

James E. Nichols Memorial Library (Approved)
Board of Trustees
Meeting Minutes
February 27, 2023

Call to Order: Meeting called to order at 10:00 AM by Chair, Ann Xavier. Present: Ann Xavier, Secretary Sandy Frost, Treasurer Karen Ponton, Trustee Stephanie Marchut Lavallee, Librarian Aisilyn Guivens, Trustee Emeritus Bette Miller, Alternate Trustee David Hughes. Absent with notification Alternate Trustee Corina Locke.

Approval of Minutes December 12, 2022: S. Frost motioned to approve minutes as corrected, seconded by S. Marchut Lavallee. Passed unanimously.

Chairperson's Report:

Annual Report: The Library Chairperson's Annual Report was submitted to the Board of Selectmen.

Grounds Drainage Bids: There have not been any bids submitted thus far. D. Hughes shared that major work had been done on the sewer lines and pipes years ago and there is a lot of underground water.

Elections: The election ballot is out with one opening for Library Trustee.

Heritage Commission: The Heritage Commission is seeking volunteers.

Interior Paint: Three estimates have been received and the Library Trustees are considering two of them.

Non-Public Session: At 10:21 AM K. Ponton motioned to go to a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. A. Xavier seconded the motion and the vote was unanimous. Roll Call: A. Xavier-Aye, K. Ponton-Aye, S. Marchut Lavallee-Aye, S. Frost-Aye, D. Hughes-Aye. B. Miller and A. Guivens were also present in the non-public session. At 10:24 AM K. Ponton motioned to end the non-public session. D. Hughes seconded the motion and the vote was unanimous.

Meeting Reconvened: At 10:24 AM A. Xavier reconvened the Library Trustee Meeting. K. Ponton motioned to extend William Leather's employment agreement to December 31, 2023. D. Hughes seconded the motion. All in favor.

Treasurer's Report

Monthly Reports: The Trustees reviewed the monthly financial reports for December 2022 and January 2023.

Annual Report and 2023 Budget: K. Ponton reported that the Library Annual Treasurer's Report has been submitted for the Town Report. Town audit information has been submitted. There were no questions asked about the Library requested appropriation at the budget hearings.

MVSB Bank Statements: The December 2022 and January 2023 MVSB bank statements were reviewed by the Trustees.

Donation: K. Ponton motioned to accept \$5.75 from the donation jar. A. Xavier seconded the motion. All in favor.

Proposed Revision of Financial Policy: Trustees discussed the revision of the financial policy "Use of Monies in Library MVSB Checking and Savings Account". K. Ponton motioned to approve the revised policy "Use of Monies in Library MVSB Checking and Savings Accounts, aka Nichols Library Fund". Motion seconded by S. Marchut Lavallee. All in favor.

K. Ponton presented the Summary of Income for year-end December 2022.

Librarian's Report:

The January and February 2023 reports were presented by A. Guivens. The podcasts are going really well!

Author Talks: Bennett Evans is scheduled to come to Nichols Memorial Library on March 18th at 11 AM for a children's author talk.

D. Hughes motioned to amend the December 12, 2022 Trustee Minutes (deleting one author talk). A. Xavier seconded the motion. All in favor.

Author, Kari Allen, will be presenting at a children's event on July 11th. Author Dan Szczesny will give an adult talk on September 16th.

Trustees extend their appreciation to Bayswater Books and Innisfree Bookshop for their partnership during the month of February – "Library Lover's Month – For the Love of Reading".

Annual Report: The Annual Librarian's Report has been submitted for the Town Report.

Future Book Sales: The Trustees discussed dates for future book sales, which will be Tuesday, July 4th and Saturday, August 12th.

Statistics: A. Guivens shared 2022 year-end statistics in comparison to 2019 and 2021. 2022 was better than 2021 in adult reading, youth reading, audiobooks, collection circulation, downloadable books, streaming services and total circulation. The Trustees congratulated

Aisilyn and William on substantially increasing youth reading to 172% and downloadable books/streaming services 50% over 2019 (pre-covid).

Policy Committee:

Legal Review: All personnel and operations policies have been reviewed by the attorney and they are consistent with New Hampshire Law.

