

**LITTLE FALLS PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Agenda**  
**October 13, 2022 7:00 pm**

**CALL TO ORDER** - Compliance with Open Public Meeting Act

**ROLL CALL**

Anne Kahwaty	Peter Tomasi
Carol Miller	Christine Hablitz
Adam Zurbruegg	Joyce Frommer
Tracey Marinelli/Shana Opdenberg	Nancy Friedrich
Casey Fronzuto	Jennifer Larrinaga

**MINUTES** of the September 8, 2022 meeting (voice vote)

**PUBLIC PORTION** (voice vote)

**FINANCIAL REPORT** (roll call)

**BILLS for Approval:** September & October 2022

**PAYROLL PRE-APPROVAL** October & November (roll call)

**DIRECTOR'S REPORT** (voice vote)

**COMMITTEE REPORTS**

Executive:  
Building and Grounds:  
Policy and Planning: Conference room / Book Banning  
Human Resources:  
School and Outreach:  
Friends: October Book Sale, Clothing drive and Ornament Sale  
Arts & Culture:

**CORRESPONDENCE**

**OLD BUSINESS**

Fine Free  
Grant completed  
Monthly Trustee Meeting- report hours to Jennifer:  
<https://www.youtube.com/c/TheNJStateLibrary/videos>

**NEW BUSINESS**

2023 One Third Mill figure  
Updates to the backroom  
Library Tech Support 2023

**OTHER**

**NEXT MEETING – 7:00 p.m. Thursday, December 8, 2022**  
**LITTLE FALLS PUBLIC LIBRARY**

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

September 8, 2022

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:05 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Peter Tomasi, Nancy Friedrich, Casey Fronzuto, Shana Opdenberg, Christine Hablitz, Jennifer Larrinaga

Absent: None

A motion was made by Mr. Zurbruegg, seconded by Ms. Hablitz, to accept the Minutes of the June 9, 2022 regular and re-organization meetings. Discussion: None. The motion passed on a voice vote, with Ms. Fronzuto abstaining.

A motion was made by Ms. Frommer, seconded by Ms. Friedrich, to open the meeting to the public. Discussion: None. A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to close the meeting to the public. Discussion: None. The motions passed on a voice vote.

A motion to accept the Financial Reports for the months of June, July and August was made by Mr. Tomasi, seconded by Ms. Frommer. At this point in the meeting (7:10 PM), Mr. Zuruegg had to leave due to a family emergency. Discussion: We received a grant of \$500 for Professional Development. We now have a separate line in the budget for grants. Our expenses are high for maintenance due to the fire alarm system, a/c, water problem. \$3,000 was moved from the Capital Account for the downstairs cabinets. We are waiting for the countertops and sink. The door has been replaced. The room should be ready to be opened to the public on November 1<sup>st</sup>. We need to purchase chairs for that room; ten around the table, twenty in total. No more than twenty-five persons will be allowed in the room at one time and no one under the age of twelve. Ms. Hablitz asked if the schools can use this room with a teacher. Yes, the room will be reserved for different activities. Jennifer would like to move \$1,000 from Adult Books to E-books in the budget. Equipment and Furnishings: The grant will be closed out next week. It didn't cover the database; we had to pay for that. The water fountain has been upgraded. Jennifer would like to move \$5,000 from Computers to Equipment and Furnishings in the budget. Jennifer and Ms. Kahwaty will meet with the Township Business Administrator concerning PERS and unemployment tax. A motion to accept the Financial Reports, with the recommendation of moving \$1,000 from Adult Books to E-books and \$5,000 from Computers to Equipment and Furnishings, was made by Ms. Opdenberg, seconded by Ms. Fronzuto. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Mr. Tomasi, to approve the bills for the month of August 2022 for payment, subject to the availability of funds. Discussion: The bill for \$834 from Joanne Roukens is for the professional development workshop for the staff. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to pay the salaries for the month of September 2022, in advance of the next Board meeting, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

