



PINE BLUFF
JEFFERSON COUNTY
**LIBRARY
SYSTEM**

600 S. Main St. • Pine Bluff, Arkansas 71601

Web: pineblufflibrary.org
Phone: 870.534.4802
Fax: 870.534.8707

The Pine Bluff Jefferson County Library Board of Trustees met on December 13, 2022, in the board room of the Main Library.

Attending in person were: Tom Owens, Chantal Jones

Attending by phone: Ethel Cogshell, Nancy Oudin, Chandra Griffin, Michelle Harleston, and James Pascale.

Others Present: Ricky Williams and Armanda Richardson

The meeting was called to order at 5:17 pm.

Adoption of the Agenda: Nancy Oudin moved, seconded by Michelle Harleston, to adopt the agenda.

Motion Carried.

Approval of the November 8, 2022 Minutes: Ethel Cogshell moved, seconded by Nancy Oudin, to approve the Minutes as written. Motion carried.

Financial Reports:

Nancy Oudin moved to accept the financial report as presented, seconded by Michelle Harleston. Motion Carried.

Director's Report:

Director Williams addressed the board about the retirement of White Branch Manager Ellen Bauer; Courtney Duke will replace her as Branch Manager at the White Hall Branch.

Michelle of staff member Ciera May of the Altheimer Branch was stolen from the library on November 14, 2022. The director advised the board on how he addressed Mrs. Mays to prevent personal items from being stolen.

HVAC repairs were made at the White Hall Library. Scott System replaced a bad control board. The total cost of repairs was **\$790.70**.

The lighting control system at the Main Library malfunctioned. Hossley Lighting and Power Solutions inspected the system and determined that two control modules were bad. An electrician has replaced modules for \$250.00.

Main Library experienced roof leaks near the second-floor bathrooms. Mid-Ark Roofing Company repaired the roof back in October, but the roof still leaked after heavy rain on December 8. Rain event

has caused damage to the women's restroom on the 2nd floor and sheetrock outside the Carr Room. The library has a 20-year- warranty with John Manville Roofing System.

East Harding Construction plans to replace 3 exterior panels **on December 15, 2022**. The manufacturer will be on site on the date of installation.

See Directors' for details.

Unfinished Business:

An elevator quote from KONE Elevator was presented. The quote was for \$185,868.82. Otis Elevator did not present a quote. Conversation ensued. Chantel Jones moved to have Director Williams accept the quote from KONE Elevator. Seconded by Michelle Harleston. Motion Carried

Chandra Griffin moved to have Director Williams draft a letter to be presented to the Quorum Court to expend County funds to purchase a new elevator. Seconded by Chantal Jones. Motion Carried

New Business:

Board Meeting Schedule for 2023 was presented.

The 2023 Library Operating Budget was presented. Total expenditures for 2023 were \$1,662,900, an increase from the previous year's budget of \$1,530,610. Michelle Harleston moved to approve the 2023 budget, seconded by Chantal Jones. Motion Carried

Public Comments:

No public comments.

Announcements:

Chairman Owens thanked the board for attending the meeting and said he appreciated everyone's service for 2022.

Michelle Harleston told the board that she thinks Director Williams and staff are doing a great job. She is looking forward to seeing what's open for next year.

Adjourn:

The meeting adjourned at 5:54 pm.

Meeting Schedule:

Next Meeting – Tuesday, January 10, 2023

Pine Bluff Jefferson County Public Library
Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · City Millage	722,897.98	630,000.00	114.7%
4100 · Taxes from County	735,162.26	720,000.00	102.1%
4201 · State Aid-Operations	122,600.76	100,000.00	122.6%
4225 · Capital Improvement Interest	13.07	100.00	13.1%
4290 · Fines	14,151.05	6,000.00	235.9%
4399 · Misc. Income			
4400 · Misc. Income-Library Cards	354.30	700.00	50.6%
4430 · Misc. Income-Fax	367.00	600.00	61.2%
4440 · Misc. Income-Lost Books	242.39	300.00	80.8%
4490 · Misc. Income-Other	8,093.57	5,000.00	161.9%
4399 · Misc. Income - Other	0.00	0.00	0.0%
Total 4399 · Misc. Income	9,057.26	6,600.00	137.2%
4495 · Copy Machines	1,187.15	3,000.00	39.6%
4595 · Computer Printing-	6,499.80	7,410.00	87.7%
4700 · Grant Income	11,205.77	54,000.00	20.8%
4800 · Interest Income	4,773.07	3,500.00	136.4%
4999 · Gifts & Memorials	1,133.50		
9840 · Carr Interest	13.03		
9845 · Carr Deferred Income	-13.03		
Total Income	1,628,681.67	1,530,610.00	106.4%
Gross Profit	1,628,681.67	1,530,610.00	106.4%
Expense			
5000 · Salaries-Full Time	554,982.07	611,035.00	90.8%
5001 · Salaries-Part Time	191,324.62	159,229.00	120.2%
5020 · Social Security	44,790.70	48,416.00	92.5%
5021 · Medicare	10,482.50	11,027.00	95.1%
5030 · Retirement	31,854.03	41,069.00	77.6%
5040 · Group Insurance	66,794.75	107,250.00	62.3%
5050 · Unemployment Tax	538.00	2,500.00	21.5%
5090 · Book Expense			
5100 · Books	107,463.34	118,500.00	90.7%
5090 · Book Expense - Other	0.00	0.00	0.0%
Total 5090 · Book Expense	107,463.34	118,500.00	90.7%
5110 · Periodicals	6,240.65	4,500.00	138.7%
5120 · Microfilm	0.00	0.00	0.0%
5129 · Audiovisual Expense			
5130 · Audiovisual-DVD	16,268.56	14,000.00	116.2%
5139 · Computer Games	2,692.62	3,000.00	89.8%
5129 · Audiovisual Expense - Other	0.00	0.00	0.0%
Total 5129 · Audiovisual Expense	18,961.18	17,000.00	111.5%
5137 · Books on CD	353.42	600.00	58.9%
5145 · Electronic (Digital)			
5109 · E-Books	9,000.00	9,000.00	100.0%
5111 · E-Periodicals	455.89	500.00	91.2%
5140 · Computer Databases	48,040.41	51,800.00	92.7%
Total 5145 · Electronic (Digital)	57,496.30	61,300.00	93.8%
5150 · Binding/Repair	0.00	100.00	0.0%
5160 · Processing	3,756.13	6,000.00	62.6%

Pine Bluff Jefferson County Public Library
Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	% of Budget
5200 · Repair & Maint.			
5204 · Repair & Maint.-Contract	27,228.05	20,000.00	136.1%
5205 · Repair & Maint.-Other	13,174.36	10,000.00	131.7%
Total 5200 · Repair & Maint.	40,402.41	30,000.00	134.7%
5208 · Utilities			
5210 · Electricity	97,433.94	96,300.00	101.2%
5211 · Natural Gas	5,466.06	6,000.00	91.1%
5212 · Water /Sewer/Trash	2,105.01	2,100.00	100.2%
5208 · Utilities - Other	2,035.26	2,000.00	101.8%
Total 5208 · Utilities	107,040.27	106,400.00	100.6%
5214 · Telephone Lines (All)	12,591.27	12,500.00	100.7%
5220 · General Insurance	22,150.08	23,000.00	96.3%
5229 · Postage			
5230 · Postage-Stamps/Mailings	250.95	250.00	100.4%
5231 · Postage-Shipping/Handeling	2,135.30	1,650.00	129.4%
5229 · Postage - Other	0.00	0.00	0.0%
Total 5229 · Postage	2,386.25	1,900.00	125.6%
5239 · Travel (All)			
5240 · Travel-Meetings/Conferences	256.38	4,000.00	6.4%
Total 5239 · Travel (All)	256.38	4,000.00	6.4%
5249 · Office Supplies	3,450.95	3,500.00	98.6%
5258 · Computer Expenses - All			
5260 · Computer Services	50,293.67	47,000.00	107.0%
5261 · Computer Supplies	2,026.69	3,000.00	67.6%
5262 · Computer-Internet Provider	25,946.03	20,600.00	126.0%
5263 · Computer Supply/Large Purchas...	5,637.58	5,000.00	112.8%
5258 · Computer Expenses - All - Other	0.00	0.00	0.0%
Total 5258 · Computer Expenses - All	83,903.97	75,600.00	111.0%
5270 · Janitorial Supplies	6,880.23	5,000.00	137.6%
5279 · Professional Services			
5280 · Professional Service-Accounting	14,000.00	10,000.00	140.0%
5281 · Professional Service-Other	8,829.70	20,000.00	44.1%
5285 · Professional Service-Assessor	16,359.29	10,000.00	163.6%
5279 · Professional Services - Other	0.00	0.00	0.0%
Total 5279 · Professional Services	39,188.99	40,000.00	98.0%
5290 · Vehicles-Library	4,368.50	4,000.00	109.2%
5300 · Public Relations	3,547.93	3,500.00	101.4%
5310 · Programming	22,053.92	23,321.00	94.6%
5320 · Miscellaneous Expense			
5321 · Misc. Expense-Professional Dues	788.35	500.00	157.7%
5329 · Misc. Expense-Other	2,518.79	2,500.00	100.8%
5320 · Miscellaneous Expense - Other	996.31	0.00	100.0%
Total 5320 · Miscellaneous Expense	4,303.45	3,000.00	143.4%
5330 · Sales Tax	20,942.48	17,000.00	123.2%
6525 · Grants-Other			
6526 · Arkansas Food Bank Grant	5,101.40		
6525 · Grants-Other - Other	168.21		
Total 6525 · Grants-Other	5,269.61		