Alternative Services: The Daily Sun donated a container for curbside services. K. Ponton motioned to accept the container for use of Curbside Services. Motion seconded by S. Marchut Lavallee. All in favor. Trustees also discussed a new "book return box" as items are becoming damaged with the existing one.

Investment Options: S. Marchut Lavallee presented MVS Investment options, New Hampshire Public Deposit Investment Pool and Brokerage CD. A risk assessment form was given to the Board members for review to determine risk tolerance; prior to developing an Investment Policy. This will be discussed at the March 27th meeting.

Building Committee:

Additional Outlet: Trustees discussed the need for an additional electrical outlet under the table in the adult section. K. Ponton motioned to contact an electrician to install a floor outlet in the adult section. A. Xavier seconded the motion. All in favor.

Furniture Refinishing: Trustees discussed the transport of furniture to the NH Correctional Industries. K. Ponton motioned to authorize B. Miller and D. Hughes to transport two tables and three chairs to the NH Correctional Industries on Friday, March 3rd for refinishing. A. Xavier seconded the motion. All in favor.

General Cleaning: Trustees discussed the quality of cleaning services.

Other/Unfinished Business: (Discussion)

- Saturday, June 17 – Library Birthday Event
- December 9, 2023 – Holiday/Christmas Event
- Town Meeting & Voting
- Little Free Library (letters on cabinet)

Motion to Adjourn was made by K. Ponton, seconded by S. Marchut Lavallee. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees

02/28/2023

James E. Nichols Memorial Library
Annual Report of the Treasurer
2022

Balance on Hand January 1, 2022

James E Nichols Memorial Library	
Meredith Village Savings Bank	
Checking Account-XXXXX52	\$48,269.74

Receipts

Donations & Gifts	\$212,831.06
Town of Center Harbor	81,632.47
Nichols Trust	8,659.00
Book Sales	1,078.00
Copier & FAX Fees	259.45
Interest	167.24
Damaged Book	30.00
Miscellaneous	5.03

TOTAL RECEIPTS	\$ 304,662.25
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Expenses

Gross Wages	\$46,604.83
Furnishings & Equipment	12,332.73
Books, Periodicals & DVDs	8,395.33
Computer Maintenance, Software	7,058.47
Updates & Licenses	
Repairs & Maintenance	3,168.38
Office Supplies & Postage	1,698.00
Telephone	1,425.82
Legal & Professional Services	1,175.00
Special Projects from Gifts	600.00
Mileage	314.72
Professional Development	290.00
Miscellaneous	156.05
Program Projects	39.14

TOTAL EXPENSES	\$ 83,258.47
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Balance on Hand December 31, 2022

James E Nichols Memorial Library		
Meredith Village Savings Bank		
Savings Account-New XXXXXXX289	\$212,624.62	
Savings Account-New XXXXXXX951	53,013.93	
Checking Account-XXXXX52	4,034.97	
		\$269,673.52

Respectfully submitted,
Karen S. Ponton, Treasurer

December & Year-end 2022 Treasurer's Report

(1/11/2023)

Expenses	December 2022	Year-end 2022
Gross Salaries	\$5,208.83	\$46,604.83
Furnishings/Equipment	\$964.90 Shades \$800.00 Scanner \$164.90	\$12,332.73
Repairs/Maintenance	\$335.95	\$1,542.38
Supplies & Postage	\$155.14	\$1,698.00
Telephone & Modem Rental/ IP Address	\$222.08	\$1,425.82
Mileage	\$17.88	\$314.72
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$1,818.59 Hoopla \$131.37 Kanopy \$30.00	\$8,395.33
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)	\$0.00	\$600.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)	\$0.00	\$290.00
Program Projects	\$0.00	\$39.14
Miscellaneous	\$50.00	\$156.05
Computer Maintenance, Software Updates, Licenses	\$1,404.99 WiFi \$1,285.00 Canva \$119.99	\$7,058.47
Legal & Professional Services	\$700.00	\$1,175.00
Total	\$10,878.36	\$81,632.47
Town Appropriation		\$81,550.00
		-\$82.47
Receipts - Miscellaneous		
Copier/FAX Fees	\$30.35	\$259.45
Donations	\$11.01	\$359.75
Lost/Damaged Books	\$0.00	\$30.00
Sale of Books	\$0.00	\$1,078.00
Interest from Savings Accounts	\$36.08 \$9.00	\$167.24
Miscellaneous	\$0.00	\$5.03
Nichols Trust Dividends (2)	\$0.00	\$8,659.00
Total Misc. Receipts	\$86.44	\$10,558.47
Receipts - NMK Bequest		\$212,471.31

