

Cleveland Bradley County Public Library

May 22, 2023

Meeting Minutes

PRESENT: Kelvin Bishop, Amy Moore, Keith Barrett, Cheryl Dunson, Rebecca McIntire. Others attending; Liz Schreck: Director Ocoee River Regional Library, Meg Campbell: President, Foundation for the Cleveland Bradley County Public Library, Maureen Pettigrew: President, Friends of the Library Assn., Andrew Hunt: Director, Cleveland Bradley County Public Library, Margaret Schenck: Centennial Committee.

Kelvin called the meeting to order. There were multiple meeting minutes including; board minutes, minutes for the nominations committee for the new Director search, Library committee minutes.

A motion was made by Amy Moore to approve all sets of minutes. This was seconded by Cheryl Dunson and all minutes were approved as submitted.

Regional Report

State Library and Archives training will be held at the King Family Public Library in Sevierville, Tn. Both Rebeckah Coleman and Margot Still will be in attendance. The annual Tech Grant is now being finalized. This is a 50/50 matching grant. Materials have been ordered for distribution to the regional libraries for the Summer Reading Program, All Together Now. Liz reminded Board Trustees to consider getting their Trustee Certification. This makes a difference when the Library is applying for grants. Also the annual Trustee workshop is in September at the Art Circle Library in Crossville, Tn. Attending the workshop also helps with various state and federal funding for the Library. Four Library Directors within the region that don't have an MLS degree have gone through and achieved the Public Library Management certificate.

Two amendments have recently been passed via the state legislature that involve public meetings. This is applicable for Commission meetings and also Library Board meetings. It is now mandatory to post meeting agenda at least 48 hours prior to the meeting. There is a process for anyone to be allowed on the meeting agenda. Continuation of PSA's in the local newspaper will continue.

FOLA REPORT

Maureen discussed two fundraisers since the last meeting. In April Father Joel Huffstetler had a book signing, it was sold out as there were 102 tickets sold. After expenses the total amount in the clear was \$1,344.00. Father Joel was pleased with the outcome. The other event was the Secondhand Bling jewelry sale, with a total of 82 in attendance plus children. At the end of the event there was a total of \$2,762.76 clear money. A couple of pieces that were donated turned out to be real and not costume. At least one of these may be auctioned. The upcoming Murder Mystery Play will be August 11, 2023. This play is like the game CLUE. Several of the people for the play are already on board. These include Lisa Geren, Sissy Figlestahler, Lori Warren, Ashley Ownby, Jerry Bohannon, Andrew Dinsmore, Joe Fivas, and Jimmy Logan. The play will be held at CSCC on Friday night. There are different ticket options available. Beer and wine will be available with VIP tickets. The Board can help by getting sponsorships that can help offset costs. Some of the sponsorships are \$1,500.00, \$1,000.00, \$500.00 and \$250.00. Depending on amount there are tickets and pre party promotions with each sponsorship.

Foundation Report

Meg Campbell discussed Judge John Hagler and all the work he has done for the Library and Foundation over the years. An appreciation luncheon was held in the Community Room in honor

of Judge Hagler. The Foundation has now resumed luncheons and there will be an upcoming luncheon for potential donors. These potential donors are given a tour and a video production to introduce them to all the Library offers to patrons. There are some upcoming evening events in the works which include a 'Join us in the stacks,' event. The Foundation has been reimbursing the Library for many of the centennial events.

Centennial Celebrations

Margaret Schenck discussed some of the various events with the centennial celebration. We are almost half way through and she thanked the Foundation for helping the Library pay for so many of these events. We've had the Proclamation Day, many tours and the birthday party on the grounds. There were about 200 people attending the birthday party. There were approximately 50 people for the Tea Party at the History Branch. Kim from Fork and Spoon did the food and it was excellent. Connie Gatlin brought in an actress to portray Sarah Tucker Johnston and she told the story of coming to Tennessee. In August Erik Litwin, author of "Pete the Cat" will be coming to the Library. In October the Centennial Play and Musical will be performed. In November there will be a storytelling festival as well as the honor dinner. All of the Library Board and well as donors and employees will be invited. Photography Carrie Workman will be taking photos that night.

Buildings and Grounds Report

Andrew discussed that the Library received some money from the County because they paid more than what the painting costs were. Kelvin and Andrew have been discussing on approaching the City and County with remaining projects needing to be done.

One project, per Andrew needing to be done is the woodwork outside the Jarnagin House. If you approach from the side you can see the problems. The Craigmiles House has some of these same issues. The sunporch needs repair as well as plaster cracks needing to be addressed. Margaret suggested spraying the boxwood bushes as they look as though they have freeze spots on them.

Operations Committee

Amy Moore reported that there had been a productive meeting and a good discussion about removing the book "Flamer." The collection development policy will be reviewed. Ms. Pasqualis, patron who filed the complaint, didn't attend the meeting. Kelvin suggested in the procedures manual more information concerning the guardian's responsibility for borrowing material.

New Business

Kelvin discussed Board vacancies. Dr. John Coats' six year term (county) will expire June 30th. Since Rebecca McIntire resides in the County, she will move from a City Board appointee to a County Board appointee for her 2 remaining years. The nominations committee recommends Vanessa Hammond be appointed for the City and she has agreed to do this. The committee recommends the same officers as the previous year. After nominations were discussed Keith Barrett made a motion to accept the nominations committee suggestions and this was seconded by Amy Moore. The motion carried.

New Director Committee Report

Per Kelvin there are several excellent applications for the position. There are currently ten applications with three that are local. Andrew has created a scoring grid to be used. Interviews will be held June 13 and 14 and once those are completed, they will be narrowed down to an in

person interview with the top three applicants. It is expected to have a recommendation be given to the Board at the July Board meeting.

Kelvin explained that there is now a new open meetings law that pertains to local government groups, including Public Libraries. The agenda needs to be publicly posted, 48 hours prior to the meeting. Information is already being sent to the newspaper prior to a meeting. This is for any agency that falls under the Sunshine Law. Andrew will print and scan the normal package information and it will be sent to everyone via email.

