



Gloversville Public Library  
Annual Meeting of the Board of Trustees  
Sept. 17, 2013  
6:30 pm  
Gloversville Public Library

## Annual Meeting

### Pledge of Allegiance

- Acceptance of the minutes of the last annual meeting, Sept, 2012.
- Financial Report
- Director's Report
- Board President's Report
- Public Comment
  - Adjourn



Gloversville Public Library  
Meeting of the Board of Trustees  
September 17, 2013  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of last meeting, August 2013
2. Treasurer's Report
3. Budget and Finance  
Approval of 990  
Comptroller's audit
4. Friends
5. Building and Grounds  
Windows update  
2013-15 NYS construction application  
Construction documents phase
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  
Trustee opening
15. New Business
16. Adjourn

Next Meeting: October 15



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

August 20, 2013

The Gloversville Public Library Board of Trustees held a meeting on August 20, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Nancy Krawczeski, representing the Friends of the Gloversville Public Library also attended the meeting. Vincent De Santis 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 2013 Organizational Meeting held on July 23, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Pesses, to approve the minutes as presented. This motion was approved all voting aye. Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 23, 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 Mr. Clark, 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 July 2013 and the fiscal year-to-date through July 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through July 31, 2013 is up approximately \$1,400 from last year due primarily to an increase in income received from the Gloversville Library Foundation. Expenses this year are up approximately \$2,500 over the prior year due primarily to the higher Salaries and Employee Benefits in this fiscal year. Mr. Frank also mentioned that the transfer of \$50,826.12 from the General Fund to the Building Fund was done during July as approved at last month's meeting of the Trustees. Mr. Frank asked if there were any questions or comments on the financials for the month of July 2013 or the year to date through July 31, 2013. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had received a letter from the Peerless Insurance Company informing us that they would not be renewing our Commercial Insurance Package that expires in October due to reorganization within their company. Our agent at NBT Insurance has been contacted and will be pricing other alternatives to give us the same or comparable coverage.

Ms. Krawczeski informed the Trustees that the baskets for the Celebration Fundraiser are done and on display in the Library and tickets to win one of them are being sold. Ms. Krawczeski also informed the Trustees that the Friends are planning a fundraiser during National Friends Week in October with a "Friends at Friendly's" day and also possibly a fundraiser at McDonald's. Ms. Krawczeski also informed the Trustees that the book and bake sale in June raised \$2,088.78. Ms. Krawczeski also reminded the Trustees that the weekly story hour in the Children's Room will be resuming in September.

Ms. Madonna informed the Trustees that we had received the contract with Eastern Building and Restoration, Inc. for the replacement of the windows and that we were waiting for the required insurance binders, etc. to complete the acceptance of their bid. Ms. Madonna also informed the Trustees that our parking lot was sealed and restriped this past weekend and that our custodian George Emden had been doing some sidewalk repairs around the building.

Ms. Madonna informed the Trustees that she is working on the 2013-2015 New York State construction grant application for three projects which will increase patron accessibility to Library programs and services. The first project will improve 66 E. Fulton Street, the new lot the Library acquired at auction last year. Ms. Madonna said that she has gotten estimates from Ron Jones to build a retaining wall of either 4 feet or 8 feet and to level the new parking lot that we purchased with fill and put a gravel surface over the fill. This is a matching grant. We are eligible for a 75% match from the State, but available funds will

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

determine the actual percentage. The lowest option would be a 50/50 match of state and library funds. The second project is to increase patron access to digital resources by upgrading the Library's wireless service. The third project is for patron comfort outside the building through the addition of two park benches. The benches, one in the handicap entrance and one on the front apron, will replace the benches that were provided by the City in past years. A motion was made by Ms. Batchelor, seconded by Mrs. McAllister, to proceed with the application and to plan to do the 8 foot retaining wall to bring the whole lot up closer to grade. This was approved all voting aye.

Mrs. Pesses reviewed her report from the Steering Committee for July. The Steering Committee approved hiring Cathy Ellis as an administrative assistant to work with Matt Blumenfeld on recordkeeping, etc for the Capital Campaign. Cathy worked for the American Cancer Society doing this same type of recordkeeping, etc and is expected to be a good fit for us with this endeavor. The Friends and Family Division is getting ready to start soon with the hopes of having 100% participation. Matt has set up a meeting with Mark Limardo, Darrin Lis and Nick Ratti from New York City to give a presentation on New Markets Tax Credits on Tuesday, September 10<sup>th</sup> at 3:00 PM. Library Trustees, Foundation Board Members and the Steering Committee will be invited to attend along with Michael Bowker, president of the local branch of NBT Bank, and Ronald Zimmerman, the Foundation's financial advisor.