James E. Nichols Memorial Library

January 2023 Treasurer's Report

Expenses	<i>January 2023</i>	<i>Year-to-Date 2023</i>	<i>2023 Proposed Town Appropriation</i>	<i>2023 Proposed Budget</i>
Gross Wages (Librarian 30hrs/wk; assistant 15hrs/wk; summer aide 10hrs/wk for 2 months)	\$3,245.63	\$3,245.63	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$11.99	\$11.99	\$1,000.00	\$1,000.00
Repairs/Maintenance (Clean rugs \$285, clock \$120, boiler \$230, mini-split \$165; ST \$800)	\$167.44 \$2,701.00 NF- Floors	\$167.44 \$2,701.00 NF	\$5,500.00	\$19,500.00 (\$14,000 NF)*
Supplies (PO Box \$84)	\$278.79 \$277.00 Air Filters	\$278.79	\$1,500.00	\$1,500.00
Telephone	\$119.52	\$119.52	\$1,500.00	\$1,500.00
Mileage (IRS \$0.625/mi)	\$20.00	\$20.00	\$500.00	\$500.00
Books & Periodicals (Books, DVDs, Periodicals, Hoopla, Kanopy, Downloadable Books \$726)	\$147.32 Hoopla \$125.32 Kanopy \$22.00	\$147.32	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts (SLSC & Castle Passes; NH Historical Society & NHPA Memberships)	\$0.00	\$0.00	\$600.00	\$600.00
Professional Development (NHLTA Membership & Conferences)	\$0.00	\$0.00	\$500.00	\$500.00
Program Projects	\$0.00	\$0.00	\$400.00	\$400.00
Miscellaneous	\$0.00	\$0.00	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses (Contract \$1,700, OPAC Snapshot \$395, Atrium ASP \$795, Antivirus \$213, iBackup \$99.50, Domain Registration \$18, WordPress \$96, Canva \$120, Camera Software \$120; ST \$3,436.50)	\$425.00 1 st QTR	\$425.00	\$5,000.00	\$6,000.00 (\$1,000 NF)*
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total	\$4,415.69	\$7,116.69		\$95,701.00
Nichols Fund*		\$2,701.00		\$15,000.00*
Town Appropriation		\$4,415.69	\$80,701.00	\$80,701.00
Receipts - Miscellaneous				<i>2023 Proposed Budget</i>
Copier/FAX Fees	\$0.00	\$0.00		\$200.00
Donations	\$0.00	\$0.00		\$300.00
Lost/Damaged Books	\$0.00	\$0.00		\$1.00
Sale of Books	\$0.00	\$0.00		\$600.00

Interest from Savings Accounts (2)	\$36.09 \$9.00	\$45.09		\$250.00
Miscellaneous	\$0.00	\$0.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
Total Misc. Receipts		\$45.09		\$8,852.00

USE OF MONIES IN LIBRARY MVSB CHECKING & SAVINGS ACCOUNTS, aka "NICHOLS LIBRARY FUND"

The James E. Nichols Memorial Library receives funding from several sources to provide, maintain and expand appropriate public library services to the Center Harbor community. The source of most funding, approximately 90%, is from the annual Town appropriation approved by the residents of Center Harbor at Town Meeting. No public funds are deposited into the Library's Meredith Village Saving Bank (MVSB) checking or savings accounts.

The Library also receives funding from various non-public or private sources, such as trusts, donations, income-generating equipment, lost or damaged books, book sales, fundraising and grants. These monies are initially deposited and held in the Library MVSB checking account. Monies from the Library MVSB checking account may be transferred to an interest-earning MVSB savings account(s) at the sole discretion of the Library Board of Trustees. The purpose this Policy is to clearly define the appropriate use of monies in these accounts, as follows:

Income from Trusts

- In accordance with RSA 202-A and State law, income received from trusts must be used as stated in the trust documents. The Library receives income from the following trusts:
- *James E. Nichols Trusts:* James E. Nichols created two (2) trusts for the benefit of the James E. Nichols Memorial Library. He set these up with The Fidelity Trust Company, now known as NBT Wealth Management. NBT manages and administers all aspects of these trusts according to the terms Mr. Nichols dictated. The Library has no role; for example, the Library cannot say how NBT should invest these funds or move the principal to a different investment firm. Generally speaking, NBT pays out 5% of the market value each year, and after their tax department prepares the tax returns, the Library receives a disbursement. This disbursement is deposited into the checking account.

