

MINUTES OF BOARD MEETING

December 9, 2024

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, December 9, 2024.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, and Ms. Carol Harp

Trustees Absent: Mr. Chuck Goins

Management Present: Mr. Joseph Greenward, Director; Mr. Garrett Turner, Fiscal Officer

1) Call to Order

- a) The meeting was called to order by Dr. Dales.

2) Director and Fiscal Officer Reports

a) Director's Report

- As you are all aware, our renewal levy passed with 56.6% approval. I'd like to thank our staff, the Supporters of the Lane Libraries, Mike and Cindy Dingeldein, Sandy Pizzano, Connie Malone and our Board for all their work and support during the levy campaign. The funds left over in the campaign's account have been transferred over to the Lane Public Library Fund at the Community Foundation. Overall in Ohio, voters approved 26 out of 28 public library levies on local ballots around Ohio. The issues included: one bond; four additional/new; 16 renewals; one renewal with an increase; five replacements; and one replacement with an increase. The 26 levies that passed did so by significant margins with an average voter approval rate of 59 percent.
- As mentioned at a previous Board meeting, the U.S. Department of Labor was raising the salary thresholds for exempt employees. The first increase took place on July 1st and raised the salary threshold to \$43,888. We had to adjust one manager's salary to get them over that threshold. On January 1, it was scheduled to increase to \$58,656, which would've required some additional salary adjustments or employee reclassifications. On Nov. 15, 2024, the U.S. District Court for the Eastern District of Texas vacated the U.S. Department of Labor's rule raising the salary thresholds for being exempt from overtime under the Fair Labor Standards Act. The ruling applies nationwide and means that employers (including public libraries) do not currently need to increase employee salaries in January 2025 to maintain their exempt status. It also vacates the July 1, 2024 increase, but we will leave in place the salary adjustment we made at that time. The USDOL may appeal the decision to the Fifth Circuit Court of Appeals. However, given the Fifth Circuit's ruling and the District Court's rationale, combined with a new presidential administration taking office in January, the chances of the rule being revived on appeal seem unlikely.
- We recently replaced routers, largely paid for by eRate, to take full advantage of existing 1Gb connections between buildings and to prepare for 10G Ethernet. The connections from the Administration Building to the Hamilton Branch and the Tech

Center should be upgraded to 10G by the end of this week. We have two strands of dark fiber provided by the city at no cost. We are working with them about connecting the new Fairfield Twp location as well. Oxford and Fairfield currently employ connections for Spectrum but we will be pricing 10G connections for these locations in 2025.

- There is a new eRate program in 2025 for circulating hotspots. We've contracted with our eRate consultant to manage this process, which should result in a savings of tens of thousands of dollars for Lane, and potentially up to six figures in the future. We originally purchased and began circulating hotspots with money from the Emergency Connectivity Fund, but that has expired and we have been paying for them through the general fund since then.
- We renewed our subscription to the Library Speakers Consortium for Live Author Talks. Some household names presenting just around the corner include popular authors Jodi Picoult, TJ Klune, and Jennifer Weiner, with others to be announced soon. We have had over 15,000 viewers since we started as a Founding Member to this service in mid-2022.
- The Raise a Reader program through Fort Hamilton Hospital continues to be a success. Through November we have distributed 441 kits in English and 130 in Spanish. Additionally, in the area of early childhood literacy, MidPointe has officially taken over as the fiduciary agent of the Dolly Parton Imagination Library in Butler Co. We will be helping them fundraise, and may come to the Board for approval of a donation to the program if additional funds are needed.
- Amanda Toth has accepted the position of Adult Collection Development Specialist. This will leave us with a Branch Manager vacancy at Fairfield. Amanda will stay in that position until a replacement has been selected. We may hire the Fairfield Township Branch Manager at the same time, if we have a strong applicant pool.
- We had one applicant for the upcoming vacant Trustee position. Her name is Linda Di Benedetto. She is a retired elementary school teacher at Hamilton City Schools. The Hamilton Board of Education meets on December 12th, and should approve her application at that time.

b) Fiscal Officer's Report

General Operating Fund Revenues for November 2024

For November 2024, YTD General Operating Revenues were down about \$178,000 compared to November 2023. The main reason for being down continues to be due to the Public Library Fund received from the State, which is about \$390,000 less when compared to this time last year. Other items that contribute to the general fund: Property tax revenue, which is up nearly \$45,000; grants, which are down \$1,000; patron fines and fees, which are down \$2,300. Miscellaneous receipts are up \$16,000, and earnings on investments are up by more than \$157,000.

