



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

Tel: (613) 687-2227 • Fax: (613) 687-2527

**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, June 23, 2014**

**Call to Order:** The meeting was called to order at 4:00 pm.

**Attendance:** E. Chow, B. Almon Felhaber, T. Sabourin, C. Higgins, J. Carmody,  
J. Gardner, N. Chan, K. Thompson

**Approval of Agenda:** Motion # 1:

Moved by N. Chan, seconded by T. Sabourin that the agenda for the  
June 23, 2014 meeting of the Library Trustee Board be accepted as  
presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by C. Higgins, seconded by J. Gardner that the minutes of the  
May 26, 2014 Library Trustee Board meeting be accepted as revised.  
Carried.

**Correspondence:** The deadline for applications for the New Horizons Seniors Program Grant is  
July 4<sup>th</sup>. It is too late to apply this year but perhaps the Library could access this  
at a future date.

**Treasurer's Report:** Motion # 3:

Moved by B. Almon Felhaber, seconded by N. Chan that the financial  
statement for the period ending May 31, 2014 and payment of accounts  
reflected therein be approved as submitted with expenditures of  
\$ 75 800.72. Carried.

**CEO's Report:** Motion # 4:

Moved by J. Gardner, seconded by J. Carmody that the CEO's Report of  
June 2014 be accepted as presented. Carried.

**Old Business: a) Health and Safety Policy** – This was completely revamped by the CEO to incorporate new legislation. The CEO is directed to include 10 d) (on the agenda) in this policy and bring it forward to the September meeting.

**New Business: a) AODA Policies and Plan –**

Motion # 5:

Moved by J. Gardner, seconded by J. Carmody that the Accessibility Plan for the PPL, Meeting the Requirements of AODA regulations and Accessible Customer Service documents be adopted as presented with minor revisions. Carried.

NOTE: T. Sabourin left the meeting at 4:50pm and returned at 5:08pm.

**b) Unattended Children Policy –**

Motion # 6:

Moved by N. Chan, seconded by B. Almon Felhaber that the Unattended Children in the Library policy be adopted as presented. Carried.

**c) Code of Conduct Policy** – It was decided to separate this into 2 policies, one for employees and the other for patrons and visitors.

**d) Safety, Security and Emergencies in the Library Policy** – see above under Old Business.

**e) Human Rights and Discrimination Policy –**

Motion # 7:

Moved by T. Sabourin, seconded by N. Chan that the Human Rights and Discrimination and Harassment Policy be adopted as presented. Carried.

**f) Violence in the Workplace Policy –**

Motion #8:

Moved by C. Higgins, seconded by B. Almon Felhaber that the Violence in the Workplace Policy be adopted as revised. Carried.

**g) Anti-Spam Legislation** – This becomes effective July 1, 2014. We do not need a policy because it is legislation.

**Member Input:** Theresa settled details of the summer barbecue on August 6<sup>th</sup>.

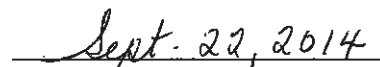
**Next Meeting:** Monday, September 22, 2014 at 4:00 pm.

**Adjournment:** Motion # 9:

Moved by C. Higgins, seconded by J. Gardner that the meeting of June 23, 2014 be adjourned at 5:55 pm. Carried.