The money in the MVSB checking and savings accounts that is from the Nichols Trusts' disbursement shall be used for the benefit of the Library, as dictated by Mr. Nichols' bequest.

- *Permanent Endowment Funds:* The 1971-1972 Annual Report of the Treasurer, James E. Nichols Memorial Library Association, listed the following eight (8) trust funds and stated they are "funds established for the purchase of books:"

• Edward A. Perkins Trust Fund (1953)	\$ 200.00
• Fox Fund (1970)	\$1,000.00
• Mason Fund (1970)	\$ 250.00
• Morse Fund I (1970)	\$2,000.00
• Morse Fund II (1970)	\$ 300.00
• Piper Fund (1970)	\$ 300.00
• Stanley Fund (1970)	\$3,000.00
• Granite Hill Grange Fund (1982)	\$1,000.00

These "Permanent Endowment Funds" were initially managed and administered by the Library Association. The Association was dissolved in 2005. By vote at Town Meeting 2006, the \$8,000.00 of principal in these funds was turned over to the custody of the Town Trustees of the Trust Funds. This fund is titled "2006 JE Nichols Mem Lib Trust Fund." The principal and income is reported each year in the Report of Trust Funds found in the Annual Town Report. ~~As of December 31, 2021, the principal and income was \$14,321.73. To date, the Library Board of Trustees has not requested any disbursements from this trust fund.~~

~~The money in the MVSB checking account paid out from the~~ The 2006 JE Nichols Mem Lib Trust Fund shall be used only for the purchase of books, periodicals, audiobooks, and DVDs, and for the inter-library loan annual fee, which is in keeping with the original purpose of the Permanent Endowment Funds. **The Library Board of Trustees has the sole authority to request the Trustees of the Trust Funds for disbursements from this Trust Fund for these purchases.**

Donations

- Monetary donations accepted in accordance with RSA 202-A and State law shall be used for the purpose(s) designated by the donor. If the donor has not designated a purpose, the donation shall be considered "unrestricted".

The money in the MVSB checking and **savings** accounts from donor-designated donations shall be used only for the donor-designated purpose. The Board of Trustees shall have sole discretion to determine the use of money from unrestricted donations in the MVSB checking **and savings** accounts.

Fines; Lost or Damaged Library Materials; Copier, FAX & Printer Fees

- In accordance with RSA 202-A, fines, payments for lost or damaged books and other library materials, and monies from income-generating equipment, such as the copier, "...shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment..."

The money in the MVSB checking **and savings** accounts that is from fines, lost or damaged books, and users fees from the copier, FAX, printer and any other income-generating equipment shall be only used for: 1) general repairs, upgrading and replacement of existing income-generating equipment, 2) to purchase supplies for the income-generating equipment, such as ink and toner, and 3) to purchase new income-generating equipment.

Sale of Books & Fundraising Activities

- The Library Board of Trustees shall have sole discretion to determine the use of income from the sale of books and any fundraising activities that is in the MVSB checking **and savings** accounts.

Grants

- Income from grants that is in the MVSB checking **and savings** accounts shall only be used in accordance with the conditions of the grant agreement.

Other

- The Library Board of Trustees shall have sole discretion to determine the use of unrestricted income from any other non-public or private sources in the MVSB checking **and savings** accounts.

The Treasurer shall be responsible for maintaining an accurate record of the current balance for each of these sources of non-public or private income and any disbursements, and presenting a report to the Library Board of Trustees at least once a year.