## DIRECTOR'S REPORT

A motion was made by Ms. Hablitz, seconded by Ms. Opdenberg, to accept the Director's Report. Discussion: Alyssa has resigned; Justin is now at the Front Desk. Jennifer is interviewing candidates for the Adult Services position. The Professional Development/Customer Service workshop will be held on October 12<sup>th</sup>. The quarterly check from the Township was received on August 22<sup>nd</sup>. The Summer Reading program was a huge success. There are six to eight young people attending the Teen Book Club. Linda will be attending a 1,000 Books Before Kindergarten party at the Wayne Library. There is no fee for the speaker doing the New York City program series. Aim Orthopedics is doing a workshop on September 27<sup>th</sup>. Once the cabinets are installed downstairs, the sink and countertops will be installed. The fire alarm system is now up to code. The Mystery bookshelf in memory of Judy Cipolla has been installed. The upgraded work on the patio is finished and looks great. We now have new pavers and a seating wall. The water issue is now resolved. Our a/c condensers are full of dust from the construction next door. The applications for tutors to teach English have been sent out; will start in October or November. The grant was finished on September 30<sup>th</sup>. Outreach: Matt has visited the Senior Center. Michelle and Joe went to the Passaic County Fair to work at the PALS/PLUS tent. Jennifer and Matt visited Diamond Floral to introduce themselves. START came in July for a cat adoption program. We have been at the Farmers Market all summer. StoryTime was at the Rec. Matt is going to the Fall Festival on September 25<sup>th</sup>. Mr. Tomasi complimented Michelle – he worked with her at the Farmers Market. Ms. Opdenberg asked what the library could do for parents that don't speak English. Mr. Tomasi said he would like to help with that if needed. He has worked with Project Literacy. On a roll call the motion passed.

## COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: No report.

Buildings and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: See above.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: The committee will be meeting to formulate a policy for the Conference Room, as well as a Book Banning policy. The Little Falls Library Fine Free Policy as presented by Jennifer will be an overdue policy set by PALS/PLUS. Luca, the PALS/PLUS director, will let us know when it goes into effect. A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to accept the Little Falls Fine Free Policy. On a voice vote the motion passed. Ms. Friedrich left the meeting at this point (8:00 PM). Personnel Policy: Bullying is not addressed in our current policy. Jennifer presented a recommended policy on workplace bullying from PALS/PLUS. It covers verbal, physical and emotional bullying. A motion was made by Ms. Frommer, seconded by Ms. Opdenberg, to accept the PALS/PLUS workplace bullying policy. On a voice vote the motion passed.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Jennifer is interviewing for the Adult Services position.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Back to School Night is September 13<sup>th</sup>. Ms. Kahwaty asked that Ms. Opdenberg get in touch with Matt for that event.

Friends: Ms. Kahwaty, Ms. Friedrich: The Book Sale will be Friday, October 21<sup>st</sup> and Saturday, October 22<sup>nd</sup> indoors at the library. The Friends group will be collecting books for this sale from September 19<sup>th</sup>

until October 17<sup>th</sup>. There will also be a clothing drive on Saturday, October 22<sup>nd</sup>. As a fundraiser they are selling New Jersey ornaments for the holidays. Cost is \$15. Their next meeting is September 20<sup>th</sup>.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Jennifer made a recommendation to remove the middle magazine section of shelving. We could install locked display cases for artwork. She will see what magazines are not being circulated.

CORRESPONDENCE: None

OLD BUSINESS:

Handicapped Parking Spot: We have gotten our second handicapped parking spot on Warren Street.

ARPA Grant: See above.

Cabinets: See above.

Fine Free Policy: See above.

Monthly Trustee Meeting: Report hours to Jennifer.

NEW BUSINESS:

New Trustee: Ms. Kahwaty introduced and welcomed our newest Trustee, Ms. Casey Fronzuto.

Personnel Policy: See above.

November Board Meeting: Currently scheduled for Thursday, November 10<sup>th</sup>. Jennifer is getting married on Sunday, November 6<sup>th</sup> and will be on her honeymoon all that week. A motion was made by Ms. Opdenberg, seconded by Ms. Fronzuto, to cancel the November Board meeting. On a voice vote the motion passed.

