



Gloversville Public Library
Meeting of the Board of Trustees
34 WEST Fulton Street
February 20, 2018
6:30pm

Pledge to the Flag
Public Comment

1. Accept minutes of the January 2018 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
2018-19 budget
4. Friends
Proposed change in meeting schedule to start September 2018
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Library Assistant
9. Program Committee
10. Public Relations Committee
11. Director's Report
Approve filing of state annual report
Trustee packets
12. Vice President's Report
13. Foundation
14. Old Business
Amend resolution changing the FT schedule to start 6/1/2017
15. New Business
16. Adjourn

Next Meeting: March 20, 2018



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting January 16, 2018

The Gloversville Public Library Board of Trustees held a meeting on January 16, 2018 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, Merry Dunn Brown, Elizabeth Batchelor, Christine Pesses and Charles Reed. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Robin Lair was excused from 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 asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 19, 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 Mr. Mazza, to approve the minutes of the meeting of December 19, 2017. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of December 2017 and the six-month period ending December 31, 2017. Mr. Frank informed the Trustees that our income for the six-month period is down approximately \$4,600 from the same period of last year due primarily to the decrease in the income received from Fines and Miscellaneous Income. Fine Income is down approximately \$1,100 and Miscellaneous Income is down approximately \$4,000 due to the extra income from the garage sale 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 lower Computer and Automation Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in December of 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Mazza made a motion, seconded by Ms. Batchelor, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2018 numbered 1172 through 1206 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. Blackmon noted that the check for Whitney Broadcasting was cut for the wrong amount. Mr. Frank said that he will correct the check. Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Clark informed the Trustees that the Finance Committee had met and was continuing to work on the Budget for the fiscal year ending June 30, 2019. Mr. Clark informed the Trustees that an increase in the Tax Levy would be necessary to support next year's budget after we return to the Library Building. Mr. Clark handed out a worksheet showing the effect of various possible increases in the Tax Levy. Mr. Clark said that he favored an increase of \$30,000 in the Tax Levy for next year and that further review would be done at the next Finance Committee meeting. Another meeting of the Finance Committee is planned prior to the Trustee's meeting in February 2018. Ms. Madonna also informed the Trustees that we would need a motion to override the tax cap. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve overriding the tax cap. This was approved all voting aye.

Mr. Clark and Ms. Madonna also discussed the idea of going to a 35 hour work week for the full time staff effective July 1, 2018 and continuing the current salaries for them for the 2018-2019 budget. Ms. Batchelor made a motion, seconded by Mr. Mazza, to approve going to a 35 hour work week for the full time employees effective July 1, 2018. This was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation received an advance of \$200,000 on their Line of Credit to pass up to the Library to cover January construction costs and that no additional money had been transferred from the Library's General Fund. Mr. Frank also informed the

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

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Trustees that \$225,000 had been transferred from the Foundation's Capital Campaign account to the Library's Construction Account.

Ms. Batchelor informed the Trustees that the Landscaping Plan had been approved and that sheet rocking is being done so that rooms are beginning to take shape. Ms. Batchelor also informed the Trustees that Ms. Madonna and Mrs. Hauser had been doing furniture shopping for the renovated Library.

In Mrs. LaPorta's absence Mrs. Pesses read the report of activities going on with the Friends of the Library. The Friends informed the Trustees that they will help with anything that is needed as we prepare to move back into the Library Building later this year.

Mrs. Buggeln informed the Trustees that an all day celebration is being planned for the Grand Opening of the renovated Library Building for the Community.

Ms. Madonna informed the Trustees that she was still waiting for Civil Service to send her a list for the Library Assistant position. Ms. Madonna informed the Trustees that they had informed her that they had some issues with the test since it was the first time that it was done as an online test so that they would need probably two or three more weeks to send out a list.

Ms. Madonna also distributed a schedule of Events planned for February at the Library.

Mrs. Hauser informed the Trustees that an Art Show was in the works and that a 2018 Read Harder Challenge was also being promoted by the Library.

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

Mrs. Pesses informed the Trustees that a meeting had been held with the City of Gloversville Department Heads (8 people) on January 8, 2018 with Wade Abbott from Mohawk Valley Library System as part of developing our "Plan of Service" for the Library. Mrs. Pesses informed the Trustees that Wade felt that he had enough information now to finish his report by the end of the month. Mrs. Pesses also informed the Trustees that a meeting will be held with the Friends, Foundation Board members, Library Board members and former members of those boards on February 12, 2018 at 4:30 PM to review what will be going on within the walls of the Library once we move back into the building. Mrs. Pesses also informed the Trustee that she will not be able to attend the Board meeting in March 2018.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board meeting.