5:10 PM
01/06/23
Accrual Basis

Pine Bluff Jefferson County Public Library
Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	% of Budget
66000 · Payroll Expenses	0.00		
66900 · Reconciliation Discrepancies	7,884.53		
Total Expense	1,481,658.91	1,541,247.00	96.1%
Net Ordinary Income	147,022.76	-10,637.00	-1,382.2%
Other Income/Expense			
Other Expense			
9910 · Reportable Health Coverage	0.00		
Total Other Expense	0.00		
Net Other Income	0.00	0.00	0.0%
Net Income	147,022.76	-10,637.00	-1,382.2%

Pine Bluff Jefferson County Public Library
Profit & Loss Budget vs. Actual
January through December 2022

1. Part-time employee payroll increase due to converting a full-time position to part-time.

2. Due to the window getting vandalized and HVAC component damage.

3. Shipping & Handling increased due large book orders.

4. Still waiting on reimbursement from E-Harding Construction for damaged RFID gate repair.

5. Annual cost of auditor fees.

6. Sales Tax is up due to database, book orders, and other material purchased.

Pine Bluff Jefferson County Public Library

Transaction Detail By Account

January through December 2022

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
5320 · Miscellaneous Expense									
5329 · Misc. Expense-Other									
General Journal	01/03/2022			CC FEES			1110 · General ...	29.95	29.95
Bill	01/17/2022	45875...	Amazon	jack compact			2000 · Accounts...	95.56	125.51
Bill	01/17/2022	45875...	Amazon	fish tank suppli...			2000 · Accounts...	15.98	141.49
Bill	01/18/2022	RED 0...	Redfield Volunteer Fir...	2022 fire dues;...			2000 · Accounts...	50.00	191.49
Bill	01/29/2022	80650...	STAPLES BUSINESS...	4-Drawer Verti...			2000 · Accounts...	175.09	366.58
General Journal	01/31/2022			Diane Criag WH			1110 · General ...	-27.39	339.19
General Journal	02/03/2022			CC FEES			1110 · General ...	29.95	369.14
Credit Card Charge	02/07/2022			Service Charge			2780 · MASTER...	145.76	514.90
Credit Card Charge	02/07/2022			Service Charge			2780 · MASTER...	145.76	660.66
Credit Card Charge	02/10/2022			Service Charge			2780 · MASTER...	145.76	806.42
Bill	02/28/2022	04639	Wal Mart	5 TEIR BLAC...			2000 · Accounts...	100.00	906.42
General Journal	03/02/2022			CC FEES			2780 · MASTER...	110.76	1,017.18
General Journal	03/02/2022			CC FEES			1110 · General ...	29.95	1,047.13
Credit Card Charge	03/04/2022	3/4/22	EPHESUS CHRISTIA...	SHAY BIRTHD...			2780 · MASTER...	27.00	1,074.13
Bill	03/05/2022	46937...	Amazon	funny mothers ...			2000 · Accounts...	18.99	1,093.12
Credit Card Charge	03/07/2022			Service Charge			2780 · MASTER...	49.28	1,142.40
Bill	03/11/2022	2/19/22	Wal Mart	fiance charge			2000 · Accounts...	5.92	1,148.32
Check	03/30/2022	20123	Master Card	sha and party			1110 · General ...	54.14	1,202.46
General Journal	04/03/2022			CC FEES			1110 · General ...	29.95	1,232.41
Bill	05/02/2022	2022 T...	TONY WASHINGTON	PROPERTY T...			2000 · Accounts...	33.78	1,266.19
General Journal	05/03/2022			CC FEES			1110 · General ...	29.95	1,296.14
