



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

Pledge

Public Comment

1. Accept the Minutes of the:
  - October 2022 Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
  - Tax Cap Override\*
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
  - Upper Level Bathroom Locks
9. Local History Room Committee Report
10. Outreach Committee Report
  - Advocacy Grant/Copier Update
11. Personnel Committee Report
  - Librarian I/Head of Youth Services Update
  - P/T Clerk Update
12. Plan of Service Ad Hoc Committee Report
13. Policy Committee Report
  - Ethics [Second Read]\*
  - Behavior & Environment [First Read]
14. Program Committee Report
15. Public Relations Committee Report
16. Library Director's Report
17. Old Business
  - Lawyer Search Ad Hoc Committee
18. New Business
  - Incident Update
19. Executive Session\*
  - Staff Hiring\* (motion upon leaving Executive Session)
  - Patron Behavior

Adjourn\*

Next Meeting: December 20, 2022 at 6:00 PM

*\*Motion Required*

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



Valerie Acklin  
Library Director

2022-2023  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

## Draft Minutes of the Groversville Public Library Board of Trustees Meeting October 18, 2022

The Groversville Public Library Board of Trustees held its regular meeting on October 18, 2022. Present were President Charles “Ren” Reed, Vice President Merry Dunn-Brown, Vice President of Finance Gregory Niforos, Treasurer Michael Frank, Secretary Christian W. Rohrs, Library Director Valerie Acklin, Christine Pesses, Richard Carlson, Susan Shrader, Caren Pepper, John Mazur, and Claims Auditor John Blackmon.

Mr. Reed called the meeting to order at 6:02 PM.

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

Mr. Reed asked for a motion to accept the 2022 Annual Meeting minutes. Mr. Mazur made a motion, seconded by Mrs. Pesses. Mr. Reed asked if there was any discussion. There was none. The Board approved with a vote of “aye.”

Mr. Reed asked for a motion to accept the September meeting minutes. Mrs. Pesses made a motion, seconded by Mr. Niforos. Mr. Reed asked if there was any discussion. Mrs. Pesses asked if there was a requirement to note absences to board meetings. Ms. Dunn Brown asked for a correction on the third page regarding signage. Also, Mrs. Shrader made a correction to the Personnel Committee report. Corrections aside, the Board approved the September meeting minutes with a vote of “aye.”

Mr. Frank delivered his Treasurer’s report. Mr. Reed asked for a motion to accept the Treasurer’s report. Ms. Dunn Brown made a motion, seconded by Mrs. Pesses. Mr. Reed asked if there were any questions. Hearing none, the motion passed with a vote of “aye”

Mr. Frank distributed the warrants list. After some discussion, Mr. Reed asked for a motion to pass the October warrants. Ms. Pepper made a motion, seconded by Mrs. Shrader. Mr. Reed if there were any questions. Hearing none, the motion passed with a vote of “aye.”

Mr. Niforos delivered the Budget and Finance Committee report. After his report, the following motions were passed:

- Motion to accept Phil Beckett’s audit. Mrs. Pesses made a motion, seconded by Mrs. Shrader. Mr. Reed if there was any question regarding the motion. Hearing none, the motion passed with a vote of “aye.”
- Motion to accept the filing of the June 30, 2022 tax return. Mr. Niforos made a motion, seconded by Mr. Carlson. Mr. Reed asked if there was any question regarding the motion. Hearing none, the motion passed with a vote of “aye.”

Mr. Reed asked if there was any report on behalf of the Foundation. Mr. Frank noted there was none.

Mr. Reed delivered the Friends of the Library report on behalf of Mrs. Jean La Porta. Ms. Dunn-Brown noted that the Friends Newsletter articles are due October 28 to Mary Trainor.

Mr. Reed noted there was no President’s report.

Mr. Carlson delivered the Building and Grounds report. Among the topics discussed was the atrium building leak and the estimated cost to repair it, snowplowing, and the fire alarm system. Motion to hire Jim Esper for snowplowing per occurrence per provided contract. Mrs. Pesses made the motion, seconded by Ms. Dunn Brown. Mr. Reed if there was any discussion. Hearing none, the motion passed with a vote of "aye." Upon the conclusion of the report, Mr. Reed thanked Ms. Dunn Brown for facilitating the Friends Grounds Committee.

Mrs. Pesses delivered the Local History Room report. She noted the committee is working toward scheduling a date for their first committee meeting. Ms. Acklin noted the consistent use of the Local History Room.

Ms. Dunn Brown delivered the Outreach Committee report.

Mrs. Shrader delivered the Personnel Committee report.

Mr. Reed delivered the Plan of Service ad hoc Committee report. He reminded everyone of the special meeting October 25 at 6:30 PM.

Mrs. Pesses delivered the Policy Committee Report. The following motions were made:

- Motion to accept the Tutoring Policy and Meeting Room Policies as changed. Ms. Dunn-Brown motion, seconded by Mrs. Shrader. Mr. Reed if there were any questions. Hearing none, the motion passed with a vote of "aye."
- Motion to accept the Homebound Services Policy. Mr. Niforos made a motion to accept, seconded by Mr. Carlson. Following discussion, Mr. Reed if there were any questions. Hearing none, the motion passed with seven members voting "aye," one voting "nay," and one abstention.

Ms. Pepper noted there had not been a Program Committee meeting and there was no report.

Mr. Mazur reported on behalf of the Public Relations Committee and indicated that future meeting times will be moved to later in the day.

Ms. Acklin delivered the Library Director's Report. She noted the success with programming and marketing.

Mr. Reed asked if there was any Old Business. Ms. Dunn Brown discussed offering a thank you to the Friends at their November 3 meeting.