General Operating Expenses

November YTD expenses are up about \$723,000 compared to November 2023. Salary and benefits are around \$264,000 higher so far this year. Purchased and contracted services are up nearly \$149,000. This number was much higher than October because several annual expenses came due, including premiums for property and liability

insurance and Systems department subscriptions. Materials are up around \$274,000 for the year, but this number has come down more than \$100,000 since September. Additionally, capital outlays are up around \$41,000; supplies are up \$10,000; and our miscellaneous expenses have decreased \$14,000.

3) Consent Agenda

All items under the consent agenda were approved by a motion of Ms. Koenig, seconded by Mr. Richards, with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of November 2024 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for November 2024 – \$26,335,087.35
- c) Approval of Investments as of November 30, 2024 - \$20,907,447.28 **(Exhibit #2024-11-01)**
- d) Approval and acknowledgement of gifts received in October & November 2024 – **(Exhibit #2024-10-02) & (Exhibit #2024-11-02)**
- e) Approval of staff changes for October & November 2024 - **(Exhibit #2024-10-03) & (Exhibit #2024-11-03)**
- f) November 2024 Circulation Statistics **(Exhibit #2024-11-04)**

4) Citizen's Input – None

5) Old Business

- a) Update on New Fairfield Township Branch

The final details are being worked out for the design of the new Township branch. The new branch has officially received an address: 2950 Hamilton-Mason Rd. A groundbreaking ceremony will take place early in the new year, though an official date has not yet been determined. Construction will mostly likely start in the Spring.

6) New Business

- a) 2025 Appropriations Budget

Mr. Turner presented the 2025 Appropriations Budget to the Board for their review. Total Revenue for all funds is projected to be \$10,202,217. The General Operating Fund Revenue is estimated to be \$9,448,792. Total Expenses projected for 2025 are the following:

	Appropriations Budget 2025
General Operating Fund	\$ 11,952,048
General Funds – Other	\$ 619,920
Special Revenue Funds	\$ 261,453
Capital Projects Funds	\$ 13,200,000
Building Maintenance	\$ <u>650,000</u>
Total Expenses	\$ 26,683,421

We will continue to monitor the economic situation as we move into 2025. Inflationary pressures continue to mount. We have accounted for cost increases in 2025. Our budget will put us in a flexible position to operate according to the current economic situation at the moment.

Some items factored into the 2025 Appropriations Budget are the following:

- Budgeted salary increases of up to 5% effective June 25, 2025.
- Added full-time maintenance tech position for Oxford branch.
- \$50k has been included in the 2025 budget to cover potential additional hours and/or the unforeseen need to hire additional staff in 2025. This covers our current staffing levels. For the new branch, an estimate of 6 month's salary totaling roughly \$300,000 was added. Actual expense will likely be much less because most of the staff for the new branch will not need to be hired until the very end of 2025, if not the 1st quarter of 2026.
- The increases associated with salaries also cause higher OPERS and Medicare costs.
- The Trucost health plan's premiums are rising 8.9% in 2025, and the PPO plan is increasing 11.9%. The HSA plan will no longer be offered. Based on the number of employees in each plan, an 11% increase for health insurance was added to the budget. The employee portion of health insurance premiums will remain at 18% in 2025.
- The new Fairfield Township Branch was totally budgeted for (\$13.2 Million) in 2025. This amount includes a \$1 Million increase from the originally proposed budget, which was necessitated by economic inflationary pressures. Most of these funds should be spent in 2025, with a small portion possibly carrying over to the 1st quarter of 2026. Design planning is in its final stages. The General Contractor, HGC Construction, was hired in 2024.
- The Systems department budget is around \$450,000 for 2025. This includes computers and monitors for the new Township branch, as well as the equipment necessary to get them up and running. The budget also includes allocations for replacing outdated/obsolete computers and monitors at our existing locations.
- The budget for Collection Development is roughly the same as last year for our already-established physical and digital collections. An additional \$400,000 was allocated for the collection at the new branch. Most of this should be spent in 2025, but it is dependent on the progress of construction.
- Other Capital Outlays of about \$650k have been budgeted for 2025. We will review the potential listing to prioritize the items according to need.

