FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, April 9, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: March 12	Official Action	Trustees
Approval of Consolidated Expenses	Official Action	Trustees
President's Report		Mrs. Evans
Treasurer's Reports	Official Action	Mr. DiFabion
Director's Report		Mrs. Renzi-Falge
Committee Reports		
Building & Grounds		Mr. Caughlin
Finance/Investment		Mr. DiFabion
Friends of the Library		Mrs. Lavarnway
Motion to approve book sale dates for 2024		
Liaison Report		
Policy		Mrs. Weldon
Old Business		
New Business		
- Guest Stephanie Adams via Zoom for bylaws discussion		
- Guest Patrick Currier from C & S Companies for Makerspace review and discussion		
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Roswell P. Flower Memorial Library
Bank Account Listing
April 1, 2024

Account	Balance Total	Description
1020 · Statement Savings WSB	190,149.75	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	35,458.10	Board of Trustees Checking Account
1069 · Carthage S&L - Schobel Checking	1,349.14	Genealogy Dept. Checking
1099 · Schobel CD 12/28/24	52,419.81	Genealogy Dept. CD
1330 · Otis Woodruff MM Savings WSB	40,368.32	Paintings
1450 · Emma Flower Taylor Bequest	381.04	Certificate of Deposit
1451 · Carthage CD 3/30/26	25,000.34	Certificate of Deposit - Emma Flower Taylor Estate
1490 · Carthage CD 2/28/25	34,697.69	Certificate of Deposit

Consolidated Expenses
March, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 78,588.02	$ 78,588.02
Overtime	$ -	$ 577.88	$ 577.88
Other Employee Expenses	$ -	$ 6,391.58	$ 6,391.58
Total	**$ -**	**$ 85,557.48**	**$ 85,557.48**
Adult Fiction	$ 1,058.79	$ -	$ 1,058.79
Adult Graphic Novels	$ 193.34	$ -	$ 193.34
Adult Nonfiction	$ 2,405.58	$ -	$ 2,405.58
Adult Audio Books	$ 151.94	$ -	$ 151.94
Adult DVD's	$ 59.90	$ -	$ 59.90
Adult Programs	$ -	$ -	$ -
Teen Books	$ 302.07	$ -	$ 302.07
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 840.56	$ -	$ 840.56
Music CD's	$ 232.40	$ -	$ 232.40
Large Print	$ 340.60	$ -	$ 340.60
Children's Books	$ 196.42	$ 891.25	$ 1,087.67
Children's DVD's	$ 63.88	$ -	$ 63.88
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 165.81	$ 364.99	$ 530.80
Computer Expenses/Online Database	$ -	$ -	$ -
Membership Dues	$ 595.00	$ -	$ 595.00
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 275.70	$ -	$ 275.70
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ 39.00	$ -	$ 39.00
Contracted Services	$ 599.38	$ 1,092.89	$ 1,692.27
Security	$ -	$ 7,102.41	$ 7,102.41
Contracted Expenses/NCLS	$ 133.74	$ -	$ 133.74
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 272.69	$ 272.69
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 7,921.66	$ 7,921.66
Utilities	$ -	$ 376.43	$ 376.43
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 7,654.11**	**$ 18,022.32**	**$ 25,676.43**
		$ -	
Grand Total Expenses	**$ 7,654.11**	**$ 103,579.80**	**$ 111,233.91**