Mr. Reed asked if there was any New Business. Ms. Acklin noted there will be wireless printing, and that the Library has an opportunity to partner with the Recovery Center to be a Narcan distribution site. Mr. Niforos made a motion to establish the Library as a Narcan distribution site, seconded by Ms. Dunn Brown. Mr. Reed asked if there were any questions. The motion was approved with eight members voting "aye," and one voting "nay."

At 7:56 PM, Mr. Reed requested a motion to go into Executive Session. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown. The Board approved with a vote of "aye."

At 8:04 PM, Mr. Reed requested a motion to leave Executive Session. Mrs. Pesses made a mo-

Upon leaving Executive Session, Ms. Acklin requested a motion to hire Elizabeth Kurz Michel as Librarian I / Head of Youth Services at an annual salary of \$42,500. Mrs. Shrader made a motion, seconded by Mr. Carlson. The Board approved with a vote of "aye."

At 8:10 PM, Mr. Reed requested a motion to adjourn. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown. The Board approved with a vote of "aye."

Respectfully submitted,

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Christian W. Rohrs, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**OCTOBER 2022**

	Budget July 1, 2021 to June 30, 2022	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	\$553,695.00	\$553,695.00	\$553,695.00	\$503,695.00	\$0.00
Investment Income	2,000.00	155.33	241.35	154.77	1,758.65
Gloversville Library Foundation Inc. - Int. & Div.	100,000.00	10,000.00	40,000.00	0.00	60,000.00
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,450.00	1,925.00	7,550.00
Government Affiliations	7,000.00	750.00	5,665.80	5,697.30	1,334.20
IRS Payroll Credit Covid 19	0.00	0.00	0.00	65,829.46	0.00
Fees & Miscellaneous Income	2,500.00	553.44	2,116.31	1,308.26	383.69
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,060.98	0.00	(60.98)
<b>TOTAL RECEIPTS</b>	<u>\$685,195.00</u>	<u>\$565,153.77</u>	<u>\$614,229.44</u>	<u>\$578,609.79</u>	<u>\$70,965.56</u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2022	<u>\$38,332.45</u>				
Plus: Receipts Per Report	565,153.77				
Less: Land Planning	0.00				
Less: Expenses Per Report	<u>(62,671.92)</u>				
Income Cash Balance on October 31, 2022	<u>540,814.30</u>				
Accounts Payable as of 10/31/22	9,095.00				
Accrued Payroll Expense as of 10/31/22	0.00				
Cash Received Covid 19 less Credit Due	46,125.72				
Prepaid Expenses as of 10/31/22	<u>0.00</u>				
Actual Cash Balance on October 31, 2022	<u>\$596,035.02</u>				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Greg Niforos, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**OTHER LIBRARY BANK ACCOUNTS**

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2022	\$56,204.75
Plus: Receipts:	
Interest on Money Market Account	154.68
Tax Levy Received	500,000.00
Less: Paid Outs:	
Bank Fee - New Checks	0.00
Transfer to Checking Account	0.00
	<hr/>
Balance on October 31, 2022	<u><u>\$556,359.43</u></u>

**BUILDING FUND MONEY MARKET ACCOUNT**

Balance on October 1, 2022	\$765,038.89
Plus: Receipts:	
Interest on Money Market Account	232.65
Transfer from Construction Account	0.00
Less: Paid Outs:	
Transfer to General Fund MM Account	0.00
	<hr/>
Balance on October 31, 2022	<u><u>\$765,271.54</u></u>

**CONSTRUCTION CHECKING ACCOUNT**

Balance on October 1, 2022	\$9,783.96
Plus: Receipts:	
Interest Earned	0.17
Insurance Claim	0.00
Less: Paid Outs:	
Rozell East, Inc.	0.00
	<hr/>
Balance on October 31, 2022	<u><u>\$9,784.13</u></u>

**AMAZON SMILE SAVINGS ACCOUNT**

Balance on October 1, 2022	\$102.19
Plus: Receipts:	
Interest Earned	0.00
Donations-Amazon Smile	0.00
Less: Paid Outs:	
Transfer to Checking Account	0.00
	<hr/>
Balance on October 31, 2022	<u><u>\$102.19</u></u>