  
\_\_\_\_\_  
E. Chow, Chairperson

  
\_\_\_\_\_  
C. Higgins, Secretary

  
\_\_\_\_\_  
Date

**Petawawa Public Library  
Comparative Income Statement**

	May-14	Jan - May 2014	2014 Budget	% Budget	Prior Y-T-D
<b>REVENUE</b>					
<b>Operating Funds</b>					
Provincial Grant	0.00	0.00	22,892.00	0.00	0.00
Municipal Subsidy	41,137.63	205,688.15	504,429.11	40.78	216,465.60
<b>Total Operating Funds</b>	<b>41,137.63</b>	<b>205,688.15</b>	<b>527,321.11</b>	<b>39.01</b>	<b>216,465.60</b>
<b>Fees &amp; Fines</b>					
Fines	554.40	2,456.15	7,000.00	35.09	2,663.10
Damaged/Lost Items	27.75	210.65	350.00	60.19	190.29
Photocopy	47.65	269.25	650.00	41.42	237.15
Fax	92.15	739.70	1,250.00	59.18	475.83
Public Internet Revenue	240.85	1,178.15	2,000.00	58.91	808.95
Non-Resident Fee	0.00	152.00	1,000.00	15.20	585.00
Rotary Room/Lobby Revenue	270.00	2,053.00	2,500.00	82.12	1,314.00
<b>Total Fees &amp; Fines</b>	<b>1,232.80</b>	<b>7,058.90</b>	<b>14,750.00</b>	<b>47.86</b>	<b>6,274.32</b>
<b>Fundraising</b>					
Fundraising	260.09	1,365.73	6,000.00	22.76	963.40
not in use (was Used Book Sales)	0.00	0.00	0.00		
Library Garden	0.00	0.00	0.00		
Cash Donations	0.00	20,120.00	600.00	3,353.33	100.00
<b>Total Fundraising</b>	<b>260.09</b>	<b>21,485.73</b>	<b>6,600.00</b>	<b>325.54</b>	<b>1,063.40</b>
<b>Other Revenue</b>					
Children's Programme Revenue	934.90	934.90	900.00	103.88	200.39
Adult Programme Revenue	0.00	0.00	600.00	0.00	0.00
<b>Total Programme Revenue</b>	<b>934.90</b>	<b>934.90</b>	<b>1,500.00</b>	<b>62.33</b>	<b>200.39</b>
Bank Interest	24.20	174.82	500.00	34.96	345.55
Pay Equity Funding	0.00	0.00	22,116.00	0.00	0.00
Grant Summer Student	0.00	0.00	2,450.00	0.00	0.00
Other Provincial Grants	10,478.05	-63.90	1,500.00	-4.26	0.00
Other Grants	-833.05	0.00	2,000.00	0.00	0.00
Miscellaneous Revenue	0.00	72.35	750.00	9.65	20,038.07
Capital Revenue	0.00	0.00	0.00		0.00
<b>Total Other Revenue</b>	<b>10,604.10</b>	<b>1,118.17</b>	<b>30,816.00</b>	<b>3.63</b>	<b>20,584.01</b>
<b>TOTAL REVENUE</b>	<b>53,234.62</b>	<b>235,350.95</b>	<b>579,487.11</b>	<b>40.61</b>	<b>244,387.33</b>
<b>EXPENSE</b>					
<b>Administration</b>					
EHT Expense	636.78	2,263.68	0.00		1,681.61
WSIB Expense	147.28	523.57	0.00		390.27
Salaries - Staff	43,318.33	145,437.63	354,270.00	41.05	111,092.98
CPP Expense	1,910.17	6,790.44	0.00		4,763.90
EI Expense	1,140.10	4,052.98	0.00		2,976.61
<b>Total Payroll Expense</b>	<b>47,152.66</b>	<b>159,068.30</b>	<b>354,270.00</b>	<b>44.90</b>	<b>120,905.37</b>
Benefits - Staff	8,077.65	35,869.63	82,528.00	43.46	32,766.15
Salary Cost - Summer Student	0.00	0.00	6,000.00	0.00	0.00
Office Supplies & Postage	309.87	807.16	2,000.00	40.36	1,529.18
Telephone & Fax	275.83	697.60	2,000.00	34.88	841.52
Library Supplies	205.19	549.26	1,000.00	54.93	1.07
Fundraising & Promo Expense	59.53	1,419.06	500.00	283.81	0.00
OLC Costs	0.00	10,292.03	15,250.00	67.49	6,461.26
Internet Access	476.04	818.25	1,500.00	54.55	1,120.86
Webpage	0.00	287.50	500.00	57.50	275.00
Interest -Payroll & Other Fees	143.19	810.16	900.00	90.02	251.46
Audit Fees	1,540.02	1,540.02	5,000.00	30.80	1,412.82
Bookkeeping Expense	1,253.50	4,076.75	8,000.00	50.96	0.00
Other Professional Fees	0.00	0.00	0.00		0.00
<b>Total Professional Fees</b>	<b>2,793.52</b>	<b>5,616.77</b>	<b>13,000.00</b>	<b>43.21</b>	<b>1,412.82</b>
Association Dues	0.00	97.69	1,000.00	9.77	625.83
Conference & Training	10,202.40	6,894.08	6,000.00	114.90	7,902.42
Misc. Board Expenses	50.00	100.00	2,000.00	5.00	300.59
<b>Total Administration</b>	<b>69,745.88</b>	<b>223,327.49</b>	<b>488,448.00</b>	<b>45.72</b>	<b>174,393.53</b>