Roswell P. Flower Memorial Library
Profit Loss Budget vs. Actual
March 2024

	Jul - Mar 24	Budget	% of Budget	Jul - Mar 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	8,290.02	4,000.00	207.25%	7,396.07	2,000.00	369.8%
6005 · Restricted Donations	28,591.35	21,000.00	136.15%	15,544.53	14,000.00	111.03%
6010 · Grants	8,739.00	13,000.00	67.22%	16,624.16	13,000.00	127.88%
6015 · School Ballot Funds	69,039.59	75,000.00	92.05%	73,012.06	72,000.00	101.41%
6020 · NCLS CBA Funds	53,225.00	50,000.00	106.45%	36,116.08	50,000.00	72.23%
6151 · Book Sales	8,940.18	12,000.00	74.5%	7,549.51	12,000.00	62.91%
6240 · Miscellaneous Income	782.06	500.00	156.41%	213.28	700.00	30.47%
6241 · Internet Copies	2,649.77	4,500.00	58.88%	3,595.28	4,000.00	89.88%
6242 · Photocopier/Microprinters	348.44	400.00	87.11%	393.85	400.00	98.46%
6244 · Headsets/Thumb Drives	75.00	100.00	75.0%	56.00	100.00	56.0%
6245 · Lost & Damaged Materials	653.82	1,000.00	65.38%	544.94	1,000.00	54.49%
6247 · Returnable Deposits/Refunds	50.00	0.00	100.0%	-74.90	0.00	100.0%
6250 · Library Promotions	41.00	0.00	100.0%	39.50	0.00	100.0%
6260 · Interest Income	144.37	100.00	144.37%	97.74	300.00	32.58%
6262 · Library Cards	176.20	300.00	58.73%	262.00	300.00	87.33%
6280 · Genealogy Income	131.50	300.00	43.83%	156.72	300.00	52.24%
6998 · Appropriated Fund Balance	0.00	20,900.00	0.0%	0.00	9,300.00	0.0%
Total Income	181,877.30	203,100.00	89.55%	161,526.82	179,400.00	90.04%
Gross Profit	181,877.30	203,100.00	89.55%	161,526.82	179,400.00	90.04%
Expense						
7010 · Adult Fiction Books	9,849.72	12,500.00	78.8%	9,976.11	14,000.00	71.26%
7015 · Adult Graphic Novels	1,934.82	2,000.00	96.74%	1,221.01	2,000.00	61.05%
7017 · Non-Fiction CBA	17,346.76	50,000.00	34.69%	14,646.43	50,000.00	29.29%
7020 · Adult Audio Books	1,685.14	3,250.00	51.85%	2,200.50	3,250.00	67.71%
7030 · Adult DVD's & Supplies	1,358.48	3,500.00	38.81%	1,615.78	3,000.00	53.86%
7035 · Large Print/Smith Fund	2,781.15	4,750.00	58.55%	3,474.75	4,750.00	73.15%
7040 · Teen Books	3,575.09	5,000.00	71.5%	4,022.59	4,800.00	83.8%
7050 · Music CD's	647.02	900.00	71.89%	668.73	900.00	74.3%
7060 · Children's Books	1,813.87	2,500.00	72.56%	1,617.00	2,000.00	80.85%
7092 · Children's DVD's	664.74	900.00	73.86%	368.96	900.00	41.0%
7200 · Newspapers & Magazines	697.35	2,000.00	34.87%	1,602.50	2,000.00	80.13%
7250 · Programs Supplies	5,736.01	8,000.00	71.7%	7,735.95	10,000.00	77.36%
7300 · E-Books/NCLS Contractural	9,898.29	13,000.00	76.14%	8,821.14	10,000.00	88.21%
7410 · Promotional Materials	2,485.25	3,000.00	82.84%	817.91	1,000.00	81.79%
7450 · Event Expenses	830.45	1,500.00	55.36%	0.00	500.00	0.0%
7520 · Computer Expenses/Supplies-LLSA	9,290.03	12,500.00	74.32%	8,292.26	10,000.00	82.92%
7521 · Office & Library Materials	1,988.92	2,000.00	99.45%	1,277.04	1,800.00	70.95%
7532 · Membership Dues	966.50	1,000.00	96.65%	1,429.49	1,000.00	142.95%
7610 · Grant/Donation Expenditures	11,675.58	20,000.00	58.38%	19,250.04	20,000.00	96.25%
7640 · Accounting/Professional Fees	9,075.00	30,000.00	30.25%	18,406.14	22,000.00	83.66%
7650 · Bank & Credit Card Charges	181.95	300.00	60.65%	321.41	300.00	107.14%
7755 · NCLS Contractual Expenses	1,003.66	2,000.00	50.18%	1,246.00	2,000.00	62.3%
7760 · Contracted Services	2,382.35	8,500.00	28.03%	2,785.37	4,500.00	61.9%
7800 · Furniture/Furnishings	741.82	1,000.00	74.18%	1,091.77	1,000.00	109.18%
8058 · Genealogy/Schobel Expenses	13,389.40	13,000.00	103.0%	1,516.47	7,000.00	21.66%
6999 - Uncategorized Expenses (Per Audit)	0.00	0.00	0.0%	4.97	700.00	100.0%
9000 - Contingencies	0.00	0.00	0.0%	0.00	0.00	0.0%
9998 - Depreciation	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	111,999.35	203,100.00	55.15%	114,410.32	179,400.00	63.77%
Net Ordinary Income	69,877.95	0.00	100.0%	47,116.50	0.00	100.0%
Net Income	**69,877.95**	**0.00**	**100.0%**	**47,116.50**	**0.00**	**100.0%**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - Month
March 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	1,180.00	1,180.00
6005 · Restricted Donations	0.00	650.00	0.00	650.00
Total Income	0.00	650.00	1,180.00	1,830.00
Gross Profit	0.00	650.00	1,180.00	1,830.00
Expense				
7035 · Large Print/Smith Fund	318.41	0.00	0.00	318.41
7250 · Program Supplies	0.00	836.57	0.00	836.57
7610 · Grant/Donation Expenditures	0.00	275.70	0.00	275.70
Total Expense	318.41	1,112.27	0.00	1,430.68
Net Ordinary Income	-318.41	-462.27	1,180.00	399.32
Net Income	**-318.41**	**-462.27**	**1,180.00**	**399.32**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - All
All Transactions