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**OCTOBER 2022**

	Budget July 1, 2021 to June 30, 2022	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$337,256.20	\$ 27,253.05	\$ 106,689.89	\$ 87,286.34	\$230,566.31
Salaries - Part Time Employees	154,842.48	8,900.51	39,843.52	29,279.40	114,998.96
Salaries - Custodians	34,234.00	3,583.18	12,850.52	10,327.48	21,383.48
F I C A & Medicare Tax	40,264.45	3,039.85	12,192.88	9,686.92	28,071.57
Unemployment Insurance	800.00	281.25	562.50	509.50	237.50
Disability & Family Leave Insurance	2,000.00	0.00	1,471.88	1,331.33	528.12
Medical Insurance & Reimbursements	63,000.00	4,484.76	19,527.04	17,363.69	43,472.96
Worker's Compensation Insurance	3,000.00	0.00	3,723.38	3,906.09	(723.38)
Pension Expense	45,151.00	0.00	0.00	0.00	45,151.00
Heat	4,500.00	0.00	56.48	73.56	4,443.52
Electricity	25,000.00	4,305.87	8,561.74	8,380.52	16,438.26
Telephone	7,200.00	604.63	2,360.94	2,320.33	4,839.06
Insurance	25,000.00	0.00	25,675.76	23,816.85	(675.76)
Books, Periodicals, etc.	40,000.00	2,856.41	10,821.07	9,571.25	29,178.93
Computer & Automation Services	14,700.00	1,459.44	4,948.18	5,520.30	9,751.82
Library, Office Supplies & Postage	10,500.00	995.76	4,777.01	1,620.31	5,722.99
Maintenance, Repairs & Bldg. Supplies	10,000.00	2,809.03	3,887.41	2,383.08	6,112.59
Maintenance Contracts	38,000.00	0.00	14,057.88	13,701.79	23,942.12
Treasurer	8,800.00	700.00	2,900.00	2,900.00	5,900.00
Professional Fees	7,000.00	(200.00)	(200.00)	0.00	7,200.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	1,000.00	1,131.10	1,142.98	748.07	(142.98)
Events & Programming	5,000.00	402.09	1,396.29	1,179.71	3,603.71
Promotion Expense	4,800.00	50.00	100.00	199.50	4,700.00
General Expense	2,000.00	14.99	336.64	288.27	1,663.36
<b>TOTAL EXPENSE</b>	<b><u>\$885,048.13</u></b>	<b><u>\$62,671.92</u></b>	<b><u>\$277,683.99</u></b>	<b><u>\$232,394.29</u></b>	<b><u>\$607,364.14</u></b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**OCTOBER 2022**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7120		Gloversville Public Library	\$ 15,764.98	Payroll
7121	2740	Michael J. Frank	700.00	Treasurer
7122	2741	Charter Communications	389.94	Computer & Automation
7123	2742	Frontier Communications	604.63	Telephone
7124	2743	C D P H P	4,180.32	Medical Insurance
7125	2744	Barbara J. Madonna	35.10	Professional Meetings & Travel
7126	2745	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7127	2746	Gloversville True Value Hardware	25.93	Maintenance & Repairs
7128	2747	Commissioner of Finance	50.00	Maintenance & Repairs
7129	2748	Philip Beckett CPA, P.C. (6,000.00)	6,200.00	Accounts Payable
			(200.00)	Professional Fees
7130	2749	First Nonprofit Unemployment Program (481.25)	281.25	Unemployment Insurance
			200.00	Cash Reserve
7131	2750	Mohawk Valley Library System	1,015.70	Computer & Automation
7132	2751	Stewart & Bergen Co., Inc.	80.00	Maintenance & Repairs
7133	2752	Tri-City Paranormal Society	75.00	Events & Programming
7134	2753	Professional Fire Protection, Inc.	1,930.00	Maintenance & Repairs
7135	2754	Ingram Library Services	2,100.97	Books
7136	2755	Arkell Museum	85.00	Events & Programming
7137	2756	Johnson Controls Fire Protection, LP	723.10	Maintenance & Repairs
7138	2757	Naif's	344.00	Newspapers
7139	2758	Business Card (2,162.66)	14.99	G/E - Zoom
			1,096.00	Professional Meetings & Travel
			53.80	Computer & Automation
			291.44	A/V - DVDS
			287.09	Events & Programming
			255.34	Library Supplies
			120.00	Books
			44.00	Postage
7140	2759	Daily Gazette Co., Inc.	50.00	Promotion Expense
7141	2760	National Grid	4,305.87	Electric
7142	2761	Quill, LLC	696.42	Library Supplies
7143		Gloversville Public Library	15,091.39	Payroll
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS & Local Retirement System	456.30	Pension - Withholdings
DM		E F T NYS Tax Department	1,443.40	Payroll
DM		E F T United States Treasury (9,637.70)	3,039.85	FICA & Medicare Expense
			6,597.85	Payroll
DM		Jaeger & Flynn Associates, Inc. - Reimbursements	545.10	Medical Insurance
		CHECK AND EFT PAID OUTS - SEPTEMBER 2022	69,116.92	
		PETTY CASH PAID OUTS - OCTOBER 2022		
		None	0.00	
		<b>TOTAL OCTOBER 2022 PAID OUTS</b>	<b>\$69,116.92</b>	
		Less: Cash Reserve	(200.00)	
		Less: Accounts Payable	(6,200.00)	
		Less: Refund Events & Programming	(45.00)	
		<b>NET TO BALANCE TO EXPENSES</b>	<b>\$62,671.92</b>	



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

**STEWART'S GRANT**

Balance as of October 1, 2022		\$1,760.47
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 October 31, 2022		\$1,760.47

**W G Y CHRISTMAS WISH GRANT**

Balance as of October 1, 2022		\$915.37
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 October 31, 2022		\$915.37

**ADVOCACY GRANT**

Balance as of October 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 October 31, 2022		\$110.91

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of October 1, 2022		\$9,825.00
Appropriation Provided For In 2021-2022 Budget		0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>
Philip Beckett CPA, P.C.	7129	Audit
Total Expenses		6,000.00
Balance of Appropriation Funds Left at October 31, 2022		\$3,825.00

**RESTORATION FUNDS RECONCILEMENT**

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

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
October 31, 2022**

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

Balance Per Bank Statement \$ 20,191.09

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
05/17/22	7001	James Esper Landscaping	6,300.00	
10/18/22	7126	The Paul Revere Life Insurance Company	42.16	
10/18/22	7129	Philip Beckett, CPA, P.C.	6,000.00	
10/18/22	7133	Tri-City Paranormal Society	75.00	
10/18/22	7136	Arkell Museum	85.00	
		Total Outstanding Checks		<u>12,502.16</u>

Other Items:

None -

**BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS**

\$ 7,688.93

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

Balance Per Bank Statement \$ 17,001.50

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**

\$ 17,001.50

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

Balance Per Bank Statement \$ 556,359.43

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**

\$ 556,359.43

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

Balance Per Bank Statement \$ 765,271.54

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**

\$ 765,271.54

**NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715**

Balance Per Bank Statement \$ 9,784.13

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**

\$ 9,784.13

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

Balance Per Bank Statement \$ 102.19

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**

\$ 102.19

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Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Greg Niforos  
Vice President of Finance

## Financial Review October 2022

The Financial Report for the four-month period ending October 31, 2022 shows our income up approximately \$35,600 as compared to the same period of the preceding year primarily due to the increase in the Library Foundation's contribution of \$40,000 to the Library's Operating Budget along with the increase in the Tax Levy of \$50,000. These amounts were partially offset by the loss of the IRS Payroll Credit related to Covid 19 of approximately \$65,800. The Friends of the Gloversville Public Library also gave us their pledge amount of \$10,000 in August this year which was earlier than last year. In the period ending October 31, 2021 the Foundation was still using the funds to pay down the term loan taken out due to having provided funds for the construction project. Expenses for the current year to date period were up approximately \$45,300 from the same period of last year due primarily to the increase in salaries and payroll related expenses.



**Budget & Finance Committee Report**  
**Greg Niforos / Chair**  
**October 2022**

The finance committee met on November 9, 2022 to discuss revisions for the 2023-2024 budget.

Mike Frank discussed an investment strategy to gain some passive income from out fund balances. He has had trouble getting anywhere with Morgan Stanley, so he created an account with Treasury Direct to purchase government bonds. They can be purchased in varying terms from three months to years. We will purchase different terms, so that our fund balance is freed up when needed.

Motions for November meeting:

- Motion to authorize resolution to override of tax cap for the 2023-2024 fiscal year.

Next meeting is scheduled for December 14, 2022.

GLOVERSVILLE



PUBLIC  
LIBRARY

**Friends of the GPL Report**  
**Jean LaPorta / President**  
**October 2022**

The Friends enjoyed the treat that the Trustees provided at our November 3, 2022 meeting. What a nice surprise. The pizza was delicious and so were Merry's cookies. Thank you so much. We really appreciate your thoughtfulness.

The Basket Raffle was a great success and much to my surprise I won the first basket!! Unbelievable!! Winners lost no time picking up the baskets that they won.

This year we replaced the childrens' book raffle with a book give away instead. Sonny made Friends' stickers to go on the books and Stewarts provided ice cream coupons as well. Small gifts were provided for patrons at the check out desk. All staff members received gift certificates to Mohawk Harvest.

Patty Franco and I delivered a huge gift bag of very beautiful baby gifts to the first baby born there during Friends' Week. NLH staff member, Dakota Pike, took pictures and wrote up a very nice article he submitted to the *Leader-Herald*. The parents were surprised and grateful for the gifts.

Guess where we will be on Monday, November 28th - decorating the lobby for the holiday season! And Merry Brown has arranged for Pecks to decorate the outside of the Library on or about December 1, depending on the weather. The holidays are right around the corner!

Don't forget to renew your Friends' membership if you have not already done so.

GLOVERSVILLE



PUBLIC  
LIBRARY

**President's Report**  
**Charles "Ren" Reed / President**  
**October 2022**

The Board of Trustees of the Groversville Public Library received a thank note from Nancy Krawcjeski thanking the Trustees for their raffle basket donation. There were nineteen baskets that were raffled off in October. I thank all the members of the Board for their generosity.



## Building and Grounds Committee Report Dick Carlson / Chair October 2022

The Committee met on November 9, 2022.

**Building Leak in the Atrium:** Where do things currently stand? The plan is to have the permanent fix done in the 2024 construction season, after the Phase I work on the vacant East Fulton St. parcel is completed. Our preference is to have our current contractor (Mid State Industries) do that work, but that requires a justification for hiring as a sole source procurement; we are currently investigating this possibility with our lawyer. If this isn't possible the project will have to go out to bid, requiring engineering drawings and contract documents and adding additional cost to the project. Mid State has also advised us that if further investigations reveal additional damage issues not currently known might make engineering work necessary, not provided for in their current cost estimate (\$378,800).

**HVAC Chiller Heating Season Preparation:** Chiller has been covered; everything all set? Good to go.

**Snowplowing Contract:** Contract with Jim Esper is in place, waiting for snow.

**Exit Driveway and Other Landscaping:** Considering an annual budget item for material and miscellaneous tools to complement the Friends' volunteer efforts. Merry provided an estimate for items she is considering for next year; they amount to about \$500, which would be typical for any given year barring any major unforeseen needs.

**Carnegie Room Stage Access:** Valerie will donate the device she's currently using when she's finished with it to provide enhanced access.

**Reading Room Heat Pump Leak:** Discovered leak is being repaired by TBS. The repair turned out to be more involved than originally thought (a one day job took four days). The repair has been completed, and George will finish the needed sheet rock work shortly.

**Dishwasher Repair:** Dishwasher broken needs repair. Service visit will be scheduled and paid for at time of visit. The dishwasher doesn't get heavy use but it needs to be fixed

**Maintenance Contracts:** Review Current Status of Scheduled Visits and Actions All up to date.

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Sprinkler System – Status of inspection
- Fire Extinguishers
- Elevator No recent problems, but a routine service visit/inspection to be scheduled.
- Fire Inspection



**New Library Parcel on East Fulton Street:** Overall status of the project. Met recently with Architect and Engineer to go over scope and design considerations (such as type of curb, drainage, pavement design, etc.). May need some geotechnical investigation to determine whether underlying backfill is adequate to support parking lot, driveway, etc. Plan is to get project info to City building inspector by mid-December to meet project schedule. We want to get project out to bid in February 2023 and award in mid-March, but the timing of grant award cycle could complicate things re: scheduling (some delay) and cash flow (reimbursement lag).