Bill	05/04/2022		WELCH LAUNDRY A...				2000 · Accounts...	0.00	1,296.14
General Journal	06/03/2022			CC FEES			1110 · General ...	29.95	1,326.09
General Journal	07/03/2022			CC FEES			1110 · General ...	29.95	1,356.04
Credit Card Charge	08/07/2022			Service Charge			2780 · MASTER...	35.00	1,391.04
Bill	09/02/2022	16436...	Wal Mart	card payment			2000 · Accounts...	48.80	1,439.84
Credit Card Charge	09/07/2022			Service Charge			2780 · MASTER...	49.28	1,489.12
Credit Card Charge	09/29/2022	124141	Farm Plast	19 COLORFU...			2780 · MASTER...	196.81	1,685.93
Credit Card Charge	10/07/2022			Service Charge			2780 · MASTER...	35.00	1,720.93
Credit Card Charge	10/18/2022	124710	Farm Plast	15 COLORFU...			2780 · MASTER...	158.85	1,879.78
Credit Card Charge	10/31/2022	23041...	U-Haul Moving & Stor...	Boxes for refer...			2780 · MASTER...	27.25	1,907.03
Credit Card Charge	11/30/2022	MBR ...	Amazon				2780 · MASTER...	179.00	2,086.03
Bill	12/06/2022	12/06/...	Alyson Bradford	BOND DUES ...			2000 · Accounts...	250.00	2,336.03
Bill	12/06/2022	91205	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,356.03
Bill	12/06/2022	91208	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,376.03
Bill	12/06/2022	89609	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,396.03
Bill	12/06/2022	91206	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,416.03
Bill	12/06/2022	91207	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,436.03
Bill	12/06/2022	91209	Arkansas Secretary o...	NOTARY APP...			2000 · Accounts...	20.00	2,456.03
Credit Card Charge	12/07/2022			Service Charge			2780 · MASTER...	62.76	2,518.79
Total 5329 · Misc. Expense-Other								2,518.79	2,518.79
Total 5320 · Miscellaneous Expense								2,518.79	2,518.79
TOTAL								2,518.79	2,518.79

Pine Bluff Jefferson County Public Lib
Balance Sheet
 As of January 6, 2023

5:08 PM
 01/06/2023
 Accrual Basis
 Jan 6, 23

ASSETS

Current Assets

Checking/Savings

1000 · Change Fund-Main Library	172.39
1005 · Change Fund-Circulation	95.00
1020 · Change Fund-White Hall	80.00
1030 · Change Fund-Watson Chapel	51.50
1040 · Change Fund-Redfield	40.00
1050 · Change Fund-Alzheimer	40.00
1090 · Change Fund-Bookmobile	20.00
1110 · General Fund-Relyance Bank	371,674.40
1140 · Payroll-SFNB	24,992.63
1180 · County Library Fund	1,300,919.39
1190 · Capital Improvement Fund	418,626.75
1195 · Relyance Bank Money Market	169,627.77
1200 · Investments	300,000.00

Total Checking/Savings 2,586,339.83

Accounts Receivable

11000 · Accounts Receivable	75.00
-----------------------------	-------

Total Accounts Receivable 75.00

Other Current Assets

1410 · Prepaid Insurance	12,923.13
--------------------------	-----------

Total Other Current Assets 12,923.13

Total Current Assets 2,599,337.96

Fixed Assets 1,987,112.52

Other Assets

1400 · Prepaid Periodicals	4,176.75
1404 · Prepaid M & R	3,470.57
1405 · Prepaid Databases	14,211.89
1406 · Prepaid Computer Services	7,079.15
1840 · Carr Restricted Savings	86,449.65