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

Mrs. Lair informed the Trustees that she and Mr. Fisher would be meeting with Ms. Madonna this Thursday to go over her annual review.

Mr. Ephraim informed the Trustees that the Program Committee had not met since our last Trustee's meeting but that the summer programming was in the process of wrapping up and that we have had good attendance at most programs.

Mrs. McAllister informed the Trustees that she had talked with Matt Blumenfeld about the role that the PR Committee might play in the Capital Campaign.

Ms. Madonna informed the Trustees that our copier was on its way out and that due to the age of the machine parts are no longer available. Ms. Madonna informed the Trustees that she had received prices for a new copier from Derby Office Equipment and also Electronic Office Products in Saratoga Springs. For a Canon copier from Derby's the price would be \$2,900 and from Electronic Office Products a Toshiba copier would be \$3,400. The Trustees agreed that we should replace the copier with the Canon copier from Derby Office Equipment.

Ms. Madonna also informed the Trustees that the Workforce Literacy Grant was up and running, but she suspects its success is going to be dependent upon publicity. The grant awarded by MVLS is for \$1,500 with the option of requesting an additional \$500 by December 31, 2013. Ms. Madonna felt that the Library would need to spend some money on publicizing this program.

Mr. Fisher informed the Trustees that we had not gotten any applications to review for the Trustee opening and the Board agreed to extend the deadline until September 6, 2013 to submit an application.

Mr. Fisher informed the Trustees that he had spoken with Don D'Errico about the issue of recognition for the gift given in memory of his father by the family. Mr. Fisher informed him that his name was on a plaque at the Library and that the Trustees were continuing to review other possibilities for large donation recognition.

Mr. Fisher also informed the Trustees that he felt we should be reviewing our Plan of Service since we are now well into the period covered.

Mr. Frank informed the Trustees that the Gloversville Library Foundation board had not met since our last meeting.

Mrs. McAllister informed the Trustees that Richard Russo will be doing a lecture at the Fulton Montgomery Community College. Ms. Madonna informed the Trustees that he will be donating his fee to the Library.

Ms. Batchelor asked if the minutes could be sent out to the Trustees ahead of the monthly Board packet for review as a reminder of what was discussed and to inform any Trustees that were unable to attend the last meeting of the items discussed and approved. Ms. Madonna said that she will send them as soon as completed.

The next meeting of the Board of Trustees will be the Annual Meeting and the Regular Monthly Meeting and will be held on September 17, 2013 at 6:30 PM.

Mrs. Pesses made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:15 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**RECEIPTS**

**AUGUST 2013**

	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	\$0.00	\$0.00	\$264,579.00
Investment Income	200.00	6.06	13.86	33.64	186.14
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	16,541.27	25,170.05	25,946.05	116,829.95
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	424.00	844.00	520.00	4,156.00
Government Affiliations	6,060.00	125.30	225.30	0.00	5,834.70
Fines & Miscellaneous Income	16,000.00	711.00	1,643.04	1,633.09	14,356.96
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	0.00	0.00	6,333.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
<b>TOTAL RECEIPTS</b>	<b><u>\$450,172.00</u></b>	<b><u>\$17,807.63</u></b>	<b><u>\$27,896.25</u></b>	<b><u>\$28,132.78</u></b>	<b><u>\$422,275.75</u></b>

	Income Cash Reconcilement
Income Cash Balance on August 1, 2013	<u>\$240,789.19</u>
Plus: Receipts Per Report	17,807.63
Less: Expenses Per Report	<u>32,847.41</u>
Income Cash Balance on August 31, 2013	<u><u>225,749.41</u></u>
Accounts Payable as of 08/31/13	12,584.67
Prepaid Expenses as of 08/31/13	<u>0.00</u>
Actual Cash Balance on August 31, 2013	<u><u>\$238,334.08</u></u>

**BUILDING FUND**

Balance on August 1, 2013	\$175,224.14
Plus: Receipts:	
Interest on Money Market Account	5.48
Donations - Gloversville Library Foundation, Inc.	50,000.00
Grant - NYS Education Department	180,336.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Window Project	<u>854.50</u>
Balance on August 31, 2013	<u><u>\$404,711.12</u></u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET**