OTHER BUSINESS:

Ms. Frommer said that a curated on-line movie collection is offered at the Montclair State University library. Jennifer said that she would look into it and see how much it would cost.

There being no further business, a motion was made by Ms. Opdenberg, seconded by Ms. Kahwaty, to adjourn the meeting. The meeting adjourned at 8:22 PM. The next regular meeting will be held on Thursday, October 13, 2022 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary

1:12 PM

10/03/22

Accrual Basis

Little Falls Public Library

Bank Accounts

As of October 3, 2022

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	Oct 3, 22
ASSETS	
Current Assets	
Checking/Savings	
Lakeland Capital 35	26,470.71
Lakeland Checking 45	547.93
Lakeland Money Market 43	262,534.43
Total Checking/Savings	289,553.07
Total Current Assets	289,553.07
TOTAL ASSETS	289,553.07
LIABILITIES & EQUITY	0.00

Little Falls Public Library  
Statement of Financial Income and Expense  
September 2022

	Sep 22
Ordinary Income/Expense	
Income	
Booksale-Used Books	1.00
Fines/Fees	13.00
Gifts / Donations / Grants	25.00
Interest	36.48
Miscellaneous	81.30
MP Printer & Fax	94.00
Total Income	250.78
Gross Profit	250.78
Expense	
Building & Grounds	
Maintenance Services	605.73
Maintenance Supplies	168.75
Utilities	2,341.71
Total Building & Grounds	3,116.19
Capital	3,975.00
Materials	
Books-A	47.39
Books-J	75.96
Total Materials	123.35
Operations	
Insurances	6,811.15
Member & Conferences	834.00
Operating Supplies	703.27
Programs	835.79
Total Operations	9,184.21
Staff	
FICA & PERS	1,726.62
Health Benefits	4,418.96
Payroll	23,132.32
Unemployment Insurance	16.49
Total Staff	29,294.39
Total Expense	45,693.14
Net Ordinary Income	-45,442.36
Net Income	-45,442.36

