



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
December 19, 2017
6:30pm

Pledge to the Flag
Public Comment
Oath of Office
new board photo for website

1. Accept minutes of the November 2017 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
Behavior and Environmental Policy – 2nd reading
Personnel Policy – 2nd reading
Meeting Room Policy – 2nd reading
Harassment Policy – 2nd reading
Homebound Services Policy – 2nd reading
8. Personnel Committee
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
12. President's Report
Plan of Service
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: January 16, 2018



Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting November 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on November 21, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened at this point.

Mrs. Pesses informed the Trustees that she had received a Letter of Resignation from Jay Ephraim. Mr. Clark made a motion, seconded by Ms. Batchelor, to accept this resignation with regret. This motion was approved all voting aye.

At this point in the meeting Mrs. Pesses introduced Wade Abbott, Communications and Community Engagement Specialist from Mohawk Valley Library System. Mr. Abbott reviewed his handout with the Trustees that he prepared after doing five Community Workshops with various groups in Gloversville. The Trustees thanked him for his analysis on the various comments from these meetings. These workshops will be the basis of the Library's new Plan of Service, which MVLS is assisting with developing.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 17, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Buggeln made a motion, seconded by Mrs. Lair, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of October 2017 and the four month period ending October 31, 2017. Mr. Frank informed the Trustees that our income for the four month period is up approximately \$23,600 from last year due primarily to the increase in the income received from the Gloversville Library Foundation and the \$10,000 received from the Friends of the Gloversville Public Library earlier this year. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. The Friends of the Gloversville Public Library also have given the Library their budget amount of \$10,000 this year which is earlier than last year. Expenses for this year-to-date are up approximately \$8,400 from the same period of last year primarily due to the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2017 and the rent expense for the temporary location being offset by lower Library Supplies and Utilities this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2017 numbered 1098 through 1139 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Clark made a motion, seconded by Mr. Mazza, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. Pesses informed the Trustees that our annual audit performed by Philip Beckett, CPA came back with a clean report and that Ms. Madonna would e mail everyone a copy for their review.

Mr. Clark informed the Trustees that the Finance Committee would be meeting next Tuesday, November 28, 2017, at 4:30 PM to continue their work on the budget for the fiscal year ending June 30, 2019.

Ms. Krawczeski informed the Trustees that the Friends fundraiser on October 12, 2017 at the Colonial Little Theater raised \$5,333.50 this year. Ms. Krawczeski also informed the Trustees that during Friend's week in October the Friends presented a "Basket of Books" to the first baby born at Nathan Littauer Hospital and hosted a Staff and Patron recognition day on Friday October 20, 2017 with cookies and other goodies. Ms. Krawczeski also informed the Trustees that the Friends are working on a goal of increasing membership. Ms. Krawczeski also informed the Trustees that an anonymous gift has been given to give each child in the Pre-K classes to Second Grade classes in the Gloversville School System a present of a book for Christmas. The Friends will be wrapping these gifts. Ms. Krawczeski also informed the Trustees that the Friends will be decorating the Library on the Monday after Thanksgiving.

Ms. Madonna informed the Trustees that it was time to renew our lease with CRG which currently expires on December 1, 2017. Ms. Madonna informed the Trustees that our option is to renew for another six months at this time with no increase in the amount which currently is \$5,000 per month. Mrs. Lair made a motion, seconded by Mrs. Buggeln, to approve the renewing of our lease with CRG for six additional months beginning on December 1, 2017. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Construction Manager has reported that the Construction Companies are currently working well together and that furniture shopping will take place next week.

Ms. Batchelor informed the Trustees that there was no report from the AD HOC Steering Committee but that a newsletter was being prepared to go out soon.

Mr. Clark presented the following Policies for their second reading as reviewed by the AD HOC Policy Committee, with changes noted: Donations, Bequests and Gifts Policy and the Patron Borrowing Policy. With no additional changes noted, Mrs. Lair made a motion, seconded by Ms. Batchelor, to approve these policies as presented. This motion was approved all voting aye. Mr. Clark also presented the following Policies for their first reading as reviewed by the AD HOC Policy Committee with changes noted: Behavior and Environmental Policy, Personnel Policy, Meeting Room Policy, Harassment Policy and Homebound Services Policy. Some Changes were noted and will be changed before the second reading at the December 2017 Trustee's meeting.