Becky Henderson is retiring after 44 years of service. There were approximate ten resumes we received and there were four in house resumes. By mid-June we will have completed the interview process and hired her replacement. Other positions within the Library will become open if we hire in house. There will be some changes to the Administrative Assistant position that deal with book suppliers and automation.

Maureen asked how many out of town/state applicants there were for the Director position. There are about five outside, not local.

Finance Committee

The Foundation donated \$2,200.00 to the Centennial celebration. The main budget is the same as last reporting cycle. The total into Gift and Memorial was \$7,325.00. A question was asked about the money from the Foundation. The Library pays the bills, then the Foundation has been reimbursing the Library.

Utilities are running over at this point. Andrew will be shifting money later toward the end of the fiscal year. We now have \$40,000.00 received from fines. Years ago this number was closer to \$80,000.00. The new Atrium system sends notices to patrons before their books are due. This has cut short the money coming in from fines. A lot of libraries do not charge for fines at all; our fine money goes back into the budget.

Director's Report

Andrew reported that all Library employees are required by law to complete Title VI civil rights training every year. This law ensures that all people are treated equally and offered the same services.

Our Library patronage has not come back completely from COVID. We are currently about 400,000 on checkout of materials. Even though physical use is down, digital has picked up. We purchase a lot of databases rather than physical books. We are building our electronic collection rather than building our physical collection. Hoopla databases are very popular and offer movie streaming, and music CDs. Kanope is a database that can be used on anyone's smart TV. Kanope has been used some 5000 times this fiscal year.

FOLA always tries to educate patrons on what is available via the Library, they do this during their events. Some people are amazed at all that is offered.

There being no further business, Kelvin made a motion to adjourn. This was seconded by Rebecca and Cheryl and the meeting adjourned.

Respectfully submitted,

Andrew L. Hunt, Secretary

July 2022-June 2023

Budget Line Item:	Budgeted (Amended)	Expenditure	Percent Expended
<i>GRAND STAFF TOTAL</i>	\$767,706.86	\$764,475.97	99.6%
<i>BENEFITS</i>	\$282,232.14	\$281,909.28	99.9%
<i>CONSUMABLES</i>	\$81,035.00	\$80,957.97	99.9%
<i>MATERIALS</i>	\$120,898.00	\$120,901.59	100.0%
<i>UTILITIES</i>	\$86,583.00	\$86,575.47	100.0%
<i>REPAIRS (BLDG/EQUIP)</i>	\$41,250.00	\$41,201.54	99.9%
<i>INSURANCE</i>	\$30,295.00	\$30,280.15	100.0%
TOTAL	\$1,410,000.00	\$1,406,301.97	99.7%

Revenue:

<i>CITY OF CLEVELAND</i>	\$684,000.00	\$684,000.00	100.0%
<i>BRADLEY COUNTY</i>	\$684,000.00	\$684,000.00	100.0%
<i>FINES/FEES</i>	\$42,000.00	\$43,717.07	104.1%
TOTAL	\$1,410,000.00	\$1,411,717.07	100.1%

***Difference (YTD
Expenditures & Revenue)***

\$5,415.10

Buildings & Grounds report for the upcoming board meeting...

1 message

Andrew Hunt <director@clevelandlibrary.org>

Tue, Jul 11, 2023 at 11:22 AM

To: Milan Blake <milan.blake@gmail.com>, Rebeckah Coleman <rcoleman@clevelandlibrary.org>, Kelvin Bishop <kelvin@hbapllc.com>

Cc: Jill Barnett <jbarnett@clevelandlibrary.org>

Here is the Buildings & Grounds report for the upcoming board meeting...

Library Repairs and Maintenance that began during May and June Maintenance work completed:

- The repairing and updating lighting throughout the building continued.
- New cork board was installed in the Book Drop Room.
- Repaired handicapped accessible door switches at the main branch.
- A leaking toilet upstairs and a urinal downstairs at the main branch were repaired.
- The History Branch security gate was worked on. The gate's motherboard is the issue and is obsolete. Potentially replace the gate???
- Other miscellaneous repairs: replaced a paper towel dispenser in the 2nd floor men's room; made a tabletop for Children's Room cart; repaired a Technical Processing desk; fixed a paper towel dispenser in the 2nd floor break room; hung pictures at the main branch and History Branch; repaired and replace hand sanitizer dispenser at main branch, main hall; and moved the conference table at HB.
- There is carpeting that needs to be replaced under the computers in the Non-fiction and Reference areas. It is recommended to replace the carpet with the luxury vinyl such as in the gallery areas of the library. It is more durable and should last a long time. Money from the repair budget this past fiscal year and this fiscal year is being used to purchase the necessary vinyl, glue, and transition strips. There may have to be a short term closing of certain areas when installation takes place, TBD.

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Andrew L. Hunt

Cleveland Bradley County Public Library

795 Church Street NE

Cleveland, TN 37311

423.472.2163 x.111

423.339.9791

<http://www.clevelandlibrary.org>

Human Resources and Operations report for the upcoming board meeting...

1 message

Andrew Hunt <director@clevelandlibrary.org>

Tue, Jul 11, 2023 at 12:56 PM

To: Amy Moore <AMoore@johnsouth.com>, Cheryl Dunson <cdunson@agapelovefoundation.org>, Kelvin Bishop <kelvin@hbapllc.com>

Cc: Jill Barnett <jbarnett@clevelandlibrary.org>

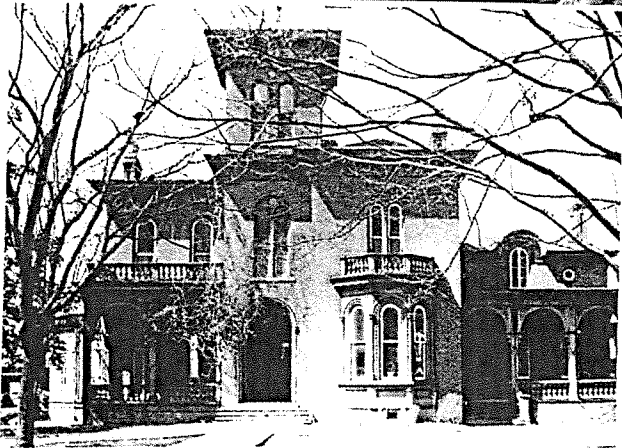
Here is the Human Resources and Operations report for the upcoming board meeting...