**2022 Little Falls Library  
Budget vs Actual**

	September	YTD	Budget	Balance	prev.month	
<b>INCOME</b>						
Book Sale - Used Books	\$ 1.00	\$ 105.00	\$ 200.00	\$ (95.00)	53%	\$ 104.00
Fines/Fees	\$ 13.00	\$ 1,148.00	\$ 1,000.00	\$ 148.00	115%	\$ 1,135.00
Subsidy			\$ 500.00			Library Link NJ - \$500 for professional dev. Seminar in October 2022.
Grants		\$ 1,879.92	\$ 1,879.92	\$ -	100%	\$ 1,879.92
						Original grant \$14,116. We spent total of \$9,462.29 (\$1879.92 in 2022 and \$7582.37 in 2021)
Gifts / Donations	\$ 25.00	\$ 320.50	\$ 1,000.00	\$ (679.50)	32%	\$ 320.50
Interest	\$ 36.48	\$ 277.39	\$ 500.00	\$ (222.61)	55%	\$ 240.91
Miscellaneous*	\$ 81.30	\$ 1,004.30	\$ 500.00	\$ 504.30	201%	\$ 923.00
MP Printer & Fax	\$ 94.00	\$ 829.00	\$ 1,500.00	\$ (671.00)	55%	\$ 735.00
State Aid	\$ -	\$ -	\$ 7,920.00	\$ (7,920.00)	0%	\$ -
Township	\$ -	\$ 445,704.00	\$ 594,272.00	\$ (148,568.00)	75%	\$ -
<b>Subtotal income</b>	<b>\$ 250.78</b>	<b>\$ 451,268.11</b>	<b>\$ 609,271.92</b>	<b>\$ (158,003.81)</b>		
<i>Fund Bal from Prev Yr</i>	\$ 92,165.00	\$ 92,165.00	\$ 92,165.00	\$ 92,165.00	100%	
<b>Total Budgeted Income</b>	<b>\$ 92,415.78</b>	<b>\$ 543,433.11</b>	<b>\$ 701,436.92</b>	<b>\$ (158,003.81)</b>	<b>77%</b>	
*note: Misc=yoga & other misc.						
<b>EXPENSES</b>						
<b>Building &amp; Grounds</b>						
Maintenance Services	\$ 605.73	\$ 19,748.05	\$ 30,000.00	\$ 10,251.95	66%	\$ 19,142.32
Maintenance Supplies	\$ 168.75	\$ 1,312.29	\$ 2,500.00	\$ 1,187.71	52%	\$ 1,143.54
Repairs	\$ -	\$ 6,656.50	\$ 7,000.00	\$ 343.50	95%	\$ 6,656.50
Utilities	\$ 2,341.71	\$ 17,261.40	\$ 26,000.00	\$ 8,738.60	66%	\$ 14,919.69
<b>Total Building &amp; Grounds</b>	<b>\$ 3,116.19</b>	<b>\$ 44,978.24</b>	<b>\$ 65,500.00</b>	<b>\$ 20,521.76</b>		
Capital	\$ 3,975.00	\$ 6,975.00	\$ 38,606.14	\$ 31,631.14	18%	\$ 3,000.00
<b>Materials</b>						
A/V (DVDs & CDs)	\$ -	\$ 2,180.78	\$ 3,000.00	\$ 819.22	73%	\$ 2,180.78
Books - Adult print + audio	\$ 47.39	\$ 12,168.59	\$ 17,000.00	\$ 4,831.41	72%	\$ 12,121.20
Books - Juvenile	\$ 75.96	\$ 4,714.15	\$ 11,000.00	\$ 6,285.85	43%	\$ 4,638.19
E-Books (not PALS purchases)	\$ -	\$ 1,831.00	\$ 3,000.00	\$ 1,169.00	61%	\$ 1,831.00
Elec Material/databs (incl.Hoopla)	\$ -	\$ 4,393.00	\$ 11,000.00	\$ 6,607.00	40%	\$ 4,393.00
Periodicals (print mag. subscr)	\$ -	\$ 5,419.00	\$ 5,700.00	\$ 281.00	95%	\$ 5,419.00
<b>Total Materials</b>	<b>\$ 123.35</b>	<b>\$ 30,706.52</b>	<b>\$ 50,700.00</b>	<b>\$ 19,993.48</b>		
<b>Operations</b>						
Automtd. Circ. Systems	\$ -	\$ 18,579.00	\$ 34,000.00	\$ 15,421.00	55%	\$ 18,579.00
Computers/Periph/Software	\$ -	\$ 475.00	\$ 5,000.00	\$ 4,525.00	10%	\$ 475.00
Equipment/Furnishings	\$ -	\$ 7,355.99	\$ 7,500.00	\$ 144.01	98%	\$ 7,355.99
Insurances (workers comp & liability)	\$ 6,811.15	\$ 6,811.15	\$ 7,000.00	\$ 188.85	97%	\$ -
Mmbrshp/Conference/ContEd	\$ 834.00	\$ 1,003.00	\$ 750.00	\$ (253.00)	134%	\$ 169.00
Operating Services	\$ -	\$ 3,642.00	\$ 6,000.00	\$ 2,358.00	61%	\$ 3,642.00
Operating Supplies	\$ 703.27	\$ 4,051.86	\$ 5,000.00	\$ 948.14	81%	\$ 3,348.59
Programs	\$ 835.79	\$ 5,119.38	\$ 14,000.00	\$ 8,880.62	37%	\$ 4,283.59
Prof/Tech Assistance	\$ -	\$ 200.00	\$ 200.00	\$ -	100%	\$ 200.00
<b>Total Operations</b>	<b>\$ 9,184.21</b>	<b>\$ 47,237.38</b>	<b>\$ 79,450.00</b>	<b>\$ 32,212.62</b>		
<b>Staff</b>						
FICA/PERS	\$ 1,726.62	\$ 71,148.85	\$ 65,000.00	\$ (6,148.85)	109%	\$ 69,422.23
Health Benefits	\$ 4,418.96	\$ 45,301.92	\$ 94,000.00	\$ 48,698.08	48%	\$ 40,882.96
Payroll	\$ 23,132.32	\$ 173,700.64	\$ 327,380.00	\$ 153,679.36	53%	\$ 150,568.32
Unemployment~SUI	\$ 16.49	\$ 147.53	\$ 250.00	\$ 102.47	59%	\$ 131.04
<b>Total Staff</b>	<b>\$ 29,294.39</b>	<b>\$ 290,298.94</b>	<b>\$ 486,630.00</b>	<b>\$ 196,331.06</b>		
<b>Total Budgeted Expenses</b>	<b>\$ 45,693.14</b>	<b>\$ 413,221.08</b>	<b>\$ 682,280.00</b>	<b>\$ 269,058.92</b>	<b>61%</b>	