	May-14	Jan - May 2014	2014 Budget	% Budget	Prior Y-T-D
<b>Collection Development &amp; Services</b>					
Books	2,097.03	8,870.13	25,000.00	35.48	28,743.09
E-Titles	0.00	0.00	0.00		0.00
MARC Records	141.95	741.53	2,500.00	29.66	1,525.34
AV - Talking Books	0.00	24.28	8,000.00	0.30	2,973.48
AV - DVDs	518.37	4,580.11	0.00		5,462.42
AV - CDs (Music)	0.00	0.00	0.00		468.02
AV - CD-ROMs	0.00	0.00	0.00		0.00
xxxxx	0.00	0.00	0.00		0.00
Total Audio-Visual	518.37	4,604.39	8,000.00	57.55	8,903.92
Periodicals	0.00	1,212.07	3,000.00	40.40	1,885.40
On-line databases	0.00	4,487.62	7,500.00	59.83	3,082.81
Children's Programme	927.31	1,276.82	3,000.00	42.56	1,390.52
Adult Programmes	304.91	814.19	2,000.00	40.71	1,203.98
Total Programming	1,232.22	2,091.01	5,000.00	41.82	2,594.50
xxx	0.00	0.00	0.00		0.00
<b>Total Collection &amp; Services</b>	<b>3,989.57</b>	<b>22,006.75</b>	<b>51,000.00</b>	<b>43.15</b>	<b>46,735.06</b>
<b>Equipment Maintenance</b>					
not in use (was Equip)	0.00	0.00	0.00		89.55
Computer Software & Maintenance	120.00	186.47	3,000.00	6.22	924.99
Photocopier & Printer Supplies	97.90	679.33	1,000.00	67.93	471.49
Equipment Rental/Maintenance	585.82	1,696.70	5,500.00	30.85	2,739.87
<b>Total Equipment Maintenance</b>	<b>803.72</b>	<b>2,562.50</b>	<b>9,500.00</b>	<b>26.97</b>	<b>4,225.90</b>
<b>Building</b>					
Insurance	0.00	0.00	1,800.00	0.00	0.00
Building Maintenance/Repair	0.00	8,085.19	41,000.00	19.72	1,417.72
not in use (was Janitorial)	0.00	0.00	0.00		11,649.23
Heating	997.91	2,879.01	4,550.00	63.27	1,976.85
<b>Total Building Expenses</b>	<b>997.91</b>	<b>10,964.20</b>	<b>47,350.00</b>	<b>23.16</b>	<b>15,043.80</b>
<b>Other Expenses</b>					
Minor Equipment	0.00	432.15	1,000.00	43.22	0.00
Miscellaneous Expenses	263.64	414.08	1,500.00	27.61	1,131.20
<b>Total Other Expenses</b>	<b>263.64</b>	<b>846.23</b>	<b>2,500.00</b>	<b>33.85</b>	<b>1,131.20</b>
<b>Equipment &amp; Capital Projects</b>					
Capital Projects	0.00	0.00	30,000.00	0.00	0.00
Equipment & Furniture	0.00	0.00	2,188.11	0.00	0.00
Computer Replacement	0.00	3,375.69	5,000.00	67.51	0.00
<b>Total Equipment &amp; Capital Proj</b>	<b>0.00</b>	<b>3,375.69</b>	<b>37,188.11</b>	<b>9.08</b>	<b>0.00</b>
<b>Year End Adjustments</b>					
Amortization expenses	0.00	0.00	0.00		0.00
<b>Total Y/E Adjustments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>75,800.72</b>	<b>263,082.86</b>	<b>635,986.11</b>	<b>41.37</b>	<b>241,529.49</b>
<b>NET INCOME</b>	<b>-22,566.10</b>	<b>-27,731.91</b>	<b>-56,499.00</b>	<b>49.08</b>	<b>2,857.84</b>
<b>Prior Year Surplus</b>			<b>26,499.00</b>		
<b>Monies from Reserve</b>			<b>30,000.00</b>		
			<b>56,499.00</b>		