**New Business:** None

GLOVERSVILLE



PUBLIC  
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**Outreach Committee Report**  
**Merry Dunn Brown / Chair**  
**October 2022**

The Outreach Committee is continuing to distribute calendars to downtown merchants and non-profits. Our newest find is the Bob Constantine Recovery Center. They were thrilled to have them as are many others.

On Sunday, Nov.20, 9:00-3:00, the library and our committee will share tables at the Soroptomist Craft Fair at Groversville Middle School. We'll be promoting the library and all of the new programs. We have plenty of volunteers. We're looking forward to speaking with current library patrons as well as potential new ones! Stop by at our table in the cafeteria to say hello if you're there!

GLOVERSVILLE



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**Plan of Service Ad Hoc Committee Report**  
**Charles “Ren” Reed / Chair**  
**October 2022**

The Board of Trustees met Tuesday October 25th, 2022, at 6:30 PM in order to participate in a Community Engagement Workshop sponsored by the Groversville Public Library’s the ad hoc Plan-of-Service Committee. Wade Abbott from the Mohawk Valley Library System led workshop which was attended by seven of the trustees and the Library Director, Valerie Acklin.

The Gloversville Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe and comfortable environment that supports appropriate Library services.

Library patrons must engage in activities associated with the use of the Library's programs and services. Those who do not may be required to leave the building.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

For the safety of all, roller-skating, rollerblading, and skate boarding are not permitted on the grounds or in the building. In addition to roller skates, roller blades and skateboards, bicycles and scooters are also not allowed in the building. A bike rack is provided outside the Library for patrons' convenience. Patrons are encouraged to use bike locks since the Library is not responsible for any stolen property.

Proper attire, including shirts and shoes, must be worn by anyone entering the Library.

People using the Library must respect the rights of all other people using the Library; therefore, Library patrons are expected to conduct themselves in an orderly and considerate manner, and in compliance with all local, state, and federal public health and safety mandates (including, but not limited to, face mask requirements). Any behavior that disrupts the orderly use of the Library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or security hazard or affects the ability of the Library staff to provide service to its patrons.

The Gloversville Public Library, pursuant to NYS S.51001, prohibits the carrying of any firearm or handgun (concealed or open-carry) on any library property. This prohibition does not apply to on-duty law enforcement officers.

Other prohibited behaviors, activities or conditions include, but are not limited to: soliciting; sleeping; loitering; intoxication; use of tobacco, vaping and related products (see *Tobacco Use Policy*); littering; making excessive noise; using offensive language; eating more than a small snack; drinking from an uncovered container; talking on a cell phone; behaving in a manner which unreasonably interferes with other patrons' use of the Library.

Animals are not permitted in the Library with the exception of service dogs and those animals which have been brought in for a special purpose which has been pre-approved by the Library Director.

Patrons may not deface, mar, or in any way destroy or damage Library materials, furnishings, walls, machines, or any other property either inside or outside the Library. **Furniture may not be moved and windows may not be opened by patrons.**

Any Library materials removed from the building must be checked out on a valid Library card and returned by the item's due date. Unauthorized removal of any Library or personal property is illegal and will be prosecuted to the full extent of the law. Replacement costs will be charged for lost and/or damaged materials. (see *Patron Borrowing Policy*).

Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the Library, suspension of Library privileges, criminal prosecution or other legal action as appropriate.

### Child Behavior and Supervision

The Library Board and staff are eager for children to use the Library and welcome those who do

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users.

Trustees may not benefit either personally or financially from a relationship with any vendor serving the Library.

Trustees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever the appearance of or a conflict of interest exists, it is incumbent upon any trustee to disqualify themselves immediately as outlined by the GPL's *Conflicts of Interest Policy*.

Trustees will receive reimbursement for Library-related expenses only with the approval of the Board.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

The Board will not make any decisions regarding challenges to Library materials. Instead, Trustees will support to the fullest the efforts of librarians in all Library operations, including, but not limited to, resisting censorship of library materials by groups or individuals.

Trustees who accept Library Board responsibilities are expected to perform all the functions of Library Trustees.

A trustee must respect the confidential nature of Library business while being aware of, and in compliance with, applicable laws governing freedom of information.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library from the *Ethics Statement for Public Library Trustees* of the Association for Library Trustees and Advocates (ALTA)

Revised January 2010

Revised February 2019

Revised November 15, 2022

so. Service to children is an important part of the Library's mission. The Library is free and open to unaccompanied children who exhibit, through their behavior onsite, that they are independent enough to use its resources for recreation, information, and education.

Parents should be aware, however, that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children. Staff will not monitor children leaving the Library.

Therefore, it is the Library's policy that children up to age seven (7) and younger must have a parent, guardian, or caregiver (age 13+) in their immediate vicinity. An exception is made for children attending any chaperoned Library programs.

Children ages eight (8) through 17 may use the Library on their own. They are, however, expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children who do not use the Library appropriately or who require excessive staff attention or supervision will be informed of the rules. If inappropriate behavior continues, the child[ren] will be asked to leave the building and an effort will be made to contact the parent, guardian, or caregiver will be contacted. If the responsible party is unable to retrieve the child[ren], or if otherwise necessary, the police will be contacted.

