



Gloversville Public Library  
Meeting of the Board of Trustees  
58 East Fulton Street  
December 19, 2023 at 6 PM

Attendance/Call to Order

Pledge of Allegiance

Public Comment

Trustee Oath of Office

1. Accept the Minutes of the:
  - November 21, 2023 Meeting\*
2. Treasurer's Report\*
3. Warrant List\*
4. Budget and Finance Committee Report
5. Foundation Report
6. Friends of the Library Report
7. President's Report
8. Building and Grounds Committee Report
9. Outreach Committee Report
10. Personnel Committee Report
  - New Employee Update
11. Plan of Service Ad Hoc Committee Report
12. Policy Committee Report
  - New Chair Appointment
  - By-laws [Second Read]
11. Program Committee Report
12. Public Relations Committee Report
13. Trustee Appointment Ad Hoc Committee Report
14. Library Director's Report
15. Librarians' Reports
16. Old Business
  - Early Voting
17. New Business
  - Foundation Liaison\*
  - Summer Hours

Adjourn\*

Next Meeting: January 16, 2024 at 6 PM

\* Motion Required



## Minutes of the Gloversville Public Library Board of Trustees Meeting November 21, 2023

The Gloversville Public Library Board of Trustees held its regular meeting on November 21, 2023. Present were President Gregory Niforos, Vice-President Merry Dunn-Brown, Library Director Valerie Acklin, Vice President of Finance, Charles Reed, Treasurer Michael Frank, Caren Pepper, Susan Shrader, Richard Carlson, and John Mazur.

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

Mr. Niforos opened the meeting by leading the Trustees in the Pledge to the Flag.

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

Mr. Niforos asked for a motion to accept the Regular Meeting Minutes of the October 17, 2023 meeting of the Trustees. After minor corrections were noted, Ms. Dunn-Brown made a motion, seconded by Ms. Pepper to accept the minutes of the meetings as presented. The board approved this motion with a vote of "aye".

Mr. Frank delivered his Treasurer's Report for October 2023. Mr. Niforos asked for a motion to accept the Treasurer's Report. Mr. Mazur made a motion, seconded by Mr. Reed. The motion carried with a vote of "aye".

Mr. Frank distributed the Warrants List for November 2023. Mr. Niforos asked for a motion to accept the Warrants list. Mr. Reed made a motion, seconded by Ms. Dunn-Brown to accept the Warrant List and approve payment of the warrants. The motion carried with a vote of "aye".

Mr. Reed delivered the Budget and Finance report. He indicated that the Committee had met and had prepared a preliminary budget for the fiscal year 2024-2025 but that the Committee was planning another meeting prior to the December Trustees meeting to make some additional adjustments prior to presentation to the Board.

Ms. Acklin informed the Trustees that a motion needed to be passed to override the New York State Tax Cap if needed. Ms. Shrader made a motion, seconded by Mr. Reed and approved all voting "aye" to override the Tax Cap if necessary.

Mr. Frank delivered a report on behalf of the Foundation. He noted that the Foundation Board would be meeting on December 6, 2023 at 3 PM at the Library for their Annual Meeting.

Mr. Niforos highlighted several items in the Friends of the Library Report. Mr. Niforos noted that Ms. LaPorta's report is contained in the Board packet.

In his President's Report, Mr. Niforos noted that he was asking for all committee reports to be in to Valerie by the second Thursday of the month in order for her to have adequate time to put the Board Packet for the month together. Mr. Niforos also noted that he was expecting Mrs. Pesses to resign from the Board at the January 2024 meeting.

Mr. Carlson noted that the parking lot project was proceeding nicely and nearing completion. Mr. Carlson noted that we had received a quote from Jim Esper for snow removal for the 2023-2024 winter season. After discussion, Mr. Reed made a motion to go with the pay per snow removal price. This motion was seconded by Mr. Mazur and approved all voting "aye". Mr. Carlson also informed the Trustees that we needed to go out to "Competitive Bidding" for the Dome Project and that this

Valerie Acklin  
Library Director

2023-2024  
Board of Trustees

Merry Dunn Brown

Richard Carlson

John Mazur

Greg Niforos

Caren Pepper

Christine Pesses

Charles Reed

Susan Shrader

Charlotte Will

will increase our cost with Butler Rowland Mays Architects, LLP from \$7,500 to \$35,000. Mr. Carlson made a motion, seconded by Ms. Shrader, to approve the increase. This was approved by all voting "aye".

There was no Local History Room Committee Report.

Ms. Dunn-Brown reported on behalf of the Outreach Committee. She noted that we had a presence at the Soroptomist program and handed out flyers, etc to many attendees.

Ms. Acklin informed the Trustees that she is working on needed updates to the Employee Handbook.

Mr. Reed reviewed the progress of the Plan of Service Committee. Mr. Reed asked the various Committee Chairpersons to submit their goals soon so that Wade Abbott would have something for the Trustees to approve at the January 2024 meeting.

Mr. Niforos informed the Trustees that the first reading of the Bylaws had been sent out for review and questions. This will be reviewed with any suggested changes or corrections at the December meeting.

Mr. Mazur noted that there was no Program Committee report.

Mr. Mazur noted that there was no Public Relations report.

Mr. Niforos informed the Trustees that the search committee had met with the one person that had submitted an application to join the Board of Trustees to replace Christian Rohrs, who had resigned. Mr. Niforos presented Charlotte Will as a candidate for approval to join the Board of Trustees. Ms. Pepper made a motion, seconded by Mr. Mazur, to approve Charlotte Will as a new Board member. This was approved all voting "aye".

Ms. Acklin informed the Trustees that her Director's Report was in the Board package.