**AUGUST 2013**

	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	\$ 13,735.04	\$ 27,470.08	\$21,639.02	\$136,855.92
Salaries - Part Time Employees	63,753.00	4,330.41	8,500.87	12,473.83	55,252.13
Salaries - Custodians	22,277.00	1,856.42	3,712.84	1,966.00	18,564.16
F I C A & Medicare Tax	19,152.00	1,524.03	3,035.83	2,760.07	16,116.17
Unemployment Insurance	660.00	0.00	162.25	159.00	497.75
Disability Insurance	781.00	0.00	292.08	337.44	488.92
Medical Insurance	35,827.00	2,428.88	6,679.62	5,778.79	29,147.38
Pension Expense	34,632.00	0.00	0.00	0.00	34,632.00
Heat	9,500.00	85.55	85.55	77.25	9,414.45
Electricity	8,160.00	886.84	886.84	751.46	7,273.16
Telephone	663.00	0.00	442.29	421.23	220.71
Insurance	10,000.00	342.47	4,943.04	4,238.10	5,056.96
Books, Periodicals, etc.	45,900.00	2,870.77	6,169.65	17,081.93	39,730.35
Computer & Automation Services	17,680.00	1,123.90	1,123.90	881.96	16,556.10
Library, Building & Office Supplies	9,579.00	709.60	1,316.45	1,914.95	8,262.55
Maintenance & Repairs	13,974.00	1,521.10	1,559.19	8,707.33	12,414.81
Financial Secretary	8,000.00	650.00	1,300.00	1,300.00	6,700.00
Professional Fees	7,140.00	30.00	30.00	330.00	7,110.00
Election Expense	1,020.00	0.00	0.00	0.00	1,020.00
Professional Meetings & Travel	2,040.00	444.00	521.41	20.00	1,518.59
Events & Programming	4,590.00	0.00	200.00	37.50	4,390.00
Promotion Expense	2,040.00	189.00	439.00	20.00	1,601.00
General Expense	1,700.00	119.40	323.57	273.82	1,376.43
<b>TOTAL EXPENSE</b>	<b><u>\$483,394.00</u></b>	<b><u>\$32,847.41</u></b>	<b><u>\$69,194.46</u></b>	<b><u>\$81,169.68</u></b>	<b><u>\$414,199.54</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**  
**CHECK AND CASH DISBURSEMENTS**  
**AUGUST 2013**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,392.14)	\$760.62	FICA & Medicare Expense
		1,631.52	Payroll
4026	Gloversville Public Library	7,253.97	Payroll
4027	NYS Child Support Processing Center	235.08	Child Support
4028	New York State Insurance Fund	303.77	Insurance - Worker's Comp.
4029	Glatfelter Brokerage Services	38.70	Insurance - Worker's Comp.
4030	Unique Management Services, Inc.	119.40	G/E - Collection Expense
4031	Quality Books, Inc.	14.08	Books
4032	National Grid (972.39)	85.55	Heat
		886.84	Electric
4033	Mc Cary & Huff, LLP	30.00	Legal Fees
4034	Audio Editions	122.70	A/V - CD's
4035	Derby Office Equipment, Inc.	12.95	Library Supplies
4036	Quill Corporation	214.42	Library Supplies
4037	WCSS/ Radio Services	169.00	Promotion Expense
4038	Electronic Office Products, Inc.	20.31	Library Supplies
4039	Business Card (733.62)	20.00	Computer & Automation
		234.50	Library Supplies
		444.00	Meetings & Travel Expense
		35.12	A/V - CD's
4040	Baker & Taylor Books	1,531.47	Books
4041	The Leader-Herald	20.00	Promotion Expense
4042	Gloversville Public Library	7,277.53	Payroll
4043	Donna J. Kuhner	300.00	Petty Cash
4044	Michael J. Frank	650.00	Treasurer & Recording Secretary
4045	NYS Child Support Processing Center	235.08	Child Support
4046	Maria Young	2.83	Workforce Literacy Grant
4047	Betsy Hastings	2.83	Workforce Literacy Grant
4048	Derby Office Equipment, Inc.	75.00	Workforce Literacy Grant
4049	Plymouth Rocket	21.16	Workforce Literacy Grant
4050	Mohawk Valley Library System	1,103.90	Computer & Automation
4051	Everseal Sealcoating & Striping	1,450.00	Maintenance & Repairs
4052	C D P H P	2,743.92	Medical Insurance
4053	Audio Editions	8.00	A/V - CD's
4054	Center Point Large Print	50.19	Books
4055	Quality Books, Inc.	749.21	Books
4056	Gloversville True Value Hardware	24.84	Maintenance & Repairs
4057	Warren Electric Supply	33.36	Maintenance & Repairs
4058	Quill Corporation	203.04	Library Supplies
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	252.82	Pension - Withholdings
DM	E F T NYS Tax Department	652.72	Payroll
DM	E F T United States Treasury (2,404.72)	763.41	FICA & Medicare Expense
		1,641.31	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	766.23	Medical Insurance
	CHECK AND EFT PAID OUTS - AUGUST 2013	33,341.38	
	PETTY CASH PAID OUTS - AUGUST 2013		
	Library Supplies	23.38	
	Postage	1.00	
	Maintenance & Repairs	12.90	
	Newspapers (Books)	360.00	
	<b>TOTAL AUGUST 2013 PAID OUTS</b>	<u><u>\$33,738.66</u></u>	
	Less: Workforce Literacy Grant	(101.82)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Petty Cash Check	<u>(300.00)</u>	
	<b>NET TO BALANCE TO EXPENSES</b>	<u><u>\$32,847.41</u></u>	