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. Mrs. Pesses informed the Trustee that Robin Lair had turned in her resignation from the Board effectively immediately. Ms. Batchelor made a motion, seconded by Mrs. Buggeln, to accept her resignation with regret. A motion was made by Ms. Dunn Brown, seconded by Mr. Mazza, to adjourn the meeting at 7:45 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday February 20, 2018 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

JANUARY 2018

	Budget July 1, 2017 to June 30, 2018	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$393,695.00	\$0.00	\$393,695.00	\$393,695.00	\$0.00
Investment Income	200.00	5.89	113.26	57.26	86.74
Gloversville Library Foundation Inc. - Int. & Div.	64,000.00	0.00	64,000.00	63,910.00	0.00
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	2,163.00	2,130.00	2,837.00
Government Affiliations	7,000.00	0.00	7,714.44	8,120.00	(714.44)
Fines & Miscellaneous Income	10,800.00	554.10	5,185.58	10,469.42	5,614.42
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><u>\$490,695.00</u></u>	<u><u>\$559.99</u></u>	<u><u>\$482,871.28</u></u>	<u><u>\$488,381.68</u></u>	<u><u>\$7,823.72</u></u>
	Income Cash Reconcilement				
Income Cash Balance on January 1, 2018	<u>\$577,987.90</u>				
Plus: Receipts Per Report	559.99				
Less: Expenses Per Report	<u>39,852.34</u>				
Income Cash Balance on January 31, 2018	<u><u>538,695.55</u></u>				
Accounts Payable as of 01/31/18	0.00				
Prepaid Expenses as of 01/31/18	<u>(5,728.78)</u>				
Actual Cash Balance on January 31, 2018*	<u><u>\$532,966.77</u></u>				
*Note - Amount of Balance Loaned to Construction Account at 01/31/18	\$ 400,000.00				

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 January 1, 2018	\$7,962.04
Plus: Receipts:	
Interest on Money Market Account	0.19
Less: Paid Outs:	
National Grid - Library Building & Construction Hook Up	1,710.70
Frontier Communications - Tech Hookup for Contractors	59.99
	<hr/>
Balance on January 31, 2018	<u><u>\$6,191.54</u></u>

CONSTRUCTION CHECKING ACCOUNT

Balance on January 1, 2018	\$22,179.56
Plus: Receipts:	
Interest Earned	2.46
Grant Money Received	0.00
Campaign Funds from Library Foundation	225,000.00
Loan From Income Cash Account	0.00
Funds Borrowed By Foundation for Construction	200,000.00
Less: Paid Outs:	
Bunkoff General Contractors, Inc. - General Construction	229,653.00
Frontier Communications - New Telephone System	10,747.02
Professional Service Industries, Inc.	415.00
Rozell East, Inc.	46,645.00
Mazone Plumbing & Heating, Inc.	28,785.00
SRI Fire Sprinkler, LLC	17,860.00
Cardinal Direction Landscape Architecture & Sus. Conslt.	1,200.00
	<hr/>
Balance on January 31, 2018	<u><u>\$111,877.00</u></u>

AMAZON SMILE SAVINGS ACCOUNT

Balance on January 1, 2018	\$76.89
Plus: Receipts:	
Donations	0.00
Less: Paid Outs:	
None	0.00
	<hr/>
Balance on January 31, 2018	<u><u>\$76.89</u></u>