Mr. Niforos asked if there was any Old Business. Hearing none, Mr. Niforos asked if there was any new business. Ms. Acklin asked the Trustees to think about the possibilities of the Library becoming an early voting location. Ms. Acklin also asked the Trustees to consider a possible charging station on our premise for electric vehicle recharging.

Ms. Acklin informed the Trustees that they needed to go into Executive Session to discuss a personnel issue. At 7:25 PM Mr. Reed made a motion to go into Executive Session. This motion was seconded by Ms. Dunn-Brown and approved, all voting "aye".

At 7:30 PM Ms. Dunn-Brown made a motion to leave Executive Session. This was seconded by Mr. Carlson and approved by all voting "aye".

At 7:33 PM, Mr. Mazur made a motion to hire R. Cline as a Custodial Worker, for 18 hours per week at an hourly wage of \$15.25/hour, which was seconded by Mrs. Shrader. The motion was unanimously approved, with all voting "aye".

At 7:35 PM Mrs. Shrader made a motion to adjourn, seconded by Mr. Mazur. The motion carried with a vote of "aye".

Respectfully submitted,

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Susan Shrader, Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

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

**NOVEMBER 2023**

	Budget July 1, 2023 to June 30, 2024	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$613,695.00	\$613,695.00	\$553,695.00	\$0.00
Investment Income	10,000.00	598.28	5,974.23	463.52	(4,025.77)
Gloversville Library Foundation Inc. - Int. & Div.	120,000.00	10,000.00	50,000.00	50,000.00	(70,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	10,000.00	0.00	2,773.25	2,450.00	(7,226.75)
Government Affiliations	7,000.00	1,250.00	8,337.50	505,665.80	1,337.50
Donations - Direct	0.00	1,570.00	4,600.00	742.54	4,600.00
Fees & Miscellaneous Income	2,500.00	282.44	1,513.65	2,144.16	(986.35)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>311.57</u>	<u>10,311.57</u>	<u>10,060.98</u>	<u>311.57</u>
<b>TOTAL RECEIPTS</b>	<b><u>\$773,195.00</u></b>	<b><u>\$627,707.29</u></b>	<b><u>\$697,205.20</u></b>	<b><u>\$1,125,222.00</u></b>	<b><u>(\$75,989.80)</u></b>
	<u>Income Cash Reconciliation</u>				
Income Cash Balance on November 1, 2023	\$282,968.07				
Plus: Receipts Per Report	627,707.29				
Less: Equipment - Computers	0.00				
Less: Expenses Per Report	<u>(101,905.60)</u>				
Income Cash Balance on November 30, 2023	<u>808,769.76</u>				
Accounts Payable as of 11/30/23	0.00				
Accrued Payroll Expense as of 11/30/23	0.00				
Prepaid Expenses as of 11/30/23	<u>0.00</u>				
Actual Cash Balance on November 30, 2023	<u>\$808,769.76</u> *				
* Includes Treasury Bills @ Purchase Price of	\$639,680.06				

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

**GENERAL FUND MONEY MARKET ACCOUNT**

Balance on November 1, 2023	\$204,950.54	
Plus: Receipts:		
Interest on Money Market Account	597.70	<u>Year to Date</u>
Interest on Treasury Bills	0.00	4,208.96
Treasury Bills Matured	0.00	
Tax Levy Received	613,695.00	
Less: Paid Outs:		
Treasury Bills Purchased	590,556.03	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	101,000.00	
Balance on November 30, 2023	<u>\$127,687.21</u>	

**FUND BALANCE MONEY MARKET ACCOUNT**

Balance on November 1, 2023	\$276,736.57	
Plus: Receipts:		
Interest on Money Market Account	640.05	<u>Year to Date</u>
Interest on Treasury Bills	0.00	7,643.61
Treasury Bills Matured	250,000.00	
Transfer from Construction Account		
Less: Paid Outs:		
Treasury Bills Purchased	347,114.45	
Transfer to Construction Checking Account	65,000.00	
Balance on November 30, 2023	<u>\$115,262.17</u>	

**CONSTRUCTION CHECKING ACCOUNT**

Balance on November 1, 2023	\$153,227.92	
Plus: Receipts:		
Interest Earned	2.66	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	65,000.00	
Less: Paid Outs:		
Del Signore Blacktop Paving, Inc.	215,429.84	
Balance on November 30, 2023	<u>\$2,800.74</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

NOVEMBER 30, 2023

<b>GENERAL FUND</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 17 Week Due 12/05/23	\$50,000.00	\$49,124.03	5.4840%	\$50,000.00	\$875.97
U. S. Treasury Bills 8 Week Due 01/02/24	100,000.00	99,175.56	5.4330%	100,000.00	824.44
U. S. Treasury Bills 13 Week Due 02/08/24	150,000.00	147,996.10	5.4460%	150,000.00	2,003.90
U. S. Treasury Bills 13 Week Due 02/08/24	100,000.00	98,664.07	5.4460%	100,000.00	1,335.93
U. S. Treasury Bills 17 Week Due 03/12/24	150,000.00	147,379.52	5.4690%	150,000.00	2,620.48
U. S. Treasury Bills 26 Week Due 05/09/24	100,000.00	97,340.78	5.4940%	100,000.00	2,659.22
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$650,000.00</b>	<b>\$639,680.06</b>		<b>\$650,000.00</b>	<b>\$10,319.94</b>

<b>FUND BALANCE ACCOUNT</b>	<b><u>PAR</u></b>	<b><u>COST</u></b>	<b><u>INVESTMENT RATE</u></b>	<b><u>REALIZED AT MATURITY</u></b>	<b><u>INTEREST EARNED</u></b>
U. S. Treasury Bills 8 Week Due 12/12/23	\$250,000.00	\$247,921.39	5.4800%	\$250,000.00	\$2,078.61
U. S. Treasury Bills 8 Week Due 01/02/24	250,000.00	247,938.89	5.4330%	250,000.00	2,061.11
U. S. Treasury Bills 8 Week Due 01/02/24	100,000.00	99,175.56	5.4330%	100,000.00	824.44
<b>TOTAL SECURITIES CURRENTLY HELD</b>	<b>\$600,000.00</b>	<b>\$595,035.84</b>		<b>\$600,000.00</b>	<b>\$4,964.16</b>