During May and June...

- 77 children/youth in-person programs were offered with 1,518 attendees. (1,078 prior period)
- 27 teen in-person programs were offered with 323 attendees. (111 prior period)
- 40 in-person adult programs were offered with 406 attendees. (440 prior period)
- 26 Live Virtual Programs/Recorded programs were offered with 224 Live-Views/Live On-demand Views/Recorded Program views.
- 2,247 individuals participated in 142 passive programs.
- Library attendance continues to recover. A total of 23,894 entered the library service points in May and June. (22,385 previous period)
- Special events which took place: the Centennial Tea; The Summer Reading Program Kick-off; and the Centennial LibraryCon.

FLIGHT SIMULATOR
SEWING MACHINE

at the
CBCPL
 CREATIVE COTTAGE:
 UPPER DECK



2.1.11.58

SCHOLASTIC BOOK FAIR MAY 7 - MAY 16

Family Food Truck & Cinema

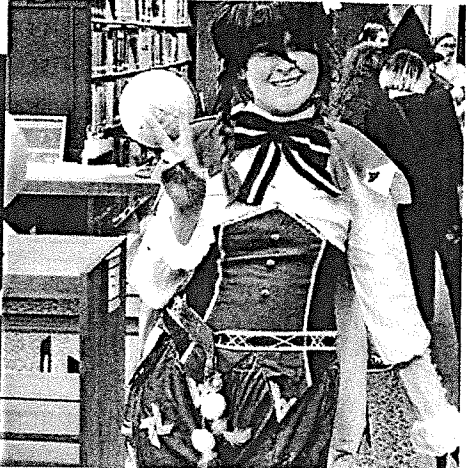
FAMILY FOOD TRUCK & CINEMA **FRIDAY MAY 19**

FOOD TRUCK LINE-UP

FOOD TRUCKS OPEN 6:00PM-8:00PM

All Together Now

Summer Reading
 Kick-Off Field Day & Pep Rally
 Sat June 3, 2pm - 4pm



(no subject)

1 message

Andrew Hunt <director@clevelandlibrary.org>

Tue, Jul 11, 2023 at 1:39 PM

To: Cheryl Dunson <cdunson@agapelovefoundation.org>, Kelvin Bishop <kelvin@hbapllc.com>

Cc: Jill Barnett <jbarnett@clevelandlibrary.org>

Here is the Technology Report for the upcoming Board Meeting...

During May and June...

- There were 7,117 (6,619 previous) WiFi connections.
- There were 1,587 (1,648 previous) computer uses.
- The online catalog, Atrium, was searched 35,185 (33,575 previous) times.
- There were 9,786 website visits (8,227 previous)
- There were 7 one-on-one READS sessions to help individuals use READS.
- The library itself subscribes to some databases for our community. Highlighted databases: One of the most used of these is **Ancestry Library** (genealogy). Patons accessed 1,773 full text articles via this resource; another useful database that fits into the theme of continuing education is **Universal Class**. This has over 500 courses that people can enroll in. 188 lessons were viewed; **Hoopla** is a pay per checkout resource that offers eMovies, eBooks, eAudio, eMusic, and eComics. Patrons checked out 730 items from this resource.

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Andrew L. Hunt

Cleveland Bradley County Public Library

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Cleveland, TN 37311

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<http://www.clevelandlibrary.org>



Loving my Library

Public Relations Report for the upcoming board meeting...

1 message

Andrew Hunt <director@clevelandlibrary.org>

Tue, Jul 11, 2023 at 2:05 PM

To: Rebecca McIntire <rmmcintire@att.net>, Amy Moore <AMoore@johnsouth.com>, Kelvin Bishop <kelvin@hbapllc.com>

Cc: Jill Barnett <jbarnett@clevelandlibrary.org>

Here is the Public Relations Report for the upcoming board meeting...

During May and June...

- There were 9 "Library Corner" articles in the Sunday Cleveland Daily Banner.
- There were 320 combined social media posts through Twitter, Facebook, Facebook Events, Instagram, etc...
- Currently, the Library has 5,178 Facebook followers; 477 Twitter followers; and 1,068 Instagram followers.
- During the Library's Centennial year, the Foundation for CBCPL is funding additional publicity through monthly billboards and radio spots through WCLE 104.1. Publicity on these venues are corresponding with events on the Centennial calendar.

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Andrew L. Hunt

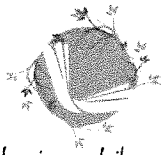
Cleveland Bradley County Public Library

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<http://www.clevelandlibrary.org>*Loving my Library*