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

JANUARY 2018

	<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	\$ 113,666.00	\$ 109,101.86	\$81,190.00
Salaries - Part Time Employees	78,148.00	4,130.27	23,051.67	21,617.22	55,096.33
Salaries - Custodians	26,781.00	2,231.76	15,622.32	14,879.20	11,158.68
F I C A & Medicare Tax	22,933.00	1,715.65	11,561.58	11,085.34	11,371.42
Unemployment Insurance	725.00	0.00	355.50	342.50	369.50
Disability Insurance	500.00	377.73	575.43	395.40	(75.43)
Medical Insurance & Reimbursements	44,017.00	2,267.37	20,020.35	17,771.40	23,996.65
Worker's Compensation Insurance	3,200.00	0.00	3,558.79	3,511.54	(358.79)
Pension Expense	30,222.00	0.00	20,636.50	19,680.50	9,585.50
Heat	0.00	0.00	0.00	1,459.78	0.00
Electricity	0.00	0.00	0.00	2,429.48	0.00
Rent	25,000.00	5,000.00	20,000.00	0.00	5,000.00
Telephone	3,000.00	238.13	1,662.52	1,718.70	1,337.48
Insurance	10,300.00	908.49	8,871.67	7,783.26	1,428.33
Books, Periodicals, etc.	46,500.00	3,296.27	31,987.82	31,683.33	14,512.18
Computer & Automation Services	16,000.00	910.01	5,675.38	17,902.35	10,324.62
Library, Building & Office Supplies	10,000.00	503.55	3,435.47	5,465.76	6,564.53
Maintenance & Repairs	4,000.00	183.00	719.90	3,334.13	3,280.10
Treasurer & Recording Secretary	8,400.00	700.00	4,900.00	4,900.00	3,500.00
Professional Fees	5,500.00	0.00	1,440.00	1,878.75	4,060.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	3,000.00	80.34	1,398.66	1,211.96	1,601.34
Events & Programming	3,000.00	166.49	2,139.32	2,512.03	860.68
Promotion Expense	4,000.00	833.68	2,940.54	1,834.82	1,059.46
General Expense	2,000.00	71.60	473.98	690.62	1,526.02
TOTAL EXPENSE	<u><u>\$543,082.00</u></u>	<u><u>\$39,852.34</u></u>	<u><u>\$294,693.40</u></u>	<u><u>\$283,189.93</u></u>	<u><u>\$248,388.60</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

JANUARY 2018

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,578.60)	\$823.30	FICA & Medicare Expense
			1,755.30	Payroll
5590		Gloversville Public Library	8,065.43	Payroll
5591	1172	Barbara J. Madonna	457.71	Petty Cash
5592	1173	Fulton County Center for Regional Growth	5,000.00	Rent
5593	1174	Frontier Communications	238.13	Telephone
5594	1175	Michael J. Frank	700.00	Treasurer & Rec, Sec.
5595	1176	Baker & Taylor Books	920.00	Books
5596	1177	The Paul Revere Life Insurance Company	278.54	Medical Insurance
5597	1178	United Health Care	29.75	Medical Insurance
5598	1179	M V P Health Care, Inc.	1,937.80	Medical Insurance
5599	1180	Center Point Large Print	51.04	Books
5600	1181	Unique Management Services, Inc.	71.60	G/E - Collection Expense
5601	1182	Mohawk Valley Library System (1,137.03)	815.03	Computer & Automation
			122.00	Library Supplies
			200.00	A/V - DVDs
5602	1183	The Leader-Herald	220.68	Promotion Expense
5603	1184	Quill Corporation (367.89)	69.34	Advocacy Grant
			298.55	Library Supplies
5604	1185	Barbara J. Madonna	46.55	Prof. Meetings & Travel
5605	1186	Sally Fancher	33.79	Prof. Meetings & Travel
5606	1187	Johnstown Public Library	18.90	Fines, etc.
5607	1188	Mohawk Valley Library System	19.99	Fines, etc.
5608	1189	Book Page	528.00	Promotion Expense
5609		void	-	
5610	1191	Business Card (781.14)	94.98	Computer & Automation
			49.00	Library Supplies
			34.00	Postage
			404.09	A/V - DVDs
			155.61	Events & Programming
			43.46	Books
5611	1192	Arch Insurance Group (755.46)	377.73	Disability & PFL Insurance
			377.73	Prepaid Expense
5612	1193	Philadelphia Insurance Companies (1,658.000)	908.49	Insurance - D & O
			749.51	Prepaid Expense
5613	1194	The Penworthy Company, LLC (531.09)	436.13	Books
			94.96	Stewart's Grant
5614	1195	Audio Editions	295.49	A/V - DVDs
5615	1196	Palmateer Trucking & Container Service	183.00	Maintenance & Repairs
5616	1197	Sebco Books	504.56	Books
5617	1190	Whitney Radio Broadcasting, Inc.	85.00	Promotion Expense
5618		Gloversville Public Library	8,718.86	Payroll
DM		Oppenheimer Funds - 403b Plan	540.00	403b Plan
DM		E F T NYS & Local Retirement System	394.10	Pension - Withholdings
DM		E F T NYS Tax Department	879.70	Payroll
DM		E F T United States Treasury (2,830.70)	892.35	FICA & Medicare Expense
			1,938.35	Payroll
Dms		Jaeger & Flynn Associates, Inc. - Reimbursements	329.57	Medical Insurance
		CHECK AND EFT PAID OUTS - JANUARY 2018	<u>41,188.10</u>	
		PETTY CASH PAID OUTS - JANUARY 2018		
		Newspapers (Books)	441.50	
		Events & Programming	<u>10.88</u>	
		TOTAL JANUARY 2018 PAID OUTS	<u>\$41,640.48</u>	
		Less: Advocacy Grant	(69.34)	
		Less: Stewart's Grant	(94.96)	
		Less: Prepaid Expense	(1,127.24)	
		Less: Fines, etc.	(38.89)	
		Less: Petty Cash Check	<u>(457.71)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$39,852.34</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of January 1, 2018			\$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 January 31, 2018			\$0.00