	Board Designated Funds	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense					
Income					
6000 · Unrestricted Donations	2,500.00	0.00	0.00	26,587.79	29,087.79
6005 · Restricted Donations	1,070.00	0.00	221,736.00	15,075.00	237,881.00
6010 · Grants	0.00	230,022.59	0.32	0.00	230,022.91
6020 · NCLS CBA Funds	0.00	0.00	10,000.00	0.00	10,000.00
6247 · Returnable Deposits/Refunds	0.00	0.00	0.00	315.00	315.00
Total Income	3,570.00	230,022.59	231,736.32	41,977.79	507,306.70
Gross Profit	3,570.00	230,022.59	231,736.32	41,977.79	507,306.70
Expense					
7010 · Adult Fiction Books	16.03	23.64	71,581.23	0.00	71,620.90
7015 · Adult Graphic Novels	0.00	0.00	5,060.61	0.00	5,060.61
7020 · Adult Audio Books	0.00	0.00	139.79	524.14	663.93
7030 · Adult DVD's & DVD Supplies	0.00	0.00	495.68	0.00	495.68
7035 · Large Print/Smith Fund	0.00	25,989.21	5,834.77	0.00	31,823.98
7040 · Teen Books	0.00	0.00	20.58	0.00	20.58
7060 · Children's Books	0.00	17.58	140.01	0.00	157.59
7240 · Children's Programs	0.00	1,277.97	0.00	0.00	1,277.97
7250 · Program Supplies	0.00	300.00	22,160.04	0.00	22,460.04
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	28,911.70	780.14	0.00	29,691.84
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	112,311.69	77,628.98	8,133.76	199,073.61
7620 · Construction Grant Expenses	0.00	29,678.10	0.00	0.00	29,678.10
7755 · NCLS Contractual Expenses	0.00	40.00	0.00	0.00	40.00
7760 · Contracted Services	0.00	0.00	0.00	3,476.75	3,476.75
7790 · Building & Grounds	0.00	0.00	0.00	1,951.38	1,951.38
9000 · Contingencies	0.00	0.00	0.00	280.87	280.87
Total Expense	1,015.21	198,863.69	183,841.83	14,762.60	398,483.33
Net Ordinary Income	2,554.79	31,158.90	47,894.49	27,215.19	108,823.37
Net Income	**2,554.79**	**31,158.90**	**47,894.49**	**27,215.19**	**108,823.37**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) -Fiscal YTD
July 2023 through March 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	7,770.00	7,770.00
6005 · Restricted Donations	0.00	28,591.35	0.00	28,591.35
6010 · Grants	8,739.00	0.00	0.00	8,739.00
6020 · NCLS CBA Funds	0.00	10,000.00	0.00	10,000.00
Total Income	8,739.00	38,591.35	7,770.00	55,100.35
Gross Profit	8,739.00	38,591.35	7,770.00	55,100.35
Expense				
7035 · Large Print/Smith Fund	2,688.78	0.00	0.00	2,688.78
7250 · Program Supplies	0.00	4,322.34	0.00	4,322.34
7520 · Computer Exp/Supplies - LLSA	9,290.03	0.00	0.00	9,290.03
7610 · Grant/Donation Expenditures	715.97	6,444.91	4,514.70	11,675.58
Total Expense	12,694.78	10,767.25	4,514.70	27,976.73
Net Ordinary Income	-3,955.78	27,824.10	3,255.30	27,123.62
Net Income	**-3,955.78**	**27,824.10**	**3,255.30**	**27,123.62**