**Petawawa Public Library**  
**Balance Sheet As at 05/31/2014**

**ASSET**

**Current Assets**

GST Rebate on books - 100%1	389.85	
HST Rebate Other - 86.46%	<u>5,381.31</u>	
GST/ HST Total Rebate		5,771.16
Interest & Funds Receivable		1.98
Petty Cash	200.00	
Cash Float	<u>50.00</u>	
Cash On Hand		250.00
Receivables not used		0.00
TD Chequing Account		16,826.52
Other accrued revenue		-0.05
Reserve Fund COH		<u>0.00</u>
<b>Total Current Assets</b>		<u><u>22,849.61</u></u>

**Other Assets**

Capital Fund COH		0.00
Due to Capital Fund		0.00
Due from reserves		0.00
Prepaid expense		<u>4,158.88</u>
<b>Total Other Assets</b>		<u><u>4,158.88</u></u>

**Capital Assets**

Land Improvements		12,022.37
Furniture, Equipment & Computer Har		366,944.62
Circulations		849,521.92
Accum Amort - Land Improvements		-4,382.37
Accum Amort - Furniture, Equip & Co		-258,735.87
Accum Amort - Circulations		<u>-713,454.06</u>
<b>Total Capital Assets</b>		<u><u>251,916.61</u></u>

**TOTAL ASSET** 278,925.10

**LIABILITY**

**Current Liabilities**

Accounts Payable		4,382.97
Accrued Liabilities		1,208.79
Deferred Revenue		10,038.82
Vacation Payable		0.00
Vacation Payable Adjustment		0.00
CPP Payable	3,820.34	

El Payable	1,858.01	
Income Tax Payable	<u>5,979.88</u>	
Receiver General Payable		11,858.23
EHT Payable		2,263.68
WSIB Payable		148.72
OMERS Payable		0.00
Staff Association Payable		0.00
Expansion Donations		0.00
Reserve		0.00
Bank discrepancy		<u>0.00</u>
<b>Total Current Liabilities</b>		<u><b>29,701.21</b></u>

**TOTAL LIABILITY** **29,701.21**

**EQUITY**

**Equity**

Capital Expansion Reserve		0.00
Prior year surplus(deficit)		8,989.51
Equity Adjustments		0.00
Capital fund equity		267,966.29
Current Earnings		-27,731.91
Reserve Fund - Contingency		0.00
Reserve Fund - Building		0.00
Reserves		<u>0.00</u>
<b>Total Equity</b>		<u><b>249,223.89</b></u>