Library Link NJ - \$500 for professional dev. Seminar in October 2022.  
Original grant \$14,116. We spent total of \$9,462.29 (\$1879.92 in 2022 and \$7582.37 in 2021)

Moved \$1,000 from adult books to E-Books.

\$962.99 for bookshel (donation). \$1879.92 for ARPA Grant equipment. \$2672.95 for water fountain upgrade. Moved \$5,000 from computers.

**Little Falls Public Library  
Director's Report  
October 13, 2022**

**STAFF**

- I hired a new Adult Services Librarian. His name is Stephen Bloshuk. He has experience maintaining adult collection, outreach initiatives, and creating programs. Stephen's start date will be on October 17<sup>th</sup>.
- Matt attended NJLibsGrowBiz Summit that was held virtually in September. This mini conference was focused on the value libraries bring to the small business owners and entrepreneurs in their communities and how they can work together.
- An employee received an inappropriate email on October 7<sup>th</sup>. An incident report was filed with the police and the matter has been taken care of.

**FINANCIAL**

- The state library sent out libraries 1/3 of a mil budget for the 2023 year. Barring any changes from the tax court appeals, our budget for 2023 will be \$651,432. That is up \$57,160 from this year (2022).

**PROGRAMMING**

- Yarn Lovers group has started in the library. On the first and third Tuesday of the month at 10am, come by the library to knit or crochet for fun!
- New York Speaker had its second installment on 10/6 with Rise of the Yankees.
- Chef Lisa will be teaching attendees how to prepare pasta dough, and give you the opportunity to turn the dough into various shapes on 10/18. Bernadine will be back on 10/25 with an adult craft creating decoupage bird houses.
- Rhyme Time and Preschool Story Time are back in session.
- Yoga for kids will take place on 10/14
- On 10/26 at 6:30 kids will have a Wimpy Kid trivia night and celebrate the newest Wimpy Kid book, Diper Overlode. We will have a Dungeons and Dragons game night on 10/19.
- On Saturday 10/29 we will have a Halloween Party Story Time along with crafts, candy and a costume contest for kids and adults!!

**BUILDINGS AND GROUNDS**

- We are in the process of getting quotes to update the backroom in the library.
- 8 exit signs in the library needed to be replaced due their age and not able to produce enough light to meet code.
- Due to issues I've encountered with PALS Tech support this year, I have decided to leave PALS Tech support and go with Eliezer Cardona IT Support. Working with Eli will ensure that the library will have better communication, regular onsite IT support and cost effective for the year. Eli currently works for PALS so he is aware of all the needs, functions, and internal workings of our network. He starts to service the library in January 2023.

**GRANTS**

- The grant was completed in the end of September by answering the closing questions that were sent out to the recipients.

**OUTREACH**

- Various Girl Scout/Brownie/Daisy held their monthly meetings here.
- We are once again working with Bergen County Special Services (Passaic Valley High School) to have one of their students come on Monday and Wednesday morning to assist in pulling the hold list along with other random library tasks that are needed at the time.
- Matt represented the library at the Fall Festival that was held on September 25<sup>th</sup>.
- We continue our outreach efforts at the Farmer's Market.