Directors Report April '24:

Building & Grounds

The window project has begun and is moving very quickly. As with any project, there are a few missing pieces and a broken window to be replaced. They hope to be done soon.

Programming/Department Highlights

From Brittani LaJuett: This year we continued our long-standing tradition of hosting the Watertown City School District's Art Shows. For the Case and High School Art Show, we displayed roughly 110 pieces of art and 242 smiling faces attending the opening night. For the Elementary Art Show, we were able to include 128 pieces and 406 people attended opening night. We also put out cookies and some of our logoed giveaway items. Families commented on how gorgeous our building is for an art show and how excited their kids were to get to have their artwork in our building. Many patrons took a moment to walk through the show during the following week that the art was displayed for. We look forward to next year's art shows are and already working with the Art Department to pick out dates.

From Ashley Pickett: On Saturday March 23rd, we hosted Aileen O'Donoghue, a physics professor from St. Lawrence University, for an all-ages eclipse informational event in our South Reading Room. Titled Eclipse 101: Learn from the Experts, this workshop was intended to share the how's and whys surrounding our upcoming solar eclipse in a way that makes science enticing, fun, and awe-inspiring. Through hands-on demos and historical data, Aileen successfully wrapped each participant around her little finger in an engaging exploration of how eclipses occur, why they occur, and why this rare eclipse day will be filled with awe and wonder. Each of the 54 participants (a record-breaking number for a strictly educational event at the library!) left raving about her presentation skills and, as a bonus, had a pair of library-sponsored eclipse glasses in their hands!

From Amanda Tehonica: The popularity of the Adult Winter Reading Program continues to increase and we are celebrating the highest statistics to date. There were more than 60 participants submitting 5,704 reading hours for the winter of 2023-2024! This is a participant increase of 32.6% from last year; a 134.6% increase from 2021-2022. Reading hours submitted also experienced a drastic increase of 87.88% from last year and was up 177% from 2021-2022. Three winners were randomly chosen to win $30 gift cards to Amazon, a local coffee shop (North Country Grounds Cafe & Resto was chosen), and a local eatery (Vito's was chosen). For the first time, reigning favorite Amazon was not the most popular prize option with the most hours being allocated to a local eatery. General Information: The Adult Winter Reading Program is designed for ages 18+. For each hour tracked and submitted, the participant earns an entry for the prize drawings. There were three prize options and participants chose how many entries were to be allocated to each. Their contact information and hours tracked were submitted via an online form or through a paper postcard in the library. The program ran from December 21st through March 19th.