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

**WGY CHRISTMAS WISH GRANT**

Balance as of August 1, 2013		\$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 August 31, 2013		\$300.00

**WORKFORCE LITERACY GRANT**

Balance as of August 1, 2013		\$0.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
Maria Young	4,046	Mileage 2.83
Betsy Hastings	4,047	Mileage 2.83
Derby Office Equipment, Inc.	4,048	Brochures 75.00
Plymouth Rocket	4,049	PC Program 21.16
Total Expenses		101.82
Balance of Grant Money Left at August 31, 2013		(\$101.82)

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of August 1, 2013		\$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 August 31, 2013		\$9,000.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of August 1, 2013		\$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 August 31, 2013		\$754.38





## **Gloversville Public Library**

Director's Report: August 2013

Barbara Madonna – Director

The Workforce Literacy Grant held its first two workshops this month. The Adult Department also signed up patrons for summer reading. Twenty-six adults joined the impromptu program that offered a raffle for \$10 Chamber Checks to anyone who signed up. The program also piggy backed on the Children's Room's Book Bingo card. The card provided suggestions for reading and anyone who returned their card was also entered in the raffle.

The Adult Department finished weeding the Biographies and the Children's Room was nearly done with its initial weeding project. It is important to cull the dead, and missing, wood from the library's catalog. Not only are we paying for each item listed, but it is very bad PR and customer service to advertise books that are not actually available.

The Steering Committee hired Cathy Ellis for the Administrative Assistant position. The case and naming opportunities were sent to the printer by Linda Hinkle.

The parking lot and staff driveway were resealed and restriped. And I collected quotes from contractors for this year's NYS Public Library Construction Grant application.

### **Meetings and Workshops**

- Aug 1<sup>st</sup>            1) Interviews for the Administrative Assistant for the Steering Committee  
                     2) Friends of the Library meeting
- Aug 2<sup>nd</sup>            David Fisher
- Aug 13<sup>th</sup>          1) Steering Committee meeting  
                     2) Jim Stewart, Eventkeeper
- Aug 14<sup>th</sup>          Dave Fisher
- Aug 15<sup>th</sup>          1) Chris Mundell, Joint Automation  
                     2) Cathy Ellis, Administrative Assistant, Steering Committee  
                     3) Sue Kiernan, Steering Committee  
                     4) Linda Hinkle  
                     5) Terry Brown
- Aug 16<sup>th</sup>          1) Eric Wing, Director, Johnstown Public Library  
                     2) Ruby and Quiri
- Aug 20<sup>th</sup>          Board of Trustees meeting
- Aug 21<sup>st</sup>          Chris Mundell, Joint Automation, and Bruce Winters, Adirondack Cabling
- Aug 22<sup>nd</sup>          Director's evaluation review
- Aug 27<sup>th</sup>          Friends and Family meeting (Steering Committee)
- Aug 28<sup>th</sup>          Program committee meeting

# BOOK BINGO CHART

Need some new ideas for summer reading...try these.