Parents, guardians and caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the Library could be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left unattended at the Library after closing time or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member transport children to another location.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library  
Revision October 18, 2011  
Revised November 15, 2011  
Revised April 18, 2017  
Revised December 19, 2017  
Revised October 20, 2020  
Revised June 15, 2021  
Revised August 16, 2022



**Director's Report**  
**Valerie Acklin / Library Director**  
**October 2022**

### **Countdown to 2023**

With the end of the calendar year looming, we've begun looking back at what the year has held, as well as looked forward and set goals as to where we'd like to be this time next year. What that actually meant was a lot of meetings! Probably more than I've ever had within a month, but hopefully the results of this thoughtful evaluation and meaningful planning will be increased community engagement and improved services!

### **Inventory**

One of my initial goals when I began was to complete a building inventory within 5 years. First steps are to inventory our material collections and I've asked Nicole and Barb to get that process started. The data we greatly inform how we spend acquisition dollars, as well as identify areas prime for increased marketing and programming opportunities. Once we wrap up with our collections, we will move on to other items (furniture, technology, realia, etc.). It will be a lengthy process, but it is always beneficial to know exactly what we have and where we have it.

### **Programming**

Staff involved in programming are currently ironing out our January-May options. We've been evaluating our efforts over the fall and deciding which programs are continuing, which need tweaking, and which need to be retired. We've also begun discussing new program ideas for adults, teens, and children. Some in-house possibilities that have generated excitement with staff include Disney Family Karaoke, Seed Club Gardening Workshops for adults and kids, and a face painting event for older kids and teens. We're also looking to strengthen our collaborations with community stakeholders, and are hoping to team up with the Senior Center and develop a program just for seniors, we are already in the planning stages with the Pride Center of Albany for an afterschool drop-in program for teens, we are looking at establishing a Quiet Crafters program at the Loft (for kids who are looking for an alternative to the many boisterous, physical activities that take place there), and will be hosting Narcan training for the public with the Recovery Center.

### **Social Media & Public Relations**

We've been able to do a bit of initial analysis on our new social media posting schedule, and are pleased with the direction in which we are heading. This month the Library's Facebook page garnered 40 Facebook for the 31-day period, a huge improvement over the months prior (when it took us 73 days to amass the same number). This is in addition to the "likes" and "loves" that we have received for individual page posts – a 32% increase in those since September, as compared to the summer months. Post shares have also increased dramatically over the same period of time – 62%. Our Instagram numbers have also seen some growth, though we'd like to see more engagement with posts there. Overall, I feel we are finally gaining some traction on social media. I cannot give enough credit to both Lex and Lanza who have worked together wonderfully to ensure create graphics, schedule posts, and moderate our pages. This is all in addition to their other duties at the Library. We are lucky to have such a dedicated, eager, and creative pair behind the scenes!

I'm also happy to report that we've inched closer to our new website! This month, I attended the unveiling of the website template that MVLS contracted for, and we should be able to get our hands on it by the end of November. Sharon Springs, Fonda, and Northville have all beta tested the template and I was able to get access to their new sites (which aren't public yet) and play around with things, which was exciting after such a long wait. The customizable template, while nothing ultra-fancy, is a huge improvement over our current one, and was designed to for ease of use by both visitors and administrators. MVLS will providing staff training on how to maintain the site, and I believe with a bit of time and practice, the staff involved in running the site will get used to the new platform (we'll be moving from Squarespace

To WordPress). It is likely that we will also be getting a new domain, and MVLS will help us with that transition, but we will need to build the new site first. I've already connected with John Sullivan, the new Director at Fonda who is proficient in WordPress, to provide us assistance if we need a helping hand. If there are no further delays, we should be able to start working on the site next month, and hopefully go live by mid-winter/early spring. Stay tuned!

Another goal for the new year is the establishment of a quarterly print Library newsletter. This will allow us to provide more detailed news and programming information than we can on flyers and calendars. It will also allow us to get that information into people's hands earlier, giving them more advance notice of Library events. Barb, Lex, and I have discussed a number of platforms that might be appropriate for newsletter design, and we will be obtaining trials for each, so we can take them for a test run. While there are a number of factors that need to be resolved to move this project forward (more on that in New Business), we are hopeful that we can at least get an abbreviated inaugural edition out just before the Library vote next spring.



In October we weeded the 000's and "For Dummies" series books. The 000's contain computer books which become outdated fairly quickly and the "For Dummies" books age very poorly. We've begun inventorying our collection and the focus will move from weeding to finishing inventory before the end of December.

We have been working on a new way to display our Library of Things collection and it went up towards the beginning of this month. It looks fantastic and really catches your attention as you enter from the parking lot door! I don't have any numbers yet, but anecdotally, it draws way more attention than the previous iteration. It definitely feels like more items are out at the moment!



I submitted our computer order this month which was mainly to replace older staff machines that will no longer be maintained by JA. Hopefully the new computers will be installed around the beginning of the new calendar year.

#### Programs in October:

- For the Love of Reading's topic was to listen to an audiobook read by the author.
- Book Tasting discussed audiobooks read by the author and had 4 participants.
- Books 'N Brews met at Plaza's Italian Bistro and discussed Shoeless Joe by W.P. Kinsella. We had 8 participants.
- Adult Crafting had a total of 23 participants as we created decorative orbs: 8 at the 1:30 class, 6 at the 5:30 class and 9 picked up as kits.
- The Library of Things Showcase had 4 attendees.
- Open Craft Lab had 4 participants.



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

October 2022

### 1. Wrap up grants from the building renovation

- Empire State Development, \$500,000 outstanding
- ESD staff are still reviewing and processing our request for payment

### 2. New grants for building projects

- No update

### 3. Other grants

- Our plan is to use a portion of the MVLS Advocacy grant due at the end of December to purchase a new color photocopier that can support not only the production of publicity for the 2023 vote, but for all PR production.
- I am also working on a Wal\*Mart grant to get a Scannx machine to replace the existing, coin-op, black and white only photocopier. The Scannx set up will allow patrons to create a color digital scan of anything they place on the glass and then print, email or send the file to a USB stick. Patrons who need to send IDs to government agencies will have perfect images they can email rather than faxing questionable black and white copies. Folks can bring in print family photos and create a digital album by saving them to a USB stick. Folks going research in the Local History Room can print quality images from the reference resources available. This will greatly improve service to patrons.