**GLOVERSVILLE PUBLIC LIBRARY**

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

**NOVEMBER 2023**

	Budget July 1, 2023 to June 30, 2024	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$408,040.00	\$ 32,720.62	\$ 168,163.39	\$ 134,047.05	\$ (239,876.61)
Salaries - Part Time Employees	139,830.00	9,369.02	48,982.97	48,120.77	(90,847.03)
Salaries - Custodians	36,734.00	2,817.96	14,693.65	16,491.70	(22,040.35)
F I C A & Medicare Tax	44,723.00	3,435.45	17,735.78	15,197.44	(26,987.22)
Unemployment Insurance	1,462.00	0.00	667.00	562.50	(795.00)
Disability & Family Leave Insurance	3,858.00	0.00	1,470.78	1,471.88	(2,387.22)
Medical Insurance & Reimbursements	73,000.00	6,618.41	37,425.35	25,270.29	(35,574.65)
Worker's Compensation Insurance	4,385.00	0.00	3,539.83	3,723.38	(845.17)
Pension Expense	58,460.00	34,060.66	34,053.34	28,522.00	(24,406.66)
Heat	5,500.00	69.36	148.31	1,336.90	(5,351.69)
Electricity	40,000.00	1,623.67	9,386.80	13,919.45	(30,613.20)
Telephone	7,200.00	682.14	3,289.48	2,955.60	(3,910.52)
Insurance	27,000.00	0.00	28,699.66	25,675.76	1,699.66
Collections - Books, DVDs, etc.	42,000.00	2,966.74	14,502.04	13,813.57	(27,497.96)
Computer & Automation Services	15,700.00	2,233.60	16,062.23	6,483.35	362.23
Library, Office Supplies & Postage	10,500.00	1,396.76	5,547.56	5,900.43	(4,952.44)
Maintenance, Repairs & Bldg. Supplies	15,000.00	1,484.71	10,637.37	4,536.13	(4,362.63)
Maintenance Contracts	45,000.00	0.00	10,460.43	16,867.91	(34,539.57)
Treasurer	9,000.00	750.00	3,750.00	3,650.00	(5,250.00)
Professional Fees	7,000.00	0.00	(750.00)	(200.00)	(7,750.00)
Election Expense	1,000.00	0.00	0.00	0.00	(1,000.00)
Professional Meetings & Travel	1,000.00	140.83	1,604.06	1,423.98	604.06
Events & Programming	5,000.00	1,272.28	3,328.83	1,665.47	(1,671.17)
Promotion Expense	4,800.00	247.40	347.40	110.00	(4,452.60)
General Expense	2,000.00	15.99	357.86	366.63	(1,642.14)
<b>TOTAL EXPENSE</b>	<b><u>\$1,008,192.00</u></b>	<b><u>\$101,905.60</u></b>	<b><u>\$434,104.12</u></b>	<b><u>\$371,912.19</u></b>	<b><u>(\$574,087.88)</u></b>

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

**NOVEMBER 2023**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7449		Gloversville Public Library	\$ 17,528.42	Payroll
7450		Gloversville Public Library	17,085.26	Payroll
7451	3039	Michael J. Frank	750.00	Treasurer
7452	3040	C D P H P	5,775.16	Medical Insurance
7453	3041	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7454	3042	Charter Communications	129.98	Computer & Automation
7455	3043	Frontier Communications	682.14	Telephone
7456	3044	National Grid (1,693.03)	69.36	Natural Gas
			1,623.67	Electricity
7457	3045	Ingram Library Services	1,470.15	Books
7458	3046	NYS & Local Employees' Retirement System (46,023.00)	11,310.75	Accounts Payable
			34,712.25	Pension Expense
7459	3047	Linda Conroy	111.94	Petty Cash
7460	3048	Naif's	492.00	Newspapers
7461	3049	Board of Water Commissioners	464.31	Maintenance & Repairs
7462	3050	Nacole Insognia	90.00	Events & Programming
7463	3051	Gary Van Slyke	75.00	Events & Programming
7464	3052	Crisan Anadio	50.00	Events & Programming
7465	3053	Arkell Museum	85.00	Museum Passes, etc.
7466	3054	Elizabeth Kurz Michel	35.37	Professional Meetings & Travel
7467	3055	Alexis Lanza	78.60	Professional Meetings & Travel
7468	3056	Technical Building Services, Inc.	440.00	Maintenance & Repairs
7469	3057	Palmateer Trucking & Container Service	426.00	Maintenance & Repairs
7470	3058	Quill LLC	532.51	Library Supplies
7471	3059	Mohawk Valley Library System	2,050.72	Computer & Automation
7472	3060	Daily Gazette Co., Inc.	247.40	Promotion Expense
7473	3061	Ebsco Information Services	709.17	Serials - Magazines
7474	3062	Gloversville True Value Hardware	24.88	Maintenance & Repairs
7475	3063	Barbara J. Madonna	99.52	Maintenance & Repairs
7476	3064	Business Card (1,668.90)	15.99	G/E - Zoom
			52.90	Computer & Automation
			210.42	A/V - DVDs
			984.28	Events & Programming
			251.54	Library Supplies
			98.23	W G Y Grant Expense
			55.54	Stewart's Grant Expense
7477	3065	Nicole L. Hauser	26.86	Professional Meetings & Travel
7478	3066	Quill LLC	603.77	Library Supplies
DM		E F T Invesco - 403b	100.00	Payroll
DM		E F T NYS Tax Department	1,673.30	Payroll
DM		E F T United States Treasury (10,952.90)	3,435.45	FICA & Medicare Expense
			7,517.45	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	1,152.67	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2023	<u>113,370.12</u>	
		PETTY CASH PAID OUTS - NOVEMBER 2023		
		Library Supplies	8.94	
		Maintenance & Repairs	30.00	
		Events & Programming	<u>73.00</u>	
		<b>TOTAL NOVEMBER 2023 PAID OUTS</b>	<b><u>\$113,482.06</u></b>	
		Less: Stewart's Grant Expense	(55.54)	
		Less; W G Y Grant Expense	(98.23)	
		Less: Accounts Payable	(11,310.75)	
		Less: Petty Cash Check	<u>(111.94)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<b><u>\$101,905.60</u></b>	