History Branch Report for the upcoming Board Meeting

1 message

Andrew Hunt <director@clevelandlibrary.org>

Tue, Jul 11, 2023 at 3:06 PM

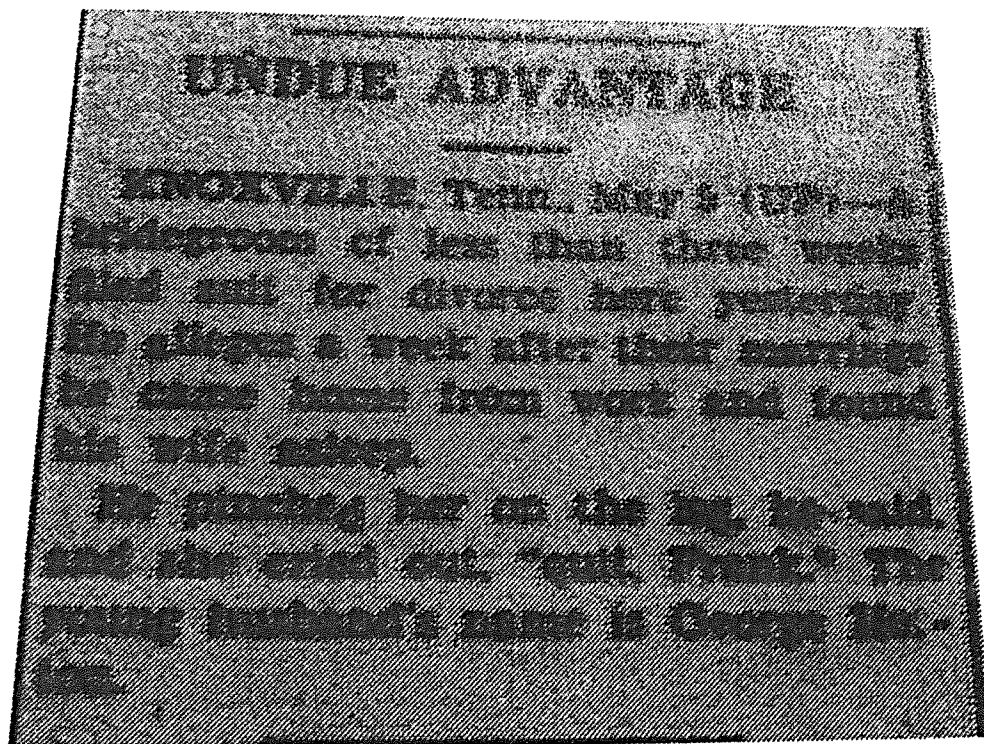
To: Vanessa Hammond <vhammond@leeuniversity.edu>, Keith Barrett <Keith.Barrett@pnfp.com>, Kelvin Bishop <kelvin@hbapllc.com>

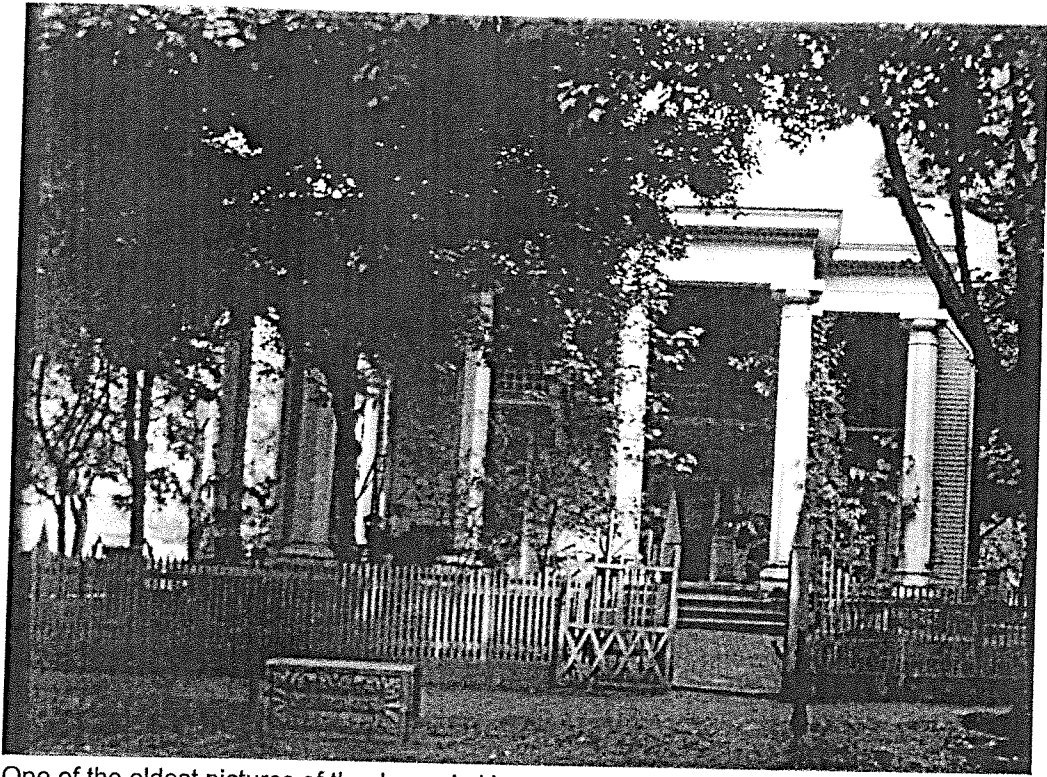
Cc: Jill Barnett <jbarnett@clevelandlibrary.org>

History Branch Report for the upcoming Board Meeting...

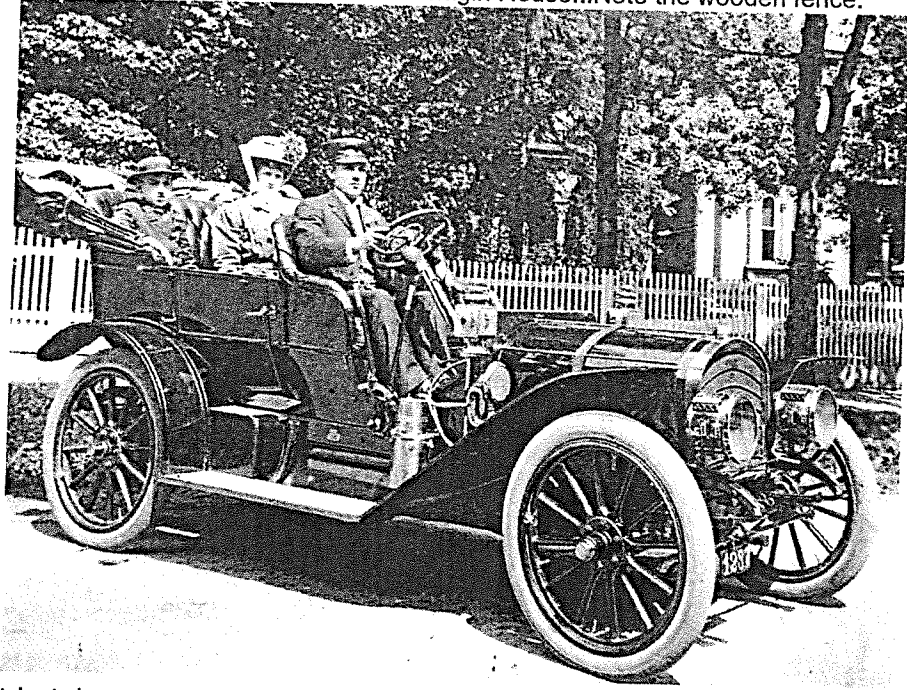
During May and June...