Ms. Madonna informed the Trustees that she had hired Kathy Van Volkenburg for the Account Clerk/Typist position for the Library. She will be working approximately three hours per week or about twelve hours per month to start. Ms. Madonna also informed the Trustees that she had hired Sally Ostrander for the Library Clerk position and that she will be working approximately seven hours a week. Ms. Madonna also informed the Trustees that the deadline for the Library Assistant Civil Service test was October 31, 2017 but that she had not received a list from Civil Service yet. Ms. Madonna also informed the Trustees of a possible Conflict of Interest involving herself as Butler Rowland Mays Architects has asked her to consider consulting with other Libraries on renovation plans. The Board voiced no objection.

Ms. Madonna informed the Trustees that we currently have an Erie Canal Exhibit and Program here with posters in the hallway outside the meeting room. Ms. Madonna also distributed a schedule of Events planned for December at the Library.

Mrs. Lair informed the Trustees that the Public Relations Committee had a table at the Gloversville Middle School for Soroptimist annual craft show last Sunday and gave out 100 bookmarks as part of our continuing work on Advocacy Events for the Library.

Ms. Madonna informed the Trustees that she had nothing else for her Director's report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustee's meeting but that a meeting is being planned for December.

Mrs. Pesses informed the Trustees that she had nothing else for her President's report.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mr. Frank reviewed the current status of our Construction Fund balance. Mr. Frank informed the Trustees that we only have approximately \$12,000 left in our Construction Account and that the Foundation has approximately \$45,000 in the Capital Campaign Account available to pass up. Mr. Frank informed the Trustees that we currently have approximately \$567,000 in our General Fund Money Market Account and was proposing that we approve borrowing up to \$500,000 of these funds for the Building Renovations until some Grant Money comes in and in order to keep the Foundation from borrowing funds until they need to for the project. By having the Library borrow its own money, any grants that come in can be used as reimbursement. Any money borrowed from the Foundation's line of credit cannot be paid back with grant funds obtained by the Library. A motion was made by Mrs. Buggeln, seconded by Mr. Mazza, to approve borrowing up to \$500,000 from the General Fund for the Construction Account on a temporary basis pending receiving Grant Money or other funds from the Gloversville Library Foundation's borrowing for the project. This was approved all voting aye.

A motion was made by Mrs. Buggeln, seconded by Mrs. Lair, to adjourn the meeting at 8:20 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday December 19, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATION

NOVEMBER 2017

	<u>Budget July 1, 2017 to June 30, 2018</u>	<u>Amount Received Curr. Month</u>	<u>Amount Received Current Year to Date</u>	<u>Amount Received Prior Year to Date</u>	<u>Remaining Balance to be Received Curr. Year</u>
Tax Levy	\$393,695.00	\$393,695.00	\$393,695.00	\$393,695.00	\$0.00
Investment Income	200.00	30.29	83.57	29.08	116.43
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	63,410.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	180.00	2,163.00	685.00	2,837.00
Government Affiliations	7,000.00	0.00	6,314.44	6,720.00	685.56
Fines & Miscellaneous Income	10,800.00	536.26	3,820.91	8,524.84	6,979.09
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$490,695.00</u>	<u>\$394,441.55</u>	<u>\$480,076.92</u>	<u>\$483,063.92</u>	<u>\$10,618.08</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on November 1, 2017	\$278,356.41				
Plus: Receipts Per Report	394,441.55				
Less: Expenses Per Report	<u>59,786.59</u>				
Income Cash Balance on November 30, 2017	<u>613,011.37</u>				
Accounts Payable as of 11/30/17	0.00				
Prepaid Expenses as of 11/30/17	<u>(2,999.70)</u>				
Actual Cash Balance on November 30, 2017	<u><u>\$610,011.67</u></u>				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

BUILDING FUND MONEY MARKET ACCOUNT

Balance on November 1, 2017	\$9,631.26
Plus: Receipts:	
Interest on Money Market Account	0.24
Less: Paid Outs:	
Board of Water Commissioners	65.86
National Grid - Library Building & Construction Hook Up	406.24
Frontier Communications - Tech Hookup for Contractors	59.99
	<hr/>
Balance on November 30, 2017	<u>\$9,099.41</u>