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

**STEWART'S GRANT**

Balance as of November 1, 2023			\$1,877.60
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	7476	Programming	55.54
Total Expenses			55.54
Balance of Grant Money Left at November 30, 2023			\$1,822.06

**W G Y CHRISTMAS WISH GRANT**

Balance as of November 1, 2023			\$1,509.64
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Business Card	7476	Programming	98.23
Total Expenses			98.23
Balance of Grant Money Left at November 30, 2023			\$1,411.41

**ADVOCACY GRANT**

Balance as of November 1, 2023			\$180.34
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 November 30, 2023			\$180.34

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of November 1, 2023			\$4,575.00
Appropriation Provided For In 2023-2024 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at November 30, 2023			\$4,575.00

**RESTORATION FUNDS RECONCILEMENT**

Balance as of November 1, 2023			\$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 November 30, 2023			\$2,807.18

## Financial Review November 2023

The Financial Report for the first five months of our fiscal year ending June 30, 2024 shows our income down by approximately \$428,000 as compared to the same period of the prior fiscal year. This was primarily a result of receiving the \$500,000 Empire State Development Grant in November 2022. This was partially offset by an increase in the Tax Levy and an increase in Interest Income on Investments. Expenses for the current period were up approximately \$62,200 over the same period in the prior year due primarily to the increase in salaries and payroll related expenses as the Library has been adding needed staff as part of the requirement to obtain the Empire State Development Grant funding. We also experienced an increase of \$3,000 in our Commercial Insurance Package premium over the prior year. In addition to the above we also experienced an increase in Computer and Automation Expense with the renewal of the software license with JA for 5 years which did not happen in the prior fiscal year.

As interest rates have been increasing the Library started to invest some of the General Fund and Fund Balance Fund balances in short term United States Treasury Bills. This practice began in November 2022 to help improve the Library's income. This is continuing into the new fiscal year.

**GLOVERSVILLE PUBLIC LIBRARY  
BANK RECONCILIATIONS  
November 30, 2023**

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

Balance Per Bank Statement \$ 15,935.66

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>	
11/21/23	7452	C D P H P	5,775.16	
11/21/23	7453	The Paul Revere Life Insurance Company	42.16	
11/21/23	7463	Gary Van Slyke	75.00	
11/21/23	7464	Crisan Anadio	50.00	
11/21/23	7465	Arkell Museum	85.00	
11/21/23	7469	Palmateer Trucking & Container Service	426.00	
11/21/23	7470	Quill LLC	532.51	
11/21/23	7475	Barbara J. Madonna	99.52	
11/21/23	7478	Quill LLC	603.77	
		Total Outstanding Checks	<u>7,689.12</u>	<u>7,689.12</u>

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

\$ 8,246.54

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

Balance Per Bank Statement \$ 18,001.50

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 18,001.50

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

Balance Per Bank Statement \$ 28,511.65

Outstanding Checks:

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

Other Items:

Treasury Bill Correction ( Should Be Fund Balance) 99,175.56

**BALANCE IN LEDGER AND QUICKBOOKS**

\$ 127,687.21

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

Balance Per Bank Statement \$ 214,437.73

Outstanding Checks:

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

Other Items:

Treasury Bill Correction ( Should Be Fund Balance) (99,175.56)

**BALANCE IN LEDGER AND QUICKBOOKS**

**\$ 115,262.17**

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

Balance Per Bank Statement \$ 2,800.74

Outstanding Checks:

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

**BALANCE IN LEDGER AND QUICKBOOKS**

**\$ 2,800.74**

\_\_\_\_\_  
Prepared By,  
Michael J. Frank, Treasurer

\_\_\_\_\_  
Reviewed and Approved By,  
Charles W. Reed  
Vice President of Finance

GLOVERSVILLE



PUBLIC  
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**Budget & Finance Committee Report**  
**Charles “Ren” Reed / Chair**  
**November 2023**

The Budget and Finance Committee met earlier this month to finish drafting the 2024-2025 budget. It was decided to present to the Board three possible scenarios of the proposed 2024-2025 budget for discussion. If all goes well, then we can set the 2024-2025 tax levy in January.

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**President's Report**  
**Gregory Niforos / President**  
**November 2023**

Last month I accepted the resignation of Christine Pesses, after 20+ years of service to this Board and the Library. Chris leaves an indelible mark on this library as one of the chairs of the capital campaign, to preserve and renovate the building, and as board president, making changes to ensure its long term sustainability. I personally want to thank Chris for her wisdom as a friend and mentor. I wish Chris much happiness in retirement with her husband, children, and grandchildren. We will begin the search for a replacement to fill the vacancy.



## **Building and Grounds Committee Report**

### **Richard Carlson / Chair**

### **November 2023**

#### **New Library Parcel on East Fulton Street**

*Phase 1:* The project is essentially complete, only minor punch list items remaining. Final payment will be made later this month, or January.