- 552 visits were made to the History Branch, including meetings attendance. (554 previously)
- There were 1,073 (1,016 previous) reference questions answered, via text message, letters, live visits, or phone calls.
- The History Branch posted 39 times to the Facebook page. <https://www.facebook.com/historybranch>
- 267 people attended meetings in the Parlor Meeting area during this time.
- A History Branch Program was presented in May with 40 in attendance.





One of the oldest pictures of the Jarnagin House...Note the wooden fence.



Ida Johnston Steed says it's a Ragtop Day. Let's get out the convertibles! (The History Branch is in the background, but at the time this photograph was taken, Ida was probably living here.)

PHYSICAL COLLECTION						LOCAL ELECTRONIC COLLECTION (Advantage, etc.)			Current Balance*
Material Type	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #	
Print Materials	165,451	447	86	165,812	7,903	0	20	7,883	E-books 0
Audio Materials	8,733	4	7	8,730	443	0	0	443	Audio Downloadable 0
Video Materials	12,108	61	0	12,169	215	0	0	215	Video Downloadable 0
Microforms				0				0	TOTAL 0
Other Materials	8,443	0	0	8,443	Add to Other materials beginning 2020			111	
TOTAL	194,735	512	93	195,154	111	0	0	8,652	TOTAL Physical Collection 203,806

Electronic Circulation-READS (Includes Advantage & other local e collections)	Physical Circulation Book/Non-Book	CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)
Adult **	13,899	Adult # 4.4
Children **	1,465	Children # 4.5
Total	15,364	TOTAL all circulation 36,500

Borrowers	Current Balance*
Adult Borrowers >14 yrs old	60,936
Children Borrowers <14 yrs old	32,310
Total Borrowers	93,246

Resource Sharing	
ILL - Borrowed	6
ILL - Loaned	124

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total all Programs	Total Attendance
Adult	25	340	2	2	27	342
Young Adult (Teen)	10	79	0	0	10	79
Children	15	249	0	0	15	249
Passive - not in total	14	394	N/A	N/A		
Totals	50	668	2	2	60	685

One-on-one sessions on Standards Survey only, included in Reference in Public Library Survey

Library Services	
Library Visits	10,929
Reference Transactions (count one-on-ones here and below)	2,272
Computer Users	785
One-on-One technology sessions (for Standards Survey)	6
Wireless Sessions	3,965
Volunteer Hours - added in 2019	607
Website Views - added in 2019	5,280
TEL Usage - full text retrieval # 8.10	1,071
Locally owned databases	8
Locally owned databases full text retrieval #8.10	2,028

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
8	15	33	0	0

Passive, on-demand, and Recorded Programs are not counted in PLS program totals.

Title VI Survey Information									
White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Other	Two or more races	Total	
202	17	0	10	0	0	77	0	306	

Enter data for new cards issued each month for Title VI Survey. *Please describe the composition of library cards issued.* Use this for monthly borrowers added.
Please complete this workbook each month and email it to Nikki Snyder following the end of each quarter. Please complete the CE tab at the end.

Cleveland Bradley County
Monthly Report

June 2023

PHYSICAL COLLECTION						LOCAL ELECTRONIC COLLECTION (Advantage, etc.)			Current Balance*
Material Type	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #	
Print Materials	165,812	529	331	166,010	7,883	0	28	7,855	E-books 28,938
Audio Materials	8,730	31	10	8,751	443	0	0	443	Audio Downloadable 1,497
Video Materials	12,169	80	63	12,186	215	0	0	215	Video Downloadable 0
Microforms									TOTAL 30,435
Other Materials	8,443	0	0	8,443	Add to Other materials beginning 2020			0	
TOTAL	195,154	640	404	195,390	111	0	0	111	
					8,652	0	28	8,624	TOTAL Physical Collection 204,014

Electronic Circulation-READS (Includes Advantage & other local e collections)	Physical Circulation Book/Non-Book	CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic)
Adult ** 13,813	Adult 8624	Adult # 4.4 22,437
Children ** 1,340	Children 13574	Children # 4.5 14,914
Total 15,153	Total 22,198	TOTAL all circulation 37,351

Borrowers	Current Balance*
Adult Borrowers >14 yrs old	61,110
Children Borrowers <14 yrs old	32,400
Total Borrowers	93,510

Resource Sharing	
ILL - Borrowed	9
ILL - Loaned	70

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total all Programs	Total Attendance
Adult	15	66	2	2	17	68
Young Adult (Teen)	15	244	0	0	15	244
Children	62	1269	0	0	62	1,269
Passive - not in total	11	350	N/A	N/A		
Totals	92	1,579	2	2	112	1,649

Virtual Programs and Live Views are included in Total Programs in PLS and above

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
18	68	191	0	0

Passive, on-demand, and Recorded Programs are not counted in PLS program totals.