Miscellaneous

We received $650 from the Stewart's Holiday Match Program. This year we plan to use the grant to fund our ever increasing in size Trick or Treat Program. We are very thankful to Stewart's Shops for consistently supporting our programming endeavors!

We are having a Spring Rotunda Book Sale to clean out some of what has come in over the winter. Thank you to Vicky for putting it on for us.

Respectfully Submitted by *Suzie Renzi-Falge*

BYLAWS OF
THE ROSWELL P. FLOWER MEMORIAL LIBRARY

1. NAME AND AUTHORITY

The Roswell P. Flower Memorial Library was chartered by the New York State Education Department in 1901. The name of this board is the Board of Trustees of the Roswell P. Flower Memorial Library.

2. BOARD COMPOSITION

The Board is comprised of eleven trustees all of whom must reside within the Library's chartered service area.

2.1. Term of Service:

The term of a trustee is eleven years. Board trustees may not serve more than two consecutive terms. Partial terms of six years or more are considered a full term.

3. RESIGNATIONS, REMOVALS, ABSENCES, AND VACANCIES

3.1. Resignations:

Any trustee may resign at any time upon written notice or by electronic transmission to the Board. Resignation is effective immediately upon receipt of such notice.

3.2. Removals:

Any trustee duly elected or appointed may be removed by~~-~~ an 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. [NY State Education law 226.8]~~a majority of a quorum of the eligible voting trustees whenever, in its judgment, the best interests of the Library would be served thereby.~~

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Commented [SA1]: This change quotes the language from the law; the current version is not quite aligned.

3.3. Attendance at Meetings:

Any trustee who fails to attend three consecutive meetings without excuse shall be deemed to have resigned. [NY State Education Law 226.4.]

3.4. Vacancies:

The Library Board reviews potential candidates to fill vacancies and then makes recommendations to the City Mayor. The Mayor, by and with ~~City Council~~a vote by a majority vote of the full Common Council, appoints the trustee.

Commented [SA2]: This change is advised to track the requirements in the enabling legislation.

4. MEETINGS

Regular meetings of the Board shall be established by a resolution by the Board and posted on the library website. The date and time may be changed by the President in order to ensure a quorum or to meet special situations. Public notice is given of every meeting of the Board in accordance to New York State Open Meetings Law and Education Law 260-a. A staff member designated by the Director will assist the Secretary with generating the minutes.~~act as Board Secretary.~~

Commented [SA3]: I advise not using a staff member as a board officer; the role of Secretary requires certifying records and other functions best performed by a trustee. A staff member can certainly act as "Recording Secretary" to assist with the preparation of minutes.

4.1. Special Meetings:

Special meetings of the Board may be called by the President of the Board or upon written request by five or more trustees of the Board. Notice of the time and place of a special meeting shall be telephoned or emailed to each trustee.

4.2. Open Meetings:

All meetings of the Board, including Special Meetings are subject to the New York State Open Meetings Law.

4.3. Quorum:

Six trustees of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, the vote of a majority of the trustees having voting power, will decide any question brought before such meeting.

4.4. Rules of Order:

The latest revision of Robert's Rules of Order shall be used to~~governs the~~ conduct ~~of all~~ Board meetings, however unless the Board votes to so annul an action, failure to use such procedure shall not void action by the Board.~~.~~

Commented [SA4]: This is to give wiggle room in case a person tries to assert improper procedure was used.

5. OFFICERS

Officers of The Board are President, Vice-President, Treasurer, and Assistant Treasurer.

5.1. Election of Officers:

The President shall hold office for no more than two consecutive years. The election of officers will be every two years.

5.2. Duties of President:

The President presides at all Board meetings and appoints committees of the Board.

5.3. Duties of Vice-President:

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

5.4. Duties of Treasurer:

The Treasurer signs all documents requiring the Treasurer's signature, monitors the budget, financial records, reports, audits, and investments.