Total Other Assets 115,388.01

TOTAL ASSETS 4,701,838.49

LIABILITIES & EQUITY

Liabilities 205,581.50

Equity 4,607,115.25

TOTAL LIABILITIES & EQUITY 4,812,696.75



Director's Report
Ricky Williams
January 10, 2023

New: The Pine Bluff/Jefferson Co. Library System has only had one person for the entire system that could provide notary services for Jefferson County for the past decade. To meet the needs of the citizens of Jefferson County, notary services will be expanding to all locations, including backup notaries at the Main Library. These new services will be active once trained staff members receive certificates from the Secretary of State, which is expected within the next 14 days.

Roof Leak: Mid-Ark Roofing Company came out to expect the roof again and found out that the leak that had caused significant damage to the women's bathroom was not a roof leak. After spending around 3 hours looking for possible leaks, the roofing technician determined that the leak had to be coming from the HVAC unit above the Carr Room, and he was right. This leak was hard to find because all the ac units had a small amount of standing water near the compressors after a rain event. The Main Library was intaking water due to a crease in the standing seam of the unit floor cover; the seam has now been straightened, and duct sealant has been applied to prevent leaks temporarily. Middleton Heating and Air were called to inspect the unit and determine a sheet metal cover needed to be installed to avoid future leaks. The technician advised me that the crease in the seam could have happened during routine maintenance on the unit due to the thin factory sheet metal.

East Harding: East Harding Construction came out on December 15th as scheduled to install 3 new fiber cement boards. The manufacturer was on site to inspect and ensure panels were installed correctly; defective boards were shipped back to the manufacturer for additional testing. No date has been determined at this time when additional panels will be replaced.

Fine Amnesty: Many libraries across Arkansas have gone fine-free to help regain patrons that may have strayed away due to fines. To help combat patron loss, I have decided to make every January fine Amnesty Month to help patrons start the year off with a clean slate. During this event for 2023, patrons will be able to take advantage of having all fines and fees waived once during this time, but fines associated with hotspot checkouts are excluded from this event. Next year's amnesty event will be slightly different; only fines and fees up to \$50.00 will be forgiven. I felt this was needed to keep patrons honest and not try to game the event. Just a reminder that patrons still lose library card privileges if fines and fees are over \$10.