STEWART'S GRANT

Balance as of January 1, 2018			\$567.75
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
The Penworthy Company, LLC	5613	Books	94.96
Total Expenses			94.96
Balance of Grant Money Left at January 31, 2018			\$472.79

W G Y CHRISTMAS WISH GRANT

Balance as of January 1, 2018			\$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 January 31, 2018			\$300.00

ADVOCACY GRANT

Balance as of January 1, 2018			\$0.00
Grant Money Received			150.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
Quill Corporation	5603	Var. Supplies	69.34
Total Expenses			69.34
Balance of Grant Money Left at January 31, 2018			\$80.66

WORKFORCE LITERACY GRANT

Balance as of January 1, 2018			\$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 January 31, 2018			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of January 1, 2018			\$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 January 31, 2018			\$3,125.00

RESTORATION FUNDS RECONCILEMENT

Balance as of January 1, 2018			\$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 January 31, 2018			\$4,149.18



Gloversville Public Library

Director's Report: January 2018

Barbara Madonna – Director

I am not sure where the month went, but according to my calendar the building project kept me busy. The additions are a little behind schedule because the weather has been too cold for masonry work and the structural steel fabrication is behind schedule. Work continues to move along well in the original building. We are lucky to have so much renovation work for the contractors to complete during spells like these.

The Library had a terrific response from area artists for the first ever Library sponsored art show. Over 30 artists submitted 70+ pieces. The show will open March first at the Chamber of Commerce's gallery. Two awards are being underwritten by the Friends; a Best in Show and a People's Choice Award. Make sure you stop by and vote.

New staff computers were installed at the end of the month. Because all of our computers will be out of service by the time we move, I am trying to stagger the purchases.

The Finance Committee is developing our 2018-2019 budget. This is an interesting challenge because we do not know for certain how the renovation will impact operations. On the one hand we will have much more efficient systems; on the other we will be utilizing much more of the building on a daily basis. Community workshops to gain public input to aid in developing the new plan of service are drawing to a close. Wade Abbott, from MVLS, has been an invaluable lead on this project. An ad-hoc committee was formed to draft a Disaster Plan. I expect to see a draft in late March.

Meetings

- Jan 3rd
 - 1) Nicole Hauser
 - 2) Proctor exam
- Jan 4th Lisa Hayes, Butler Rowland Mays Architects, Chris Hopf, UW Marx
- Jan 5th Nicole Hauser
- Jan 9th
 - 1) Scott Secord, Image Integrator
 - 2) Michael Frank
 - 3) Rulyn Grave, R.Design Resources and Mark Anderson, Trevett Millworks
- Jan 10th
 - 1) Staff meeting
 - 2) Nicole Hauser
- Jan 11th
 - 1) Lisa Buggeln and Betsy Batchelor
 - 2) Finance Committee meeting
- Jan 12th
 - 1) Contractor meeting
 - 2) Lisa Hayes, Butler Rowland Mays Architects, Chris Hopf, UW Marx and Leo Garrison, Metro Sound Pros
- Jan 16th Board of Trustees meeting
- Jan 18th
 - 1) MVLS Board meeting
 - 2) MVLS Communications Committee meeting
- Jan 19th Bruce Winters, Adirondack Cabling, Keith Whitman, DLC Electric, Chris Hopf, UW Marx, Chris Mundell and Michele Largeteau, Joint Automation
- Jan 22th TEDx run through
- Jan 23rd Accent Furniture, Albany
- Jan 24th
 - 1) Staff meeting
 - 2) Chris Hopf, UW Marx
 - 3) Chris Pesses
- Jan 25th 1) Staff meeting
- Jan 26th Contractor meeting
- Jan 29th JA installation of new staff computers
- Jan 31st 1) Staff meeting

- 2) Nicole Hauser
- 3) TEDx event at FMCC



Gloversville Public Library

Children's Room Report: January-2018

Sally Fancher – Head of Children's Services

Happy New Year! The weather during the Christmas break kept patrons home, but when the temperature rose above zero, we had many kids and their families come in to experiment with the Squishy Circuits. The lights and buzzers are always a hit. Once we have an area for a small maker space, we can keep a supply of the special dough on hand and purchase our own circuits.