**TOTAL EQUITY** **249,223.89**

**LIABILITIES AND EQUITY** **278,925.10**

Generated On: 06/17/2014

**Petawawa Public Library**

**Trial Balance As at 05/31/2014**

Account Number	Account Description	Debits	Credits
1010	GST Rebate on books - 100%1	389.85	0.00
1015	HST Rebate Other - 86.46%	5,381.31	0.00
1055	Interest & Funds Receivable	1.98	0.00
1060	Petty Cash	200.00	0.00
1070	Cash Float	50.00	0.00
1075	Cash on Hand	0.00	0.00
1100	Receivables not used	0.00	0.00
1115	TD Chequing Account	16,826.52	0.00
1150	Enbridge deposit	0.00	0.00
1160	Other accrued revenue	0.00	0.05
1170	Reserve Fund COH	0.00	0.00
1175	Building Fund GIC's	0.00	0.00
1200	Contingency Fund GIC's	0.00	0.00
1205	Capital Fund COH	0.00	0.00
1300	Due to reserve fund	0.00	0.00
1301	Due from revenue fund	0.00	0.00
1302	Due to Capital Fund	0.00	0.00
1400	Due from reserves	0.00	0.00
1600	Interest receivable	0.00	0.00
1700	Prepaid expense	4,158.88	0.00
1905	Land Improvements	12,022.37	0.00
1910	Furniture, Equipment & Computer Har	366,944.62	0.00
1915	Circulations	849,521.92	0.00
1955	Accum Amort - Land Improvements	0.00	4,382.37
1960	Accum Amort - Furniture, Equip & Co	0.00	258,735.87
1965	Accum Amort - Circulations	0.00	713,454.06
2100	Accounts Payable	0.00	4,382.97
2200	Accrued Liabilities	0.00	1,208.79
2205	Deferred Revenue	0.00	10,038.82
2305	Vacation Payable	0.00	0.00
2306	Vacation Payable Adjustment	0.00	0.00
2310	CPP Payable	0.00	3,820.34
2315	EI Payable	0.00	1,858.01
2320	Income Tax Payable	0.00	5,979.88
2330	EHT Payable	0.00	2,263.68
2335	WSIB Payable	0.00	148.72
2339	OMERS Payable	0.00	0.00
2345	Staff Association Payable	0.00	0.00
2750	Expansion Donations	0.00	0.00
2780	Reserve	0.00	0.00
2785	Reserve Fund - Building	0.00	0.00
2790	Reserves	0.00	0.00

2900 Bank discrepancy	0.00	0.00
3100 Capital Expansion Reserve	0.00	0.00
3500 Prior year surplus(deficit)	0.00	8,989.51
3598 Equity Adjustments	0.00	0.00
3599 Capital fund equity	0.00	267,966.29
3780 Reserve Fund - Contingency	0.00	0.00
3785 Reserve Fund - Building	0.00	0.00
3790 Reserves	0.00	0.00
4010 Provincial Grant	0.00	0.00
4020 Municipal Subsidy	0.00	205,688.15
4110 Fines	0.00	2,456.15
4115 Damaged/Lost Items	0.00	210.65
4120 Photocopy	0.00	269.25
4130 Fax	0.00	739.70
4140 Public Internet Revenue	0.00	1,178.15
4150 Non-Resident Fee	0.00	152.00
4170 Rotary Room/Lobby Revenue	0.00	2,053.00
4305 Fundraising	0.00	1,365.73
4310 not in use (was Used Book Sales)	0.00	0.00
4320 Library Garden	0.00	0.00
4330 Cash Donations	0.00	20,120.00
4405 Children's Programme Revenue	0.00	934.90
4406 Adult Programme Revenue	0.00	0.00
4410 Bank Interest	0.00	174.82
4415 Pay Equity Funding	0.00	0.00
4420 Grant Summer Student	0.00	0.00
4430 Other Provincial Grants	63.90	0.00
4450 Trillium Grant	0.00	0.00
4460 Other Grants	0.00	0.00
4490 Miscellaneous Revenue	0.00	72.35
4495 Capital Revenue	0.00	0.00
5051 xxx	0.00	0.00
5103 EHT Expense	2,263.68	0.00
5104 WSIB Expense	523.57	0.00
5105 Salaries - Staff	145,437.63	0.00
5106 CPP Expense	6,790.44	0.00
5107 EI Expense	4,052.98	0.00
5110 Benefits - Staff	35,869.63	0.00
5115 Salary Cost - Summer Student	0.00	0.00
5140 Office Supplies & Postage	807.16	0.00
5145 Telephone & Fax	697.60	0.00
5150 Library Supplies	549.26	0.00
5160 Fundraising & Promo Expense	1,419.06	0.00
5161 OLC Costs	10,292.03	0.00
5162 Internet Access	818.25	0.00
5163 Webpage	287.50	0.00
5165 Interest -Payroll & Other Fees	810.16	0.00



