipts Per Report	17,509.19				
Less: Expenses Per Report	30,924.54				
Income Cash Balance on September 30, 2014	204,580.91				
Accounts Payable as of 09/30/14	8,967.49				
Accrued Expenses as of 09/30/14	0.00				
Prepaid Expenses as of 09/30/14	(864.85)				
Actual Cash Balance on September 30, 2014	\$212,683.55				

BUILDING FUND

Balance on September 1, 2014	\$363,665.73
Plus: Receipts:	
Interest on Money Market Account	8.87
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Documents	10,213.75
Balance on September 30, 2014	\$353,460.85

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

SEPTEMBER 2014

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$174,061.00	\$ 14,248.38	\$ 42,745.14	\$ 41,205.12	\$131,315.86
Salaries - Part Time Employees	64,157.00	4,371.42	12,673.26	13,034.85	51,483.74
Salaries - Custodians	23,642.00	1,932.26	5,796.78	5,569.26	17,845.22
F I C A & Medicare Tax	20,032.00	1,572.14	4,682.91	4,575.40	15,349.09
Unemployment Insurance	660.00	0.00	175.25	162.25	484.75
Disability Insurance	780.00	0.00	286.70	292.08	493.30
Medical Insurance	42,880.00	3,494.75	11,265.79	10,145.61	31,614.21
Pension Expense	38,127.00	0.00	(9.16)	0.00	38,136.16
Heat	9,000.00	62.44	139.81	150.70	8,860.19
Electricity	8,500.00	502.92	1,130.86	1,453.78	7,369.14
Telephone	1,000.00	235.15	657.21	652.30	342.79
Insurance	10,500.00	19.90	5,716.69	5,448.68	4,783.31
Books, Periodicals, etc.	46,818.00	1,694.36	15,595.42	18,561.77	31,222.58
Computer & Automation Services	18,250.00	1,023.61	2,065.64	2,199.20	16,184.36
Library, Building & Office Supplies	10,000.00	293.26	1,380.21	5,203.21	8,619.79
Maintenance & Repairs	9,000.00	134.00	275.57	1,977.32	8,724.43
Financial Secretary	8,200.00	700.00	2,050.00	2,000.00	6,150.00
Professional Fees	5,500.00	0.00	0.00	330.00	5,500.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	95.20	602.10	521.41	1,397.90
Events & Programming	4,682.00	255.60	1,260.08	225.00	3,421.92
Promotion Expense	2,500.00	219.50	408.50	1,170.15	2,091.50
General Expense	2,000.00	69.65	356.67	413.17	1,643.33
TOTAL EXPENSE	\$503,289.00	\$30,924.54	\$109,255.43	\$115,291.26	\$394,033.57

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

SEPTEMBER 2014

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,443.41)	\$787.11	FICA & Medicare Expense
			1,656.30	Payroll
4448		Gloversville Public Library	7,833.83	Payroll
4449		NYS Child Support Processing Center	235.08	Child Support
4450	000051	Donna J. Kuhner	403.25	Petty Cash
4451	000052	Quill Corporation	199.72	Library Supplies
	000053			
4452	000054	Palmateer Trucking & Container Service	134.00	Maintenance & Repairs
4453	000055	Frontier Communications	235.15	Telephone
4454	000056	Glatfelter Brokerage Services	19.90	Insurance - Worker's Comp.
4455	000057	Mohawk Valley Library System (1,124.72)	186.10	Events & Programming
	000058		938.62	Computer & Automation
4456	000059	Barbara J. Madonna	20.16	Professional Meetings & Travel
4457	000060	National Grid (565.36)	62.44	Heat
			502.92	Electric
4458	000061	C D P H P	3,390.79	Medical Insurance
4459	000062	Kid's Reference Company, Inc.	119.91	Books
4460	000063	Donna J. Kuhner	75.04	Professional Meetings & Travel
	000065			
4461	000064	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4462	000066	Derby Office Equipment, Inc.	62.02	Library Supplies
4463	000067	Baker & Taylor Books	455.11	Books
	000068			
4464	000069	Center Point Large Print	71.08	Books
	000073			
4465	000070	Unique Management Services, Inc.	69.65	G/E - Collection Expense
4466	000071	Business Card (445.76)	44.50	Events & Programming
			31.52	Library Supplies
			85.25	A/V - DVDs
			84.99	Computer & Automation
			199.50	Promotion Expense
4467	000074	Audio Editions	545.93	A/V - DVDs
	000075			
4468	000076	Smart Apple Media	106.08	Books
4469	000077	Carol Cownie	25.00	Events & Programming
4470		Gloversville Public Library	7,824.32	Payroll
4471		NYS Child Support Processing Center	235.08	Child Support
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	313.14	Pension - Withholdings
DM		E F T NYS Tax Department	662.98	Payroll
DM		E F T United States Treasury (2,426.36)	785.03	FICA & Medicare Expense
			1,641.33	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	1,283.17	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2014	32,176.00	
		PETTY CASH PAID OUTS - SEPTEMBER 2014		
		Promotion Expense	20.00	
		Newspapers (Books)	311.00	
			<u>331.00</u>	
		TOTAL SEPTEMBER 2014 PAID OUTS	<u><u>\$32,507.00</u></u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Petty Cash Check	<u>(403.25)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$30,924.54</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of September 1, 2014			\$0.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at September 30, 2014			\$0.00