*Phase 2:* Information is still needed from architect for revised survey. This will delay completion of bid packet., so bid opening is now anticipated in February.

#### **Atrium Restoration Project**

Valerie has authorization the revised architect's services agreement, which addressed the additional \$35,000 fee for public bid preparation. The architecta will define the scope of work to send out for MBE/WBE services determination. The environmental evaluation has been completed, and we have received the report (all 413 pages of it!). Our CFA grant application will be submitted shortly after the new year.

#### **Snowplowing Contract**

The contract has been signed by both parties, so we are *good to go*.

#### **HVAC Problems and Fixes**

We are still trying to figure out the source of building cold spots. We will schedule Stark for after the new year.

#### **Insurance**

Insurance snafu has been rectified, so we can now park in the new lot.

#### **Free Food Fridge**

We have been checking out potential refrigerator models and trellis options, but project implementation will wait until the spring.

#### **Arborist**

Arborist (Doc Davis from Canajoharie) has been contacted, but has not yet paid a visit.

#### **Maintenance Contract Updates**

- *HVAC Software:* None
- *HVAC Maintenance:* None
- *HVAC Cooling Tower Maintenance:* None
- *HVAC Water Treatment:* Valerie will be renewing our contract with MIS America in the upcoming weeks
- *Sprinkler System :* None
- *Fire Extinguishers :* None
- *Elevator:* Elevator inspection is needed for our public assembly certification; NY State now also requires a third-party signoff on the inspection and Valerie will make arrangements for that.
- *Fire Inspection:* City public assembly inspection and certification will be scheduled when elevator inspection is completed.

#### **New Business**

We will review the Maintenance Checklist again, now that it's been in use for two years ,to see if it needs additions, modifications, etc.

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**Outreach Committee Report**  
**Merry Dunn Brown / Chair**  
**March 2023**

The Outreach committee is continually looking for new ways to inform about and promote the programs and services of the GPL. In July, we visited approximately 20 commercial and non-profit establishments. They were given calendars and some newsletters. Our newest stops are the Groversville City Hall and the fire station. We're exploring the possibility of sharing information with the city assessor's office. In their mailings to new residents, we'd like to have them enclose an invitation to visit the library along with general information about it.



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**Plan of Service Ad Hoc Committee Report**  
**Charles “Ren” Reed / Co-Chair**  
**October 2023**

The Plan of Service Committee met at the Library on December 8 to finish setting the goals for the new Plan of Service and to begin setting objectives and tasks. The committee will meet again on December 18 and probably in the second week of January. We hope to have a draft of the Plan of Service to present to the Board at its January meeting.



ARTICLE I  
Name and Purpose

- Section 1: This organization shall be known as the “Gloversville Public Library”.
- Section 2: The purpose of the organization shall be to provide public library services to residents of the Gloversville Enlarged School District service area as specified in the charter granted by the New York State Board of Regents. The Gloversville Public Library operates in compliance with New York State Law and the Commissioner of Education’s regulations.

ARTICLE II  
Trustees

- Section 1: The governing body of the Library shall be a nine member Board of Trustees. Members of the Board of Trustees shall be elected by the residents of the Gloversville Enlarged School District.
- Section 2: Any legal resident of the Gloversville Enlarged School District, age 18 years or older, is eligible to hold the office of Trustee.
- Section 3: The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.
- Section 4: A Trustee may be removed from office:
  - ...for failing to attend three consecutive regular board meetings without excuse accepted as satisfactory by a majority of the Board of Trustees. At that point, the trustee shall be deemed to have resigned, and the vacancy shall be filled.
  - ...by vote of a majority of the board, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided that at least one week’s previous notice of the proposed action shall have been given to the accused and to each trustee.
- Section 5: In the event of conflict of interest, a Board member will abstain from voting.
- Section 6: If an election is held to fill one or more full five (5)-year terms in addition to one or more unexpired terms of less than five years, the candidate receiving the most votes will serve a full term, the candidate with the second most votes will fill the longest remaining term, the candidate with the third most votes will fill the next longest remaining term, etc.
 

Vacancies which occur for reasons other than the expiration of a full term may be filled by Board appointment until the completion of that fiscal year. The Board will make every effort to fill a vacancy which occurs more than three (3) months before the next election. A candidate may be appointed by a majority vote of the Board at a regularly scheduled Board meeting. The newly appointed Trustee may run for any new 5-year or unexpired term at the next election.

ARTICLE III  
Officers

Section 1: The officers of the Library Board of Trustees shall be as follows:

- A President
- A Vice-President
- A Vice-President for Finance
- A Secretary

The officers will serve without pay.

Section 2: Officers shall be elected at the Organization Meeting of the Board of Trustees by a vote of the majority of the Board.

Section 3: The term of office of all elected officers shall be until the next Organization Meeting.

Section 4: In the event a vacancy shall occur during an officer’s term of office, an ad hoc committee shall recommend and the Board of Trustees shall elect a replacement to fill the balance of the term.

Section 5: All positions may be renewed annually.

ARTICLE IV  
Duties of Officers

Section 1: The President shall prepare the meeting agenda with input from the Director and preside at meetings of the Board.

Section 2: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3: The Vice President for Finance shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require with the assistance of the Treasurer as necessary; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall perform the duties of President.

Section 4: The Secretary shall be responsible for the minutes of all Board of Trustee meetings.

Section 5: The officers are also authorized to sign contracts, applications for aid, and other legal documents. All officers shall be bonded.

ARTICLE V  
Meetings

Section 1: There shall be a minimum of seven meetings of the Board of Trustees each year, which shall include not fewer than six regular meetings and the Organization Meeting. All meetings shall be open to the public. Notice of meetings shall be published in

one newspaper of general circulation in the City of Gloversville, designated at the Organization Meeting as the board's newspaper of notice.