### 4. Other projects

- The theme for the October Passive Programs was the let fate pick your next read. Paper fortune tellers were given away in the Adult Department with the results giving patrons a subject, range of authors' last names and cover color to narrow down their hunt for their next book. The Youth Department had three boxes with slips of paper containing the same details. Patrons selected one slip from each box to provide them with the criteria for finding their next read. 21 fortune tellers were handed out and 4 children participated downstairs. We are definitely seeing more patron participation when the Library provides a give-a-way, like May's seed starting kit and last month's spice packets.

We are reaching out to some community agencies to partner for December's Passive Programming. Instead of the Library giving things to our patrons, we would like our patrons to donate items that we can distribute to a community food bank and Captain, the teen homeless outreach project run through the First Congregational United Church of Christ.

- A new display for Library of Things was installed so we can utilize less space, display more items, and facilitate an easier check out process for both patrons and staff.
- Weeding continued with the Adult Generalities (000s), Dummies guides, Idiot's guides, Demystified guides, and Everything guides. We have made good progress to date and will suspend weeding temporarily as we switch to inventory.
- Inventory will be broken into three broad categories. The first is the collection, the second is technology, and the third is furniture and fixtures. By focusing on the collection first with a deadline of the end of December we can clean up the collection, find missing items mis-shelved, and withdraw items we can not locate. By withdrawing them before 12/31 we can reduce the number of items used in calculating our monthly JA fee.

The first step of inventory is to scan every single item we have barcoded, all 29,805 items. Polaris already has all of our items broken into smaller collections, Adult Fiction, Adult Nonfiction, Picture Books, Easy Readers, Adult Reference, Children's Magazines, Lucky Day, Library of Things, Local History, etc. and we use

those categories to focus on one collection at a time. We take a laptop, with Polaris, and a barcode scanner into the stacks and systematically scan every item on the shelves.

Once we get through one of these collections, we run a report in Polaris. Any item that has not been scanned will pop up. This can include items that are checked out to a patron, in-transit to another library, or held for a patron to pick up. It can also include items that are in, but are not on the shelves we scanned. Then the task to hunt them down. Are they part of a display? Were they mis-shelved? Have they been transferred to a different collection but Polaris was not updated? For example, when the New and Popular Fiction and Nonfiction books get moved into the regular Adult Fiction and Nonfiction collection sometimes the collection field in Polaris is not changed. This hunting process is the more time-consuming step, especially if we can't find the item at all. It is the items that we can not find that will be withdrawn to remove them from our inventory. But I think the more important outcome is cleaning up the collection, both in Polaris and on the shelves, because if patrons and staff can not find an item it is like we do not even own it.

By the end of October we scanned Museum Passes, Children's Reference, Children's Magazines, Lucky Day, Adult Music, (Youth) Braille, New and Popular Fiction, New and Popular Nonfiction, and Adult Magazines. Lucky Day and the New and Popular Collection will require constant checking to inventory the books that are circulating. Children's Reference was interesting because it included special pop-up books could be used by patrons in the Library, but not taken home because they are too fragile for little hands. These special books were put into storage during COVID and Darla did not know they were cataloged as Reference Books.

Lastly, the Adult Magazines need some attention. There have been three separate staff members assigned to weeding this collection over the last six months, Circe, Patricia and now Kim, and I suspect some items were weeded from the collection, but not withdrawn from Polaris.

Inventory of technology, furniture and fixtures will take place after the collection is inventoried. Some of this was completed for Phil Beckett's latest audit, and some of it was done this summer as we prepared for the next computer order. We are currently maintaining our inventory lists as spreadsheets and this is probably sufficient for accounting purposes, but one question we need to answer is whether or not each item will be given an inventory number. When I inventoried the Library's furniture and equipment 10 years ago, I did assign things inventory numbers that I invented. One benefit to doing so is the ability to locate and account for items that move around the building. Book carts, for example, are always on the move, being shuffled and shared. Other items like bookcases are more static, but the creation of the Librarians' Office is proof that it is possible, if unlikely, that semi-permanent fixtures might be relocated. I think the toughest piece of maintaining an inventory is remembering to remove an item from the list if it is discarded.

- I had a meeting with the architect and engineer about the parking lot project. And I have had communication with the city's Building Inspector. The draft timeline has the project going to the Building Inspector in December, review by the Planning Board at the January meeting, and bidding February-March. We will need to set a start date for the project which might be influenced by funding. We have been awarded funding by MVLS for our Division of Library Development grant, but those funds come through in two allotments; 90% and 10%. The 90% should arrive mid-late August 2023 while the 10% is given upon project completion. If we want a spring start date, we will have to upfront the entire 100% of grant as well as the Library's share. The current estimate is \$241,000.

The dome repair is on a temporary hold. There are several items that need to happen before the repair can be executed. The first, and probably biggest issue, is funding. The Library will need grant funding to

assist with the project. The two grants currently identified have application periods that open in late spring 2023 and award notifications in fall 2023.