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2017	\$768,497.73
Plus: Receipts:	
Interest Earned	11.41
Grant Money Received	0.00
Campaign Funds from Library Foundation	0.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc. - General Construction	529,423.00
Butler Rowland Mays, LLP - Construction Administration	5,720.40
U. W. Marx, Inc.	60,000.00
Rozell East, Inc.	22,582.45
Mazone Plumbing & Heating, Inc.	76,308.75
DLC Electric, LLC	61,702.50
	<hr/>
Balance on November 30, 2017	<u>\$12,772.04</u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on November 1, 2017	\$69.54
Plus: Receipts:	
Donations	7.35
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on November 30, 2017	<u>\$76.89</u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2017

	<u>Budget July 1, 2017 to June 30, 2018</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$194,856.00	\$ 16,238.00	\$ 81,190.00	\$ 77,929.90	\$113,666.00
Salaries - Part Time Employees	78,148.00	3,198.46	15,626.72	15,771.76	62,521.28
Salaries - Custodians	26,781.00	2,231.76	11,158.80	10,628.00	15,622.20
F I C A & Medicare Tax	22,933.00	1,644.37	8,194.05	7,954.75	14,738.95
Unemployment Insurance	725.00	0.00	355.50	342.50	369.50
Disability Insurance	500.00	0.00	197.70	197.70	302.30
Medical Insurance & Reimbursements	44,017.00	2,224.52	15,659.56	13,335.40	28,357.44
Worker's Compensation Insurance	3,200.00	0.00	3,558.79	3,511.54	(358.79)
Pension Expense	30,222.00	20,636.50	20,636.50	19,680.50	9,585.50
Heat	0.00	0.00	0.00	330.72	0.00
Electricity	0.00	0.00	0.00	1,637.67	0.00
Rent	25,000.00	5,000.00	10,000.00	0.00	15,000.00
Telephone	3,000.00	238.21	1,186.18	1,246.98	1,813.82
Insurance	10,300.00	365.26	7,963.18	7,074.76	2,336.82
Books, Periodicals, etc.	46,500.00	4,029.31	24,905.73	24,066.37	21,594.27
Computer & Automation Services	16,000.00	859.22	3,921.99	5,340.71	12,078.01
Library, Building & Office Supplies	10,000.00	949.57	2,602.62	3,746.64	7,397.38
Maintenance & Repairs	4,000.00	310.62	536.90	585.32	3,463.10
Treasurer & Recording Secretary	8,400.00	700.00	3,500.00	3,500.00	4,900.00
Professional Fees	5,500.00	60.00	1,440.00	723.75	4,060.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	356.32	1,263.75	1,045.72	1,736.25
Events & Programming	3,000.00	345.15	1,942.83	1,443.48	1,057.17
Promotion Expense	4,000.00	343.58	1,360.24	1,208.32	2,639.76
General Expense	<u>2,000.00</u>	<u>55.74</u>	<u>382.18</u>	<u>553.52</u>	<u>1,617.82</u>
TOTAL EXPENSE	<u>\$543,082.00</u>	<u>\$59,786.59</u>	<u>\$217,583.22</u>	<u>\$201,856.01</u>	<u>\$325,498.78</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2017