Section 2: The Board of Trustees shall hold its Organization Meeting during the month of July. At that meeting, the Board shall elect its officers, fix its schedule of regular meetings for the forthcoming year, and appoint two representatives as directors of the Gloversville Library Foundation Board. These appointees will be voting members of the Foundation Board of Directors but need not be elected members of the Gloversville Public Library Board of Trustees. Appointments will expire at the next Organization Meeting and may be renewed annually.

Section 3: Regular meetings shall be held the third Tuesday of the month.

Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees.

Section 5: All meetings shall be conducted in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees, including vacancies, shall constitute a quorum. In order to adopt a resolution, a majority of the whole number of Trustees, including vacancies, must vote in the affirmative.

Section 6: A public comment period will be offered at the start of each meeting, any member of the public in attendance is welcome to speak regarding Library-related matters, if they so wish. Speakers will introduce themselves by stating their name and address. Public comment will be limited to, at most, three minutes per speaker, which cannot be ceded to another speaker; with a maximum comment period of 30 minutes. No responses will be given at that meeting, if any follow up is required, the Library Director, President of the Board or the appropriate committee chair will review the concern and follow up at the next meeting. For the purposes of this policy "Members of the Public" will include only those people who are residents of the Gloversville Public Library service area. Non-residents may not speak during the public comment period unless agreed upon by a two-thirds majority of the Board.

## ARTICLE VI Committees

Section 1: Standing Committees – Members of Standing Committees shall be appointed by the President at the Organization Meeting. Members of committees need not be members of the Board, however, the chairperson must be a Board member. A committee which meets independently shall report to the Board of Trustees at the next regularly scheduled meeting. Board President and Library Director will act as ex officio members of each committee. Committee appointments expire at the Organizational Meeting. Positions may be renewed annually.

- A. The Executive Committee shall be comprised of all officers of the Board of Trustees.
- B. The Budget, Finance and Audit Committee shall be chaired by the Vice President for Finance, shall include at least one other Board member and the Treasurer, and shall

conduct a monthly audit and make recommendations to the Board on all matters of budget and finances of the Library.

- C. The Building and Grounds Committee shall have a minimum of two Board members and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
- D. The Personnel Committee shall have a minimum of two Board members and shall make recommendations to the Board on all matters of personnel, including performing the annual evaluation of the Library Director.
- E. The Program Committee shall have a minimum of two Board members and shall work with the Director and staff to develop and implement programs.
- F. The PR Committee shall have a minimum of two Board members and shall work with the Director and staff to promote the Library and its services.

Section 2: Ad-Hoc Committees – The President of the Board may appoint special committees.

ARTICLE VII  
Director

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library, under the direction and review of the Board. The Director shall act as professional advisor to the trustees, and shall serve at the pleasure of the Board. The Director shall be held responsible for the proper performance of all Library employees and volunteers.

Section 2 It shall be the duty of the Library Director to manage the operations of the Library and perform all of the duties listed in the job description set forth by the Board. The Director shall be responsible for the proper specifications of duties, direction and supervision of the staff, for the care and maintenance of Library property, for adequate and proper selection of Library materials in keeping with stated policies established by the board, for efficiency of service to the public, and for operation within the budget appropriations. The Director shall provide an annual report to the Board and the community at the September meeting. The Director shall perform such other duties as may be directed by the Board.

Section 3 The Library Director shall attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall be an ex officio member of all standing committees of the Board, and shall have the right to speak on all matters under discussion at Board meetings and committee meetings, but shall not have the right to vote.

Section 4 The Library Director must be a paid position.

ARTICLE VIII  
Treasurer and Claims Auditor

Section 1 A Treasurer, who is not a member of the Board, shall be appointed by the Board of Trustees. The Treasurer may receive compensation.

The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. The Treasurer shall work with the Vice President for Finance in preparing all financial reports. The Treasurer is responsible for paying the Library's bills and payroll, and completing NYS, Federal and additional financial reports.

All checks must be co-signed by an Officer of the Board and the Treasurer.

## Section 2

The Board of Trustees may utilize the position of Claims Auditor to certify claims for payment.

A Claims Auditor, who is not a member of the Board, may be appointed by the Board of Trustees. The Claims Auditor will not receive compensation.

The Claims Auditor shall review claims presented for payment, certify that each claim presented for payment was audited and payment is authorized, and work with the Treasurer to prepare a list of warrants for presentation to the Board at its monthly meeting.

See the Claims Audit policy for more details.

## AMENDMENTS

### Section 1

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced and discussed at a previous meeting. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Adopted December 20, 2005  
Revised April 18, 2006  
Revised June 19, 2007  
Revised October 19, 2010  
Revised October 16, 2012  
Revised November 19, 2013  
Revised December 2014  
Revised August 16, 2022  
Revised December 19, 2023



**Director's Report**  
**Valerie Acklin / Library Director**  
**November 2023**

**Community Information & Advocacy Hub**

I've been working with Madison to strengthen our ties with existing community stakeholders and establish partnerships with new ones. To that end, starting this month, we have established both an onsite tabling schedule for local non-profits, as well as a Library-led monthly community outreach campaign. The tabling schedule will allow for local non-profits (or other organizations doing philanthropic work) to have a "pop-up" location at the Library on whatever schedule is most effective for their purposes. This table will allow each organization to meet with citizens to both provide assistance and share information about the services they provide. In the cold-weather months, we will be setting up space in the Atrium, and in the warmer months it will switch to the rear entrance vestibule. For our community outreach, we will be working with a different non-profit to run a collection drive for needed items. This month we are working with the Fulton County SPCA to collect pet supplies. Next month, we hope to work with Fulmont Community Action to collect new and gently used toddler clothes. This is just one more way we are trying to weave together all the wonderful things going on in Gloversville and facilitate connections between our neighbors.