September 2022 STATS		2021	2022	
	days open	24	24	
	hours open	235	226	
<b>PRINT CIRCULATION</b>		<b>2021</b>	<b>2022</b>	
	books	1652	1592	
	a/v	453	312	
	junior books	2040	2576	
	junior a/v	143	108	
	magazines	184	163	
	jr mags	0	6	
	<b>Total</b>	<b>4472</b>		
<b>LIBRARY CARD REGISTRATIONS/RENEWALS</b>		<b>2021</b>	<b>2022</b>	
	Courtesy		5	
	Resident	29	90	
	Paid			
	Reciprocal		1	
<b>INTERLIBRARY LOANS</b>		<b>2021</b>	<b>2022</b>	
	loaned to via JerseyCat	5	2	
	borrowed from via JerseyCat	4	5	
<b>ITEMS ADDED this month</b>		<b>Adult</b>	<b>Junior</b>	<b>Reference</b>
		151	63	
<b>WEBSITE</b>		<b>Sessions</b>	<b>Users</b>	
		2938	1704	
<b>SOCIAL MEDIA</b>		<b>Facebook</b>	<b>Instagram</b>	
	Post Reactions	272	265	
	Page Reach	3745	1091	
	Followers	914	1113	
<b>Children's Programming</b>				
	Story Times	2	42	42
	Children's Yoga	1		7
	Teen Advisory Board	1		15
	Chess Club	1		14
	Dungeons & Dragons	1		6
	College Planning Workshop	1	61	
	1,000 Books Party	1	70	60
	<b>TOTAL</b>	<b>8</b>	<b>173</b>	<b>144</b>
<b>Community Sponsored:</b>				
	School #1 Classes	12	24	254
	Girl scouts	1		13
	School #1 Back to School Night	1	53	
	Fall Festival	1	129	
	Farmer's Market	2	66	
	<b>TOTAL</b>	<b>17</b>	<b>272</b>	<b>267</b>
<b>Adult Programming:</b>				
	Book club	2	11	
	New York Speaker Program	1	12	
	Neck Pain Workshop	1	9	
	Author Visit	1	3	
	Estate Planning Program	1	6	
	Adult Coloring	1	3	
	Yoga	4	15	
	<b>TOTAL</b>	<b>11</b>	<b>59</b>	<b>0</b>
<b>OVERALL</b>		<b>36</b>	<b>504</b>	<b>411</b>

SEPTEMBER 2022: DIGITAL RESOURCE USE: Database sessions, Downloadable Books, Public PC sessions & Computer Instruction Statistics													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YR.Total
Database Sessions:													
Ebsco - free from NJ State Lib	0	16	6	1	7	4	7	0	3				44
Ebsco Learning Express	1	0	5	0	1	0	1	0	0				8
<b>Brainfuse HelpNow*</b>	5	0	3	3	3	5	3	-	-				22
HeritageHub	0	8	1	0	6	0	5	18	0				38
Heritage Quest - free from NJ State Li	0	0	0	0	0	0	2	0	0				2
News Bank	9	12	1	0	57	18	22	37	0				156
TumbleBooks	17	10	0	0	5	1	3	6	6				48
<i>*Discontinued by NJ State Library in August 2022</i>													
<b>DOWNLOADABLE BOOKS:</b>													
Hoopla eBooks	94	87	66	61	61	88	69	88	58				672
Hoopla audio books	124	113	129	106	136	130	131	165	114				1148
Overdrive eBooks	480	217	212	206	223	266	330	298	281				2513
Overdrive Audio Books	82	86	108	101	103	110	129	127	93				939
<b>TOTAL eBook, audiobook</b>													5272
Public Computer use sessions													
	222	206	239	234	222	257	248	307	380				2315
Computer Instruct. by appoint.													
	1	0	0	1	0	0	0	1	1				4
BARD Books Acquired for Patrons													
	0	0	0	0	0	0	0	0	0				0

# MUSEUM PASS STATS: SEPTEMBER 2022

Museum	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	YR. TOTALS
Checkouts (* = tickets signed out)													
Intrepid	0	0	0	0	1	0	0	1	3	0			5
AMNH*	0	0	2	0	0	2	4	4	2	5			19
YogiBerra	0	1	0	0	0	1	0	0	1	1			4
Reserves:													
Intrepid	0	0	0	0	1	0	0	1	3	0			5
AMNH	0	0	0	0	0	0	0	0	0	0			0
YogiBerra	0	1	0	0	0	1	0	0	1	1			4