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>	
DM		E F T United States Treasury (2,617.54)	\$821.77
			1,795.77
5531		Gloversville Public Library	7,993.76
5532	1098	Barbara J. Madonna	271.68
5533	1099	Fulton County Center for Regional Growth	5,000.00
5534	1100	Frontier Communications	238.21
5535	1101	Michael J. Frank	700.00
5536	1102	NYS & Local Employees' Retirement System (28,192.00)	20,636.50
			7,555.50
5537	1103	Baker & Taylor Books	861.88
5538	1104	The Paul Revere Life Insurance Company	278.54
5539	1105	United Health Care	29.75
5540	1106	M V P Health Care, Inc.	1,937.80
5541	1107	Business Card (943.05)	20.00
			80.15
			108.83
			409.49
			324.58
5542	1108	Johnstown Public Library	42.00
5543	1109	Amsterdam Public Library	18.09
5544	1110	The Leader-Herald	19.00
5545	1111	Mohawk Valley Library System	839.22
5546	1112	Unique Management Services, Inc.	44.75
5547	1113	Audio Editions	333.18
5548	1114	Demco	351.24
5549	1115	Kathryn Mc Cary	60.00
5550	1116	A & E Sportswear	40.00
5551	1117	Kid's Reference Company, Inc.	293.85
5552	1118	Center Point Large Print	53.14
5553	1119	Palmateer Trucking & Container Service	163.00
5554	1120	Sebco Books	505.05
5555	1121	Dove and Olive Branch Music	150.00
5556	1122	Quill Corporation	588.33
5557	1123	United States Treasury	10.99
5558	1124	Ebsco Subscription Services	1,043.14
5559	1125	Destroyer Escort Historical Museum	75.00
5560	1126	Barbara J. Madonna	177.09
5561	1127	Nicole Hauser	47.08
5562	1128	Sally Fancher	99.51
5563	1129	Elizabeth Batchelor	32.64
5564	1130	Fulton County Glass	110.00
5565		Gloversville Public Library	7,989.10
5566	1140	Liberty Mutual Insurance (505.00)	365.26
			139.74
DM		Oppenheimer Funds - 403b Plan	540.00
DM		E F T NYS & Local Retirement System	394.10
DM		E F T NYS Tax Department	862.60
DM		E F T United States Treasury (2,607.20)	822.60
			1,784.60
DMs		Jaeger & Flynn Associates, Inc. - Reimbursements	286.72
		CHECK AND EFT PAID OUTS - NOVEMBER 2017	<u>67,345.23</u>
		PETTY CASH PAID OUTS - NOVEMBER 2017	
		Newspapers (Books)	420.75
		Library Supplies	10.00
		Maintenance & Repairs	<u>37.62</u>
		TOTAL NOVEMBER 2017 PAID OUTS	<u>\$67,813.60</u>
		Less: Accounts Payable	(7,555.50)
		Less: Prepaid Expense	(139.74)
		Less: Fines, etc.	(60.09)
		Less: Petty Cash Check	<u>(271.68)</u>
		NET TO BALANCE TO EXPENSES	<u>\$59,786.59</u>

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of November 1, 2017			\$0.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2017			\$0.00

STEWART'S GRANT

Balance as of November 1, 2017			\$567.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2017			\$567.75

W G Y CHRISTMAS WISH GRANT

Balance as of November 1, 2017			\$300.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2017			\$300.00

ADVOCACY GRANT

Balance as of November 1, 2017			\$689.06
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2017			\$689.06

WORKFORCE LITERACY GRANT

Balance as of November 1, 2017			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at November 30, 2017			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2017			\$3,125.00
Appropriation Provided For In 2017-2018 Budget			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at November 30, 2017			\$3,125.00

RESTORATION FUNDS RECONCILEMENT

Balance as of November 1, 2017			\$4,149.18
Funds Received - Garage Sale			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at November 30, 2017			\$4,149.18



Gloversville Public Library

Director's Report: November 2017

Barbara Madonna – Director

Construction continues. The project is about 25% complete. Nicole Hauser and I visited the Accent Furniture showroom in Albany at the end of the month to start picking out shelving and furniture.

As you can see from the statistics report, circulation, visitors and computer use are down, but programming is holding steady. To that end, all of the staff are putting efforts into programming for the next six months.

Announcements for the patron-centric art show to be held in March at the Chamber of Commerce were released at the end of November. In addition to our weekly tech help, monthly book discussion and adult craft programs, The USS Slater volunteers will return to offer "Battle of the Atlantic" in January. Samantha Hall-Saladino, the Fulton Co Historian, will be back in February for Black History Month. A reception for the art show will be held in March. A concert by Cosby Gibson & Tom Staudlel will be heard in April. And I started working with Samantha Hall-Saladino, the Fulton Co Historian, and Marion Viglione of the Fulton County Museum to develop a local history project for next May, which is local history month. Also, Sally Fancher and Nicole Hauser have already started planning the 2018 "Libraries Rock" summer reading program.

Now, if we could just get a new Library Assistant on board to help with programming....