Revised and Approved by Board of Trustees 03/28/2022

Approved by Board of Trustees 03/7/2022

Summary of Income
from
Trusts, Donations, Income-Generating Equipment, Lost/Damaged Books,
Book Sales, & Interest

Year-end 2022

(December 31, 2022)

	MVSB Checking Account Year-end 2021	MVSB Checking Account Year-end 2022	MVSB Savings Account 1 Year-end 2022	MVSB Savings Account 2 (Kelley Gift) Year-end 2022
James E. Nichols Trusts	\$44,423.63	\$4,034.97	\$47,421.66	
Permanent Endowment Funds (2006 JE Nichols Mem Lib Trust Fund)	0		0	
Donations	\$2,650.50		\$3,010.25	\$212,471.31
Copier/Printer/FAX, Lost/Damaged Books, Fines (Note: JENML does not charge fines)	\$556.65		\$846.10	
Book Sales & Fundraising	\$638.96		\$1,716.96	
Grants	0		0	
Other	0		Misc. \$5.03	
Interest			\$13.93	\$153.31
Year-end Balances MVSB Checking Account	\$48,269.74	\$4,034.97 (Note: \$53,000.00 moved to Savings Account 11/14/22)		
Year-end 2022 Balance MVSB Savings Account 1 (Opened 11/14/2022 w/\$53,000.00 from Checking Account- JEN Trusts)			\$53,013.93	
Year-end 2022 Balance MVSB Savings Account 2 (Opened 7/29/2022 w/\$212,471.31 NMK Bequest)				\$212,624.62
TOTAL MVSB Checking & Savings Accounts	\$269,673.52			

Director's Report

January 23rd, 2022

Collection Development and Maintenance:

For this month, seventy items were added to the collection, consisting of mainly Adult Fiction and Special Collection items. Librarian A. Guivens is waiting to hear back about a grant for small libraries from Penguin Random House to build a Graphic Novel section for Middle Grade and Young Adult readers. Volunteers J. Morrill-Winter and S.

Thompson have begun sorting through DVDs to assign genre classification as part of the DVD reorganization project. A. Guivens and Assistant W. Leathers have overseen this project and have weeded selected DVDs to provide more space on the shelves. The Young Adult section has also been weeded so that staff can spruce up this section.

Patron Services and Community Development:

Story times have continued, but with no visitation on Tuesdays. A story time may be offered on Thursdays in conjunction with local parents who have expressed interest. Several New Hampshire authors have been contacted in hopes of bringing more author talks to the Library for the 2023 year with three having expressed definite interest. Once these events are put in place, they will be announced to the Board and then the Public. The first episode of the podcast created by Library staff has been posted and has received a lot of interest and compliments. A second episode will be recorded in the next week and hopefully posted soon thereafter.

Digital Services:

The cameras that were installed by S. Jussif have been working great and without any issue. Batteries have already been replaced once in each camera. Internet services have been great since updating to a new system.

Maintenance:

Floors have been redone and many patrons have complimented the work. The bathroom light sensor has also been fixed and has worked perfectly since. During the floor work, Trustee K. Ponton noticed a radiator leak in the Librarian's office. Phil and Noah Cowles did come to fix this issue and found that the radiator behind the computer in the Children's section needed attention as well. These issues, so far, have been resolved.

Library Staff:

A. Guivens and W. Leathers continue to provide excellent services to patrons. Volunteer J. Morrill-Winter has continued to come into the Library for story times and the DVD project. Volunteer S. Thompson has returned to the Library and has begun work on the DVD project.

Statistics:

Presented in comparison to statistics from 2019 (pre-COVID) and 2022.

Physical Circulation

	January, 2019	January, 2022	January, 2023
<i>Adult Reading</i>	439	149	292
<i>Youth Reading</i>	19	18	104
<i>Audio Books (CD)</i>	75	20	33
<i>DVDs</i>	324	50	51
<i>Interlibrary borrowing</i>	28	8	27
<i>Passes</i>	0	0	0
Total In-Library	885	245	507

Digital Access Circulation

	January, 2019	January, 2022	January, 2023
<i>NH Downloadable Books</i>	205	152	231
<i>Hoopla</i>	0	30	81
<i>Kanopy</i>	0	9	17
Total Digital Access	205	191	329

Grand Total Circulation

January, 2019	January, 2022	January, 2023
1,090	436	836

Unique Users

	January, 2019	January, 2022	January, 2023

<i>In-Library Active Borrowers</i>	153	37	92
<i>NH Downloadable Books</i>	33	28	35
<i>Hoopla</i>	9	11	22
<i>Kanopy</i>	0	4	5