RESOLUTION #07-2024 – APPROPRIATIONS

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, January 1, 2025 through December 31, 2025, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Operating Fund	\$ 11,952,048.00
Other General Funds	\$ 619,920.00
Special Revenue Funds	\$ 261,453.00
Capital Projects	\$ 13,200,000.00
Building Maintenance	<u>\$ 650,000.00</u>
TOTAL APPROPRIATIONS	\$ 26,683,421.00

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. Copas moved and Ms. Koenig seconded that Resolution #07-2024 be approved.

Roll Call Vote:

Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye
Ms. Marcia Koenig	Aye
Ms. Joni Copas	Aye
Mr. Chuck Goins	Absent
Ms. Carol Harp	Aye

b) Resolution for Transfers between Accounts for 2025

RESOLUTION #08-2024 – TRANSFERS FROM ACCOUNT TO ACCOUNT

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, in regular session assembled, that the Fiscal Officer be given authority to transfer monies between accounts without being required to submit each request to the Board of Trustees. This authority shall be given from January 1, 2025 through December 31, 2025.

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Ms. Harp moved and Mr. Richards seconded that Resolution #08-2024 be approved.

Roll Call Vote:

Dr. Brenda Dales	Aye
Mr. Jake Richards	Aye
Ms. Karen Whalen	Aye
Ms. Marcia Koenig	Aye
Ms. Joni Copas	Aye
Mr. Chuck Goins	Absent
Ms. Carol Harp	Aye

c) Salary & Salary Range Increase for Shelver Position

Annual wage increase for the Shelves is tied to the minimum wage rate (\$10.45/hour for 2024) established annually by the State of Ohio. The State of Ohio's annual adjustment to the minimum wage rate for 2025 is \$0.25 per hour (\$10.70/hour, 2.39% increase). For 2025, Library Management has requested the Board approve wage increases of \$0.25 per hour to \$0.29 per hour for the current shelvees.

Additionally, the minimum salary range for Shelvees needs to be adjusted to reflect the increase in minimum wage. Mr. Turner recommends the Board set the Shelver beginning pay rate at the State of Ohio Minimum Wage rate of \$10.45 per hour for 2025. The ending maximum wage rate of \$13.00 per hour does not need to be changed at this time.

Ms. Harp presented a motion to approve the wage and salary range increases recommended by Management for Shelver employees in 2025. These changes would become effective with the pay period beginning December 25, 2024. Ms. Copas seconded the motion, and all those present voted aye.

d) Tuition Reimbursement Requests – 2025 Spring Semester

Mr. Turner presented to the Board the Tuition Reimbursement Requests for the 2025 Spring Semester. Mr. Turner recommended the Board reimburse \$420.00 per credit hour.

On a motion by Mr. Richards, with a second from Ms. Harp, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2025 Spring Semester were approved:

Jackie Berberich	\$2,520.00 for the semester
Isobella Dale	\$1,680 for the semester
Mackenzie Rouse	\$2,520.00 for the semester

e) Systems Privacy Policy

In October 2024, the Board approved a new privacy policy that would allow the Library to change the way SMS notices are sent to patrons. That policy was submitted to our vendor, who rejected it because of some of the wording. The Systems Manager worked with the vendor to create another privacy policy that they would accept. That policy is being submitted to the Board for their approval with the condition that it also be cleared by the Butler County Prosecutor's Office before going live. If the Prosecutor's Office suggests any major changes, Management will bring the policy back to the Board for further approval.

Ms. Harp moved that the new privacy policy be approved, conditioned on clearance by the Butler County Prosecutor's Office. This motion was seconded by Ms. Koenig, and all those present voted Aye.

The text of the new privacy policy is as follows:

The Lane Libraries Privacy and Confidentiality Policy

Effective Date: **[TBD]**

The Lane Libraries are committed to protecting the privacy and confidentiality of our patrons. This policy combines our Short Message Service (SMS), email, website, and confidentiality practices to ensure transparency and compliance with applicable federal laws, including the Telephone Consumer Protection Act (TCPA).

1. Information Collection and Use

SMS and Email Communications

Collection: We collect your telephone number and email address when you opt-in to receive communications.

Use: Your contact information will be used solely for library-related notifications, updates, and services. We share your contact information with vendors working on our behalf to provide these services. We do not sell your contact information to third parties.

Consent: By providing your contact information and opting in, you consent to receiving communications via SMS and email.

Website Visitors

The Lane Libraries collect no personal information from website visitors, except when such information is voluntarily provided for purposes of library account creation or library communications.