5.5. Duties of Assistant Treasurer:

The Assistant Treasurer will assist the Treasurer and perform the Treasurer's duties in the absence of the Treasurer.

5.6. Duties of Secretary:

The Secretary shall ensure the minutes are taken, ensure that draft and approved minutes are posted as required by law, and certify B~~b~~oard records as needed.

BYLAWS OF
THE ROSWELL P. FLOWER MEMORIAL LIBRARY

6. COMMITTEES.

Committees of the Bboard, which are advisory, are appointed as needed by the President. Committees of the Bboard include, but are not limited to, Officers Committee, Buildings & Grounds, Finance/Investment, and Policy.

The Bboard may elect and empower by resolution, from time to time, an , and Executive Committee of not less than five trustees who, between meetings of the trustees, may transact such business of the corporation as the trustees may authorize, except to make removals from office. [Education Law 226.2]

7. FINANCES.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State law and regulations.

8. LIBRARY DIRECTOR

The Board shall select, appoint, evaluate, and terminate a properly certified library director.

9. ORDER OF BUSINESS.

The order of business at the regular meetings shall be as follows:

1. Call to Order and Introduction of Guests
2. Privilege of the Floor
3. Approval of Minutes of Last Meeting
4. Approval of Consolidated Expenses
5. President's Report
6. Treasurer's Report
7. Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Review of Tasks and Projects
12. Adjournment

This order of business may be changed at any meeting by a vote of the majority of the trustees of the Board present.

10. AMENDMENTS

These by-laws may be amended by a majority vote of the trustees of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.

Adopted by the Flower Memorial Library Board of Trustees, February 8th, 2022

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Commented [SA5]: This change is to properly reflect how Executive Committees work in the Education law. To do that, I have changed the current "Executive Committee" (which sets the agenda, plans meetings, etc) to an "Officers Committee."

Monthly Statistic Comparison Report

	March, 2024	March, 2023
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,665	1,912
Non-Fiction (Adult & YA)	1,438	1,081
Total	**4,103**	**2,993**
JUVENILE BOOK CIRCULATION		
Fiction	2,390	2,279
Non-Fiction	671	549
Total	**3,061**	**2,828**
TOTAL BOOK CIRCULATION	**7,164**	**5,821**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	65	28
Juvenile Magazines	9	8
Adult & YA Talking Books/Audios	102	174
Juvenile Talking Books/Audios	16	11
Adult DVD's/BluRay's	778	620
Juvenile DVD's/BluRay's	218	143
Multimedia	64	90
Music CD's	122	40
TOTAL OTHER MATERIALS	**1,374**	**1,114**
*Other Items\Empire Passes	25	0
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**35**	**68**
Circulation Desk Reference Titles		
Magazines	0	4
Newspapers	34	13
Serials/Reference Books	0	1
Total Circulation Desk	**34**	**18**
GRAND TOTAL CIRCULATION	**8,632**	**7,021**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	148	141
Genealogy	33	32
Total	**181**	**173**
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	20	29
OCLC (Lisa)		
Borrowed (Loaned) 4.16	0	75
PROCTORING EXAMS	4	7
MEETING ROOM RESERVATIONS		
Library	25	31
Non-Library	45	61
Total	**70**	**92**

DOOR COUNT	7,432	9,352
COMPUTER SESSIONS 5.6	616	0
NEW BORROWERS	158	130
Programs		
Adult		
Sessions	15	16
Attendance	309	163
Young Adult		
Sessions	6	2
Attendance	273	14
Juvenile/Tween		
Sessions	33	27
Attendance	1,764	1,572
Total Sessions	**54**	**45**
Total Attendance	**2,346**	**1,749**
Ancestry.com		
Sessions	760	311
Website Visits 5.4	0	73,763
Wireless Sessions	0	11,803
EBOOK Checkouts	753	740
Audio Book Downloads	677	631
ArtistWorks, LawDepot & Universal Class	7	7