Meetings

- Nov 1st
 - 1) Staff meeting
 - 2) Meeting Nicole Hauser
- Nov 2nd
 - Friends of the Library meeting
- Nov 3rd
 - 1) Contractor's meeting
 - 2) Scott Collins, FMCC
- Nov 6th
 - Christopher Hopf
- Nov 7th
 - 1) Nicole Hauser
 - 2) Samantha Hall-Saladino, Fulton Co Historian and Marion Viglione, Fulton Co Museum
- Nov 8th – 11th
 - NYLA Annual Conference, Saratoga Springs
- Nov 13th
 - Christopher Hopf, UW Marx
- Nov 14th
 - 1) Christopher Hopf, UW Marx
 - 2) Lisa Hayes, Butler Rowland Mays Architects
 - 3) Active Shooter Training
- Nov 15th
 - 1) Staff meeting
 - 2) Nicole Hauser
- Nov 16th
 - 1) MVLS Board meeting
 - 2) Chris Pesses
 - 3) Rick Bamberger, SEBCO books
- Nov 17th
 - Contractor's meeting
- Nov 21st
 - 1) Proctor exam
 - 2) Board of Trustees meeting
- Nov 27th
 - Chris Pesses
- Nov 28th
 - 1) Christopher Hopf, UW Marx
 - 2) Finance Committee meeting
- Nov 29th
 - 1) Staff meeting
 - 2) Nicole Hauser
- Nov 30th
 - Accent Furniture field trip with Nicole Hauser



Gloversville Public Library

Children's Room Report: November 2017

Sally Fancher – Head of Children's Services

We began the month partnering with the Fulton County Museum and Gloversville Middle School (GMS) to host "Kids' Night Out". This was an event coordinated by GMS teacher, Marci Gillis, and included several activities facilitated by the museum, school and library staff: haunted history, ghost stories, séances and pumpkin painting. There were over 30 8th graders having a grand time at this event. There are plans to do this again in the spring, and we have been invited to return to promote the Library and help with the fun.

We continue to visit the Whispering Pines pre-school housed in the former McNab school building. We visit two classes and special planning is needed due to the number of students with identified special needs. This personalized approach ensures that all of the children have a great experience.

November 9-11 was the NYLA conference in Saratoga Springs. I attended workshops on: STEAM programs, engaging teens, strategic-differentiated outreach, digital literacy, and fostering services for a diverse population. It was a great experience and I was able to make some great connections and learn many things that will help going forward.

We are now visiting the YMCA Daycare on a regular basis. This outreach includes the toddlers, 2-3 year olds, and pre-K age groups. Each class requires different programming with each visit. As with all daycare visits, we plan the activities with appropriate themes to coordinate with their curriculum.

Cubelets, small interactive robotic cubes, were borrowed from MVLS for a week. Children's Room staff worked with kids and the *Cubelets*. The kids were able to get lessons in coding and programming while creating several different types of "bots". We use the MVLS collection of STEM and STEAM kits for special programs, usually during holiday breaks. Borrowing these helps us to determine whether or not to purchase our own. It is a great way to measure popularity, function and staffing requirements.

Themed story hour on the 25th went very well. The theme was "Families" and we had three different families with several siblings and one on the way. The kids had a great time making bird feeders for our "nature families".

I have also been working with Nicole Hauser on the Library sponsored art show for January and already working on Summer Reading activities.

While all of this is going on, the Children's Room staff is creating and posting the table tents, calendars, flyers, weekly e-mail and compiling the statistics for monthly reports, and of course, activities related to collection development.

November 1- Teen Writing and Art Group

November 3- Haunted History at the Fulton County Museum

November 7- Story hour at Whispering Pines- 2 sessions

November 8- Teen Writing and Art Group

November 9-11- NYLA conference in Saratoga

November 14- Story Hour at YMCA - 2 sessions

November 15- Jolly Readers, Teen Writing and Art Group

November 16- Story Hour at Bright Futures- 3 sessions

November 25- Themed Story Hour

November 29- Teen Writing and Art Group

Statistics for November 2017 are as follows (figures in parentheses are comparable figures for 2016)

	2017	2016
VISITORS	5,799	(6,427)