LIBRARY CIRCULATION REPORT FOR DECEMBER 2022 YEAR-TO-DATE

	MAIN LIBRARY 2022 YTD	2021 YTD	% DIFF	WATSON CHAPEL 2022 YTD	2021 YTD	% DIFF	WHITE HALL 2022 YTD	2021 YTD	% DIFF	REDFIELD 2022 YTD	2021 YTD	% DIFF	ALTHEIMER 2022 YTD	2021 YTD	% DIFF	TOTAL ALL 2022 YTD	2021 YTD	% DIFF
ADULT ITEMS																		
FICTION	9,555	7,445		12,877	5,811		9,449	8,301		3,073	2,786		434	166		35,388	24,608	
NONFICTION	2,033	1,130		1,300	307		2,769	895		192	138		161	26		6,455	2,433	
PAPERBACKS	15	19		7	0		22	17		52	23		5	2		101	57	
DVDs	5,446	4,433		2,214	1,985		3,179	2,264		1,412	985		364	252		12,615	9,919	
PERIODICALS	107	88		247	28		337	145		126	48		99	1		916	310	
BOOKS ON CASSETTE/CD	261	111		60	24		200	237		40	25		65	47		626	444	
OTHER	0	0		0	0		0	0		0	0		0	0		0	0	
TOTAL ADULT ITEMS	17,417	13,226	31.7%	16,705	8,155	104.8%	15,956	11,859	34.5%	4,895	4,005	22.2%	1,128	494	128.3%	56,101	37,771	48.5%
YOUNG ADULT ITEMS																		
FICTION	1,006	27		773	83		802	538		250	164		56	5		2,887	817	
NONFICTION	22	5		161	2		32	84		1	0		4	0		220	91	
PAPERBACKS	2	0		0	9		1	0		0	0		0	0		3	9	
BOOKS ON CASSETTE/CD	0	0		8	0		0	3		0	0		0	0		8	3	
TOTAL YOUNG ADULT ITEMS	1,030	32	3118.8%	942	94	902.1%	835	625	33.6%	251	164	53.0%	60	5	1100.0%	3,118	920	238.9%
CHILDREN'S ITEMS																		
FICTION	5,785	107		3,409	920		9,393	5,603		2,810	1,099		1,315	69		22,712	7,798	
NONFICTION	659	5		301	71		1,252	974		450	170		403	12		3,065	1,232	
PAPERBACKS	0	0		0	0		0	11		0	0		0	0		0	11	
VIDEOS/DVDs	576	33		390	603		1,279	1,090		342	457		141	2		2,728	2,185	
BOOKS ON CASSETTE/CD	7	0		4	1		18	11		11	0		8	0		48	12	
OTHER	0	4		0	0		0	18		0	0		0	0		0	22	
TOTAL CHILDREN'S ITEMS	7,027	149	4816.1%	4,104	1,595	157.3%	11,942	7,707	55.0%	3,613	1,726	109.3%	1,867	83	2149.4%	28,553	11,260	153.6%
SUBTOTAL	25,474	13,407	90.0%	21,751	9,844	121.0%	28,733	20,191	42.3%	8,759	5,895	48.6%	3,055	582	424.9%	87,772	49,951	75.7%
TOTAL E-BOOK / E-AUDIO																19091	15651	
GRAND TOTAL																106,863	65,602	62.9%
NUMBER OF PEOPLE	29,616	48,092	-38.4%	5,419	5,656	-4.2%	19,425	15,158	28.2%	3,989	3,802	4.9%	4,859	2,748	76.8%	63,308	75,456	-16.1%
NUMBER OF OVERDUES SENT	0	17		21	19		71	284		11	67		19	1		122	382	
NUMBER NEW LIBRARY CARDS	1,002	1,477		106	112		176	186		105	121		15	14		1,404	1,901	
NUMBER OF LIBRARY ACTIVITIES	582	792		217	222		278	225		112	133		132	112		1,342	1,504	
LIBRARY ACTIVITY ATTENDANCE	4,177	2,428		195	344		917	833		503	309		1,678	922		7,470	4,836	
COMPUTER DEVICES	261	51		136	30		135	33		69	6		43	25		644	145	

2022- Genealogy Statistical Report

BRANCH	STATISTIC NAME	NEW LIBRARY	Jan - May OLD LIBRARY
Pine Bluff	<u>Genealogy Area Usage</u>	414	35
	Total:	449	
	<u>Genealogy E-Mail</u>	10	6
	Total:	16	
	<u>Genealogy Mail</u>	1	0
	Total:	1	
	<u>Genealogy by Telephone</u>	269	38
	Total:	307	
	<u>Genealogy In-House</u>	188	35
	Total:	223	
	<u>Microfilm Usage</u>	488	0
	Total:	488	

Genealogy Statistical Report - December 2022

BRANCH	DATE	STATISTIC NAME	VALUE
Pine Bluff		<u>Genealogy Area Usage</u>	
	12/22/2022		2
	12/21/2022		1
	12/20/2022		2
	12/19/2022		5
	12/8/2022		3
	12/7/2022		1
	12/6/2022		10
	12/5/2022		3
	12/1/2022		3
		Total:	30
		<u>Genealogy E-Mail</u>	
		Total:	0
		<u>Genealogy Mail</u>	
	12/20/2022		1
		Total:	1
		<u>Genealogy by Telephone</u>	
	12/12/2022		2
	12/7/2022		1
	12/6/2022		1
	12/5/2022		1
	12/1/2022		1
		Total:	6
		<u>Genealogy In-House</u>	
	12/22/2022		2
	12/21/2022		1
	12/20/2022		2
	12/12/2022		3
		Total:	8
		<u>Microfilm Usage</u>	
	12/21/2022		2
	12/19/2022		2
	12/12/2022		23
		Total:	27