Cookies may be used to collect traffic data for analysis. Aggregate data is collected to track general usage patterns without recording information about individuals.

2. Confidentiality of Patron Records

In compliance with Ohio Revised Code Section 149.432, the Lane Libraries safeguard patron records and borrowing details. Information about library usage is considered confidential and will not be disclosed to third parties except:

- By written consent of the patron.
- Pursuant to subpoena, court order, or required by law.
- To a parent or legal guardian of a minor, as authorized by law.

3. Your Rights

You can opt out of SMS and email communications at any time by replying "STOP" to SMS messages or using the unsubscribe link in emails.

You may request access to or deletion of your data stored by the library, in accordance with legal requirements.

4. Data Security

The Lane Libraries implement robust physical, electronic, and procedural safeguards to protect patron data from unauthorized access, misuse, alteration, or disclosure. Our security measures are designed to ensure the confidentiality, integrity, and protection of all collected information in accordance with industry standards and best practices.

5. Third-Party Websites and Liability

Links to external websites provided on the library's website are not under the control of the Lane Libraries, and we are not responsible for their content or privacy practices.

The Lane Libraries are not liable for any damages or claims arising from website usage or linked resources.

6. Legal Updates for SMS and Email

- Express consent is required before initiating SMS and email communications.
- All messages will include clear opt-out instructions to allow patrons to unsubscribe easily.

7. Contact Information

For questions or concerns about this policy, please contact us at:

The Lane Libraries
(513) 894-0113
privacy@lanepl.org

By using our services, you agree to this Privacy and Confidentiality Policy. The Lane Libraries reserve the right to update this policy as necessary to comply with changing laws and best practices.

7) General Comments

- a) This was the last meeting for Ms. Koenig as a member of the Board of Trustees of the Lane Public Library. Ms. Koenig was thanked for her diligent service to the Libraries over the last seven years.
- b) The meeting was adjourned at 4:45 p.m. on a motion from Ms. Whalen, seconded by Ms. Copas, with all members present voting aye.
- c) The next regularly scheduled meeting of the Board will be held on Monday, January 13, 2025 at 4:00 P.M

Respectfully submitted,

Dr. Brenda Dales
President

Ms. Karen Whalen
Secretary

LPL INVESTMENTS
As of Nov 30, 2024

Exhibit #2024-11-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	December 1, 2024	\$ 88,415.75	30	2.30%	December 31, 2024	\$ 167.14	12	GIFTS & MEM 110
FIRST FINANCIAL	December 1, 2024	\$ 68,940.61	30	2.30%	December 31, 2024	\$ 130.33	10	ARCHIVES FUND 220
FIRST FINANCIAL	December 1, 2024	\$ 13,904.85	30	2.30%	December 31, 2024	\$ 26.29	56	ARCHIVES 220
FIRST FINANCIAL	December 1, 2024	\$ 86,176.28	30	2.30%	December 31, 2024	\$ 162.91	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	December 1, 2024	\$ 243,032.83	30	2.30%	December 31, 2024	\$ 459.43	28	GENERAL FUND 101
FIRST FINANCIAL	December 1, 2024	\$ 159,168.98	30	2.30%	December 31, 2024	\$ 300.89	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	December 1, 2024	\$ -	30	2.30%	December 31, 2024	\$ -	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	December 1, 2024	\$ 194,147.91	30	2.30%	December 31, 2024	\$ 367.02	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,048,189.00	30	2.30%	April 29, 2025	\$ 1,981.51	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 29, 2024	\$ 1,608,810.75	30	2.30%	April 29, 2025	\$ 3,041.31	5	CAPITAL PROJECTS 401
STAR OHIO	December 1, 2024	\$ 235,522.10	30	4.58%	December 31, 2024	\$ 886.60	2	GENERAL FUND 101
STAR OHIO	December 1, 2024	\$ 2,197,502.56	30	4.58%	December 31, 2024	\$ 8,272.24	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	December 1, 2024	\$ 70,907.12	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	December 1, 2024	\$ 8,005,050.31	30	VAR			37	CAPITAL PROJECTS 401
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,699,764.66					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,187,913.57					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 20,907,447.28						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-10-02						
Oct-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
7-Oct-2024	Marcia K. Duplechain	Unrestricted Donation			OXB	\$100.00
21-Oct-2024	Suzanne Siegel	Unrestricted Donation		Barbara Rundle	OXB	\$20.00
28-Oct-2024	The Current Events Club	Unrestricted Donation			LAC	\$25.00
28-Oct-2024	Mrs. Sharon R. Singh and Mr. Raman J. Singh	Restricted Donation	Non-Fiction Materials	Elmer B. and Thelma M. Rose Fund	LAC	\$50,000.00
GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2024-11-02						
Nov-24	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
13-Nov-2024	The Brunner Family	Unrestricted Donation		Marianne Brunner	OXB	\$175.00
13-Nov-2024	Karen Bachman	Restricted Donation	Books and materials	Mary Ann Bremmer	OXB	\$50.00
21-Nov-2024	The Trouveres Club of Hamilton	Unrestricted Donation		Mrs. Sam (Mary) Spoerl	LAC	\$50.00
29-Nov-2024	W.E. Smith Family Charitable Trust	Restricted Donation	Newspaper digitization project		CUMMINS	\$1,000.00
29-Nov-2024	W.E. Smith Family Charitable Trust	Restricted Donation	Digitization of City Directories for Hamilton/Fairfield/Oxford		SML	\$2,000.00