5170 Audit Fees	1,540.02	0.00
5171 Bookkeeping Expense	4,076.75	0.00
5172 Other Professional Fees	0.00	0.00
5175 Association Dues	97.69	0.00
5180 Conference & Training	6,894.08	0.00
5190 Misc. Board Expenses	100.00	0.00
5305 Books	8,870.13	0.00
5307 E-Titles	0.00	0.00
5310 MARC Records	741.53	0.00
5315 AV - Talking Books	24.28	0.00
5320 AV - DVDs	4,580.11	0.00
5325 AV - CDs (Music)	0.00	0.00
5330 AV - CD-ROMs	0.00	0.00
5332 xxxxxx	0.00	0.00
5340 Periodicals	1,212.07	0.00
5345 xxx	0.00	0.00
5350 On-line databases	4,487.62	0.00
5355 xxx	0.00	0.00
5360 xxx	0.00	0.00
5371 Children's Programme	1,276.82	0.00
5373 Adult Programmes	814.19	0.00
5380 xxx	0.00	0.00
5510 not in use (was Equip)	0.00	0.00
5512 not in use (was Cap. Projects)	0.00	0.00
5515 xxx	0.00	0.00
5540 Computer Software & Maintenance	186.47	0.00
5550 Photocopier & Printer Supplies	679.33	0.00
5560 Equipment Rental/Maintenance	1,696.70	0.00
5610 Insurance	0.00	0.00
5620 Building Maintenance/Repair	8,085.19	0.00
5630 not in use (was Janitorial)	0.00	0.00
5640 Heating	2,879.01	0.00
5720 Minor Equipment	432.15	0.00
5750 Miscellaneous Expenses	414.08	0.00
5782 Capital Projects	0.00	0.00
5788 Equipment & Furniture	0.00	0.00
5796 Computer Replacement	3,375.69	0.00
5800 Amortization expenses	0.00	0.00
5990 Contributions to own municipality	0.00	0.00
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	1,518,644.21	1,518,644.21
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## CEO's REPORT June 2014

### Workshops and Meetings:

- R. Murdock completed SOLS Learning 2.0 Online Tutorial.
- K. Thompson now has 3 courses left to complete her MS (LIS)
- R. Murdock and M. Wakelam attended a Visual Merchandizing workshop in Arnprior.
- Next week, C. Mask (summer student) will be completing an online workshop through CELA specifically about accommodating special needs at the TD Summer Reading Program.

### Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for May

### Highlights from Adult Programming (submitted by E. Malins):

- The Giant Book Sale is underway and we are hoping for a successful sale. The VIP event was popular and something we will repeat next year as part of the event.
- E. Malins created the PowerPoint used in the D-Day display and it was very well received by those who viewed it.

### Highlights from the Children and Teen Department (submitted by M. Wakelam):

- "The Fairest of Them All" will be happening July 19<sup>th</sup>...watch for upcoming details on our summer fundraiser!
- If enough volunteers can help out, we are looking at small fundraisers such as selling Freezies at the soccer tournaments and even one a week by the splash pad.
- Carissa Mask, our summer student is doing a great job and is far ahead of her goals at this point. A creative display is in the hallway and information about the summer reading program has been posted it to our social media pages. The newsletters are finished and will be distributed to schools within the next week.
- Daily Observer topics for the past month were about donations (May 24<sup>th</sup>) and outdoor library programs and services (June 7<sup>th</sup>).