<b>CRIME</b>	<b>A PERSON (BIOGRAPHY)</b>	<b>ROYALTY</b>	<b>A paperback</b>	<b>TRAVEL</b>
<b>An eBook</b>	<b>NATURE</b>	<b>THRILLER</b>	<b>FRIENDS</b>	<b>FOREIGN PLACES</b>
<b>ROMANCE</b>	<b>HISTORICAL FICTION</b>	 <p>GLOVERSVILLE PUBLIC LIBRARY</p>	<b>MYSTERY</b>	<b>CRAFTS</b>
<b>A CLASSIC</b>	<b>WAR</b>	<b>ANIMALS</b>	<b>MAGAZINE</b>	<b>Book-on-CD</b>
<b>An eAudio book</b>	<b>GARDENING</b>	<b>CHILDREN</b>	<b>HEALTH</b>	<b>SPORTS</b>

Once you get 5 in a row crossed off, take this to your Librarian to enter the Chamber Check raffle!



## Gloversville Public Library

Children's Room Report: August 2013

Sherry Gennett – Head of Children's Services

We have been through many years of Summer Reading Programs and I feel this year tops them all. I saw a flow of people this year with an increased amount of family involvement.

This year we designed a survey for patrons to fill out throughout the entire summer. We were looking for comments and constructive criticism regarding the Summer Reading Program. A copy will be provided.

Every single program we held received a positive response. Interestingly, the adults indicated that they would like the same types for programs, like a pottery class, for their age bracket, and would like them held throughout the year. One person asked for more classes that did not require registration. This year is the second year we required sign-ups. Part of our mind set was if you sign than you are responsible to attend, and part of it is because many of the programmers have class size limits. Even with parental assistance, which is not guaranteed, it is hard to conduct hands-on workshops for more than 25 children.

Some of the comments on the survey:

- "I have only been here a few times but my son and I enjoyed it very much."
- "Would have participated more, but had summer camp conflicts. (Sports)"
- "We loved it!"
- "All programs so far were great this year. Do them again next year."
- "Fun."
- "We had a great time at all of the programs."
- "This library is a great place!"
- "Need more open classes please?"

We also asked "What days of the week and time of the day work best for you?"

Three times were circled, 10:30, 3:00 and 5:30. This tells me we have preschoolers available for the 10:30 spot and any one for 5:30 would be of school age.

Here are a few statistics: (Comparisons between this August and last August are available on the Statistical Report in the board packets.)

Total number of books children read:

(2013) 4638

(2012) 4511

(2011) 5378.

Total number of books teens read:

(2013) 832

(2012) 619

(2011) 827

NYS also requires a report on the summer and asked for the first time "What was the total attendance of parent/caregivers?" I never had to report that number before. Lucky, Bonnie keeps track and after calculating by hand that number was 492 adults. It is nice to see grownups taking part with their children.

Sherry Gennett

# Gloversville Public Library

August 2013

## Monthly Report

Statistics for August 2013 are as follows (figures in parentheses represent comparable figures for August 2012)

	2013	2012
<b><u>VISITORS</u></b>	8,707	(11,895)

### **CIRCULATION**

Adult Circulation	2,828	(3,104)
Teen Circulation	456	(416)
Juvenile Circulation	1,724	(2,114)
Audiobooks	322	(393)
eBooks	310	(215)
Music	10	(46)
Periodicals	103	(170)
Videos	1,329	(1,864)
Museum Passes	4	0
Subtotal	<u>7,086</u>	<u>(8,322)</u>
<b><u>In-House Use</u></b>		
Adult	405	(396)
Juvenile	413	(600)
Other Materials	1,105	(1,331)
Subtotal	<u>1,923</u>	<u>(2,327)</u>
<b>Total August Circulation</b>	<b>9,009</b>	<b>(10,649)</b>

<b><u>REFERENCE QUESTIONS</u></b>	587	(685)
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### **MEETINGS/PROGRAMS/OUTREACH**

7 Adult programs and meetings with 61 people (4 Adult programs and meetings with 24 people)

17 Juvenile programs with 382 children (6 Juvenile programs with 69 children)

2 Teen programs with 22 people

<b><u>INTERLIBRARY LOAN</u></b>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	734	602
AV	176	10
Total	<u>910</u>	<u>612</u>

<b><u>COMPUTER USAGE</u></b>	1,366	(1,285) users
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### **HISTORICAL ROOM**

Visitors	5
Books Used	12
Reference Questions	3
Telephone Reference	0
Letters	0
Computer usage	0