Respectfully Submitted,
Aisilyn Guivens, Librarian

Director's Report February 27th, 2023

Collection Development and Maintenance:

For this month, thirty-four items were added to the collection, consisting of mainly Interlibrary Loan items and Magazines. Librarian A. Guivens and Assistant W. Leathers have begun to weed the DVD, Non-Fiction and Large Print sections, resulting in 273 items being removed from the collection. Volunteers J. Morrill-Winter and S. Thompson have continued sorting through DVDs to assign genre classification as part of the DVD reorganization project; this project is expected to be completed by April. Regarding the Penguin Random House Grant for Small Libraries, we were not selected as a recipient, but will continue to search for other grant opportunities.

Patron Services and Community Development:

Story times have continued with one patron consistently attending. Three author talk events have been scheduled for this year, with hopes that others may follow. Local author Bennett Evans will be presenting a Children's event March 18th at 11 am. Teacher and author Kari Allen will be presenting a Children's event July 11th at 11 am. The final author talk scheduled will be given by Seacoast native Dan Szczesny September 16th at 1 pm and presented for adults. Library staff have received great feedback on the podcast and will be putting out a third episode this week! Staff have also offered a reading program for the month of February as part of Library Lover's Month and is aptly named "For the Love of Reading". Partnering with Bayswater Books and Innisfree Bookshop, \$5 gift cards will be given to participants!

Digital Services:

Library computers have had some issues with freezing and needing to be manually shutdown. S. Jussif has been contacted about this issue and Trustees will be updated upon receipt of information.

Maintenance:

Patrons have continued to complement the floor work and library space in general! A. Guivens and Trustee K. Ponton have looked into options for a new curbside bin as well as a new book drop.

Library Staff:

A. Guivens and W. Leathers continue to provide excellent services to patrons. Volunteers J. Morrill-Winter and S. Thompson have continued to come into the Library for story times and the DVD project.

Statistics:

Presented in comparison to statistics from 2019 (pre-COVID) and 2022.

Physical Circulation

	February, 2019	February, 2022	February, 2023
<i>Adult Reading</i>	370	302	309
<i>Youth Reading</i>	5	42	92
<i>Audio Books (CD)</i>	46	35	27
<i>DVDs</i>	225	126	56
<i>Interlibrary borrowing</i>	24	25	21
<i>Passes</i>	0	0	0
Total In-Library	670	530	505

Digital Access Circulation

	February, 2019	February, 2022	February, 2023
<i>NH Downloadable Books</i>	144	255	210
<i>Hoopla</i>	3	55	58
<i>Kanopy</i>	0	32	0
Total Digital Access	147	342	268

Grand Total Circulation

February, 2019	February, 2022	February, 2023
817	872	773

Unique Users

	February, 2019	February, 2022	February, 2023
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<i>In-Library Active Borrowers</i>	133	96	103
<i>NH Downloadable Books</i>	29	37	37
<i>Hoopla</i>	3	14	15
<i>Kanopy</i>	0	4	0

Respectfully Submitted,
Aisilyn Guivens, Librarian

Annual Report: Circulation and Holdings

Library Circulation, end of 2022

Adult Reading	3,989
Youth Reading	1,171
Audio Books on CD-ROM	491
Films, series and documentaries on DVD	724
Interlibrary loans from other NH Libraries	263
Total Circulation from Collection, 2022	6,638
NH Downloadable Books	2,330
Streaming Services (Hoopla and Kanopy)	944
Total Adjusted Circulation	9,912

Library Holdings, end of 2022

Total Volumes at the end of 2021	14,953*
Titles Added, 2022	+748*
Titles Removed, 2022	-975
Adjusted Total Volumes, end of 2022	14,726
Net Change	-227

*Adjusted less ILLs

Items Purchased and Usage 2021/2022

	2021	2022
Items Purchased	857	746
Not Checked out by December*	117 (14%)	218 (29%)
Not Check out by Today	51 (6%)	192 (26%)

*December of the corresponding year

These numbers show that for the year 2021, 857 items were purchased for the collection. By December 2021, 14% of those items had not been checked out. By February of 2023, only 6% of those items had not been checked out. For the year 2022, 746 items had been purchased for the