Nicole and I attended the "Best of the Best" program at MVLS on January 4th. This is a presentation of the 2017 books, adult and juvenile, that are considered to be outstanding. Many of the featured books we had already purchased, and I ordered another 2 dozen to round out some of our collections.

We had a little bit of staff training regarding public relations. We developed a nice way to inform parents that we had observed active head lice. We wanted to unobtrusively remind them that while this issue requires children to be out of school, we also recommend that kids avoid the Library to prevent sharing this particular condition.

We are very grateful to the Friends of the Library for their continuing weekly Story Hour. They have a band of regulars that attend and then spend time in the Children's Room after the program. We are able to watch families socialize and network, all while enjoying the different activities we offer. Many of these families go on to share their experience with others and bring friends on subsequent visits.

We have a new group for visits and special programming- The Fulton Montgomery County Mental Health After-school program. This group consists of children from different schools ranging in grades 1-10. They received an introductory program and tour, as well as a story and craft hour. We hope to add them to our list of regular visitors.

Sonny Dross has taken on a formidable task in the Children's room. The format of the spine labels in our collections need to be adjusted for consistency and aesthetic value. The entire easy reader non-fiction section, as well as both juvenile and teen graphic sections will be undergoing the spine change. This is a very important, yet tedious process, and Sonny has been spearheading this project, and doing a fantastic job.

A great deal of time was spent planning and gathering supplies for the January programs.

January 3, 10, 17, 24 and 31- Teen Writing and Art Group

January 16- Fulton Center visit

January 17- Jolly Readers

January 18- Rainbow Preschool (15 children)

January 23- Bright Futures Day care- 3 classes

January 24- Whispering Pines – 2 Special needs classes

January 27-Themed Story Hour

January 29- Fulton Montgomery County Mental Health Afterschool program-tour and program

Statistics for January 2018 are as follows (figures in parentheses are comparable figures for 2017)

	2018	2017
VISITORS	5,765	(6,525)

CIRCULATION

Adult Circulation	1,675	(1,781)
Teen Circulation	68	(242)
Juvenile Circulation	889	(1,298)
Audiobooks	265	(307)
eBooks	435	(320)
Music	1	(42)
Periodicals	66	(99)
Videos	1,408	(1,726)
Museum Passes	-	(0)
Subtotal	4,807	(5,815)
In-House Use		
Adult	38	(66)
Juvenile	48	(112)
Other Materials	1231	(1,298)
Subtotal	1,317	(1,476)
Total Circulation	6,124	(7,291)

REFERENCE QUESTIONS	88	(140)
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MEETINGS/PROGRAMS/OUTREACH

30 Adult programs and meetings with 162 people	(21 Adult programs/meetings with 117 people)
14 Juvenile programs and meetings with 169 people	(10 Juvenile programs with 200 children)
4 Teen programs and meetings with 21 people	(4 Teen programs with 22 people)

INTERLIBRARY LOAN

Material Borrowed	722	(880)
Material Loaned	887	(839)
Total	1,609	(1,719)

COMPUTER USAGE	1,270	(2,119)
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HISTORICAL ROOM

Visitors	(8)
Books Used	(9)
Reference Questions	

Statistics for November, December 2017 and January 2018 are as follows:

	November	December	January
VISITORS	5,799	5,181	5,765
CIRCULATION			
Adult Circulation	1,642	1,454	1,675
Teen Circulation	73	63	68
Juvenile Circulation	966	554	889
Audiobooks	250	247	265
eBooks	362	367	435
Music	8	3	1
Periodicals	55	98	66
Videos	1,415	1,415	1,408
Museum Passes	2	2	-
Subtotal	4,773	4,203	4,807
In-House Use			
Adult	18	13	38
Juvenile	76	47	48
Other Materials	1,184	1,118	1,231
Subtotal	1,278	1,178	1,317
Total Circulation	6,051	5,381	6,124

REFERENCE QUESTIONS	96	84	88
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MEETINGS/PROGRAMS/OUTREACH

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

December 30 Adult programs and meetings with 219 people
10 Juvenile programs and meetings with 156 people
3 Teen programs and meetings with 19 people

January 30 Adult programs and meetings with 162 people
14 Juvenile programs and meetings with 169 people
4 Teen programs and meetings with 21 people

INTERLIBRARY LOAN

Material Borrowed	588	496	722
Material Loaned	670	617	887
Total	1,258	1,113	1,609

COMPUTER USAGE	1,368*	1,111*	1270*
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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