Library Services	
Library Visits	12,965
Reference Transactions (count one-on-ones here and below)	2,259
Computer Users	802
One-on-One technology sessions (for Standards Survey)	7
Wireless Sessions	3,752
Volunteer Hours - added in 2019	695
Website views - added in 2019	4,506
TEL Usage - full text retrieval # 8.10 - for entire year	1,265
Locally owned databases	8
Locally owned databases full text retrieval #8.10 - for entire year	5,233

Title VI Survey Information								
White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Other	Two or more races	
227	8	0	6	0	0	53	0	
							Total	294

Enter data for new cards issued each month for Title VI Survey. *Please describe the composition of library cards issued. Use this for monthly borrowers added.

Please complete this workbook each month and email it to Nikki Snyder following the end of each quarter. Please complete the CE tab at the end.

PHYSICAL COLLECTION										LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		
Material Type	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #	Current Balance*			
Print Materials	165,056	1,389	435	166,010	7,904	0	49	7,855	28,938			
Audio Materials	8,710	58	17	8,751	443	0	0	443	1,497			
Video Materials	11,998	252	64	12,186	215	0	0	215	0			
Microforms	Owned	Add to Other materials beginning 2020	0	0	Add to Other materials beginning 2020	0	0	0	30,435			
Other Materials	8,435	8	0	8,443	111	0	0	111				
TOTAL	194,199	1,707	516	195,390	8,673	0	49	8,624	204,014			
TOTAL Physical Collection										204,014		

Electronic Circulation-READS <small>Includes Advantage & other local e collections</small>	Physical Circulation <small>Book/Non-Book</small>	CIRCULATION TOTALS - Auto Fill <small>(all formats - Physical & Electronic)</small>	
Adult **	39,918	Adult	25,694
Children **	4,282	Children	37,272
Total	44,200	Total	62,966
		Adult # 4.4	Children # 4.5
		TOTAL all circulation	107,166

Borrowers	Current Balance*
Adult Borrowers >14 yrs old	61,110
Children Borrowers <14 yrs old	32,400
Total Borrowers	93,510

Resource Sharing	
ILL - Borrowed	26
ILL - Loaned	299

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total all Programs	Total Attendance
Adult	69	732	7	65	76	797
Young Adult (Teen)	35	377	0	0	35	377
Children	100	2,074	0	0	100	2,074
Passive - not in tot	35	956	N/A	N/A		
Totals	204	3,183	7	65	243	3,345

Virtual Programs and Live Views are included in Total Programs in PLS and above
Passive, on-demand, and Recorded Programs are not counted in PLS program totals.

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
32	97	247	0	0

Library Services	
Library Visits	34,982
Reference Transactions (count one-on-ones here and below)	6,688
Computer Users	2,405
One-on-One technology sessions (for Standards Survey)	17
Wireless Sessions	10,514
Volunteer Hours - added in 2019	1,785
Website views - added in 2019	13,938
TEL Usage - full text retrieval # 8.10	3,083
Locally owned databases	8
Locally owned databases full text retrieval #8.10	10,194

Title VI Survey Information									
White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Other	Two or more races	Total	
566	38	0	34	0	0	150	0	788	

Enter data for new cards issued each month for Title VI Survey. Please describe the composition of library cards issued. Use this for monthly borrowers added.
Please complete this workbook each month and email it to Nikki Snyder following the end of each quarter. Please complete the CE tab at the end.

PHYSICAL COLLECTION						LOCAL ELECTRONIC COLLECTION (Advantage, etc.)		Current Balance*
Material Type	Beginning #	Added #	Deleted #	Balance #	Beginning #	Added #	Deleted #	Balance #
Print Materials	163,044	4,219	1,253	166,010	7,823	152	120	7,855
Audio Materials	8,608	174	31	8,751	397	47	1	443
Video Materials	11,686	615	115	12,186	215	0	0	215
Microforms				0				0
Other Materials	8,417	31	5	8,443	111	0	0	111
TOTAL	191,755	5,039	1,404	195,390	8,546	199	121	8,624
								TOTAL Physical Collection
								204,014

Electronic Circulation-READS <small>Includes Advantage & other local collections</small>	Physical Circulation <small>Book/Non-Book</small>	CIRCULATION TOTALS - Audio Fill <small>(all formats - Physical & Electronic)</small>
Adult ** 147,828	Adult 101,828	Adult # 4.4
Children ** 17,365	Children 156,735	Children # 4.5
Total 165,193	Total 258,563	TOTAL all circulation 423,756

** Click here for monthly READS statistics

Borrowers	Current Balance*
Adult Borrowers >14 yrs old	61,110
Children Borrowers <14 yrs old	32,400
Total Borrowers	93,510

Resource Sharing	
ILL - Borrowed	114
ILL - Loaned	444

In-Person Programs	# of Programs Inside Library	# People Attended Inside Library	# of Programs Outside Library	# People Attended Outside Library	Total all Programs	Total Attendance
Adult	301	2,480	35	347	336	2,827
Young Adult (Teen)	130	807	0	0	130	807
Children	319	5,666	4	1,186	323	6,852
Passive - not in tot	141	4,650	N/A	N/A		
Totals	750	8,953	39	1,533	918	10,847

Virtual Programs and Live Views are included in Total Programs in PLS and above

Live Virtual Programs	Live Views	On-Demand Views	Recorded Programs	Views
129	361	871	9	2,011

Passive, on-demand, and Recorded Programs are not counted in PLS program totals.

Library Services	
Library Visits	132,641
Reference Transactions (count one-on-ones here and below)	25,062
Computer Users	10,793
One-on-One technology sessions (for Standards Survey)	77
Wireless Sessions	43,866
Volunteer Hours - added in 2019	6,330
Website views - added in 2019	124,244
TEL Usage - full text retrieval # 8,10	7,200
Locally owned databases	8
Locally owned databases full text retrieval #8,10	36,818

One-on-one sessions on Standards Survey only included in Reference in Public Library Survey

Title VI Survey Information								
White	Black	American Indian - Alaska Native	Hispanic or Latino of any race	Native Hawaiian/ Pacific Islander	Asian	Other	Two or more races	
2,269	194	3	129	0	7	233	13	
							Total	2,848

Enter data for new cards issued each month for Title VI Survey. *Please describe the composition of library cards issued. * Use this for monthly borrowers added.