The second issue is whether or not this project needs to be put out to bid. As a public entity using public funding, NYS procurement laws state requires public bidding, but there is also a provision called Sole Source allowing a public entity to award a contract without a public bid. The Library must be able to defend the decision to not pub the project out to bid should it be challenged. The final item is where or not we need engineer on the project. If it must go out to bid, I am assuming we need an engineer to draw up the bid specifications. If not, we might still need an engineer for some level of design and oversight. We are working with the architect to get answers to these questions.



## **Youth Services Report**

### **Darla Barry / Head of Youth Services**

### **October 2022**

For our first Story Time in October, we read about fall, pumpkins, and a cat! Our take-home craft for the beginning of the month consisted of a variety of projects, including ghost, cat, witch, and pumpkin decorations. The next week, instead of an activity, we read about bears and then created pompom bears; even though some looked like chipmunks and hamsters, they were all adorable! Activity sheets were also made available for the various age groups. The following Story Time was about feelings and kindness, after the children enjoyed an active song and dance time. On our last get-together for the month, we enjoyed stories about spiders, and stories that explored what it's like to be scared. The craft offered was a paper plate spider web. We traced our four fingers of one hand on folded construction paper, cut them out to make a spider, and then wove yarn through pre-made holes on a paper plate, creating a web effect. Once our web was finished, we placed our googly-eyed spider in its home.

During the first cooking classes of the fall, we were fortunate to enjoy the expertise of Chef Michael Coon once again. Super Chefs created two skeleton crudité platters from fresh vegetables. The children were assigned to a designated station, where they worked in pairs. The first station had one child washing, and another cutting -- using our kitchen-only safety scissors to cut the vegetables. Another station was using a food processor to puree beans, and the last was mixing ingredients together to finish the dips. Working in teams, the young chefs began assembling their skeletons on platters. Some taste buds, for the first time, experienced sugar snap peas, radishes, button mushrooms, broccoli, fresh green beans, carrots, cauliflower, red and green peppers, yellow and green squash, along with black bean, white bean, and ranch dips. The youngest group worked well together and enjoyed themselves immensely. As for our older chefs, the Menu Masters, they had the opportunity to use an Instant Pot for the cooking medium. They utilized all the leftover vegetables, plus onion and garlic to create hamburger soup for their dining pleasure. Chef Michael and the group sautéed the ground beef, then placed the ingredients in the pot. While waiting, their time was busy making biscuits from a premade mix (Bisquick), and then baking them in the convection oven. Their tummies were happy to have the warm biscuits with butter and experience the homemade soup topped with sautéed yellow and green squash.

Club Baby was led by Sonny on the second Tuesday with entertaining the families with songs and stories about vehicles. I enjoyed the little ones on the fourth Tuesday sharing sleepy time stories and songs. Diane Purcell from the Friends joined us once again.

I had the opportunity to attend a Big Play Toys Extravaganza Workshop at MVLS with Heather Dickerson presenting. We benefited with hands-on time to explore the variety of contents available in each kit. I am excited about the possibilities to borrow and utilize the items in our Early Literacy Center, as well as use some activities in our tree house area.

We held a Graphic Make-up Workshop, tutored by Crisan Anadio, for ages 10 to 15 with pre-registration. I'm happy to say, we had full attendance. The students had a wonderful time creating their 3D "injuries," using synwax, spirit gum, rigid collodion scarring liquid, liquid latex, coagulated fake blood, a make-up wheel, and tattoos of fake stitches and open wounds -- highlighted by broken glass and staples (actually they were plastic pieces from a destroyed CD case and staples with the prongs cut off). Ms. Anadio had the group each do their own creation, with her overseeing their efforts. She gave instructions for each step of the process and let them be in charge of the outcome. It was a positive experience for all. We have enough supplies leftover that we can have at least two more workshops in the future. The pictures of their accomplishments were shared on our Facebook page.

The fourth Saturday of the month we had a movie in the Carnegie Room showing *The Little Vampire*. Attendance was low, but looking forward to another chance to see if this program will be better received by the public in December, when we have a seasonal movie offered once again.

Statistics / Monthly Report **October 2022**

Figures in parentheses are comparable figures for 2021

	<b>2022</b>	<b>2,021</b>
<b>VISITORS</b>	<b>5,651</b>	<b>(6,790)</b>
<b>CIRCULATION</b>		
Adult circulation	1,313	(1,394)
Teen Circulation	205	(81)
Juvenile Circulation	863	(522)
Audiobooks	98	(128)
eAudio	186	(176)
eBooks	557	(577)
Music	18	(15)
Periodicals	51	(64)
eMagazines	84	(129)
Videos	688	(682)
Museum Passes	3	(1)
Library of Things	16	(2)
Subtotal	<b>4,082</b>	<b>(3,771)</b>
In-House Use		
Adult	173	(4)
Juvenile Circulation	0	(15)
Other Materials	750	(766)
Subtotal	<b>923</b>	<b>(785)</b>
<b>Total Circulation</b>	<b>5,005</b>	<b>(4,556)</b>
<b>REFERENCE QUESTIONS</b>	<b>149</b>	<b>(42)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
71 Adult programs & meetings with 382 people		(27 Adult programs & meetings 154 people)
10 Juvenile programs & meetings with 168 people		(5 Juvenile programs & meetings with 33 people)
8 Teen programs & meetings with 107 people		(0 Teen programs & meetings with 0 people)
95 One-on-one programs & meetings with 95 people		(97 One-on-one programs & meetings with 97 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	485	(457)
Material Loaned	509	(582)
Total	<b>994</b>	<b>(1,039)</b>
<b>COMPUTER USAGE</b>	<b>1,102</b>	<b>(724)</b>
<b>HISTORICAL ROOM</b>		
Visitors	16	(1)
Books Used	83	(1)
Reference Questions	15	(4)
Microfilm	0	0