### Other Points of Interest:

- A student doing her work placement with the Library in August has agreed to re-format our policy manual.
- Duct cleaning was completed the week of June 11<sup>th</sup>
- The Library will have a table to showcase services, programs and equipment loans at the Frontline Tourism Trade Show being held at the Pembroke Best Western on June 25<sup>th</sup>. E. Malins and S. King will be attending.

- The Library is upgrading our modem and speed on June 17th. We are currently at 6Mbps, this will be changing to 10 and an advanced modem is being installed.
- Wonderful, interactive displays were set up in the Children's and Adult areas to commemorate the 70<sup>th</sup> anniversary of D-Day.
- Gardening display was up in the adult department for the month of May
- Weeding is continuing with the help of a new volunteer who is going to be coming to the library daily throughout the summer.



On a sad note: Our student volunteer who was supposed to teach guitar for the month of June has cancelled at the last minute. The Children's staff is desperately trying to find someone else to teach, but so far have had no luck.



However, on a much HAPPIER note...the Petawawa Library was rated 5 STARS along with the following review which was posted on our website May 29<sup>th</sup>:



Maxwell Gower

Kelly, Ruth and Stephanie. Just to name a few of the dedicated team at our amazing Library! - The Petawawa Public Library is made amazing because of so much creative influence and hard work put in by these ladies. They strive to offer our community and our kids of all ages, with a consistent outlet for engaging activities and entertainment. They also house an endless selection of literature and a growing number of bicycles for families to borrow using their library card. Take advantage Petawawa!

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Petawawa Public Library Thank you so much for taking the time to write that lovely note, Max! We feel lucky to be able to serve such an amazing community each and every day, so thank you for making our jobs so great.

May 29 at 11:06am · Like · 1

**JAN-MARCH 2014**

**2014**

**2013**

**2012**

**CIRCULATION**

**BOOKS**

Adult Fiction	4958	5516	5639
Adult Non-fiction	2591	2068	2120
Young Adult	691	945	
Junior Fiction	1442	1519	6623
Junior Non-fiction	1254	1704	1734
<b>Easy</b>	<b>3962</b>	<b>4121</b>	
French	1030	713	896
Reading Program Materials	132	317	
RBC/SPEC Collections	164	145	158
ILLs checked out	276	194	155

→ previous years included YA & EASY

**TOTAL BOOKS**

16500                      17242                      17462

AV equipment	24	11	61
Ereaders	10	0	
CD's	216	353	431
CD ROM	21	21	37
DVD	5549	6703	6109
Talking Books	384	365	500
Magazines	600	752	978
Video tapes	103	204	319
Museum Passes	138	122	83
Outdoor Items	42	33	not offered
Total Other Materials	7087	8526	8541

**TOTAL CIRCULATION**

23587                      25768                      26003

**INTERLIBRARY LOANS**

ILL Patron request	318	254	290
ILL patron searches	487	427	727
ILL materials received	244	161	188
ILL requests from other libraries	732	648	699
ILL Materials loaned to other libraries	300	363	494

**DATABASES**

Ebooks/Audiobooks Circulation	496/329	915	
Ebooks/Audiobooks New Members	37	50	1123
Online databases searches	7939	3753	
Library website visits	14210	15150	

**PROGRAMS**

<b>Attendance - Children's Programs-children</b>	711	662	550
Children's Programs-adults	190	77	36
Adult Programs	212	222	
Group visits - children	997	929	53
Group visits - adults	102	66	35
Story time - children	115	211	351
Story time - adults	33	103	108

**INTERNET**

Internet Hours Adult	1030	844	738
Young Adult	N/A	62	109
Children	188	75	142
Internet Sessions Adult	1539	1444	1436
Young Adult	N/A	176	266
Children	174	190	470

**VOLUNTEERS**

Volunteer Hours Adult	133	177	154
Volunteer Hours Students	221	169	226
Board Members		not collected	

**Members**

8048