CIRCULATION

Adult Circulation	1,642	(1,897)
Teen Circulation	73	(192)
Juvenile Circulation	966	(1,266)
Audiobooks	250	(285)
eBooks	362	(243)
Music	8	(40)
Periodicals	55	(108)
Videos	1,415	(1,588)
Museum Passes	2	(1)
Subtotal	4,773	(5,620)
In-House Use		
Adult	18	(33)
Juvenile	76	(97)
Other Materials	1,184	(1,334)
Subtotal	1,278	(1,464)
Total Circulation	6,051	(7,084)

REFERENCE QUESTIONS	96	(144)
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MEETINGS/PROGRAMS/OUTREACH

40 Adult programs and meetings with 306 people	(47 Adult programs/meetings with 264 people)
14 Juvenile programs and meetings with 211 people	(8 Juvenile programs with 240 children)
5 Teen programs and meetings with 73 people	(3 Teen programs with 23 people)

INTERLIBRARY LOAN

Material Borrowed	588	(671)
Material Loaned	670	(655)
Total	1,258	(1,326)

COMPUTER USAGE	1,368	(2,299)
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HISTORICAL ROOM

Visitors	(3)
Books Used	(7)
Reference Questions	

Statistics for August, September and October 2017 are as follows:

	September	October	November
VISITORS	6,298	6,456	5,799
CIRCULATION			
Adult Circulation	1,848	1,713	1,642
Teen Circulation	139	173	73
Juvenile Circulation	1,153	1,175	966
Audiobooks	283	278	250
eBooks	319	339	362
Music	10	16	8
Periodicals	86	85	55
Videos	1,366	1,335	1,415
Museum Passes	2	2	2
Subtotal	5,206	5,116	4,773
In-House Use			
Adult	44	32	18
Juvenile	61	97	76
Other Materials	1,270	1,314	1,184
Subtotal	1,375	1,443	1,278
Total Circulation	6,581	6,559	6,051

REFERENCE QUESTIONS	149	121	96
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MEETINGS/PROGRAMS/OUTREACH

September 30 Adult programs and meetings with 301 people
9 Juvenile programs and meetings with 147 people
2 Teen programs and meetings with 27 people

October 50 Adult programs and meetings with 396 people
11 Juvenile programs and meetings with 178 people
3 Teen programs and meetings with 24 people

November 40 Adult programs and meetings with 306 people
14 Juvenile programs and meetings with 211 people
5 Teen programs and meetings with 73 people

INTERLIBRARY LOAN

Material Borrowed	255	678	588
Material Loaned	794	732	670
Total	1,049	1,410	1,258

COMPUTER USAGE	1,521*	1,558*	1368*
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HISTORICAL ROOM (in storage while in temporary location)

Visitors	0	0	0
Books Used			
Reference Questions			

* Wifi is no longer 24/7, but from 8:30am-10pm



JANUARY 2018 CALENDAR OF EVENTS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CLOSED: HAPPY NEW YEAR!!	2 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	3 Teen Writing & Art Group @3:30-4:30 PM	4 Story Time @10:30 AM Knitting Group @4 PM FOL Meeting @6 PM	5	6
7 CLOSED	8	9 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	10 Teen Writing & Art Group @3:30-4:30 PM	11 Story Time @10:30 AM Knitting Group @4 PM	12	13 Story Time & Craft Hour @10:30 AM
14 CLOSED	15 CLOSED: MARTIN LUTHER KING, JR. DAY	16 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM Trustees Meeting @6:30PM	17 Jolly Readers @10:30 AM (Love and Other Consola- tion Prizes by Jamie Ford) Teen Writing & Art Group @3:30-4:30 PM Health Insurance Info & Sign Up @5:30 PM	18 Story Time @10:30 AM Knitting Group @4 PM	19	20
21 CLOSED	22	23 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	24 Adult 'Iris Eye Paper Fold- ing' Craft 1:30 PM & 5:30 PM ***RESERV. REQ'D*** Teen Writing & Art Group @3:30-4:30 PM	25 Story Time @10:30 AM Knitting Group @4 PM	26	27 "Surprises" Story Time @10:30 AM USS SLATER presents "Battle of the Atlantic" @1 PM
28 CLOSED	29	30 Writer's Unblocked @11 AM-1 PM Drop-In Tech Help @5:30-6:45 PM	31 Teen Writing & Art Group @3:30-4:30 PM			