Please complete this workbook each month and email it to Nikki Snyder following the end of each quarter. Please complete the CE tab at the end.

2022-23 Library Statistics



	July	August	September	October	November	December	January	February	March	April	May	June	Total
Circulation:													
Adult Books	6689	6490	5890	5889	5158	5084	6174	5686	5931	5571	6216	6283	71061
Other Material	2259	2362	2951	2386	2746	2559	2959	2857	2064	2489	2794	2341	30767
Total Adult material	8948	8852	8841	8275	7904	7643	9133	8543	7995	8060	9010	8624	101828
Total Adult Electronic	11718	11957	11397	12218	11581	11697	12990	11778	12574	12206	13899	13813	147828
Juvenile													
Juv. Books	11440	14093	14732	13827	12408	9638	12381	11463	12171	10968	11391	12587	147099
Other Material	835	882	861	802	776	729	826	776	823	604	735	987	9636
Total Juv. Material	12275	14975	15593	14629	13184	10367	13207	12239	12994	11572	12126	13574	156735
Total Juv. Electronic	1181	1368	1563	1461	1512	1358	1648	1472	1520	1477	1465	1340	17365
Total Materials	34122	37152	37394	36583	34181	31065	36978	34032	35083	33315	36500	37351	423756
Bookmobile Check-out:	997	1338	2062	1389	2152	1411	1946	1970	1644	1234	874	514	17531
Self-Checkout Use:													
Patron Session	2285	2400	2289	2141	1311	1613	2109	1915	2206	1867	2097	2545	24778
Item Checkouts	8637	10272	9304	9431	5732	6448	8629	7906	9005	7233	7826	10364	100787
Attendance:													
Main	11210	12488	11596	11382	8279	8555	11230	11171	11748	11088	10929	12865	132641
History Branch	10834	11684	10818	10674	7540	8100	10414	10450	11114	10403	10428	12566	125025
Bookmobile	213	176	197	264	110	140	298	185	318	236	246	326	2709
Curbside Pickup	161	626	580	442	629	315	518	536	316	448	254	72	4897
	2	2	1	2	0	0	0	0	0	1	1	1	10
Reference Questions Total:													
Main Library	2129	2171	2161	2143	1746	1516	2109	2093	2306	2157	2272	2259	25062
Digital Reference	1262	1224	1208	1095	1116	1021	1153	1166	1312	1347	1419	1219	14542
Administration Reference	0	0	0	0	0	0	0	0	0	0	0	0	0
HB Reference	59	85	116	147	90	38	125	120	135	104	128	99	1246
Youth Services Reference	440	486	513	537	255	221	546	516	559	457	490	583	5603
	368	376	324	364	285	236	285	291	300	249	235	358	3671
ILL:													
Borrowed	18	13	18	7	2	5	4	11	10	11	6	9	114
Loaned	70	6	6	5	8	0	0	0	50	105	124	70	444
Computer Use	1109	1279	1038	1018	849	675	853	737	830	818	785	802	10793
Wireless Access	3938	4487	3713	3962	3893	3544	3457	3146	3222	3397	3365	3752	43866
Online Catalog Searches	77932	62243	14977	13319	10608	9782	15180	16734	17666	15909	16215	18970	289535
Website Visits	4333	5107	4109	3729	3403	3488	4343	4120	4075	4152	5280	4506	50645
Total New Cards	256	292	253	251	147	139	226	206	314	188	169	294	2735

Total Deletions	18	59	13	14	24	59	35	15	24	31	22	30	344
Adult Cards Beginning	59636	59794	59913	60086	60230	60307	60363	60514	60665	60885	60998	61094	61268
Adult Added	176	178	186	158	101	115	186	166	243	144	118	204	1975
Adult Deleted	18	59	13	14	24	59	35	15	23	31	22	30	343
Ending Adult Cards	59794	59913	60086	60230	60307	60363	60514	60665	60885	60998	61094	61268	
Children Cards Beginning	31641	31721	31835	31902	31995	32041	32065	32105	32145	32215	32259	32310	32400
Children Added	80	114	67	93	46	24	40	40	71	44	51	90	760
Children Deleted	0	0	0	0	0	0	0	0	1	0	0	0	1
Children Cards Ending	31721	31835	31902	31995	32041	32065	32105	32145	32215	32259	32310	32400	
Total Ending Library Count	91515	91748	91988	92225	92348	92428	92619	92810	93100	93257	93404	93668	93668
CBCPL Materials Added:	418	435	494	316	211	516	261	248	433	555	512	640	5039
Books	358	373	487	234	104	487	242	244	301	413	447	529	4219
Audio	0	53	2	0	17	19	19	0	6	23	4	31	174
Video Material	53	9	3	82	90	2	0	4	120	111	61	80	615
Other Materials	7	0	2	0	0	8	0	0	6	8		0	31
CBCPL Materials Weeded:	175	13	16	318	6	7	8	178	167	19	93	404	1404
Books	169	8	16	293	4	5	8	177	138	18	86	331	1253
AV	2	3	0	0	0	1	0	1	7	0	7	10	31
Video Material	4	2	0	25	2	1	0	0	17	1	0	63	115
Other Materials	0	0	0	0	0	0	0	0	5	0	0	0	5
eMaterials:													
eBooks Added	0	0	0	0	0	0	0	0	0	0	0	382	382
eBooks Deleted	0	0	0	0	0	0	0	0	0	0	0	349	349
eAudio Added	0	0	0	0	0	0	0	0	0	0	0	0	0
eAudio Deleted	0	0	0	0	0	0	0	0	0	0	0	36	36
eVideo Added	0	0	0	0	0	0	0	0	0	0	0	0	0
eVideo Deleted	0	0	0	0	0	0	0	0	0	0	0	0	0
Regional Materials Added:	0	0	0	80	0	74	2	0	43	0	0	0	199
Books	0	0	0	80	0	29	0	0	43	0	0	0	152
Audio	0	0	0	0	0	45	2	0	0	0	0	0	47
Video Material	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Materials	0	0	0	0	0	0	0	0	0	0	0	0	0
Regional Materials Weeded:	8	0	0	38	1	0	1	17	7	1	20	28	121
Books	8	0	0	38	1	0	0	17	7	1	20	28	120
AV	0	0	0	0	0	0	1	0	0	0	0	0	1
Video Material	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Materials	0	0	0	0	0	0	0	0	0	0	0	0	0
Volunteer Hours	542.25	484.75	946.75	509.75	631.75	225.25	419.25	342.25	445.75	482.25	607	695.25	6332.25
New Volunteers	2	14	18	0	10	2	3	1	6	1	6	13	76
Programs:													
# Adult in person programs	28	31	26	20	22	21	28	30	26	29	25	15	301