Oct-24

STAFF CHANGES
EXHIBIT #2024-10-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
14-Oct-2024	Parsina Tiwari	Public Service Assistant	20.0	2	1204	OXB
19-Oct-2024	Michael Stahr	Shelver	15.0	0	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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Nov-24

STAFF CHANGES
EXHIBIT #2024-11-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
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Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
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Nov 2024 STATS SHEET														
Exhibit #2024-11-04														
PATRON USAGE	BKM	BKM 2023	FFB	FFB 2023	LPL	LPL 2023	AXB	AXB 2023	TECH	TECH 2023	TOTAL	TOTAL 2023		
Print	10,533	4,429	21,736	22,412	14,798	15,401	14,315	15,532			61,382	57,774		
AV	1056	403	7,586	8,240	5,703	6,483	3,112	3,606			17,457	18,732		
eMedia (Freegal, Hoopla, Kanopy)											11,408	9,844		
eBooks (Ohio & Freading)											28,011	25,880		
SearchOhio (Borrows & Loans)											1,294	2,373		
Total CKO's	11,589	4,832	29,322	30,652	20,501	21,884	17,427	19,138			119,552	114,603		
Year To Date	91,825	82,084	346,714	350,167	237,267	249,530	205,750	209,095			1,300,736	1,268,431		
Internet Sessions			1,930	2,295	2,020	2,423	668	769	263	267	4,881	5,754		
Internet Hours			1,363	1,499	2,149	2,281	575	573	313	349	4,400	4,702		
Self CKO's			10,778	11,876	4,574	4,901	5,396	6,278			20,748	23,055		
Visitors			13,894	13,795	7,684	6,790	8,251	8,336	1128	1168	30,957	30,089		
ADULT PROGRAMS	SMITH	SMITH 2023	FFB	FFB 2023	LPL	LPL 2023	AXB	AXB 2023	TECH	TECH 2023	SYSTEMWIDE	STEMWIDE 20	TOTAL	TOTAL 2023
In Library # Conducted		0	12	11	4	6	8	11	7	6			31	34
In Library - Attendance		0	137	145	40	66	129	321	32	38			338	570
Outreach # Conducted		0	0	0	2	1	1	2	1	0			4	3
Outreach - Attendance		0	0	0	75	50	6	9	4	0			85	59
Virtual # Conducted		0	0	0		0	0	0	1	1			1	1
Virtual - Attendance		0	0	0		0	0	0	3	11			3	11
TEEN PROGRAMS														
In Library # Conducted		0	5	7	6	8	6	4	1	1			18	20
In Library - Attendance		0	56	127	116	121	61	57	3	4			236	309
Outreach # Conducted		0	0	0	3	5	1	0		0			4	5
Outreach - Attendance		0	0	0	62	75	49	0		0			111	75
Virtual # Conducted		0	0	0		0	0	0		0			0	0
Virtual - Attendance		0	0	0		0	0	0		0			0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	16	20	14	17	22	24	1	0			53	61
In Library - Attendance		0	327	516	233	189	557	419	1	0			1118	1124
Outreach # Conducted		0	8	2	6	4	5	6	2	0			21	12
Outreach - Attendance		0	787	160	503	540	121	95	10	0			1421	795
Virtual # Conducted		0	0	0		0	0	0		0			0	0
Virtual - Attendance		0	0	0		0	0	0		0			0	0