**NYLA Awards**

Barb and I traveled to Saratoga for the NYLA Annual Conference awards ceremony. We met Lex there and had a lovely evening, where the Library was recognized for how we have used our renovated building to serve the community, and Lex was awarded a conference scholarship. It was certainly gratifying to be recognized and we received a beautiful plaque for the building honors. Next up, we have to find a place to hang it!

**FY 2023-2024**

Nicole and I have begun looking at the Library's operating budget in granular detail and trying to figure out what changes need to be put into motion for the upcoming fiscal year. It actually takes quite a bit of legwork to accurately determine which materials, services, and programs are a sound investment for our limited dollars and which are not. In addition, we are trying to plan a bit further forward, so that we don't have to start from scratch each winter. I feel extremely fortunate to have Nicole at my side this round, as her observations and experience over time have been invaluable in making thoughtful determinations.

**Glove City Coalition**

I've recently taken on more responsibility as part of the Glove City Coalition. This group of local non-profits works together to find solutions to stressors and adverse situations facing Gloversville's youth – from alcohol and substance use to health and wellness, and beyond. I was named co-chair, Along with Ginger Cato of the Recovery Center, and am working with other members to establish ongoing youth community engagement awards for students to be recognized for success outside the classroom and playing field. In addition, I'm working with the Coalition's outreach arm to establish the Library as the location once again for their big community winter event. For that event. Stay tuned for more details!

**Gloversville Public Library**

Nicole Hauser / Assistant Director and Head of Adult Services

November 2023

Much of my time this month has been consumed by learning the intricacies of payroll, processing payroll, and attempting to write it all down in an understandable way. I feel as though I am making good progress, but know that I still have a lot to learn.

This past month I have also devoted a large chunk of time to thinking about and developing goals for the upcoming year and beyond. It seems that no matter how many you write down, there are always 2 more to add. As with so many things, it helps to remind myself that none of these are set in concrete and that it is a flexible document that can be adjusted as needed and as priorities change.

Library Journal Management training was in full swing this month with 4 classes and accompanying homework assignments. So far, topics have included equity-centered leadership, how to manage people: meetings/check-ins/reviews/difficult conversations/feedback/resistance, burnout and advocating for staff, crisis management and communications, budget and project management, and aligning with your strategic plan and using data to make decisions. There have been a lot of great presentations and valuable information that I hope to begin to apply to my work here at the library.

We took a break from weeding this month while focusing on other time-consuming projects.

The adult Non-Fiction Collection was shifted this month so that it is spread out more evenly over all of the shelving and bays in the room.

The annual inventory of the Seed Club was started this month and will be completed in December.

In the Local History Room, after spot checking a few of the cemetery VHS tapes, we have decided not to digitize the collection. The VHS player we used to check the condition of the tapes has been permanently donated by a staff member. We will keep it and a TV available in the Local History Room, so if someone wishes, the tapes may be viewed in-house.

**Programs in November:**

- Easy Eats: 6 participants & 1 staff
  - We provided supplies and ideas for participants to create attractive charcuterie cups!
- Adult Crafting had a total of 27 participants & 2 staff
  - 1:30pm: 5 participants; 5:30pm: 12 participants, and kits: 10 participants.
  - Using donated beads and wire, and jewelry making tools borrowed from MVLS, we created lovely, one-of-a-kind bracelets!





November started out super busy with NYLA! Liz and I attended the conference on November 2 and 3. I was one of three Informational Professionals to receive the Conference Scholarship from the Public Library Section of NYLA, which included a shift working at the PLS booth during the trade show hours.



As it turned out, the PLS booth was one of the most popular, due to their excellent theme this year.

As for programming, it was a pretty good month. On the November 13 we were joined by a representative of the CAPTAIN Street Outreach team for School's Out. I invited them to join us because I want to get information about CAPTAIN into the hands of the teens – whether they might need help, or they know someone who does. This feels especially important this time of year. That day we made custom magnets by painting on tiny canvases with acrylic paints.



Later that week, Bailey and I had a great *Write On!* program. She had the idea to start the group off with a round robin activity. She passed around a notebook with a sentence written on it, then everyone added a sentence of their own before passing it on. Bailey set a timer for thirty minutes, and we all worked on our own prompt exercises in the meantime. At the end, Bailey read the group's work – I was surprised to hear that it truly sounded like one voice, even though eight of us wrote it together. After that, almost everyone read aloud their work from the day's prompt. Some of our teens, who have never shared their work before, felt encouraged to do so by swapping and reading each other's work instead of their own.

The following week, Teen Trivia was scheduled. Unfortunately, there were no attendees. The idea was to hold something during GESD's Thanksgiving Break, to offer an activity while the students were off from school. We plan to hold it again in February, so maybe there will be more interest by then. At the very least, I now know how to use Kahoot.

The second School's Out group of the month was a lively one. We were joined by Nathaniel, the Director of the Pride Center, on the Monday after a holiday week. We had a group of eight students, and took turns talking about how the week off had been. Some of the library staff members commented on how nice it was to see a group of energetic teens all making their way down our spiral staircase together when the event let out. Just about a year in, I am so happy that we have a group of regular teens, but I am even more proud of the way they look out for each other. More often than not, they bring a friend or help spread the word about the services and spaces we offer.

In the pipeline for the near future: more meetings and collaborations, including running a pet supply drive for the Fulton County Regional SPCA and establishing a relationship with the Family Counseling Center to help teens access free therapy and mental health support resources.