Adult programs attendance	100	93	809	236	136	63	87	110	114	326	340	66	2480
# Adult in-person programs-outside lib.	3	4	4	3	3	3	3	2	3	3	2	2	35
Adult programs attendance-outside lib.	3	60	120	3	3	3	3	2	85	61	2	2	347
# Passive Programs	7	6	5	5	6	7	6	5	6	5	7	7	72
Passive programs participation	274	367	336	170	337	324	322	291	237	158	333	281	3430
# of Live Virtual Programs	4	1	4	2	2	3	3	4	4	2	3	5	37
Live Viewers	13	3	15	3	2	14	7	27	11	5	4	11	115
Live On-Demand Views	12	1	14	2	4	17	11	14	32	3	10	11	131
# Recorded Programs	0	0	0	0	0	1	0	1	1	0	0	0	3
Views of Recorded Live Pro.	0	0	0	0	0	1700	0	5	277	0	0	0	1982
# YA in person programs	13	10	10	8	9	11	10	11	13	10	10	15	130
YA programs attendance	95	37	32	30	38	46	21	64	67	54	79	244	807
# YA in-person programs-outside lib.	0	0	0	0	0	0	0	0	0	0	0	0	0
YA programs attendance-outside lib.	0	0	0	0	0	0	0	0	0	0	0	0	0
# Passive Programs	0	0	0	0	0	0	0	0	0	0	0	0	0
Passive programs participation	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Live Virtual Programs	0	0	0	0	0	0	0	0	0	0	0	0	0
Live Viewers	0	0	0	0	0	0	0	0	0	0	0	0	0
Live On-Demand Views	0	0	0	0	0	0	0	0	0	0	0	0	0
# Recorded Programs	0	0	0	0	0	0	0	0	0	0	0	0	0
Views of Recorded Live Pro.	0	0	0	0	0	0	0	0	0	0	0	0	0
# Children in person programs	51	13	21	24	16	14	25	25	30	23	15	62	319
Children programs attendance	751	227	401	519	184	283	372	333	522	556	249	1269	5666
# Child in-person programs-outside lib.	0	1		1			1	1					4
Child programs attendance-outside lib.	0	41		1100			36	9					1186
# Passive Programs	8	3	4	6	5	7	7	6	7	5	7	4	69
Passive programs participation	202	64	78	138	113	114	108	128	91	54	61	69	1220
# of Live Virtual Programs	10	5	10	8	8	4	6	7	12	4	5	13	92
Live Viewers	32	14	25	25	14	5	14	11	29	9	11	57	246
Live On-Demand Views	73	52	122	61	28	10	37	37	97	20	23	180	740
# Recorded Programs	6	0											6
Views of Recorded Live Pro.	29	0											29
Total In-person Programs	92	54	57	52	47	46	63	66	69	62	50	92	750
Total In-person Attend	946	357	1242	785	358	392	480	507	703	936	668	1579	8953
Total # in-person programs-outside lib.	3	5	4	4	3	3	4	3	3	3	2	2	39
Total programs attendance-outside lib.	3	101	120	1103	3	3	39	11	85	61	2	2	1533
# Passive Programs	15	9	9	11	11	14	13	11	13	10	14	11	141
Passive programs participation	476	431	414	308	450	438	430	419	328	212	394	350	4650
# of Live Virtual Programs	14	6	14	10	10	7	9	11	16	6	8	18	129
Live Viewers	45	17	40	28	16	19	21	38	40	14	15	68	361
Live On-Demand Views	85	53	136	63	32	27	48	51	129	23	33	191	871
# Recorded Programs	6	0	0	0	0	1	0	1	1	0	0	0	9
Views of Recorded Live Pro.	29	0	0	0	0	1700	0	5	277	0	0	0	2011

Meeting Room Use:	149	89	75	90	86	79	104	103	133	126	101	145	1280
In-house Usage:													
Children/YA	2652	2416	2864	3120	2333	2682	2259	2466	2863	2353	1891	2412	30311
Main-Adult NF	504	571	559	595	653	710	762	672	736	787	807	831	8187
Fiction	5614	5050	6147	6252	5251	5310	5381	5381	5188	5760	5413	4030	64777
HB	329	326	432	462	260	178	371	363	391	353	350	434	4249
Total	9099	8363	10002	10429	8497	8880	8773	8882	9178	9253	8461	7707	107524
Publicity:													
Weekly Library Corner Articles	4	5	4	4	5	4	5	4	4	4	5	4	52
Special Articles/Publicity	0	0	0	0	0	0	1	0	0	0	0	0	1
Facebook Posts	89	56	66	99	54	43	62	67	80	80	82	101	879
Instagram Posts	40	28	29	39	19	28	37	29	31	40	37	80	437
Twitter Posts	5	3	6	5	6	4	9	7	8	7	14	6	80
Other Posts	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Advertising	1	1	0	0	0	0	1	1	1	1	1	1	8
Podcast Downloads	0	0	1	1	1	6	0	3	0	7	1	7	27