WGY CHRISTMAS WISH GRANT

Balance as of September 1, 2014			\$205.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at September 30, 2014			\$205.00

STEWART'S FOUNDATION GRANT

Balance as of September 1, 2014			\$325.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at September 30, 2014			\$325.00

WORKFORCE LITERACY GRANT

Balance as of September 1, 2014			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at September 30, 2014			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of September 1, 2014			\$12,000.00
Appropriation Provided For In 2014-2015			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 September 30, 2014			\$12,000.00

RESTORATION FUNDS RECONCILEMENT

Balance as of September 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 September 30, 2014			\$754.38



Gloversville Public Library

Director's Report: September 2014

Barbara Madonna – Director

September is Library Card sign up month and open houses were held at the Gloversville Enlarged School District; a good combination for outreach for us.

The Friends celebrate its 40th anniversary this year and so it is fitting that the theme of this year's Celebration is "Celebrating Friends." Thirty baskets were put on display in September to kick things off.

I submitted a New York State Library Public Library Construction Grant application for the new handicap entrance and have received preliminary approval for \$150,000.

The window replacement project started on Monday, September 15th. It was slow going for the first few days, but once the contractors formulated a plan to tackle the idiosyncrasies of our building's construction they finished replacing the south and west windows in 9 days. A finish carpenter will be brought into to trim the inside.

Nicole and I walked through three properties with Meghan Brennan of Butler Rowland Mays Architects and Markie King of Virginia Mackey Real Estate for a temporary site for library operations during the renovation. Later in the month I also took a tour of the NBT building on N. Main Street. I also met with Lisa Hayes of Butler Rowland Mays Architects, Rulyn Graves of R. Design Resources and Kali Angel of Design to discuss furnishings for the renovation. This included a walk through to determine which pieces will be reused. Quite a few of the original tables from 1904 can be refinished. This will not only reduce the costs, but preserve the history and heritage beyond the architectural details.

Bonnie Howard and I met with Janice Blodgett, Parent Coordinator GESD and Brian DiPasquale, Principal Park Terrace Elementary School to discuss a partnership for an arts grant application to bring the Ellen Sinopoli Dancers from Troy to the school for a workshop focused on storytelling through dance next spring. We also hope to apply for funds to continue our partnership with the Micropolis Art Gallery.

Meetings and Workshops

- Sept 2nd
 - 1) Jay Ephraim
 - 2) Markie King, Virginia Mackey Real Estate
 - 3) Matt Blumenfeld, Financial Development Agency
- Sept 3rd
 - Lisa Hayes, Butler Rowland Mays Architects and Anthony Minieri, BR Johnson
- Sept 4th
 - 1) MVLS Workshop, Northville Public Library
 - 2) Directors' Council
 - 3) Friends of the Library meeting
- Sept 5th
 - 1) Staff meeting
 - 2) Congressman Bill Ownes
 - 3) Matt Blumenfeld, Financial Development Agency
- Sept 8th
 - Matt Blumenfeld, Financial Development Agency
- Sept 9th
 - Steering Committee meeting
- Sept 10th
 - 1) David Fisher
 - 2) Michelle Duchowny, NYS Department of Taxation & Finance
- Sept 11th
 - 1) Ron Hamilton, Community Link
 - 2) Finance Committee meeting
- Sept 12th
 - 1) MVLS Library Services Committee meeting
 - 2) The Foundation for Mohawk Valley Libraries meeting