November was DINOvember down in Youth Services, with 12 Dinosaurs hiding throughout the department waiting to be found by patrons! It was a ton of fun for the kids and parents alike, with 36 people participating with our sheets, and even more having fun by finding our friends while browsing. We recently performed a drawing to give away a bag of dinosaur goodies to one of the patrons who left their sheet with contact information as well. For programs, we had a great turnout for DIY Crafternoons this month, with 10 kids coming to make Perler Bead keychains. Story times are gaining a new batch of families coming in consistently, with the numbers following a trend of 5-6 kids per program through the month as well.

This month was also busy with a lot of back-end adjustments being made to follow through with our department goals. We have begun to have meetings twice monthly in order to make sure that we are all consistently informing one another about the projects we are working on in the department. We are also using this time to think about our programming and projects on a larger scale, and what services we are able to include and expand for our patrons. Currently, our large project focus is bringing in a sensory experience for our young patrons, that will be of interest to children of all ages and create positive engagement with areas of the Youth Services floor that are currently underutilized (specifically, the Tree House nook). We are also creating bases for information, with a ShareDrive folder containing files dedicated to Youth Services planning, and a binding behind the YS desk as well. This includes large project planning, as well as day-to-day necessities like back up checklists/statistics sheets, and program/budget evaluations, that allow us to track where we are best utilizing our resources, as well as where we have room to improve

As a department, we have begun looking toward Summer Reading 2024, where our theme will be Adventure! Our goal is to have board game themed engagement tracking for children, with a community game board we will be aiming to complete to match. We are very excited to be planning for this, and to be able to bring in some new ideas I received from attending the Rethinking Summer Reading program at NYLA, as well as using some ideas that came up during the other programs I attended. Notes were provided to Darla & Sonny to review and take into consideration while we plan! This will hopefully give us a fresh take, encouraging community members to come in, to utilize our resources, and to have fun with us during the summer months, rather than focusing on a purely reading metric that can feel like summer homework to kids who aren't already self-motivated to read. The information gathered at NYLA has been very informative in terms of giving inspiration for our future planning!

Weeding has continued, with significant progress being made into the j500's, and a hope to be well into the j600's by the end of December! Collection evaluation is being done by not only circulation numbers, but by looking at physical condition and information quality. This means that soon our shelves will have undergone a complete makeover, with repairs being made to older materials that are still relevant, and more accurate and up-to-date information replacing our more outdated items. I am very excited to move forward with this and have the nonfiction area of Youth Services full of new and exciting materials for our community.



## Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

November 2023

### New Grants for Building Projects

On November 16 we were informed of our award for \$363,259 from SHPO through the Consolidated Funding Application process in support of the roof replacement. This brings our grant total to \$443,259 for this project. While we still need to explore the cost of rehabbing the interior, and we will need to put the project out to bid, we are well positioned, on paper, for funding this project.

There will be a lot of paperwork for the SHPO grant which will start with a preliminary meeting with our SHPO grant liaison in January 2024.

### Other Grants

I submitted an application to Aldi Community Grant program for \$500 to assist with the children's cooking classes. Within two weeks, we received an award letter for \$250.

I followed up with MVLS for the final \$200 payment for the Advocacy Grant submitted at the end of 2022. We should be getting a check soon.

### Other Projects

DeSignore wrapped up their contract on the parking lot project this month and staff began parking in it after Thanksgiving.

We received an updated proposal from our architects to include design and bidding services for the dome project. This will replace the design services and oversight that was proposed by the cooperative procurement vendor, and hopefully for less money. The new fee is \$35,000, up from \$7,500. But it will eliminate the design fee of \$80,000 from the cooperative procurement vendor.

I continued to make updates to the Employee Handbook.

I continued working in FrontStream's GiftWorks, our donor database software, to enter missing donations in preparation for the migration to Panorama, the new software offered by FrontStream. I have also developed a system for processing new donations and grant awards to make sure these income streams are recorded in the software and acknowledgements are sent.

Organization of records storage continued in the basement.

Statistics / Monthly Report **November 2023**

Figures in parentheses are  
comparable figures for 2022

	<b>2023</b>	<b>2,022</b>
<b>VISITORS</b>	<b>5,623</b>	<b>(5,429)</b>
<b>CIRCULATION</b>		
Adult circulation	1,432	(1,338)
Teen Circulation	221	(193)
Juvenile Circulation	968	(914)
Audiobooks	31	(99)
eAudio	255	(186)
eBooks	479	(523)
Music	3	(6)
Periodicals	93	(54)
eMagazines	294	(88)
Videos	783	(765)
Museum Passes	1	(1)
Library of Things	22	(22)
Subtotal	<b>4,582</b>	<b>(4,189)</b>
In-House Use		
Adult	51	(34)
Juvenile Circulation	385	0
Other Materials	720	(720)
Subtotal	<b>1,156</b>	<b>(754)</b>
<b>Total Circulation</b>	<b>5,738</b>	<b>(4,943)</b>
<b>REFERENCE QUESTIONS</b>	<b>118</b>	<b>(121)</b>
<b>MEETINGS / PROGRAMS / OUTREACH</b>		
92 Adult programs & meetings with 529 people		(71 Adult programs & meetings 426 people)
12 Juvenile programs & meetings with 419 people		(12 Juvenile programs & meetings with 337 people)
6 Teen programs & meetings with 45 people		(5 Teen programs & meetings with 41 people)
151 One-on-one programs & meetings with 151 people		(147 One-on-one programs & meetings with 147 people)
<b>INTERLIBRARY LOAN</b>		
Material Borrowed	546	(558)
Material Loaned	519	(556)
Total	<b>1,065</b>	<b>(1,114)</b>
<b>COMPUTER USAGE</b>	<b>1,074</b>	<b>(1,116)</b>
<b>HISTORICAL ROOM</b>		
Visitors	11	(12)
Books Used	37	(26)
Reference Questions	11	(4)
Microfilm	0	(3)