Sept 16th Board of Trustees meeting
Sept 17th 1) Program Committee meeting
2) Markie King, Virginia Mackey Real Estate
Sept 18th MVLS Board meeting
Sept 19th Meghan Brennan, Butler Rowland Mays Architects, Markie King, Virginia Mackey Real Estate, Nicole Hauser
Sept 22nd Lisa Hayes of Butler Rowland Mays Architects, Rulyn Graves of R. Design Resources and Kali Angel of Design
Sept 23rd 1) Steering Committee meeting
2) Emily Greenburg, New Yorker, Chris Pesses, Steering Committee and Matt Blumenfeld, Financial Development Agency
Sept 25th 1) Mike Bowker, NBT Bank
2) John Stewart, Walrath and Stewart
3) Finance Committee meeting
Sept 29th Lisa Hayes, Butler Rowland Mays Architects and Anthony Minieri, BR Johnson
Sept 30th Bonnie Howard, Janice Blodgett, Parent Coordinator GESD and Brian DiPasquale, Principal Park Terrace Elementary School



Gloversville Public Library

Children's Room Report: September 2014

Sherry Gennett – Head of Children's Services

September is the month we crunch numbers for Summer Reading Program State Reports. This year Sue Rokos, Youth Services Coordinator at MVLS, sent a spreadsheet comparing 2013 to 2014 stats. Children registered for 2013 was 350 and 249 for 2014, down by over 100. The surprising change, however, was teen registration, 2013 was 50 while 2014 went up to 90. It seems there is a change in aging out of the room. The question is did more kids 'graduate' to the teen level than in previous years? Or were more teens still interested and committed to the Library as part of their summer activities? According to the % change we dropped 26% in the children's category but saw an increase of 82% in the teens. This certainly supports the need for a space for teens in the renovation plans.

Bonnie Howard and I met to discuss Gloversville School District open house events. All the elementary, middle and high schools were visited this year. Bonnie was very kind to take on each gathering. As she and I talked we agreed this year attendance was up from the previous. A tremendous amount of PR was passed out such as a calendar of events, "How to get a library card" plus other flyers.

The most exciting time this month was when I hosted 120 3rd graders from Broadalbin-Perth School. There were 6 classes total. Three classes came here for my introduction to the Gloversville Public Library and at the same time the other 3 classes took a field trip to Amsterdam Library. When my presentation was finished the first set of classes boarded a bus headed to Amsterdam and the other group came here. This brain storm was put together between Lisa Caughey, 3rd grade teacher at B-P, and I last July. Broadalbin-Perth School District said yes and provided busing. It was terrific that both libraries could participate. Without a public library in the eastern part of the county, Gloversville and Amsterdam share and split the populations of Broadalbin and Perth. It is obvious by the sweet thank you letters I received that the children enjoyed their visit and appreciated the outing.

Gloversville Public Library

September 2014

Monthly Report

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

	2014	2013
<u>VISITORS</u>	7,868	(8,242)

CIRCULATION

Adult Circulation	2,442	(2,662)
Teen Circulation	402	(344)
Juvenile Circulation	1,191	(1,426)
Audiobooks	305	(271)
eBooks	320	(241)
Music	51	(32)
Periodicals	114	(99)
Videos	1,425	(1,195)
Museum Passes	6	(2)
Subtotal	<u>6,256</u>	<u>(6,272)</u>
<u>In-House Use</u>		
Adult	385	(398)
Juvenile	528	(468)
Other Materials	1,056	(1,123)
Subtotal	<u>1,969</u>	<u>(1,989)</u>
Total September Circulation	8,225	(8,261)

<u>REFERENCE QUESTIONS</u>	533	(636)
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MEETINGS/PROGRAMS/OUTREACH

6 Adult programs and meetings with 52 people (4 Adult programs and meetings with 35 people)
12 Juvenile programs with 924 children (6 Juvenile programs with 209 children)
1 Teen programs with 5 people (4 Teen programs with 32 people)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	864	639
AV	205	25
Total	<u>1069</u>	<u>664</u>

<u>COMPUTER USAGE</u>	1,565	(1,354) users
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HISTORICAL ROOM

Visitors	10
Books Used	16
Reference Questions	8
Telephone Reference	0
Letters	0
Computer usage	0